

# Instructions for Electronic Filing for Attorneys

Effective September 11, 2002 (3:32pm)

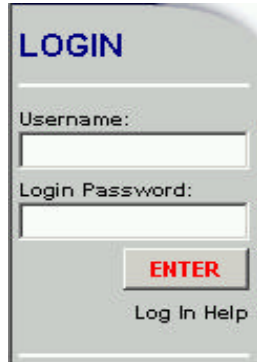
Revised 5/6/03

Table of Contents

	Page
Http://www.courtwatch.com .....	1
Login .....	1
E-Filing .....	1
Select State and Court. ....	1
Select Case Number .....	2
Select Primary Document to File. ....	2
Certificate of Service .....	3
Add Attachment(s) .....	4
Upload Filing .....	5
Reports .....	6
Logout. ....	6
Filing a New Bankruptcy Case. ....	6
Matrix .....	7
Adversary Proceeding Complaint, Cover Sheet, Letters, and Summons .....	9
Proposed Orders .....	13

## Login Instructions

1. Go to [Http://www.courtwatch.com](http://www.courtwatch.com)
2. At Login, type in your username and password. Click on enter



The screenshot shows a login form with the following elements:

- LOGIN** (header)
- Username:
- Login Password:
- ENTER** (button)
- Log In Help (link)

3. If logged in properly, Services Received screen appears.

**E-Filing**

4. Click on E-Filing

5. The Select State and Court screen appears. Scroll to North Carolina and highlight it.

6. If filing for Raleigh case, Court = USBC, Eastern District of North Carolina (Raleigh).

If filing for Wilson case, Court = USBC, Eastern District of North Carolina (Wilson).

**My Courtwatch • E-Filing • E-Search • Reports • Support • About • Logout • Admin • Sys**

### Select State and Court



The screenshot shows the following form elements:

- State:
- Select Court:

7. The Select Case Type screen appears. There is a drop-down box with Bankruptcy and Adversary. Highlight Bankruptcy (See page 9 for adversary instructions)

8. The Select Case Number screen appears. Type Case Number and click Next.

## Select Case Number

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Court: **USBC, Eastern District of North Carolina (Raleigh)**  
Case Type: **Bankruptcy**  
Case Number:   
Open New Case:

## Select Primary Document to File




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Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Bankruptcy**  
Case Number: **02-00123**  
Party Name(s):    
**Primary Document**  
Client Code:   
Description:    
Document to file:

9. The Select Primary Document screen appears.
10. If you have a Client Code, type it in the box next to client code (optional).
11. Select Description type from drop-down menu.
12. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing an order named "TELE-HRG.wpd" that is located in C:\orders).
13. Click on Next.

14. The Create Certificate of Service and Add Attachment(s) screen appears. If there are no attachments and a certificate of service is not required, click on Upload Filing.

**Create Certificate of Service and Add Attachment(s)**

Document List					
Case No	Description	File Name	Service	Attach	Delete
02 00123	Notice	<a href="#">TELE HRG.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

15. To Create a Certificate of Service, click on icon under Service.

16. Create Certificate of Service screen appears. Click on Add Recipient.

TO ELECTRONICALLY SERVICE A RECIPIENT, THE RECIPIENT MUST BE A COURTWATCH MEMBER. IF THE PARTY YOU WANT TO SERVICE IS NOT A COURTWATCH USER, A **CREATE NEW RECIPIENT** BUTTON WILL DISPLAY FOLLOWING THE SEARCH. YOU MAY THEN CREATE THE RECIPIENT TO ADD TO YOUR SERVICE LIST.

17. TO SERVE BY MAIL, click on CREATE NEW RECIPIENT. Type Recipient information, Select Service type from drop-down box and Click Submit.

**CourtWatch E-Service Recipient**

**First Name:**

**Last Name:**

**Firm/Company:**

**Addr 1:**

**Addr 2:**

**City:**

**State:**  **Zip:**

**Service by:**

18. After adding all recipients, click on Create Certificate of Service. Your certificate should appear.

**UNITED STATES BANKRUPTCY COURT  
E.D. (RALEIGH) DISTRICT OF NORTH CAROLINA**

In re: )  
 )  
 )  
Debtor(s). )  
 )

**Certificate of Service**

The undersigned hereby certifies that copies of the foregoing were serviced in the manner indicated upon those listed below on 5/28/2002.

\_\_\_\_\_  
/s/  
Mike Mathews

**By CourtWatch E-Service**

Christopher Smith  
9710 Meyer Forest Drive, #12104  
Houston Texas 77096

**By First Class Mail**

Shirley Test  
PO Box 1234  
Raleigh NC 27602

19. If you want to add an attachment, click on icon under Attach.

**Attach**  


Attachments	
<b>Description:</b>	Exhibit 1
<b>File Name:</b>	C:\orders\Exhibit1.wpd <input type="button" value="Browse..."/>
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next &gt;"/>	

20. Type Description.
21. Browse to location of attachment on your computer. (Ex. Attachment is named "Exhibit1.wpd" saved in c:\orders on your computer).
22. Click on Next.

Case No	Description	File Name	Service	Attach	Delete
02-00123	Notice	<a href="#">TELE-HRG.wpd</a>			
	<i>Exhibit 1</i>	<a href="#">Exhibit1.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

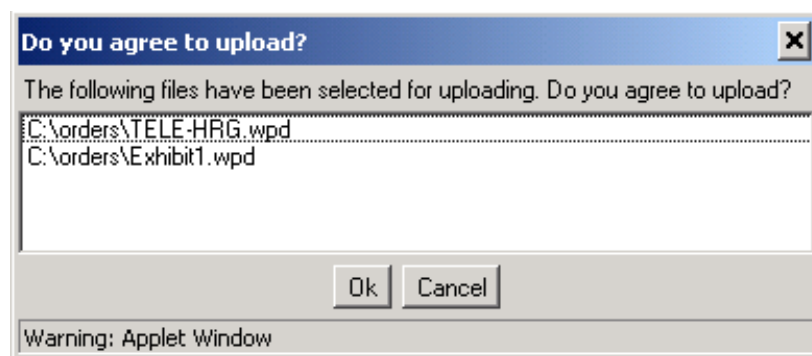
Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

23. After you have finished adding attachments, click on Upload Filing. The Uploading Selected Documents screen appears.

### Uploading Selected Documents

**Please Wait while files are uploaded and, if necessary, converted to PDF ...**

24. After files are converted to pdf, the "Do you agree to upload?" screen appears. Click on OK.



25. Wait while documents are uploading. When the Confirmation screen appears, click on Done.
26. The E-Filing Confirmation screen appears. Click on Done.
27. You have now e-filed your document!

28. To see what you have e-filed for a specific time frame, click on Reports.
29. On the left side of the screen, click on E-Filing Transactions. The default date range is the first and last day of the current month. You can change this by typing the date range you want.

30. Click on View Report.
31. A list of your e-filing transactions appears. You can view the transactions by clicking on the blue confirmation number beside the transaction that you want to view. You can print this report by clicking on Print Listing.
32. To Logout, Click on Logout.

### Filing a New Case

1. At the Select Case Number screen, click on New Case.

2. Click on Next.
3. Type Case Information.



- Click on Next. The Select Primary Document screen appears.

### Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Bankruptcy**  
Case Number: **New Case**  
Debtor: **Smith Jack SSN#: 123-45-6789**  
Codebtor: **Smith Jane SSN#: 987-65-4321**

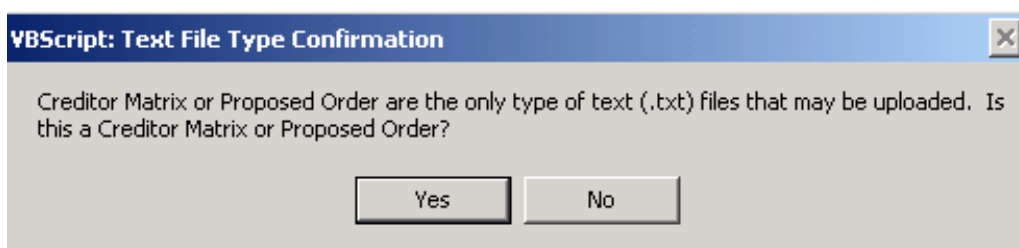
Primary Document	
Client Code:	<input type="text" value="SmithJack"/>
Description:	<input type="text" value="Chapter 7 Voluntary Petition"/>
Document to file:	<input type="text" value="C:\orders\PETITION.pdf"/> <input type="button" value="Browse..."/>

- If you have a client code, type it in the Client Code box (optional)
- Select Description type from drop-down menu beside Description.
- Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing a petition named “petition.pdf” that is located in C:\orders).
- Click on Next. The Create Certificate of Service and Add Attachment(s) screen appears.
- To attach a Matrix, click on icon under Attach.
- Beside description, Type Matrix.
- Beside filename, click on Browse to location of matrix on your computer. Click on Next.

\*\*\* Matrix should be saved in TXT format \*\*\*

Attachments	
Description:	<input type="text" value="Matrix"/>
File Name:	<input type="text" value="C:\orders\testmatrix.txt"/> <input type="button" value="Browse..."/>

12. The following message-box appears. Click on YES.



13. After you have finished adding attachments, click on Upload Filing. The Uploading Selected Documents Screen appears. After files are converted, the "Do you agree to upload?" screen appears, click on OK.
14. At confirmation screen, click on Done.
15. At e-filing confirmation screen, click on Done.
16. You have now e-filed your petition.

## Adversary Proceedings

1. For Adversary Proceeding cases, at Case Type screen, select Adversary.
2. The Select Case Number screen appears. Type **Adversary Proceeding** Case Number. Click Next.

### Select Case Number

---

Court: **USBC, Eastern District of North Carolina (Raleigh)**

Case Type: **Adversary**

Case Number:

Open New Case:

3. The Select Primary Document Screen appears.

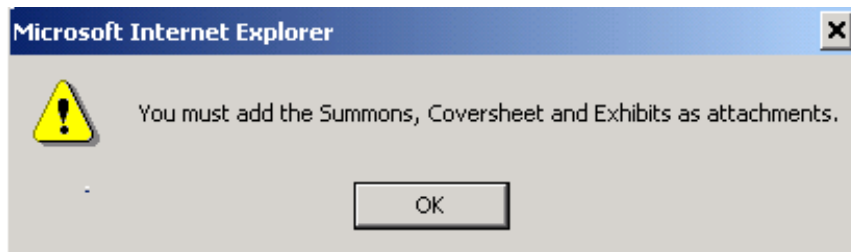
**Select Primary Document to File**

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Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Adversary**  
Adversary Case No: **02-00999**

Primary Document	
Client Code:	<input type="text"/>
Description:	Adversary Complaint ▾
Document to file:	<input type="text" value="C:\orders\testcomplaint.pdf"/> <input type="button" value="Browse..."/>

4. If you have a client code, type in next to the Client Code box (optional)
5. Select Adversary Complaint as description type at the dropdown menu beside Description.  
Please note that Cover Sheet, Letters, and Summons should be submitted as separate primary documents.
6. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (Ex. Complaint named “testcomplaint” that is located in c:\orders).
7. Click on Next.
8. The following warning message appears. Click on OK.



- The Certificate of Services and Attachments screen appears. Click on icon under Attach.
- At description, select Adversary Summons. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Summons <input type="button" value="v"/>
File Name:	C:\orders\testsummons.pdf <input type="button" value="Browse..."/>
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next &gt;"/>	

- Click on Attach icon. The Attachments screen appears. At description, select Adversary Coversheet. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Coversheet <input type="button" value="v"/>
File Name:	C:\orders\coversheet.wpd <input type="button" value="Browse..."/>
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next &gt;"/>	

- Click on Attach icon. You should see the Attachments screen appear. At description, select Adversary Exhibit. At File Name, click on Browse to locate file located on your computer. Click on Next.

Attachments	
Description:	Adversary Exhibit <input type="button" value="v"/>
File Name:	C:\orders\TestExhibit.wpd <input type="button" value="Browse..."/>
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next &gt;"/>	

13. After you have finished adding attachments, click on Upload Filing.

Case No	Description	File Name	Service	Attach	Delete
02-00999	Adversary Complaint	<a href="#">testcomplaint.pdf</a>			
	<i>AC Summons</i>	<a href="#">testsummons.pdf</a>			
	<i>AC CoverSheet</i>	<a href="#">coversheet.wpd</a>			
	<i>AC Exhibit</i>	<a href="#">TestExhibit.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

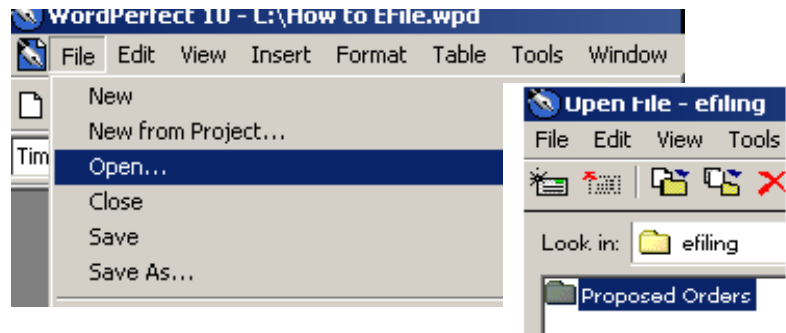
Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

**Upload Filing** **Add Filing**

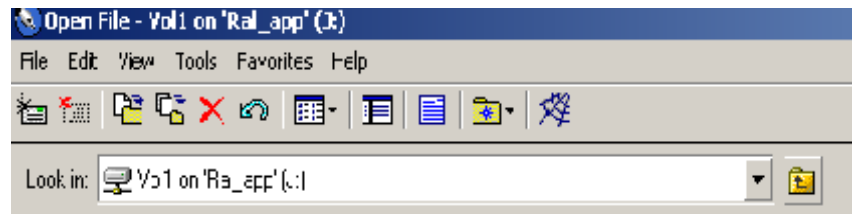
14. After files are converted to pdf, the "Do you agree to upload?" screen appears. Click on OK.
1. Wait while documents are uploading. The Confirmation screen appears. Click on Done.
17. The E-Filing Confirmation screen appears. Click on Done.
18. You have now e-filed your adversary document!

## Filing Proposed Orders

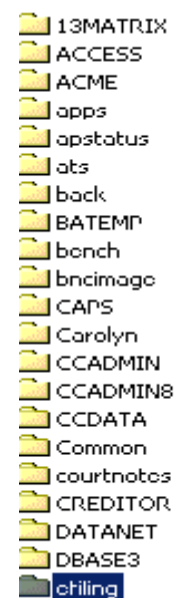
1. Open Word Perfect program
2. Go to File - Open



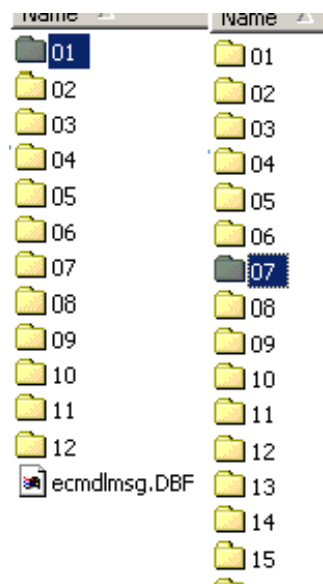
3. At the File Open Dialog box click on the drop down arrow next to the "Look In" box and double-click on Vol1 on Ral\_App (J:).



4. Go to the E-filing folder and double-click



5. Under the E-filing folder you should see a folder called “Proposed Orders”
6. Under the “Proposed Orders” folder you should see several sub-folders, numbered 01 through 12. These sub-folders represent each month of the year. Under each month there are more sub-folders representing each day of the month



7. Find the proposed order by double-clicking on the appropriate month and day
8. Once you find the appropriate order double-click on it. It will automatically open in WordPerfect.
9. Now you will need to save the file as a WordPerfect document. To do this go to File -Save As.
10. At the Save As dialog box make sure the file type is set to Word Perfect if not click on the drop-down arrow beside the file type box and scroll until you see Word Perfect listed. Save the document.



## Converting to a PDF document

11. Place your cursor at the beginning of the “DATED:” line.



DATED:

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JUDGE, U. S. BANKRUPTCY COURT

12. Click on the E-filing macro in your Word Perfect menu bar. This will insert the current date and Judge Small’s signature line into your Word Perfect document. It will also convert your document into PDF format.
13. You should see the “Save PDF file As” dialog box appear. Type in the name you want to save the pdf document as.


## E-filing

\*\*\*\* In Raleigh office only, the Deputy-In-Charge can e-file finalized proposed orders \*\*\*\*

13. Go to [Http://www.courtwatch.com](http://www.courtwatch.com)
14. At Login, type in your username, password, and click on enter.

Username = ThomasSmall

Password = \_\_\_\_\_



15. If logged in properly, you should see Services Received screen appear.

16. Click on E-Filing
17. You should see the Select State and Court screen appear. State = North Carolina. If filing for Raleigh case, Court = USBC, Eastern District of North Carolina (Raleigh). If filing for Wilson case, Court = USBC, Eastern District of North Carolina (Wilson).

## Select State and Court

---

State:

Select Court:

18. You should see the Select Case Type screen appear. Select Case Type.

## Select Case Type

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Court: **USBC, Eastern District of North Carolina (Raleigh)**

Case Type:

19. You should see the Select Case Number screen appear. If not new Case, type Case Number and click Next.

## Select Case Number

---

Court: **USBC, Eastern District of North Carolina (Raleigh)**

Case Type: **Bankruptcy**

Case Number:

Open New Case:

20. You should see the Select Primary Document screen appear

### Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**  
Case Type: **Bankruptcy**  
Case Number: **02-01239**  
Party Name(s): **MAYTON, TERRELL** ▼

Primary Document	
Client Code:	<input type="text"/>
Description:	<b>Answer</b> ▼
Document to file:	<input type="text" value="C:\Orders\E-filing\Efiling Finalized Proposed"/> <input type="button" value="Browse..."/>

Leave Client Code blank. Select Judge Filing from drop-down menu beside Description. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. Your files will be in the following location C:\orders\e-filing (make sure file has a .pdf extension..ie.."orders.pdf"). Highlight the document you want to e-file and click on open.

### Create Certificate of Service and Add Attachment(s)

Document List						
Case No	Description	File Name	Service	Attach	Delete	
01-00123	Judge Filing	<a href="#">ordertestwithfootnote.wpd</a>				

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

21. You should see the Create Certificate of Service and Add Attachment(s) screen appear. If there are no attachments and you do not want to do a certificate of service, click on Upload Filing.

**Attachments**

**Description:**

**File Name:**  Browse

< Previous
Cancel
Next >

**Create Certificate of Service and Add Attachment(s)**

**Document List**

Case No	Description	File Name	Service	Attach	Delete
DC-00123	Judge Filing	<a href="#">crcertestwithfactnote.wpd</a>			
	<i>Exhibit 1</i>	<a href="#">Exhibit1.wpd</a>			

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

Upload Filing
Add Filing

22. If you want to add an attachment, click on Attach, Browse to location of attachment on your computer.  
 (Ex. Attachment is named "Exhibit1.wpd" saved in c:\orders on your computer). Click on Next.

The screenshot shows a web browser window with the address bar displaying <http://www.courtwatch.com/confirmation/efilingconfirmation.as...>. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The main content area is titled "USBC, Eastern District of North Carolina (Raleigh) CONFIRMATION C.2002.3.000428". Below the title, the filer's name "Mike Mathews" and address "7301 NW Expressway Suite 2B, Oklahoma City, OK 73103" are listed. Filing details include "Date Submitted: 01/17/2012 10:44:25 AM" and "Filer ID: mmathews". Case information shows "Case Number: 01-C0120" and "Case Type: Bankruptcy". The "Document Submitted" is [C:\orders\orderstestwithnote.PDF](#) (Judge Filing), and the "Attachments" include [C:\orders\Exhibit1.PDF](#) (Exhibit 1). A message reads: "Thank you for submitting your filing electronically. Please print or save this page for your records." Below this is a "Done" button. A status bar at the bottom of the browser window states: "The files are being uploaded and a date stamp is being applied... the status bar allows you to monitor the progress."

23. After you have finishing adding attachments, click on Upload Filing. You should see the Uploading Selecting Documents screen appear. After files are converted to pdf, you will see the “Do you agree to upload?” screen appear. Click OK.

Wait while documents are uploading. You should see the Confirmation screen appear. Click on Done

24. You should then see the E-Filing Confirmation screen appear. Click on Done. You have now e-filed your document!
  
25. To see what you have e-filed for a specific time frame, click on Reports. On the left side of the screen, click on E-Filing Transactions. The default date range is the first and last day of the current month. You can change this by typing the date range you want. Click on View Report.

You should then see a list of your e-filing transactions. You can view the transactions by clicking on the blue confirmation number beside the transaction that you want to view. You can print this report by clicking on Print Listing.

Court	Case No.	Docket Category	Confirmation Number	Received Courtwatch	Delivered Court	Docket Court
USBC, Eastern District of North Carolina	01-00123	Bankruptcy Judge Filing	<a href="#">C.2002.3.000428</a>	3-12-2002 8:44:25 AM	3-12-2002 8:33:13 AM	

26. To Logout click on “Logout”.

\*\*\*\* Don't forget to delete old proposed order files from J:\efiling\proposed orders \*\*\*\*

