

UPDATE FROM THE CLERK'S OFFICE

WESTERN DISTRICT OF MISSOURI BANKRUPTCY COURT – AUGUST 21, 2020

USE THE CM/ECF ICON

Need court information quickly? Click on the CM/ECF icon! You will get a pop-up box with basic information for the court and a link for “further court information”; the link will show you the max pdf size you can file, PACER contact information, and Flag definitions.



USE THE SEARCH FEATURE

- Not sure what event to use to file a pleading? Click on Search on the top ECF bar and then you will see the box to the right. Type in the main idea for the pleading and press Enter.



LINKING DOCUMENTS

- Problems finding a document you need to refer back to at filing? Simply select all categories in the pick list (see blue screen below) to ensure that your document appears on the following screen to select.

Refer to existing event(s)?

Select the category to which your event relates.

ntcords	^
order	
other	
plan	
pretrg	
registry	
tranclaim	
trustee	
utility	
Discharge	v

Next Clear

CHAPTER 13

PLAN STATISTICS

- **Please** complete the statistical information to mirror the plan contents (valuation, lien avoidance, surrender and assume or reject executory contract) when you file every plan.

PAYMENTS THROUGH PAY.GOV

- Pay.gov has received reports of two issues from different courts (including ours) - receipts not pulling over to the docket in ECF and duplicate filing fees.
 - a. Please do not click on the back button when you are in the middle of paying a fee.
 - b. If the screen freezes, please do not pay again. Please check for payment the following day or contact Mindy or Cecelia to confirm if payment was received.

SERVICE OF MOTIONS FOR RELIEF AND NOTICE AND ORDER SETTING HEARING

- a. Creditors **MUST** serve the debtor by mail and include debtor's name and address in the certificate of service.
- b. Service of both the motion and notice at the same time is acceptable; however, the certificate of service should be filed as soon as service is made.

FINAL APPLICATION FOR COMPENSATION IN CHAPTER 13 HOURLY FEE CASES

- a. Please remember that a final fee application requesting approval of all interim fee awards must be filed at the end of the case before it is closed.
- b. A Clerk's Note will be entered on the docket at the beginning of the case with this reminder and the case will have an additional flag entitled HRLYFees.

ESR (ELECTRONIC SELF- REPRESENTATION)

- eSR is now available for Chapter 13 pro se debtors.
- <https://www.mow.uscourts.gov/bankruptcy/esr>
- If you are unable to take a case or decide not to represent a debtor, you can refer the debtor to our website to look into this program.

NEW CHECKLISTS FOUND IN APPENDIX TO THE LOCAL RULES

- Checklists for filing a Chapter 11 and 12 case are now separated into individual and business cases.
- <https://www.mow.uscourts.gov/bankruptcy/rules>

MORTGAGE FORBEARANCE AGREEMENTS

- Bankruptcy Events → Motions & Related Filings → Notice of Debtor's Request for Mortgage Forbearance Due to the Covid-19 Pandemic
- Should be filed by the creditor.
- No action will be taken by the court on this notice.
- If the notice relates to a conduit mortgage, the trustee will file a Trustee's Motion for Order On Mortgage Forbearance.

FINAL TIPS AND TRICKS



CHAPMOBILE APP UPDATE IS AVAILABLE THROUGH THE APP STORE OR GOOGLE PLAY SO YOU CAN EASILY VIEW 341 DOCKETS AND COURT MOTION DOCKETS.



EMAIL BLAST FROM THE WESTERN DISTRICT OF MISSOURI BANKRUPTCY COURT NOW ORIGINATE FROM MOW_MASSEMAIL@MOW.USCOURTS.GOV. MAKE SURE THIS ADDRESS DOES NOT GO INTO YOUR JUNK FOLDER!