

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF GEORGIA



CM/ECF ATTORNEY USER MANUAL

Revised: April 26, 2006

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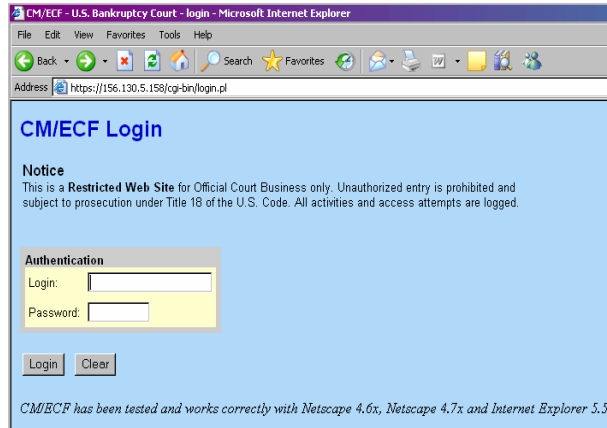
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Accessing CM/ECF

CM/ECF is accessible through the court's website at www.gas.uscourts.gov. Select Bankruptcy Court, next select CM/ECF and then under Access to CM/ECF click on "Live Database (log in)." You will see the following information on your screen:



Query

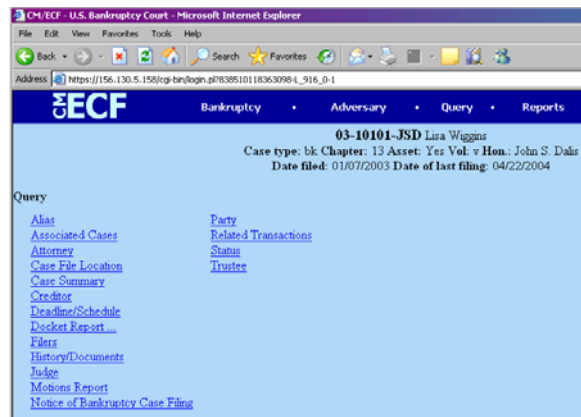
A query is a way to search the court records by case number, party name, SSN, or Tax ID. A registered ECF participant with an ECF login may file documents and run queries and reports. The public through a PACER account has access to run queries and reports. It is important to run a query before you docket a pleading to make sure the case is still open.

Select Query from top menu bar

Enter the person's social security number or name

Click Run Query

Select your desired case number and you will see the following Screen:



From this screen you can run a case summary to find the file date, dismissal date, closing date, or reopened date, etc. Another useful tool is the docket report.

Open BK Case

Select [Bankruptcy]

Select [Open a BK Case]

The Case Type will always be bk. Do NOT change this.

The current date will always be displayed in the Date Filed field. This date can not be changed.

Select the Chapter for the petition you are filing from the pick list box or skip it if the default is correct.

The default value for Joint Petition is n (no); if you are filing a Joint Petition, select y (yes).

The default in the Deficiencies box is "no". Do NOT change this, even if you are aware of deficiencies in the petition you are filing. Court staff will verify if deficiencies exist and issue a Notice of Deficiency if necessary. Click [Next] to continue.

NOTE: The case number will be generated later in this process and will be displayed on the Notice of Electronic Filing.

The PARTY SEARCH screen displays.

On this screen you will be entering "search clues" to look for the debtor in the Court's database.

If the debtor is an individual, enter the debtor's social security number in the SSN box in the format nnn-nn-nnnn and click [Search].

If the debtor is a business, enter the debtor's tax identification number in the Tax Id box in the format nn-nnnnnnn and click [Search].

NOTE: If the debtor has both a social security number and a tax identification number, only enter the social security number.

CM/ECF will search to see if the debtor already exists in the database from another case. This will eliminate duplicate records in the system. If the debtor's name is found in the database, contact the Court before proceeding to verify the Social Security Number. "Also, when using a debtor's name and information found in the database, you must use a name only when it matches the new petition and schedules exactly. For example: Do not use Brian G. Williams if the new petition lists Brian Williams.

If there are no matches, you may also search by Last/Business name. If this is a business filing, enter the first word of the name to search in the Last/Business name field. The entire business name is stored in the database.

If there are no matches, the system will return a No Person Found message.

NOTE: Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

Once you have tried alternative searches and determined that the party is not already on the database, add them to the database. To do this, click [Create New Party].

The PARTY INFORMATION screen displays. If you typed a name in the Last/Business name box on the previous screen, it will display in the Last Name box.

Enter the debtor's Name and Address information in the appropriate boxes using the tab key to advance through the boxes.

For the state, use the standard postal state abbreviation (in caps).

Select the debtor's County of residence from the pick list box.

Do NOT type anything in the Phone box.

Accept the default of "no" for the Pro se box.

Do NOT type anything in the Title box.

If you typed social security number or tax identification number in the previous screen, it will display in the SSN or Tax Id box on this screen. If this information does not appear, it must be added at this time.

Do NOT type anything in the Office box.

Do NOT use special characters such as parentheses, brackets, or percent signs.

When adding a party, the Role Type will default to blank. You must select a Role Type of "debtor" from the drop-down list.

NOTE: You must change the role type from blank to a valid party role before the system will allow you to continue.

If applicable, enter further descriptive text for the debtor in the Party text field, if appropriate (such as A Delaware Corporation, Guardian of the State, etc.)

It is not necessary to add the attorney representing the debtor. Because you are an attorney, your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.

If the party has an alias, click alias to add. If the debtor does NOT have an alias, click [Submit] to continue.

The next screen indicates the case is being assigned to a divisional office of the Southern District of Georgia. Click [Next] to continue.

The joint debtor party screen will appear.

The PARTY SEARCH screen displays. On this screen you will be entering "search clues" to look for the joint debtor in the Court's database.

If the joint debtor is an individual, enter the joint debtor's social security number in the SSN box in the format nnn-nn-nnnn and click [Search].

If the joint debtor is a business, enter the joint debtor's tax identification number in the Tax Id box in the format nn-nnnnnn and click [Search].

NOTE: If the joint debtor has both a social security number and a tax identification number, only enter the social security number.

CM/ECF will search to see if the joint debtor already exists in the database from another case. This will eliminate duplicate records in the system. If the joint debtor's name is found in the database, contact the Court before proceeding to verify the Social Security Number.

If there are no matches, you may also search by Last/Business name. If this is a business filing, enter the first word of the name to search in the Last/Business name field. The entire business name is stored in the database.

If there are no matches, the system will return a No Person Found message.

NOTE: Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification.

Once you have tried alternative searches and determined that the party is not already on the database, add them to the database. To do this, click [Create New Party].

The PARTY INFORMATION screen displays.

If you typed a name in the Last/Business name box on the previous screen, it will display in the Last Name box.

Copy the previous party address if both addresses are the same.

If the addresses are not the same, enter the joint debtor's Name and Address information in the appropriate boxes using the tab key to advance through the boxes.

For the state, use the standard postal state abbreviation (in caps).

Select the joint debtor's County of residence from the pick list box.

Do NOT type anything in the Phone box.

Accept the default of "no" for the Pro se box.

Do NOT type anything in the Title box.

If you typed social security number or tax identification number in the previous screen, it will display in the SSN or Tax Id box on this screen. If this information does not appear, it must be added at this time.

Do NOT type anything in the Office box.

Do NOT use special characters such as parentheses, brackets, or percent signs.

When adding a party, the Role Type will default to blank. You must select a Role Type of "joint debtor" from the drop-down list.

NOTE: You must change the role type from blank to a valid party role before the system will allow you to continue.

If applicable, enter further descriptive text for the joint debtor in the Party text field, if appropriate (such as A Delaware Corporation, Guardian of the State, etc.)

It is not necessary to add the attorney representing the joint debtor. Because you are an attorney, your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.

If the party has an alias, click alias to add. If the joint debtor does NOT have an alias, click [Submit] to continue.

4. The STATISTICAL DATA screen appears. Select the Type of Debtor by clicking in the appropriate box(es). It defaults to individual.

The Fee Status values are Paid and Installment. If the filing fee is to be paid in installments, select Installment from the pick list box. Otherwise, accept the default Paid.

Designate the Nature of Debt as Consumer or Business.

The default value is for a Voluntary Petition. Always accept the default in the Origin box ("Original"). Do not change the default if this is a new case.

Choose Yes or No for Asset notice designation.

NOTE: If filing a Chapter 7, always enter "No." If filing a Chapter 13 or Chapter 11, always enter "Yes"
Select the range of Estimated Creditors from the pick list box.

Select the correct dollar range for Estimated Assets.

Select the correct dollar range for Estimated Debts.

Click [Next] to continue.

SELECT A PDF DOCUMENT

This screen is used for associating the imaged petition and related documents with this entry. You may not bypass associating an imaged document.

The Petition, Schedules, Statements of Financial Affairs, and other required documents for filing should be included in a single PDF document and not submitted as separate attachments.

Chapter 13 Plans, Proposed Payment Advices, Tax Documents, Certificate of Credit Counseling, Statement of Social Security Number (Form B-21), Proposed Order to Commence Withholding and Certificate of Completion of Personal Financial Management Course and Applications to Pay Filing Fee in Installments are to be filed as a separate docket events and should NOT be included here.

[Browse] and select the correct pdf.

Accept the default setting of No for the Attachments to Document radio buttons, then click [Next] to continue.

The next screen will display the RECEIPT NUMBER and the amount of the FILING FEE boxes. If paying by credit card, leave the receipt number box blank. Do not change the amount displayed unless you will be filing an Application to Pay the Filing Fee in Installments. If you intend to file an Application to Pay the Filing Fee in Installments, change the dollar amount to the amount of the first installment payment. Upon completion of filing, you will be prompted to enter your credit card information for payment of this filing fee. Click [Next] to continue.

5. The MODIFY DOCKET TEXT screen appears.

Only if needed, click inside the Free Text box and enter additional descriptive information (most times no additional text is needed).

Click [Next] to continue.

The FINAL TEXT EDITING screen displays

NOTE: This is the last opportunity to make any changes before the case is officially opened!

Proof this screen carefully! This is what will print on the docket sheet.

If the docket text is incorrect, click the browser [BACK] button at the top of the screen one or more times to find the screen to be modified, make the correction, then process the screens again with the respective [NEXT] or [SUBMIT] buttons.

To abort or restart the transaction, click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to abort or restart this transaction.

Click [NEXT] to continue. The case number will now be assigned.

The NOTICE OF ELECTRONIC FILING screen displays.

Print a copy of this notice for your records by clicking the browser [Print] button.

Make a note of the case number, which appears in blue.

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

A pop-up credit card payment window will appear on the screen overlaying the Notice of Electronic Filing. This screen will contain the new filing fee charge and any other outstanding CM/ECF filing fees. You must pay all filing fees incurred with a credit card. Click here to see detailed instructions on making payments with a credit card.

The NOTICE OF BANKRUPTCY CASE FILING

The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice (via PACER) summarizing the pertinent details and participants of this case.

NOTE: The Notice of Bankruptcy Case Filing will NOT initially include the judge and trustee information. Therefore, a user may choose to produce this notice after the judge and trustee have been assigned to the case.

This certification was created in addition to the Notice of Electronic Filing. It also displays the debtor(s) attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.

To print a copy of this notice, click the browser [Print] button.

To save a copy of this receipt, click [File] on the browser menu bar and select Save Frame As.

Additional Steps:

Upload a Creditor Matrix.
Docket Statement of Social Security Number (Form B-21).
Docket Certificate of Credit Counseling.
Docket Employee Income Record.
Docket Application to Pay Filing Fee in Installments (Chapter 7).
Docket any Tax Documents.
Docket Request for Stop Garnishment Order.
Docket Chapter 13 Plan.
Docket Proposed Order to Commence Withholding.

Statement of Social Security Number

(Employee Income Record, Tax Documents, Certificate of Credit Counseling, Proposed Order to Commence Withholding, and Certificate of Completion of Personal Financial Management Course)

Select Bankruptcy
Select Miscellaneous
Enter Case Number
Click Next
Select Bankruptcy Form 21 SSN
Click Next
Click Next when asked if filing jointly with other attorney
Click Next
Select the party (debtor)
Click Next
Attach PDF file by clicking on the Browse button
Find document and open with right mouse button
Click on Open button
Click Next
Click Next

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Creditor Matrix

Mailing Matrix

The accuracy and completeness of creditor mailing matrices are the shared responsibility of the debtor and debtor's attorney. The Court will rely on the creditor mailing matrix as submitted by the debtor and debtor's attorney. The Certification of Creditor Mailing Matrix form must be filed with the creditor mailing matrix. The creditor mailing matrix must be consistent with the schedules provided with the petition.

If an incomplete or inaccurate matrix is submitted, it is the debtor's responsibility to send notice of the meeting of creditors to the creditors not served by the Court. Debtor must then file a Certificate of Service with the Court. Attorneys should periodically review the court's website for revisions to the list of preferred creditor addresses.

Creditor Matrix

It is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition. See General Order 2005-4.

A creditor matrix contains each creditor's name and mailing address. This matrix is used for noticing the meeting of creditors and also for other noticing and claims information when applicable. It is necessary for the Clerk to have this matrix in order for the case to proceed expeditiously and efficiently. If an incomplete matrix is submitted, it is the debtor's responsibility to send notice of the meeting of creditors to the creditors who were not served by the Court and a file a Certificate of Service with the Court.

The creditor matrix must be in ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system. All other file types within CM/ECF will be portable document format (PDF) files.

The following instructions will guide you to correctly format a creditor matrix, save it as a .txt file, and upload the file into CM/ECF. These instructions assume you have already accessed and logged into CM/ECF (see How to Access CM/ECF).

Creditor Matrix Formatting Specifications

The name and address of each creditor must be six (6) lines or less.

Line one should be the name of the creditor.

Line two should be either the company name or the first line of the address. Attention lines should be placed in line two.

Additional lines should be used to complete the address, with the city, state, and ZIP code on the last line.

Each creditor must be separated by at least one blank line.

Each line may contain no more than 40 characters including spaces.

Names and addresses must be in a single, left justified column (flush against the left margin, with no spaces in the first position of a line).

Multiple columns of names and addresses will not be accepted

Special characters such as ~, (, or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.

Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.

All states must be two-letter abbreviations.

Do NOT include the case name, case number, page numbers, headers, footers, etc.

All entries should conform to the CM/ECF style conventions for names and addresses.

DO NOT PUT ANY OTHER INFORMATION ON THE MATRIX - IT IS FOR CREDITORS ONLY.
The matrix must be in ASCII file format with an appropriate text extension such as .txt (see instructions below).

How to Save/Convert the Creditor Matrix File with a .txt Extension

After creating the creditor list in WordPerfect or Microsoft Word, open the file.

Once the file is displayed on the screen, click [File] on the WordPerfect or Microsoft Word menu bar to display the drop down menu.

Select [Save As] from the menu

Select the file type

If in WordPerfect:

Click the drop down menu arrow in the [File Type] box, and select the file type [ASCII DOS Text].

If in Microsoft Word:

Click on the drop down box arrow in the [Save As Type] box, and select the file type of [Text Files(*.txt)] or [Text Only (*.txt)].

Enter the file name in the [File Name:] box. (The system will provide a file name with the name you type with a .txt extension)

NOTE: the preferred practice is to use the debtor name as the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

gary_grant_matrix.txt
acme_enterprises_matrix.txt
gary_mary_grant_matrix.txt

Click the [Save] button.

How to upload a Creditor Matrix into CM/ECF

Access the CM/ECF system

Click [Bankruptcy]

Click [Creditor Maintenance]

Click [Upload a creditor matrix file]

Enter the case # in yy-nnnnn format, including the hyphen. Click [Next].

NOTE: If the system prompts that you have entered an invalid case number, click the browser's [Back] button and enter the correct number.

The Load Creditor Information screen will display. Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:

Click on the [Browse] button to display the File Upload screen

Click in the Look In box and select the appropriate drive name.

Change the Files of types: to Text (*.txt) or All Files.

Highlight the appropriate text file with a click of the mouse.

For quality assurance, right-click with the mouse and select [Open] from the pick-list that is displayed.

Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.

If correct, double-click the PDF file to select it or click the [Open] button to attach the matrix file to the bankruptcy case.

Click [Next].

The Total Creditors Entered screen appears. If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser [Back] button to return to the screen you need to correct. Then process the screens again with the respective [Next] or [Submit] buttons.

If the total number of creditors displayed is correct, click the [Submit] button.

The Creditor Receipt screen displays. The information displayed confirms the number of creditors added to the case.

If you have additional creditor matrices to enter for different cases, click [Return to Creditor Maintenance] and repeat the process for each creditor matrix.

If you have no other matrices to add, select [Logout] or select another option on the Main Menu Bar.

NOTE: The Creditor Mailing Matrix is available to view via [Utilities > Mailings]. You will have the opportunity to upload the creditor matrix one time.

Plan

Chapter 13 Plan

Select Bankruptcy

Select Plan

Type in case number

Click Next

Select Chapter 13 Plan

Click Next

Click Next when asked if filing jointly with other attorney

Select party filing pleading

Click Next

Attach PDF file by clicking on the Browse button

Find document and open it using the right mouse button

Click on Open button

Click Next

At Modify Text screen, click Next

Click Next

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Amended Chapter 13 Plan Before Confirmation

Select Bankruptcy
Select Plan
Type in case number
Click Next
Select Amended Ch 13 Plan Before Confirmation
Click Next
Click Next when asked if filing jointly with other attorney
Select party
Click Next
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Click on checkbox to refer to existing motion
Click Next
Select checkbox by appropriate document
Click Next
Click Next
Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart

Mod of Plan After Confirmation and Opportunity for Hearing

NOTE: When filing a modified plan after confirmation, you must attach the Notice and Opportunity for Hearing, a Certificate of Service and the Mailing Matrix.

Select Bankruptcy
Select Plan
Type in case number
Click Next
Select Mod of Plan After Confirmation and Opportunity for Hearing
Click Next
Click Next when asked if filing jointly with other attorney
Select party
Click Next
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Click in date of service block and enter date the notice was served in the format "mm/dd/yyyy"
Click in response due block to view response due date (make sure not weekend or holiday) and it should be 30 days from date of service of the notice
Click Next
Modify docket text if appropriate
Click Next
Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart

Objection to Confirmation of Plan

This event can be used to object to a Chapter 13 Plan, Amended Chapter 13 Plan Before Confirmation and a Modification After Confirmation

Select Bankruptcy

Select Plan

Type Case Number

Click Next

Select Objection to Confirmation of Plan

Click Next

Click Next when asked if filing jointly

Select party filing pleading

Click Next

Attach PDF file by clicking on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

If Objection to Confirmation of Plan is Before Confirmation click next,

If Objection to Confirmation of Plan is After Confirmation click checkbox next to Refer to existing events and selection checkbox next to Modification After Confirmation docket entry and Click Next

Click Next on Modify Text screen.

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Motions/Applications

Motion to Convert Case to Chapter 7

(Convert Case to Chapter 13, Convert Case to Chapter 12, Convert 12-11 (no fee), Convert 13 to 11, Convert 7 to 11, Relief from Stay, Reopen 7/13 Case, Ex parte Relief from Stay, Abandon, Withdrawal of Reference)

Select Bankruptcy

Select Motions/Applications

Type in case number

Click Next

Select Convert Case to Chapter 7

Click Next

Click Next when asked if filing jointly with other attorney

Select party filing pleading

Click Next

Attach PDF file by clicking on the Browse button

Find document and open it using the right mouse button

Click on Open button

Click Next

Enter cc in Receipt # box

Filing Fee defaults to \$15

Click Next

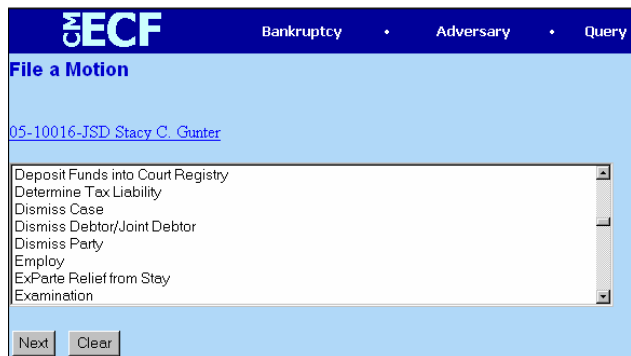
Click Next on Modify Text screen.

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Motion to Dismiss Case

Use to Dismiss a case when a Debtor files a Voluntary Dismissal of the Entire Case, not just one party, and when Creditor moves to Dismiss a Case.

Select Bankruptcy
Select Motions/Applications
Type in case number
Click Next
Select Dismiss Case
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading
Click Next Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
At Modify Text screen, (IF WITH PREJUDICE, NOTE ON DOCKET) click Next Final Docket Text appears.
Click Next ONLY IF CORRECT!!
If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.



Motion to Sell

Select Bankruptcy
Select Motions/Applications
Type in case number
Click Next
Select Sell
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading
Click Next
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Modify docket text if appropriate i.e. Real *Property*
Click Next
Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Follow the same steps when entering Adequate Protection, Allow/Reconsider Claim (of creditor and enter claim), Compel, Consolidate, Contempt, Increase Payments, Incur Debt, Hardship Discharge, Examination,

Make Direct Payment to Trustee, Moratorium, Pay Filing Fee in Installments, Prohibit Use of Cash Collateral, Protective Order, Quash, Refund Court Fees, Reinstate Case, Remand, Sanctions, Transfer Case, Transfer Case (intra-district), Turnover of Funds from Trustee, Use of Cash Collateral, Waive/Excuse Debtor's Appearance (name), Waive Pay Order, Extend Time to File a Document, Extend Time to File Objection to Discharge 523, Extend Time to File Objection to Discharge 727, Request Extension of Time to Complete Credit Counseling, and Motion to Extend Automatic Stay.

Motion to Reconsider

(Affidavit of Default, Defer Fee, Set Aside, Stay, Stay Pending Appeal, Strike, Vacate, Continue Hearing, Expedite Hearing)

Select Bankruptcy

Select Motion

Type in case number

Click Next

Select Reconsider for example or Vacate (if the order is to be vacated)

Click Next

Click Next when asked if filing jointly with other attorney

Select party filing pleading

Click Next

Click Next when asked to associate

Attach PDF file by clicking on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

Click in checkbox to refer to existing events

Click Next

Select the checkbox next to the docket entry to which the motion refers

Click Next

Add information in text box, i.e. "Confirmation"

Click Next

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Motion to Avoid Judicial Lien and Notice and Opportunity for Hearing

(Avoid Lien, Avoid Nonpossessory, Nonpurchase Money Lien, Motion to Compromise/Settlement (Chapter 7 only), Redeem Property, Relief from Codebtor Stay (20 day response))

Select Bankruptcy

Select Motion

Type in Case #

Click Next

Highlight Avoid Judicial Lien and Notice of Opportunity for Hearing

Click Next

Click Next when the screen shows checkbox for joint filing with another attorney

Select party filing pleading

Click Next

Click Next when asked to associate

Attach PDF file by click on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

Click in date of service block and enter date the notice was served in the format "mm/dd/yyyy"

Click in response due block to view response due date (make sure not weekend or holiday) and it should be 30 days from date of service of the notice
Click Next
Click Next
Type in name of creditor and read docket entry carefully
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Motion to Sever

(Sever Chapter 11 Case, Sever Chapter 12 Case, Sever 7/13 Case)

Select Bankruptcy
Select Motion
Type Case Number
Click Next
Select Sever Chapter 7/13 Case
Click Next
Click Next when asked if filing jointly
Select party filing pleading
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Enter Chapter # "13"
Enter Receipt # "cc"
Click Next
Click Next on Modify Text screen.
Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Motion to Substitute Attorney

Select Bankruptcy
Select Motion
Type Case Number
Click Next
Select Substitute Attorney
Click Next
Click Next when asked if filing jointly
Select party filing pleading
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Type in Attorney that is being added to case
Type in Attorney that is being removed from case
Click Next
Click Next on Modify Text screen.
Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Employ

Select Bankruptcy
Select Motion
Type Case Number
Click Next
Select Employ
Click Next
Click Next when asked if filing jointly
Select party filing pleading
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Enter Name of Person to be Employed
Enter Type of Position
Click Next
Click Next on Modify Text screen.
Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Compensation

Select Bankruptcy
Select Motion
Type Case Number
Click Next
Select Compensation
Click Next
Click Next when asked if filing jointly
Select party filing pleading
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Click Next
To the right of Applicant filing, using the drop down menu select Type
To the right of Applicant whose fees are being paid, using the drop down menu select the Type
Enter the date from and to services where rendered
Enter the Fee requested and expense requested
Click Next
Click Next on Modify Text screen.
Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Motion to Compromise (All chapters except 7s)

Select Bankruptcy
Select Motion
Type Case Number
Click Next

Select Compromise (all chapters except 7's)

Click Next

Click Next when asked if filing jointly

Select party filing pleading

Click Next

Attach PDF file by clicking on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

Type with whom the compromise is with

Click Next

Click Next on Modify Text screen.

Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Dismiss Debtor/Joint Debtor

Use this when you have two debtors (debtor and joint debtor) in a case and you want to dismiss only one of them

Select Bankruptcy

Select Motion

Type Case Number

Click Next

Select Dismiss Debtor/Joint Debtor

Click Next

Click Next when asked if filing jointly

Select party filing pleading

Click Next

Attach PDF file by clicking on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

Using the drop down menu box select either the debtor or joint debtor

Click Next

Click Next

Final Docket Text appears. Click Next ONLY IF CORRECT!!. If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Motion to Withdraw as Attorney

Select Bankruptcy

Select Motion

Type Case Number

Click Next

Select Withdraw as Attorney

Click Next

Click Next when asked if filing jointly

Select party filing pleading (add/create attorney filing the pleading)

Click Next

Attach PDF file by clicking on the Browse button

Find document, and open it using the right mouse button

Click on open button

Click Next

On Modify Text screen, type "for the debtor".

Final Docket Text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Evens hyperlink to abort or restart.

Pro Hac Vice

Motions to Appear Pro Hac Vice cannot be filed electronically but must be filed by hard copy at the Clerk's Office or by mail with the \$200.00 fee attached (check made out to District Court).

Generic Motions

This event is to be used only for docket entries which are not listed in ECF. (Example: Motion to Approve Settlement for Personal Injury Claim).

Answer/Response

Responses to Motions, Applications or Objections

Click on Bankruptcy

Click on Answer/Response

Select Reference an Existing Motion/Application

Type in case number

Click Next

Click on arrow on the right of the drop down menu to view options

Select Response

Click Next

Click Next when asked if joint filing with another attorney

Select party filing pleading

Click Next

Click Next when asked to associate

Attach PDF file by clicking on the Browse button

Find document and open it using the right mouse button

Click on Open button

Click Next

Click on checkbox to refer to existing events

Click Next

Click on checkbox next to motion responding to, i.e. Motion to Dismiss Case

Click Next

Click Next when modify text screen appears

Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Follow the same steps when entering Motion for Relief from Stay, Motion for Relief from Codebtor Stay, Affidavit of Default, Trustee's Motion to Dismiss (20 days to respond), Trustee's Motion to Dismiss, Motion to Allow Late Claim and Objection to Claim or Motion to Avoid Lien.

Objection to Motion to Redeem Property

(Objection to Motion to Compromise Controversy and Motion to Sell Real Property – Chapter 13).

Select Bankruptcy

Click on Answer/Response

Select Reference an Existing Motion/Application

Type in case number
Click Next
Click on arrow on the right of the drop down menu to view options
Select Objection
Click Next
Click Next when asked if joint filing with another attorney
Select party filing pleading (i.e. Barnee Baxter)
Click Next
Click Next when asked to associate
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Click on checkbox next to motion responding to, i.e. Motion to Redeem Property
Click Next
Click Next when modify text screen appears
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Claims

Proofs of Claim

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first query the case to be certain it is an open case and also query deadlines to see if the deadline to file claims has expired. We will need this info for filling in the LATE field -Y or N.

Locate the creditor by searching the creditor database and then enter the corresponding claim. Most often the creditor filing the claim already resides in the creditor database. To determine if case is open and to determine claim bar dates, click Query>Run Query>Deadline/Schedule>Run Query.

Docketing

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

STEP 2 Click on File Claims

STEP 3 The CREDITOR SEARCH screen will appear

- A. Enter the case number in the Case Number box
- B. Enter the name of the creditor filing the claim
 1. Include punctuation. (O'Brien or Garcia-Barrera)
 2. Partial names can be entered. (Smi) Do not change the default of Creditor in the Type of Creditor box. When a matrix is uploaded into the system, the Creditor Type field defaults to Creditor. The Creditor Type must match the creditor information.

If creditors are stored on the database as a different Creditor Type you will have to search by that Type. A creditor with a Creditor Type of Notice of Appearance will not be found unless the Creditor Type field is changed to Notice of Appearance

Click [Next] to search the creditor database for this claimant.

STEP 4 The CREDITOR SELECTION screen will then display the creditor(s) who match the search criteria.

NOTE: If no search criteria were entered in the search Name of Creditor field, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors. C Select the desired creditor by clicking on it with your mouse if using the drop-down select window. If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case. After adding the creditor, check the LAST ENTRY radio button and Next. You will get a creditor receipt indicating the added creditor. Click the link to FILE A PROOF OF CLAIM.

STEP 5 SEARCH FOR CREDITOR screen reappears, select the correct creditor and click Next.

STEP 6 The PROOF OF CLAIM INFORMATION screen displays fields for each claim.

- A. Enter the data in the appropriate fields for the claim, showing unsecured, secured, priority or unknown amounts. Do not enter the A\$@ or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required
- B. There is an Amount Claimed and Amount Allowed section to record. Do not enter Amount Allowed.
- C. The Filed By field offers the options of attorney, creditor, debtor, or trustee.
- D. The optional Status field displays the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court. Certain events in the court dictionary (such as Withdrawal of Claim) can automatically update this field.
- E. The Description and Remarks fields will appear on the Claims Register. Both fields are 255 characters long.
- F. The Total Amount Claimed field totals the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.
- G. If an attorney is filing the claim, add the name and address of the attorney in the remarks field.
- H. Click [Next] to associate the PDF file of the imaged claim

STEP 7 The PDF Document screen displays.

- A. Click [Browse], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
- B. To make certain you are about to associate the correct claim file for this entry, right click on the file name with your mouse and select Open.
- C. Click [Next]. This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct. Close or minimize the Adobe application after verifying the file, then click on the Open button on the File Upload dialogue box. The PDF Document screen will reappear displaying the complete path of the associated PDF document that was selected.

STEP 8 The NOTICE OF ELECTRONIC CLAIMS FILING is then produced and displayed. This claim is now part of the official court record. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report. Clicking on the document number hyperlink displays the PDF image of the claim itself.

To continue claims processing, click again on Bankruptcy, File Claims. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

Follow Up Actions

If a proof of claim lists a payment address AND a mailing address, use the mailing address in creditor maintenance. Claims that were previously entered as combined using the revised claim form dated April 1999, should be entered as follows: e.g., if a claim is filed listing a total amount, but the priority portion is listed in a lesser amount, docket the claim using the unknown field and in the description field add "see claim for amounts". Claims for Real Estate with an arrearage amount listed should be docketed using the unknown field and in the description field add "see claim for amounts."

The claim form was modified in April of 1999. The new version allows the claimant to check off either secured or unsecured priority. There is no box for them to check off if their claim is unsecured. If nothing is checked off, the assumption is that the claim is unsecured.

Amended Claim/Duplicate Claim

Go to Reports>Claims Register>Run Report. View a list of claims filed to determine if claim is amendment or duplicate.

To file an amended claim, follow the instruction above for filing a proof of claim. In the amends claim # field, enter the # of the claim that is being amended. Enter the amended claim information. The amendment will be reflected in the original and the amended claim.

| | | | |
|------------------------|--|------------------------|--|
| Claim No: 9 | Creditor Name: WFS FINANCIAL P.O. BOX 25343 SANTA ANA, CA 92799 | Claim No: 1 | Creditor Name: WFS FINANCIAL, INC. BANKRUPTCY UNIT PO BOX 19657 IRVINE, CA 92623 |
| Claim Date: 07/13/2005 | Amends Claim No: 1 Amended By Claim No: | Claim Date: 01/23/2005 | Amends Claim No: Amended By Claim No: 9 |
| Class | Amount Claimed | Class | Amount Claimed |
| Unsecured | \$500.00 | Unsecured | \$0.00 |
| Total | \$500.00 | Secured | \$0.00 |
| Description: | | Priority | \$0.00 |
| Remarks: | | Unknown | \$6575.96 |
| | | Admin | \$0.00 |
| | | Total | \$6575.96 |

To file a duplicate claim, follow the instruction above for filing a proof of claim. In the duplicate claim # field, enter the # of the claim that it is a duplicate of. Enter the duplicate claim information. Duplicate will be reflected in the original and the duplicate claim. Total amount of claims filed will not include the duplicate.

Creditor Maintenance

- Select Bankruptcy
- Select Creditor Maintenance.
- Select Enter individual creditors.
- Enter the case number (i.e. xx-xxxx).
- Enter party's name and address.
- Click Submit.

Claim Actions

Objection to Claim and Notice and Opportunity for Hearing

- Select Bankruptcy
- Select Claim Actions
- Type in Case Number
- Click Next
- Select Objection to Claim and Notice of Opportunity for Hearing
- Click Next
- Click Next when the screen shows checkbox for joint filing with another attorney
- Select party filing pleading

Click Next
 Click Next when asked to associate
 Attach PDF file by click on the Browse button
 Find document and open it using the right mouse button
 Click on Open button
 Click Next
 Click in date of service block and enter date the notice was served in the format "mm/dd/yyyy"
 Click in response due block to view response due date (make sure not weekend or holiday) and it should be 30 days from date of service of the notice
 Click Next
 Click Next
 Type in name of creditor and read docket entry carefully
 Click Next
 Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Withdrawal of Proof of Claim

The withdrawal of a claim is processed through the docket events: Bankruptcy>Claim Actions>Withdrawal of Claim>Select or Add Creditor>Attach PDF>Enter Claim Number and Status (Withdraw). Withdrawal will show on Claims Register.

| |
|---|
| <i>Last Date to File Claims:</i> 05/19/2005 |
| <i>Last Date to File (Govt):</i> |
| <i>Filing Status:</i> |
| <i>Docket Status:</i> Withdraw 16 |
| <i>Late:</i> N |
| <i>Duplicates Claim No:</i> |
| <i>Duplicated By Claim No:</i> |
| Amount Allowed |
| |
| |
| |
| |

Assignment/Transfer of Claim

These are the procedures to Assign/Transfer a Claim that has been previously filed with the Court.

NOTE: When the Assignment/Transfer of Claim is filed with the claim, just include it as part of the claim. Nothing further needs to be done.

Filing Requirements:

Stipulation, signed by both assignee and assignor

OR

Assignment of Claim

NOTE: The amount of the claim and name of creditor must be clearly identified on the assignment. The amount may not match exactly.

Procedures:

Scan documents.
Select Bankruptcy
Select Claim Actions
Enter the case number (i.e. xx-xxxxx).
Select Transfer of Claim from the event list. Skip the Joint Filing screen/additional attorney(s) screen. Select the party filer. If the party is not listed, click on Add/Create New Party.

NOTE: The Attorney/Party Association screen may appear. If your party selection was correct, check the box to create an association.

Browse to select the Assignment (PDF file). Modify the docket text as appropriate.
Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Miscellaneous

Debtor Address Change

Select Bankruptcy
Click on Miscellaneous
Enter Case number
Click Next
Select Notice of Change of Address
Click Next
Click Next unless joint filing with another attorney
Select the debtor
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open with right mouse button
Click on open button and verify document is correct PDF
Click Next
Modify docket text to show "of debtor"
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!
If incorrect click browser back button at the top of the screen to make a change or click on the Bankruptcy Event hyperlink to abort and restart the process

Creditor Address Change

Select Bankruptcy
Click on Miscellaneous
Enter Case number
Click Next
Select Notice of Change of Address
Click Next
Click Next unless joint filing with another attorney
If debtor's attorney select the debtor and Click Next
(If creditor's attorney select the creditor from the list or select Add/Create New Party and add information for new party)
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open with right mouse button

Click on open button and verify document is correct PDF
Click Next
Modify docket text to show the name of the creditor (i.e. "of GMAC Finance")
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!
If incorrect click browser back button at the top of the screen to make a change or click on the Bankruptcy Event hyperlink to abort and restart the process

Notice of Appearance

Select Bankruptcy
Click on Miscellaneous
Enter Case number
Click Next
Select Notice of Appearance and Request for Notice
Click Next
Click Next unless joint filing with another attorney
Unless appearing on behalf of the debtor select Add/Create New Party
Add information for new party
Click Next
Party Association screen appears: click on box stating that creditor is represented by attorney
Click Next
Attach PDF file by clicking on the Browse button
Find document, and open with right mouse button
Click on open button and verify document *is* correct PDF
Click Next
Reminder screen appears reminding attorney to use the creditor maintenance function to add the creditor to the debtor's matrix (See Creditor Maintenance Section in Manual)
Click Next
Modify docket text screen appears. (You should not need to modify the text)
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!
If incorrect click browser back button at the top of the screen to make a change or click on the Bankruptcy Event hyperlink to abort and restart the process

Withdrawal of Documents

This one event can be used to withdraw any pleading from the court's docket.

Select Bankruptcy
Select Miscellaneous
Type in case number
Click Next
Select Withdrawal
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading
Click Next
Click Next when asked to associate
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Click checkbox next to refer to existing document
Click Next

Select the checkbox of the document you want to withdraw
Click Next
Terminate any documents that withdrawal takes care of
Click Next
Click Next on the Modify Text screen
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Amendments

Use this event to amend any pleading
Select Miscellaneous
Type in Case Number
Click Next
Select Amendment
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading -
Click Next
Click Next when asked to associate
Attach PDF file by clicking on the Browse button
Find document, and open it using the right mouse button
Click on open button
Click Next
Click checkbox next to document that is being amended
Click Next
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Report of Sale

Select Bankruptcy
Select Miscellaneous
Type in Case Number
Click Next
Select Report of Sale
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading
Click Next
Click Next when asked to associate
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Click Next on the Modify Text Screen
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Request for Stop Garnishment

Select Bankruptcy
Select Miscellaneous

Type in Case Number
Click Next
Select Request for Stop Garnishment Order
Click Next
Click Next when asked if filing jointly with other attorney
Select party filing pleading
Click Next
Click Next when asked to associate
Attach PDF file by clicking on the Browse button
Find document and open it using the right mouse button
Click on Open button
Click Next
Click Next
Final docket text appears. Click Next ONLY IF CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

To docket the following entries follow the same steps for docketing Motion to Sell under Motions/Applications. Affidavit (type in textbox "regarding tax returns"), Ballot (Ch 11), Brief, Operating Report, Request for Telephonic Hearing, Request for Production of Documents, Notice to Produce, Power of Attorney, Reaffirmation Agreement (type in creditor's name" in textbox when prompted with whom), Subpoena, Suggestion of Death (type in deceased party).

To docket the following entries follow the same steps for docketing Motion to Reconsider under Motions/Applications. Recission of Reaffirmation, Certificate of Service

Use the docket entry Schedules A - J and Statement of Affairs (together) if you are sending all the schedules along with the Statement of Affairs in response to an Order Requiring Paper. Use the docket entry Amended Schedules if you are sending one or more schedules or other necessary paperwork in response to an Order Requiring Papers or if you are amending schedules which you have already sent.

Adversary

Open an Adversary

Click Adversary
Click Open AP Case
Case type defaults to AP
Select Y for Complaint
Click Next
Enter Main case number and select Adversary from drop down box.
Click Next
Click Next
On Party Search screen enter name of plaintiff, click Search
Select Party or Add/Create Party
On Party Information Screen, confirm that only the complete Plaintiff name is entered (no other information is needed.) Delete any unnecessary information provided. Select Role type as Plaintiff
Click Attorney
On Search for an attorney screen, enter last name of attorney, click Search
Select name from list or Add/Create Attorney
Verify Attorney information
Click Add Attorney
Click Review to verify party information
Click Return to Party Screen

Click Submit

Once plaintiff(s) entered, enter name of defendant on Party search screen, click Search

Select or Add/Create Party

On Party Information Screen, confirm that only the complete Defendant name is entered (no other information is needed.) Delete any unnecessary information provided. Select Role type as Defendant *

NOTE: You can continue to add multiple defendants, if appropriate.

Click Submit

Once defendant(s) entered, click End party selection

At the Adversary Statistical Screen, select appropriate Party code, Nature of suit, Origin, Rule 23(class action), and Jury demand. Insert Demand (\$000) by rounding to the nearest thousand (for example, the numeral 5 would be inserted for a demand of \$5000)

Click Next

Attach PDF file by clicking on the Browse button

Find document and open it using the right mouse button

Click on Open button

Click Next

Enter credit card number under Receipt #

Fee amount defaults to \$250

If filing for debtor, enter "N/A" in Receipt # box and 0.00 in the Fee box

Click Next

Click Next

Final docket text appears. Click Next ONLY IF DOCKET IS CORRECT!!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Notice of Electronic Filing will appear with the adversary case number and the docket number info in the main case.

Answer

Select Adversary

Select Answers

Select Complaint, 3rd, Cross, Counter

Enter Case Number

Click Next

Click Next when asked if filing jointly with other attorney

Select party filing the answer

Click Next

Click Next when asked about attorney/party association

Click Next

Attach PDF file by clicking on the Browse button

Find document and open it using the right mouse button

Click on Open button

Click Next

The next screen provides secondary information to be addressed. This screen provides the option of combining the answer with these other claims that may be included in the answer such as a third party complaint, cross-claim, or counterclaim. Check the appropriate box if applicable.

If a selection is made the next screen will require you to enter the party against whom the counterclaim etc is being filed.

Click Next

Modify text as needed

Click Next

Final docket text, Click Next ONLY IF DOCKET IS CORRECT!! If incorrect click the browser [BACK] button at the top of screen to make the correction or click on the Bankruptcy Events hyperlink to abort or restart.

Motions/Applications

To docket motions in an adversary use the same docket entries as listed under Motions/Application in the Bankruptcy section of the manual. The following docket entries are not listed in that section. To docket Dismissal of Adversary Proceeding, Dismiss Party, Motion for Default Judgment, Entry of Default (enter against whom when prompted), Jury Trial (select party demanding jury trial from drop down menu when prompted), More Definite Statement, Preliminary Injunction, Motion for Summary Judgment use the directions for Motion to Sell.

To docket a Motion to Reopen Adversary, which is under Motion in Adversary, follow the same steps listed under Motions/Application in the Bankruptcy section of the manual for Motion to Convert to Chapter 7 case.

To docket a Motion to Amend Complaint, which is under Motion in Adversary, follow the same steps listed under Motions/Application in the Bankruptcy section of the manual for Motion to Reconsider.

Miscellaneous

To docket Miscellaneous docket entries in an adversary, use the same docket entries as listed under Miscellaneous in the Bankruptcy section of the manual. The following docket entries are not listed in that section. To docket Interrogatories, the Rule 26f Report, and Request to Reissue Summons, use the directions for Motion to Sell.

Reports

Cases

Cases report captures activity by date/date range and displays case number, file date, asset designation, fee status, chapter, county, discharged, dismissed or converted date, judge, or trustee.

To access:

Select Reports

Enter PACER login and password

Select Cases

ECF Bankruptcy • Adversary • Query • Reports

Cases Report

Judge: Coolidge, Herman W, Delis, John S
Office: Augusta, Brunswick
Case Type: ep, bk
Trustee: AB, Anthony, Allen, Vonita
Chapter: 7, 9

Filed: 8/25/2005 to 8/25/2005 Entered: to
Discharged: to Dismissed: to
Closed: to Converted: to

Terminal digit(s): 2, 4, 7
 Open cases
 Closed cases
 Party information

Sort by: Filed Date

Output Format: Formatted Display
 Data Only

Run Report Clear

Select your search criteria

Click Run Report

Sample report:

| Case No. Related Case Info | Tr | Ch | Party Info | Judge Trustee | Dates | Other Info |
|---|----|----|---------------------------------|------------------|--|--|
| 05-40000 Lead BEC 05-20008 Dagby Duck Marchion Chapter 7 | ap | | Drake v. M&M Used Cars | | Filed: 08/25/2005 Entered: 08/25/2005 | Office: Savannah |
| 05-40043 | bk | 13 | Harry Potter | | Filed: 08/25/2005 Entered: 08/25/2005 | Office: Savannah Asset: Yes Fee: Paid County: Chatham |
| 05-40044 | bk | 13 | Kenneth The Frog and Miss Piggy | | Filed: 08/25/2005 Entered: 08/25/2005 | Office: Savannah Asset: Yes Fee: Paid County: Chatham |
| 05-40045 | bk | 13 | Ronald Weasley | | Filed: 08/25/2005 Entered: 08/25/2005 | Office: Savannah Asset: Yes Fee: Paid County: Chatham |
| 05-40046 | bk | 13 | Hermione Granger | | Filed: 08/25/2005 Entered: 08/25/2005 | Office: Savannah Asset: Yes Fee: Paid County: Chatham |
| 05-40047 | bk | 13 | Oscar The Grouch | | Filed: 08/25/2005 | Office: Savannah |

Claims Register

(Claims activity by date, or claim number)

To access:

Select Reports

Enter PACER login and password

Select Claims Register

Case number: 05-40054

Creditor type: Creditor / Administrative

Creditor number: []

Creditor name: []

Claim number: [] to []

Filed: 8/1/2005 to 8/25/2005

Entered: [] to []

Sort by: Claim Number / Filed Date

Run Report / Clear

Type case number

Type in File date range

Click Run Report

Southern District of Georgia
Claims Register

05-40055-10W Jeffrey Myers
Judge: James D. Walker, Jr.
Debtor Name: MYERS, JEFFREY

| Class | Amount Claimed | Amount Allowed |
|--------------|-------------------|----------------|
| Unsecured | \$0.00 | |
| Secured | \$1,267.00 | |
| Priority | \$0.00 | |
| Outside | \$0.00 | |
| Admin | \$0.00 | |
| Total | \$1,267.00 | |

Claims Activity Report

All claims filed internally and externally are recorded on the Claims Activity Report. It is a valuable tool in monitoring all claim filings.

To access:
Select Reports
Enter PACER login and password
Select Claims Activity Report

The screenshot shows the ECF (Electronic Case Filing) interface for a Bankruptcy Adversary. The page title is "Claims Activity". The form includes the following fields and options:

- Case number:** A text input field.
- Office:** A dropdown menu with "Augusta" selected.
- Terminal digit(s):** A text input field with "2,47" entered.
- Trustee:** A dropdown menu with "AB, Anthony" selected.
- Judge:** A dropdown menu with "Coolidge, Herman W." selected.
- Chapter:** A dropdown menu with "7" selected.
- Filer type:** A dropdown menu with "Attorney" selected.
- Entered by:** A text input field with "Last name" as a placeholder.
- Creditor name:** A text input field.
- Entered between:** Two date pickers with "8/24/2005" and "8/25/2005" selected, separated by "and".
- Sort by:** Three dropdown menus with "Case Number", "Claim Number", and an empty dropdown.
- Buttons:** "Run Report" and "Clear".

Enter case number
Select criteria
Select Run Report

Utilities

Under the Utilities menu, you may view your transaction log, maintain your ECF account, and view the calendar.

The screenshot shows the ECF (Electronic Case Filing) interface for a Bankruptcy Adversary. The page title is "Utilities". The menu includes the following options:

- Your Account**
 - [Maintain Your ECF Account](#)
 - [View Your Transaction Log](#)
 - [Your PACER Account...](#)
- Miscellaneous**
 - [Mailings...](#)
 - [Verify a Document](#)
 - [View Case Fees](#)
 - [View CIAO Calendar](#)
 - [View Public Calendar](#)

Under maintain ECF account, you can update your name, mailing and email addresses, email preferences, phone, and fax numbers and passwords.

ECF Bankruptcy Adversary

Maintain User Account

Last name First name

Middle name Generation

Title Type tr

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code Person end date

Under View Your Transaction Log, you may view all the docketed events under your login and password for specified periods of time.

ECF Bankruptcy

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

ECF Bankruptcy Adversary Query Reports Utilities Logout

Transaction Log
Report Period: 01/01/1996 - 08/25/2005

| ID | Date | Case Number | Text |
|-------|---------------------|---------------|---|
| 23127 | 08/25/2005 09:26:29 | 1-05-kk-10027 | Motion to Reconsider <D> Filed by Debtor Mickey Mouse (Related documents (2)) (Fena, Wendy) |
| 23131 | 08/25/2005 09:37:19 | 1-05-kk-10027 | Motion to Transfer Case To Another Trustee Filed by Debtor Mickey Mouse (Fena, Wendy) |
| 23133 | 08/25/2005 09:42:27 | 1-05-kk-10027 | Trustee's Motion to Dismiss Case <D> Delinquent in Payments<D> Responses due on or before 9/04/2005 Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23135 | 08/25/2005 09:44:48 | 1-05-kk-10027 | Trustee's Motion to Dismiss Case <D>OVT Claim - BK3 - Hearing at Confirmation<D> Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23136 | 08/25/2005 09:46:07 | 1-05-kk-10027 | Notice of Non-Compliance (EE related document)(9) Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23137 | 08/25/2005 09:49:12 | 1-05-kk-10027 | Motion to Reconsider Class <D# 3 of GMAC<D> Filed by Debtor Mickey Mouse (Fena, Wendy) |
| 23138 | 08/25/2005 09:49:50 | 1-05-kk-10027 | Motion to Increase Payments Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23142 | 08/25/2005 09:52:34 | 1-05-kk-10027 | Motion to Reestate Case Filed by Debtor Mickey Mouse (Fena, Wendy) |
| 23143 | 08/25/2005 09:53:36 | 1-05-kk-10027 | Response to (related document)(1) Filed by Debtor Mickey Mouse Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23144 | 08/25/2005 09:54:46 | 1-05-kk-10027 | Motion to Allow Class and Trustee's Divided Statement Filed by Debtor Mickey Mouse (Fena, Wendy) |
| 23145 | 08/25/2005 09:55:42 | 1-05-kk-10027 | Objection to (related document)(17) Motion to Allow Class and Trustee's Divided Statement Filed by Debtor Mickey Mouse Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |
| 23147 | 08/25/2005 09:57:25 | 1-05-kk-10027 | Objection to Claim of <D>GMAC <D> and Notice and Opportunity for Hearing Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee - Responses due on or before 09/20/2005 (Fena, Wendy) |
| 23148 | 08/25/2005 09:58:41 | 1-05-kk-10027 | Withdrawal Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (EE related document)(10) (Fena, Wendy) |
| 23149 | 08/25/2005 10:05:23 | 1-05-kk-10027 | Amendment Filed by Debtor Mickey Mouse (EE related document)(9) (Fena, Wendy) |
| 23150 | 08/25/2005 10:06:01 | 1-05-kk-10027 | Objection to Debtor's Claim of Exemption Filed by Trustee Brown, Sybna Ford, Ch. 13 Trustee (Fena, Wendy) |

Total Number of Transactions: 15

E-Mail Notification

To Set Up E-Mail Notification

Click [Utilities]

Click [Maintain Your ECF Account]

Confirm the information displayed on this screen (name, address, phone #, etc.) Update if necessary.

Click [Email information]

Primary E-Mail Address: Confirm that the primary e-mail address is correct

Determine where you would like to have the e-mail notifications sent (Send the notices specified below)

- to my primary e-mail address: To activate notices you must check this box
- to these additional addresses: Besides your standard e-mail address, you may have notices sent to other e-mail addresses (paralegals or staff may want to share this notification activity). If you would like e-mail

notification sent to other addresses, click this box, and click inside the text box to enter additional e-mail addresses. Separate addresses with semi-colons.

Determine which cases you would like to receive e-mail notifications

- Send notices in cases in which I am involved: Checking this box will automatically inform you when any filing has been submitted in a case where you are a participant.
- Send notices in these additional cases: You do not have to be a participant in a case to receive notification of activity. You can elect to be notified of activity in cases you have an interest in, but in which you are not a party to the case. If you would like to receive e-mail notification in additional cases, click this box, and click inside the text box to enter additional case numbers. Use the format yy-nnnnn (ex. 01-12345).

Determine how you would like to receive e-mail notifications

- Send a notice for each filing: Checking this box means you will receive e-mail notices when activity occurs throughout the day to the account(s) specified above. The subject line of the e-mail will describe the type of filing and the case number
- Send a Daily Summary Report: A summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the summary e-mail notification will display the docket event and the document number (including the hyperlink)

NOTE: You cannot elect to receive both separate notices and the summary report.

Determine how you would like to have the e-mail notifications formatted (Format Notices)

- html format for Netscape or ISP e-mail service: The html format will include a hyperlink to the pleading or claim
- text format for cc:Mail, Groupwise, other e-mail service: Text format will feature the URL of the PDF document which can be copied and pasted into the location bar or your browser.

Save your changes:

Click [Return to Account screen]

Click [Submit]

Proposed Orders

Electronic Submission of Proposed Orders via CM/ECF

Except as the bankruptcy judge in a case may otherwise direct, parties submitting proposed orders to the clerk's office shall effect the submission electronically through the CM/ECF system. The proposed order shall be submitted as a separate document attachment titled as "proposed order" and filed with the relevant motion/application.

The following submission guidelines must be followed. Failure to follow these guidelines will result in the return of the proposed order and subsequent delays in processing.

- ◆ Transmit ALL proposed orders to conform to the approved sample order template as provided herein and accessible at www.gasb.uscourts.gov, under CM/ECF Information, Forms.
- ◆ Documents may be no larger than 8.5" x 11".
- ◆ Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this day of , 200_").
- ◆ Provide the names and addresses of ALL parties to be served under the heading "Copies furnished to". Do not include any service certification for the Clerk's Office to complete.

- ◆ Proposed orders shall be submitted as pdf documents and shall reference any related motions or applications.
- ◆ Pursuant to ECF Local Rule 8 - Signatures, each document filed electronically must include a signature block and must set forth the name, address, telephone number and the attorney's state bar registration number. Proposed consent orders requiring signature of more than one party must include either: 1) scanned images of all necessary signatures or 2) conformed signatures evidenced by an "s/" and language stating "The signatures represented by "s/" on this document conform to original signatures on the paper version of this document maintained by the filing user."

Submission by Computer Diskette

A party who is not able to effect the submission of a proposed order electronically, via ECF as a separate document attachment, shall submit a 3.5 inch floppy disk containing the proposed order to the Clerk's Office. The proposed order shall be submitted in a WordPerfect format together with any attachment, exhibit, or related document to be electronically entered in connection therewith.

The filer shall include a complete list of parties to be served, including mailing addresses, under the heading "Copies furnished to". Do not include any service certification for the Clerk's Office to complete. The list of parties shall be furnished as provided for in the approved proposed order template form provided herein and accessible at: www.gasb.uscourts.gov , under *CM/ECF Information, Forms*.

Submission by Conventional Means

Parties with or without legal representation who are excused by the Court from complying with the requirement to submit proposed orders electronically will be handled on a case-by-case basis. Except as the assigned bankruptcy judge directs, the proposed order shall conform to the approved template format and include a complete list of parties to be served, including mailing addresses, under the heading "Copies furnished to."

Electronic Submission via Email (IN RESPONSE TO DEFICIENCY NOTICE ONLY)

In the event a proposed order is not submitted electronically with a motion/application and a deficiency notice is issued by the clerk's office requiring a proposed order to be filed, the proposed order shall be emailed to the appropriate in-box for the assigned judge. Please note that proposed orders shall be submitted in this manner only in response to a deficiency notice or directive from the court.

Judge Davis Orders

ProposedOrders_LWD@gas.uscourts.gov
 SalaryOrders_LWD@gas.uscourts.gov
 ReleaseofWages_LWD@gas.uscourts.gov
 OrderConfirmingPlan_LWD@gas.uscourts.gov

Judge Dalis Orders

ProposedOrders_JSD@gas.uscourts.gov
 SalaryOrders_JSD@gas.uscourts.gov
 ReleaseofWages_JSD@gas.uscourts.gov
 OrderConfirmingPlan_JSD@gas.uscourts.gov

Judge Barrett Orders

ProposedOrders_SDB@gas.uscourts.gov
 SalaryOrders_SDB@gas.uscourts.gov
 ReleaseofWages_SDB@gas.uscourts.gov
 OrderConfirmingPlan_SDB@gas.uscourts.gov

The proposed order must be sent as an attachment to the email and must be in word processing format, not a *.PDF file. It must include the language "Proposed Order" in bolded large font (minimum of 20) at the top of the document.

Depending upon the type of order being submitted, the email subject line must include reference to the following:

1. Type of order being submitted (Order, Notice of Hearing, Negative Notice)
2. The Case Number in its' entirety (for example: 98-40021 LWD) In the assignment of case numbers, the first two digits of the case number indicate the year in which the case is filed; the next number indicates the division; the next four digits reflect a sequential number based on the number of cases filed in that year; and the judge's initials assigned to the case.

Division numbers in the Southern District of Georgia are assigned as follows:

| | | |
|------------|---|------------|
| Augusta | - | Division 1 |
| Brunswick | - | Division 2 |
| Dublin | - | Division 3 |
| Savannah | - | Division 4 |
| Waycross | - | Division 5 |
| Statesboro | - | Division 6 |

3. Debtor(s) Name or the Style of the Adversary

Please note that proposed orders will be sorted according to the information provided in the subject line; therefore, it is essential that filers provide the necessary information in the correct format for timely orders processing.

Transmission of Signed Orders/Text Orders

Pursuant to ECF Local Rule 10 - Notice of Court Orders and Judgments, immediately upon the entry of an order or judgment in an action assigned to the CM/ECF system, the clerk will transmit to filing users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Bankr.P 9022 for registered participants in the CM/ECF system.

The clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Bankruptcy Procedure. The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk's Office to effect service on any party who is not a CM/ECF registered participant.

"Text only" orders may be used by the court to grant an Application to Pay Filing Fees in Installments and other motions/applications. Please note that a "text only" order is simply an entry on the docket, without an attached document. Such orders are official and binding. The Notice of Electronic Filing email generated by the docket entry suffices as the order document.

Calendaring

You may view the court calendar via the court's website at www.gas.uscourts.gov . Go to Bankruptcy court, then Calendar, select the judge or the trustee. The calendar can be viewed for up to 30 days in advance. There is a 24-hour delay in the web calendar.

Public

Web Cal

**Welcome to the United States Bankruptcy Court
 for the Southern District of Georgia
 For Chief Judge Lamar W. Davis, Jr.**

[Return to Main Page](#)

| January 2006 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

PUBLIC COURT CALENDAR
 For
Chief Judge Lamar W. Davis, Jr.

SAVANNAH

Counsel for the parties in each case are required to confer prior to the scheduled hearing. Following consultation, if counsel believes a scheduled matter will require more than 15 minutes to resolve, at the call for settlement announcements, counsel is to so advise the court and based upon counsel's best estimate of time required for hearing, the matter will be specially assigned for later hearing today or continued to a special assigned hearing date and time.

45 Matters On Tuesday, January 31, 2006
 At 125 Bull Street Savannah, GA 31401

[Return to Calendar](#)

| Time | Slot Type | Case Number | Debtor | Subject |
|----------|-----------|-------------|--|---------------------------------------|
| 09:00 AM | NLCNF | 05-43310 | BLEVINS, ANGELINA FRANCO Band, Richard S | Objection to Confirmation by Trustee; |

Appendix

Menu Options



Bankruptcy Events

[Answer/Response...](#)

[Appeal](#)

[Batch Filings](#)

[Claim Actions](#)

[Motions/Applications](#)

[Multi-Case Docketing](#)

[Notices](#)

[Miscellaneous](#)

[Plan](#)

[Trustee/US Trustee](#)

[Trustee's 341 Filings](#)

[File Claims](#)

[Creditor Maintenance...](#)

| Function | Menu Option |
|---|--------------------|
| 20 Largest Unsecured Creditors | Miscellaneous |
| Abandon | Motion |
| Abandonment | Trustee/US Trustee |
| Adequate Protection | Motion |
| Administrative Expenses | Motion |
| Affidavit | Miscellaneous |
| Affidavit of Default/Motion for Relief from Stay | Motion |
| Allow Change of Venue | Motion |
| Allow Payment Arrearages | Motion |
| Allow/Reconsider Claim & Dividend Statement | Motion |
| Amend Motion | Motion |
| Amended Creditor Matrix | Miscellaneous |
| Amended Petition | Miscellaneous |
| Amended Schedules (NO Filing Fee Required) | Miscellaneous |
| Amended Schedules D, E, and F (Filing Fee Required) | Miscellaneous |
| Amendment | Miscellaneous |
| Appear pro hac vice | Motion |

| Function | Menu Option |
|---|--------------------|
| Appoint Creditors Committee | Motion |
| Appoint Trustee | Motion |
| Appointment of Subst. Uns. Cred. Committee Member | Trustee/US Trustee |
| Appointment Rejection | Trustee/US Trustee |
| Assume/Reject | Motion |
| Avoid Executory Contract | Motion |
| Avoid Judicial Lien and Notice of Opportunity for Hearing | Motion |
| Avoid Lien and Notice of Opportunity for Hearing | Motion |
| Avoid Non-Possessory, Non-Purchase Money Lien and Notice of Opportunity for Hearing | Motion |
| Ballot (Ch 11) | Miscellaneous |
| BK Form 21 SSN | Miscellaneous |
| BK Form 21 SSN (Amended) | Miscellaneous |
| Bond | Trustee/US Trustee |
| Borrow | Motion |
| Brief | Miscellaneous |
| Certificate of Service | Miscellaneous |
| Certification of Administration of Case | Trustee/US Trustee |
| Ch 12 Trustee's Final Report and Account | Trustee/US Trustee |
| Ch 13 Trustee's Final Report and Account | Batch |
| Ch 7 Final Rpt/Acct Asset | Trustee/US Trustee |
| Ch 7 Trustee's Initial Report | Trustee/US Trustee |
| Ch 7 Trustee's Interim Report | Trustee/US Trustee |
| Compel | Motion |
| Compensation | Motion |
| Compromise | Motion |
| Consolidate | Motion |
| Contempt | Motion |
| Continuance of Meeting of Creditors | Trustee/US Trustee |
| Continue Hearing | Motion |
| Continue Meeting of Creditors | Motion |
| Continued Meeting of Creditors Held and Concluded | Trustee/US Trustee |
| Convert 12 to 11 (no fee) | Motion |
| Convert 13 to 11 | Motion |
| Convert 7 to 11 | Motion |
| Convert Case to 12 | Motion |
| Convert Case to 13 | Motion |
| Convert case to 7 | Motion |
| Creditor Disk | Miscellaneous |
| Creditor Request for Notices | Miscellaneous |
| Declaration | Miscellaneous |
| Deconsolidate Case Association | Motion |
| Defer Fee | Motion |
| Deposit Funds into Court Registry | Motion |
| Deposit Unclaimed Funds | Trustee/US Trustee |

| Function | Menu Option |
|---|--------------------|
| Deposition Notice | Miscellaneous |
| Determine Tax Liability | Motion |
| Disclosure of Compensation of Attorney for Debtor | Miscellaneous |
| Dismiss Case | Motion |
| Dismiss Case (batch) | Batch |
| Dismiss Debtor/Joint Debtor | Motion |
| Dismiss Party | Motion |
| Dismissal of 727 Complaint | Miscellaneous |
| Employ | Motion |
| Equity Security Holder | Miscellaneous |
| Examination | Motion |
| Exhibit | Miscellaneous |
| Exparte Relief from Stay | Motion |
| Expedite Hearing | Motion |
| Extend Exclusively Period | Motion |
| Extend Plan Payments | Trustee/US Trustee |
| Extend Time | Motion |
| Extend Time to filed Motion to Dismiss | Motion |
| Extend Time to Objection to Discharge 523 | Motion |
| Extend Time to Objection to Discharge 727 | Motion |
| Extending Deadline for 523 -727 Complaint | Motion |
| Final Report (Chapter 11) | Miscellaneous |
| Findings of Fact and Conclusion of Law | Miscellaneous |
| Hardship Discharge | Motion |
| Increase Payments | Trustee/US Trustee |
| Incur Debt | Motion |
| Interrogatories | Miscellaneous |
| Involuntary Summons Service | Miscellaneous |
| Joinder in Involuntary Petition /Executed | Miscellaneous |
| Joint Administration | Motion |
| Limit Notice | Motion |
| Make Direct Payments to Trustee | Motion |
| Meeting of Creditors Continued | Trustee/US Trustee |
| Meeting of Creditors Held | Trustee/US Trustee |
| Meeting of Creditors Held & Concluded | Batch |
| Meeting of Creditors Held & Continued | Batch |
| Meeting of Creditors Held and Continued | Trustee/US Trustee |
| Meeting of Creditors Not Held | Trustee/US Trustee |
| Memorandum | Miscellaneous |
| Moratorium | Motion |
| More Definite Statement | Motion |
| Motion generic | Motion |
| Motion to Reconsider Claims | Trustee/US Trustee |
| Notice Appointing Successor Trustee | Trustee/US Trustee |
| Notice Appointing Trustee | Trustee/US Trustee |

| Function | Menu Option |
|--|----------------------------|
| Notice Appointment of Uns. Creditor Committee | Trustee/US Trustee |
| Notice of Appearance and Request for Notices | Miscellaneous |
| Notice of Assets | Trustee/US Trustee |
| Notice of Change of Address | Batch |
| Notice of Consumer Debtor(s) | Miscellaneous |
| Notice of Non-Compliance | Trustee/US Trustee |
| Notice of Proposed Distribution | Trustee/US Trustee |
| Notice to Produce | Miscellaneous |
| Objection | Answer |
| Objection to Claim and Notice and Opportunity for Hearing | Claim Action |
| Objection to Confirmation of Plan (batch) | Batch |
| Objection to Debtor's Claim of Exemptions | Miscellaneous |
| Objection to Transfer of Claim | Claim Action |
| Operating Report | Miscellaneous |
| Pay | Motion |
| Pay Filing Fee in Installments | Motion |
| Power of Attorney | Miscellaneous |
| Preliminary Injunction | Motion |
| Prohibit Use Cash Collateral | Motion |
| Protective Order | Motion |
| Quash | Motion |
| Reaffirmation Agreement | Miscellaneous |
| Reconsider | Motion |
| Redeem Property and Notice & Opportunity for Hearing | Motion |
| Refund Court Fees | Motion |
| Reinstate Case | Motion |
| Relief from Co-debtor Stay and Notice of Opportunity for Hearing | Motion |
| Relief from Stay | Motion |
| Remand | Motion |
| Remove Debtor as Debtor in Possession | Motion |
| Reopen 11 Case | Motion |
| Reopen 12 Case | Motion |
| Reopen 7/13 Case | Motion |
| Reply | Answer |
| Report of No Distribution (ch 7) | Batch |
| Report of Sale | Miscellaneous |
| Request for Discharge by ch 13 Trustee | Batch |
| Request for Discharge Order by Chapter 12 Trustee | Trustee/US Trustee |
| Request for Production of Documents | Miscellaneous |
| Request for Stop Garnishment Order | Miscellaneous |
| Request for Telephonic Hearing | Miscellaneous |
| Request for Transcript | Miscellaneous(Coming Soon) |
| Request to Defer Payment | Trustee/US Trustee |
| Rescission of Reaffirmation | Miscellaneous |
| Response | Answer |

| Function | Menu Option |
|---|--------------------|
| Rule 26(f) Report | Miscellaneous |
| Sanctions | Motion |
| Schedule A | Miscellaneous |
| Schedule B | Miscellaneous |
| Schedule C | Miscellaneous |
| Schedule D | Miscellaneous |
| Schedule E | Miscellaneous |
| Schedule F | Miscellaneous |
| Schedule G | Miscellaneous |
| Schedule H | Miscellaneous |
| Schedule I | Miscellaneous |
| Schedule J | Miscellaneous |
| Schedules A-J | Miscellaneous |
| Section 304 petition | Miscellaneous |
| Sell | Motion |
| Set Aside | Motion |
| Set Hearing | Motion |
| Sever Chapter 11 Case | Motion |
| Sever Chapter 12 Case | Motion |
| Sever Chapter 7/13 Case | Motion |
| Social Security Number | Miscellaneous |
| Statement of Financial Affairs | Miscellaneous |
| Statement of Inability to Appoint Committee of Unsecured Creditor | Trustee/US Trustee |
| Statement of Intent | Miscellaneous |
| Statement of US Trustee | Trustee/US Trustee |
| Status Report | Miscellaneous |
| Stay | Motion |
| Stay Pending Appeal | Motion |
| Stipulation | Miscellaneous |
| Strike | Motion |
| Subpoena | Miscellaneous |
| Substitute Attorney | Motion |
| Suggestion of Death | Miscellaneous |
| Summary of Schedules | Miscellaneous |
| Suspend Payments | Motion |
| Tax Identification Number | Miscellaneous |
| Temporary Restraining Order | Motion |
| Transcript | Miscellaneous |
| Transfer Case | Motion |
| Transfer Case (intra district) | Motion |
| Transfer of Claim | Claim Action |
| Trustee's Dividend Statement | Trustee/US Trustee |
| Trustee's Motion to Confirm Plan | Batch |
| Trustee's Report of Confirmation | Batch |
| Trustee's Motion to Dismiss Case | Batch |

| Function | Menu Option |
|---|---------------|
| Trustee's Motion to Dismiss Case (20 days to respond) | Batch |
| Turn-over of Funds from Trustee | Motion |
| Use Cash Collateral | Motion |
| Vacate | Motion |
| Waive Pay Order | Motion |
| Waive/Excuse Debtor's Appearance | Motion |
| Withdraw as Attorney | Motion |
| Withdrawal | Miscellaneous |
| Withdrawal of Claim | Claim Action |
| Withdrawal of Reference | Motion |
| Writ | Motion |

New Law Dictionary Events

| Function | Menu Option |
|---|--|
| Chapter 7 Means Test | Miscellaneous (Include with Petition unless filed later) |
| Chapter 11 Statement of Current Monthly Income - Form 22B | Miscellaneous |
| Chapter 13 Statement of Current Monthly Income and Disposable Income Calculation - Form 22C | Miscellaneous |
| Debtor's Rebuttal of Presumption of Abuse | Miscellaneous |
| Motion for Exemption from Means Test | Motion |
| Expenses regarding FVPS | Miscellaneous |
| Certificate of Budget and Credit Counseling Course | Miscellaneous |
| Certificate of Exigent Circumstances | Miscellaneous |
| Debtor Repayment Plan | Miscellaneous |
| Motion for Exemption from Credit Counseling due to ... (prompt) | Motion |
| Financial Management Course Certificate New Official Form 23 | Miscellaneous |
| Domestic Support Obligations Paid | Miscellaneous |
| BPP Disclosure Notice to Debtors - Form 19B | Miscellaneous |
| Motion for Reinstatement of Retiree Benefits | Motion |
| Motion for Appointment of Consumer Privacy Ombudsman | Motion |
| Motion to Restrict Public Access | Motion |
| Motion to Extend the Automatic Stay | Motion |
| Motion to Terminate the Automatic Stay | Motion |
| Motion to Impose Automatic Stay | Motion |
| Intent to Cure Default | Miscellaneous |
| Certification of Cure of Entire Residential Judgment | Miscellaneous |
| Certification of Protection of Property from Damage | Miscellaneous |
| Motion to Release Funds from Court Registry | Motion |
| Motion to Avoid Lien on Household Goods under §522(f)(1)(B)(I) | Motion |
| Request for Copy of Debtor's Tax Information (#not Tax Return) | Miscellaneous |
| Certificate of Service of Tax Information to Requestor | Miscellaneous |
| Motion for Access to Tax Information | Motion |

| Function | Menu Option |
|---|---------------|
| Employee Income Record (Pay stubs, etc.) | Miscellaneous |
| Motion to Extend Deadline to File Schedules or Provide Required Information | Motion |
| Motion to Delay Discharge | Motion |
| Motion to Seal | Motion |
| Motion to Expunge | Motion |
| Motion to Increase Assurance Payment | Motion |
| Application to proceed in forma pauperis. | Motion |
| Petition for Recognition of Foreign Proceeding | Miscellaneous |
| Certification of Direct Appeal to Circuit Court, Official Form 24 | Appeal |

Style Guide

Formatting Names and Numbers

The purpose of these style guidelines is to establish standards for data entry into the CM/ECF system. This is a set of simple guidelines which will help everyone enter information into the computer in the same way. Establishing and following these standards will make searching the CM/ECF database quicker and more efficient. It will also help to maintain a clean database and control the growth of our database by eliminating duplicate attorney, party and address records.

Always perform a search before adding a new party into the database. If your search brings up the name and address of the person (entity) you need, use it. If the name is right and the address differs, accept it and modify the address.

Debtor Name

1. If your search on the debtor's SSN or name brings up the name you are looking for, accept it; if the address differs, change it on the debtor screen while opening the petition.
2. If the name includes a hyphen, do not use a space before and/or after it.
3. If the last name is DeCosta, enter it this way. Do not put a space between the e and the C.
4. If an alias is included follow the example below.

For example: John Henry
a/k/a John P. Henry
a/k/a John Paul Henry

5. If the name contains a middle initial, enter it, without a period.
6. If the debtor lists a title that is to be included in the bankruptcy, enter this in the Title Field. This most often happens when an individual is responsible for a corporate debt. Docketing the title allows the creditors to make the connection between the debtor and the corporation. The title will appear on court notices but the corporation will not show up as a debtor.

For example: John Smith a/k/a President of Smith Auto Sales, Inc.

Phone/Fax Numbers

Phone and fax numbers should be entered with brackets around the area code.

For example: (912)528-4477 not 912/528/4477.

Business Names

Enter small words that preceded business names, such as: The, A, An, etc. at the end of the business name with a comma separating the two.

For example: The Franklin Hotel should be Franklin Hotel, The

When a business name is listed in a format that is slightly different than the standard name in the database, create a new party.

For example: Aetna Casualty Insurance Company has filed a pleading and upon searching you only find Aetna Casualty Co., create a new party.

Attorney Names, Bar Codes, Firm Names & Addresses

Omit using commas between partner names, and a space should be inserted before and after the ampersand if the address includes one.

Omit using the word "The" preceding firm names;

For example: The Law Office of Hamel, Waxler, Allens & Collins P.C. should be Law Office of Hamel Waxler Allens & Collins

If there is not enough room to complete firm name on the first address line, type in et al (at the end of the line.

If an attorney has more than one address, upon searching, the attorney's name should come up twice in the picklist, choose one, if not the correct address, choose the other. If still not the correct address add the attorney again with the address and submit an attorney role sheet. When adding creditors or a creditor c/o an attorney; do not use any symbols. If you must, leave a space before and after an ampersand, and instead of using c/o the attorney, just add the attorney's name. (The bnc sees the c/o as a percentage sign in most cases and the symbols count for at least 40 characters when it should only be read as one). Hopefully, these guidelines will alleviate any noticing problems.

General Style Rules

Use spacing as in a proper business letter: F W Woolworth not F.W. Woolworth

When typing last names that begin with Mc or De, etc., type in proper letter head: McCamic, not Mc Camic or MCCamic or MCCAMIC

Do not place a period after an initial.

If the last name is hyphenated, type it with the hyphen, leaving no space in between.

Abbreviate words in the address, do not type them out.

For example: St not Street
Ave not Avenue
Blvd not Boulevard
Apt not Apartment

When adding a name that contains the word The, An, or A, put it at the end of the name preceded by a comma.

Some standard abbreviations agreed upon are:

P O Box not P.O. Box or P. O. Box
GA not G.A. or G. A.

Credit Card Payments

Credit Card Payment Procedures (Internet Credit Card Processing)

Overview

The credit card module is designed to allow ECF attorney filers to pay filing fees to the U.S. Treasury via the Internet as part of the electronic filing process. The module offers many advantages that include the ability to:

- Receive a transaction receipt which is immediately docketed to the case
- Review your internet credit card transaction payment history at any time
- Review any outstanding payments due to the Court at any time
- Make online payments of unpaid balances at any time

Attorneys and their staff should have credit card information on hand at the time of e-filing any pleading which requires a filing fee. Attorney filers can choose to pay after each transaction or they can make one payment at the end of the day for all transactions requiring fees. Using either method, attorneys are expected to pay all incurred filing fees in CM/ECF with a credit card the same day the fee is incurred. If fees are not paid within 24 hours, a Show Cause Order will be entered by the Court.

The system does not retain your account information. The Court accepts the following credit cards for payment: American Express, Discover, Diner's Club, VISA and MasterCard.

Payment by Credit Card Instructions

Upon completion of e-filing a pleading which requires a filing fee, a pop-up credit card payment window will appear on the screen overlaying the CM/ECF Notice of Electronic Filing. This screen will contain the new filing fee charge and any other outstanding CM/ECF filing fees. You must select one of the following options: **Pay Now** or **Continue Filing**.

Please note: Pop-up blocker software will prevent the Electronic Payment window from displaying and must either be disabled or uninstalled when paying fees by credit card over the internet.

Pay Now If you choose to **Pay Now**, you will be electronically connected to the U.S. Treasury site, Pay.Gov. You will be prompted to "*Enter Payment Information*". The filer's name, first address line, and zip code will appear as shown in CM/ECF. Please note that changing any of these address fields on the Pay.Gov screen does not affect your address as it appears CM/ECF1.

¹ You can change your mailing address in CM/ECF in [Utilities] > [Maintain your ECF Account].

You must enter the following credit card information:

1. Type of Card (i.e. Visa, American Express)
2. Card Number
3. Expiration Date.

In the field titled "*Security Code*", you may enter the three numbers on the back of the credit card; however, this is not a required field. All fields marked with a red asterisk (*) are required fields. Once all information has been entered, click on the [*Continue*] button.

If you receive a message stating "*Errors were found in your request*", make the required changes/enter the required information directly on this page, then click on the [*Continue*] button.

The "*Payment Summary and Authorization*" screen will appear next. You must authorize payment by checking the box next to "*I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.*" If you wish to have a confirmation e-mail sent to you, enter your e-mail address in the space provided on this screen. You may also print the transaction receipt for your records. The transaction receipt will appear at the conclusion of the transaction.

Once you've checked the box (and entered your e-mail address if desired), click the "*Make Payment*" button only once. Clicking this button more than once could result in multiple charges to your credit card!² If you receive a message that "*Errors were found in your request*", make the required changes/enter the required information directly on this page, then click on the [*Make Payment*] button, taking care to click the button only once.

If the credit card transaction is approved, a transaction receipt will appear with the transaction number to confirm payment. It is recommended that you print a copy of this for your records. Click the "*Close Window*" button to return to CM/ECF. If the payment is declined, contact the card-issuing bank to determine why the card was declined. If this issue can not be resolved, call the Court's main number (912) 650-4100 and ask to speak with a cashier or the financial administrator to advise that you will be using an alternate method to pay filing fees due. (See the section titled "Alternate Forms of Payment" for instructions on how to request approval to pay by means other than credit card for electronically filed documents.)

Continue Filing Selecting **Continue Filing** allows you to continue filing in CM/ECF and accumulate any filing fees incurred during the day. This allows you the option to pay all filing fees at once upon completing electronic filing for the day. If this option is chosen, you will be returned to CM/ECF to continue filing.

Upon the completion of each additional filing, you will receive the pop-up credit card payment window on the screen overlaying the CM/ECF Notice of Electronic Filing. This pop-up window will contain a summary of the current charges that remain outstanding. To close your account at any time, click the "*Pay Now*" option and proceed as instructed above.

All accounts must be closed out (paid in full) on the same day the fee was incurred by the close of business. If payment is not received on the day of filing, you will receive a courtesy call the following morning indicating that your fees are outstanding and must be paid. If you fail to pay the outstanding fees as required, a Show Cause Hearing will be scheduled and filing privileges suspended until all outstanding fees are paid. (See Alternate Forms of Payment section below.)

You may close out your account at any time by running the "Internet Payments Due" report. (See the section

²If you receive a message that reads "duplicate submission detected", please contact the Court to request a refund. See the section titled "Refunds" for more information.

titled "Reports" for more information.)

Deferred/Exempt/Waived Fees

Debtor's counsel, trustees, and other federal government filers may be exempt from certain filing fees. If you are deferring or waiving a filing fee or are exempt from paying a filing fee, click **Continue Filing** when the pop-up credit card payment window appears. The CM/ECF system will recognize that no filing fee is due and allow the filer to continue to the next screen.

Reports

Two reports will be available from the *[Utilities]* menu in CM/ECF: Internet Payment History and Internet Payments Due.

The **Internet Payment History** report allows you to review your completed credit payments over any specified period of time. This report may be helpful to run on a regular basis for reconciliation purposes.

The **Internet Payments Due** report allows you to review all outstanding (pending) fees and to pay those fees immediately without e-filing another pleading. There are no selection screens or sort options offered. The report displays each pending fee and allows you to *Pay Now* or *Continue Filing*.

Refunds

If you suspect a payment is incorrect, a duplicate payment has been made, and/or a refund is due, immediately contact the Court's financial administrator via e-mail at Laura_Corzine@gas.uscourts.gov. Provide in your e-mail the case number, docket number, and the transaction number (receipt number) of the pleading in question.

Alternate Forms of Payment

Permission to pay fees by means other than credit card when filing documents electronically is limited to extraordinary circumstances and is the exception rather than the rule. Alternate forms of payment may be accepted on a case-by-case basis in limited situations (such as filing fees due exceed credit card limit) if approved in advance by the Clerk of Court. Written requests to pay fees by cash, check or money order for electronically filed documents should be sent to the Clerk of Court at email address: samuel_kay@gas.uscourts.gov.

The email request should state in the subject line "Request for Alternate Fee Payment" and include the following information:

1. Case number; date filed, type of document, e.g. motion, petition, or application.
2. Reason for request to pay with alternate form of payment
3. The alternate form of payment (cash, check or money order) the filer will submit by close of business the following day.

The CM/ECF system will prompt filing users when a fee is due (yes or no). Unless you have received prior authorization to pay by alternate method always select yes.

Miscellaneous Tips

When filing a petition (opening a new bankruptcy case), do not change the fee amount displayed unless you will be filing an Application to Pay the Filing Fee in Installments. If you intend to file an Application to Pay the Filing Fee in Installments, change the dollar amount to the amount of the first installment payment, which must be an amount greater than zero. Installment payments should be limited to a total of four (4) payments.

Contact Information

If you have any questions regarding internet credit card payment procedures, please contact the Court's financial administrator at (912) 650-4100. For technical problems, please contact the Court's Department of Computer Services at (912) 650-4201.

Appeals

Appeal Filing Requirements

Notice of Appeal

Filing fee for a Cross Appeal is \$255.00 (\$250.00 is the appeal docketing fee; \$5.00 is the Notice of Appeal fee).

NOTE: Refer to Bankruptcy Court Miscellaneous Fee Schedule for exceptions to filing fee. 28 U.S.C. (1930

Notice of Appeal (papers filers: original plus sufficient copies for the Clerk(s) office to serve on parties in interest-Rule 8004)

Notice of Appeal/Cross Appeal

To File Electronically:

Log into CM/ECF.

Select [Bankruptcy > Appeal] OR [Adversary > Appeal].

Enter the case number (i.e. xx-xxxxx).

Select [Notice of Appeal] OR [Cross Notice of Appeal] from the event list.

Skip the Joint Filing screen.

Select the party filer.

Browse to select the Notice of Appeal (.pdf file).

NOTE: The Proof of Service may be added as an attachment to this document.

Check box to Refer to the Order being appealed.

To pay via credit card, leave the receipt field blank and select NEXT to continue filing.

NOTE: When filed by Trustee or Debtor in Possession, enter "defer \$250." clerk's office will change amount paid to \$5.00 (The docketing fee of \$250.00 is deferred).

Modify the text as appropriate.

Verify the final docket text; if correct, click [Next] to submit your document(s). Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Appellant's Designation of Contents

To File Electronically:

Log into CM/ECF.

Select [Bankruptcy > Appeal] OR [Adversary > Appeal].

Enter the case number (i.e. xx-xxxxx).

Select [Appellant Designation] from the event list.

Skip the Joint Filing screen.

Select the party filer.

Browse to select the Appellant Designation (.pdf file).
Refer to the Notice of Appeal.
Modify the text as appropriate.
Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Forward copies of all designation items (except previously filed exhibits) to the court for transmission to district court.

Appellee's Designation of Contents

To File Electronically:
Log into CM/ECF.
Select [Bankruptcy > Appeal] OR [Adversary > Appeal].
Enter the case number (i.e. xx-xxxxx).
Select [Appellee Designation] from the event list.
Skip the Joint Filing screen.
Select the party filer.
Browse to select the Appellee Designation (.pdf file).
Refer to the Notice of Appeal.
Modify the text as appropriate.
Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Forward copies of all designation items (except previously filed exhibits) to the court for transmission to district court.

Statement of Issues on Appeal

To File Electronically:
Log into CM/ECF.
Select [Bankruptcy > Appeal] OR [Adversary > Appeal].
Enter the case number (i.e. xx-xxxxx). Select [Statement of Issues on Appeal] from the event list.
Skip the Joint Filing screen.
Select the party filer.
Browse to select the Statement of Issues (.pdf file).
Refer to the Notice of Appeal.
Modify the text as appropriate.
Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Request for Transcripts

To File Electronically:
Log into CM/ECF.
Select [Bankruptcy > Appeal] or [Adversary > Appeal].
Enter the case number (i.e. xx-xxxxx).
Select [Request for Transcript] from the event list.
Skip the Joint Filing screen.
Select the party filer.

Browse to select the Letter (.pdf file).
Modify the text as appropriate.
Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Motion for Stay Pending Appeal

Filing Requirements:
Motion for Stay Pending Appeal
Proposed Order
To File Electronically:
Log into CM/ECF.
Select [Bankruptcy > Motions/Applications] OR [Adversary > Motions].
Enter the case number (i.e. xx-xxxxx).
Select [Stay Pending Appeal] from the event list.
Skip the Joint Filing screen.
Select the party filer.
"Browse to select the Motion (.pdf file).

NOTE: Any supporting documents and the Proof of Service may be added as attachments to this document.

Refer to order being appealed.

Modify the text as appropriate.

Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Motion for Leave to Appeal

Filing Requirements:
Motion for Leave to Appeal
Proposed Order
To File Electronically: Log into CM/ECF.
Select [Bankruptcy > Motions/Applications] OR [Adversary > Motions].
Enter the case number (i.e. xx-xxxxx).
Select [Leave to Appeal] from the event list.
Skip the Joint Filing screen.
Select the party filer.
Browse to select the Motion (.pdf file).

NOTE: Any supporting documents and the Proof of Service may be added as attachments to this document.

Refer to order that may be appealed.

Enter answer to leave to appeal due date (10 days after service).

Modify the text as appropriate.

Verify the final docket text; if correct, click [Next] to submit your document(s).

NOTE: The Notice of Electronic Filing displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.

Chapter 7 Cases, Required Fee & Documents

Individual/Joint Consumer Debtor

Fee: \$274.00 Filing Fee

Documents:

The following documents should be saved as one PDF document and associated during the opening of a new bankruptcy case:

Petition

Disclosure of Compensation of Attorney

Notice to Consumer Debtor

Statement of Financial Affairs & Declaration Signed by Debtor

Statement of Intention - only required if debtor(s) Schedule D contains consumer debts secured by property of the estate

Schedule A - Real Property

Schedule B - Personal Property

Schedule C - Property Claimed as Exempt

Schedule D - Creditors Holding Secured Claims

Schedule E - Creditors Holding Unsecured Priority Claims

Schedule F - Creditors Holding Unsecured Nonpriority Claims

Schedule G - Executory Contracts and Unexpired Leases

Schedule H - Codebtors

Schedule I - Current Income of Individual Debtor(s)

Schedule J - Current Expenditures of Individual Debtor(s)

Summary of Schedules

Additional Filings Required:

Creditor matrix - it is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition in all Chapter 7 cases.

Statement of Social Security Number(s), Official Form 21 - submit as a private entry.

Business Debtor

Fee: \$274.00 Filing Fee

Documents:

The following documents should be saved as one PDF document and associated during the opening of a new bankruptcy case:

Petition

Disclosure of Compensation of Attorney

Statement of Financial Affairs & Declaration Signed by Debtor

Schedule A - Real Property

Schedule B - Personal Property

Schedule D - Creditors Holding Secured Claims

Schedule E - Creditors Holding Unsecured Priority Claims

Schedule F - Creditors Holding Unsecured Nonpriority Claims

Schedule G - Executory Contracts and Unexpired Leases
Schedule H - Codebtors
Summary of Schedules

Additional Filings Required:

Creditor matrix - it is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition in all Chapter 7 cases.

Chapter 11 Cases, Required Fee & Documents

Individual/Joint Consumer Debtor

Fee: \$839 Filing Fee

Documents:

The following documents should be saved as one PDF document and associated during the opening of a new bankruptcy case:

Petition
Disclosure of Compensation of Attorney
Notice to Consumer Debtor
Statement of Financial Affairs & Declaration Signed by Debtor
Schedule A - Real Property
Schedule B - Personal Property
Schedule C - Property Claimed as Exempt
Schedule D - Creditors Holding Secured Claims
Schedule E - Creditors Holding Unsecured Priority Claims
Schedule F - Creditors Holding Unsecured Nonpriority Claims
Schedule G - Executory Contracts and Unexpired Leases
Schedule H - Codebtors
Schedule I - Current Income of Individual Debtor(s)
Schedule J - Current Expenditures of Individual Debtor(s)
Summary of Schedules

Additional Filings Required:

Creditor matrix - It is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition.

Statement of Social Security Number(s), Official Form 21 - submit as private entry.

List of 20 Largest Unsecured Creditors

Business Debtor

Fee: \$839 (Non-Railroad) Filing Fee
\$1,039 (Railroad) Filing Fee

Documents:

The following documents should be saved as one PDF document and associated during the opening of a new bankruptcy case:

Petition

Exhibit "A" to Voluntary Petition
Disclosure of Statement and Plan
Statement of Financial Affairs & Declaration Signed by Debtor
Schedule A - Real Property
Schedule B - Personal Property
Schedule D - Creditors Holding Secured Claims
Schedule E - Creditors Holding Unsecured Priority Claims
Schedule F - Creditors Holding Unsecured Nonpriority Claims
Schedule G - Executory Contracts and Unexpired Leases
Schedule H - Codebtors
Summary of Schedules
List of Equity Security Holders

Additional Filings Required:

Creditor matrix - It is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition.

List of 20 Largest Unsecured Creditors

Chapter 13 Cases, Required Fee & Documents

Fee: \$189.00 Filing Fee

Documents:

The following documents should be saved as one PDF document and associated during the opening of a new bankruptcy case:

Petition
Disclosure of Compensation of Attorney
Notice to Consumer Debtor
Statement of Financial Affairs & Declaration Signed by Debtor
Schedule A - Real Property
Schedule B - Personal Property
Schedule C - Property Claimed as Exempt
Schedule D - Creditors Holding Secured Claims
Schedule E - Creditors Holding Unsecured Priority Claims
Schedule F - Creditors Holding Unsecured Nonpriority Claims
Schedule G - Executory Contracts and Unexpired Leases
Schedule H - Codebtors
Schedule I - Current Income of Individual Debtor(s)
Schedule J - Current Expenditures of Individual Debtor(s)
Summary of Schedules

Additional Documents Required - To Be Filed Separately:

Chapter 13 Plan

Creditor matrix - it is the debtor's responsibility to submit a complete creditor matrix immediately upon filing the petition in all Chapter 13 cases.

Statement of Social Security Number(s), Official Form 21 - submit as private entry.

PDF Documents

Creating a PDF File from a Microsoft Word Document

(Adobe Acrobat PDF Writer must be previously installed to create a PDF file)

Open the document in Word and finalize your changes

To create the PDF file, select File, then Print

Change to the Acrobat PDFWriter printer choice and Print the document

When prompted for the file designation, Save the file in either a designated case folder, or change the drop-down window to reflect your storage device (floppy drive, ZIP disk, etc.)

Use an easily-identifiable file name which incorporates the case number and the type of pleading

Example A: 05-54247 Omnibus Obj to Claims.PDF

Example B: 1124 Fourth Interim Application.PDF

Click Save

Creating a PDF File from a WordPerfect 9 Document

(Adobe Acrobat PDF Writer or Acrobat Distiller is not needed to create a PDF file)

To create the PDF file, select File, then Publish to PDF

Click the Document tab

In the Publish to File box, click the Browse button

Choose the drive where you want to save the file from the Save In list box

Double-click the folder in which you want to save the file

Type the file name in the File Name box. Use an easily-identifiable file name which incorporates the case number and the type of pleading

Example A: 01-54247 Omnibus Obj to Claims.PDF

Example B: 1124 Fourth Interim Application.PDF

Click Select.

In the Publish section, enable one of the following buttons:

- Full document publishes your entire file
- Current Page publishes the active page only
- Print Pages publishes a portion of the file

Type the page numbers

Selected text publishes the highlighted text

Click Ok to publish the file and Ok again when complete

Creating a PDF File from Other Word Processing Programs

(Adobe Acrobat PDF Writer must be previously installed to create a PDF file)

To create the PDF file, from within your word processing program, prepare to Print the file

Change to the Acrobat PDFWriter printer choice and Print the document

When prompted for a file designation, Save the file in either a designated case folder on your storage device (floppy drive, ZIP disk, etc.)

Use an easily-identifiable file name which incorporates the case number and the type of pleading

Example A: 05-54247 Omnibus Obj to Claims.PDF
Example B: 1124 Fourth Interim Application.PDF

Save the file

Creating a PDF File by Scanning a Document

If not already running, open your scanner program on your PC. A scanner icon may be displayed on your Taskbar. If it is not, choose: Start, Programs, find your scanner program and click to start it running. Once started, the scanner window can be minimized.

Scan the document by following the instructions specific to your scanner.

When the scanning is complete, retrieve the file by clicking on it.

To send to the printer, either:

- Click and drag it onto the printer icon or
- Choose File, Print from the menu

Change to the Acrobat PDFWriter printer choice and Print the document

When prompted for the file designation, Save the file in either a designated case folder, or change the drop-down window to reflect your storage device (floppy drive, ZIP disk, etc.)

Use an easily-identifiable file name which incorporates the case number and the type of pleading

Example A: 01-54247 Omnibus Obj to Claims.PDF
Example B: 1124 Fourth Interim Application.PDF

Click Save

Close and exit your scanner software and/or your scanner utility program

Adobe Acrobat Versions

Adobe Acrobat Version 4.0 is necessary for the creation of PDF files. It may be purchased online or at any computer store at a range of \$200 - \$300 per user. Attorneys can purchase a specially priced copy of Adobe Acrobat for \$120 by calling Adobe at 1-888-502-5275 with your bar association ID. Adobe also offers a PDF conversion service over the Internet for a monthly subscription fee of \$9.99. WordPerfect Version 9 comes with a built-in "Convert to PDF" feature. Adobe Acrobat Reader is all that is necessary if only reading PDF files. This can be freely downloaded from www.adobe.com.

Document Considerations

Documents should be prepared from the word processing program if at all possible. A scanned document creates a significantly larger PDF file than the same document created from a word processor. Larger files take longer to transmit, download and view. PDF files should no more than 4 megabytes (MBs) which is approximately 30-50 pages. To check the file size, right-click on the file (while in browse), and click on "Properties". Note that 1 MB is equal to 1,000 KBs. Larger files may be separated into multiple files as per the instructions immediately below. When working with a document, usually all of the sections are maintained in that single document (except for the COS). The easiest way to separate them into multiple PDF files is to print page ranges to the Acrobat PDFWriter. Exhibits, Proposed Form of Orders and Certificates of Service must be submitted as attachments to the main document. If you are scanning the document, scan each section separately. Delete items from your scanner database when you are finished. Too many scanned files will quickly fill your remaining disk space.

Manual Transmission of Documents

There are various acceptable forms of media. If you are not transmitting the PDF file electronically from your location to the court, there will be public-use walk-up PC equipment and scanners provided at the court. You must however save your PDF file(s) to one of the following media: 1.44MB floppy disk, ZIP100 disk, ZIP250 disk, or CD-ROM.

Scanning Guidelines

Following these scanning guidelines will minimize file size and save storage space. It is critical to the efficient use of CM/ECF that the software used for scanning documents is configured correctly. Essentially, the consequences of poor or incorrect setup are significantly increased file size - typically 20 to 40 times. This bloated file size causes:

- Vastly increased file storage requirements at the user(s) PC, server and backup level, together with a general slowness in handling such files.
- Vastly increased network traffic both locally and through the user(s) Internet Service Provider with very long file upload times. Files may simply be rejected for size or the communications network simply time out due to overlarge files.
- A very slow response from CM/ECF as the user attempts to upload a large file, and attendant delay in obtaining a confirmation of successful receipt, or at worst file rejection.
- A very slow download and file opening when attempting to read large files already uploaded into CM/ECF.

Fortunately, there are some simple steps and checks to ensure correct scanner software settings:

Resolution should be set to 300 dpi.

Image type should be set to black and white drawing (NOT gray scale, NOT color). Scanned image output or save as format should be TIF (ideally compressed CCITT4). Check your scanner software manual or Help for information on how to set output type.

A simple test scan should be made and the file converted to PDF ready for upload to CM/ECF. This PDF conversion can be done using one of several software packages but a good example is Adobe Acrobat 5.0 (full package not just the Reader). Simply drag the scanned file onto the Acrobat icon and conversion is automatic. This conversion should NOT significantly increase the file size. Do a last check of the PDF file to make sure! File size can be viewed by simply finding the file through Windows Explorer, left-clicking the icon of the file once to highlight it, then right-clicking and select Properties. The file size will be listed.

If your document is mostly text, it should be no larger than about 50KB per page. At most, a very detailed page with graphics (e.g. a title) should be no larger than about 200KB per page.

Print this page and scan it as a test!

At 300dpi this single page scans and converts to a 52KB PDF file

General Order 2005-4

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE
SOUTHERN DISTRICT OF GEORGIA**

General Order 2005-4

This general order establishes revisions to clerk's office procedures for the filing of creditor mailing matrices. The following procedural change will be implemented effective Monday, August 29, 2005.

Creditor Mailing Matrix

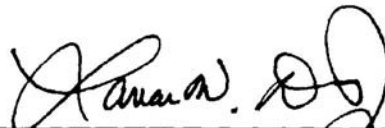
The accuracy and completeness of creditor mailing matrices are the shared responsibility of the debtor and debtor's attorney. The Court will rely on the creditor mailing matrix as submitted by the debtor and debtor's attorney. Attached as Exhibit 1 is the Certification of Creditor Mailing Matrix form which must be filed with the creditor mailing matrix. The creditor mailing matrix must be consistent with the schedules provided with the petition.

If an incomplete or inaccurate mailing matrix is submitted, it is the debtor's responsibility to send notice of the meeting of creditors to the creditors not served by the Court. Debtor must then file a Certificate of Service with the Court.

A list of preferred addresses is attached as Exhibit 2. Attorneys should periodically review the court's website at www.gas.uscourts.gov for revisions to this list.

Dated at Savannah, Georgia

This 23rd day of August, 2005.



Lamar W. Davis, Jr.
Chief United States Bankruptcy Judge

The signatures represented by 's/' on this document conform to original signatures on the paper version of this document maintained by the Filing User.