
7.0

Filing Documents on the ECF System

This section will cover the majority of what you will be doing within ECF. Prior sections were the building blocks that will allow you to docket events.

The topics here are an example of the docketing that you will perform. All docketing done in ECF are similar, once you see how to perform these basic procedures, you will be able to perform the majority of docketing in ECF.

This chapter will cover:

- Motions
- Multi-Part Motion
- Objections to a Motion
- Notice of Hearing
- Withdrawing a Document
- Pending Order Upload
- Proof of Claims
- Additional Tips on Bankruptcy Events

7.1

Motions

Hint: If you are filing a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section 9.6: **Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document, (Received Electronically), before converting to PDF, to indicate what parties received the document electronically.

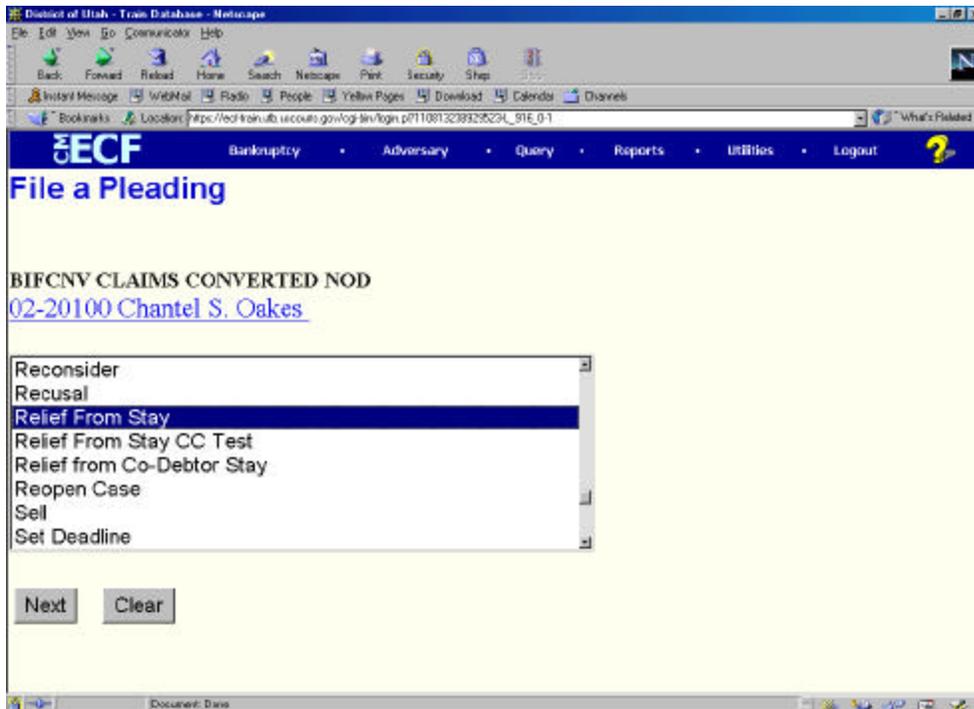
Motions/Applications are found under the Bankruptcy link.

STEP 1 After you click on the Motions/Applications link, a case number screen appears. Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

- The filer must select an event that coincides with the document being filed. The title of the event designated by the court, may differ from your document so you may have to review the list for the best option. Certain events facilitate other actions in a case, such as schedule effects and deadlines or the entering of an order so it is important to use the correct event. If you are uncertain what event to use, call the court for instructions.

STEP 2 Click on the type of motion that you are filing to highlight your selection (see figure 1). The Click on the [Next] button.

See section 1 for a listing of the events available. Events followed by a (fee) will require payment of charges on a credit card account



You can quickly search through a listing of items by typing the first letter of the item you are looking for in a particular box. This is known as a “hot key”. You will find that most fields in the ECF program are “hot key” sensitive. Example: If you are searching for “Relief from Stay”, simply type an “r” and you will go to the beginning of the “r” items. Repeatedly typing an “r” would move you through all the listings beginning with “r”.

Figure 1

- A joint filing screen will appear next. Use this option if you would like to select another attorney as a joint filer. The attorney must already be a participant in the case. You will not have the option to add counsel from this screen. Click on the [Next] button to continue.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button.

If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section **4.2: Creating a New Party**, for instructions if necessary.

- You may see a screen like the one shown in figure 2. This screen will appear if the registered user logged in to the system is not counsel of record for the party filer (movant) you have selected. Figure 2 shows that (mmbaty) is not currently shown as counsel of record for Zions First National Bank. You may make the association at this point if you choose to do so. If not, leave the corresponding box blank and click on [Next].

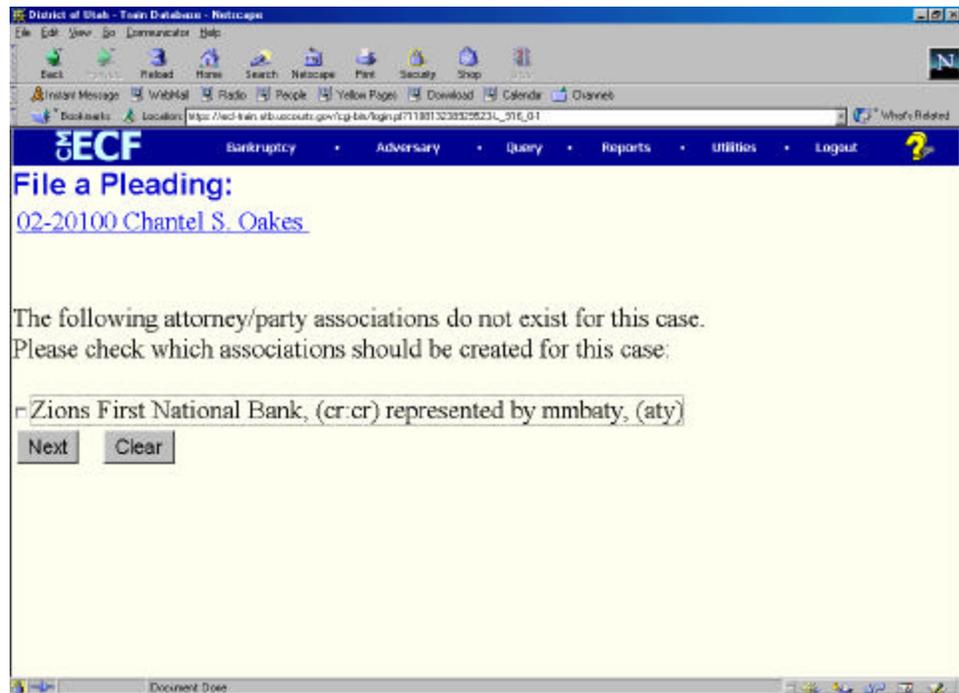


Figure 2

-
- If the pleading requires a fee you may be required to indicate method of payment at this point.

STEP 4 Add your supporting documentation using the procedure in section **2.5: Attaching a PDF Document**.

STEP 5 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

If your final text is not correct, you will most likely need to use the back button on your browser and correct it at the screen where the information was originally entered. This way a complete correction is made to the program, not just the final text.

7.2

Multi-Part Motions

ECF will allow you to docket multi-part motions, such as filing a “*Motion for Relief from Stay, or in Alternative, Adequate Protection.*”

This is a review of section **7.1: Motions** with an additional step for selecting more than one motion.

You cannot use the “hot key” option described in section 7.1, when selecting multiple events. Select the first motion, then use the scroll bar.

STEP 1 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 2 Highlight the first motion that you are filing (see figure 3). Now, hold down the <Ctrl> key and scroll down to your next motion. Click on that motion. Release the <Ctrl> key and click on the [Next] button.

As indicated in section 7.1, it is important to select the appropriate event to match your pleading. A multi-part motion can be critical when the events you select can have a profound or differing effect on the case. Such as a Motion to Dismiss or in the Alternative a Motion to Convert the Case. The order that is entered will greatly effect the case and you want both of these motions to be clearly expressed on the docket sheet and on the electronic notification that will emanate from each entry.

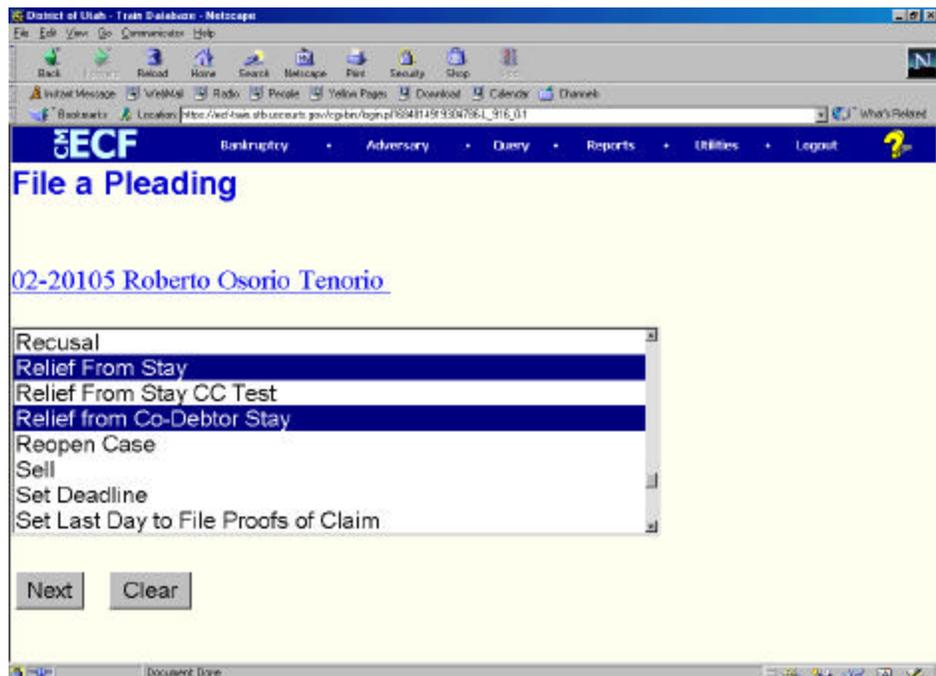


Figure 3

-
- A joint filing screen will appear next. Use this option if you would like to select another attorney as a joint filer. The attorney must already be a participant in the case. You will not have the option to add counsel from this screen. Click on the [Next] button to continue.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button.

If the movant is not listed on the case party list, you will need to add your party by clicking on the Add/Create New Party link. Refer to section **4.2: Creating a New Party**, for instructions if necessary.

- Again, you may see a screen like the one shown in figure 2 on the previous page. This screen will appear if the registered user logged in to the system is not counsel of record for the party filer (movant) you have selected. Figure 2 shows that (mmbaty) is not currently shown as counsel of record for Zions First National Bank. You may make the association at this point if you choose to do so. If not, leave the corresponding box blank and click on [Next].
- If the pleading requires a fee you may be required to indicate method of payment at this point.

STEP 4 Add your supporting documentation using the procedure in section **2.5: Attaching a PDF Document**.

STEP 5 Verify your final docket text and make any adjustments necessary. This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

If your final text is not correct, you will most likely need to use the back button on your browser and correct it at the screen where the information was originally entered. This way a complete correction is made to the program, not just the final text.

7.3

Objection to Motion

This section will look at filing an objection to a motion.

- STEP 1 At the Bankruptcy Events screen, click on the Objection/Response hyperlink. Select Reference an Existing Pleading.
- STEP 2 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.
- STEP 3 Click on the drop-down menu and select the type of document that you are filing (see figure 4). Once you have selected your type, click on [Next].

*Note: There is both an **Objection** and **Response** event available in this category. Selecting the correct event will ensure your intent is proclaimed clearly on the docket sheet and before the court.*

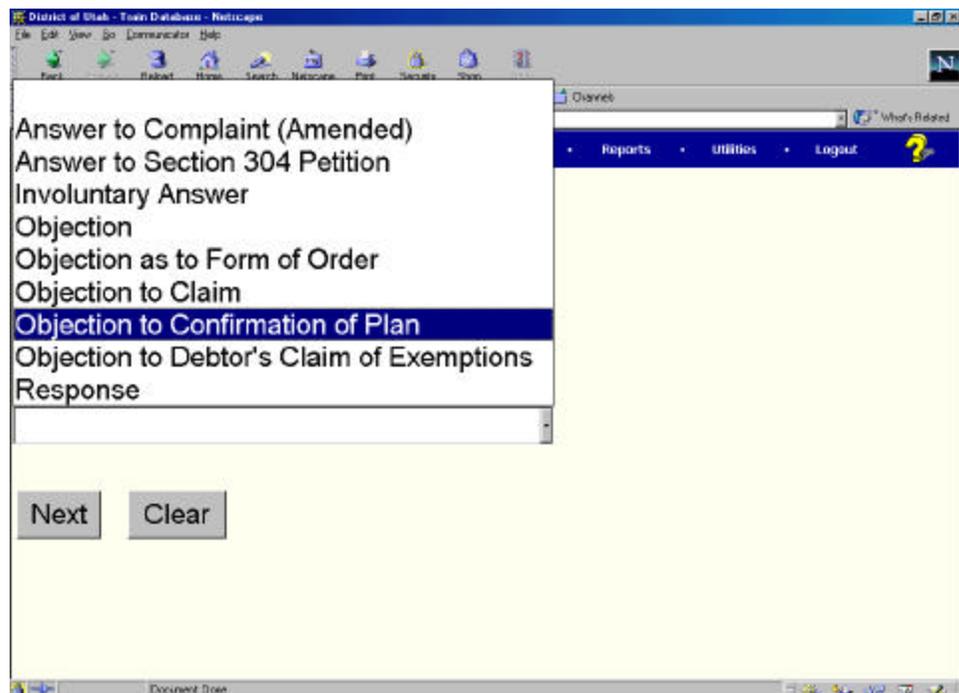


Figure 4

-
- A joint filing screen will appear next. Use this option if you would like to select another attorney as a joint filer. The attorney must already be a participant in the case. You will not have the option to add counsel from this screen. Click on the [Next] button to continue.

STEP 4 Highlight the objecting/responding party and then click on [Next]. If the party is not listed on the case, you may need to click on the Add/Create New Party link. Refer to section **4.2: Creating a New Party**.

- A screen may appear asking if an association between the aparty filer and the ECF user should be made. if the registered user logged in to the system is not counsel of record for the party filer you have selected. If you are the attorney representing the party, you may need to make the association. Click on the checkbox and then click on [Next].

STEP 6 Reference your pleading to an existing document. Refer to section **5.0: Document Associations** for instructions if necessary.

STEP 7 Add your supporting documentation using the procedure in section **2.5: Attaching a PDF Document**.

STEP 8 Check the final docket text and make any necessary changes. This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and you applied to the case.

*It is important to **make the association** with the pleading, to which, you are objecting or responding, in order to have the matter properly addressed.*

7.4

Notice of Hearing

Hint: If you are filing a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section **10.5: Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document, (Received Electronically) before converting to PDF, to indicate what parties received the document electronically.

When filing an **Amended Notice of Hearing**, do not link the hearing event to the previous hearing, link to the motion being heard.

If you have filed a previous hearing notice with the court and you don't select Amended/Rescheduled, when it is appropriate, the previous hearing may not be correctly removed from the calendar.

Correctly entering a Notice of Hearing is very important to both the moving party and the court. When an electronic filer enters a notice of hearing, they are actually setting a matter on the chambers calendar. Incorrect entries can have a dramatic effect on chambers so make sure you **verify your entry**.

- STEP 1** Select Notices from the category list. Click on [Next].
- STEP 2** Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.
- STEP 3** Click on the drop-down menu and select the type of document that you are filing. Highlight Notice of Hearing if this is the first notice relating to the motion. If you are amending or rescheduling a previously filed notice select Notice of Hearing (Amended/Rescheduled). Once you have selected your event, click on [Next].
- A joint filing screen will appear as discussed in previous sections. Click on [Next] to continue.

STEP 4 At the select party screen, select the movant. Highlight your party and click on the [Next] button.

If the party filer is not listed on the case party list, you will need to add your party by clicking on the Add/Create New Party link. Refer to section **4.2: Creating a New Party**, for instructions if necessary.

- A case verification screen will appear next. This screen is displayed to allow you to confirm your case number and name of debtor. Click on [Next] to continue.

STEP 5 You will then see a Hearing Information screen. Again, it is very important to enter the information on this screen correctly. The filer should begin by selecting the first pull-down box field that reads “Please select a previously created event”. Information from chambers’ calendars are populated directly into this field, see figure 5 below.

Your schedule record should already be in the system, by the time a notice of hearing is filed. So if you don't see your party at this stage, you should wonder why.

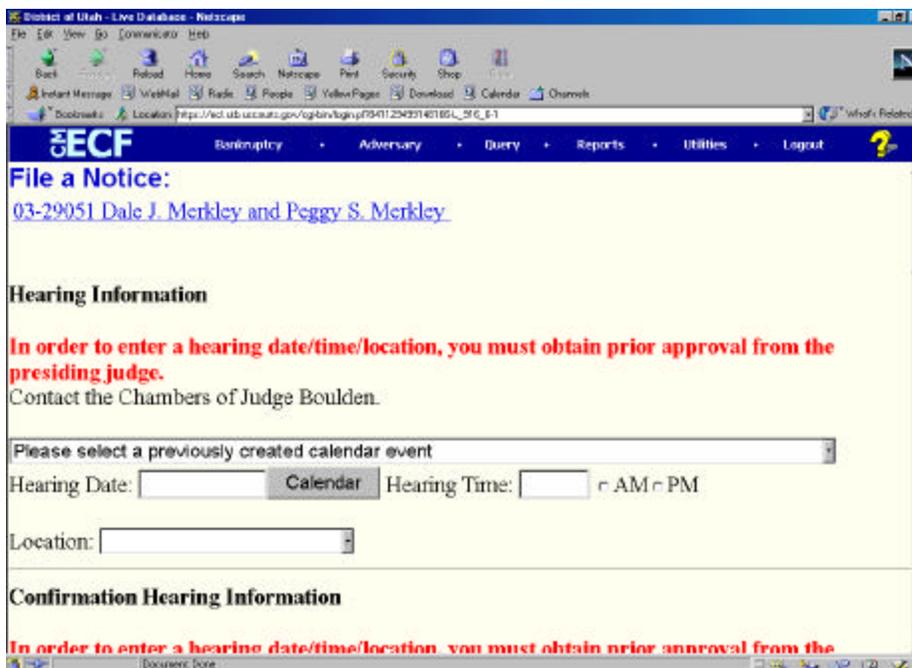


Figure 5

Pre-sets, 341 and confirmation hearings will not appear in the box at this time.

Keep in mind that when the matter was scheduled with chambers, some of the details may not have been conveyed to the calendaring clerk.

Most previously created calendar events created on the chambers calendar for this case will appear. In the example, shown in figure 6, only one hearing was scheduled on the court's calendar for 7/30/03 at 9:00AM. If this is the hearing that is scheduled for the pleading you are now entering, simply highlight and click on your selection.

If the title on the pleading you are filing and the scheduled hearing inside the box, do not match exactly, but appear to be a close match, you should check with the scheduling clerk, at the court, to verify it is the same matter. If the date and time (and other information) match, the hearing should probably be selected. If you do not select the displayed hearing and enter the hearing record again, a duplicate entry may be placed on the court calendar so please make every effort to match the hearing or you will probably be contacted by chambers.

If the hearing in the box, appears to be for the pleading you are entering, but the information is not accurate, verify the information with the scheduling clerk before you enter the notice, so it can be corrected.

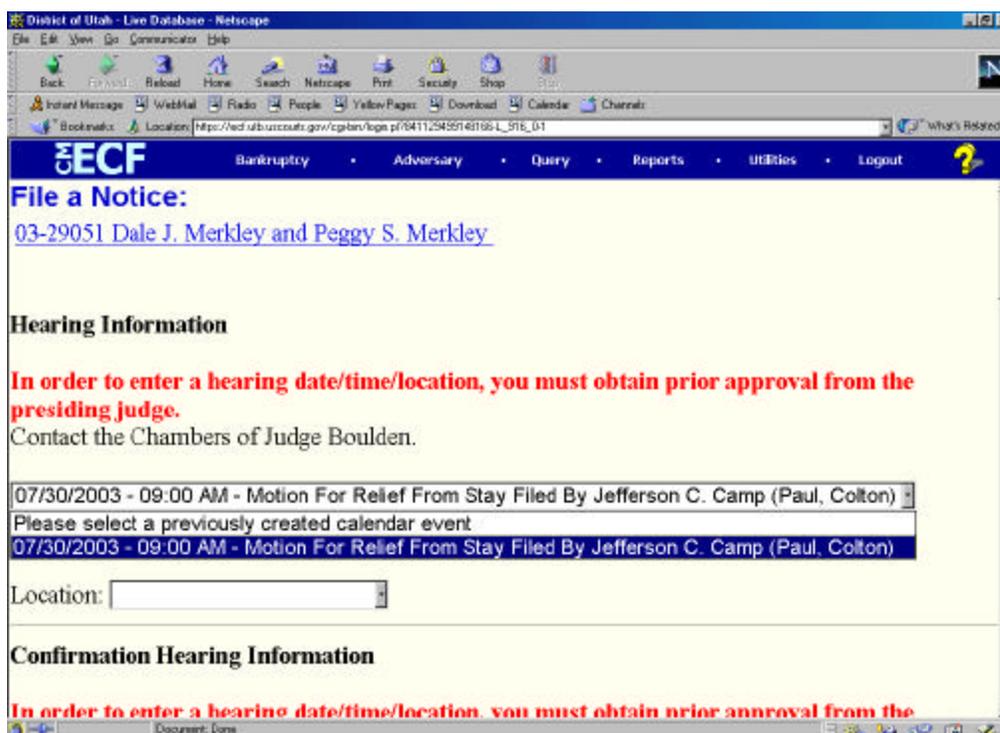


Figure 6

After you have highlighted the previously scheduled event, the *Hearing Date*, *Hearing Time* and *Location* fields will be populated automatically (see figure 7).

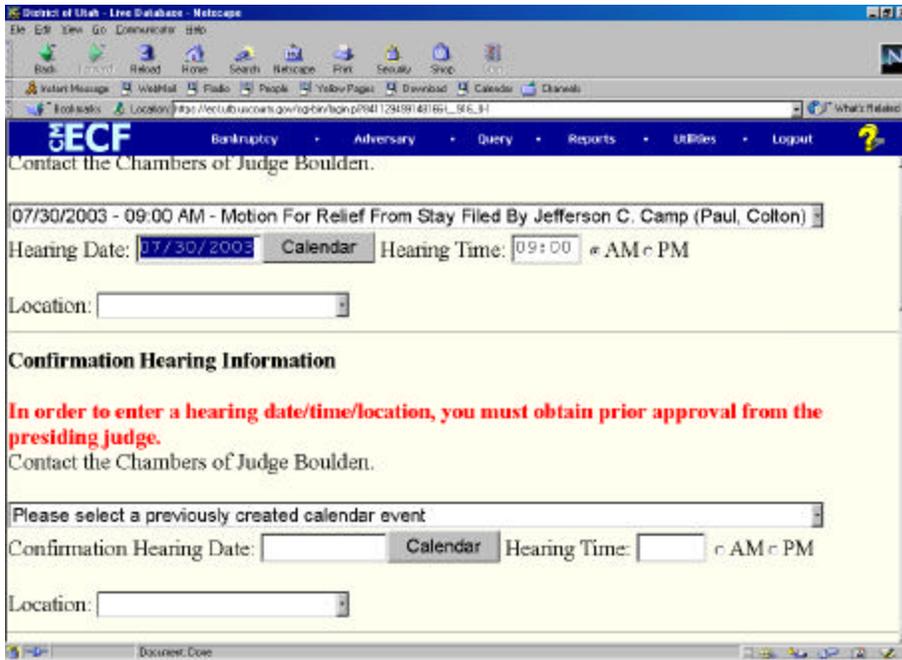


Figure 7

STEP 6 The location field will almost always display the US Bankruptcy Court. (see figure 8 below).

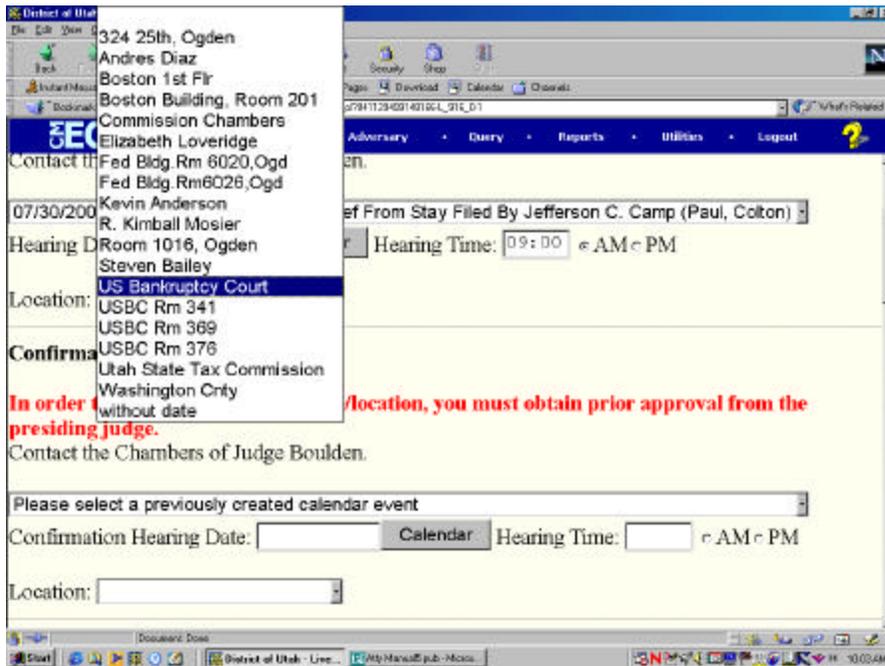


Figure 8

REMEMBER: Do not select a room number for the hearing location. For a **Salt Lake hearing**, highlight **US Bankruptcy Court**. If the location is **Ogden**, highlight **324 25th Street** and if in **St George**, select **St George**.

The document association function is built into the Notice of Hearing event for sake of ease. Be sure you select the correct pleading to be heard in court.

STEP 7 After entering the details on the hearing, scroll down to the bottom of the hearing screen where you will see all documents still pending in the case. Click on the box that corresponds to the motion for which, you are noticing the hearing (see figure 9).

Click on [Next]

If an incorrect association is made at this point. The correct pleading may not be prepared court.

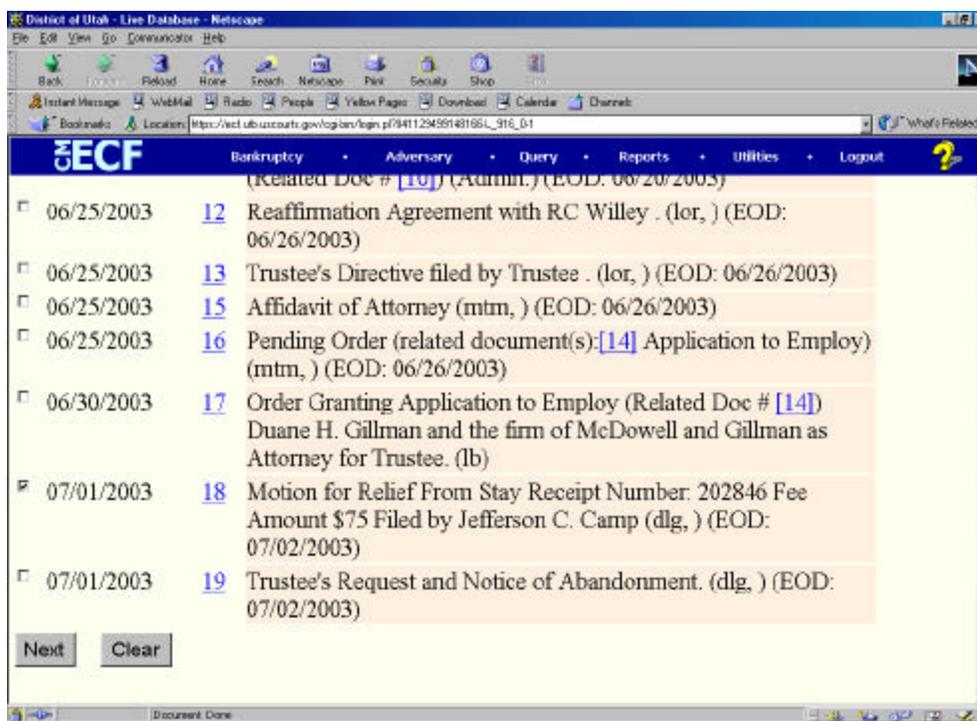


Figure 9

STEP 8 Browse and attach your supporting documentation using the procedure outlined in section **2.5: Attaching a PDF Document**.

STEP 9 **Verify** your final text and the **hearing date and time** that appears in the final text. If the date and time are not correct at this point. You **must** use the back button and **go back to the Hearing screen** to make any corrections. The motion on for hearing should also be verified for accuracy before filing the document with the court (see figure 10).

Verify, verify, verify.
This cannot be stressed enough in this section. A mistake made here will directly effect the chambers' calendar.

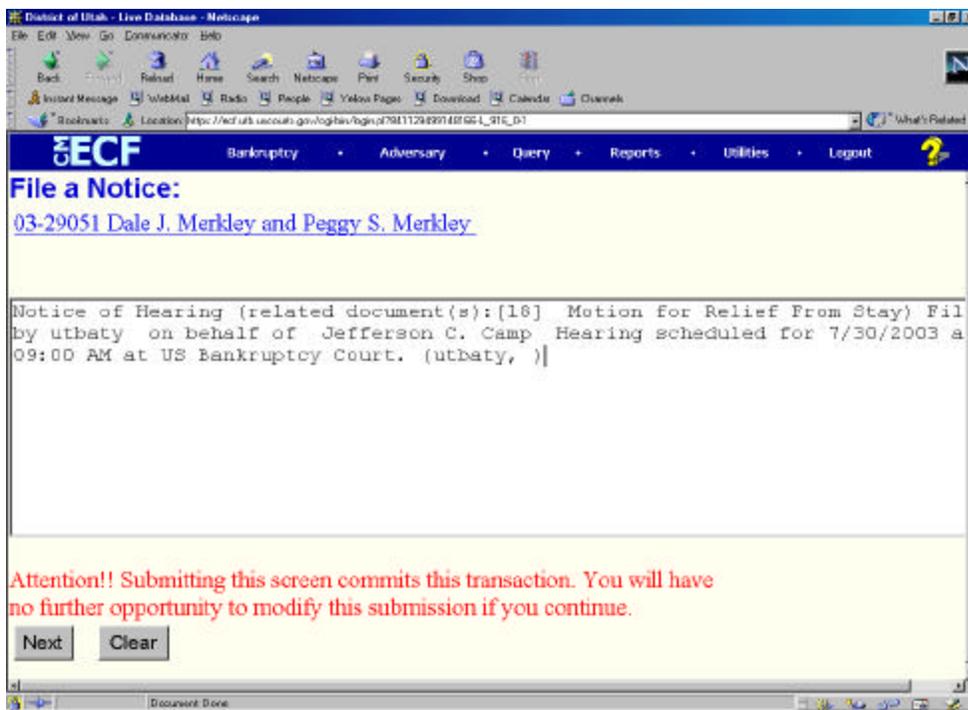


Figure 10

7.5

Withdrawing a Document

Note: There are a number of events available in the Notice category to withdraw a document.

This event is something you may use quite frequently to satisfy a motion or to correct an error, so it is important that you understand how to file these pleadings. You may withdraw a pleading by either filing a *Motion to Withdraw Document* or by filing a *Notice of Withdrawal of Document*. If it is your intent to motion the court to withdraw the document and subsequently file a pending order, you may do so under the Motions/Applications category. However, if you simply want to file a notice of withdrawal, you may do so by filing a *Notice of Withdrawal of Document* found in the Notices category. This section will outline the procedure for filing the notice.

As mentioned in section: **1.0**, if the event is followed by a *No Image* or *Text Event* notation then you will not need to attach a document when filing that event. This means that the text entry will exist on the docket sheet, but it will not be necessary to prepare or attach a PDF document. Under the Notices category, you have the option of attaching a pleading to your withdrawal entry or filing a text entry. Text events do not receive a document number on the docket sheet.

Now, let's withdraw a document from a case.

- STEP 1 Click on the Notices category under the Bankruptcy menu option.

- STEP 2 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

STEP 3 Select the event that matches the document type you are filing and click on [Next].

There are several events available to withdraw a document. The events listed below describe the options available in the Notice category.

- If you are withdrawing a claim previously filed, select Notice of Withdrawal of Claim.
- If you wish to correct a document filed in error. You may choose Notice of Withdrawal of Incorrectly Filed Document.
- You may select Withdrawal Document (No Image) to indicate the withdrawal with a text event on the docket sheet.
- Select Withdrawal of Document (With Image) if you wish to attach a pdf document to your filing.
- Withdrawal of Objection to Confirmation (No Image) if you are withdrawing an objection to confirm by text entry.
- Withdrawal of Objection to Confirmation (With Image) if you wish to attach the supporting PDF document.
- Withdrawal of Objection by IRS is reserved for use by the Internal Revenue Service.
- Withdrawal of Objection by USTC is reserved for use by the Utah State Tax Commission.

Look for withdrawal events alphabetized under "N" for Notice or "W" for Withdrawal.

-
- The joint filing screen will appear. Enter as appropriate and click on [Next] to continue.

STEP 4 At the select party screen, select the party filer. Your party should appear in the case from prior entries. Highlight your party and click on the [Next] button.

- A screen may appear asking if an association between the party filer and filing user should be made. This screen will only appear if the registered user logged in to the system is not counsel of record for the party filer you have selected. If you are the attorney representing the party, you may need to make the association. Click on the checkbox and then click on [Next].

If you are withdrawing a motion that has a hearing scheduled, do not link the withdrawal to the Notice of Hearing, just the motion you are withdrawing. Continue to strike hearings by calling the court.

STEP 5 Reference your pleading to an existing document. It is important that you specify the document that you are withdrawing so that deadlines and/or motions can be properly terminated. Refer to section **5.0: Document Associations** for complete instructions if necessary.

The Browse screen may not appear at this point if you chose a No Image or Text event.

STEP 6 Browse and attach your supporting documentation using the procedure in section **2.5: Attaching a PDF Document**.

STEP 7 Verify the final text and that the correct association to the document, being withdrawn, exists. Click on [Next] to send the filing to the court.

- Figure 11 below, demonstrates a Withdrawal of Document (No Image) event. Notice there is no Document Number displayed on the Electronic Notification. The text will exist on the docket sheet but no document number is assigned and no image will exist for this entry.

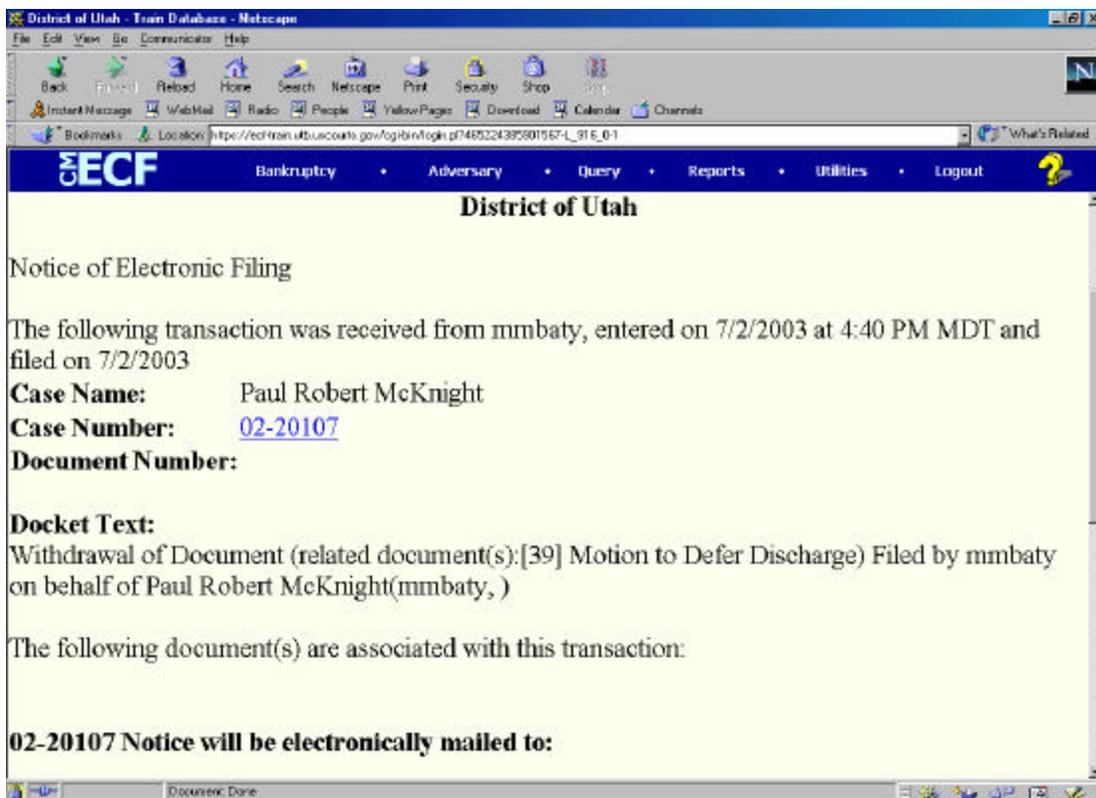


Figure 11

7.6

Pending Order Upload

Pending Order are sent directly to chambers with the Order Upload event.

This section covers the following:

- Pending Order Upload
- Uploading Additional Orders
- Uploading Batch Orders (Trustees)

Uploading Orders

Refer to the Local Rules and **Section 2: Document Basics**, for specific guidelines for **preparing** your **proposed order for upload**.

Orders are uploaded under both the bankruptcy and adversary ECF menu options, depending on the case type. The orders must be associated with a specific case and related document. As will other pleadings filed electronically, all orders must be converted to a PDF format before submission.

STEP 1 To upload your order, click on the CM/ECF heading which is appropriate for your order. For the purposes of the manual, we will click on Bankruptcy (figure 1).

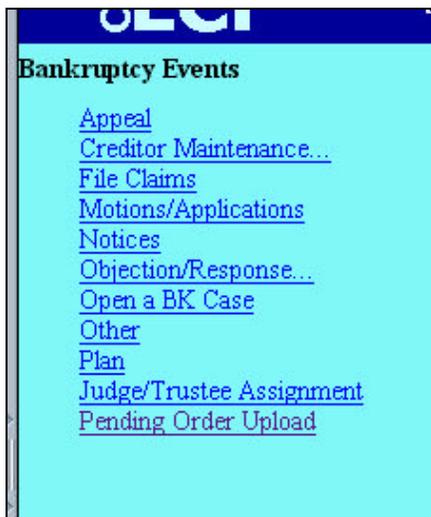


Figure 1



Figure 2

STEP 2 Click on Pending Order Upload (figure 2).

STEP 3 Enter the case number for the case that you are uploading the order to (figure 3). Use the YY-NNNNN format. Click on [Next].

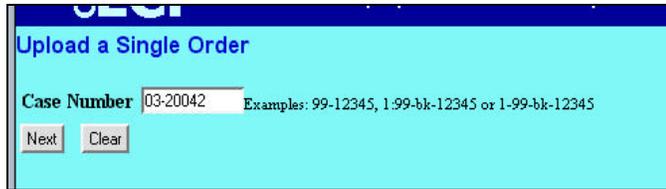


Figure 3

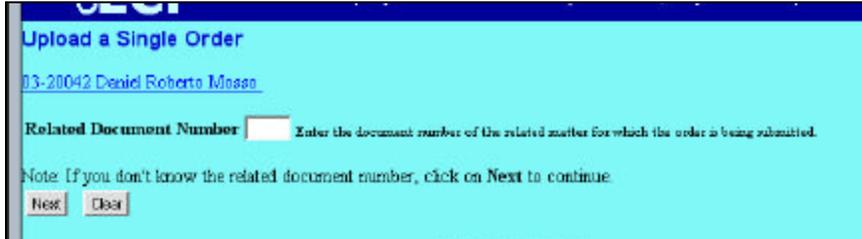


Figure 4

STEP 4 The next screen that comes up (figure 4) will ask you for a document number that you will be relating this pending order to. If you do not know the document number, go ahead and click on [Next].

If you do know the document number, enter it into the box and the click on [Next]. Jump to Step 7.

STEP 5 If you don't know the document number, you will need to search for the related document (figure 5). Select the category that the related document falls under. Refer to **Section 5.1 for Referencing an Existing Document**. After selecting the document category and/or filing out the filing or documents range, click on [Next].

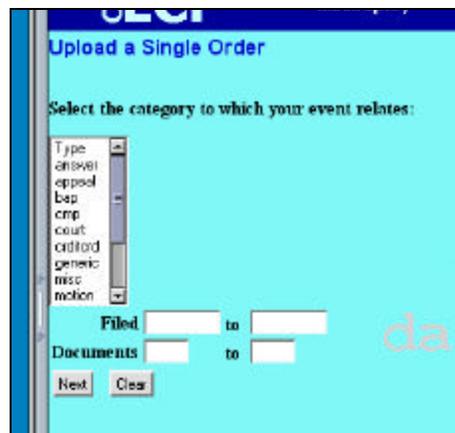


Figure 5

STEP 6 Select the document that you are referring to by clicking on the checkbox to the left of the document (figure 6). If the document that you are searching for is not listed, go back one page and change your search criteria.

After selecting the document, click on [Next].

STEP 7 The screen shown in figure 7 allows you to select the order type, include a hearing date if one has been scheduled, and then attach the required pdf order document (refer to **Section 2.4 Attaching a PDF Document**).

After attaching your document, click on [Next].

STEP 8 The final docket text screen appears (figure 8). Review all information on this screen. Add text if necessary to clarify this docket entry. Click on [Next]

Order types are:

- *Agreed to/Stipulated*
- *Confirmation Orders*
- *Consent Orders*
- *Ex Parte*
- *Hearing Held*
- *Hearing Scheduled*
- *Motion for Relief*
- *Other*

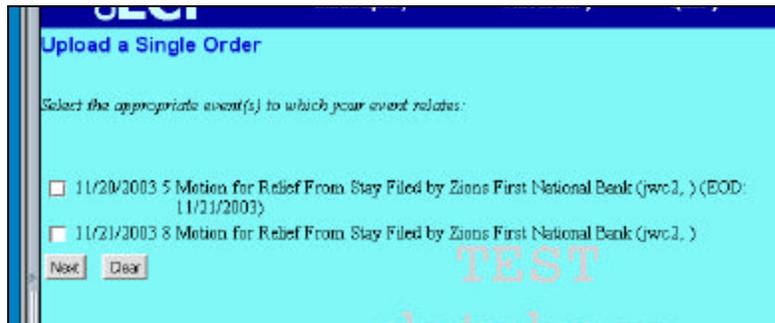


Figure 6

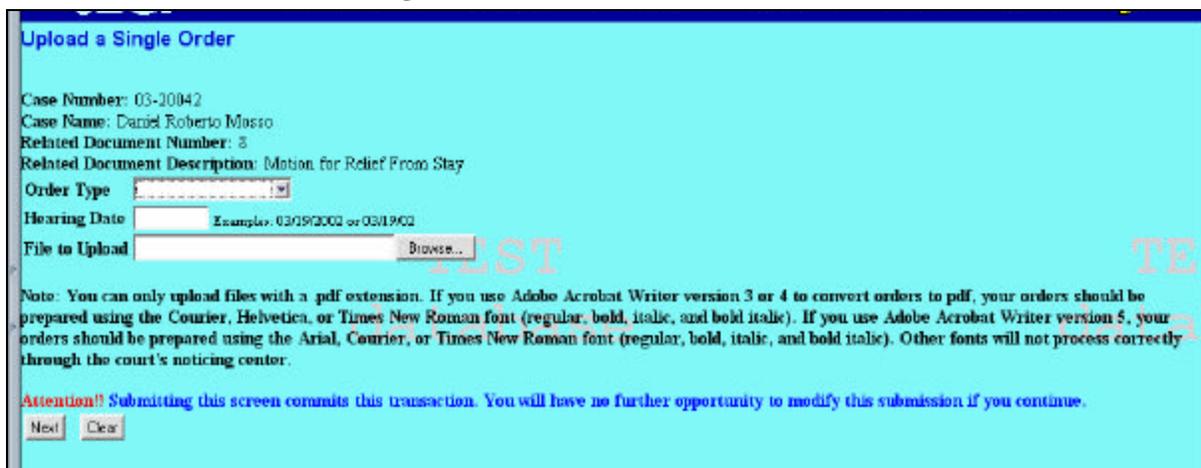


Figure 7

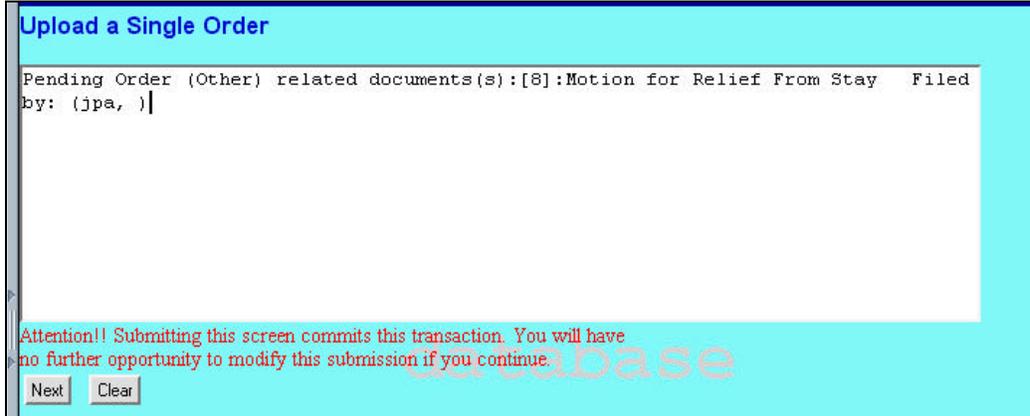


Figure 8

Note: Clicking on [Next] will commit this filing to the system and you will not be able to change or recover it.

You will receive the “electronic” notice that the filing has been submitted (figure 9). You can look at the uploaded document by clicking on the numbered hyperlink (24.pdf in figure 9). The document number does not match the document number in the docket. This is a sequential number assigned by the system only.

If you have other orders to upload into the system, click on the Do it again hyperlink. This will take you to the case number screen (figure 3, step 3).

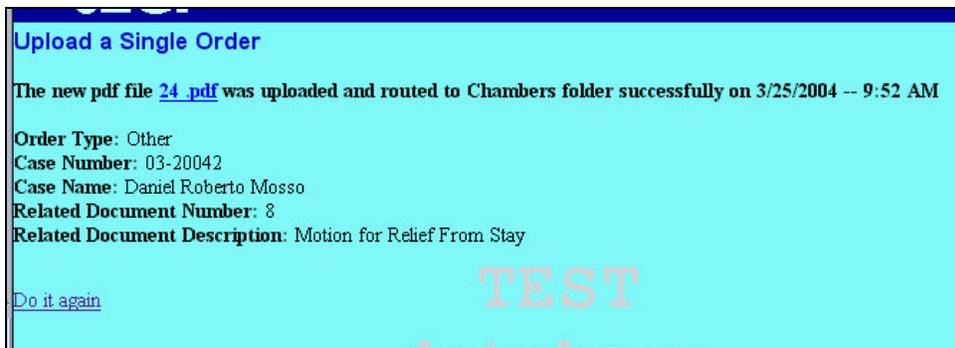


Figure 9

Uploading Additional Orders

In some instances an additional or second order may need to be filed. The process of uploading an additional order is the same as the upload process described in Section A.1. However, after selecting the document number a warning screen will appear (figure 1) notifying you that an order(s) already exists for this document number. It will allow you to upload a new order. Ensure that the radio button is selected and the click on [Next] to upload another order.

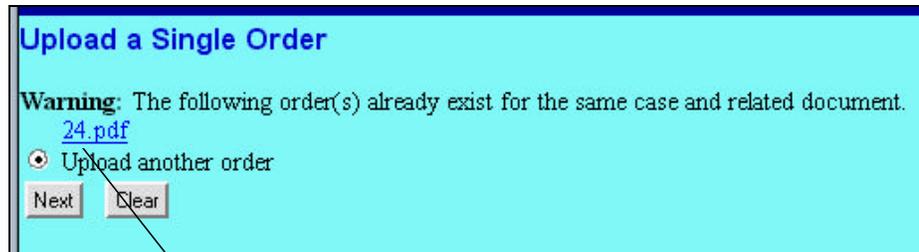
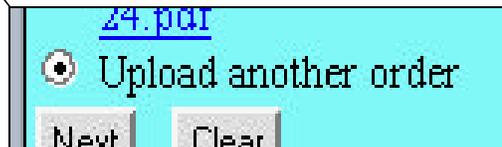


Figure 1



Uploading Batch Orders

Trustees

The Upload Batch feature allows Chapter 13 Trustees to upload multiple orders at one time. The system will only allow orders to be uploaded to cases assigned to the trustee.

Each batch upload must contain the same order type and order description for each order in the batch.

- STEP 1 After clicking on the Pending Order Upload hyperlink, click on the Upload Batch Hyperlink (figure 1).
- STEP 2 Enter in the order type and description and a hearing date if necessary (figure 2). Enter in the case numbers for the batching of the orders. Use the YY-NNNNN format. There is no limit to the number of cases that can be batched, but it is recommended that you limit the number of orders batched at one time to 50.



Figure 1

You can enter case numbers into the case number field one at a time or by performing a copy of a list of numbers from a word processing application.

After finishing with this screen, click on [Next].

- STEP 3 You will need to now upload your pdf order documents (figure 3). After uploading your files, review the information because after clicking on next will submit your order upload to the system. When you are ready to continue, click on [Next].

Upload a Batch of Orders

Order Type: Consent Orders

Order Description poDesc: Order Confirming Chapter 13 Plan by Consent

Hearing Date: Examples: 03/19/2002 or 03/19/02

Case Number(s):

- 03-20042
- 03-20043
- 03-20044
- 03-20045

Next Clear

- Order Descriptions:**
- Amended Order confirming Chapter 13 Plan
 - Amended Order Confirming Chapter 13 Plan by Consent
 - Order Confirming Chapter 13 Plan
 - Order Confirming Chapter 13 Plan by Consent
 - Order Dismissing Chapter 13 Case

Figure 2

Upload a Batch of Orders

03-20042 Daniel Roberto Mosso	C:\My Documents\Training\Base Doc.pdf	Browse...
03-20043 Tondra R. Dowland	C:\My Documents\Training\Base Doc.pdf	Browse...
03-20044 Helen M. Ziegler	C:\My Documents\Training\Base Doc.pdf	Browse...
03-20045 Richard Legrand Spencer	C:\My Documents\Training\Base Doc.pdf	Browse...

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat V prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, i orders should be prepared using the Arial, Courier, or Times New Roman font (re through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no fur

Next Clear

Figure 3

You will receive a confirmation screen indicating that your documents have been uploaded (figure 4).

Upload a Batch of Orders

The following orders were uploaded and routed to Chambers folder successfully on 3/25/2004 - 1:31 PM

Order Type: Consent Orders

Order Description: Order Confirming Chapter 13 Plan by Consent

03-20042, Daniel Roberto Mosso

03-20043, Tondra R. Dowland

03-20044, Helen M. Ziegler

03-20045, Richard Legrand Spencer

Please click on Next button to view the uploaded documents.

Next

Upload a Batch of Orders

03-20042 Daniel Roberto Mosso	new PDF file: 26.pdf
03-20043 Tondra R. Dowland	new PDF file: 27.pdf
03-20044 Helen M. Ziegler	new PDF file: 28.pdf
03-20045 Richard Legrand Spencer	new PDF file: 29.pdf

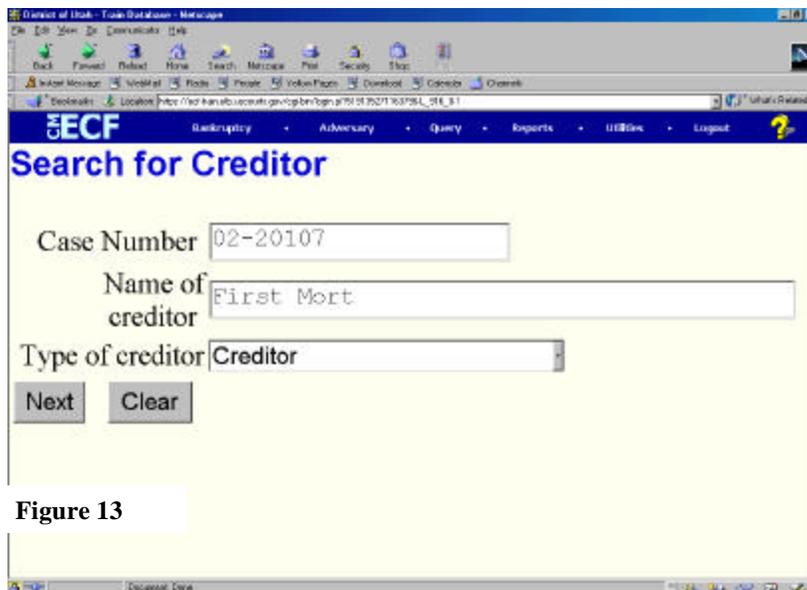
[Do it again](#)

Figure 4

Figure 13 exhibits a search for First Mortgage by entering First Mort. Figure 14 shows the search effort resulted in two creditor matches beginning with First Mort at two different addresses.

This field may also be left blank to return a complete list of all creditors on the matrix.

STEP 4 You must select the creditor from the drop-down menu with the same address as the claim you are filing. Click on [Next] to continue.

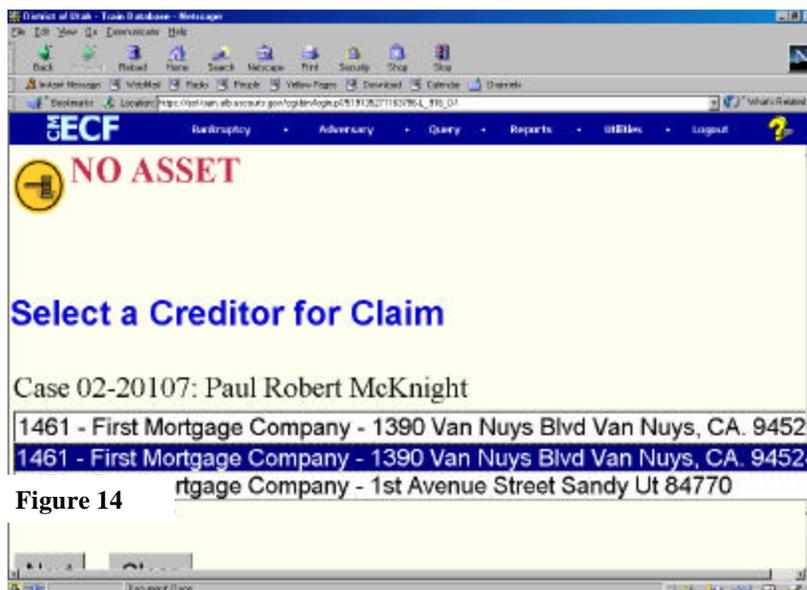


The screenshot shows a web browser window with the ECF (Electronic Case Filing) interface. The page title is "Search for Creditor". The form contains the following fields and controls:

- Case Number: 02-20107
- Name of creditor: First Mort
- Type of creditor: Creditor (dropdown menu)
- Buttons: Next, Clear

Figure 13

Leave field blank for complete list of creditors or you may enter all or part of the creditor name.



The screenshot shows the ECF interface displaying the results of a search. The page title is "Select a Creditor for Claim". The results are as follows:

- Case 02-20107: Paul Robert McKnight
- 1461 - First Mortgage Company - 1390 Van Nuys Blvd Van Nuys, CA. 9452
- 1461 - First Mortgage Company - 1390 Van Nuys Blvd Van Nuys, CA. 94524
- rtgage Company - 1st Avenue Street Sandy Ut 84770

Figure 14

*A filing user may not add a creditor if they do not appear on the list. However, you may edit an existing record if it is the correct creditor. See next page for **instructions on Adding and Editing Creditors**.*

Although the screen has an option to **add creditors**, external ECF users are only able to upload creditors when a case is first filed. If the creditor on your claim is not on the matrix, you must submit a *Creditor Request for Notice* or *Amended Matrix* to the court and the creditor will be added by a clerk.

If your creditor appears on the matrix, but the address is different than the address on your claim, you must **edit an address** so your claim is accurate and any notices can be properly sent.

To edit an address you must exit from the File a Claim category and select the **Creditor Maintenance** category from the main Bankruptcy menu. Then select **Edit Creditors**. For instructions on how to edit or add creditors, see section **3.3: Editing a Creditor Matrix and Adding Creditors**.

After you have updated the record for your client, you may return to the File Claims category and select the updated creditor record.

STEP 5 The filer enters the information describing the claim on the screen. (see figure 15).

Proof Of Claim Information For				
1461 - First Mortgage Company 1390 Van Nuys Blvd Van Nuys, CA. 91424				
Case Number: 02-20107	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: CityDebtor
Last Date To File:	Last Date To File (Govt):	Date Filed: 07/07/2003	Late: No	Status:
Amount Claimed				
Unsecured 15000.00	Secured 165000.00	Priority	Unknown	Total (Display Only) 180000.00
Amount Allowed				
				Total (Display Only)
Description:	Value of collateral \$165000.00			
Remarks:	Accrues \$1350.00			

Figure 15

-
- If this claim amends or duplicates a previous claim, indicate the number in the appropriate fields.
 - The *Filed By* fields allow you to indicate attorney, creditor, debtor or trustee.
 - Enter the data from the document in the appropriate *Amount Claimed* fields. Do not enter the “\$” or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
 - Type additional information in the *Description* and *Remarks* fields, if necessary. The court includes Arrears and Value of Collateral on these lines.

The date is entered automatically. The District of Utah does use the Late or Status Fields at this time.

Disregard the Amount Allowed field.

The Total Amount Claimed fields total the values of Unsecured, Secured, Priority and Unknown.

When you have completed this screen, click on [Next] to continue filing a claim.

STEP 6 Add your supporting documentation using the procedure in section **2.5: Attaching a PDF Document**.

STEP 7 Check your final docket text and make any adjustments that you need. This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate up to this point. When you click on the [Next] button, this event will be sent to the court and applied to the case.

7.8

Additional Docketing Tips

This section will aid an electronic filer with additional information on issues that we have experienced thus far and also describe the notices that a user may receive or see on the docket if an error is made.

There are three events that were created for use by court staff to identify an entry that may be of concern and either make a note on the court record or send notification to the electronic filer regarding the possible error. The Clerk's Notice of Possible Error and Notice of Corrective Entry will produce an Electronic Notification, but the Clerk's Notice of Adjusted Entry will simply make a note on the court docket sheet and notice will not be sent to interested parties.

Clerk's Notice of Possible Error:

- Used when the court is **seeking a response or action from filer** because the court cannot definitively identify the intent of the filer. Such as when image of pleading and docket entry do not match.
- The filer needs to take some action to clarify the filing by a withdrawal or amendment.

Clerk's Notice of Corrective Entry:

- Used after a mistake has been clearly identified and can be fixed by the court. This could be if the filer used the completely wrong code, linked to the wrong pleading, or didn't link at all.
- The court does not expect a response from the filer, other than to do it correctly the next time. If you do not understand the procedure contact the court for clarification.

Clerk's Notice of Adjusted Entry:

- This notice will be used to make a notation or clarification on the docket sheet that an adjustment was made to an entry and describe what changes were made for the sake of information to parties reviewing the docket sheet.

You may want to review this section of the manual periodically to ensure the proper use and understanding of events and procedures. The court will update this section on the website as more issues arise.

- **New Cases:** Verify your information before submitting the new case to the court.
Common mistakes made on new cases are: **name differs** on entry submitted from the petition image, **no alias** information entered in the system but appears on the petition and **incorrect chapter** entered.
- **Notice of Hearing:** When entering a Notice of Hearing, a room number will not appear in the location field.
- **Notice of Hearing (Amended/Rescheduled):** If you are amending or re-scheduling a hearing, remember to use the event code Notice of Hearing (Amended/Rescheduled). Do not link the amended notice to the previous Notice of Hearing, link the new Notice of Hearing to the motion to which it relates.
- **Motion to Expedite Hearing vs. Shorten Time :** If you are requesting that a hearing be expedited use the event *Expedite Hearing* rather than *Shorten Time*. This will enable the court to enter the hearing date when the order is signed. The rule at the court is if you are shortening time for a hearing or make mention of a hearing in your motion, we use the Expedite Hearing event. Motion to Shorten or Extend Time may be used for other motions such as Extend Time to File Statements and Schedules.
- **Signature or /s/:** Make sure that you include the */s/* to all areas where a signature would normally appear. This includes a certificate of service.
- **Motion to Withdraw Document vs. Notice of Withdrawal of Document:** If you elect to withdraw a previously filed document, you may file a Motion to Withdraw Document (found in the Motion/Application event category), a Withdrawal of Document w/image or a Withdrawal of Document without image (found in the Notice category). If it is your intent to motion the court to withdraw the document and subsequently file a pending order, you may do so under the Motion/Application category. However, if you simply want to withdraw your document you may do so by using the Withdrawal of Document under the Notice category. The system was modified to give you the option to withdraw your document without having to attach a pdf image.
- **Multiple Motions:** When filing multiple motions, consider whether you will

need to select multiple events from a category rather than just enhance the final text. If you are filing a motion that requires a fee, you will need to select that event for the system to request payment for the event.

- **Enhancing Final Text:** You are able to enhance the final text on events to clarify a filing, add *Ex Parte* or *possibly* include additional events. Be aware that enhancing to add some events has a profound affect on your motion and can seriously affect your case. For example, if you are filing a *Motion to Dismiss Case* and enhance the final text by adding *or Motion to Convert*, because both of these motions change the case dramatically it is advisable to use two separate events. (See also Multiple Motions above).
- **Correct Event Code:** Be sure to select the correct event or call the court if you are unsure which event to use. Although, the use of some events is obvious, others have been modified to do some specific tasks. Some events were created to facilitate deadline reports, fee requirements, etc., such as Motion to Expedite Hearing vs Motion to Shorten Time. The Motion to Expedite Hearing event has the ability to enter the new hearing date built into the system.
- **Fee Events:** If you select an event that has a fee attached your account will be charged. Events with a fee (listed in section 1.3) will show (fee) next to the event.
- **Clerk's Notice of Fees Due:** If you receive a Clerk's Notice of Fees Due, an event requiring a fee may have been filed without proper payment attached. It is possible that the ECF user selected an incorrect event from the list or occasionally, a filer enhances an entry to add an additional event. To pay a fee on-line, select the Other category, then Electronically Paid Fee – xxxx. Where xxxx is the amount due on the clerk's notice.
- **Amended Schedules and Amended Matrix Fee Event.** Since the court does not charge a filer the fee twice if these events are filed together, a event was created so that your account will only be charged the one fee for both. If you select these events separately you will be charged a fee for each.
- **Confirm by Consent:** When filing a Motion to Confirm by Consent, be sure to enter the claims being objected to, if any. A screen will appear and request this information. Simply enter the claim numbers in the box provided, i.e.; 1,3,4.
- If you are filing a Chapter 13 Amended Plan at the same time as your mo-

tion, use the event *Confirm by Consent and Amended Chapter 13 Plan* from the Other category.

NOTES