

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF ALABAMA**

**ELECTRONIC CASE FILING
GUIDE
FOR ATTORNEY FILERS**

The United States Bankruptcy Court for the Southern District of Alabama thanks the United States Bankruptcy Court for the Middle District of Louisiana for its assistance in preparing this Guide.

TABLE OF CONTENTS

- Section 1: Filing a Bankruptcy Case
- Section 2: Specifications for a Creditor Matrix
- Section 3: Uploading a Creditor Matrix
- Section 4: Filing an Adversary Proceeding
- Section 5: Filing a Motion
- Section 6: Submitting Orders
- Section 7: Filing a Proof of Claim

SECTION 1:

FILING A BANKRUPTCY CASE

Filing a New Bankruptcy Case

- Go to our website, <https://ecf.alsb.uscourts.gov/>
- Click on our **ECF database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will appear)
- Click on **“open a bankruptcy case”**

- On the first screen, click on each box to add appropriate information (joint petition, chapter, deficiencies). If you are filing an incomplete petition, one that does not contain all of the required documents, be sure to check yes for deficiencies. Click **“next”**.

Case Number

Office

Date Filed 11/29/2000

Chapter

Joint Petition

Case Type

Deficiencies

- The program will ask you to search for a party. Enter the last/business name of the debtor and click **“search”**. *Always search for your party first to ensure that he/she is not already in the system.

Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

- The next screen will tell you if the party is found. If no person is found, click **“create new party”**.
- You will then enter the party’s information. If the party has an alias, click on **“alias”** to add. Once that is complete, you may review the information you have entered before submitting.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

- Once you are sure all information is complete, click on “submit”.
- At the next screen, you will be asked to add a joint debtor, if you selected joint debtor on the first screen. If you did not select joint debtor on the first screen, you will not see this screen.
- The next screen will ask for statistical information about the debtor. Be sure to complete each block. All cases in this district are to be opened as asset cases, be sure to click “yes” for asset notice. Click “next”.

Open New Bankruptcy Case

Type of debtor Individual Corporation Partnership Other
 Railroad Stockbroker Commodity Broker

Fee status: Paid
 Nature of debt: consumer
 Voluntary: voluntary
 Origin: Original
 Date split/transfer: _____

Asset notice: Yes
 Estimated number of creditors: 1-15
 Estimated assets: \$0-\$50,000
 Estimated debts: \$0-\$50,000

Next Clear

- The computer will then ask for a pdf document. Attach the pdf document (**NOTE: When opening a bankruptcy case, your pdf must contain the voluntary petition, matrix, and matrix verification, schedules, statements, and fee disclosure.) Once you have attached the pdf document, click “next”.

Open New Bankruptcy Case

Select the pdf document (for example: C:\199ev501-21.pdf).

Filename: _____ Browse...

Attachments to Document: No Yes

Next Clear

- You will then be asked for a receipt number. Enter “cc” if paying by a credit card and “o” for all other forms of payment. If you have a credit card number on file with the Clerk’s office, your card will be automatically charged the day following the opening of the case. If you wish to pay with cash or check, you must submit your fee to the Clerk’s office within 72 hours of filing the petition. If you do not pay the fee, your case will be dismissed.
- The docket text screen will ask you if you want to modify the text. If you need to modify the text in any way, do so, then click “next”.

Open New Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition [schedules and statements], Fee Amount \$ 200. Filed by Marvin Davis . (Grand, Trenton)

Next Clear

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“submit”**.

Open New Bankruptcy Case

Docket Text: Final Text
Chapter 7 Voluntary Petition with all schedules and statements. Fee Amount \$ 200. Filed by Marvin Davis. (Grand, Trenton)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The next screen gives you the **“Notice of Bankruptcy Case Filing”**, which gives you the new bankruptcy case number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on those and log into Pacer to view the document or docket sheets.

Notice of Bankruptcy Case Filing

The following transaction was received from Grand, Trenton on 11/29/2000 at 5:35 PM CST

Case Name: Steven Jones

Case Number: 00-10004

Document Number: 1

Docket Text:

Chapter 13 Voluntary Petition with all schedules and statements. Fee Amount \$ 185. Filed by Steven Jones. (Grand

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

Document description: Main Document

Original filename: C:/My Documents/ch7petition.pdf

Electronic document Stamp:

[STAMP bkcccfStamp_ID=973335398 [Date=11/29/2000] [FileNumber=377-0] [5
c3492cecb64e5d9b6b91d971a4dd950a32cd0821a99b37def284e7a78fb0900754b800
a58362d0a03c7f0c08ba8fe.d80c697df1bcf0ad715b711df157a4ab9e11]

****NOTE: Once you have filed your petition, don't forget to upload your creditor matrix. See Sections 2 and 3 of this guide for instructions.**

SECTION 2:

**SPECIFICATIONS FOR A CREDITOR
MATRIX**

Specifications for a Creditor Matrix

- The name and address of each creditor must be four lines or less.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- Account numbers or “attention” lines should be placed on the second line of the name/address.
- City, State and Zip code must be on the last line
- Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.
- The creditor matrix must be saved in .txt format.

EXAMPLE:

Sears
P.O. Box 3242
Des Moines, IA 45344

Citibank
P.O. Box 2121
Baltimore, MD 45464

First Family Financial
ATTN: Bob Curtis
3233 North Street
Baton Rouge, LA 70809

SECTION 3:

UPLOADING A CREDITOR MATRIX

Uploading a Creditor Matrix

- After accessing the ECF database, click on “bankruptcy”.
- Click on “Creditor Maintenance”.
- Click on “Upload a creditor matrix file”
- Enter the case number and click “next”.

Creditor Processing - Upload a File Method

Case Number	99-12345, 199-Abc12345 or 1-99-Abc12345
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

- The computer will then ask for the name of the file. The matrix must be in “.txt” format.

Load Creditor Information

Case number	00-10005
Enter name of file and click on Next Example: c:\creditor.scn	<input type="text" value=""/> <input type="button" value="Browse..."/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

To put your matrix in .txt format, follow these general directions:

- Click on the **FILE** button in Wordperfect or Microsoft Word toolbar to display the drop down menu.
- Click the **SAVE AS** in the drop down list.
- In Wordperfect, open the file containing the matrix. Click the drop down menu arrow in the **FILE TYPE** box. Select the file type of either **ALL FILES** or **ASCII DOS TEXT**.
- In Microsoft Word, click on the drop down box arrow in the **SAVE AS TYPE** box. Select the file type of **TEXT FILES (*.txt)**.
- Enter the file name in the **FILE NAME** box. The .txt extension will be appended.
- Click the **SAVE** button.

- Once the file has been attached, click “next”.
- On the next screen, the total creditors entered will appear. If that number is correct, click “submit”. If the number is incorrect, click the browser's back button and find the error.

Add Creditor(s)

Total Creditors Entered 3

- The next screen will display the creditor receipt. This confirms the number of creditors added to the case.

Creditors Receipt

Case Number	00-10005
Total Creditors Added to Database	3
File A Proof Of Claim	
Return To Creditor Maintenance Menu	

SECTION 4:

FILING

AN ADVERSARY PROCEEDING

Filing a New Adversary Proceeding

- Go to our website, <https://ecf.alsb.uscourts.gov>
- Click on **ECF database**
- Type in your login and password
- Click on **“Adversary”** (a list of adversary events will appear)
- Click on **“Open an AP/MP Case”**

- On the first screen click on each box to add appropriate information. Click **“next”**.

Open Adversary/MP Case

Case Number

Office

Date Filed 11/30/2000

Case Type

Complaint

- The program will ask you to search for a party. Enter the last/business name of the plaintiff and click search. If the party is found, choose that party and click **“select name from list”**. If the party is not found, click **“create new party”** and follow the steps for adding a new party from the opening a bankruptcy case section of this guide. Be sure to change the **“role”** on the party information to say plaintiff.

Search for a party

SSN Tax Id

Last/Business name

Party search results

- Once you have completed the party information, you must add an attorney for the plaintiff. Click **“Attorney”** and choose the attorney from the list or add one if the attorney is not listed. Once you have chosen the attorney, click **“add attorney”**. Once you have added the party and attorney information, click **“submit”**.

Party information

Baton Rouge Teachers Federal Credit Union B2211-01-00000

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Trade Role

Party text

Add all attorneys and dates before clicking the Submit button.

Search for an attorney

Bar Id

Last name

Attorney search results

Attorney Information (Party Baton Rouge Teachers Federal Credit Union.)

Jon Ann Giblin Bar Id:Unknown Bar Status:Unknown

Office Address 1

Address 2 Address 3

City State

Zip Country

Phone Fax

E-mail Lead attorney

Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add dates, or reset all information for this party.

- The program will again ask for a party. At this point, you can either add another plaintiff (if there is more than one) or add the defendant. Follow the same steps for searching for a party as stated above. Be sure to change the **“role”** on the party information to say defendant. Then you may add an attorney for the defendant, if known. Once you are finished, click **“submit”**.

- On the next screen, complete the appropriate information for each box. It is very important that you select the nature of suit, origin, and party code. Click “next”.

Open Adversary/MP Case

Party code

Nature of suit

Origin

Transfer date

Rule 23 (class action)

Jury demand

Demand (\$000)

- Then you will add associated cases by entering the bankruptcy case number. Click “next”.

Open Adversary/MP Case

Add Associated Cases

Member case number

Lead case number

Association type

- The program will then ask for a pdf document. Attach the appropriate pdf document and click “next”.

Open Adversary/MP Case

Select the pdf document (for example: C:\199cv501-21.pdf)

Filename

Attachments to Document: No Yes

- You will then be asked for a receipt number. Enter “cc” if paying by credit card and “o” for all other forms of payment. If you have a credit card number on file with the Clerk’s office, your card will automatically be charged. If you wish to pay with cash or check, you must submit your fees to the Clerk’s office within 72 hours of filing the adversary. If you do not pay your fee, your case will be dismissed.
- On the next screen you need to modify the text to state the nature of the suit. Once all modifications have been made, click “next”.

Open Adversary/MP Case

Docket Text: Modify as Appropriate

- The next screen is very important! You will see a warning that says: “Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “submit”.

Open Adversary/MP Case

Docket Text: Final Text

Complaint *Objection to Dischargeability, Section 523* by Baton Rouge Teachers Federal Credit Union against Marvin Davis. Fee Amount \$ 150. (Giblin, Jon Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The next screen gives you the “**Notice of Electronic Filing**”, which contains the new adversary proceeding number. You can print this page for your records. This will be the only proof of filing that you will have. You may click on the hyperlinks under the case number and document number to login into Pacer to view the document or the docket sheet in that case.

Open Adversary/MP Case

Notice of Electronic Filing

The following transaction was received from Giblin, Jon Ann on 11/30/2000 at 9:38 AM CST

Case Name: Baton Rouge Teachers Federal Credit Union v. Davis

Case Number: 00-01001

Document Number: 1

Case Name: Doyle Ray Belloite

Case Number: 00-10006

Document Number: 4

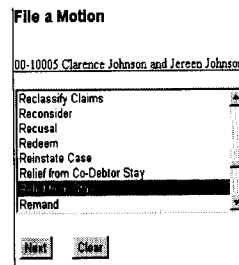
Docket Text:

Complaint Objection to Dischargeability, Section 523 Complaint by Baton Rouge Teachers Federal Credit Union a Marvin Davis. Fee Amount \$ 150. (Giblin, Jon Ann)

SECTION 5:
FILING A MOTION

Filing a Motion

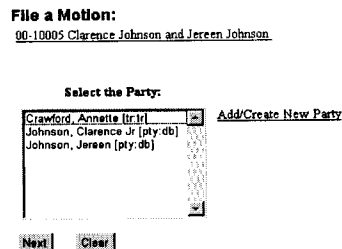
- Go to our website, <https://ecf.alsb.uscourts.gov>
- Click on the **ECF database**
- Type in your login and password
- Click on “**bankruptcy**” or “**adversary**”
- When you file a motion, regardless of the type, most of the screens will be the same. The following is an example of a motion for relief from stay, or in the alternative, for adequate protection.
- First you click “**Motions/Applications**”
- The computer will ask for the case number. Enter the number and click “**next**”.
- On the next screen, you will choose the relief sought. Click on the choice of relief and click “**next**”. **NOTE:** If you have a multiple part motion, you must click the first part of the relief sought, hold your control key down, and scroll to the next relief sought. If you do not hold the control key down the entire time, one of the reliefs will not appear in the docket text.



- The next screen will ask if this is a joint filing with other attorneys. If it is, check the box that says “joint filing with other attorneys”.

Then click “**next**”.

- The computer will then ask for the party that you are filing on behalf of. If the party is there, then select the party and click “**next**”. If the party is not there, click “**Add/Create New Party**” and follow the instructions as indicated in the opening a bankruptcy case section of this guide.



File a Motion:
00-10005 Clarence Johnson and Jereen Johnson

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
C:\My Documents\advproceeding.pdf

Attachments to Document: No Yes

- You will then be asked for the pdf document associated with the motion. Enter the pdf, then click **next**. “ne

File a Motion:
00-10005 Clarence Johnson and Jereen Johnson

Docket Text: Modify as Appropriate.

<input type="button" value="v"/> Motion for Adequate Protection	
<input type="button" value="v"/> Motion for Relief from Stay	. Fee Amount
\$ 75. Filed by Baton Rouge Teachers Federal Credit Union . Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)	

- The program will then alert you that there is a fee for this motion and to enter the receipt number. You will enter either “cc”, if paying by credit card or “o”, if paying by cash or check. Click **next**.
- The next screen will allow you to modify the text, if necessary. Once you have completed the text, click **next**. *Note: When docketing multiple part motions, the text will be listed in alphabetical order.

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“next”**.

- The final screen gives the **“Notice of Electronic Filing”**, which gives you the document number, and a hyperlink to the docket sheet. It also lists you will receive notice of the filing of the document and by which means the notice will be sent.

File a Motion:

00-10005 Clarence Johnson and Jereen Johnson

Docket Text: Final Text

Motion for Adequate Protection, Motion for Relief from Stay. Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

00-10005 Clarence Johnson and Jereen Johnson

Notice of Electronic Filing

The following transaction was received from Giblin, Jon Ann on 11/30/2000 at 3:00 PM CST

Case Name: Clarence Johnson and Jereen Johnson
Case Number: 00-10005
Document Number: 6

Docket Text:

Motion for Adequate Protection, Motion for Relief from Stay. Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Cr Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

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

Document description: Main Document
Original filename: C:\My Documents\advproceeding.pdf
Electronic document Stamp:
[STAMP bkccf:Stamp_ID=973335398 [Date=11/30/2000] [FileNumber=392-0]]9

SECTION 6:
SUBMITTING ORDERS

SUBMITTING ORDERS

- To submit an order to the Court, you must email the order to:
alsbecf_mam@alsb.uscourts.gov (Judge Mahoney)
alsbecf_wss@alsb.uscourts.gov (Judge Shulman)
- The order must be sent as an attachment to the email and must be in word processing format, **NOT** a *.pdf file.
- Depending on the type of order you are submitting, you must title the subject of the email accordingly. Email orders will be sorted by the information typed in the subject line; therefore it's crucial to follow the correct format.

HEARING

Format:

Date of hearing (format xx/xx/xx) [*one space*] 7-digit Case No. [*one space*] Debtor's last name

Example:

(for a hearing held on June 16, 2002 in Case No. 02-10456-MAM-13 of James Smith)

06/16/02 02-10456 Smith

NEGATIVE NOTICE

Format:

Type "NN" [*one space*] Last day for objections (format xx/xx/xx) [*one space*] 7-digit Case No. [*one space*] Debtor's last name

Example:

(for a negative notice motion where last day to file objections is July 3, 2002 in Case No. 02-10345-MAM-7 of Jane Doe)

NN 07/03/02 02-10345 Doe

OTHER ORDERS

Format:

7-digit Case No. [*one space*] Debtor's last name

Example:

(Case No. 02-10456-MAM-13 of James Smith)

02-10456 Smith

SECTION 7:

FILING A PROOF OF CLAIM

Filing a Proof of Claim

- Go to our website,
 - <https://ecf.alsb.uscourts.gov>
 - Click on **ECF database**
 - Type in your login and password
 - Click on **“bankruptcy”** (a list of bankruptcy events will appear)
 - Click on **“File Claims”**
- On the first screen, you will be asked for the case number and name of creditor. You must enter a case number, but you do not have to enter the creditor name if you want all of the creditors in a case to appear. For type of creditor, choose the default of creditor. (If you choose another type of creditor, nothing will appear) Click **“next”**.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Search for Creditor

Case Number:

Name of creditor:

Type of creditor:

- On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click on the down arrow to view all creditors) Click on the creditor for which you are filing this claim and click **“next”**. **NOTE: You are not allowed to add creditors here. If your creditor is not found on the drop down menu, you must first file a Notice of Appearance and Request for Notice. The Court will then add your creditor to the matrix, so that you may file a proof of claim.**

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Select a Creditor for Claim

Case 01-10029: Linda Browning Mayer

240 - Citibank - c/o Stuart Masters P.O. Box 4444 Sioux Falls, SD 57177	<input type="button" value="x"/>
239 - Family Financial Services - 5432 Florida Blvd. Suite A Baton Rouge, LA 70808	
238 - Sears - P.O. Box 2222 Des Moines, IA 50316	

- The next screen will ask you to enter the information that is found on the claim. Once you are finished, click **“next”**.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Case Number: 01-10029	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: <input type="text" value="Creditor"/>
Last Date To File:	Last Date To File (Gov):	Date Filed: 01/23/2001	Late: <input type="text" value="No"/>	Status: <input type="text"/>

Amount Claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
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Amount Allowed

Unsecured	Secured	Priority	Unknown	Total (Display Only)
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description:

remarks:

- You will then be asked to choose the pdf document associated with this claim. Attach the appropriate pdf file and click “next”.

- The next screen gives you the “Notice of Electronic Claims Filing”, which gives you the claim number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and claim number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the claim or docket sheets.