

**Case Management**



**CM / ECF**

**Electronic Case Files**

*United States Bankruptcy Court  
for the  
Western District of Missouri*

**User's Manual**

(Revised 04/02/2001)

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# Electronic Case Files System User's Manual

## Getting Started

### Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the Bankruptcy Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. It assumes a working knowledge of Netscape and Adobe Acrobat. Please refer to Adobe Acrobat and Netscape instruction manuals for specific questions regarding those applications.

### Help Desk

Telephone the Court's Help Desk at **1-800-466-9302** between the hours of 8:30 A.M. and 5:00 P. M., Monday through Friday, if you need assistance.

### Capabilities of System

The electronic filing system allows registered participants with Internet access and the Netscape browser to perform the following functions:

- Access the Court's Web page
- Download the most recent version of the User's Manual
- Access the training system comparable to the official "live" system to acquaint yourself with how the system operates.
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports

## Requirements

### Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve electronic case documents are the following:

- A personal computer running a standard platform such as Windows, Windows 95 or Macintosh
- The computer system should, at minimum, have a 486/66 processor with at least 16 megabytes of RAM
- Internet access communicating by modem, DSL or cable
- A browser, specifically Netscape Navigator version 4.5 or higher\*. Netscape's browser is available as a free download at [www.netscape.com](http://www.netscape.com)
- Adobe Acrobat PDF Writer is a purchased piece of software and allows a user to convert documents from a word processor or other software to portable document format (PDF). Please note that some newer software applications come bundled with the Acrobat PDF Writer
- Adobe Acrobat Reader software to view, print and download documents from the Court's electronic case file. The Adobe Acrobat Reader is available as a free download at [www.adobe.com](http://www.adobe.com)

\* Due to security, a session can only be established using Netscape Navigator 4.5 or higher. **DO NOT USE** America On Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.

## How to Register for Access

Participants who have never used the system must telephone the Court to discuss the system requirements and the Court's training program. The Court can also provide a form to register for access.

**Toll Free Help Desk**

**1-800-466-9302**

or

Roberta Kostrow, Operations Manager

816-512-1818

A training version of the system is provided on the Internet at <http://ecf-train.mowb.uscourts.gov> for practice purposes. It is strongly recommended that participants take advantage of filing documents in the training database before filing a document in the "live" data base.

**Note: A different set of logins and passwords are issued for the training and live systems.**

## Preparation

### Setting Up the Acrobat PDF Reader

In order to view documents filed on the system, users must set up Acrobat PDF Reader. All pleadings are in PDF format. When installing this product, please review and follow Adobe's directions to utilize an Acrobat PDF Reader after installation.

### Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the Court using the Court's Electronic Filing System. Be sure to view the PDF formatted document before sending it to ensure that it appears in its entirety and in the proper format. *See this manual on tips to view a document with the Acrobat PDF Reader before filing the document electronically.*

#### How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

## How to Convert Documents to Portable Document Format

Conversion of any word processing document to PDF Format is required before submission to the Court's electronic filing system.

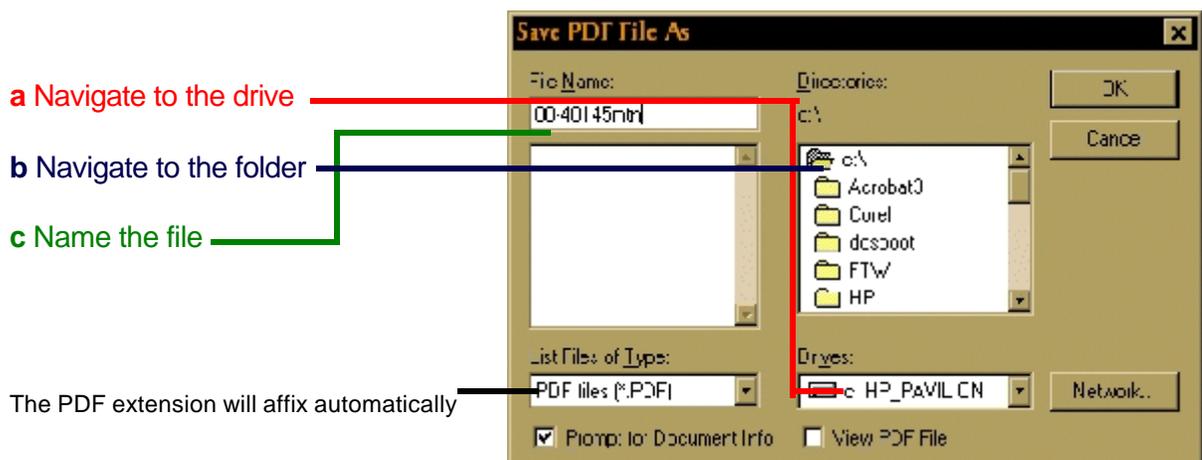
The Acrobat PDF Writer installs on your computer as a printer driver. Therefore, to convert a word processing document to a PDF file, you need to seemingly print the document to get the conversion to take place.

Since the Acrobat PDF Writer installs as a printer driver, most software applications installed on the computer will have the ability to print to PDF. For example, the bankruptcy petition preparation software can print to PDF. When the **Save As** box appears on the screen, you save the PDF document just as in any other software application.

The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

### For WordPerfect:

- 1 Once your document is complete and with the document to be converted open on your screen,
- 2 Select **File** from the menu bar, then select **Print** ( or click the printer icon from your toolbar)
- 3 Use the drop down box to select the Current Printer to **Acrobat PDF Writer**
- 4 Click **Print**. The document will not actually print; instead a Save As box will appear on your screen.



- 5 After you've selected the correct drive and folder and named your file, click **OK**.

The PDF conversion is now complete. Your *electronic original* is stored in the folder you designated.

You will still need to save your WordPerfect document in WordPerfect format as you always have, however, you will only file your PDF document with ECF.

#### **For Microsoft Word 95 or later:**

- 1 Once your document is complete and with the document to be converted open on your screen,
- 2 Click on the **File** menu and select, **Create Adobe PDF**.
- 3 **Be sure to Save the file as a PDF file, giving it a .PDF extension.**
- 4 The file is now a PDF file under the newly designated name. You will still need to save your Word document in Word format as you have always done.

#### **Any other word processing program:**

- Open the document to be converted.
- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter**.
- Click **Print**. The file should not actually print; instead Save As box should appear allowing you to save the document. It may be necessary for you to place the PDF extension on the end of the file name.

*Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.*

## Basics

### User Interactions

#### Documents Filed In Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to refile the document.**

To request a correction, telephone:

**Toll Free Help Desk**

**1-800-466-9302**

or

Roberta Kostrow, Operations Manager

816-512-1818

as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised *if* you need to refile the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

#### Viewing Transaction Log

This feature, selected from the **Reports Menu**, allows you to review all transactions processed with your login and password. If you believe or suspect someone is using your login and password without permission, telephone the Court's Help Desk at 1-800-466-9302 as soon as possible.

#### User's Manual

The most recent version of the User's Manual for the system is always available at <http://ecf.mowb.uscourts.gov> or at the Court's general Web site: <http://www.mow.uscourts.gov>.

## A Step-By-Step Guide

### How to Access the System

Users can get into the system via the Internet by going to:

<http://ecf.mowb.uscourts.gov>

A login and password is required to file a document or train to file a document.

### Logging In

#### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your **ECF** login and password for electronic filing capabilities. If you do not have ECF capabilities, enter your **PACER** login and password. If you do not have a **PACER** login, contact the **Electronic Service Center** to establish an account. You may register online at <http://pacer.pse.uscourts.gov> or call the **PACER Service Center** at (711) 464-5343 or (800) 316-4441.

For more information regarding the system, please visit the **ECF** and **PACER** Help Pages. If you have any questions, please contact the **Electronic Service Center** at (711) 464-5343 or (800) 316-4441. All information is for informational purposes only. The **ECF** and **PACER** systems are subject to change without notice. The **ECF** and **PACER** systems are subject to change without notice. The **ECF** and **PACER** systems are subject to change without notice.

**Authentication**

Login:

Password:

client code:

*CLIENT has been tested and works correctly with Netscape 4.0x and 4.7x.*

- Enter your Login and User Password in the appropriate data entry fields. Then click on the **Login** button to transmit the information to the system. If an error is made before you've submitted the screen, the **Clear** button allows you to clear the Login and Password entries so they may be re-entered.
- If an invalid combination has been submitted, the system responds with an error message. Click on the **BACK** button, then re-enter your login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

Once the Main Menu Page appears, choose from a list of **hyperlinked** options on the top bar.



**Note:** that the date *you last logged into the system* appears at the bottom left corner of this page. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk at 1-800-466-9302 as soon as possible.

The following text appears beneath the above screen:

***“This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.***

***Welcome to the U.S. Bankruptcy Court for the Western District of Missouri - Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.***

***The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.***

***You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's frame capability for new navigation tips.”***

## The Main Menu



**Bankruptcy** If you are filing a new bankruptcy petition or filing any documents in a bankruptcy proceeding, click **Bankruptcy** from the main menu. This manual provides step-by-step instructions for making a variety of filings using ECF.

**Adversary** If you are filing a new Adversary action or filing any documents in an adversary proceeding, click **Adversary** to proceed. See this manual for instructions on making adversary filings.

**Query** Query allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.

**Reports** From the Reports menu, you can run a variety of reports including a Case Report and Docket Report.

**Utilities** This option allows you to change your password or view a log of transactions you have made in ECF.

**Logout** Allows you to logout of the system. It is recommended that you use the Logout option when finishing any filing or queries in ECF.



Help feature.

# Bankruptcy Case Opening

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF. The case is a chapter 7, no asset, individual consumer.

**STEP 1** Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** The **BANKRUPTCY EVENTS** screen displays.



— Click on the [Open a BK Case](#) hyperlink.

- For further information on each of these categories, click the help icon  from the Main Menu.

### Bankruptcy Events

Select one of the menu options available and subsequent screens will prompt you for the information required to:

Answer/Response	File an answer, response, or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket items (e.g., utility orders) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors to an existing bankruptcy case, either individually or by uploading a creditor matrix. Also edit existing creditors' names and addresses.
File Claims	File a claim to an existing bankruptcy case.
Motions/Applications	File a motion or application to an existing bankruptcy case.

Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in the document). (See also Batch Filings.)
Notices	File a notice to an existing bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to an existing bankruptcy case.
Other	File a miscellaneous document to an existing bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to an existing bankruptcy case.
Trustee/JS Trustee	File a document related to the chapter trustee or the JS Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to manage his/her 341 meetings, by date.

**STEP 3** The **CASE DATA** screen displays.

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

**Open New Bankruptcy Case**

Case Number

Office: [Fl...]

Date Filed: 9/15/2000

Chapter: [?]

Joint Petition: [n]

Case Type: [bk]

Deficiencies: [y]

[Next] [Clear]

- The case number will be generated later in this process.
- Select **Office** from the pick list box. You must select the office that is the correct venue based on the debtor's county of residence.
- The current date is displayed in the **Date Filed** field.
- Select the **Chapter** from the pick list box.
- The default value for **Joint** is **n**; for a Joint filing select **y**.
- The **Case Type** defaults to **bk**. No action is necessary.
- If there are any items missing from the petition change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen. Click **y**.
- Click **[Next]** to continue.

**STEP 4** The **PARTY SEARCH** screen displays.

- Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- Enter the debtor's last name and click **[Search]**. For business filings, enter the entire name in the **Last/Business** name field.

**STEP 5** If there are no matches, the system will return a **No Person Found** message.

- Since the party is not already on the database, proceed to add the debtor. Click **[Create New Party]**.

**STEP 6** The **PARTY INFORMATION** screen displays.

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form fields are as follows:

- Last name:  First name:
- Middle name:  Generation:  Title:
- SSN:  Tax ID:
- Office:  Address 1:
- Address 2:  Address 3:
- City:  State:  Zip:
- County:  Country:
- Phone:  Fax:
- E-mail:
- ProSe:  Role:
- Party text:

At the bottom of the form, there are buttons for 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note reads: 'Add aliases one at a time before clicking the Submit button.'

- Enter the debtor **Name** and **Address** information in the appropriate boxes.
- Select the debtor's **County** of residence from the pick list box.

**NOTE:** Type the first letter of the county name for a faster search.

- Leave *pro se* as **no**.
- The **Role Type** defaults to **Debtor**. No action is necessary.
- Enter further descriptive text for the debtor in the Party text field, if appropriate. (a Missouri Corporation, Guardian of the State, etc.)
- If the party has an alias, click the **[Alias]** button.

**STEP 7** The **ALIAS** screen appears.

	Last/Business name	First name	Middle name	Generation	Role
1	Deane, L	Deane			Dea
2					Dea
3					Dea
4					Dea
5					Dea

Click the Add aliases button to return to the Party screen and add more aliases, add aliases, and submit information for this party.

- One can enter up to 5 alias records. **Alias Role** selections include aka, dba, fdba, fka.
- Click **[Add aliases]**.

**STEP 8** The **PARTY INFORMATION** screen reappears.

**Party Information**  
 Last name: Deane, L      First name: L  
 Middle name: L      Generation:      Title:        
 SSN: 301-42-6557      Tax ID:        
 Office:      Address 1: 2010 Sun. Coast  
 Address 2:      Address 3:        
 City: Fresno, CA      State: CA      Zip: 94103  
 County: Fresno      Country:        
 Phone: 501-553-6831      Fax:        
 E-mail:        
 PinSp: rr      Role: Director in place  
 Party text:        


 Add all aliases and aliases before clicking the Submit button.

- Clicking on the **[Review]** button presents a screen summarizing the attorney and alias activity for this debtor.

The screenshot shows the ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is yellow and titled 'Attorney(s) added:'. Below this title, it says 'None added.' followed by 'Alias(s) added:'. Under the alias section, 'Dale A. Daniels' is listed. At the bottom, there are two buttons: 'Return to Party screen' and 'Cancel'.

- Verify the information.
- Note there will be no attorney added until the end of the case opening process.
- Click **[Return to Party Screen]**.

**STEP 9** The **PARTY INFORMATION** screen will return again. If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

**NOTE:** If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

**STEP 10** The **STATISTICAL DATA** screen appears next.

The screenshot shows the ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is yellow and titled 'STATISTICAL DATA'. It contains several sections: 'Type of debtor' with checkboxes for Individual, Corporation, Partnership, Other, Retired, Stockholder, and Community Banker; 'Fee status' (Paid), 'Nature of debt' (Installment), 'Voluntary' (Voluntary), 'Origin' (Original), and 'Date split/transfer' (empty field); 'Asset notice' (No), 'Estimated number of creditors' (1-15), 'Estimated assets' (\$0-\$20,000), and 'Reinstated debts' (11-\$1,1111). At the bottom, there are 'Next' and 'Cancel' buttons.

- Select the **Type of Debtor** by clicking in the appropriate box(es).
- **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose Installment from the pick list box.

- Designate the **Nature of Debt** as Consumer or Business.
- The default value is for a **Voluntary** Petition. For Involuntary Petitions, select Involuntary from the pick list box.
- The **Origin** defaults as Original. No action is necessary.
- **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.
- Choose Yes or No for **Asset notice** designation.

**NOTE:** A Chapter 7 is always “No” asset. All other chapters are always “Yes” assets.

- Select the range of **Estimated Creditors** from the pick list box.
  - 1 -15
  - 16 - 49
  - 50 - 99
  - 100 -199
  - 200 - 999
  - 1,000 - over
- Select the correct dollar range for **Estimated Assets**.
  - Under \$50,000
  - \$50,001 - 100,000
  - \$100,001 - 500,000
  - \$500,001 - 1 million
  - \$1,000,001 - 10 million
  - \$10,000,001 - 50 million
  - \$50,000,001 - 100 million
  - More than \$100 million
- Select the correct dollar range for **Estimated Debts**.
  - Under \$50,000
  - \$50,001 - 100,000
  - \$100,001 - 500,000
  - \$500,001 - 1 million
  - \$1,000,001 - 10 million
  - \$10,000,001 - 50 million
  - \$50,000,001 - 100 million
  - More than \$100 million
- Click [**Next**] to continue.

- STEP 12** If you have selected **y** for **Deficiencies** on the **Case Data** screen, the **DEFICIENCY LIST** screen appears.

Deficiency List

*(The following MPT is included as a petition)*

Deb. Sig. re: Relief Av.

Aty. Sig. Page 2

Aty. Sig. Exhibit B

SSN/Tax ID

Summary of Schedules

Schedules A-J

Schedule A

Schedule B

Schedule C

Schedule D

Schedule E

Schedule F

Schedule G

Schedule H

Schedule I

Schedule J

Inventory of Property

List of All Creditors

Next Clear

- Check the check box for each item that is not included with this petition. For this exercise, select **Schedules A-J**.
- Click **[Next]** to continue.

**STEP 13** The **SELECT A PDF DOCUMENT** screen appears.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it.
- There will be no attachments to this petition. Attachments will be covered in a later lesson.
- Click **[Next]** to continue.

**STEP 14** The **INCOMPLETE FILINGS DEADLINES** screen is presented showing the due date for the missing schedules A-J.

- The court will monitor this deadline for compliance.
- The deadline for missing documents is calculated and displays. This will print on the final docket text and as a schedule record for queries and reports.
- Click **[Next]** to continue.

**STEP 15** The **MODIFY DOCKET TEXT** screen appears.

- No editing is necessary.
- Click **[Next]** to continue.

**STEP 16** The **FINAL TEXT EDITING** screen displays.

- 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.
- To abort or restart the transaction, click on the [Bankruptcy Events](#) hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- The case number will now be assigned. Click **[Next]** to continue.

**STEP 17** The **NOTICE OF ELECTRONIC FILING** screen displays.

- Make a note of the case number appearing below.

**ECF** Bankruptcy + Adversary + Query + Reports + Utilities + Logout

**Open New Bankruptcy Case**

[Notice of Bankruptcy Case Filing](#)

The following transmission was received from Stephens, Dale on 7/17/2010 at 1:13 PM CDT

Case Name: Dale A. Daniels  
Case Number: [00-10211](#)  
Document Number: [1](#)

Docket Text:  
Chapter 7 Voluntary Petition (Debtors, State)

The following document(s) are associated with this transaction

Document description: Main Document  
Original filename: R:\TRADING\ECF\Transmissions\00-10211\Main\7\Main\PDF\000102110001.pdf  
Electronic Document Stamp:  
[STAMP: 00-10211-0001 (Date=7/17/2010) (FileNumber=1555-01) (42ae537e81762b8e28e57ab4e0b59d2522e778208c42c04c0a2d3c143b9412b6120782777603f6b4a2706e4a20b0ab700006e84fb02ba97010007026aa82a440b0148-9d742a9719d15950e7352446475680ebd1a0b4322160ca81b28d07607233753ae6326e775442ad36558340b1598960a2c51a352e22)]

00-10211 Notice will be electronically mailed to:

00-10211 Notice will not be electronically mailed to:

Steve Williams  
2001 Washington Drive  
Fleetwood, ME 02115

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies the that petition is now an official court document.

**NOTE:** It is recommended to save and/or print this screen for future reference. It will not displayed again.

- Clicking on the case number hyperlink identified in blue, the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the petition just filed.
- The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case.
- The **NOTICE OF BANKRUPTCY CASE FILING** screen appears.

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

United States Bankruptcy Court  
Technology Training and Support Division

**Notice of Bankruptcy Case Filing**

A bankruptcy case concerning the estate of Dale A. Daniels was filed under Chapter 7 of the United States Bankruptcy Code on 07/17/2000.

**Dale A. Daniels**  
8899 N. 44th Street

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

**Bruce Williams**  
275 Huntington Place  
Portland, ME 02115  
503 555 4331

**Katita Stevens**

The case was assigned case number 00-10211 to Judge Lilian Strubberg.

- This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, 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. This option is available for public inquiry as well as court users.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

## Application To Pay Filing Fees in Installments

This procedure explains how to docket an application to pay filing fees in installments using the electronic case filing system (CM/ECF).

**STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu.

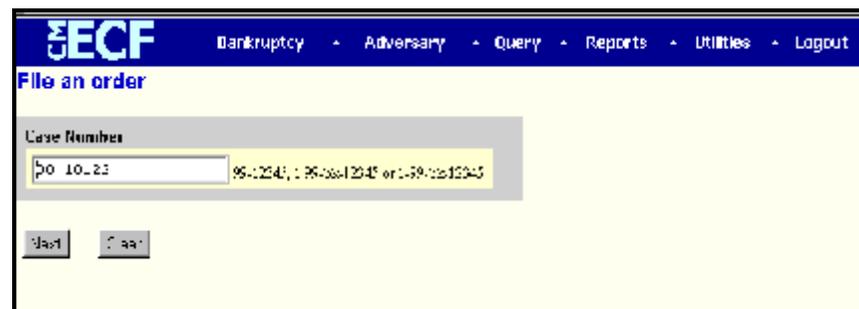


**STEP 2** The **BANKRUPTCY EVENTS** screen displays.



— Click the [Motions/Applications](#) hyperlink.

**STEP 3** The **CASE NUMBER** screen displays.



- Enter the correct case number (yy-nnnnn) including the hyphen.
- Click **[Next]**.

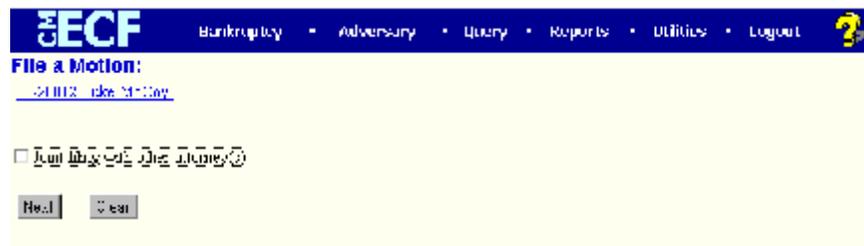
**NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

**STEP 4** The next screen displays.



- Scroll to display the Pay Filing Fee in Installments event.
- Click to highlight.
- Click **[Next]**.

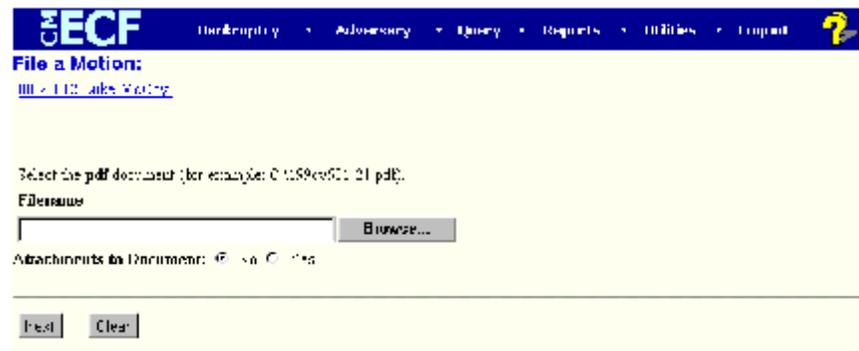
**STEP 5** The next screen displays.



- Check the box if you are making a joint filing. Do not check the box if you are not making a joint filing.
- Click **[Next]**.

**STEP 6** The **PARTY SELECTION** screen displays.

- Scroll the list to find the party this Application is being filed on behalf of.
- Click to highlight.
- Click **[Next]**.

**STEP 7** The **PDF DOCUMENT SELECTION** screen displays.

- Click the Browse button to navigate to the directory where the appropriate PDF file is located.
- Right-click for a popup menu, then Click Open. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to file, simply close down the Reader and you will pop back to the file upload screen.
- The PDF file you selected should still be highlighted. Click Open.
- Click **[Next]**.

**STEP 8** The **MODIFY TEXT** screen displays.

The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is the 'File a Motion' section with a link to '00 ECF User Guide'. The main area is titled 'Docket Text: Modify as Appropriate.' It features a dropdown menu currently showing 'Application to Pay Filing Fee in Installments' and a text input field containing 'Filed by John Lewis Jr., (Student1, )'. At the bottom of this section are 'Next' and 'Clear' buttons.

- A supplemental text box window and the prefix box are available to add more detail to the docket text.
  - Click the down arrow to display the prefix options.
  - Add detail to the final text if appropriate.
  - Click **[Next]** to Continue.

**STEP 9** The **FINAL DOCKET TEXT** screen appears.

The screenshot shows the ECF interface for the final docket text. The navigation bar is the same as in Step 8. The 'File a Motion' section now shows a link to '00 ECF User Guide'. The main area is titled 'Docket Text: Final Text' and displays the text 'Application to Pay Filing Fee in Installments Filed by John Lewis Jr., (Student1, )'. Below this is a red warning message: 'Attention! Submitting this screen commences this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

- Confirm any text added is correct.
- Click **[Next]** to file the document.

**NOTE:** At this point, your document has not been filed. If you need to cancel this transaction, click Logout from the Main Menu to abort the filing.



- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- Description of Notice of Electronic Filing screen.

**Notice of Electronic Filing:**

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document.

**Associated documents:**

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Document description: First attached document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

**Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

**Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.

## Proofs of Claim

When claims are filed in a CM/ECF case, the claim is attached to the creditor record of the claimant. One must first retrieve the creditor by searching the creditor database and then link the claim to it.

Most often the creditor filing the claim has already been added to the creditor data base. In the following exercise, the creditor is already on the case. A separate procedure showing how to add a creditor to the creditor data base is available.

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

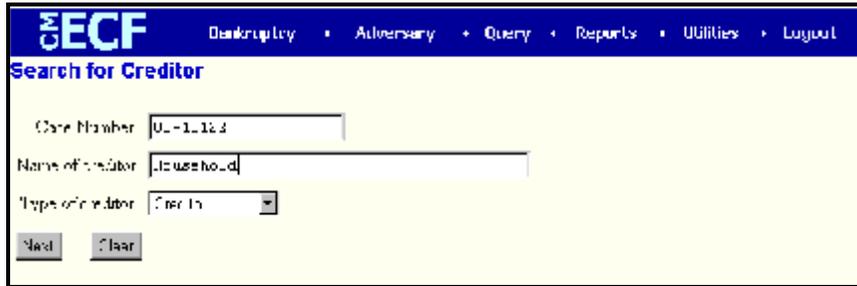


- STEP 2** The **BANKRUPTCY EVENTS** screen displays.



- Select File Claims.

**STEP 3** The **SEARCH FOR CREDITOR** screen displays.



- Click in the **Case Number** box and enter the correct case number in *yy-nnnnn* format.
- Enter the **Name of Creditor** filing the claim or other helpful search clues.

**Search Hints:**

- ! Searching is case sensitive. (Smith not smith)
- ! Include punctuation. (O'Brien)
- ! Partial names can be entered. (Smi)
- ! Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
- ! Try alternate search clues if your first search is not successful.
- ! Wild cards will not be recognized.

- Do not change the default in the **Type of Creditor** box.
- Click **[Next]** to search the creditor database for this claimant.

**NOTE:** If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll the entire list, click and hold the mouse on the credit name window.

- STEP 4** The **SELECT A CREDITOR FOR CLAIM** screen displays the creditor(s) who meet the search criteria.

- A pick list displays if more than one creditor meets the search criteria.

**NOTE:** If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll the entire list, click and hold the mouse on the creditor name window.

- If, after several attempts with different search clues, you are unable to retrieve the correct creditor, it is possible to add a new creditor while on this screen. Click on the [Add Creditor](#) hyperlink and proceed with the addition of the creditor record. You must click on **Last Entry** before selecting **[Next]**
- The next three screens show addition of creditor(s).

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

Add Creditor[s]

Total Creditors Entered:

Next

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

Creditors Receipt

Case Number	00-40022
Total Creditors Added to List	1

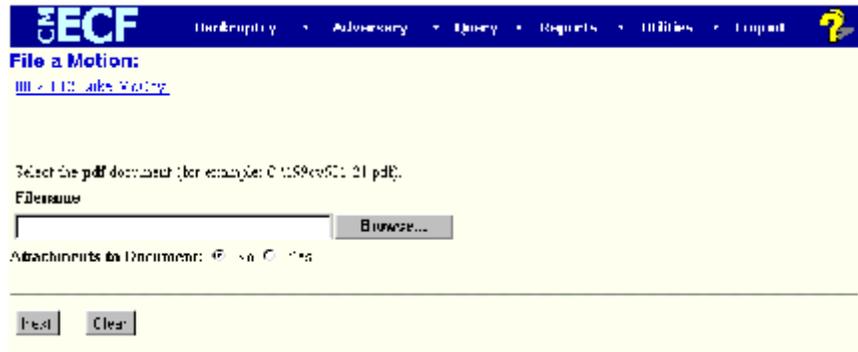
[File A Proof of Claim](#)

[Return To Creditor Maintenance Menu](#)

- When Creditors Receipt screen appears (see screen above), select **File a Proof of Claim**. Refer to Step 4 for selecting creditor.
- Identify the creditor filing the proof of claim and click highlight.
- Click **[Next]**.



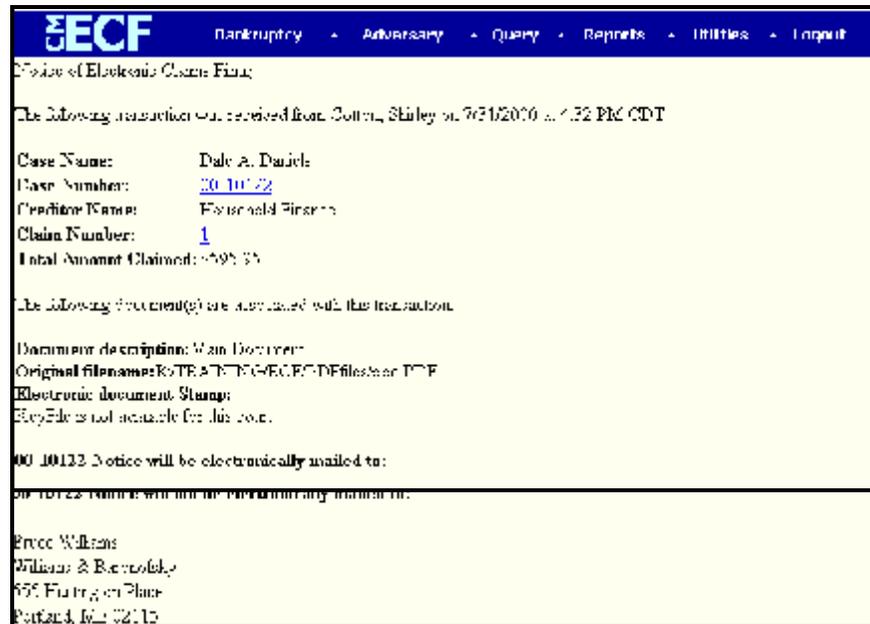
**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation menu with links for Home, Adversary, Query, Reports, Utilities, and Logout. Below the menu, the page title is "File a Motion:" followed by a breadcrumb trail "Home > ECF > File a Motion". The main content area is titled "Select the pdf document (for example: C:\MS9cv001-01.pdf)". Below this, there is a "Filename" label and an empty text input field. To the right of the input field is a "Browse..." button. Below the input field, it says "Attachments in Document: 0 / 500 files". At the bottom of the form, there are two buttons: "Next" and "Clear".

- Click the Browse button to navigate to the directory where the appropriate PDF file is located.
- Right-click for a popup menu, then Click Open. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to file, simply close down the Reader and you will pop back to the file upload screen.
- The PDF file you selected should still be highlighted. Click Open.
- Click **[Next]**.

- STEP 7** 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 docket report for this case.
- Clicking on the document number hyperlink displays the PDF image of the claim itself.
- To print a copy of this notice, click the browser **[Print]** icon.
  - To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claims entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

**STEP 8 CLAIMS REGISTER**

- To run the Claims Register to see how this information is presented, click **Reports** on the Main Menu Bar and then **Claims Register** hyperlink. There is also a separate Claims Register lesson.

## Application To Employ

This lesson shows the specific example of an application to employ a party as an auctioneer.

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

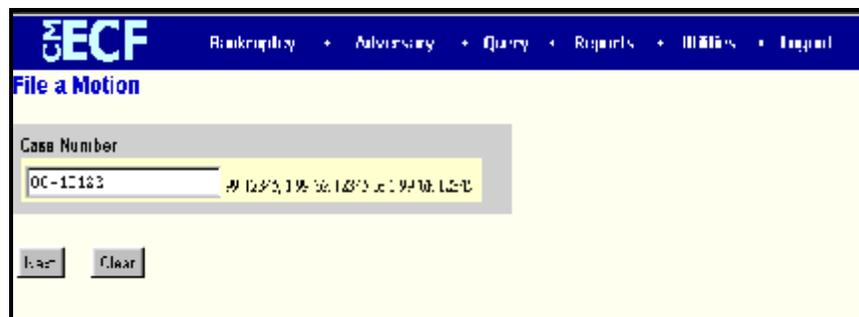


- STEP 2** The **BANKRUPTCY EVENTS** screen displays.



- ! Click the Motions/Applications hyperlink.

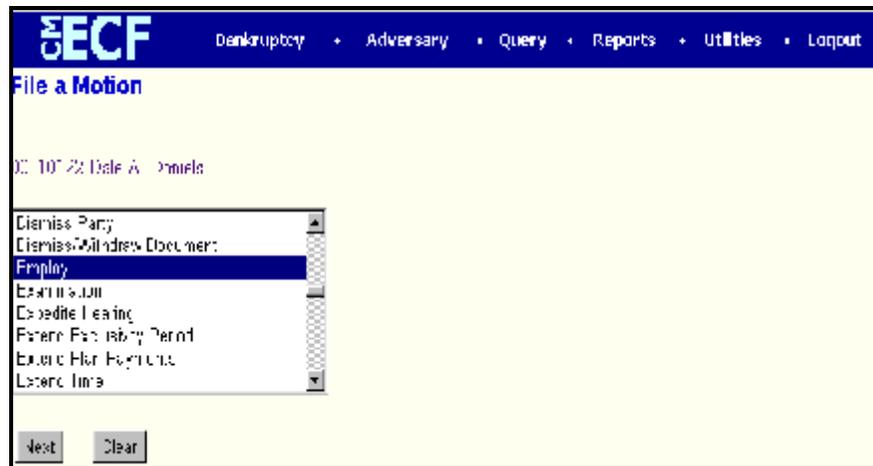
- STEP 3** The **CASE NUMBER** screen displays.



- Enter the case number in YY-NNNNN format.

- Click **[Next]**.

**STEP 4** The **DOCUMENT SELECTION** screen displays.

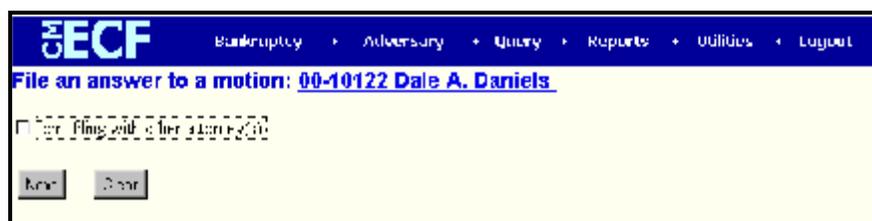


- Scroll the **File a Motion** box to select the **Employ** relief.

**NOTE:** To find the motion you need fast, type the first letter of the employ (*E* for *Employ*) and the highlight bar will immediately select the first event beginning with *E*.

- Click **[Next]**.

**STEP 5** The **JOINT FILING** screen displays.



- This screen is only used if another attorney is joining in a filing. No action is necessary.
- Click **[Next]**.

**STEP 6** The **SELECT PARTY** screen displays.

- Scroll the **Select the Party** box to locate and select the trustee. Click **[Next]** to continue.

**STEP 7** The **PDF DOCUMENT SELECTION** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- Double-click the PDF file to select it.
- Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach the affidavit to the motion.

**NOTE:** Please note that the PDF file of the application to employ is not an **attachment**. An **attachment** is another supporting document, such as supporting affidavits, exhibits, etc. which are defined by each court.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by clicking on the hyperlink within the docket text.

- Click **[Next]**.

**STEP 8** A **DOCUMENT INFORMATION** screen displays.

- The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.
- Click **[Next]** to continue.

**STEP 9** The **MODIFY TEXT** screen displays.

- A supplemental text box window and a prefix box are available to add more detail to the docket text.
  - Click the down arrow — to display the prefix options. Select a descriptive prefix, if it is appropriate.
  - If necessary, add detail to the final text.
  - Click **[Next]** to continue.

**STEP 10** The **FINAL APPROVAL** screen will appear.

**Docket Text Final Text**

Application to Employ *for sale of equipment* Hank Schroeder as Auctioneer Filed by Tuka McCreary. (Attachments: # (1) Affidavit) (Conner, Tammie)

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

- Verify the final docket text. Read the warning message and proceed. If correct, click **[Next]**
- If the final docket text is incorrect:
- Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 11** The **NOTICE OF ELECTRONIC FILING** screen displays.

**ECF** Bankruptcy | Adversary | Query | Reports | Utilities | Logout

**File a Motion: 00-10122 Dale A. Daniels**

Notice of Electronic Filing

The following transaction was received from Mayfish, Date: 01/27/2000 at 9:59 AM CST

Case Name: Dale A. Daniels  
Case Number: [00-10122](#)  
Document Number: [1](#)

Docket Text:

Docket Text:  
Application to supply for sale of equipment Lark Shores for as above user submitted by Lark Shores (Attachments: # (1) Affidavit (Dever, Thomas))

The following document(s) are associated with this transaction

Document description: Vol 1 Document  
Original filename: C:\vol1.PDF  
Electronic document Stamp:  
[5c5227a-74b297503d2fdd3d57344e6451464dea63449373244641a76621732  
57c3d486379449048732e020049e6617676c2ba537c32c6b1443c5]]

Document description: Affidavit  
Original filename: C:\vol1.PDF  
Electronic document Stamp:  
[5c5227a-74b297503d2fdd3d57344e6451464dea63449373244641a76621732  
57c3d486379449048732e020049e6617676c2ba537c32c6b1443c5]]

**00-20012** Notice will be electronically mailed to:

Hardy Hansen  
Hansen & Hansen  
1794 River St  
San Antonio, TX 78209

Berry Mason  
Mason & Associates  
277 Woodlawn  
Houston, TX 77009

Clarr D. West  
West, Johnson, Smith and Jones  
125 E. Clamwork Street  
Suite 200  
St. Louis, MO 63102

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the application just filed.
- Scroll down to see participants who have or have not registered for electronic noticing on this case.
- To print a copy of this notice click the browser **[Print]** icon.
- You may also save the notice through the browser **File/Save** option.

## Multi-Part Motions

This procedure explains how to docket a two-part motion. The example illustrated is a Motion for Relief from Stay and Adequate Protection.

**STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.



**STEP 2** The **BANKRUPTCY EVENTS** screen displays.



! Click the [Motions/Applications](#) hyperlink.

**STEP 3** The **CASE NUMBER** screen displays.

The screenshot shows the ECF 'File a Motion' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion'. A 'Case Number' label is positioned above a text input field containing '00-1-102'. To the right of the input field, there is a timestamp: '09/13/2001 10:29:46 AM'. Below the input field are two buttons: 'Next' and 'Clear'.

- Enter the case number, including the hyphen.
- Click **[Next]**.

**NOTE:** You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

**STEP 4** The **DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF 'File a Motion' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion'. A date and time stamp '09-10-2001 10:29:46 AM' is visible. A document selection list is displayed, containing the following items: 'Abandon', 'Accounting', 'Adequate Protection', 'Administrative Expenses', 'Allow Claims', 'Allow Payment Encourages', 'Amend', and 'Amend Application'. The 'Adequate Protection' and 'Relief From Stay' items are highlighted. Below the list are two buttons: 'Next' and 'Clear'.

- Scroll the **Document Selection** box, if necessary, to display Adequate Protection.
- Click to highlight Adequate Protection. Keeping the **[Ctrl]** key depressed, scroll and highlight Relief From Stay. There are now two reliefs identified and selected for this motion.
- Click **[Next]**.

**STEP 5** The **JOINT FILING** screen displays.

The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the page title is 'File a Motion: 00-10122 Dale A. Daniels'. A checkbox labeled 'Court filing with other attorney(s)' is present. At the bottom, there are 'Next' and 'Clear' buttons.

- This screen is only used if another attorney is joining in a filing. No action is necessary.
- Click **[Next]**.

**STEP 6** The **SELECT PARTY** screen displays.

The screenshot shows the 'Select the Party' screen. It features a dropdown menu with the following options: 'Klineer Used Corp. (corp)', 'Daniels, Dale A. (Indiv DL)', 'Greenlee Financial Corp (corp)', 'Holt, Deput (corp)', 'Acadian Financial (corp)', and 'Stevens, Kirby (Indiv)'. To the right of the dropdown is a hyperlink labeled 'Add/Create New Party'. At the bottom, there are 'Next' and 'Clear' buttons.

- Since the party, Friendly Finance, is not listed, it must be added. Click the [Add/Create New Party](#) hyperlink.

**STEP 7** The **PARTY SEARCH** screen appears.

The screenshot shows the 'Search for a party' screen. It has three input fields: 'SSN', 'Tax ID', and 'Last Business Name'. The 'Last Business Name' field contains the text 'Friendly'. Below the input fields are 'Search' and 'Clear' buttons.

- Enter the first part of the business name and click **[Search]**.

**STEP 8** If there are no matches, the system will return a **No Person Found** message.

Search for a party

SSN  Tax Id

Last/Business name

Party search results

No person found.

- Since the party is not already on the database, proceed to add the creditor, Friendly Finance. Click [**Create New Party**].

**STEP 9** The **PARTY INFORMATION** screen displays.

Party Information

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Home  Fax

E-mail

ProSe  Role

Party text

- Enter creditor **Name** information in the appropriate boxes, according to court policy.
- Leave *pro se* as **no**.

- Expand the **Role Type** selection pick list by clicking on the down arrow — and select Creditor.
- Enter further descriptive text for the creditor in the Party Text field, if appropriate. (A Connecticut Corporation, Guardian of the State, etc.)
- Click **[Submit]**.

**STEP 10** The **SELECT PARTY** screen appears again.

The screenshot shows the ECF interface for 'File a Motion: 00-10122 Dale A. Daniels'. The 'SELECT THE PARTY:' section has a dropdown menu open, listing several entities. 'Friendly Finance (cr)' is highlighted in blue. Below the dropdown are 'Next' and 'Clear' buttons.

- The creditor's name, Friendly Finance, is highlighted.
- Click **[Next]** to continue.

**STEP 11** The **ATTORNEY/PARTY ASSOCIATIONS** screen appears.

The screenshot shows the ECF interface for 'File a Motion: 00-10122 Dale A. Daniels'. The text reads: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this, there is a checked checkbox for 'Friendly Finance (cr) represented by Mason, Perry (att)'. At the bottom are 'Next' and 'Clear' buttons.

- Click the box to establish the association between you and Friendly Finance.
- Click **[Next]**.

**STEP 12** The **PDF DOCUMENT SELECTION** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- Click **[Next]**.

**STEP 13** The **MODIFY DOCKET TEXT** screen appears.

- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list
- In either or both of the text boxes, add additional text for the motions you are filing according to your court procedures.
- Click **[Next]** to continue.

**STEP 14** The **FINAL TEXT EDITING** screen displays.

CM ECF Bankruptcy + Adversary + Query + Reports + Utilities + Logout

File a Motion: [00-10122 Dale A. Daniels](#)

Docket Text: Final Text

Motion for Adequate Protection, Motion for Relief from Stay Filed by Friendly Finance.  
(Attachments: \* (1) Proposed Order Relief From Stay Adequate Protection) [Blacnn, Perry]

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

- Carefully verify the final docket text. This is your last chance to verify and change this entry before addition to the case.
- If correct, click **[Next]**
- If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the screen to be modified.

**STEP 15** The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

**ECF** Bankruptcy \* Adversary \* Query \* Reports \* Utilities \* Logout ?

**File a Motion: 00-10122 Dale A. Daniels**

Notice of Electronic Filing

The following transaction was received from KASAP, Payer on 04/02/01 at 2:17 PM CDT

Case Name: Dale A. Daniels  
Case Number: 00-10122  
Document Number: 16

Market Text:  
Motion for Appointment of Receiver, Motion for Relief from Stay Filing by Third Party Funding of the Bankrupt's 401 (k) Program Case  
Kathleen Stuyvesant Associates Protection (KASAP, Filer)

Document description:Motion Document  
Original filename:R:\TRAND\F\ECF\00\Filer\1616\aspq01.DDF  
Electronic document Stamp:  
Keyfile is not available for this court

Document description:Proposed Order Relief from Stay of Equize Protected  
Original filename:R:\TRAND\F\ECF\00\Filer\00\Filer\00\Filer\00\Filer\00.DDF  
Electronic document Stamp:  
Keyfile is not available for this court

00-10122 Notice will be electronically mailed to:

Amy Beaman amybea@jovita.williams.com  
Kathleen Hegira kathhe@stuyvesant.com  
Bruce Williams brucew@smallman.com

Cornelius Spoleby  
Appelby, Crowe, Hunsicker & Clark  
811 E. 21st Street  
Columbia, MO 65206

Hardy Hansen  
Hansen & Hansen  
1224 Main St  
San Antonio, TX 78209

Perry Hansen  
Hansen & Associates  
217 Woodlawn  
Houston, TX 77029

Glenn D. West  
West, Conway, Smith and Lane  
112 E. Chestnut Street

- Click the browser **[Print]** button to print a copy of this notice.
- You may also save the notice through the browser File/Save option.

## Objections to Motions

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Relief from Stay and Adequate Protection.

**STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu.



**STEP 2** The **BANKRUPTCY EVENTS** screen displays.



— Click the [Answer/Response](#) hyperlink.

**STEP 3** The **ANSWER/RESPONSE TYPE** screen displays.



— Click the [Reference an existing motion/application](#) hyperlink.

**STEP 4** The **CASE NUMBER** screen displaysThe screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion". The main content area has a light yellow background. A grey box contains the "Case Number" label and an input field. The input field contains the text "20-10-12". To the right of the input field, there is a smaller grey box containing the text "99-123 5,149 MI-123 15 av 99 MI: 0345". Below the input field, there are two buttons: "Next" and "Cancel".

- Enter the correct case number, including the hyphen.
- Click **[Next]**.

**STEP 5** The **DOCUMENT TYPE SELECTION** screen displays.The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion". The main content area has a light yellow background. Below the page title, there is a blue link that says "20-10-12 Debt A. Entries". Below the link, there is a pick list labeled "DOCUMENT" with a down arrow. Below the pick list, there are two buttons: "Next" and "Cancel".

- Click on the down arrow in the **Document Type** pick list.
- Your choices in the starter database are Objection, Reply or Response. Highlight *objection*.
- Click **[Next]**.

**STEP 6** The **JOINT FILING** screen displays.

- This screen will only be used if another attorney is joining in this filing. No action is necessary.
- Click **[Next]**.

**STEP 7** The **SELECT PARTY** screen displays.

- The party filing the objection in this example is Providian Financial.
- Since the party name (Providian Financial) does not display in the **Select The Party** box, they need to be added to this case.
- Click the Add/Create New Party hypertext link.

**STEP 8** The **ATTORNEY/PARTY ASSOCIATION** screen appears.

- Since the party filer, Providian Financial, is new, this screen will establish you as counsel for them on this case.-
- Check the box and click **[Next]**.

**STEP 9** The **PDF DOCUMENT SELECTION** screen displays.

- The file date and the EOD date for this entry will appear in a subsequent screen, **the Notice of Electronic Filing**.
- Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- Double-click the PDF file to select it.
- There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- Click **[Next]**.

**STEP 10** The **PENDING MOTIONS** screen appears.

**ECF** Bankruptcy + Adversary + Query + Reports + Utilities + Logout

**File an answer to a motion: 00-10122 Dale A. Daniels**

Select the motion(s) you wish to answer.

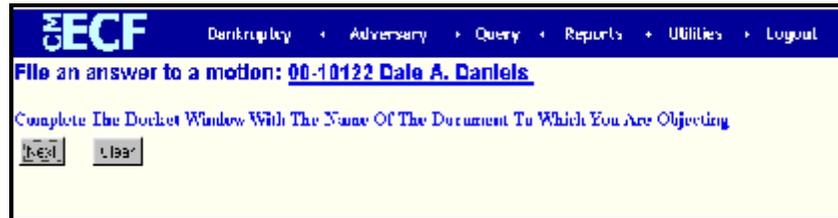
08/22/10 13 Application for Reorganization, (Assistant, William W. Thompson, for Period 7/1/2010 to 7/31/2010, Fee: \$450, Expenses: \$93.50) Filed by William W. Thompson (Sarasota, Fla)

08/24/10 16 Motion for Adequate Protection, Motion for Eviction Stay Filed by Friendly Finance (Attachments: # (1) Proposed Order Relief from Stay Adequate Protection) (Gwen Perry)

Next Clear

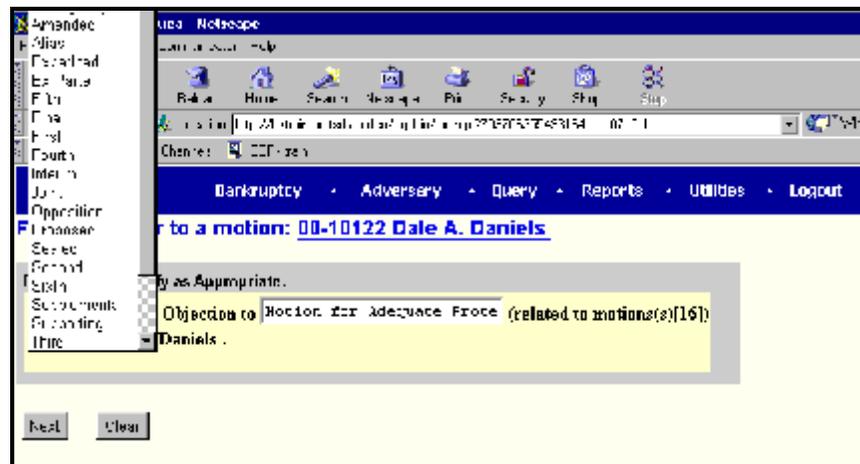
- Select the appropriate motion you wish to answer by clicking in the box next to the date.
- In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
  - Using your mouse, highlight the text of the Applicable Motion.
  - From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text.
  - This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.
- Click **[Next]**.

- STEP 11** A reminder message will display to ensure the final docket text is complete and meaningful.



- Click **[Next]**.

- STEP 12** The **MODIFY DOCKET TEXT** screen appears



- These prefixes are optional. (See pop-up menu above.)
- Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 11, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.
- Click **[Next]**.

**STEP 13** The **FINAL DOCKET TEXT** screen appears.

**ECF** Bankruptcy · Adversary · Query · Reports · Utilities · Logout

**File an answer to a motion: 00-10122 Dale A. Daniels**

Docket | eFile | Mail | eFax

Objection to (related to motions(s))16 Filed by Dale A. Daniels.

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

- Use caution on this screen and proof the contents of the entry carefully.
- When you click **[Next]**, the entry is sent to the court's database.

**NOTE:** To abort or restart the transaction at any time, click the [Bankruptcy](#) hyperlink on the main menu bar.

**STEP 14** The **NOTICE OF ELECTRONIC FILING** screen appears.

**ECF** Bankruptcy - Adversary - Query - Reports - Utilities - Logout

**File an answer to a motion: [00-10122 Dale A. Daniels](#)**

Notice of Electronic Filing

The following transaction was received from Mason, Perry on 04/26/2001 at 2:39:53 PM CDT

Case Name: Dale A. Daniels  
Case Number: [00-10122](#)  
Document Number: [1](#)

**Docket Text:**  
Objecting to (0) date of moving (1) Filed by Dale A. Daniels.

**Document description: Main Document**  
Original filename: Re: In re: MINDYK; Files\_2000000000complaint.pdf  
**Electronic document Stamp:**  
Keyfile is not available for this case.

**00-10122 Notice will be electronically mailed to:**

Amy Trevino - atrevino@comcast.net,  
Patricia Hayes - patriciahaynes@aol.com,  
Bruce Williams - bwilms@comcast.net,

**00-10122 Notice will not be electronically mailed to:**

Gregory Appleby  
Appleby, Science, Law and Equity  
411 E 21st Street  
Columbia, MO 65203

Emily Eason  
Hanson & Eason  
1234 Main St  
San Antonio, TX 78205

Terry Mason  
Mason & Associates  
217 Woodlawn  
Houston, TX 77005

Glen D. West  
West, Tolson, Smith and Jones  
112 E. Chestnut Street  
Suite 206  
Reise, TN 37130

- Users should scroll down to view entire notice.
- Click the browser **[Print]** button to print a copy of this notice.
- You may also save the notice through the browser File/Save option.

## Adversary Case Opening

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The lead event is incorporated into this process and will not need to be docketed separately.

**STEP 1** Click the Adversary hyperlink on the CM/ECF main menu bar.



**STEP 2** The **ADVERSARY EVENTS** screen displays.



Click the Open an AP/MP Case hyperlink.

**STEP 3** The **CASE DATA** screen displays.

- The case number will be generated later in this process.
- Select the **Office** from the pick list by clicking on the — arrow and highlighting your selection. The office selected should match the office of the related bankruptcy.
- ! The current date is displayed next to **Date Filed**.

- ! The **Case Type** values are ap for adversary proceeding. No action is necessary.
- ! The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint, such as a Notice of Removal, select **(n)** to change the Y to N.
- ! Click **[Next]**.

**STEP 4** The **PARTY SEARCH** screen appears.

- ! Enter the SSN or Tax ID of the plaintiff.
- , Enter the plaintiff's last name or, for a business, enter the entire name in the Last/Business name field.
- , Click **[Search]**.

**STEP 5** The **SEARCH RESULTS** screen appears.

Since this party is new to the court's database, click [**Create New Party**].

**STEP 6** The **PARTY INFORMATION** screen appears.

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form contains the following fields:

- Last name: MORRIS SERVICES, INC
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Title: [empty]
- SSN: 22-11124
- Tax ID: 20 2820380
- Office: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- County: [empty]
- Country: [empty]
- Home: [empty]
- Fax: [empty]
- E-mail: [empty]

- Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes, if it is not already there.
- Enter the Tax ID or SSN if it is not already there.
- Expand the **Role Type** selection pick list by clicking on the down arrow — and select Plaintiff.

**NOTE:** Do not add address information for parties. Noticing will be through the attorneys.

- The **Party Text** field is used for further party description, such as A California Corporation or Trustee for the Estate of....
- When this screen is correct, click [**Submit**].

**STEP 7** The **PARTY SEARCH** screen appears again

The screenshot shows the 'Party Search' form. It has a yellow background and a black border. The form contains the following elements:

- Party: [empty]
- Role: Plaintiff
- Party text: [empty]
- Buttons: Alias, Resize, Submit, Cancel, Save

**Figure 6**

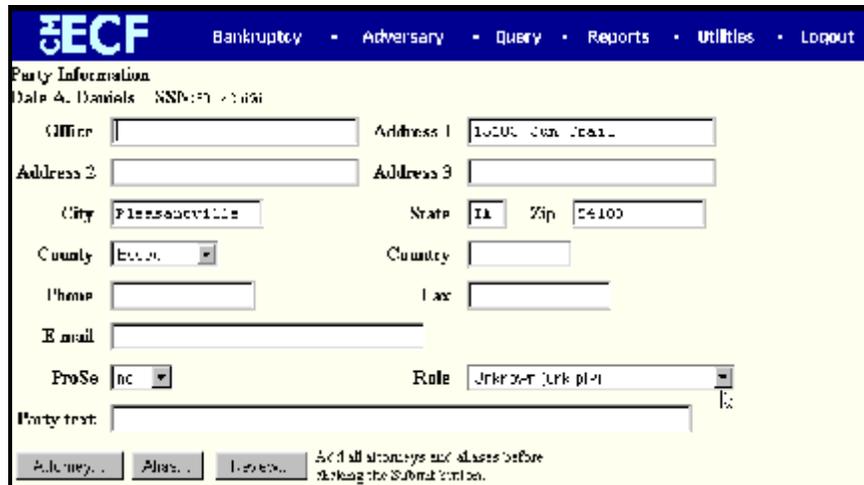
Figure 7

Enter party information for the defendant Dale A. Daniels. Search by last name.

- STEP 8** When the **SEARCH RESULTS** screen appears, the party will be displayed because Dale Daniels is a debtor on the bankruptcy case.

Highlight the name and click on **[Select name from list]**.

- STEP 9** The **SEARCH RESULTS** screen appears next with this party's address as it is recorded in the database from the bankruptcy case.



ECF Bankruptcy - Adversary - Query - Reports - Utilities - Logout

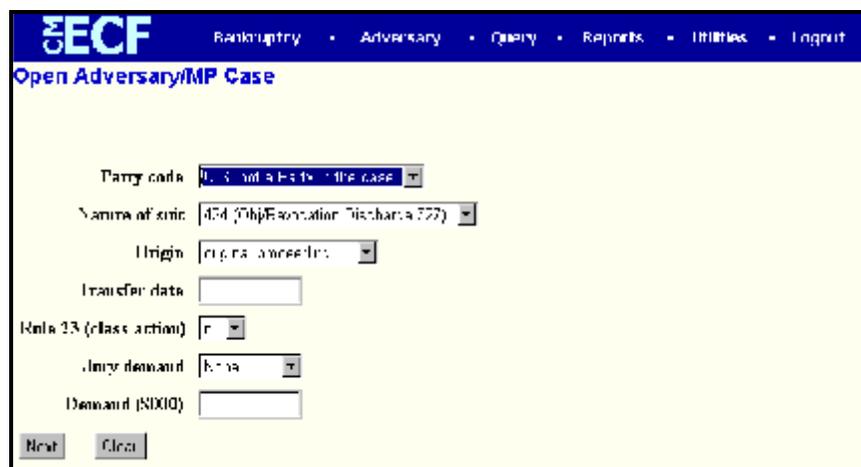
Party Information  
Date: 4/11/2011 11:58:57 AM

Office:  Address 1:   
 Address 2:  Address 3:   
 City:  State:  Zip:   
 County:  Country:   
 Phone:  Fax:   
 E-mail:   
 ProSe:  Role:   
 Party text:

Add all attorneys and aliases before clicking the Submit button.

- Follow your court's procedures for addresses for defendants. You must select the Party Role by clicking on the — down arrow for the Role field. Highlight Defendant and click on [Submit]. The defendant's attorney information will be added at a later time.
- The Party Search screen will reappear. You may continue to add additional parties and when all parties have been entered, click on **[End Party Selection]**. Statistical information will be entered on the next screen.

**STEP 10** The **ADVERSARY STATISTICAL** screen appears.



ECF Bankruptcy - Adversary - Query - Reports - Utilities - Logout

Open Adversary/MP Case

Party code:   
 Name of case:   
 Origin:   
 Transfer date:   
 Rule 33 (class action):   
 Jury demand:   
 Demand (N/A):

- Unless the US is a plaintiff or defendant in your case, accept the default **US is not a Party in the Case**.

Other values are:

A screenshot of a dropdown menu with the following options:
 

- 3 U.S. Not a Party in the Case (selected)
- 1 U.S. is a Plaintiff
- 2 U.S. is a Defendant
- 3 U.S. Not a Party in the Case

- Select the **Nature of Suit** of the complaint from the list below. If there are multiple suits in an adversary, only one can be selected.
  - Click on 426 (Dischargeability 523 for this exercise).

A screenshot of a dropdown menu with the following options:
 

- 426 (Dischargeability 523) (selected)
- 424 (Obj/Revocation Discharge 727)
- 426 (Dischargeability 523)
- 434 (Injunctive Relief)
- 435 (Validity/Priority/Extent Lien)
- 454 (Recover Money/Property)
- 455 (Revoke Plan Confirmation)
- 456 (Declaratory Judgment)
- 457 (Subordinate Claim/Interest)
- 458 (Approval For Sale)
- 459 (Application For Removal)
- 498 (Other Action)

**NOTE:** If one of the multiple suits is a 727 Objection to Discharge, it is important to enter 424 as the first NOS.

- The **Origin** code defaults to original proceeding. No action is necessary to accept the default. Other values are:
  - original proceeding
  - removed from state
  - remanded from appellate court
  - reinstated/reopened
  - transferred
  - multidistrict litigation
- The default in the **Rule 23 (Class Action)** box is *n*. Change the default to *y* if this applies.
- **Demand.** If there is a dollar demand, enter the **(\$000)** amount to the nearest thousand (i.e. 5,000 enter 5, leave off the 000).
- The default in the **Jury Demand** box is *n* (None).



- Highlight the appropriate selection.
- Verify the data on your screen and then click **[Next]**.

**STEP 11** The **RELATED CASES** screen displays.

The screenshot shows the ECF interface for adding associated cases. The page title is "Open Adversary/MP Case". The main heading is "Add Associated Cases". There are three input fields: "Member case number" (empty), "Lead case number" (containing "00-11123"), and "Association type" (a dropdown menu with "Relate" selected). At the bottom left are two buttons: "Next" and "Cancel".

- Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format, including the hyphen.
- If the case number is invalid or if the lead case does not reside on this database, an error message, "**YY-NNNNN is not a valid case. Please enter a valid value.**" is generated. You will not be able to proceed with the case opening process. Research the reason for the error.
- If you do not enter any number in the **Lead Case Number** field the system will allow you to proceed with case opening.
- Select the correct association type for your case.
- Click **[NEXT]** to continue.

**STEP 12** The **PDF DOCUMENT SELECTION** screen displays.

**ECF** Bankruptcy Adversary Query Reports Utilities Logout

**Open Adversary/MP Case**

Select the pdf document (for example: 04199cv501-21.pdf)

Filename

D:\MAIL\Koching\PDF docs\complaint.doc Browse...

Attachments to Document:  None  Yes

Next Clear

- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
  - Click **[Browse]** and locate the file.
  - Double-click the file name.
  - Verify the path and filename of the document you have selected displays in the **Filename** box.
- There will be no attachments. Attachments are covered in another lesson.
- Click **[Next]** to continue.

**STEP 13** The message, “**Enter Nature of Suit and Description in Docket Text,**” appears on the next screen to remind you to add any final docket text with pertinent information concerning this complaint.

- Click **[Next]** to continue.



- ! If any part of it is incorrect, 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.

**NOTE:** To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

**STEP 16** The **NOTICE OF ELECTRONIC FILING** screen appears.

**ECF** Bankruptcy + Adversary + Query + Reports + Utilities + Logout

**Open Adversary/MP Case**

Notice of Electronic Filing

Case Name: Financial Services, Inc. v. Daniels  
Case Number: [00-01322](#)  
Document Number:         

Docket Text:  
Completed. *See Case 00-01322-001* Completed by Financial Services, Inc. against, Dale S. Daniels (Singer, Kate)

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

Document description: Main Document  
Original filename: P:\CS\ADMIN\ECF\Tools\_ID\ECF\description\plaintiff.pdf  
Electronic document Stamp:  
[SLA:MP NameStamp\_ID=#61607894\_Date=#21/2000\_FileName=#1792-0][6  
f425514d4a2a354-2f521a141-0f1087413-f2-4b09f543a59b77a659ad53ae2d5  
8a6c2470ca3919c3ff98570caac8117a09e06e4b194]]

00-01322 Notice will be electronically mailed to:

00-01322 Notice will not be electronically mailed to:

Document Email:  
601 E. Chestnut Street  
Springfield, IL 62215

Figure 16

- ! The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- ! This Notice of Electronic Filing lists your case number.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

## Answer to Complaint

This process shows the steps and screens required for an attorney to file the answer to a complaint in an adversary case. For this lesson, let's assume that you are attorney Robert Louis Stevenson, and you have logged into the court's CM/ECF system.

- STEP 1** On the main screen of the CM/ECF system, click on the Adversary hyperlink on the Main Menu Bar.



- STEP 2** The **ADVERSARY EVENTS** screen displays.



- For further information on each of these categories, click the icon. The following help screen will appear.

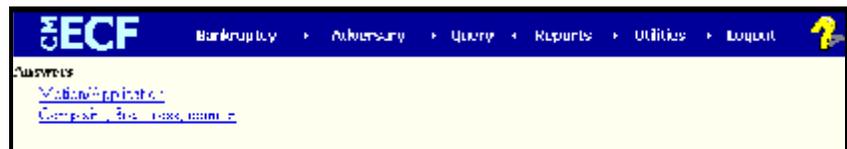
**Adversary Events**

Select one of the menu options available and subsequent screens will prompt you for the information required to:

Answers	File an answer to an existing Motion/Application or a Complaint, 3 <sup>rd</sup> party Complaint, Cross or Counter Complaint in an existing adversary case.
Complaint & Summons	File a Complaint & Summons.
Court Orders	File court-generated documents.
Motions	File Motions.
Notices	File a notice to an existing adversary case.
Open an AF/MP Case	Open/Reopen an Adversary Case or Miscellaneous Filings.
Orders/Judgments	File an Order or Opinion.

- On the Adversary Events screen, click on the [Answers...](#) hyperlink.

**STEP 3** The next screen lists two menu selections for Answers.



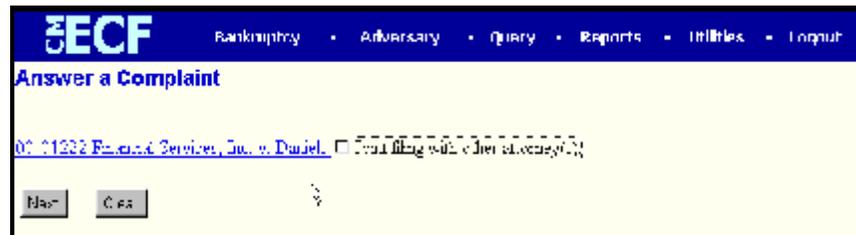
- [Motions/Applications](#) is for documents filed in response to a motion or application such as joinder, memorandum, objection, reply or response.
- [Complaint, 3rd, cross, counter](#) is for answers to these types of documents. For this lesson, we are docketing the answer to the original complaint in the case, so click on [Complaint, 3rd, cross, counter](#).

- STEP 4** The **CASE NUMBER** screen displays. The system will display the number of the last case you accessed in this session.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Answer a Complaint". The main content area has a "Case Number" label above a text input field. The input field contains the case number "12-1000" and a dropdown menu showing "99-1000, 199-1000, 199-1000, 199-1000". Below the input field are two buttons: "Back" and "Next".

- If the displayed case number is the case number you want, just leave it. If it isn't, enter the desired **case number** in the format YY-NNNNN. (Leading zeroes can be omitted.)
- Click **[Next]**.

- STEP 5** The system will then display a screen to verify the document you are filing and the case you are filing it to.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is the title "Answer a Complaint". The main content area displays the document title "00-01000 Federal Services, Inc. v. Daniel" and a checkbox labeled "Filing with other attorney(s)". Below this information are two buttons: "Back" and "Next".

- This screen allows you to indicate whether this is a joint filing with another attorney. If it is, click in that box to check it.
- If the document and case information are **not** correct, click your browser **[Back]** button at the top of the screen one or more times to access the screen where the error occurred, and correct the error.
- If the information is correct, click **[Next]**.

**STEP 6** The **SELECT PARTY** screen the displays.



- On this screen you select the defendant(s) for whom this answer is being filed. Click on a party to select them, then click **[Next]**.

**STEP 7** The **ATTORNEY/PARTY ASSOCIATION** screen displays.



- Although you have selected a party for the answer, the application doesn't automatically link or associate you with that party. This screen, then, is to tell the application that the selected party is represented by the attorney who is logged in. To make that association, click in the check box, then click **[Next]**.

**STEP 8** The **COMPLAINT** screen displays.

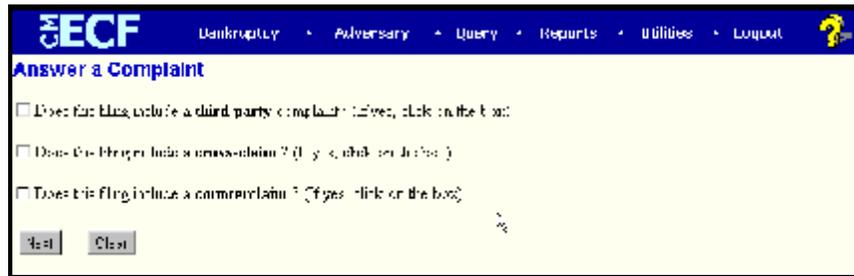
Include	Date	Docket Text
<input type="checkbox"/>	07/26/2006	Complaint 2006-08-08-Debtors' Responsibility by Financial Services, Inc. against Dale A. Davis (TedFors. Kemp) (Entered: 07/26/2006)

- This screen displays the complaints in the case which this answer could be in response to. Click in the check box to show which complaint this answer should be linked to, then click **[Next]**.

**STEP 9** The **PDF DOCUMENT** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it.
- There will be no attachments to this petition. Attachments will be covered in a later lesson.
- Click **[Next]** to continue.

**STEP 10** The **ANSWER INCLUSIONS** screen displays.



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

**Answer a Complaint**

Does this filing include a third-party complaint? (if yes, click on the box)

Does this filing include a cross-claim? (if yes, click on the box)

Does this filing include a counterclaim? (if yes, click on the box)

Next Close

- On this screen you can indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim. Click in the check box for any other claims which this answer contains, then click **[Next]** to continue.

**STEP 11** The **FINAL TEXT EDITING** screen displays.

- In the field before “Answer” you can select a prefix, such as Amended, Joint, or Second, if appropriate.
- In the field after “Complaint” you can insert any additional descriptive text that you feel is relevant. Any text inserted here will appear in italics in the final docket entry.
- Verify the accuracy of the docket text. This is what will print on the docket sheet. If it has a significant error, click the browser’s **[Back]** button at the top of the screen one or more times to access the screen which caused the error, and correct the error.
- To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- If the docket text is correct, click **[Next]** to continue.

**STEP 12** The **EVENT SUBMISSION** screen displays.

- This is your final chance to quit out of the event. If it is not correct, click on one of the choices in the **CM/ECF Main Menu Bar**. If it is correct, click **[Next]** to continue.

**STEP 13** The **NOTICE OF ELECTRONIC FILING** screen displays.

**ECF** Bankruptcy + Adversary + Query + Reports + HHRMS + Logout ?

**Answer a Complaint**

Notice of Electronic Filing

The following transaction was received from Stevenson, Robert Louis on 02/02/2001 at 9:05 AM CST.

Case Name: Ernest S. Lewis, Trustee  
Case Number: [00-01222](#)  
Document Number: [4](#)

Docket Text:  
Answer to Complaint [adversary case filed by Dale A. Lewis, \(Stevenson, Robert\)](#)

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

Document description: Misc Document  
Original filename: STEVENSON,ROBERTLOUIS\_00-01222-000004.PDF  
Electronic document stamp:  
Keyfile is not available for this court.

00-01222 Notice will be electronically mailed to:

00-01222 Notice will not be electronically mailed to:

Ernesta Lewis  
Ernesta @ Presume, COO  
93 Maple Hill Lane  
Sedalia, Missouri 64682

Robert Louis Stevenson  
P.O. Box 23...  
Plandu, Mo 65112

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the summons was issued.
- Clicking on the case number hyperlink, [00-01222](#), will display the docket report for this case.
- Clicking on the document number hyperlink will display the PDF image of the document just filed, if it had a PDF image.
- To print a copy of this notice, click the browser **[Print]** icon or button.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

# Reports

## Cases Report

Displays summary data about selected cases, plus links to view more detailed information about each case.

## Claims Register

View the claims register for a case. Click on Run Report after specifying the selection criteria.

## Docket Report

Display the formatted docket sheet with links to documents.

## Queries

Query allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.

### Search Clues screen

You can find the case by case number, OR the name of a participant, OR name and type of a participant, OR Social Security number (SSN), OR Tax ID number.

Case Number	Enter at least the case year and case number.
Name	Enter at least two characters of the last name, using an asterisk as a substitute for unknown letters (e.g. Jo*s will find Jones, Johnson, Joseph etc). The search is "case sensitive").
SSN	Enter the full SSN number in the format ###-##-####.
Tax ID	Enter the full Tax ID number in the format ##-#####.
Type	Click on the down arrow and highlight the desired person type.
Select a Person	This screen will be displayed if you are searching by name and more than one person matched what you entered. Click on the name of the person whose information you wish to find.
Select a Case	This screen will be displayed if you selected a name from the "Select a Person" screen and that person is associated with more than one case. Click on the number of the case whose information you wish to view.
Query menu	The items to which you have access are listed. Options which show "..." after their name will have an additional selection screen.

## Known Problems and Troubleshooting

### Known Problems

#### Converting documents to PDF

If WordPerfect 5.1 or 7.0 is used to write the document, and the document is more than three pages, Adobe Acrobat will not convert all pages to the PDF format. The converted document will have missing pages. Use Adobe Exchange to ensure the integrity of the converted PDF document.

#### Cannot login to the System

A session can only be established using Netscape Navigator 4.5 or higher.

ECF is not consistently compatible with Internet Explorer.

If you are using Netscape Navigator 4.5 or higher, and your password and login have both been correctly typed, and you still cannot login to the system, please call the Court's Help Desk at 1-800-466-9302.

To ensure the documents transmitted have arrived in their entirety, it is important to read the document after it is received by the Court. This can be done by viewing the docket sheet for the case and selecting the transmitted document. The number of the transmitted document appears on your electronic filing receipt.

### Trouble-shooting Hints

If your login or password is not accepted, please ensure that they are typed correctly. The logins and passwords are case-sensitive.

## Terminology and Helpful Hints on Determining System Configuration

- Standard Platform** This is the basic software that your computer uses to operate. The opening screen will show whether you are using Windows 95, Windows 98, Windows NT or Windows 3.1 (the predecessor to Windows 95).
- RAM** RAM is the amount of memory your computer has. Memory is important because it controls how fast your computer operates and the complexity of the software it can run. To determine how much memory your computer has, do the following:
- Click on the **start button** in the bottom left-hand corner of your screen (if you have Windows 95 or later); click on **settings**; click on **control panel**; click on the **system** icon and click on the **“General”** tab (although it should already be on that tab). The number of ram will be noted on the screen.
- Modem Speed** Modem speed is the speed at which your computer can send to and receive information from the Internet using the telephone lines. If you have a modem, you can determine its speed by doing the following:
- Click on the **start button** in the bottom left-hand corner of your screen (if you have Windows 95 or later); click on **settings**; click on **control panel**; click on the **modems** icon. The screen should display the speed of your modem, such as 14.4, 28.8, 33.6, or 56.
- Adobe Acrobat** Adobe Acrobat Writer and Reader are software programs that enable a computer to read and write documents in the format required for ECF. That format is called PDF, which is short for Portable Document Format. The Adobe Acrobat Reader is a free program that can be downloaded from the Internet. It only allows a computer to read PDF documents, such as tax forms downloaded from the IRS website. The Adobe Acrobat Writer program must be purchased, but will be available at a discount for attorneys using ECF. The Writer program enables a computer to convert documents created with word processors such as Word or WordPerfect to PDF format. Attorneys using ECF will need both the Reader and the Writer. (The Reader is usually included in the Writer program.)

**Netscape** Netscape is an Internet browsing software program. It is available on the Internet for free. If you are already using Netscape to “surf” the Internet, you can determine what version you have by doing the following: Start the Netscape program; click on the “**help**” menu at the top; and click on the bottom item on the menu, which will be either “**about navigator**” or “**about communicator**.” The version number will be displayed on the screen.

**Flatbed** A scanner is a piece of equipment that scans a document, like a copier, and sends the image to a computer. A flatbed scanner is, much like it sounds, a scanner that is flat and operates like a small copier (without the output tray). A sheet feeder enables the scanner to scan a number of pages automatically. Most scanners will translate the image into a form compatible with the Adobe software, although the manual for the scanner will have the details.

## Bankruptcy Events List

### Appeal

Addendum to Record on Appeal  
 Appellant Designation  
 Appellee Designation  
 Cross Appeal  
 Election for Appeal to District Court  
 Notice of Appeal  
 Record on Appeal  
 Statement of Issues on Appeal

### Batch Filings

Ch 13 Tr Final Report-Completion  
 Ch 13 Tr Final Report-Conversion  
 Ch 13 Tr Final Report-Dismissal  
 Ch 13 Tr Final Report-Hardship Discharge  
 Notice Allowing 13 Claims by Trustee  
 Notice Allowing Amended 13 Claims by Tr  
 Trustee's Obj to Confirmation of Plan (batch)

### Claim Actions

Notice Transfer Claim and 2002  
 Objection to Claim (secured)  
 Objection to Claim (unsecured)  
 Objection to Transfer of Claim  
 Transfer of Claim  
 Withdrawal of Claim

### Creditor Maintenance

Enter individual creditors  
 Upload a creditor matrix file  
 Edit creditors

### Motions/Applications

Abandon  
 Accounting  
 Adequate Protection  
 Administrative Expenses  
 Allow Claims  
 Amend  
 Amend Plan by 13 Trustee  
 Amended Application  
 Amended Motion  
 Appear pro hac vice  
 Appoint Creditor's Committee  
 Appointment of Trustee  
 Arrearages  
 Assume/Reject  
 Avoid Lien  
 Borrow

### Close Case

Compel  
 Compensation

### Motions/Application (continued)

Compromise Controversy  
 Consolidate  
 Contempt  
 Continue Hearing  
 Convert 13 to 7 by Trustee  
 Convert Case 7 to 11  
 Convert Case to 12  
 Convert Case to 13  
 Convert Case to 7  
 Deconsolidate Case Association  
 Defer Fee  
 Delay Discharge by Debtor  
 Deposit Funds into Court Registry  
 Deposit Unclaimed Funds  
 Determine Tax Liability  
 Disallow Claims  
 Disburse Funds  
 Dismiss Case  
 Dismiss Case by 707b by UST  
 Dismiss Case by 13 Trustee  
 Dismiss Party  
 Dismiss/Withdraw Document  
 Emergency Refund for Debtor  
 Employ  
 Examination  
 Expedite Hearing  
 Extend Exclusivity Period  
 Extend Plan Payments  
 Extend Time  
 File Out of Time  
 Final Decree  
 Final Decree & Ch 11 Final Report  
 Hardship Discharge  
 In Limine  
 Incur Debt  
 Join  
 Joint Administration  
 Leave to Appeal  
 Limit Notice  
 Limited Admission  
 More Definite Statement  
 Pay  
 Pay Filing Fee in Installments  
 Post-Confirmation Fees

Preliminary Injunction  
Prohibit Use Cash Collateral  
Protective Order  
Quash  
Quash Garnishment  
Reaffirmation  
Reconsider

Dismissal  
Intent to Transfer Equity Interest  
Notice of Motion (sets objection deadline)  
Submission of Fees  
Voluntary Conversion to Chapter 7  
Voluntary Dismissal

**Motions/Applications (continued)**

Recusal  
Redeem  
Reinstate Case  
Relief from Co-Debtor Stay  
Relief from Stay  
Remand  
Remove Debtor as Debtor in Possession  
Reopen Case  
Revive Judgement  
Sanctions  
Sell  
Set Hearing  
Set Last Day to File Proofs of Claim  
Settlement Agreement  
Shorten Time  
Spend Income Tax Refund  
Stay  
Stay Pending Appeal  
Substitute Attorney  
Substitute Party  
Summary Judgement  
Suspend Plan Payments  
Transfer Case Inter-District  
Transfer Case Intra-District  
Transfer Claim  
Use Cash Collateral  
Vacate  
Waive Pay Order  
Withdraw As Attorney  
Withdrawal of Reference  
Writ  
for Order

**Multi-Case Docketing**

Chapter 13 Plan Certification  
MoDR Motion to Dismiss Case  
Tr Motion Dismiss Case for Default  
Trustee's Report of No Distribution

**Notices**

Amendment to Schedules  
Continuance of Meeting of Creditors  
Creditors to File Claims (court use only)  
Default

<b>Objection/Response...</b>	Request for Notices by Creditor
<b>Reference an Existing Document</b>	Rescission
Objection	Satisfaction of Judgment
Reply	
Response	
<b>Other Answers</b>	<b>Other (continued)</b>
Answer (Involuntary)	Schedule A
Answer, Section 304 Petition	Schedule B
	Schedule C
	Schedule D
	Schedule E
	Schedule F
	Schedule G
	Schedule H
	Schedule I
	Schedule J
	Schedule A-J
	Section 304 Petition
	Settlement Agreement
	Social Security Number/Tax Id
	Statement of Chapter 7 Business
<b>Orders/Opinions</b> (court use only)	Operations
	Statement of Financial Affairs
	Statement of Intent
	Stipulation
	Suggestions of Death
	Summary of Schedules
	Verification by Debtor
	Withdraw Document
	Witness List filed
<b>Other</b>	<b>Plan</b>
20 Largest Unsecured Creditors	Amended Chapter 11 Plan
Address Added or Changed	Amended Chapter 12 Plan
Affidavit	Amended Chapter 13 Plan
Amended Matrix Adding Creditors	Amended Disclosure Statement
Amended Matrix Deleting Creditors	Chapter 11 Plan
Amended Schedules	Chapter 12 Plan
Amended Voluntary Petition	Chapter 13 Plan
Assignment of Judgment	Chapter 9 Plan
Assignment of Tax Refund	Disclosure Statement
Attorney's Signature, Exhibit B	Objection to Confirmation of Plan
Attorney's Signature, page 2	
Brief	<b>Trustee/US Trustee</b>
Certificate of Service	13 Trustee Objection to Exemption
Chapter 11 Ballots	Abandonment
Chapter 11 Final Report and Account	Agreement to Continue Meeting of
Conversion Schedules	<b>Creditors</b>
Creditor Matrix	Agreement to Waive Appearance
Debtor's Signature re: Relief Availability	Amended Summary to Final Report
Declaration	Chapter 12 Trustee's Final Report and Acct
Disclosure of Comp of Atty for Debtor	Chapter 13 Plan Recommendation
Entry of Appearance	Claim Recommendation
Equity Security Holders	
Exhibit List Filed	
Findings of Fact and Conclusions of Law	
Interrogatory Answers	
Involuntary Summons Service Executed	
Involuntary Summons Service Unexecuted	
Notice of Appearance and Req for Notice	
Notice of Assumption of Lease	
Notice of Change of Address	
Notice of Continuance of Mtg of Creditors	
Notice of Intent to Surrender Property	
Objection to Debtor's Claim of Exemptions	
Obligations Ch 11 Debtor	
Operating Report	
Reaffirmation Agreement	
Redemption Agreement	
Rejection of Executory Contract of Lease	
Request for Hearing	

Comment by UST  
Final Account / Zero Balance  
Final Asset Report  
Notice & Summary of Final Report  
Notice Appointing Trustee  
Notice Intent to File Objection to Claim  
Notice of Appointment of Creditors' Comm  
Notice of Assets  
Notice of Intent to Abandon

**Trustee/US Trustee (continued)**

Notice of Intent to Sell  
Objection to Exemptions  
Rejection of Appointment  
Report of Sale  
Report of Sale by Auctioneer  
Request for Dismissal Order  
Request for Show Cause  
Request to Defer Payment  
Statement Non-Formation of Committee  
Trustee's Interim Report  
Trustee's 341/Initial Report

**Adversary Events List****Answers**

Motion/Application  
Objection  
Reply  
Response  
Complaint, 3<sup>rd</sup>, cross, counter

**Appeal**

Addendum to Record on Appeal  
Appellant Designation  
Appellee Designation  
Cross Appeal  
Election for Appeal to District Court  
Notice of Appeal  
Record on Appeal  
Statement of Issues on Appeal

**Complaints & Summons**

Amended Complaint  
Answer to Complaint - 2  
Complaint  
Complaint, Third-Party  
Counterclaim  
Crossclaim

Notice of Removal  
Registration of Foreign Judgment  
Summons Service Executed  
Summons Service Unexecuted

**Motions**

Add Defendant  
Amend  
Amended Application  
Amended Motion  
Appear pro hac vice  
Compel  
Compromise Controversy  
Consolidate  
Consolidate for Trial  
Contempt  
Continue Hearing  
Deconsolidate Case Association  
Default Judgment  
Defer Fee  
Dismiss Adversary Proceeding  
Dismiss Party  
Dismiss/Withdraw Document  
Expedite Hearing

Extend Time	Stipulation
File Out of Time	Withdraw Document
Intervene	Witness List Filed
Join	
Jury Trial	
More Definite Statement	
Preliminary Injunction	
Protective Order	
Quash	
Reconsider	
Recusal	
Reinstate Case	
Remand	
Reopen Case	
Revive Judgement	
Sanctions	
Set Hearing	
Settlement Agreement	
Shorten Time	
Stay	
Stay Pending Appeal	
Substitute Attorney	
Substitute Party	
Summary Judgement	
Transfer Adversary Inter-District	
Transfer Adversary Intra-District	
Withdraw As Attorney	
Withdrawal of Reference for Order	

**Notices**

Notice of Motion (sets objection deadline)  
Stipulated Dismissal in an Adv Proceedings  
Voluntary Dismissal

**Orders/Opinions** (for court use only)**Other**

Affidavit  
Assignment of Judgment  
Bill of Costs  
Brief  
Certificate of Service  
Entry of Appearance  
Exhibit List Filed  
Findings of Fact and Conclusions of Law  
Interrogatory Answers  
Notice of Change of Address  
Request for Hearing  
Response  
Satisfaction of Judgment  
Settlement Agreement