



## **Electronic Case Filing**

### *Clerk's Office Highlights*

#### **Adding Creditors**

If you are amending schedules D, E, or F *and* you are adding creditors to the case, you need to file the Amended Schedules and a Notice of Amendment to Schedules. You will also need to file/upload an amended matrix with *only* the new creditors. The Notice of Amendment to Schedules event requires a \$32.00 fee.

#### **Amending Schedules**

All amended schedules require a verification by debtor pursuant to Local Rule 1009-1A.

#### **Amending the Plan**

It is not necessary to file a Motion to Amend the Plan. Just file your amended plan under [Bankruptcy Events - Other Filings - Plan - Amended Chapter XX Plan](#). When prompted, make the proper request selection(s) included in your plan.

#### **Attorney Address Change**

This is not done via CM/ECF. You must update attorney information via Pacer. A request will be submitted to the Court. Once processed, the updated information will be reflected in CM/ECF in all cases.

#### **Claims...Where to find them**

Go to [Reports - Claim Register](#)...Enter your case number *and* set the date range.

#### **Debtor Address Change**

This can be done via Text Entry using the following event: [Bankruptcy - Other Filings - Other - Address Changed - text entry](#). If a Debtor address change is filed in a JOINT case, the Court will update both Debtor 1 and Debtor 2. If you intend to change the address of only one of the Debtors, you must insert the first/last name of such Debtor in the entry.

#### **Editing Entries**

A text box gives you the opportunity to specify your document. For example, when filing a Motion for Relief from Stay it is very important to type into the text box what this document is in regards to, i.e. property located at 123 N. Main, Kansas City, MO 64106. The entry should contain the 5 W's (who, what, when, and why).

#### **Emergency Hearings**

The Court issues all hearing notices. If you need an Emergency Hearing set, you should file a Motion to Expedite. Use event: [Bankruptcy Events - Motions & Related Filings - Motions/Applications/Requests - Expedite Hearing](#).

#### **Filing new cases**

Select the correct divisional office. This is based on the county the debtor lives in, not where the debtor wants the case heard. If you want the case to be heard in another division, you must file a motion to change venue.

Select the county on the debtor information screen.

If your case is *not* a Ch7, change the asset notice to YES.

Be sure to input the correct statistical information.

Be sure to file the Credit Counseling Certificate, Declaration Re: Electronic Filing, and Evidence of Employer Pay as separate documents.

### **Forms**

Save yourself time by using our forms: <https://www.mow.uscourts.gov/forms/bankruptcy>  
These forms have been approved by our judges, are up to date, and contain prompts for required information.

### **Hearing Calendar**

Run a report in ECF under [Reports - Calendar Events](#). This report will generate hearings scheduled on a particular day. Another option to view the court calendar can be found on our website: <https://www.mow.uscourts.gov/bankruptcy>  
Click the hyperlink "Bankruptcy Court Calendar" found in the bottom left panel of the page. Kansas City Ch. 13 dockets are posted separately on the Friday before the Monday hearing dockets at the top of the above page on our website.

### **Proposed Orders**

Local Rule 9050-1 provides that the Court will enter orders in a text format on the court docket. If specific language is required in an order, a proposed order shall be submitted to the assigned courtroom deputy **via e-mail** after the hearing or expiration of the response deadline.

### **Requests to Redact or Restrict**

A motion must be filed, and a \$26.00 filing fee must be paid in order to redact/restrict a prior filing. Use event: [Bankruptcy Events - Motions & Related Filings - Motions/Applications/Requests - Request to Redact or Restrict Document \(Fee Due\)](#). You should file the redacted document separately at the time you make your request. Please note, there will not be an order entered on your request.

### **Signing your Documents**

All documents filed electronically require the proper signature. Per administrative procedure, the Court requires a "/s/" or other indicia of signature for the attorney's, the debtor's, or another's signature. Some filings require the original wet signature of the Debtor. See General Order No. 3, issued on 3/23/2020, for guidelines on use of e-signature software in lieu of the wet signature requirement.

### **Unclaimed Funds**

If you want to search for unclaimed funds, you can do so from the Court's Website at <https://www.mow.uscourts.gov/bankruptcy/unclaimed%20funds>.  
If you have any questions about how unclaimed funds are collected and distributed, you might find your answers by looking at Local Rule 3011-1.

### **Withdrawing a Document**

It is not necessary to file a Motion to Withdraw. Instead, choose [Bankruptcy - Other Filings - Other - Withdraw Document \(text entry\)](#). If an order has been entered on your document, you will need to file a Motion to Vacate the order.

### **Clueless??**

Don't know how to file something? Can't find the right event? We're here to help!  
Please call the clerk's office at 816-512-1800. **No judgments...only solutions.**