

Case Management



CM / ECF

Electronic Case Files

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

User's Manual

(Revised May 2007)

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Electronic Case Filing 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 **816-512-1800** between the hours of 9:00 A.M. and 4:30 P. M., Monday through Friday, if you need assistance.

Access & The ECF System

The electronic filing system allows registered participants with Internet access and a compatible browser to file and view documents.

- Two logins are required:
 - **“Filing”** logins and passwords are issued by the bankruptcy court. **You will need a unique login and password from each Court in the country in which you plan to file.**
 - **“Viewing”** logins and passwords are issued by the PACER Service Center and allows the user to access electronic information in bankruptcy and district courts across the nation. **There is a charge for this information.**

- Once the user has obtained the required logins, users will:
 - Have 24 hour access to the database
 - Receive electronic notice in all cases in which they have entered an appearance
 - Be able to electronically file pleadings and documents in actual (“live”) cases

- Be able to 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 95, 98, NT Workstation 4.x, 2000 Professional, or XP.
- The computer system should, at minimum, have Intel Pentium 100 MHz (or equivalent) CPU (absolute minimum), at least 256 megabytes of RAM, and 1GB (or greater) of free disk space.
- Internet access or internet connection required.
- A compatible browser. Check the Court's website for information on certified browsers. At the time of printing, only Netscape 7.2 and IE 6.0 were certified to work with ECF. However, experience has shown that higher versions of these browsers and the Mozilla browser do work with ECF. The Netscape browser is available as a free download at www.netscape.com or from our website.
- 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 or from our website.
- If you file new cases, you will need a scanner in order to prepare paper documents required under the Bankruptcy Code for filing.

How to Register for Access to File

Use the Registration form (attached) to sign up for an ECF login and password. The court will issue logins and passwords to Missouri attorneys who are members of the federal bar and to non-Missouri attorneys who intend to file in only a selected case. See the Court's local rules regarding Attorney Admissions to practice in this Court. In addition, restricted filing privileges will be extended to non-attorney staff to allow filings of proofs of claims, reaffirmation agreements and requests for notices.

Toll Free Help Desk

1-800-466-9302

816-512-1800

or

Roberta Kostrow, Operations Manager

816-512-1818

You can login to the "live" ECF database at <http://ecf.mowb.uscourts.gov>. A training version of the system is also provided on the Internet at <http://ecf-train.mowb.uscourts.gov> for practice purposes. It is strongly recommended that inexperienced 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.

All attorneys must have their federal bar fees paid for the current year in order to receive a live login and password.

Training is available for all new users. Call the court for more information.

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. Take the time to view the PDF formatted document before filing 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 "print" the document to PDF 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 extension will affix automatically.

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.

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 or use or any use that attempts to circumvent access controls or the PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged and any prohibited actions may result in immediate withdrawal of access privileges, referral for prosecution and permanent suspension of filing and use privileges in any court of the Western District of Missouri.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.pso.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquires will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested successfully using Internet Explorer 6.0 and Netscape 7.0 as representative browsers. Other browsers and browser versions may work as well. (Netscape 4.7 tested successfully with CM/ECF but that browser does not work with the Treasury Department's new pay.gov version that is used for payment of court fees.)

- ◆ Enter your Login and User Password in the appropriate data entry fields. (Both are case sensitive) 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 Main Menu



Bankruptcy If you are filing a new bankruptcy petition or filing any documents in a bankruptcy proceeding, you will start by clicking **Bankruptcy** from the main menu. You will select the event that matches your document from a series of drop down menus and proceed through a series of screens.

Adversary If you are filing a new Adversary action or filing any documents in an adversary proceeding, click **Adversary** to proceed. Select the event that matches the document you are filing and proceed through the screens.

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. You must have a PACER login and password.

Reports From the Reports menu, you can run a variety of reports including a Case Report and Docket Report. You must have a PACER login and password.

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

Your bankruptcy petition software may allow “auto case upload” in which all the steps below will be done automatically for you. **This** process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF manually. This example is a chapter 7, no asset, individual consumer debtor.

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 New Bankruptcy Case hyperlink.

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



ECF Bankr

Open New Bankruptcy Case

Case type bk

Date filed 11/8/2006

Chapter 7

Joint Petition n

Deficiencies n

Next Clear

- ◆ The case number will be generated later in this process.
- ◆ 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.
- ◆ The **Deficiencies** box defaults to **n**, but if you are filing a quick file case and have no schedules ready for filing, you must select **y** in this field.
- ◆ Click [**Next**] to continue.

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

The screenshot shows the ECF interface for opening a new bankruptcy case. The header includes the ECF logo and navigation tabs for 'Bankruptcy' and 'Adversary'. The main heading is 'Open New Bankruptcy Case'. Below this is a section titled 'Search for a debtor' with the following fields: SSN (containing '111-11-0002'), Tax Id, Last/Business name, First Name, and Middle Name. At the bottom of the search section are 'Search' and 'Clear' buttons.

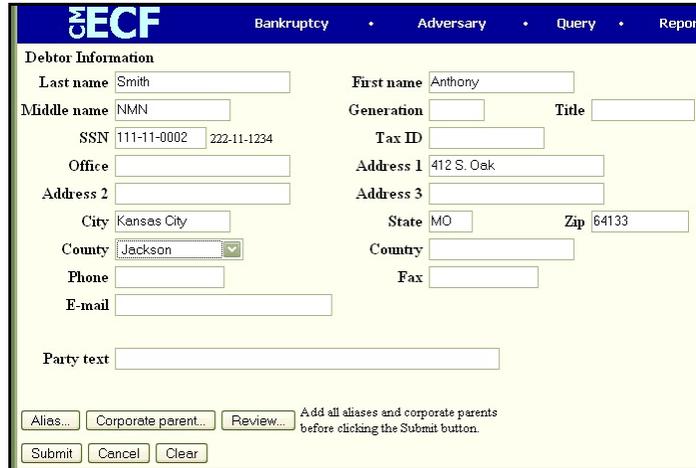
- ◆ Before adding a debtor, it is recommended that you search the database for the filer to eliminate duplicate records in the system. Search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- ◆ Enter the debtor's social security number and click **[Search]**. For business 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.

The screenshot shows the ECF interface after a search. The search form is at the top, and below it, the text 'Party search results' is followed by 'No person found.' and a 'Create new party' button.

- ◆ Since the debtor is not already in the database, proceed to add the debtor. Click **[Create new party]**.
- ◆ If debtor is already in the database, you may choose the previous entry only if the name and address of debtor match **EXACTLY** as they appear on your Voluntary Petition for this filing.

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



- ◆ Enter the debtor **Name** and **Address** information in the appropriate boxes. Middle name or middle initial is **required**. If no middle name exists, please fill in the box with **NMN** or **NMI**.

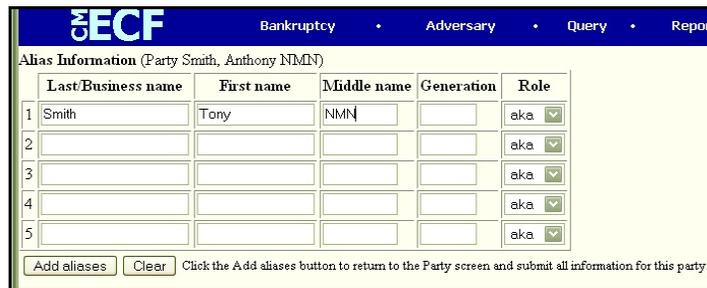
NOTE: If the Debtor has both a street address and a mailing address, insert the mailing address.

- ◆ 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.

- ◆ If the party has an alias, click the **[Alias]** button. (If no **Alias** exists, skip to Step 9)

STEP 7 The **ALIAS** screen appears.

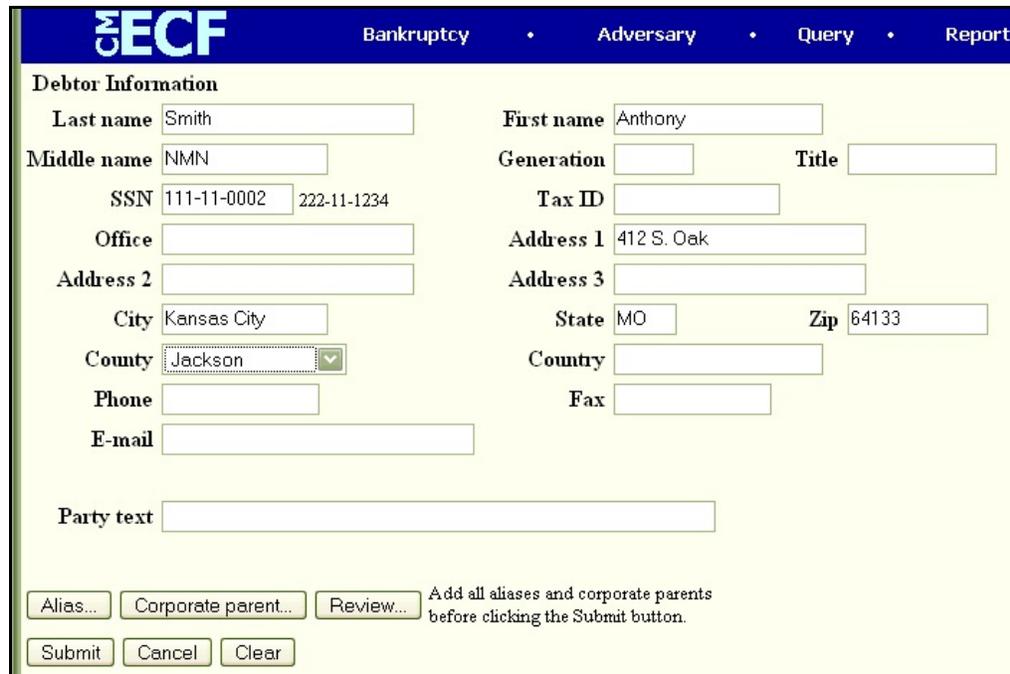


	Last/Business name	First name	Middle name	Generation	Role
1	Smith	Tony	NMN		aka
2					aka
3					aka
4					aka
5					aka

- ◆ You can enter up to 5 alias records at one time. To enter more than 5 aliases, you need to submit your first 5 and then select the alias option again. **Role** selections include aka, dba, fdba, fka.

- ◆ Click **[Add aliases]**.

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



- ◆ If you are finished adding information for this new debtor, click **[Submit]** to continue with Case Opening.

NOTE: If this was a joint debtor, a **JOINT DEBTOR PARTY** screen would appear next. If Joint Debtor's address is different, uncheck the box for "copy address".



STEP 9 The **DIVISIONAL OFFICE** screen appears next.

- ◆ Based on the information provided in the **DEBTOR INFORMATION** screen, the system will choose what Divisional Office your case should be filed in. No action is necessary on this screen.
- ◆ Click **[Next]** to continue.

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

- You must choose **y** if there is a **Prior filing within last 8 years**. (Will automatically default to **n**.)
- ◆ **Fee Status** values are Paid, Installment, fee not paid, and IFP. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose Installment from the pick list box. If the petition is accompanied by a Motion to Waive the Filing Fee, choose IFP from the pick list box.
- ◆ Designate the **Nature of debt** as Consumer or Business. If this were a case with Business debts, you would also need to choose a **Nature of business**.

- ◆ **Asset notice** will default to “No” for Chapter 7's and default to “yes” for Chapter 13 cases. DO NOT CHANGE THE DEFAULT VALUE.
- ◆ Select the range of **Estimated creditors** from the pick list box.
- ◆ Select the correct dollar range for **Estimated assets**.
- ◆ Select the correct dollar range for **Estimated debts**.
- ◆ Select the **Type of debtor** by clicking in the appropriate box(es).
- ◆ Click **[Next]** to continue.

STEP 11 The **SUMMARY OF SCHEDULES** screen appears next.

NAME OF SCHEDULE FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	6345.12		
B - Personal Property	2581.23		
D - Creditors Holding Secured Claims		4000.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		35478.12	
Average Income (from Schedule I, Line 16)			2145.12
Average Expenser (from Schedule J, Line 18)			2300.00
Current Monthly Income (From Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			2222.01
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		39478.12	

Next Clear

- ◆ You must fill in each box on this screen using dollar amounts found on the Summary of Schedules, Statistical Summary, and the Statement of Monthly Income (B22).

NOTE: Tab to move forward to the next box. DO NOT use the dollar sign or comma. The decimal should be used when there are cents.

- ◆ Click **[Next]** to continue.

STEP 12 The **SELECT A PDF DOCUMENT** screen appears.

- ◆ Click **[Browse]**, then navigate to your 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. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ There are no attachments to this petition. (See → above)
- ◆ Click **[Next]** to continue.

STEP 13 The **FILING FEE** screen is presented showing a reminder of the full filing fee due for this case.

- ◆ No action is necessary unless an Application to Pay Filing Fees in Installments is accompanying this filing. In that instance, change the dollar amount to reflect the actual amount being paid at the time of filing. (If a Motion to Waive Filing Fee accompanies this filing, the above screen will not appear at all.)
- ◆ Click **[Next]** to continue.

STEP 14 The **MODIFY DOCKET TEXT** screen appears.

The screenshot shows the 'Open New Bankruptcy Case' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below this, the title 'Open New Bankruptcy Case' is displayed. The main content area shows 'Docket Text: Modify as Appropriate.' followed by a text input field containing 'Chapter 7 Voluntary Petition' and a dropdown menu. To the right of the input field, it says ', filing fee paid in the amount of 299.00 dollars. (Anstine, Atty)'. At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

- ◆ No additional information is required on this screen.
- ◆ Click **[Next]** to continue.

STEP 15 The **FINAL TEXT** screen displays.

The screenshot shows the 'Open New Bankruptcy Case' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below this, the title 'Open New Bankruptcy Case' is displayed. The main content area shows 'Docket Text: Final Text' followed by a text input field containing 'Chapter 7 Voluntary Petition , filing fee paid in the amount of 299.00 dollars. (Anstine, Atty)'. Below the input field, there is a warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

- ◆ Proof this screen carefully! This is what will print on the docket sheet. Make sure that the entry lists the correct chapter of the bankruptcy and the correct dollar amount to be paid with the filing.
- ◆ 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 abort the case opening.
- ◆ Click **[Next]** to continue. The case number will now be assigned.

- STEP 16** The **NOTICE OF ELECTRONIC FILING (NEF)** screen displays.
- ◆ Make a note of the case number shown on the NEF.

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

Open New Bankruptcy Case

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Stevens, Kate on 7/17/2000 at 1:12 PM CDT

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

Docket Text:
Chapter 7 Voluntary Petition. (Stevens, Kate)

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

Document description:Main Document
Original filename:R:\TRAINING\ECF\Training\Release 1 Manual\Working\PDF_docs\Creddisk.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=961607804 [Date=7/17/2000] [FileNumber=1595-0] [a42ac3e87b817d5b8e58e3c7ab4cf0e9d8222e978006c42c04c2ba2de1d8b715bd120782b17e06febb8a2e0eada25b0ab1007006ea4ff6c2c6df7312838b26caa8da444367148e9b748a971deb8550e7852446475680ebdfca02e5222a60bc81b28a6f7607032758cec8fd6cb7c5d4fa2d36558840b1558560fa2c50a692cf2]]

00-10211 Notice will be electronically mailed to:

00-10211 Notice will not be electronically mailed to:

Bruce Williams
555 Huntington Place
Portland, ME 02115

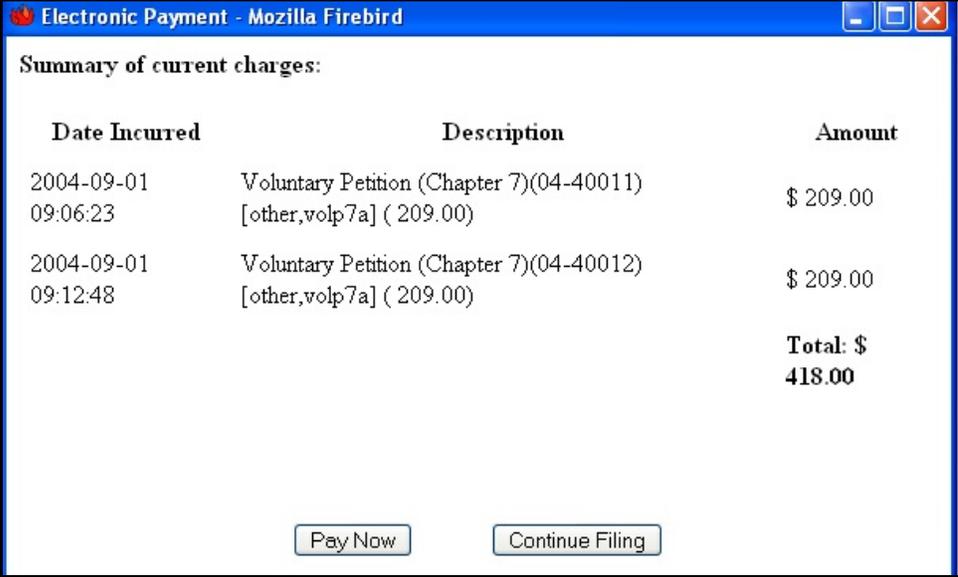
- ◆ The NEF is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.

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

- ◆ Clicking on the case number hyperlink shown in blue, the NEF 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 with the Court seal.

NOTE: The NEF screen will appear at the end of EVERY filing completed in ECF with the exception of uploading a Creditor Matrix. Therefore, this screen will not be covered in any of the following instructions.

STEP 17 The **PAY NOW** screen displays **OVER** the top of the Notice of Electronic Filing Screen.



The screenshot shows a window titled "Electronic Payment - Mozilla Firebird" with a blue header bar. Below the header, the text "Summary of current charges:" is displayed. A table with three columns: "Date Incurred", "Description", and "Amount" follows. The table contains two rows of charges, each with a date and time, a description, and an amount. A "Total: \$ 418.00" is shown at the bottom right of the table. At the bottom of the window, there are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2004-09-01 09:06:23	Voluntary Petition (Chapter 7)(04-40011) [other,volp7a] (209.00)	\$ 209.00
2004-09-01 09:12:48	Voluntary Petition (Chapter 7)(04-40012) [other,volp7a] (209.00)	\$ 209.00
		Total: \$ 418.00

- ◆ To continue from this screen, please refer to the **CREDIT CARD UPDATE MANUAL**.

Uploading Mailing Matrix

All new cases must have a Creditor's Mailing Matrix uploaded at the time of filing. This list will become the official list of creditors for the case and will be used to send the First Meeting Notice to all parties in the case. All Creditor Matrices should be formatted as follows: include creditor name, address, city, state & zip; single column format with 1 inch left margin; single space the creditor information; double space between each creditor; place city, state & zip on the same line.

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

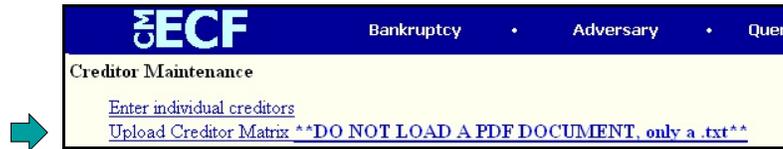


- STEP 2** The **BANKRUPTCY EVENTS** screen displays.



- ◆ Select Creditor Maintenance.

STEP 3 The **CREDITOR MAINTENANCE** screen displays.



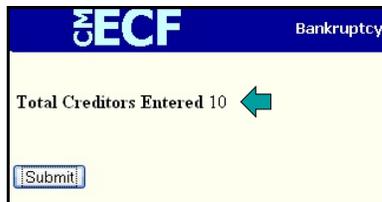
- ◆ Select Upload Creditor Matrix.
- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **[Next]**.

STEP 4 The **LOAD CREDITOR INFORMATION** screen displays.

NOTE: The Creditor Matrix file is the **ONLY** document that you will file with the Bankruptcy Court that will be saved in **Text Format** .

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

STEP 5 The below screen appears.

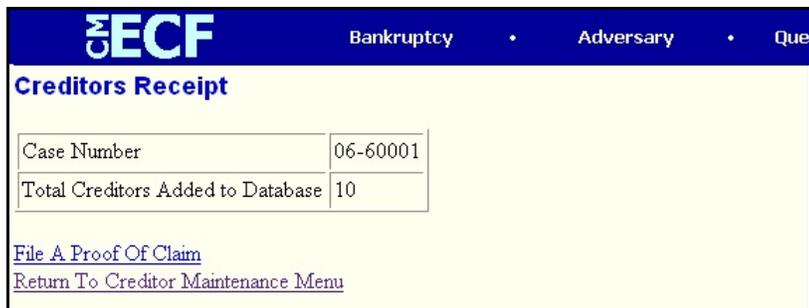


The screenshot shows a web interface with a blue header containing the ECF logo and the word 'Bankruptcy'. The main content area is yellow and displays the text 'Total Creditors Entered 10' with a green arrow pointing to the left. Below this text is a 'Submit' button.

NOTE: Make sure that the total number of creditors you are adding ***MATCHES*** the number contained in the debtor's records. (If these numbers do not match, formatting adjustments may be needed to correct this before proceeding.)

- ◆ Click **[Submit]**.

STEP 6 The **CREDITORS RECEIPT** screen displays.



The screenshot shows a web interface with a blue header containing the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Que'. The main content area is yellow and displays the title 'Creditors Receipt'. Below the title is a table with two rows: 'Case Number' with the value '06-60001' and 'Total Creditors Added to Database' with the value '10'. Below the table are two links: 'File A Proof Of Claim' and 'Return To Creditor Maintenance Menu'.

Case Number	06-60001
Total Creditors Added to Database	10

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

- ◆ This screen will be used as the confirmation that the creditors have been added to the case. You may print this screen.

CERTIFICATE OF CREDIT COUNSELING

All debtors are required to take a credit counseling class **PRIOR** to the filing of their bankruptcy case. For a listing of approved credit counseling agencies, please visit our web site at: www.mow.uscourts.gov. Choose the hyperlink titled: Information on the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005.

The Certificate should be scanned and saved in PDF format prior to filing. A separate event code will be used to file this document.

NOTE: Any bankruptcy case filed WITHOUT a Certificate of Credit Counseling or Motion to Waive Credit Counseling, may be dismissed **immediately**. Two documents must be filed to meet the credit counseling requirement, Exhibit D and the actual certificate of credit counseling issued by the Vendor. If the debtor has taken the course but not received the actual certificate, mark the appropriate box on Exhibit D. You will be allowed 15 days to provide this. If the debtor has not taken the course and is requesting a waiver, a separate motion must be filed.

NOTE: You may attach Exhibit D (Individual Debtor's Statement of Compliance with Credit Counseling Requirement) as an attachment to this event or you may include it with your schedules at the time you file your Voluntary Petition.

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

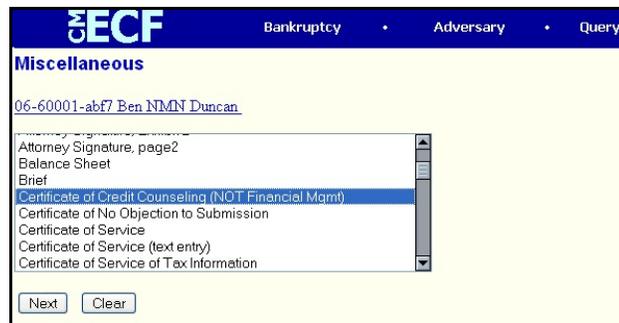


STEP 2 The **BANKRUPTCY EVENTS** screen displays.



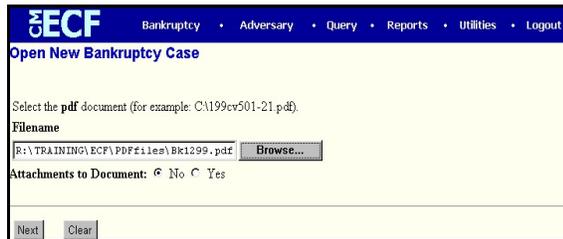
- ◆ Select Other.
- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **[Next]**.

STEP 3 The **DOCUMENT SELECTION** screen displays.



- ◆ Scroll the **Document Selection** box, if necessary, to display **Certificate of Credit Counseling (NOT Financial Mgmt)**
- ◆ Click to highlight.
- ◆ Click **[Next]**.

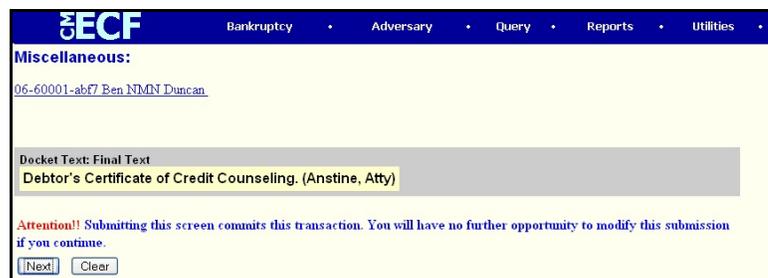
STEP 4 The **SELECT A PDF DOCUMENT** screen appears.



- ◆ Click **[Browse]**, then navigate to your 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. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ Click **[Next]**.
- ◆ Click **[Next]** again to continue.

NOTE: If the case is a joint filing, BOTH certificates can be scanned and saved together for filing, using only one entry.

STEP 5 The **FINAL TEXT** screen appears.



- ◆ This is the text that will print on the docket sheet. No action is necessary.
- ◆ Click **[Next]**.

STEP 6 The **NOTICE OF ELECTRONIC FILING (NEF)** screen displays.
(See **NOTE** in red on page 18.)

Debtor's Evidence of Employer Payments Received (Pay stubs or Statements)

Debtor's employer pay stubs/statements for 60 days prior to filing of the new bankruptcy case are now required. Please use the guidelines below when filing this:

1. **Redact** social security numbers for debtors.
2. Scan pay stubs/statements in portrait format, if possible.
3. If the debtor is unemployed, self employed, disabled, receiving unemployment, social security, or government assistance, use a separate event (**Debtor's Evidence of NO Employer Payments**) and attach an Affidavit stating reason for no employer pay stubs signed by the debtor(s). (See [Local Form MOW 1007-1.2](#))

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

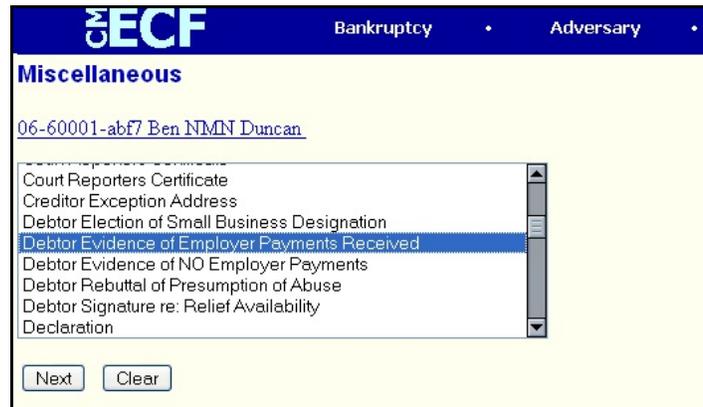


STEP 2 The **BANKRUPTCY EVENTS** screen displays.



- ◆ Select Other.
- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **[Next]**.

STEP 3 The **DOCUMENT SELECTION** screen displays.



- ◆ Scroll the **Document Selection** box, if necessary, to display **Debtor's Evidence of Employer Payments Received**.
- ◆ Click to highlight.
- ◆ Click **[Next]**.

STEP 4 An **INFORMATIONAL / WARNING** screen appears next.



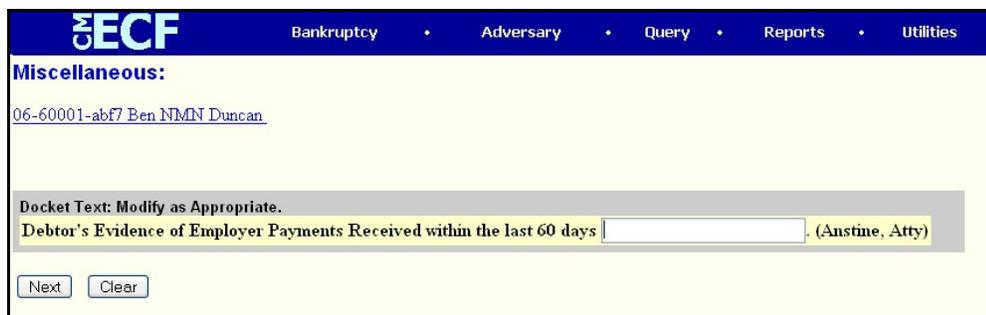
- ◆ No action is required on this screen. Be sure to read it to ensure your document is being filed properly.
- ◆ Click **[Next]**.

STEP 5 The **SELECT A PDF DOCUMENT** screen appears.



- ◆ Click **[Browse]**, then navigate to your 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. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ Click **[Next]**.

STEP 6 The **MODIFY DOCKET TEXT** screen appears.



- ◆ Edit if filing for one debtor only.
- ◆ Click **[Next]** to continue.

STEP 7 The **FINAL TEXT** screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:

06-60001-abf Ben NMMN Duncan

Docket Text: Final Text
Debtor's Evidence of Employer Payments Received within the last 60 days . (Anstine, Atty)

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

Next Clear

- ◆ This is the text that will print on the docket sheet. No action is necessary.
- ◆ Click **[Next]**.

STEP 8 The **NOTICE OF ELECTRONIC FILING (NEF)** screen displays.
(See **NOTE** in red on page 18.)

Proofs of Claim

When a claim is filed electronically in a case, the claim is linked to a creditor associated with the case. First the creditor must be selected by searching the creditor database and, if the creditor does not exist, by adding the creditor to the case.

Most of the time, the creditor filing the claim has already been added to the creditor data base. In the following exercise, the creditor is already associated with the case. A separate procedure showing how to add a creditor to the creditor data base is included.(See Step 4)

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.

Search Hints:

- Searching is **NOT** case sensitive. (Smith **or** 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.

- ◆ 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 is 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 on the down arrow.

- 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. Be sure to select the creditor whose name and address matches your criteria.
- ◆ If, after several attempts with different search clues, you are unable to retrieve the correct creditor, it is possible to add a new creditor from this screen. Click on the [Add Creditor](#) hyperlink and proceed with the addition of the creditor record. (See in Step 4 above) See below pictures to add creditor(s) to a case.
- ◆ The next three screens show addition of creditor(s).

- NOTE:** You may enter more than one creditor on this screen by leaving a line space between each creditor. When all creditors have been added, click **[Next]**.



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

Add Creditor(s)

Total Creditors Entered 1

Submit



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

Creditors Receipt

Case Number	00-40012
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

- ◆ When the Creditors Receipt screen appears (see screen above), select **File a Proof of Claim**. Refer to Step 3 for selecting creditor.
- ◆ Identify the creditor filing the proof of claim and click to highlight.
- ◆ Click **[Next]**.

STEP 5 The PROOF OF CLAIM INFORMATION screen displays.

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

Proof Of Claim Information For
8791 - ABC Mortgage
 PO Box 1234
 Kansas City, MO 64106

Case Number: 06-60001-abf7 Amends Claim #: Filed By: Creditor

Last Date To File: Date Filed: 12/13/2006

Last Date To File(Govt): Date Filed:

Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
5000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	5000.00

Amount Allowed

Total (Display Only):

Description:

Remarks:

- ◆ Enter the data in the appropriate fields for this claim. Do not enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are acceptable.
- ◆ If you are filing an amended claim, place the claim number of the original claim in the **Amended Claim #** field.
- ◆ The **Filed By** field defaults to Creditor, but does offer the options of attorney, creditor, debtor, or trustee.
- ◆ The **Description** and **Remarks** fields may be used for additional comments. Both fields are 60 characters long.
- ◆ The **Total Amount Claimed** and the **Total Amount Allowed** fields will populate automatically.
- ◆ Click **[Next]**.

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

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

File a Motion:
00-20012 Luke McCoy

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

Filename
 Browse...

Attachments to Document: No Yes

Next **Clear**

- ◆ Click the Browse button to navigate to your 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. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ The PDF file you selected should still be highlighted. Click Open.

*****WARNING**** Before proceeding to the next step, please note that by clicking [Next], you will be committing to this transaction. There is no final warning screen when using this event.

- ◆ Click **[Next]**.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. The claim number is shown and this claim is now part of the official court record.

ECF Bankruptcy Adversary Query

U.S. Bankruptcy Court
Western District of Missouri - Test Area

Notice of Electronic Claims Filing

The following transaction was received from Anetina, Atty on 12/13/2006 at 12:32 PM CST

Case Name: Ben NMIN Duncan
Case Number: [06-60001-abf7](#)
Creditor Name: ABC Mortgage
PO Box 1234
Kansas City, MO 64106
Claim Number: [1](#) [Claims Register](#)
Total Amount Claimed: \$5000.00

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

Document description: Main Document
Original filename: \\BK_ecf\Training Material\2006 training docs\attachment.pdf
Electronic document Stamp:
[STAMP btestStamp_ID=972439925 [Date=12/13/2006] [FileNumber=25579-0]
[e99f75610d83209e3a7043f7a32bae180db22a086292aa3f27ea852a7e702aa1519ae
7f110db7734e01998896c4a06954991183a37ab20e200b92da0569e6119]

06-60001-abf7 Notice will be electronically mailed to:
Cecelia M. Parle cecelia.parle@mw.uscourts.gov

06-60001-abf7 Notice will not be electronically mailed to:
Dog Bones To Go
c/o Cecelia Parle
P.O. Box 300
Kansas City, MO 64110
Ben NMIN Duncan
P.O. Box 300
Springfield, MO 65802

[File another claim](#)

NOTE: Claims are shown and can be viewed through the [Claims Register](#), not on the docket sheet.

- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the docket report for this case.
- ◆ Clicking on the claim 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 on the **File another claim** hyperlink at the bottom of the screen. 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](#) menu selection.

Motion to Extend Time

This lesson shows the specific example of a Motion to Extend Time to File Schedules by debtor's attorney.

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



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

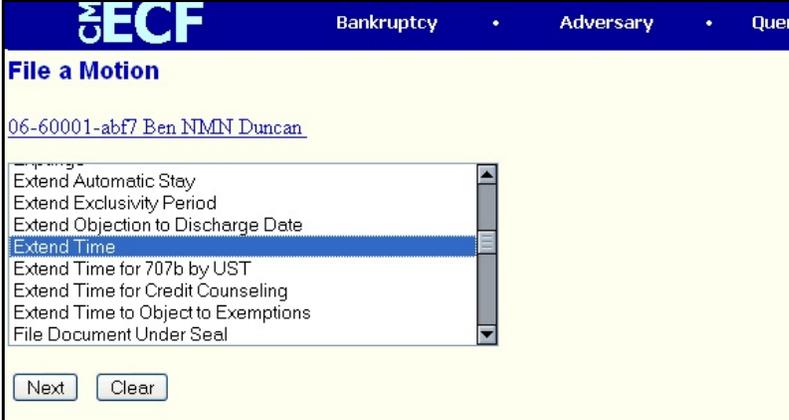


- Click the Motions/Applications/Requests hyperlink.

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

- ◆ Enter the case number in YY-NNNNN format.
- ◆ Click **[Next]**.

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

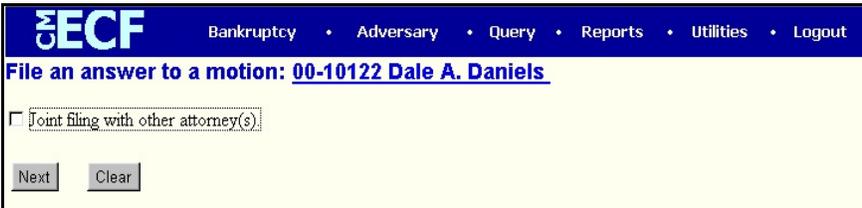


- ◆ Scroll to select “Extend Time”.

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

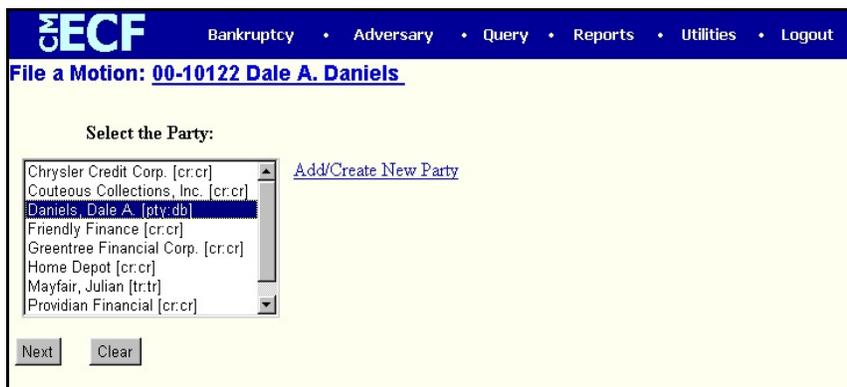
- ◆ Click **[Next]**.

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



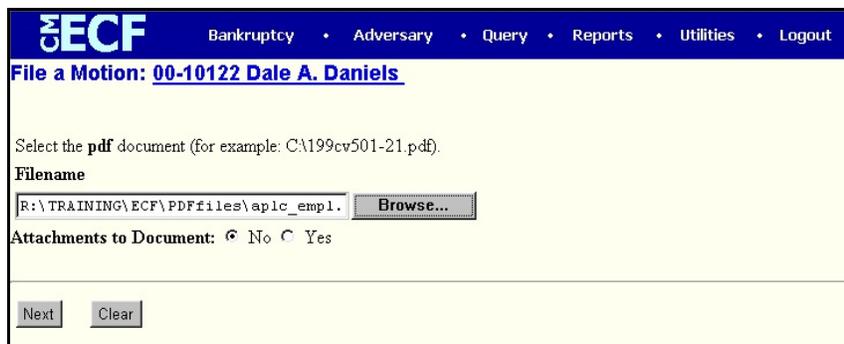
- ◆ This box should only be checked if another attorney is joining in on the filing. Otherwise, no action is necessary.
- ◆ Click **[Next]**.

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



- ◆ Scroll the **Select the Party** box to locate and select the debtor(s).
- ◆ Click **[Next]** to continue.

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



- ◆ Click **[Browse]**, then navigate to your 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. Close out of this screen. If correct, click "open" to select the already highlighted file.
- ◆ Click **[Next]**.

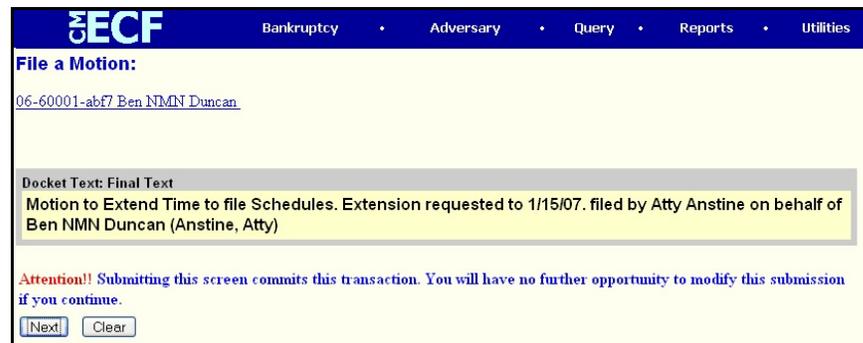
STEP 8 A **DOCUMENT INFORMATION** screen displays.

- ◆ The information which you enter in the windows above will appear in docket text.
- ◆ Click **[Next]** to continue.

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

- ◆ A prefix box is 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.
 - Click **[Next]** to continue.

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



The screenshot shows the ECF interface with a blue header containing the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, and Utilities. The main content area is yellow and titled "File a Motion:". Below the title is a link "06-60001-abf7 Ben NMN Duncan". A grey box contains the docket text: "Docket Text: Final Text" and "Motion to Extend Time to file Schedules. Extension requested to 1/15/07. filed by Atty Anstine on behalf of Ben NMN Duncan (Anstine, Atty)". Below this is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are two buttons: "Next" and "Clear".

- ◆ 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 errors(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 (NEF)** screen displays.
(See **NOTE** in red on page 18.)

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 Motion for Relief from Stay.

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

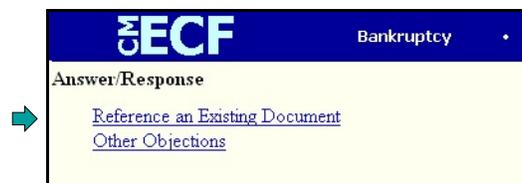


STEP 2 The **BANKRUPTCY EVENTS** screen displays.



◆ Click the [Objection/Response](#) hyperlink.

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



◆ Click the [Reference an existing document](#) hyperlink.

STEP 4 An **INFORMATION/WARNING** screen displays.



The screenshot shows the ECF system interface. At the top, there is a 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 a response to a motion". The main content area is a yellow box with blue text that reads: "Do NOT Use This Category for Objections to Confirmation of Plan !!! Go BACK to the Plan Category and Select Objection to Confirmation of Plan". At the bottom of the yellow box, there are two buttons: "Next" and "Clear".

- ◆ Read this information carefully and proceed accordingly.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.



The screenshot shows the ECF system interface. At the top, there is a 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 is a yellow box with the following elements: a link "00-10122 Dale A. Daniels", a dropdown menu labeled "Objection" with a down arrow, and two buttons: "Next" and "Clear".

- ◆ Click on the down arrow in the **Document Type** pick list.
- ◆ Your choices in the starter database are Objection, Objection re 522, Reply or Response. Highlight *objection*.
- ◆ Click **[Next]**.

STEP 6 The **CASE NUMBER** screen displays

The screenshot shows the ECF interface for filing an answer to a motion. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File an answer to a motion". Below this, there is a "Case Number" label and a text input field with "00-10122" entered. To the right of the input field, there is a hint: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". At the bottom of the form are "Next" and "Clear" buttons.

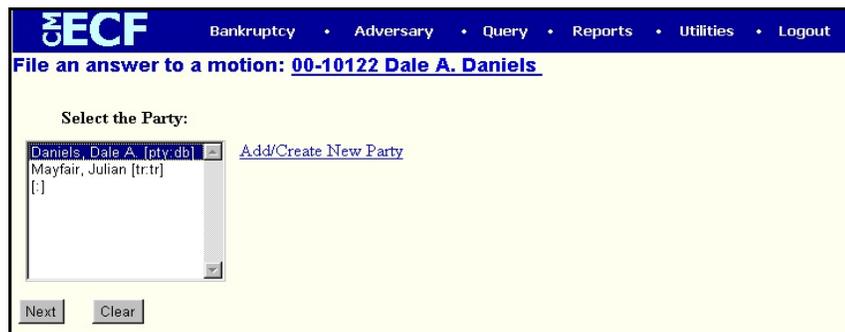
- ◆ Enter the correct case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 7 The **JOINT FILING** screen displays.

The screenshot shows the ECF interface for joint filing. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File an answer to a motion: 00-10122 Dale A. Daniels". Below this, there is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form are "Next" and "Clear" buttons.

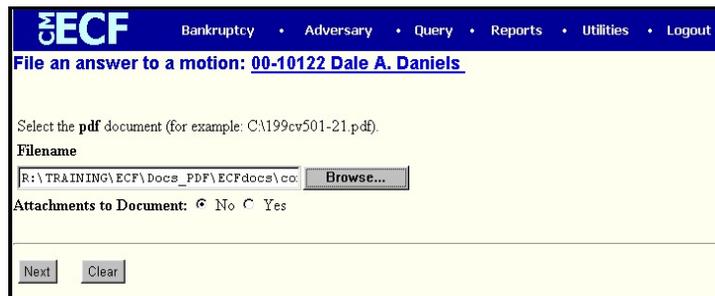
- ◆ This box should only be checked if another attorney is joining in on the filing. Otherwise, no action is necessary.
- ◆ Click **[Next]**.

STEP 8 The **SELECT PARTY** screen displays.



- ◆ The party filing the objection in this example is the debtor. Highlight this party.
- ◆ Click **[Next]**.

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



- ◆ Click **[Browse]**, then navigate to your directory where the PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- ◆ Click **[Next]**.

STEP 10 The **DOCUMENT CATEGORY** screen displays.

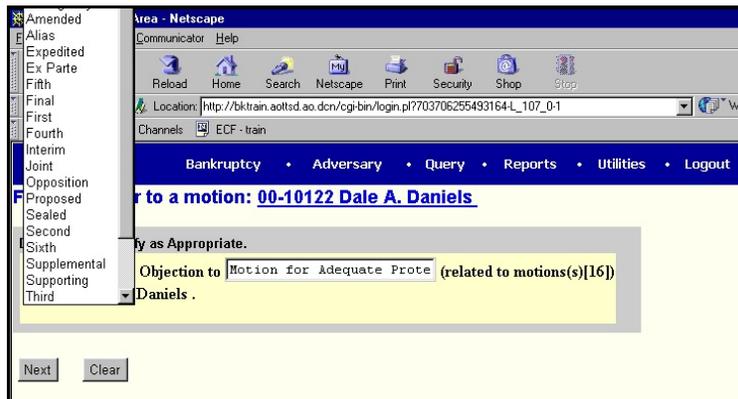
- ◆ Scroll down this list to select the appropriate category in which to find the document you are “linking” this Objection to. In this example, you are objecting to a Motion. Therefore, your link will be found in the Motions category. Highlight *Motions*.

NOTE: You can choose multiple categories in this drop down box. See page **Known Problems/Tips** (page 61) for instructions.

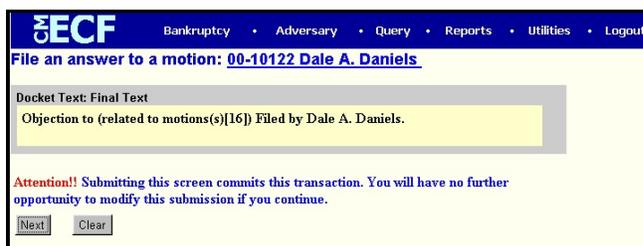
- ◆ Click **[Next]**.

STEP 11 The **PENDING MOTIONS** screen appears.

- ◆ Select the appropriate motion you wish to answer by clicking in the box next to the date.
- ◆ Click **[Next]**.

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

- ◆ These prefixes are optional. (See pop-up menu above.)
- ◆ Make sure you complete the docket text with descriptive detail and a prefix if needed.
- ◆ Click **[Next]**.

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

- ◆ 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 (NEF)** screen appears.
(See **NOTE** in red on page 18.)

Reaffirmation Agreements and Court's Local Form Requirement

This section will explain how to file a Reaffirmation Agreement for those cases filed after the Bankruptcy Reform Act (10/16/05). Please read the following instructions carefully before proceeding with your filing.

- ◆ The **B240A** Reaffirmation Agreement Form (1/07) should be used for cases filed AFTER 10/16/05. If the incorrect form is filed, the Reaffirmation Agreement will be stricken from the record.
- ◆ For a copy of the correct form see: www.uscourts.gov/bkforms under Form B240A (See below for example)

Form 240A - Reaffirmation Agreement (1/07)

Presumption of Undue Hardship
 No Presumption of Undue Hardship
(Check box as directed in Part D: Debtor's Statement in Support of Reaffirmation Agreement.)

UNITED STATES BANKRUPTCY COURT
 District of _____

In re _____, Case No. _____
 Debtor Chapter _____

REAFFIRMATION AGREEMENT
[Indicate all documents included in this filing by checking each applicable box.]

<input type="checkbox"/> Part A: Disclosures, Instructions, and Notice to Debtor (pages 1 - 5) <input type="checkbox"/> Part B: Reaffirmation Agreement <input type="checkbox"/> Part C: Certification by Debtor's Attorney	<input type="checkbox"/> Part D: Debtor's Statement in Support of Reaffirmation Agreement <input type="checkbox"/> Part E: Motion for Court Approval
---	---

[Note: Complete Part E only if debtor was not represented by an attorney during the course of negotiating this agreement. Note also: If you complete Part E, you must prepare and file Form 240B - Order on Reaffirmation Agreement.]

Name of Creditor: _____

[Check this box iff Creditor is a Credit Union as defined in §19(b)(1)(a)(iv) of the Federal Reserve Act

- ◆ Parts A thru D MUST be filed and completed
 - ➡ • If Part C (page 7 of Reaf.) or D (page 8 of Reaf.) is not included, the document may be stricken from the record
 - ➡ • If Part C (Certification by Debtor's Attorney-page 8 of Reaf.) is NOT completed the Reaffirmation will be set for hearing
 - ➡ • If Part D is NOT completed but is signed by the Debtor(s) the Reaffirmation may be set for hearing or stricken from the record
 - ➡ • If Part D is NOT completed or signed the Reaffirmation will be stricken from the record

- ◆  Part E: Motion for Court Approval of Reaffirmation Agreement
 - Motion(s) for Court Approval filed as part of the Reaffirmation Agreement, **WILL NOT** be ruled on by the Court.
 - The Court will make a determination of whether a Reaffirmation Agreement needs approval and, if so, will enter an Order.

- ◆ Complete and file a separate document entitled “**Certification of Debtor’s Attorney Regarding Reaffirmation Agreement**”(Court’s **Local Form MOW 4008-1.1-NOT Part C**)(See following section for instructions [Steps 15-22])

TO FILE THE REAFFIRMATION AGREEMENT PROCEED AS INSTRUCTED BELOW:

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



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



- ◆ Select Other.
- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **[Next]**.

STEP 3 The **DOCUMENT SELECTION** screen displays.

ECF Bankruptcy

Miscellaneous

06-60001-abf7 Ben NMN Duncan

- Petition Foreign Proceeding - Ch 15
- Protection of Property from Damage
- Reaffirmation - Statement in Support
- Reaffirmation Agreement - case filed AFTER 10/16/2005
- Reaffirmation Agreement - case filed BEFORE 10/17/2005
- Reaffirmation Attorney Certification
- Redemption Agreement
- Rejection of Executory Contract or Lease

Next Clear

- ◆ Scroll the **Document Selection** box, if necessary, to display Reaffirmation Agreement-case filed AFTER 10/16/05.
- ◆ Click to highlight.
- ◆ Click **[Next]**.

STEP 4 The **SELECT A PDF DOCUMENT** screen appears next.

ECF Bankruptcy Adversary Query Reports Utilities Logout ?

Miscellaneous:

06-60001-abf7 Ben NMN Duncan

IF this Case was Filed BEFORE October 17, 2005, GO BACK and Select the Other Event

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

Filename Browse...

Attachments to Document: No Yes

Next Clear

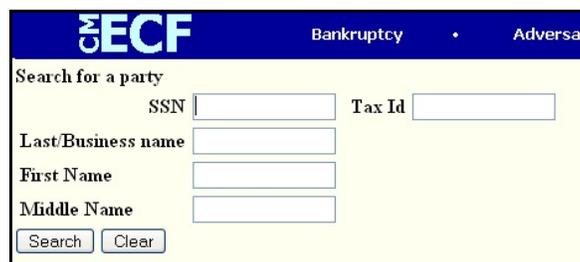
- ◆ Be sure to read the warning message in red to ensure your document is being filed properly.
- ◆ Click **[Browse]**, the navigate to your directory where the appropriate PDF file is located.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ Click **[Next]**.

STEP 5 The **SELECT PARTY** screen displays.



- ◆ Scroll the **Select the Party** box to locate and select the party filing the document. (This might be the debtor or creditor). Then proceed to **STEP 11**. If the party you are looking for is not listed, it must be added. Click the [Add/Create New Party](#) hyperlink and proceed **BELOW**.

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



- ◆ Enter the first part of the business name or last name of the person and click **[Search]**.

- STEP 7** If there are no matches, the system will return a **No Person Found** message.

The screenshot shows the ECF search interface. At the top, there is a navigation bar with 'Bankruptcy' and 'Adversary' tabs. Below the navigation bar, there is a search section titled 'Search for a party'. This section contains several input fields: 'SSN', 'Tax Id', 'Last/Business name', 'First Name', and 'Middle Name'. There are also 'Search' and 'Clear' buttons. Below the search section, there is a section titled 'Party search results' which displays the message 'No person found.' and a 'Create new party' button. A green arrow points to the 'Create new party' button.

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

- STEP 8** The **PARTY INFORMATION** screen displays.

The screenshot shows the 'Party Information' screen. It features a navigation bar with 'Bankruptcy', 'Adversary', 'Query', and 'Reports' tabs. The main content area is titled 'Party Information' and contains various input fields for party details: 'Last name', 'First name', 'Middle name', 'Generation', 'Title', 'SSN' (with the value '222-11-1234'), 'Tax ID', 'Office', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'County' (with a dropdown arrow), 'Country', 'Phone', 'Fax', 'E-mail', 'Role' (with a dropdown menu showing 'Blank (blank)'), and 'Party text'. At the bottom, there are 'Submit', 'Cancel', and 'Clear' buttons.

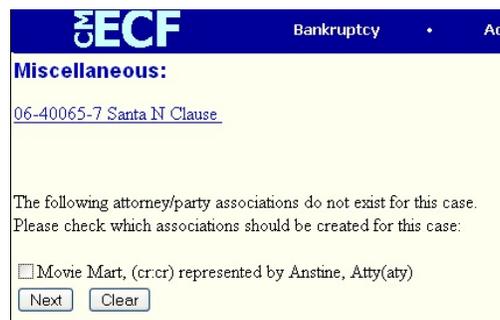
- ◆ Enter the **Name** of the party you are adding.
- ◆ Expand the **Role Type** selection pick list by clicking on the down arrow ▼ and select creditor as the type of party you are adding.
- ◆ Click [**Submit**].

STEP 9 The **SELECT PARTY** screen appears again.



- ◆ The party's name is now highlighted.
- ◆ Click **[Next]** to continue.

STEP 10 The **PARTY ASSOCIATION** screen appears.

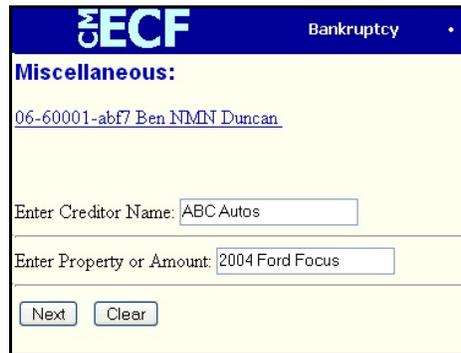


- ◆ Click the empty box to allow association between the party and the attorney filing the document. This will ensure that you are placed on the electronic notification list for this case and will receive future notifications by email.

NOTE: This step will only be used if you are filing the Reaffirmation Agreement on behalf of the CREDITOR (as an attorney). If you are filing on behalf of a PROFESSIONAL (non-attorney) this screen will not appear and you will skip to Step 12.

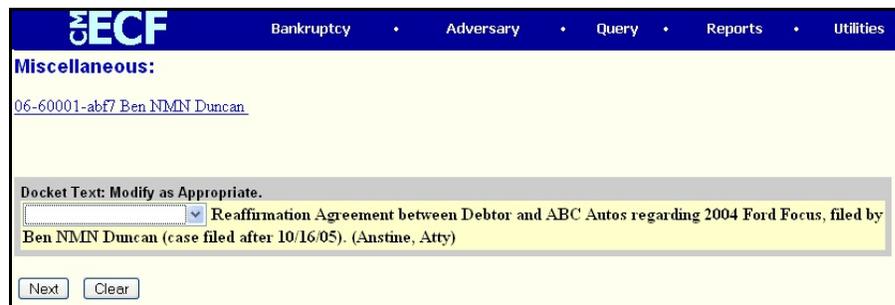
- ◆ Click **[Next]** to continue.

STEP 11 The **PROPERTY INFORMATION** screen displays.



- ◆ Enter the Creditor's Name.
- ◆ Enter a brief description of the property involved or the dollar amount of the agreement.
- ◆ Click **[Next]**.

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



- ◆ No editing is necessary unless it is an Amended document. Then click on the down arrow for the Prefix box.
- ◆ Click **[Next]** to continue.

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

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. The main content area is titled 'Miscellaneous:' and contains the following text:

06-60001-abk7 Ben NMN Duncan

Docket Text: Final Text
Reaffirmation Agreement between Debtor and ABC Autos regarding 2004 Ford Focus, filed by Ben NMN Duncan (case filed after 10/16/05). (Anstine, Atty)

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

At the bottom, there are two buttons: [Next] and [Clear].

- ◆ Verify the final docket text. Read the warning message and proceed. This is the text that will print on the docket sheet. No action is necessary.
- ◆ Click **[Next]**.

STEP 14 The **NOTICE OF ELECTRONIC FILING (NEF)** screen displays.
(See **NOTE** in red on page 18.)

STEP 15 The **CERTIFICATION OF DEBTOR'S ATTORNEY REGARDING REAFFIRMATION AGREEMENTS**

Please file this document after filing the Reaffirmation Agreement. For a copy of the correct local form ([MOW 4008-1.1](#)), go to the Court's web site: www.mow.uscourts.gov >Forms>Bankruptcy Forms>Reaffirmation–Certification of Debtor's Attorney.

WARNING: This form DOES NOT replace Part C of the Reaffirmation Agreement.

Click the Bankruptcy hyperlink on the CM/ECF Main Menu.



STEP 16 The **BANKRUPTCY EVENTS** screen displays.



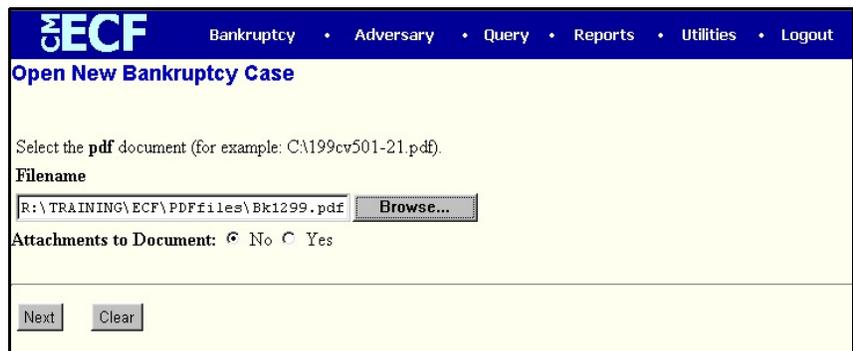
- ◆ Select Other.
- ◆ Enter the case number in *yy-nnnnn* format.
- ◆ Click **[Next]**.

STEP 17 The **DOCUMENT SELECTION** screen displays.



- ◆ Scroll the **Document Selection** box, if necessary, to display Reaffirmation Attorney Certification.
- ◆ Click to highlight.
- ◆ Click **[Next]**.

STEP 18 The **SELECT A PDF DOCUMENT** screen appears.



- ◆ Click **[Browse]**, then navigate to your 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. Close out of this screen. If correct, click “open” to select the already highlighted file.
- ◆ Click **[Next]**.

STEP 19 The **DOCUMENT CATEGORY** screen displays.



- ◆ Scroll down this list to select the appropriate category in which to find the document you are “linking” this Certification to. In this example, you are filing a Certification to a Reaffirmation Agreement. Therefore, your link will be found in the Other category. Highlight *Other*.

◆ Click **[Next]**.

STEP 20 The **PENDING DOCUMENTS** screen appears.

The screenshot shows the ECF interface with a navigation bar (Bankruptcy, Adversary, Query, Reports, Utilities, Login). The main content area is titled 'Miscellaneous:' and displays the case number '06-60001-abf7 Ben NDMN Duncan'. Below this, it asks to 'Select the appropriate event(s) to which your event relates:'. There are four checkboxes with corresponding event descriptions. The third checkbox is checked. At the bottom, there is a text input field for the creditor's name, which contains 'ABC Autos', and two buttons: 'Next' and 'Clear'.

- ◆ Select the appropriate Reaffirmation you wish to link, by clicking in the box next to the date.
- ◆ Enter the Creditor's name in the bottom box.
- ◆ Click **[Next]**.
- ◆ Click **[Next]** again.

STEP 21 The **FINAL TEXT** screen appears.

The screenshot shows the ECF interface with the same navigation bar. The main content area is titled 'Miscellaneous:' and displays the case number '06-60001-abf7 Ben NDMN Duncan'. Below this, there is a section titled 'Docket Text: Final Text' with a yellow background. The text in this section is 'Debtor's Attorney Certification regarding the Reaffirmation Agreement with ABC Autos. (RE: related document(s)[8] Reaffirmation Agreement - case filed AFTER 10/16/2005) (Anstine, Atty)'. Below this, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

- ◆ Verify the final docket text. Read the warning message and proceed. This is the text that will print on the docket sheet. No action is necessary.
- ◆ Click **[Next]**.

STEP 22 The **NOTICE OF ELECTRONIC FILING (NEF)** screen displays.
(See **NOTE** in red on page 18.)

Reports

Credit Card Reports

Displays credit card payment histories for specific time frames. Will also display any outstanding amounts due.

Cases Report

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

Claims Register

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

Docket Report

Display the formatted docket sheet with links to documents. PACER charges apply.

Calendar Events Report

Displays any and all hearings scheduled for cases. This search can be narrowed by Judge, office, event, date, or chapter.

Creditor Mailing Matrix Report

Will display all creditors for a particular case in columns of 3 to allow printing of mailing labels if needed. PACER charges apply.

Docket Activity Report

Displays case activity for any date. This search can be narrowed by case number, Trustee, Judge, office, filer type, case type, category, event, chapter, or date. PACER charges apply.

Written Opinions

Displays written opinions for cases filed after April 2005. This search can be narrowed by case number, case name, office, or date. This service is FREE to all users.

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 NOT "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.

Known Problems/Tips

Unable to Access Credit Card Reports and/or Payment Box in Internet Explorer.

ECF is not consistently compatible with Internet Explorer 6.0. You may use Netscape 7.2 or higher if you encounter problems with Internet Explorer.

Make sure ALL pop-up blockers are turned OFF. Please contact your own IT department if you do not know how to do this.

Removing all stored cookies may also resolve this problem. To do this go to Tools>Internet Options>Delete Cookies and Delete Files. **Make sure your browser is on a different web page than the Reports page on ECF.**

Cannot login to the System

Be sure you are using the correct ECF website. Each Court has it's own website address.

If you are trying to file a document in the live database, be sure you are using your **LIVE** login and password. You are issued separate logins and passwords for the training database and for PACER.

Be sure your login and password is typed correctly. The logins and passwords are case-sensitive.

If you are still unable to access the ECF system, please contact the Bankruptcy Court at 816-512-1800 for assistance.

Choosing multiple categories in a drop down box

To choose more than one category, hold down the control key while clicking on each category. If you are unsure of the category needed, hold down the shift key and select/highlight all categories in the box. Click [Next] and all documents filed in the case will appear for your review. (See page 46, Step 10 for an example of when you might use this.)

Bankruptcy Events List (as of 5/10/07)

Appeal

Addendum to Record on Appeal
Certification of Direct Appeal to Court of Appeals
Cross Appeal (Fee Due)
Election to Appeal
Joint Certification to Court of Appeals
Notice of Appeal (Fee Due)
Record on Appeal
Statement of Issues on Appeal

Batch Filings

Ch 13 Trustee Final Report - Completion
Ch 13 Trustee Final Report - Conversion
Ch 13 Trustee Final Report - Dismissal
Ch 13 Trustee Final Report - Hardship Discharge
Ch 13 Trustee Final Report - Transfer
Extend Objection to Discharge Date
Notice Allowing 13 Claims by Trustee
Notice Allowing Amended 13 Claims by Trustee
Notice by Chapter 13 Office
Transfer or Assignment of Claim (with waiver)
Trustee Objection to Confirmation of Plan
Withdrawal of Claims

Claim Actions

Claims Register by Agent (ONLY use when directed by Court)
Notice Allowing Chapter 12 Claims
Notice of SERVICING Change
Objection to Claim (includes 30 day notice)
Objection to Claim (requests a hearing)
Objection to Transfer or Assignment of Claim
Omnibus Objection to Claims by Trustee or DIP (includes 30 day notice)
Transfer or Assignment of Claim (no waiver)
Transfer or Assignment of Claim (with waiver)
Withdrawal of Assignment/Transfer of Claim
Withdrawal of Claim
Withdrawal of Objection to Claim

Creditor Maintenance

Enter individual creditors

Upload Creditor Matrix **Do NOT Load a .pdf Document, ONLY Load a .txt Document**

File Claims

Motions/Applications/Requests

2004 Examination

Abandon

Access to Debtor Federal Tax Return

Accounting

Add Creditor to Schedules

Adequate Protection

Administrative Expenses

Allow Claims

Allow Monthly Invoices

Amend

Appear pro hac vice (Fee Due)

Application for Approval of Chapter 11 Trustee

Appoint Creditor Committee

Appointment of Trustee

Arrearages

Assume/Reject

Avoid Lien (exempt property only)

Avoid Lien on Household Goods

Borrow

Ch 11 Expedited Hearing on First Day Motions

Change Divisional Venue

Chapter 13 Discharge

Close Case

Compel

Compel Abandonment-Rule 6007b (Fee Due)

Compensation

Compromise Controversy

Compromise Controversy (with 20 day notice)

Consolidate

Contempt

Continue Hearing

Convert Case 11 to 7 (Fee Due)

Convert Case 13 to 7 (Fee Due)

Convert Case 7 to 11 (Fee Due)

Convert Case to 13

Motions (continued)

Convert Chapter 12 to 11 (Fee Due)
Convert Chapter 12 to 13 (Fee Due)
Convert Chapter 12 to 7 (Fee Due)
Convert Chapter 13 to 11 (Fee Due)
Deconsolidate Chapter 11 Case (Fee Due)
Deconsolidate Chapter 12 Case (Fee Due)
Deconsolidate Chapter 13 Case (Fee Due)
Deconsolidate Chapter 7 Case (Fee Due)
Defer Fee
Delay Discharge by Debtor
Deposit Funds into Court Registry
Determine Tax Liability
Determine Value
Disallow Claims
Disallow Debt for Payment under the Plan
Disburse Funds
Dismiss Case
Dismiss Case 707B by UST
Dismiss Case under 521
Dismiss Document
Dismiss Party
Emergency Refund for Debtor
Employ
Expedite Hearing
Expunge
Extend Automatic Stay
Extend Exclusivity Period
Extend Objection to Discharge Date
Extend Time
Extend Time for 707b by UST
Extend Time for Credit Counseling
Extend Time to Object to Exemptions
File Document Under Seal
File Out of Time
Final Decree
Final Decree & Ch 11 Final Report
Hardship Discharge
Impose Automatic Stay
In Limine
Increase Assurance Payment
Incur Debt (no notice)
Incur Debt (with 20 day notice)
Join

Motions (continued)

Joint Administration
Leave to Appeal
Limit Notice
Limited Admissions
MoDR Motion to Dismiss Case
More Definite Statement
Pay
Pay Filing Fee in Installments
Pay Funds Out of the Court Registry
Payoff of 13 Plan
Post-Confirmation Fees
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Quash
Quash Garnishment
Reaffirmation
Rebutting Presumption of Abuse
Reconsider
Recusal
Redeem
Reinstate Case
Release Rent Funds from Court Registry
Relief from Co-Debtor Stay (NO Fee Due)
Relief from Stay (Fee Due)
Relief from Stay AMENDED (NO Fee Due)
Relief from Stay STIPULATED (NO Fee Due)
Remand
Remove Debtor as Debtor in Possession
Remove Inappropriate Attachment
Reopen Ch 11 Case (Fee Due)
Reopen Ch 12 Case (Fee Due)
Reopen Ch 13 Case (Fee Due)
Reopen Ch 15 Case (Fee Due)
Reopen Ch 7 Case (Fee Due)
Reopen Ch 9 Case (Fee Due)
Request Court Determination & Order Re Automatic Stay
Request for Court Certification for Direct Appeal (Fee Due)
Retain Exempt Portion of Tax Return
Revive Judgment
Sanctions
Sell
Set Hearing

Motions (continued)

Set Last Day to File Proofs of Claim
Settlement Agreement
Shorten Time
Spend Income Tax Refund
Stay
Stay Pending Appeal
Stipulated Motion
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Suspend Plan Payments
Termination or Absence of Stay
Transfer Case Out of District
Transfer Claim
Trustee Extend Automatic Stay (362h)
Trustee Substitution of Party
UST Ex Parte Request Setting Answer Date
UST Extend Time for 707 & 727
Use Cash Collateral
Vacate
Waive Chapter 7 Filing Fee
Waive Credit Counseling re 109(h)(4)
Waive Credit Counseling re Exigent Circumstances
Waive Financial Management Course
Waive Means Test
Waive Pay Order
Waive Right to Object re 704 (B)(2)
Withdraw As Attorney
Withdrawn Document
Withdrawn Reference (Fee Due)
Writ
for Order
For Order (w/20 day notice)

Multi-Case Docketing

13 Report on Business
13 Trustee Certificate of Mailing
13 Trustee Objection to Exemptions
13 Trustee Withdraw Document
Address Added or Changed

Multi-Case Docketing (continued)

Amend Plan by 13 Trustee
Ch 13 Plan Certification
Ch 13 Trustee Deposit Funds into Registry
Ch 13 Trustee Notice of Plan Completion
Dismiss Case by 13 Trustee
No PTO or Summons (text entry)
Request for Summons and Pretrial (text entry)(only use when directed to by the Court)
Substitute Creditor Attorney (text entry)
Successor Trustee Report
Tr Motion Dismiss Case for Default
Tr Motion Dismiss Case for Failure to Commence
Trustee Ext Obj to Discharge Date re Taxes (text entry)
Trustee Interim Report (12 months)
Trustee Interim Report (6 months)
Trustee Motion to Compel Debtor
Trustee Motion to Deny Confirmation
Trustee Reassigned (for UST use ONLY)
Trustee's Report of No Distribution
Trustee's Convert 13 to 7 (Fee Due)
UST Stmt & Notice of Presumed Abuse (multi)

Notices

2004 Examination
Amendment to Schedules Adding Creditors (Fee Due)
Compliance
Continuance of Hearing
Continuance of Meeting of Creditors
Continue Meeting of Creditors with UST Agreement
Corrected Debtor Social Security Number - private entry
Deposit Requirement
Designation as Complex Chapter 11
Dismissal
Intent to Transfer Equity Interest
Notice of Commencement of Ch 15 Case
Notice of Motion (set obj deadline)
Notice of Motion (shortened time)
Notice of Service due to directive from Court
Notice on Motion for Conversion from 7 to 13
Perfection of Lien
Reopen Case to Add Creditor (30 day deadline)
Reopening Case (20 day deadline)

Notices (continued)

Sale - Misc.Assets
Setting Hearing (use ONLY by Court directive)
Submission of Fees (Chapter 11 only)
Substitute Debtor Attorney
Substitute Debtor Attorney (text entry)
Take Deposition
Voluntary Conversion to Chapter 7 (Fee Due)
Voluntary Dismissal

Objection/Response

Reference an Existing Document

Objection
Objection re 522
Reply
Response

Other Answers

Answer (Involuntary)

Open New Bankruptcy Case

Open New Involuntary Bankruptcy Case

Other

20 Largest Unsecured Creditors
Address Added or Changed - text entry
Affidavit
Affidavit in Lieu of Conversion Schedules
Agenda for Hearing (ONLY with Court Approval)
Amended Matrix Adding Creditor (in PDF)
Amended Matrix DELETING Creditors
Amended Petition (voluntary or involuntary)
Amended Schedules (any single or all schedules)
Asset Purchase Agreement

Other (continued)

Assignment of Judgment
Assignment of Tax Refund
Balance Sheet
Bill of Costs
Brief
Certificate of Credit Counseling (NOT Financial Mgmt)
Certificate of No Objection to Submission
Certificate of Service
Certificate of Service (text entry)
Certificate of Service of Tax Information
Certificate of Service re Proof of Claim
Certificate of Cure of Residential Judgment
Certificate of Financial Management Course
Certificate of Intent to Cure Residential Default
Chapter 11 Final Report and Account
Consent
Conversion Schedules
Court Reporters Certificate
Creditor Exception Address
Debtor Attorney Certification re Rights (text only)
Debtor Election of Small Business Designation
Debtor Evidence of Employer Payments Received
Debtor Evidence of NO Employer Payments
Debtor Rebuttal of Presumption of Abuse
Debtor Signature re: Relief Availability
Declaration
Demand of Reclamation
Disclosure of Compensation of Attorney for Debtor
Domestic Support Obligations
Entry of Appearance
Equity Security Holders
Exhibit List Filed
Federal Tax Returns
Findings of Fact and Conclusions of Law
Income Statement
Interrogatory Answers (garnishment proceedings only)
Involuntary Summons Service Executed
Involuntary Summons Service Unexecuted
Joinder
Monthly Operating Report **Summary**
Notice by Bankruptcy Petition Preparer - Form 19B
Notice of Appearance and Request for Notice (Attorneys ONLY)
Notice of Assumption of Lease

Other (continued)

Notice of Change of Address
Notice of Continuance of Meeting of Creditors
Notice of Intent to Surrender Property
Notice to Consumer Debtor re 342b
Objection to Debtor Claim of Exemptions by creditor
Obligations of Ch. 11 Debtor
Ombudsman Report
Pay Adversary Filing Fee by Credit Card
Petition Foreign Proceeding - Ch 15
Protection of Property from Damage
Reaffirmation - Statement in Support
Reaffirmation Agreement - case filed AFTER 10/16/2005
Reaffirmation Agreement - case filed BEFORE 10/17/2005
Reaffirmation Attorney Certification
Redemption Agreement
Rejection of Executory Contract of Lease
Report of Sale
Request for Removal from Notification List (text only)
Request for Debtor to File Tax Returns
Request for Hearing
Request for Notices by Pro Se Creditor only
Rescission of Reaffirmation Agreement
Return of Service on Writ
Rule 2015-2 A and B
Satisfaction of Judgment
Schedule(s)
Settlement Agreement
Statement of Chapter 7 Business Operations
Statement of Current Monthly Income & Means Test - Ch 7
Statement of Current Monthly Income - Ch 11
Statement of Financial Affairs
Statement of Good Faith Filing
Statement of Intention
Statement of Monthly Income & Expenses - Ch 13
Statement of Operations
Status Report
Stipulation
Subpoena Served
Suggestions in Opposition
Suggestions in Support
Suggestions of Death
Summary of Exhibits
Support Documentation (NOT Exhibits)

Other (continued)

Transcript
Verification by Debtor
Voluntary Petition (Chapter 12)
Voluntary Petition (Chapter 13)
Voluntary Petition (Chapter 7)
Voluntary Petition (Chapter 9)
Withdraw Document (No Order required)
Witness List Filed

Plan

Amended Chapter 11 Plan
Amended Chapter 12 Plan
Amended Chapter 13 Plan
Amended Disclosure Statement
Chapter 11 Plan
Chapter 11 Small Business Plan
Chapter 11 Small Business Plan & Disclosure Statement
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Disclosure Statement
Disclosure Statement for Small Business
Objection to Confirmation of Plan
Objection to Disclosure Statement

Trustee/US Trustee

Abandonment - text entry
Abandonment of Property
Agreement to Continue Meeting of Creditors
Agreement to Waive Appearance
Amended Summary to Final Report
Appointment of Ombudsman
Ch 13 Trustee Final Report (Special)
Chapter 11 Meeting Held and Continued
Chapter 12 Trustee Final Report and Account
Chapter 13 Plan Recommendation
Claim Recommendation
Comment by UST
Final Account Zero Balance
Final Asset Report

Trustee/US Trustee (continued)

Final Nominal Asset Report
Meeting of Creditors Continued
Meeting of Creditors Continued (Special Address)
Meeting of Creditors Held - Ch 11
Meeting of Creditors Held - Ch 12
Meeting of Creditors Held - Ch 13
Meeting of Creditors Held - Ch 7
Meeting of Creditors NOT Held
Notice & Summary of AMENDED Final Report - Ch 7
Notice & Summary of Final Report - Chapter 7
Notice of Intent to File Objection to Claim
Notice of Appointment of Committee of Retired Employees
Notice of Appointment of Creditors Committee
Notice of Appointment of Equity Security Holders Committee
Notice of Ch 12 Trustee's Final Distribution
Notice of Debtors Compliance re Tax Returns (text entry)
Notice of Intent to Abandon
Notice of Intent to Sell
Notice of Intent to Sell w/ Shortened Time
Notice of Intent to Transfer Equity Interest
Notice of Interim Distribution
Objection to Exemptions
Pay Adversary Filing Fee by CC
Pay Case Reopening Filing Fee by CC
Rejection or Resignation of Appointment
Report of Interim Distribution
Report of Sale
Report of Sale by Auctioneer
Request for Claims Bar Date Notice
Request for Claims Bar Date Notice - Surplus
Request for Dismissal Order
Request for Dismissal Order No Tax Returns
Request for Show Cause - Attorney
Request for Show Cause - Tax Returns
Request for Show Cause - no ID
Request for Show Cause - no show
Request to Defer Payment
Selected for Audit
Statement Non-Formation of Committee
Stipulated Proposed Scheduling Order
Stipulation
Trustee's 341/Initial Report
Trustee Withdraws RND (text entry)

Trustee/US Trustee (continued)

UST Declination re 704(b)(2)
UST Statement - generic
UST Stmt & Notice of Presumed Abuse
UST Stmt of No Determination of Presumed Abuse
UST Stmt of No Means Testing Documents Filed
Withdraw Request for Dismissal (text entry)
Withdraw Request for Show Cause (text entry)

Trustee's 341 Filing

Judge/Trustee Assignment