United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

CASE MANAGEMENT
ELECTRONIC CASE FILING

ATTORNEY MANUAL

United States Bankruptcy Court
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Electronic Case Filing - ATTORNEY Manual

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February 2004

United States Bankruptcy Court
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SECTION 1

Access

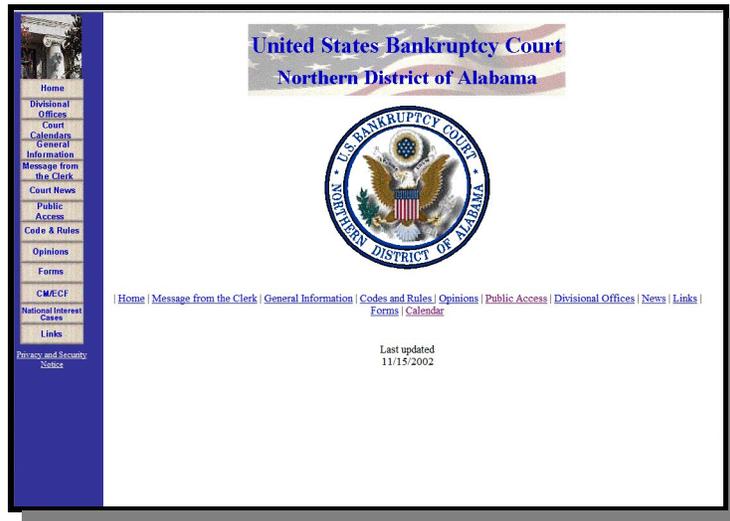**Electronic Case Filing**   **Section 1**   **Access**

Site Entry

Users can access the **C**ase **M**anagement / **E**lectronic **C**ase **F**iling system for the Northern
District of Alabama through the Court's Internet Web Page at:
http://www.alnb.uscourts.gov

STEP 1   Click the **Public Access** option from the side bar on the left of the page.

[Note: If our home page is ever down, you may access ECF by using the following link:
https://ecf.alnb.uscourts.gov]

STEP 2   Select the **ECF/Pacer** link then click on **Northern District of Alabama-**
Document Filing System.

Login

STEP 1   The **CM/ECF Login** screen will appear prompting you for a **Login** and
Password.
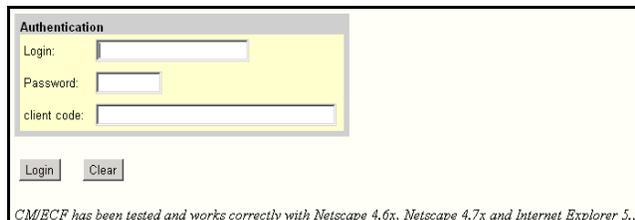
,   Enter your Login, Password and Client Code in the appropriate fields. Click on **Login** to transmit information to the system.

,   If an invalid combination is entered, the system will respond with an error message. Click on **Back** to retry.

,   The entry of a valid login and password combination will prompt the system to display the **Main Menu**.

STEP 2   Choose from the *Main Menu* options at the top of the page:
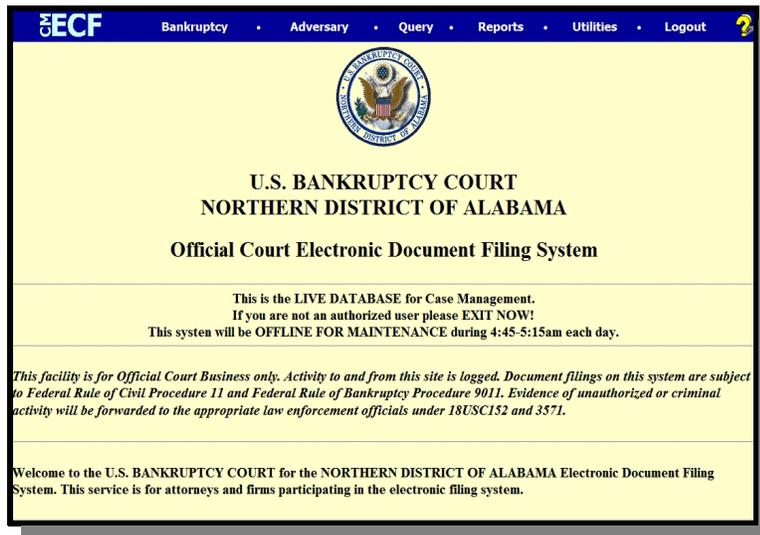
,   **Bankruptcy** - brings up the **Bankruptcy Events** menu from which you make a selection to open bankruptcy cases, docket pleadings, etc. in a bankruptcy case.

,   **Adversary** - brings up the **Adversary Events** menu screen from which you make a selection to open an adversary proceeding, or docket pleadings, etc. in an adversary proceeding.

,   **Query** - brings up the **Query** screen, allowing retrieval of a variety of information for specific cases.

,   **Reports** - brings up the **Reports** menu from which you may access a number of reports for single cases or multiple cases.

,   **Utilities** - brings up the **Utilities** menu, allowing maintenance of user accounts, notification, etc.

,   **Logout** - returns you to the **Login** screen.

,   **Help** - Click on this image at the top right corner of the window for help at anytime.

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SECTION 2

Your Account

Maintaining Your ECF Account

This function allows you to update your personal information and instructions about email notification.

STEP 1   Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from the *Your Account* menu. The Maintain User Account screen appears.

,   Make appropriate changes or additions to your name, address telephone number and/or fax number.
           [Note: Do not enter SSN, Tax ID or DOB].

,   **Email information...** button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 2.

,   **More user information...** button allows you to change your password. (*see Step 3*)

,   Click on **Submit** button upon completing all changes/additions.

,   Click on **Clear** button to clear changes you may have made.

STEP 2   Click on the **Email information** button, the following *E-mail information* screen
will appear.

> ,   **Primary e-mail address** - specify the complete address.
> ,   **Send the notices specified below** - select one or both options.
>> <   **to my primary e-mail address**
>> <   **to these additional addresses** and add additional email addresses
>>   in text box.
> ,   To receive notices for a case in which you are not involved, check the box
>   for **Send notices in these additional cases** and key the case number(s) in
>   the text box.
> ,   Select appropriate radio button to receive notice of electronic case filing
>   for each case (**Send a notice for each filing**) or a summary report
>   containing all cases (**Send a Daily Summary Report**).
> ,   **Format notices** - select appropriate format.
>> <   **html format for Netscape or ISP e-mail service**
>> <   **text format for cc:Mail, GroupWise, other e-mail service**
> ,   Click on **Return to Account screen** to continue making changes to your
>   account and/or to submit changes once completed.
> ,   Click on **Clear** button to clear changes you may have made.

STEP 3   Upon clicking the **More user information** button, more information from your account will appear.

      , **Login** - may not be changed without court approval.

      , **Password** - you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden as seen above.

      , Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.

      , Click on **Clear** button to clear changes you may have made.

STEP 4   After making appropriate changes/additions, click on the **Submit** button, the system will display all cases in which you are involved.

      , **Update All** - default selection, click **Submit** button to have address information spread to all cases.

      , To have address update spread to specific cases but not all, hold down <**Ctrl**> key on keyboard while clicking on specific cases.

      , Click on **Submit** button to update your account.

      , Click **Clear** button to clear selection.

STEP 5   The **Update Person** information screen will be displayed, to continue click on the
                    Main Menu option of your choice.
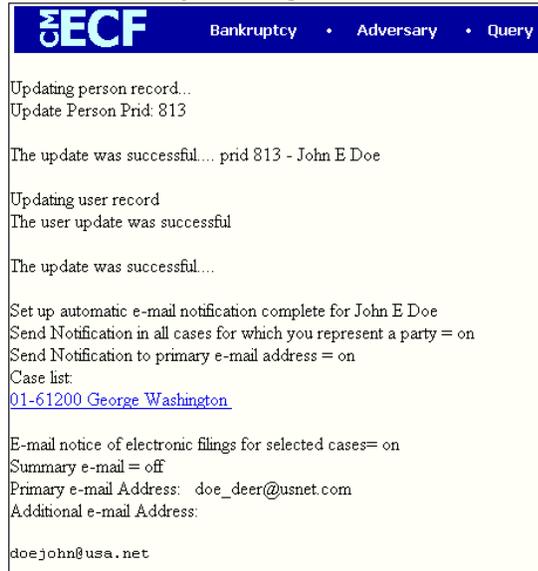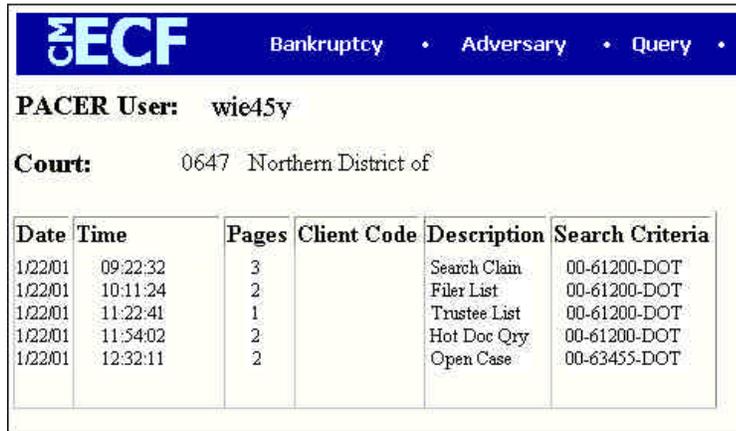

Review Billing History

The **Review Billing History** option, displays the number of CM/ECF pages accessed and
charges incurred for the PACER account currently being used. If you enter client codes when you
access CM/ECF, the charges are totaled for each code.

STEP 1   Select **Utilities** from the Main Menu, click on **Review Billing History** hypertext
                    link from the *Your Account* menu.
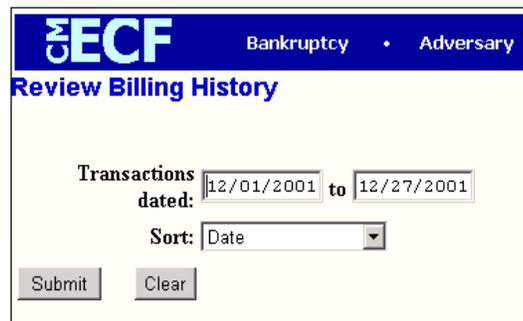
                    ,   **Transactions dated:** - enter a date range for the report to display.
                    ,   **Sort:** - click down arrow to the right of the box to select how you would
                               like the report to sort.

STEP 2   Click on **Submit** to continue or **Clear** to reset display criteria. Billing history will
                    display.

,   Click **Back** to return to the *Utilities Main Menu* or you may click on Main
           Menu option of your choice.

View PACER Account Information

Displays the current PACER login and client code, if applicable.

STEP 1   Select **Utilities** from the Main Menu, click on **View Pacer Account Information**
                    hypertext link from the *Your Account* menu.

,   System displays the account information and client code, if applicable,
           used to log into *PACER*.
,   To continue, click on *Main Menu* option of your choice.

View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specified time period.

STEP 1   Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hypertext link from the *Your Account* menu. *View Transaction Log* screen appears.

,   Click in the dialog boxes of **Start Date: and End Date:** and type the dates for the report you want displayed.

,   Click on **Submit** after completing date selection or **Clear** to reset search criteria.

STEP 2   The **Transaction Log** screen appears.

,   To print transaction log, click on **Print** from your *Browser's* toolbar.

,   To continue, click *Main Menu* option of your choice.

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SECTION 3

Miscellaneous

Legal Research... Law Dictionary

This option links to a Web site "researched, written in plain language and provided free of charge by lawyer Lloyd Duhaime."

STEP 1   Select **Utilities** from the *Main Menu*, click on **Legal Research** hypertext link from the *Miscellaneous* menu. Select **Law Dictionary**.

STEP 2   The **Law Dictionary** screen displays..

Legal Research... Medical Dictionary

This option links to the On-Line Medical Dictionary provided by the CancerWEB Project (sponsored by British Telecommunications).

STEP 1   Select **Utilities** from the *Main Menu*, click on **Legal Research** hypertext link from the *Miscellaneou*s menu. Select **Medical Dictionary**.

**STEP 2**   The **Medical Dictionary** screen appears.

Legal Research... Westlaw via the Internet

This option links to Westlaw's commercial web site. A subscriber account is needed.

STEP 1   Select **Utilities** from the *Main Menu*, click on **Legal Research** hypertext link from the *Miscellaneous* menu. Select **Westlaw via the Internet**.

**STEP 2**   The **Westlaw via the Internet** screen appears.
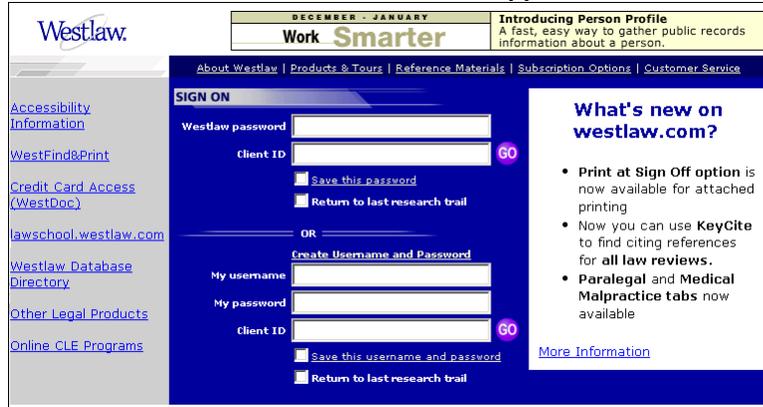
Mailings... Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties who have filed/docketed a pleading to the case.

STEP 1   Select **Utilities** from the *Main Menu*, click on **Mailings** hypertext link from the *Miscellaneous* menu. Select **Creditor Mailing Matrix**.

STEP 2   The **Creditor Mailing Matrix** screen appears.
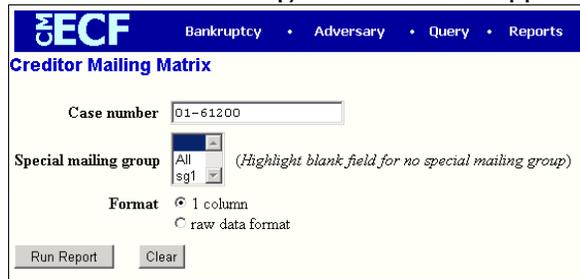
,   Enter **Case Number**.
,   Select **All** to include all special mailing groups
,   Click to select appropriate **Format** radio button.
,   Click on **Run Report** or **Clear** to reset search criteria.
,   **Search Results** screen appears listing creditors for case specified.
,   To print, click on **Print** button from browser toolbar.

Mailings... Mailing Info for a Case

Displays a list of those who receive e-mail notices and those who require manual noticing for a specific case.

STEP 1   Select **Utilities** from the *Main Menu*, click on **Mailings** hypertext link from the *Miscellaneous* menu. Select **Mailing Info for a Case**.

STEP 2   The **Mailing Info for a Case** screen is displayed..

,   **Case Number** - enter case number.
,   Click on **Submit** to continue or **Clear** to reset.

STEP 3   **Mailing Information** screen for specified case appears.

Mailings... Mailing Labels by Case

Displays name/address data in label format for a specific case. Parties who appear on this report consist of both uploaded creditors from schedules AND parties who have filed a pleading in the case.

STEP 1   Select **Utilities** from the *Main Menu*, click on **Mailings** hypertext link from the *Miscellaneous* menu. Select **Mailing Labels by Case**.

STEP 2   The **Mailing Labels by Case** screen is displayed .

,   **Case number** - enter *Case Number*.
,   **All** - select all participants for case or select specific criteria.[1]
,   **Participants** - select and click specific participants.
,   **Creditors** - select and click specific participants.
,   **Judge/Attorneys/US Trustee/Trustee** - click in box to include one or
           more.
,   **Print format** - select and click print format from list.
,   Click on **Next** to continue or **Clear** to reset.

Verify a Document

Verifies that the electronic "signature" of a document is the same as when the document was filed. If it is different, the document has been altered.

STEP 1   Select **Utilities** from the Main Menu, click on **Verify a Document** hypertext link
           from the *Miscellaneous* menu. **Verify Document(s)** selection screen appears.

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[1]To select two or more items from the above fields, press <Ctrl> button then click on each item to be included.

      ,   **Case Number** - enter case number.
      ,   **Document Number** - enter document number.
      ,   Click on **Next** to continue or **Clear** to reset.

STEP 3   **Verify document(s)** screen appears displaying information regarding pdf document. To continue click on Main Menu option of your choice.

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SECTION 4

Document Preparation

Format

Only **PDF** (*Portable Document Format*) documents may be filed using the court's electronic filing system. If you attempt to upload a non-pdf file, or submit a standard docket entry without a document, an error message appears.


Converting a Document to PDF Format

Conversion of any word processing document to a Portable Document Format (PDF) is required before submission to the court's electronic filing system. To accomplish this you must have Acrobat PDFWriter or other PDF Writer software. The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances, some of these steps may be eliminated depending on what software you are using and how your system has been configured.
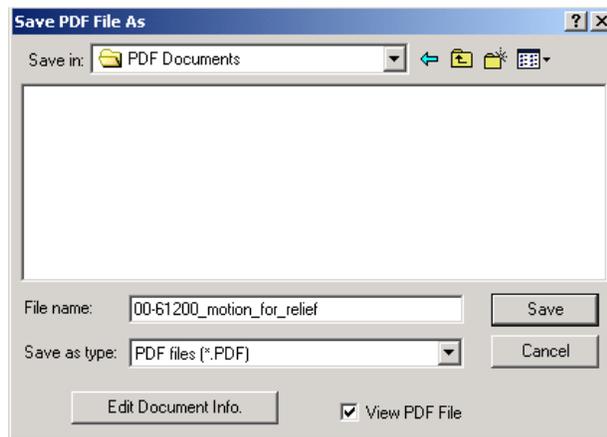
Converting a Word Processing Document to PDF Format

STEP 1   Open the document to be converted. Click on the **File** drop down menu to select the **Print** option. The **Print** dialog box appears.
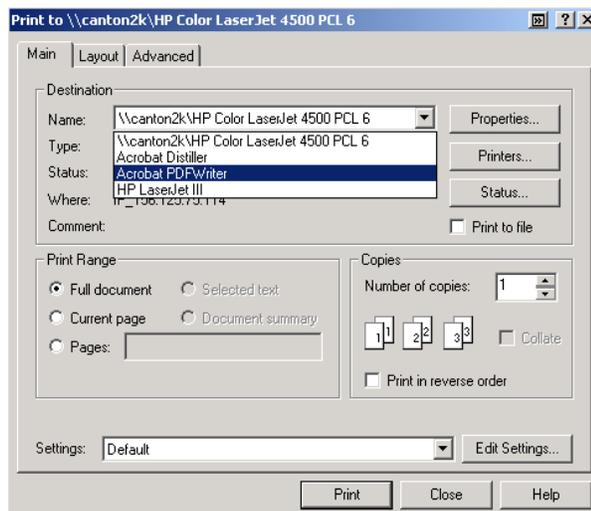
> **,**   Select **Acrobat PDFWriter**.
> **,**   Click the **Print** button in the dialog box.[2]

STEP 2   The **Save PDF File As** screen will appear.

Save PDF File As	? X
Save in: PDF Documents	← 🗁 🗁 ⊞▾
File name: 00-61200_motion_for_relief	Save
Save as type: PDF files (*.PDF)	Cancel
Edit Document Info.	☑ View PDF File

> **,**   **File name** - type a name using the preferred naming convention.
> **,**   **Save as type -** window needs to display *PDF files (*.PDF)*.
> **,**   Click on the **Save** button to save the file as a PDF document.

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[2]The file will not actually print out; you will receive the option to save the file as a PDF.

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SECTION 5

Creditor Matrix
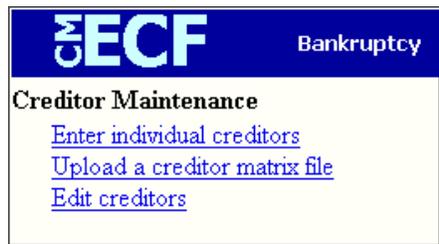
Creditor Matrix File

A creditor matrix contains creditor information such as the name of the creditor and the creditor's mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system as well as how to enter creditors manually.

## Uploading a Creditor Matrix File into the CM/ECF System

STEP 1   Create the creditor matrix and save it as a **.txt** file.

STEP 2   Select **Bankruptcy** from the *Main Menu*, and click on **Creditor Maintenance** from the *Bankruptcy Events* menu. The *Creditor Maintenance Menu* appears.

,   Select **Upload a creditor matrix file** from the *Creditor Maintenance Menu* screen.

STEP 3   The **Creditor Processing - Upload a File Method** screen appears.
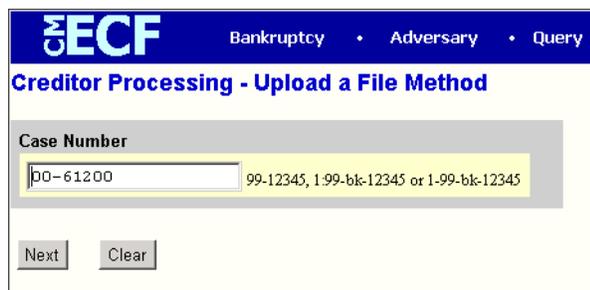
,   Enter **Case Number**.
,   Click on **Next** to continue, or **Clear** to restart.

STEP 4   The **Load Creditor Information** screen appears.

,   **Enter name of file**, or click on **Browse** to search. File must be in *.txt*
          format.
,   Click on **Next** to continue, or **Clear** to restart.

STEP 5   The **Add Creditors - Total Creditors Entered** verify screen appears.

,   Verify the creditor count information.
,   If correct, click on the **Submit** button.
,   If incorrect, click on the **Back** hypertext link to return to the previous
          screen. This will return you to *Step 5* so that the file uploaded may be
          checked and/or replaced.

STEP 6   The **Creditors Receipt** screen appears, acknowledging the total number of
          creditors added to the database. Creditors are now attached to the bankruptcy case.

,   **File A Proof Of Claim** - takes you to the Proof of Claim entry screen.
,   **Return To Creditor Maintenance Menu** - returns you to the Creditor
          Processing menu.

Entry of Individual Creditors

STEP 1   Select **Bankruptcy** from the *Main Menu*, then click on **Creditor Maintenance**
                  hypertext link from the Bankruptcy Events menu. The *Creditor Maintenance*
   *Menu* appears. Select **Enter Individual Creditors**.

STEP 2   The **Creditor Processing** screen appears.

,   Enter **Case Number**.
,   Click on **Next** to continue, or **Clear** to restart.

STEP 3   The **Add Creditor(s)** screen appears.

,   Using the [*Tab*] key to advance to each field, enter creditor name and
         address with city, state, and zip on same line.
,   **Type** - select the appropriate type of creditor using the down arrow to the
         right of the dialog box.
,   **Creditor committee** - select whether or not the creditor added is a
         member of a creditor committee.
,   **Continue to Enter** - resets the screen so additional creditors may be
         added.
,   **Last Entry** - select this option after all creditors have been entered and
         click **Next**.

STEP 4   **Add Creditor(s) - Total Creditors Entered** screen appears.
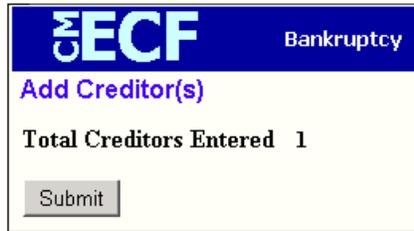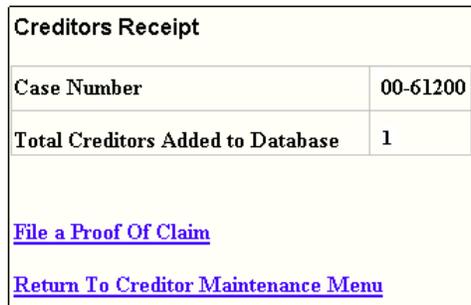
> **CM ECF** Bankruptcy
> **Add Creditor(s)**
> **Total Creditors Entered   1**
> Submit

> ,   Click on **Submit** to continue.

STEP 5   **Creditors Receipt** screen appears, acknowledging the total number of creditors
                   added to the database. Creditors are now attached to the bankruptcy case.

> **Creditors Receipt**
>
> | Case Number | 00-61200 |
> |---|---|
> | Total Creditors Added to Database | 1 |
>
> File a Proof Of Claim
>
> Return To Creditor Maintenance Menu

> ,   **File A Proof Of Claim** - takes you to the Proof of Claim entry screen.
> ,   **Return To Creditor Maintenance Menu** - returns you to the Creditor
>   Processing menu.
> ,   Select option from CM/ECF Main Menu.

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SECTION 6

Bankruptcy Case Opening

To file a bankruptcy petition in the ECF system, the attorney must Open a Case. During this process the attorney will enter the required information about the debtor and statistical information. The attorney uses the information from the voluntary petition, lists, schedules and statements. To open a bankruptcy case, follow the steps outlined below:

STEP 1   Click on **Bankruptcy** from the Main Menu, and then click on the **Open a BK Case** hypertext link from the Bankruptcy Events menu.

STEP 2   The **Open New Bankruptcy Case** screen appears.
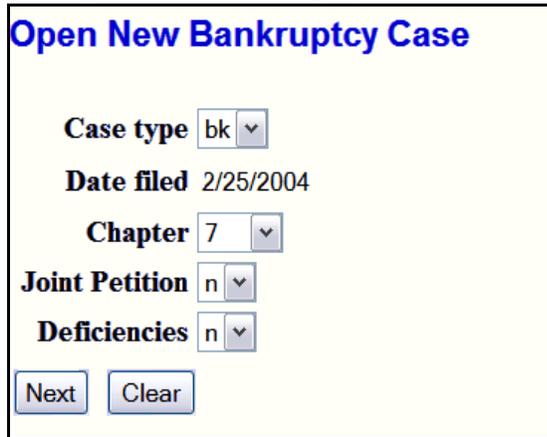
,   **Case Type:** - select 'bk'.
,   **Case Number: -** ignore this field, the case number will be automatically assigned.
,   **Date Filed: -** the date field defaults to the current date and cannot be changed.
,   **Chapter:** - select the appropriate chapter.
,   **Joint Petition:** - select appropriate 'y' or 'n'.
,   **Deficiencies:** - select 'n' if all schedules and statements are included. Select 'y' if any schedules and/or statements are to be filed later.
,   Click on **Next** to continue or **Clear** to reset.

STEP 3   The **Search for a party** screen appears.
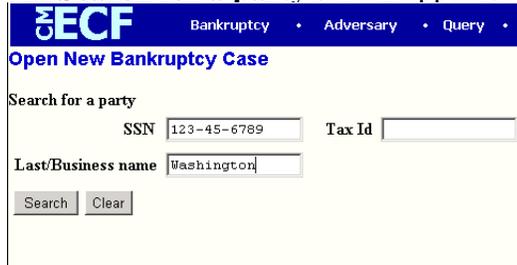
,   **SSN** - enter debtor's Social Security Number or if business enter Tax Id number.

    ,   **Last/Business Name** - enter debtor's last name or the business name.

    ,   Click on **Search**

    ,   *Search for a party* screen will appear again to give you the results of your search.[3]

    ,   If *Party/Business* is not found, click on **Create New Party**.

STEP 4   The **Party Information** screen appears.

    ,   **Last Name** - the debtor's *Last name* will default to Last/Business name searched. Use your [*Tab*] key to advance to the next field(s).

    ,   **First Name** - type the debtor's *First name*.

    ,   If applicable, enter the debtor's **Middle Name**, **Generation** (exp. Jr., Sr.) and **Title** (exp. Mr., Ms.).

    ,   The debtor's **SSN** (with dashes) or **Tax ID** number will default to SSN or Tax Id you searched on, if applicable.

    ,   Enter the debtor's **Mailing Address**.

    ,   Select the appropriate **County**.

    ,   Only use **Country** field if country is not U.S.A.

    ,   **Phone**, **Fax**, **E-mail** fields are *NOT* required for debtors.

    ,   **Pro Se** field defaults to (*no*). If (*yes*), click on down arrow to change.

    ,   Select the appropriate **Role** (i.e. Debtor db:pty)

    ,   If there is text you wish to include on the docket after the debtor's name, (i.e. D.D.S., a Virginia corporation, etc.) key this in the **Party Text** window.

---

[3]   If your search is successful and your debtor's name appears in the Party Search result list (1) verify that it is the correct name (2) click on the name to highlight it and (3) click on Select Name from List.

,   Click on **Alias** to allow for inclusion of one or more aliases of the debtor.[4]

,   Click on **Review**, if you would like to review/change debtor's *Alias* information.

,   Click on **Submit** to continue, or **Cancel** to restart, or **Clear** to reset defaults.[5]

STEP 5   The **Information Regarding Debtor** & the **Statistical/Administration** screen appears.

,   **Type of Debtor** - select by clicking appropriate check box.

,   The remaining fields are completed by clicking the down arrow to the right of the drop down box and highlighting the appropriate information matching the Voluntary Petition:

<   **Fee Status** - select *'Paid'* or *'Installment'*.

<   **Nature of Debt** - select '*business*' or *'consumer'*.

<   **Voluntary** - select '*voluntary*' or '*involuntary'*.

<   **Origin** - leave this field at the default value of 0 (zero).

<   **Date Split/Transfer** - leave this field blank

<   **Asset Notice** - select '*No*' or *'Yes'* for Chapter 7 cases, select '*Yes*' for Chapter 11 and 13 cases.

<   **Estimated Number of Creditors** - field defaults to '1-15.' Modify if applicable.

<   **Estimated Assets** - field defaults to '$0-$50,000.' Modify if applicable.

<   **Estimated Debts** - field defaults to '$0-$50,000.' Modify if applicable.

,   Click on **Next** to continue, or **Clear** to reset defaults.

---

[4]You may add up to 5 Aliases.

[5]You will be prompted to repeat Steps 3 and 4 if you indicated the case to be a joint filing.

STEP 6 The **Select the pdf document** screen appears.

> , Type file name in blank; be sure to include the .pdf extension **or**
> , Click on **Browse** to navigate to the appropriate directory and file.
> , **Attachments to Document:** - defaults to '*No*', click '*Yes*' if attachments exist.
>> < If '**Yes**' is selected, the **Select one or more attachments** screen will appear.

> , Select the filename of your attachment by using Browse.
> , Click on the arrow next to **Type** and click on type of attachment, if listed.
> , Click in **Description** box and type in any additional description, or add description, if not listed under **Type**.
> , Click on **Add to List**.
> , Continue to add attachments using the steps above as necessary.
> , Once all attachments have been added, click on **Next**.

STEP 7 The **Receipt** screen appears.

,   **Receipt #:** - type '*CC*' for Credit Card, '*Check*' for payment by check or '*installments*'.

,   Click **Next** to continue.

STEP 8   The **Docket Text** screen appears.

,   Verify docket entry to ensure that information is correct.

,   If correct, click on **Next**.

,   If docket entry is incorrect, click on **Back** to make corrections.

STEP 9   The **Docket Text: Final Text** screen appears.

,   Verify docket entry.

,   If correct, click on **Next** to submit filing to court.

STEP 10   The **Notice of Bankruptcy Case Filing** screen appears.

, The *Notice of Bankruptcy Case Filing* screen confirms that the system has received the case and is now an official bankruptcy case and provides the following information:
< Date & Time case was filed.
< Name of filer, Case Name & Case Number.
< Document Number & Document Text.
< Name & Address of persons that will receive Electronic Notice of Filing.

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SECTION 7

Adversary Case Opening

To open an adversary proceeding begin by selecting **Adversary** from the CM/ECF toolbar, then select **Open an AP case**.

STEP 1   The **Open Adversary Case** screen is displayed.

,   **Case Type** - select 'ap.'
,   **Date Filed** - will always default to current date.
,   **Complaint** - select 'y' for a complaint, 'n' for a Notice of Removal.
,   Select **Next** to continue, or **Clear** to reset defaults.

STEP 2   The **Add Associated Cases** screen displayed.

,   **Lead case number** - type in the number of the main case in the format
           shown in the example.
,   **Association type** - select '*Adversary*'
,   Select **Next**. The next screen gives you the Division and Judge the case is
           assigned to.
,   Select **Next.** The **Search for a party** screen is displayed.

In this step you will be adding the parties to this adversary proceeding (plaintiffs and defendants), and their attorneys (if applicable). Parties may be added in any order.

> ,   Begin by searching the database for your first party to the adversary proceeding. The search may be done using either the SSN/Tax Id or the Last/Business name of the party.[6] Select **Search**.

STEP 3   The **Party search** results are displayed.

> ,   If the party's name appears in *Party search results* window, highlight the name and click the **Select name from list** button.
> ,   If the party's name does not appear in the *Party search results* window or you see a *No person found* response, click on the **Create new party button** and proceed to Step 5.

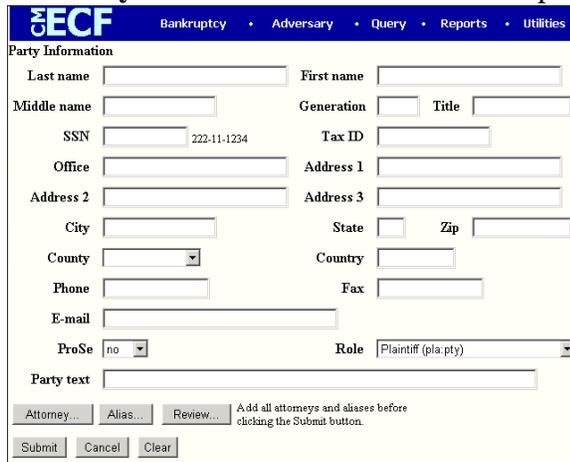**STEP 4**   The **Party Information** screen is displayed.

> ,   **Role** - used to reflect the role of your party, either a *plaintiff* or *defendant*.

_____

[6]The last/business name search is case-sensitive.

,   **Pro Se** - select appropriate status for the party in this field.

,   **Party text** - if there is text after the party's name (i.e. ' Alabama Corporation,' 'Trustee,' etc.) type it in this field.

,   **Alias** - select this button if the party has any known aliases.

,   **Attorney** - select this button to enter an attorney if the party is represented by one. Proceed to Step 6.

STEP 5   If your party does not appear in the pick list or you receive a *No person found* message, you will need to add the party to the database. Select **Create new party**.

The **Party Information** screen will be displayed.

,   Refer to Step 4 for adding party information.

STEP 6   After the *Party Information* has been added, click on the **Attorney** button to add an attorney to the case. The **Search for an attorney** screen will be displayed.


,   **Bar Id** - this field is for information only; do not do a search for an attorney using the Bar Id.

,   **Last name** - type in up to 10 letters[7] of the attorney's last name and click on the **Search** button.

,   The **Attorney search results** are displayed. If the attorney's name appears in the *Attorney search results* window, proceed to Step 8.

---

[7]The search is case-sensitive.

, If the attorney's name is not listed, or '**No person found**' appears, click on the **Create new attorney** button.
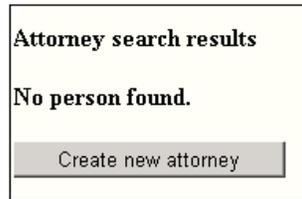
Attorney search results

No person found.

Create new attorney

STEP 7 After clicking on the *Create new attorney* button the following **Attorney Information** screen will appear.

, Enter name and address of attorney for the party.
, Select **Add attorney**.
, The **Party Information** screen appears. Select **Submit** if you do not have another attorney to add for this party. If you have another attorney to add for this party, select *Attorney* and repeat Step 6.

STEP 8 A successful attorney search will display the **Attorney search results** screen with the attorney's name listed.

, Select the attorney's name from the results.
, Click on **Select name from list**.

STEP 9   The **Attorney Information** screen is displayed.
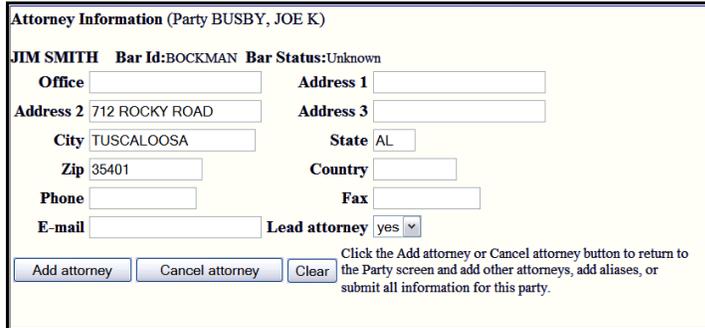
,   If needed, you may change the contact information. Any changes made to the attorney's contact information will apply only to this adversary proceeding. If you determine that this is not the correct attorney, select **Cancel Attorney** and return to the last instruction of Step 4.

,   **Lead attorney** - select 'yes' if this is the lead (or only) attorney for this party.

,   Select **Add Attorney**.

STEP 10   The **Party Information** screen is displayed again.

,   Verify information. Selecting the *Review* button allows you to view all aliases and attorneys you have added for this party.

,   Select **Submit**. This will add the party to this adversary proceeding.

STEP 11   The **Search for a party** screen displays again.

,   Refer back to Step 2 to add remaining parties.

,   When all parties have been added, select **End Party Selection**.

STEP 12   The **Open Adversary Case** screen with statistical information is displayed.

> ,   **Party code** - select the role of the United States in this adversary proceeding.
> ,   **Nature of Suit** - select the relief being sought.[8]
> ,   **Origin** - select the origin of this complaint.[9]
> ,   **Transfer date** - leave this field blank.
> ,   **Rule 23 (class action)** - select 'y'es or 'n'o.
> ,   **Jury demand** - select party requesting a jury or *None*.
> ,   **Demand ($000)** - if this adversary complaint seeks monetary relief, enter the amount in thousands of dollars.
> ,   Select **Next**.

STEP 14   The **Select pdf document** screen is displayed. In this step you will be attaching the complaint document file.

> ,   Refer to *Step 6* of *Bankruptcy Case Opening* (page 23).

STEP 15   The **Receipt** screen appears.

> ,   **Receipt #** - type '*CC*' for Credit Card, '*Check*' for payment by check or '*installments*'.
> ,   Click **Next** to continue.

---

[8] If there are multiple counts to the complaint, select the one that appears first on the list.

[9] This field will usually be the default 'Original Proceeding.'

STEP 16   The **Docket Text: Modify as Appropriate** screen is displayed, allowing for addition of prefix and/or additional text.

,   In the first box you may add a prefix if applicable.
,   In the second box you may type any additional information about the complaint.[10]
,   Select **Next**.

STEP 17   The **Docket Text: Final Text** screen is displayed.

,   Verify the text docket entry. This is what will be displayed on the docket and is your final chance to correct any errors. Any text you added in the previous step will appear in italics.
,   Select **Next** to submit filing.

Receipt of Filing

Once final docket text is submitted, the **Notice of Electronic Filing** screen is displayed, giving confirmation of ECF receiving the entry and the Adversary Proceeding number assigned. All subsequent pleadings in this complaint must be filed using this number. It is now an official court document.

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[10]A brief description of the complaint is encouraged (e.g. 'to determine dischargeability of a debt.'

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 8

Docketing
Application for Compensation

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals.

In this process the user selects as many applicant records as necessary and has the option of permanently adding them as a party to the case. If there is no need to have each professional application as an active participant on the case, the Person record will appear on the Party pick list *only for this event*. Filers will be identified separately even if the filer is requesting fees and/or expenses on his/her own behalf.

This lesson shows how to process applications filed:
,   by trustees or attorneys for other professionals,
,   by trustees on their own behalf,[11]
,   by attorneys for their own fees and expenses.

**STEP 1**   Click the **Bankruptcy** hyperlink on the *CM/ECF Main Menu*.

STEP 2   The **Bankruptcy Events** screen displays.

,   Click the Motions/Applications hyperlink.

---

[11]If trustee is filing for fees/expenses incurred by trustee, he/she must be logged in as an attorney, not as trustee. If logged in as trustee, an error will occur which will prevent the application from being filed.
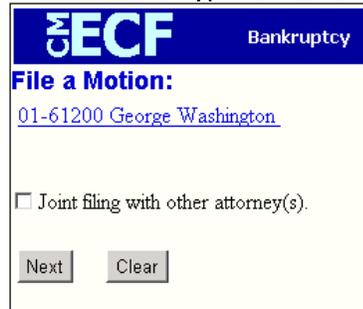
STEP 3   The **Case Number** screen displays.
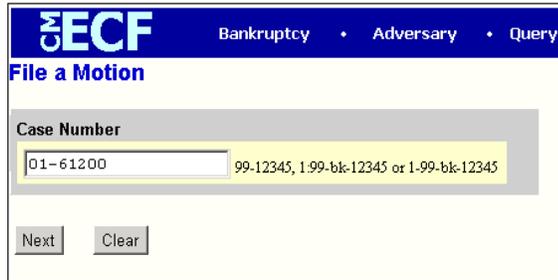
      ,   **Case Number** - type number in *YY-NNNNN* format.

      ,   Click **Next**.

STEP 4   The **File a Motion** screen displays.

      ,   Use the scroll bar to locate the desired motion '**Compensation**'

      ,   Click on the **Next** button.

STEP 5   The **Joint filing with other attorney(s)** prompt is displayed.

      ,   Click in the *Joint filing with other attorney(s)* box to add any additional attorneys.

      ,   Click **Next** to continue.

STEP 6   The **Party Selection** screen appears.

,   Select **Professional(s)** requesting compensation. If the professional(s) does/do not appear on the party list, click Add/Create New Party to add. All applicants should be added at this time.

,   If you are filing as attorney for your own fees and expenses, select the party whom you represent.

,   Process the party addition(s). Don't forget to select the proper Role Type.

,   The **Party Selection** screen now temporarily lists the professional(s) on the pick list.

,   Click **Next** to continue.

STEP 7   If attorney/trustee is filing on behalf of other professionals and no attorney/party association exists in the case, the following screen appears.

,   If attorney/trustee does not represent professional as his/her/its attorney, *DO NOT* check the box.

,   Click **Next** to continue.

STEP 8   The Select the pdf document screen displays.

,   Refer to *Step 6* of *Bankruptcy Case Opening* (page 23) for uploading a pdf document.

STEP 9   The **Fee Processing** screen displays, presenting you and each party selected on the party selection screen. Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees reports.

,   Two check boxes may appear for each party.
          <   **Filer** - *Filer* check box will appear below each party record. Check this box for the filer of the application.
          <   If the party is not currently a party to the case, a **Party** check box appears below the professional type pull down list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you choose this Party check box, the name will appear on the party pick list for this case in future processing. If the party is already a party to the case, no Party check box will appear.
,   **Type** - select appropriate professional Type to record the applicant's role in the case. The professional *Type* of the applicant will be listed on the

Awarded Professional Fees report.

,   **From** - Enter a date for services performed, if appropriate.

,   **To** - Enter a date if a date range is appropriate.

,   **Fee request $** - enter the amount in dollars and cents. Do not use '*$*' sign or ',' (commas).

,   **Expense request $** - enter the amount in dollars and cents. Do not use '*$*' sign or ',' (commas).

STEP 10   The **Modify Text** screen appears to allow you to select a prefix or add more detail to the docket text.

,   Click **Next** to continue.

STEP 11   The **Final Text** editing screen appears.

,   Verify the final docket text. If correct, click **Next**.

,   If the final docket text is incorrect, you must click on your browser's **Back** button to the *Fee Award* screen and change the figures.

,   To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 12   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

,   The Notice of Electronic Filing appears each time you submit a filing to the court through the ECF system. Each notice will include the following:
  <   Who filed the document
  <   Date and Time
  <   Case name
  <   Case number
  <   Document number
  <   Original filename (pdf)
  <   Electronic document stamp
  <   Electronic mail recipients and manual notice lists

,   Print receipt
  <   Click on **File** at the top of the *Netscape Navigator* screen and select **Print Frame**, **or**
  <   Click on the **Printer Icon** at the top of the page.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 9

Docketing
**Motion For Relief From Stay**

Motion For Relief From Stay   **Section 9   Docketing**

The following instructions will guide you through the process of *Filing* and *Docketing* a *Motion For Relief From Stay* in the *Electronic Case Filing* (ECF) system.
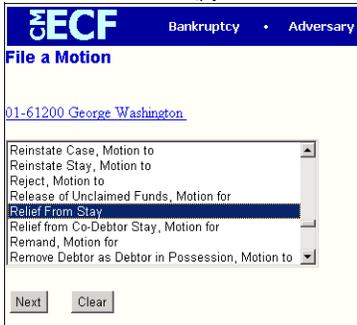
STEP 1   Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.

STEP 2   The **Case Number** entry screen appears.
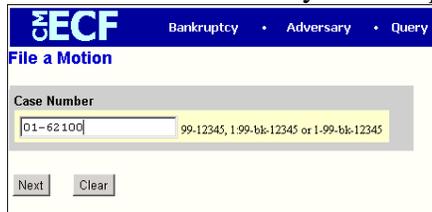
     ✎   **Case Number** - enter a case number in *YY-NNNNN* [12] format and click on the Next[13] button to continue.

STEP 3   The select the type of **motion/application** being filed screen appears.

     ✎   Using up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this case choose *Relief from Stay*.

     ✎   Click on **Next** to proceed, or **Clear** to repeat selecting options.

STEP 4   The **Joint filing with other attorney(s)** prompt is displayed.

---
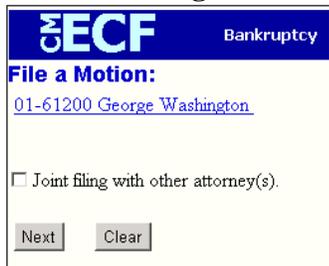
[12]Type case number in YY-NNNNN format (ex.02-61000)

[13]If you are prompted that you entered an invalid case number, click on the Back button hypertext link to re-enter.

,   Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.

,   Click **Next** to continue.

STEP 5   The **Select the Party** screen appears.

,   If name of party appears, click on the name and click **Next** and proceed to Step 10.

,   If name does not appear, click on **Add/Create New Party**.

STEP 6   The **Search for a party** screen appears.
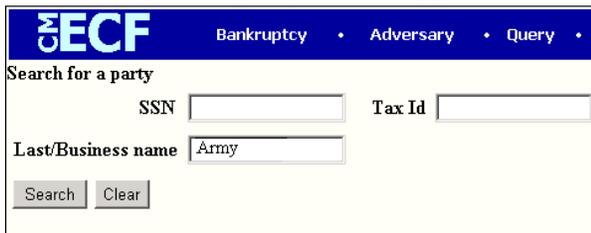
,   Searches[14] may be done using *SSN* (Social Security Number), *Tax Id* number, or *Last/Business name*.

,   Click on **Search**.

STEP 7   The **Party search results** screen is displayed.

---
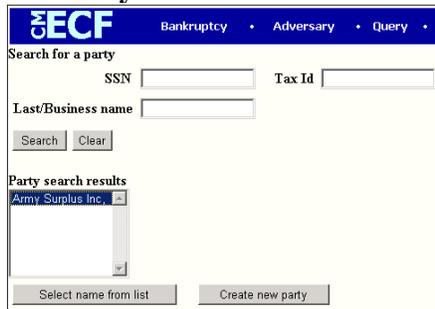
[14]If searching with Last/Business name, enter at least one character (and up to 10) of party's last name or business name, using upper and lower case characters.

, If party's name appears, click on it so that it becomes highlighted and click on the **Select name from list** button.
NOTE: If you are an attorney filling on behalf of a creditor, you must enter the creditor's name in care of you the attorney. See **STEP 9.**
, If party's name is not found, click **Create new party** button and proceed to Step 9.

STEP 8   The **Party Information** screen will be displayed.
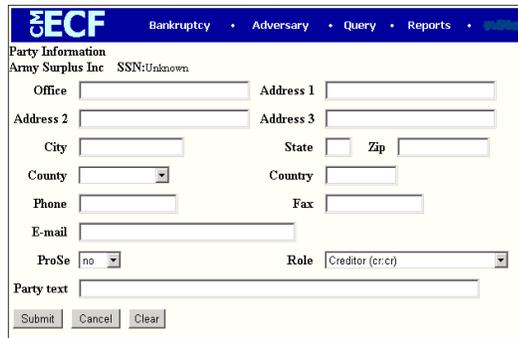
, Modify and/or verify information, if applicable.
, If you are an attorney filling on behalf of a creditor, enter the creditors name *in care of* you the attorney. Type the *c/o John Doe* statement in the **Address 1** field and then, starting in the **Address 2** field, enter the your, the attorney's, mailing address.
, **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
, **Party Text** - add additional information such as '*A Virginia Corporation*' in the box provided.
, Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
, Click on **Submit** to continue and proceed to Step 10.

STEP 9   If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen appears.

,   Enter the party information in the appropriate fields. Use the **Last name** field for last name or full business name. Press the [*Tab*] key to advance to the **First name** field and enter first name.

,   If you are an attorney filling on behalf of a creditor, enter the creditors name *in care of* you the attorney. Type the *c/o John Doe* statement in the **Address 1** field and then, starting in the **Address 2** field, enter the your, the attorney's, mailing address.

,   **Role** - Click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).

,   **Party Text** - add additional information such as '*A Virginia Corporation*' in the box provided.

,   Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the *Select the* Party screen.

STEP 10   The **Select the Party:** screen appears with your party highlighted.
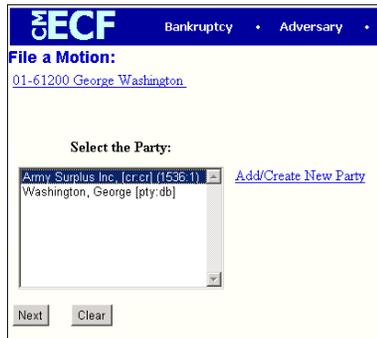
,   Click on the **Next** button to continue.

STEP 11   Click to check the box to associate you as the attorney for the party selected/added.
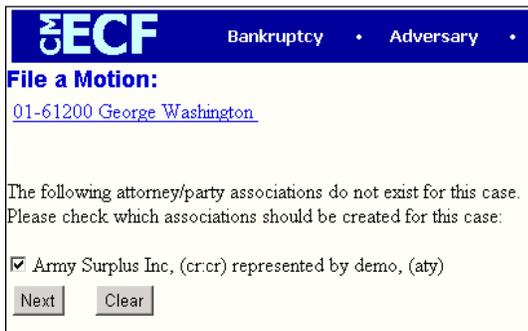
,   Click **Next** to continue.

STEP 12   The **Select the pdf document** screen appears.

      ,   Type the path and file name in the blank box, or

      ,   Click on the **Browse** button to navigate to the appropriate directory and file.

      ,   If there are no attachments to document, click on the **Next** button and proceed to Step 14.

      ,   If there are attachments to document, (e.g. an exhibit, appendix)

            <   Click on the radio button next to '**Yes**.'

            <   Click on the **Next** button.

STEP 13   The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.

      ,   Use the **Browse** button to navigate to the location of all necessary files.

      ,   **Type** - click on the down arrow to select the type of attachment, if listed.

      ,   **Description** - type in any additional description if needed.

      ,   **Add to List** - click this button to add selected attachment to list.

      ,   As documents are added to list, they will appear in the filename list box.

STEP 14   The **Receipt** screen displays.

,   type '*CC*' for Credit Card, '*Check*' for payment by check or
           '*installments*'. Click the **Next** button to continue.

STEP 15   The **Modify Text** screen appears to allow you to select a prefix or add more detail
           to the docket text.

,   Click **Next** to continue.

STEP 16   The **Final Text** editing screen appears.
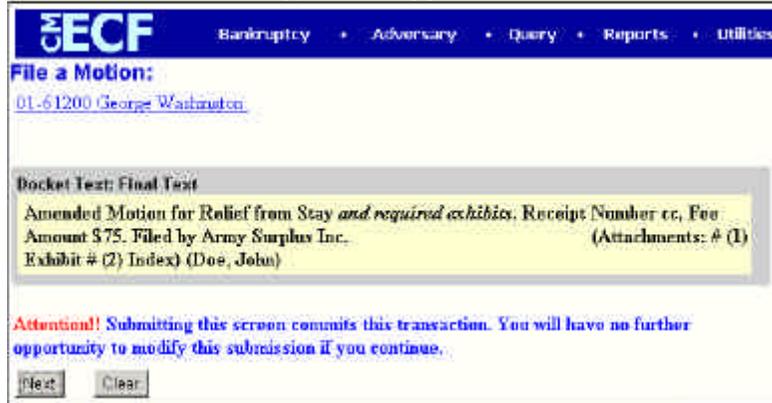
,   Verify the final docket text. If correct, click **Next**.

,   If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.

,   To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.
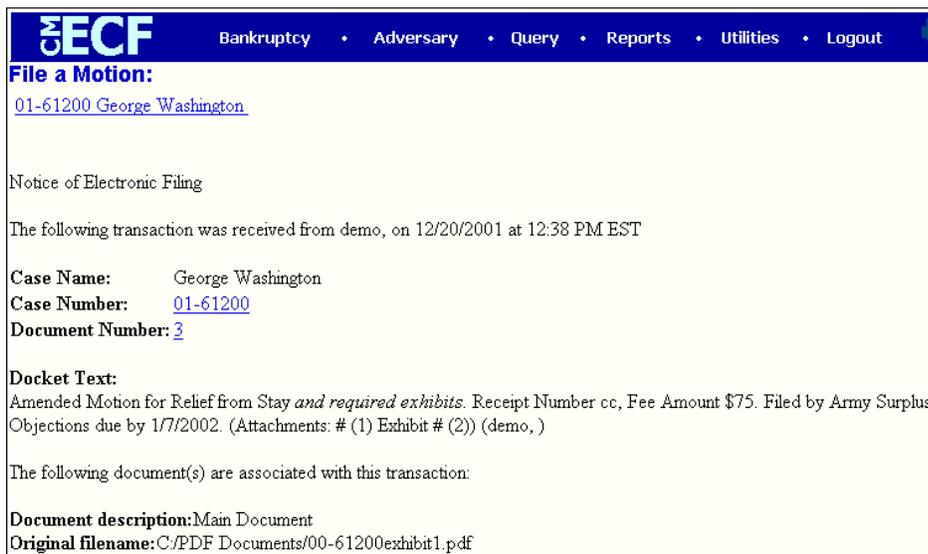
,   Refer to *Section 8 page 39* for details on what appears on the *Notice of Electronic Filing*.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 10

Docketing
Answer / Response

Answer/Response   **Section 10   Docketing**

The following instructions will guide you through the process of filing and docketing an
Answer / Response in the *Electronic Case Filing* (ECF) system.

STEP 1   Select **Bankruptcy** from the *Main Menu*. Click the **Answer/Response** hypertext
link from the *Bankruptcy Events* menu.
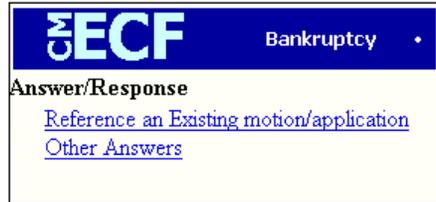
> ,   Choose either option:
> > <   **Reference an Existing motion/application**, or
> > <   **Other Answers**

STEP 2   The **Case Number** screen appears.
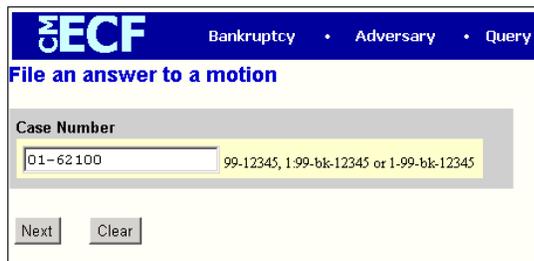
> ,   **Case Number** - type the case number in '*YY-NNNNN*' format, click **Next**
> to continue.
> ,   If the computer prompts that you have entered an invalid case number,
> click on the **Back** hypertext link to re-enter case number.

STEP 3   The select type of **Answer/Response** screen displays.
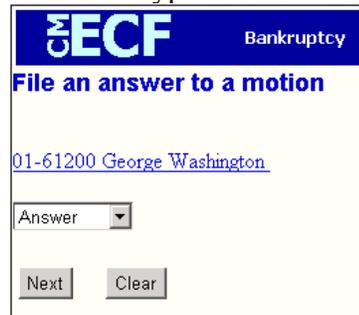
> ,   Click on arrow to the right of the box to open the selection drop down box.
> ,   Highlight type of document being filed.
> ,   Click **Next** to continue, or **Clear** to repeat process.

STEP 4   The **Joint filing with other attorney(s)** prompt is displayed.
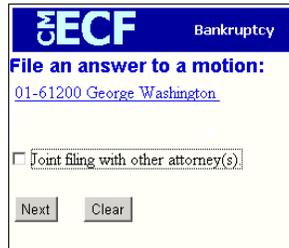
, Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
, Click on **Next** to continue.

STEP 5   The **Select the Party:** screen appears.
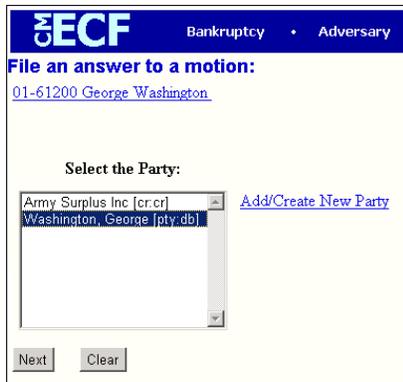
, Click on the name of the party [15] filing to highlight.
, Click on **Next** to continue.

STEP 6   The **attorney/party associations** screen[16] is displayed.
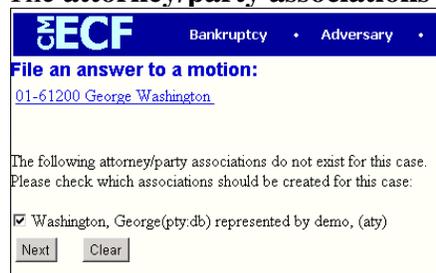
, Click to check the box to associate you as the attorney for the party selected/added.
, Click **Next** to continue.

---

[15]If party is not listed and Add/Create New Party is required, refer to Section 9, page 42 for instructions.

[16]You may receive this message if an attorney has not previously been associated with the party.

STEP 7   The **Select the pdf document** screen appears.

> ,   Type the path and file name in the blank box, or
> ,   Click on the **Browse** button to navigate to the appropriate directory and file.
> ,   If there are no attachments to document, click on the **Next** button.
> ,   If there are attachments[17] to document, click on the radio button next to '*Yes*.'

STEP 8   The '**Please select the category of documents to which your document refers**' screen displays.

> ,   Scroll through the available options to locate the category of choice. Click on the category to highlight.
> ,   Click on the **Next** button to continue.

STEP 9   The **refer filing to an existing document** screen appears.

> ,   Click in the box that the Answer refers to and click the **Next** button.

_____

[17]Refer to Section 9, Step 13 (page 45) if you need to add attachments to the document.

STEP 11 The **Modify Text** screen appears to allow you to select a prefix.
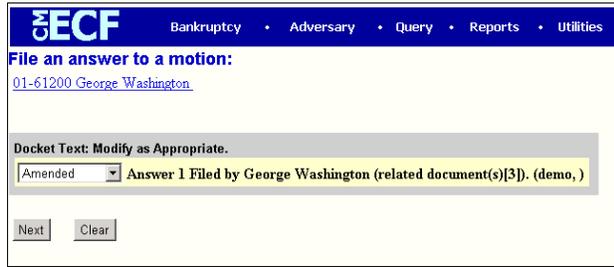

,   Click **Next** to continue.

STEP 12 The **Final Text** editing screen appears.

,   Verify the final docket text. If correct, click **Next**.
,   If the final docket text is incorrect, you must click on your Browser's *Back* button to correct your entries.
,   To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 13 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.
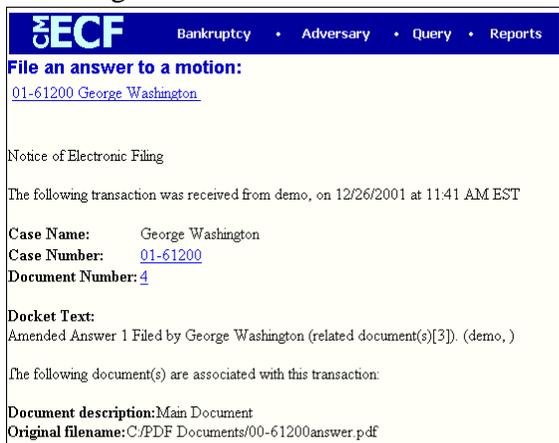
,   Refer to *Section 8 page 39* for details on what appears on the *Notice of Electronic Filing*.

United States Bankruptcy Court
Northern District of Alabama
**Richard Mauk, Acting Clerk of Court**


SECTION 11

Docketing
Notices / Notice of Hearing

The following instructions will guide you through the process of filing and docketing a *Notice* to the *Electronic Case Filing* (ECF) system.

* In order to enter a Hearing Date/Time/Location you MUST obtain prior approval from the presiding judge. Contact the Courtroom Deputy for the assigned Judge *

STEP 1   Select **Bankruptcy** from the *Main Menu*, then click on the **Notices** hypertext link from the *Bankruptcy Events* menu.

STEP 2   The **Case Number** screen appears.
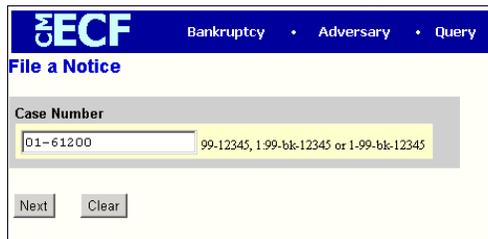
      ,   Enter a **Case Number**, and click on the **Next** button to continue.
      ,   If the computer prompts you that you entered an invalid case number, click on the *Back* hypertext link to re-enter.
      ,   Click on **Next**.

STEP 3   The **Select the Type of Notice** screen appears.

      ,   Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed.
      ,   If more than one type of notice being filed, click on one notice while holding down the [*Ctrl*] key on your keyboard and click on each additional type of notice.
      ,   Click on the **Next** button to proceed, or **Clear** to repeat selecting options.

STEP 4   The **Joint filing with other attorney(s)** prompt is displayed.


> ,   Click in the Joint filing with other attorney(s) box to add any additional attorneys.
> ,   Click on the Next button to continue.

STEP 5   The **Select the Party:** screen appears.
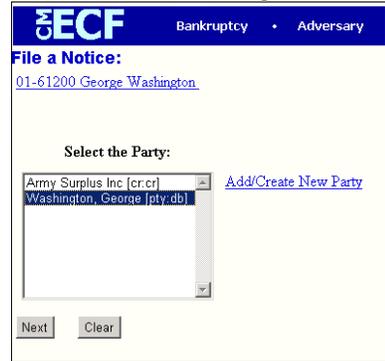
> ,   Click on the name of the party[18] filing to highlight.
> ,   Click on **Next** to continue.

STEP 6   The **attorney/party associations** screen[19] is displayed.

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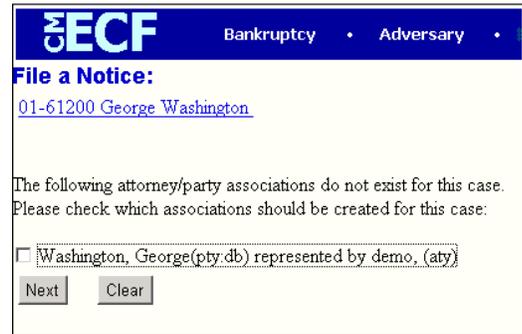
[18] If party is not listed and Add/Create New Party is required, refer to Section 9, page 42 for instructions.

[19] You may receive this message if an attorney has not previously been associated with the party.

> , Click to check the box to associate you as the attorney for the party selected/added.
> , Click **Next** to continue.

STEP 7   The **Select the pdf document** screen appears.
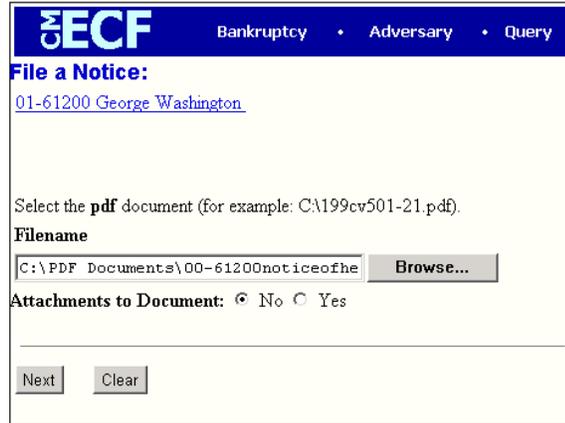
> , Type the path and file name in the blank box, or
> , Click on the **Browse** button to navigate to the appropriate directory and file.
> , If there are no attachments to the document, click on the **Next** button to continue.
> , If there are attachments to the document, refer to *Section 9*, *Step 13*, *page 44* for further instructions.

STEP 8   The **Hearing Information** screen is displayed.

> , Enter the **Hearing Date**, **Hearing Time** and **Location** which was determined after calling the *Courtroom Deputy* for the presiding Judge.

> , Click in the box to the left of **'Does this filing refer to an existing document in this case?'**
> , Click on the **Next** button.

**STEP 9** The '**Please select the category of documents to which your document refers**' screen displays.
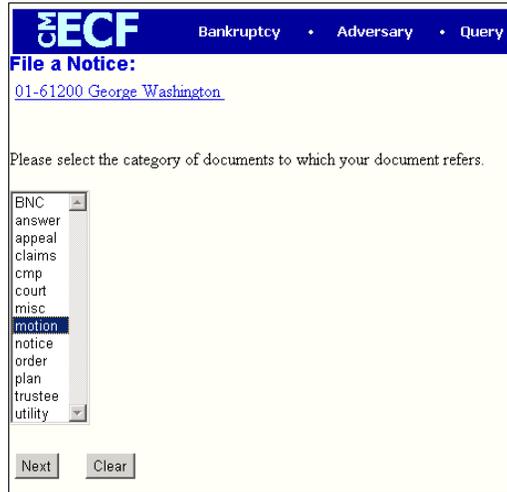
> , Scroll through the available options to locate the category of choice. Click on the category to highlight.
> , Click on the **Next** button to continue.

STEP 10 The **Docket Text** screen showing all related documents pertaining to the category chosen in Step 8 is displayed.

> , Click in the box to the left of the motion(s) for which the hearing refers.
> , Click the **Next** button to continue.

STEP 11 The **schedule associated records** screen displays.

, This screen verifies the type of record (hrg) with the date and time set.

, Click the **Next** button to associate the hearing record with the current docket entry.

STEP 12 You will receive a prompt to '**Go to the Utilities Section and Generate the BNC Notice after the completion of this event**.' *[Disregard this prompt]*.

, Click the **Next** button to continue.

STEP 13 The **Modify Text** screen appears to allow you to select a prefix and add any additional docket text if needed.

, Click **Next** to continue.

STEP 14   The **Final Text** editing screen appears.
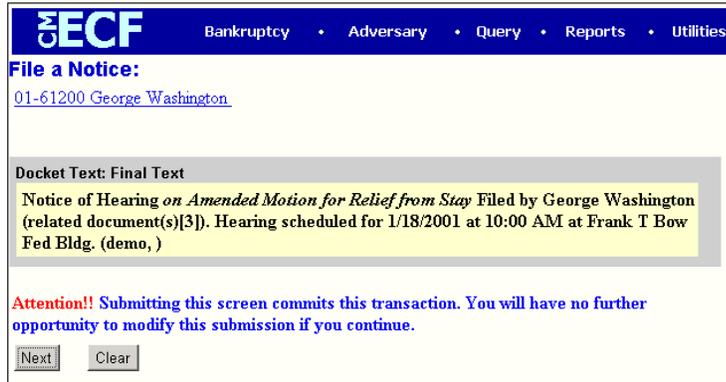
,   Verify the *Final Docket* text. If correct, click **Next**.

,   If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.

,   To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 15   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.
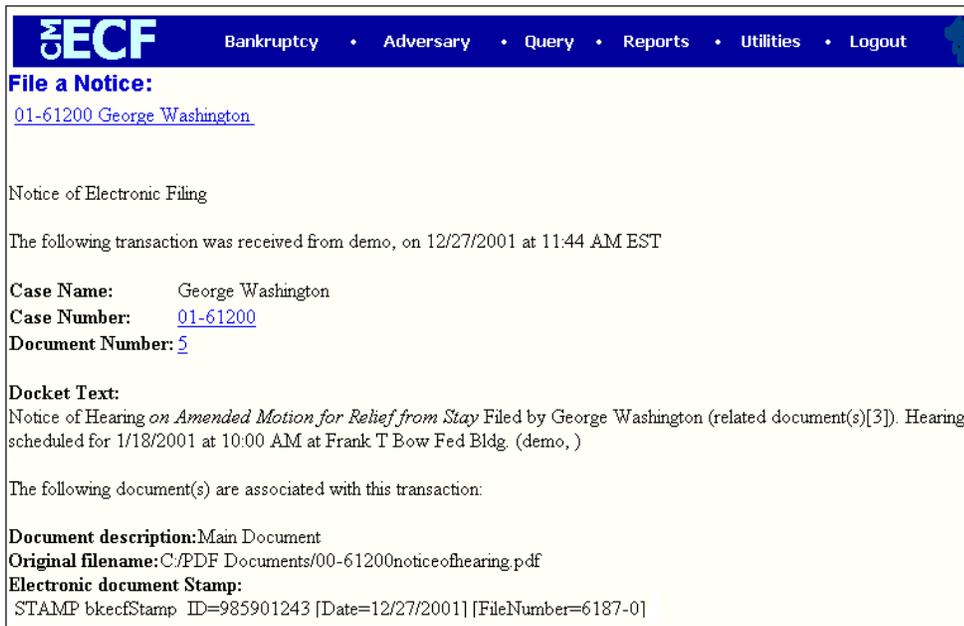
,   Click on the *Bankruptcy* hyperlink from the *Main Menu*.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 12

Claim Procedures

Filing a Proof of Claim

The following instructions will guide you through the process of **Filing a Claim** to the *Electronic Case Filing* (ECF) system.
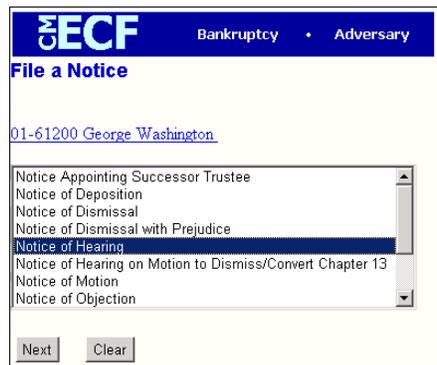
STEP 1   Select **Bankruptcy** from the *Main Menu*, then click on the **File Claims** hypertext link from the *Bankruptcy* menu.

STEP 2   The **Search for Creditor** screen appears.

Search Hints for Creditor Database:
1. Searching is **case sensitiv**e. (Smith not smith)
2. Include punctuation. (O'Brien or Garcia-Barrera)
3. Partial names can be entered. (Smi)
4. Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
5. Try alternate search clues if your first search is not successful.
6. Wild cards are not required but may be used.

> ,   **Case Number** - enter *Case Number* (include hyphen).
> ,   **Name of creditor** - leave blank for the system to display pick list of all existing creditors for the case selected.
> ,   **Type of creditor** - select one of the available options from the drop down menu.
> ,   Click on **Next** to continue, or **Clear** to re-enter search data.

STEP 3   The **Select a Creditor for Claim** screen appears. This screen will access existing creditors in the case for selection.

> ,   Click on the down arrow to the right of the dialog box to display a list of all creditors for the selected case.
> ,   If there is an exact match, click on the creditor to highlight and click **Next**, proceed to *Step 5*.
> ,   If creditor is not listed or listed with a different address, click on Add Creditor hypertext link and see section 5 - page 18.

STEP 5   **Proof Of Claim Information For** screen appears.

,   **Amends Claim #** - enter claim number this claim amends.
,   **Duplicates Claim #** - if claim is a duplicate of one already filed, enter claim number this claim duplicates.
,   **Filed By** - system defaults to creditor, click on down arrow to the right to select from the available options.
,   **Late** - is this claim filed after claims expiration date? Click on down arrow to the right to select *No* or *Yes*.
,   **Status** - leave blank or click on down arrow to the right to select one of the appropriate options.
,   **Amount Claimed** - enter amount of claim in appropriate field(s) including decimal (do not include dollar sign).
,   **Description** - use for any additional information you may want to include.
,   **Remarks** - use for any additional information you may want to include.
,   **Next** - click this button when all claim information has been entered.

STEP 6   The **Select the pdf document screen** appears.

,   Refer to *Section 9*, *Step 12 (*page 44) for upload instructions.

STEP 7   The **Notice of Electronic Claim Filing** screen appears confirming the document was received and is now an official court document.

```
CM ECF          Bankruptcy  •  Adversary  •  Query  •  Reports

Notice of Electronic Claims Filing

The following transaction was received from Doe, John on 12/31/2001 at 11:39 AM EST

Case Name:          George Washington
Case Number:        01-61200
                    Army Surplus
Creditor Name:      111 Winchester ST.
                    Charleston, WV 93777
Claim Number:       1
Total Amount Claimed: $3500.00

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:/PDF Documents/00-61200claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=985901243 [Date=12/31/2001] [FileNumber=6208-0] [
a5e880aee72b94afbe558fdc37ad55bb1226a26fccf50c698fd8bf88bf2e4bf1b04e0d
 84f7b288188e1c4094e296eb4e7b74806d02034c80eecff6bee9f1875]]
```

,   The *Notice of Electronic Claims Filing* displays the *date* and *time* the transaction was received by the court, *creditor name*, *claim number*, and other case participants.

,   *Print* a copy of the *Notice of Electronic Claims Filing* screen as a receipt of docketing for your records.

Assignment/Transfer of Claim

The following instructions will guide you through the process of **Assigning or Transferring a Claim** in the *Electronic Case Filing* (ECF) system.

STEP 1   Select **Bankruptcy** from the *Main Menu*, then click on the **Claims Actions** hypertext link from the **Bankruptcy** menu.

STEP 2   Enter the *Case Number*, then click on the **Next** button.

STEP 3   Assure that the case number and debtor name are correct, then select *Notice of Transfer and Assignment of Claim* and click on the **Next** button.

STEP 4   Skip the next screen, which allows you to select *Joint filing with other attorney(s)*.

STEP 5   Click on the *Add/Create New Party* link to add the party to whom the claim is being assigned or transferred. (NOTE: Always follow the instructions in the Style Guide when adding a new party.)

STEP 6   Once the assignee's/transferee's party information has been added, click on the **Submit** button.

STEP 7   Create an attorney/party association by clicking on the button in the next screen. Skip this screen if you are a Claims Agent whose address is the same as the assignee/transferee.

STEP 8   Attach the PDF of the claims transfer document.

STEP 9   Enter the *Claim Number(s)* in the provided field and the chose the *Status* of the Claims.

STEP 10   Enter the name of the *Transferor* and the *Transferee*, in the correct fields. Enter the Trustee claim number if different than that on the claims register. Click on the **Next** button.

STEP 11   Modify the docket text as appropriate. Click on the **Nex**t button and verify that the docket text is correct. Click on the **Next** button and the *Notice of Electronic Filing* will be displayed.

Withdrawal of Claim

The following instructions will guide you through the process of **Withdrawing a Claim** in the *Electronic Case Filing* (ECF) system.

STEP 1   Select **Bankruptcy** from the *Main Menu*, then click on the **Claims Actions** hypertext link from the **Bankruptcy** menu.

STEP 2   Enter the *Case Number*, then click on the **Next** button.

STEP 3   Assure that the case number and debtor name are correct, then select *Withdrawal of Claim* and click on the **Next** button.

STEP 4   Skip the next screen, which allows you to select *Joint filing with other attorney(s)*.

STEP 5   Select the party who is withdrawing the claim. If that party's name does not appear in the *Select the Party* box, click on the *Add/Create New Party* link. (NOTE: Always follow the instructions in the Style Guide when adding a new party.)

STEP 6   Once the assignee's party information has been added, click on the **Submit** button. (NOTE: Always select *Creditor* in the *Role* box.)

STEP 8   Select the party and click **Next**.

STEP 9   Attach the PDF of the withdrawal of claim document.

STEP 10   Enter the number of the claim being withdrawn in the provided field and choose the Status of that claim. Click the **Next** button to continue.

STEP 11   Modify the docket text as appropriate. Click on the **Nex**t button and verify that the docket text is correct. Click on the **Next** button and the *Notice of Electronic Filing* will be displayed.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 13

Query Index

Query Index

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases.

Case number or characteristics are first specified on the selection screen shown below. If more than one case/person meets the criteria, the user selects one and then chooses what data to view.

* You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER *

STEP 1   Select **Query** from the *Main Menu*, the **Search Clues Query**[20] screen appears.

>   ,   **Case Number** - enter the *Case Number* in '*YY-NNNNN*' format.
>   ,   **Run Query** - click this button to *Run Query*.
>   ,   **Last Name** - if *Case Number* not known, enter *Last Name* and click on **Run Query**.
>   ,   **Type** - select a person *Type* to narrow the search.
>   ,   Other fields can be used if additional information is needed.

STEP 2   The **Query** selection screen displays.

---

[20]You must enter at least one search criterion for Query function to work.

ALIASES

STEP 1   Click on the **Aliases** hypertext link. The **Parties with aliases** screen appears
showing all parties with aliases.

Bankruptcy • Adversary • Query • Reports • Utilities
01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Parties with aliases

George Washington   aka   George's Bed & Breakfeast
1111 Valley Forge Rd   aka   George's Amo Supply
Canton, Oh 44702
(330)123-4567
SSN: 123-45-6789
(db)

Associated Cases

STEP 1   Click on the **Associated Cases** hypertext link. The *Associated Cases* screen
appears, displaying any associations[21] to the queried case.

Bankruptcy • Adversary • Query • Reports • Utilities
01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Associated Cases

Case	Associated Case	Type
01-06111	01-61200 George Washington	Adversary

Attorneys

STEP 1   Click on the **Attorneys** hypertext link. The *Attorneys* information screen will
appear, displaying all attorneys associated with the queried case.

Bankruptcy • Adversary • Query • Reports • Utilities
01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Attorneys

John E Doe   representing pty   George Washington
Doe & Deer   1111 Valley Forge Rd
1111 Anywhere Ave   Canton, Oh 44702
Canton, OH 44702   (330)123-4567
330-123-4567   *(db)*
doe_deer@usnet.com
Assigned: 12/27/2001

Donald Little   representing cr   Army Surplus Inc
1400 Market Ave N   *(cr)*
Canton, OH 44714
330-456-0001
Assigned: 01/02/2002

---

[21]Click on the hypertext link (ex.01-06111) of the Associated Case to receive the docket report screen.

Case Summary

STEP 1   Click on the **Case Summary** hypertext link.
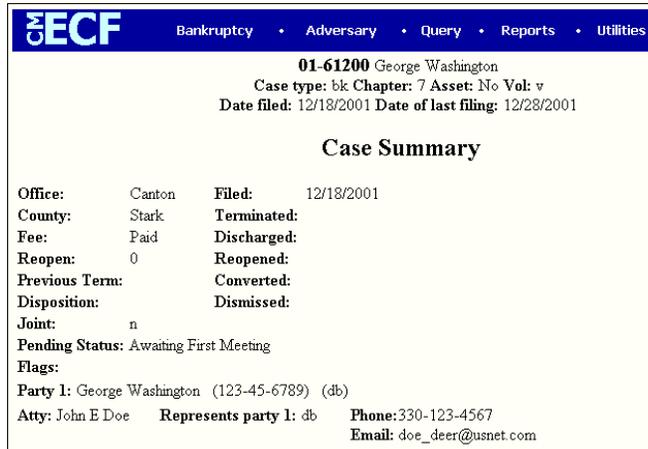
,   Click on the *Main Menu* hypertext link of choice **or** the *Browser's* **Back** button to continue.

Creditors ...

STEP 1   Click on the **Creditors ...** hypertext link. The **Creditor Selection** screen is displayed.

,   **Run Query** - click on the *Run Query* button.

STEP 2   The *Creditors* screen, showing all creditors associated with the queried case is displayed.
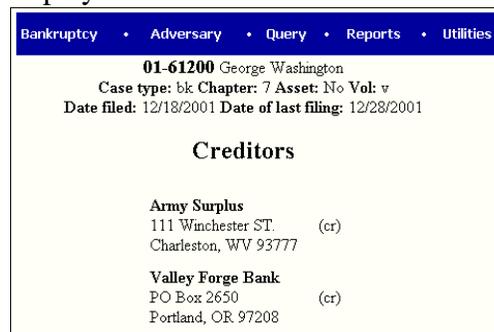
, Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to continue.

Deadlines/Schedule

STEP 1 Click on the **Deadlines/hearings** hypertext link. The **Sort by** screen is displayed.

, Run Query - click on the Run Query button.

STEP 2 The **Deadlines/Hearings** screen is displayed.

, Click on the hypertext link (ex. 3). This will open the pdf document associated to the Deadline/Hearing and all related documents for viewing.

, Click on the   (hypertext link).

STEP 3 The **Docket Information and Related Docket Entries** screen will display.

, Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to return to the *Query Menu*.

Docket Report ...

STEP 1   Click on the **Docket Report** hypertext link. The **Docket Sheet** screen will be displayed.

, **Case number** - enter *Case number* in '*YY-NNNNN*' format.
, **Run Report** - click *Run Report* to start query.

STEP 2   The **Bankruptcy Petition** screen displays.

, Click on a hypertext link (ex. 1) to view the pdf document related to docket entry.
, You will be prompted to accept additional charges for viewing a document. Click on the **View Document** button to continue.
, The document will open in Adobe Acrobat for viewing.
, Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to continue.

Filers ...

STEP 1   Click on the **Filers** hypertext link. The *Filers* screen with *Transaction Receipt* will be displayed.

| Query | • | Reports | • | Utilities |

01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Filers

Name	Type	Added	Terminated
Army Surplus Inc	cr	12/20/2001	
George Washington	db	12/18/2001	

PACER Service Center		
Transaction Receipt		
01/03/2002 08:42:16		
PACER Login:	us3748	**Client Code:**	
Description:	Filer List	**Case Number:**	01-61200
Billable Pages:	1	**Cost:**	0.07

,   Click on the hypertext link (ex. Army Surplus Inc.).

STEP 2   The **Filer** screen will display.

| Query | • | Reports | • | Utilities |

01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Filer Army Surplus Inc

Doc. No.	Event Name	Filed
2	Compensation, Application for	12/18/2001
3	Relief From Stay, Motion for	12/20/2001
6	Answer	12/28/2001
7	Answer	12/28/2001

,   Click on the hypertext link (ex. 2) to view the pdf document associated with the event.
,   Click on the hypertext link '   ' to view the **Docket Information and Related Docket Entries** screen, shown below.

CMECF   Query • Reports • Utilities • Logout

01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 Date of last filing: 12/28/2001

Docket Information and Related Docket Entries
Case 01-61200 Document 2
Filed by Army Surplus Inc

Filed: 12/18/2001
Entered: 12/18/2001
Entered By: John Doe
Event Name(s): Compensation, Application for
Full Docket Text for Document 2:
Interim Application for Compensation *attorney for Army Surplus Inc* for Army Surplus Inc Accountant, Fee: $600 Expenses $250. Filed by demo. (demo,)

,   Click on the hypertext link (ex. 2) to view the pdf document associated
         with the docket event.

,   Click on the *Main Menu* option of choice **or** the *Browser's* **Back** button to
         return to the *Query Menu*.

History/Documents ...

STEP 1   Click on the **History/Documents** hypertext link. The *History/Documents*
                  selection screen will display.

,   **Run Query** - click on the *Run Query* button to continue.

STEP 2   The **Docket History** screen will display.

,   1 - click to view the pdf document associated with event.

,   ● - click to view full docket text.

Notice of Bankruptcy Case Filing

STEP 1   Click on the **Notice of Bankruptcy Case Filing** hypertext link. The *Notice of Bankruptcy Case Filing* screen displays.

<div style="text-align:center">

United States Bankruptcy Court
NORTHERN DISTRICT OF ALABAMA

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 13 of the United States Bankruptcy Code, entered on 04/07/2003 at 09:28 AM and filed on 02/27/2003 at 11:05 AM .

Roderick Deneal Golden
3416 29th Ave North
Birmingham, AL 35207
SSN: xxx-xx-2879

The case was filed by the debtor's attorney: The bankruptcy trustee is:

Paula C. Greenway   **David P Rogers, Jr.**
205 North 20th Street #410   205-323-4631
Birmingham, AL 35203
205-715-4425

The case was assigned case number 03-1836 to Judge Thomas B Bennett.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our *Internet* home page www.alnb.uscourts.gov or at the Clerk's Office, 1800 5th Avenue North, Room120, Birmingham, AL 35203.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

</div>

,   Click on the *Menu* option of choice **or** the *Browser's* **Back** button to continue.

Party

STEP 1   Click on the **Party** hypertext link. The *Parties* associated with the case screen is displayed.

<div style="text-align:center">

Query   •   Reports   •   Utilities

01-61200 George Washington
Case type: bk **Chapter:** 7 **Asset:** No **Vol:** v
Date filed: 12/18/2001 **Date of last filing:** 12/28/2001

Parties

</div>

Army Surplus Inc   represented by   **Donald Little**
Added: 12/20/2001   1400 Market Ave N
(cr)   Canton, OH 44714
                                           330-456-0001
                                           Assigned: 01/02/02

George Washington   represented by   **John E Doe**
1111 Valley Forge Rd   Doe & Deer
Canton, Oh 44702   1111 Anywhere Ave
(330)123-4567   Canton, OH 44702
SSN: 123-45-6789   330-123-4567
Added: 12/18/2001   doe_deer@usnet.com
(db)   *Assigned: 12/27/01*

,   Click on the *Menu* option of choice **or** the *Browser's* **Back** button to return to the *Query Menu*.

Related Transactions ...

STEP 1   Click on the **Related Transactions** hypertext link. The *Related Transactions* selection screen displays.

,   **Run Query** - click the *Run Query* button to accept query defaults.[22]

STEP 2   The **Related Transactions** screen for the queried case is displayed.

,   Click on available *hypertext links*, a *Menu* option of choice **or** the *Browser's* **Back** button to continue.

---

[22]Defaults - run query with parameters pre-selected by the system. Blank boxes relate to all data found.

Status

STEP 1   Click on the **Status** hypertext link. The **Pending Statuses** screen is displayed.

,   Click on available *hypertext links*, a *Menu* option of choice **or** the
                   Browser's **Back** button to continue.

Trustee

STEP 1   Click on the **Trustee** hypertext link. The *Trustee* screen is displayed.

,   Click on *Menu* option of choice **or** the *Browser's* **Back** button to continue.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 14

Reports Index

Reports

Users can access several **Reports** created for *Electronic Case Filing* (ECF). From the *Electronic Case Filing* system's *Main Menu*, click on the *Reports* hypertext link. A listing of available reports will be displayed.

* You will be prompted to enter your PACER login and password to view case information if you are not already logged into PACER *

The Cases Report displays Cases Filed, Entered, Discharged, Dismissed, Closed and Converted.

STEP 1   Click on the **Cases** hypertext link. The *Cases Report* screen will display.

,   **From to** - enter a start and ending date for the time frame you want the report to reflect (this field is required).

,   **Run Report** - click on the *Run Report* button to accept the system defaults[23] and run the report.

---

[23]Defaults - the parameters that the system pre-defines for the report. Blank boxes relate to all data found.

STEP 2   The **Cases Report** for designated time will display.

,   <u>01-61200</u>[24] - click on the hypertext link of the case you need to query.

STEP 3   The **Docket Sheet** selection screen will appear.

,   Refer to *Docket Report*, *Section 13* (page 66) for further instructions on creating a docket report.

Claims Register

The Claims Register Report displays claims filed for a specific case.

STEP 1   Click on **Claims Register** from the *Reports Menu*. The *Claims Register* selection criteria screen appears.

---

[24]A hypertext link by default will be underlined and colored blue. The link will turn red after it has been accessed.

> ,   **Case Number** - enter *Case Number* in '*YY-NNNNN*' format.
> ,   **Run Report** - click the *Run Report* button to accept system defaults or
>   select optional case criteria.

STEP 2   The **Claims Register** for the desired case displays.

> ,   **1** - click to view the *pdf* document associated with the claim.
> ,   01-61200 George Washington - click to receive selection screen for a
>   *Docket Report*.
> ,   Refer to *Docket Report*, *Section 13 (page 66)* for further instructions on
>   creating a Docket Report.
> ,   Click on the *Menu* option of choice, or the *Browser's* **Back** button to
>   continue.

Docket Report

The **Docket Report** can also be generated through the *Query Menu*. For instructions on generating a *Docket Report*, refer to *Docket Report, Section 13 (page 66)*.

Creditor Mailing Matrix

The **Creditor Mailing Matrix** report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the *Creditor Maintenance* option of the system and used by the *BNC* (Bankruptcy Noticing Center) for Court generated notices.

STEP 1   Click on **Creditor Mailing Matrix** hypertext link from the *Reports Menu*. A selection criteria screen displays.

,   **Case number** - enter *Case number* in 'YY-NNNNN' format.
,   **Run Report** - click the *Run Report* button to collect data.

STEP 2   The *Search Results* screen displaying a list of creditors for the case is displayed.

,   Click the *Menu* option of choice, or the *Browser's* **Back** button to continue.

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 15

Appendix
Style Guide

United States Bankruptcy Court
Northern District of Alabama
CM/ECF Style Guide

This guide contains the required style practices for all users of the CM/ECF application in the Northern District of Alabama. The intention of the guide is to make everyone's task easier, whether entering data or accessing the CM/ECF database. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in the CM/ECF database, since successful queries require very exact matches on search data including punctuation, abbreviations and upper or lower case.

<u>**Table of Contents**</u>

Adding Parties

When adding new parties to the CM-ECF database, the names should conform with standard punctuation and spacing conventions listed in the style conventions for names section of this guide.
Much of case opening in CM-ECF consists of adding the names of debtors, joint debtors, plaintiffs and defendants t o cases. As cases progress, creditors and other parties are added as well. Access to this information is vital to the Court, the bar and the general public.

Searching For Parties

Make sure you search the CM-ECF database for the party you want to add to a case.
Before adding any party to a case, search for that party using appropriate "search clues." If the system finds the correct name, select it to help eliminate different versions of the same party name.
Even something as simple as "United St at es" can cause ambiguit y if everyone is entering it differently. For instance, following this style guide can help avoid "United States" being in the database also as "UNITED STATES," "U.S.," "US," "USA," "U.S.A.," or "U.S. of A."

Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- Be sure to use appropriate upper and lowercase characters since the search is case sensitive.

- When searching for debtors, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, if you search for a last name of Grant with a Social Security number of 333-22-1111, CM/ECF will ret urn a single party.

- When searching for creditors, it may be necessary to conduct multiple searches. Use the most simple search first (e.g., World). All parties in the database that begin with the word "World" will appear. If there are too many choices to search through, search for the entire creditor name (e.g., World Communications). If there are articles in the title such as "A" or "The," you may or may not need to include the article in the search. For example, a search request for The Timely Times may not produce a result. But a search request for Timely Times will be successful. Likewise a search for Timely Times may not produce a result, but a search for The Timely Times might be successful.

Adding Debtors

Add debtors to cases using names and addresses exactly as they appear on the petition or complaint.

In most cases, you will NOT find debtors or joint debtors when you search the CMECF database. You will have to add them to the database and the case as a new party.

If a debtor has a title, add the title in the "party text" box.

Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

Make an entry in the SSN box or the Tax ID box even if the social security number for an individual debtor or tax identification number for a business debtor is unknown.

SSN: 000-00-0000
Tax ID: 00-0000000

Adding Plaintiffs and Defendants

Search for plaintiffs and defendants before adding a new party to a case.

When you search for plaintiffs and defendants, you will probably find them in the database.

Make sure to select the plaintiff or defendant party role.

If you find a plaintiff or defendant in CM/ECF with an incorrect address, change the address fields before accepting the Party Information screen.

Adding Pro Se Creditors

The following procedure should be used for pro se creditors or creditors who have not yet identified representation by an attorney:

Search for creditors before adding a new creditor to the database. Select creditors with names already in the CM/ECF database if at all possible.

When you search for a creditor, you will probably find the party in the CM/ECF database. Creditors (such as Ford Motor Credit) are added to many different cases. Ideally, there should be only one Ford Motor Credit party in the CM/ECF database. This greatly simplifies searching when adding parties and querying cases.

For instance, it is better to add Ford Motor Credit to all cases as long as it is applicable, even if that is no t the exact name used on a document being docket ed. The idea is to avoid adding name variations for a single creditor. For example:

> Ford Motor Credit
> Ford Motor Credit Company
> Ford Motor Credit Co.
> Ford Motor Credit Corporation
> Ford Motor Credit Company, Inc.
> Ford Motor Company
> Ford Motor Credit Corp.
> Ford Motors Credit Company
> Ford Motor Credit Company ("FMCC")

The proliferation of different names for the same creditor makes searching frustrating and time consuming.

If you find a pro se creditor in CM/ECF with an address other than the one listed on the document, simply change the address fields before submitting the Party Information screen.

Do NOT add a title for creditors.

Make sure to select the <u>party role</u> of <u>creditor</u> at the drop-down box.

Adding Creditors with Attorney Representation

The following procedure should be used for creditors represented by an attorney:

Search for creditors represented by an attorney by (1) using the browse button to attempt to locate the creditor, or (2) if the creditor cannot be found using the browse button, using the same format as provided on the matrix. Most creditors will be found. Do not add an address, as the attorney and his/her corresponding address will be linked to the creditor. Again, ***do not add mailing addresses for creditors if the creditor is represented by an attorney.***

Do NOT add a title for creditors.
Make sure to select the <u>party role</u> of <u>creditor</u> at the drop-down box.

Style Conventions for Names and Addresses

1. **Debtor(s) Name Information:** The initial entry of debtor(s) name information, which includes all information on the case cover sheet of the petition, is always made exactly as it is given **including** any punctuation. This rule overrides any other rule involving entry of names which may appear below. For entry of debtor(s) <u>mailing address</u> information,the

following rules appy:

In the case where a debtor or co-debtor has no middle name or initial, use the abbreviation (NMN) for "no middle name" and (NMI) for "no middle initial." Enter in ALL CAPS and inside parentheses (). These are the only abbreviations to be used when entering debtor information.

2. **Punctuation:** When entering all addresses (including debtor(s) address), and all creditor, party name, or title information, use no punctuation.

3. **Symbols:** % ! \ @ | * ^ & ~ are not to be used. Scanners may read them to mean something else. The correct way to annotate "in care of" is c/o, and not %.

4. **Government Agencies:** See "Abbreviations & Acronyms" attached for a list of agencies which frequently file documents.

    Federal Agencies: For those agencies not listed with an acronym, use US *name of agency* (e.g., US Dept of Education, US Dept of Interior)

    State Agencies: For those state agencies not listed with an acronym, enter the two-letter state code followed by the department or division name, all on the same line. (OH Dept of Taxation, MI Dept of Justice)

5. **Initial Given as a First Name:** (Does not apply to entry of debtor.) When initials are given as a first name, do not put spaces or periods between the letters. However, if you can not tell if it is a first name: MC Hammer should be entered with MC in the first name field; M.C. Hammer should be entered as M in first name field and C in the middle name field.

6. **"The" as Part of Entity Name:** Do not enter the word "the" if it is the first word unless you are entering debtor information. (The Bank of New York should appear as Bank of NY)

7. **"United States" as Part of Entity Name:** Enter as US.

8. **Hyphenated/Double Last Names:** A hyphenated or double last name is treated as one word.

    •   Hyphenated example: Lois Ann Lane-Kent
            First name: Lois
            Middle name: Ann
            Last name: Lane-Kent

- Double name example: Shirley Ann Temple Black
  - First name: Shirley
  - Middle name: Ann
  - Last name: Temple Black.

- Questionable name example: Pat Bowman Smith
  - First name: Pat
  - Middle name: Bowman
  - Last name: Smith

9. **Estates and Trusts:**

- Est at es example: Est at e of Wesley H. Hardin
  - First name: Wesley
  - Middle name: H
  - Last name: Hardin
  - Party text: Estate

- Trustee example: Pat N. Garret , Trustee for the Est at e of Wesley H. Hardin
  - First name: Pat
  - Middle name: N
  - Last name: Garret
  - Party text: Trustee for the Est at e of Wesley H Hardin

10. **Numbers:** Use the numeral rather than spelling out the number (examples: 1 st , 2 nd , 10 th , 37 th). Do not abbreviate if the numeral is part of a name (First National Bank).

11. **Two-Part Names:** If the street name is a two-part name, separate the two names with a space (Footville Richmond Rd).

12. **Street Address Order:** If a PO Box, Street Address, Building Name and Suite Number are given for the address, put in this order:
    - Address 1= Street Address
    - Address 2 =Building Name
    - Address 3 =Suite/Apt/Unit #
    - Address 4 =PO BOX

13. **Phone Numbers:** Telephone numbers should be entered with the area code in parentheses, a space, then the seven digit number (419) 259-6440.

14. **Foreign address:** When the address is outside of the United States, duplicate it as closely as possible. The last line should contain the country name.

15. **Attention Lines:** If an attention line is given, put it on the first address line using "c/o" and not "%".

16. **Ampersand:** The ampersand is a symbol that should **not** be used. The word "and" needs to be spelled out (Bank and Trust, Becket and Lee).

17. **State Names:** Use the state abbreviation (OH State University, First Bank of PA). If the state is used as a street name (Washington Ave) spell it out.

Preferred Abbreviations

Administration	Adm
American Express . . .	American Express
and	and
Association/Associates	Assoc
Attorney	Aty
Bank and Trust	B and T
Bureau	Bur
Company	Co
Corporation	Corp
County	Cnty
County Road	CR
Credit	Cr
Department	Dept
District	Dis
Division	Div
Doctor	Dr
Education	Ed
Employee	Emp
Extension	Ext
Federal	Fed
Finance/Financial	Fin
Hospital	Hosp
Incorporated	Inc
Information	Info
Insurance	Ins
Internal Revenue Service	IRS
International	Intl
Junction	Jct
Limited	Ltd
Lot	#
Mortgage	Mtg
N.A.	Do not add this to the creditor's title
National	Natl
Number	#

Post Office Box	PO Box
Rural route	RR
Saint	St
Savings	Sav
Savings and Loan	S and L
Service(s)	Svc
Union	Un
United States	US.

Abbreviations for States & Territories

AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AS	American Samoa	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	MP	N. Mariana Isl.
GA	Georgia	OH	Ohio
GU	Guam	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PW	Palau
IL	Illinois	PA	Pennsylvania
IN	Indiana	PR	Puerto Rico
IA	Iowa	RI	Rhode Island
KS	Kansas	SC	South Carolina
KY	Kentucky	SD	South Dakota
LA	Louisiana	TN	Tennessee
ME	Maine	TX	Texas
MH	Marshall Island	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MX	Mexico	VI	Virgin Islands
MI	Michigan	WA	Washington
FM	Micronesia	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming

Geographic Directions

North = N	Northeast = NE
South = S	Southwest = SW
East = E	Southeast = SE
West = W	Northwest = NW.

Locator, Directional and Street Designators

Apartment	#
Avenue	Ave
Boulevard	Blvd
Building	Bldg
Court	Ct
Center	Ctr
Department	Dept
Expressway	Expy
Floor	Fl
Heights	Hts
Highway	Hwy
Island	Is
Junction	Jct
Lake	Lk
Lane	Ln
Mountain	Mtn
Parkway	Pky
Place	Pl
Road	Rd
Room	#
Station	Sta
Street	St
Suite	#
Turnpike	Tpke
Unit	#
Valley	Vly

Effective: February 2004

United States Bankruptcy Court
Northern District of Alabama
Richard Mauk, Acting Clerk of Court

SECTION 16

Glossary

Adobe Acrobat

Application used almost universally to create and view pdf documents. "Adobe" created the "pdf" format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-Mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notification throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator is guaranteed to work with CM/ECF.

Category

In CM/ECF, a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's case management application. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM/ECF, describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext (HTML) Link

A URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies each filing with the U. S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. To be filed in CM/ECF, all documents must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format and proposed orders which are forwarded to the court in a word processing format.

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

Short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Northern District of Alabama website is: www.alnb.uscourts.gov .