Electronic Case Filing

Limited User's Guide

Filing instructions specific to these filing professionals:

- Case Auditors
- Proof of Claim filers and claim related events
- Transcriptionsists

United States Bankruptcy Court
District of Utah

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ECF and Court Websites

CM/ECF Website: https://ecf.utb.uscourts.gov
CM/ECF Training Website: ecf-train.utb.uscourts.gov
Bankruptcy Court Website: utb.uscourts.gov

Additional Contact information and resources can be obtained from the court's website

This manual will specifically outline the procedures for a user with limited access to the system. Limited Users are specific groups with limited access to ECF for the purpose of filing user specific events. Limited user permissions are set up to include these filing professionals:

- Case Auditors
- Proof of Claim and Claim Related Filers
- Transcriptionists

TABLE OF CONTENTS

1.0

Getting Started With CM/ECF

This section will cover a number of important aspects of CM/ECF. This section will cover the following topics:

- Accessing CM/ECF and Navigating around the system
- Document specifications
- The creation and manipulating of PDF documents using Adobe Acrobat

System Access and Navigation 1.1

ECF is a web based program designed to allow registered users to file documents electronically over the internet. External filers have different levels of access and functionality, as determined by the needs of the user and their registration status.

ECF REGISTRATION

To register for ECF, go to the District of Utah website at http://www.utb.uscourts.gov. Click on the CM/ECF button and then select the CM/ECF Resources submenu. The Administrative Procedures for Electronic Case Filing should be thoroughly reviewed before signing. The consent forms are found on last pages of the Administrative Procedures. Fill out the correct group form and fax it to 801-526-1193.

BROWSER NAVIGATION

The system has been tested successfully using Internet Explorer 7.0 and Firefox 2.0. Knowledge of browser navigation is recommended, for efficient use of this system. You can use the browser's navigation buttons to move back and forth between pages. This allows you to back up and change or correct information on a screen. Once you have changed something on a screen, you will then need to select the next button as you move forward again.

The CM/ECF system is accessed at https://ecf.utb.uscourts.gov/. You may want to set this page as a bookmark or favorite, for quick access in the future. Important notifications will be placed on the first page of the site, so when adding a bookmark, be sure to set it to the first page, as shown here in Figure 1. Select the District of Utah-Document Filing System hyperlink, to continue to the login screen.

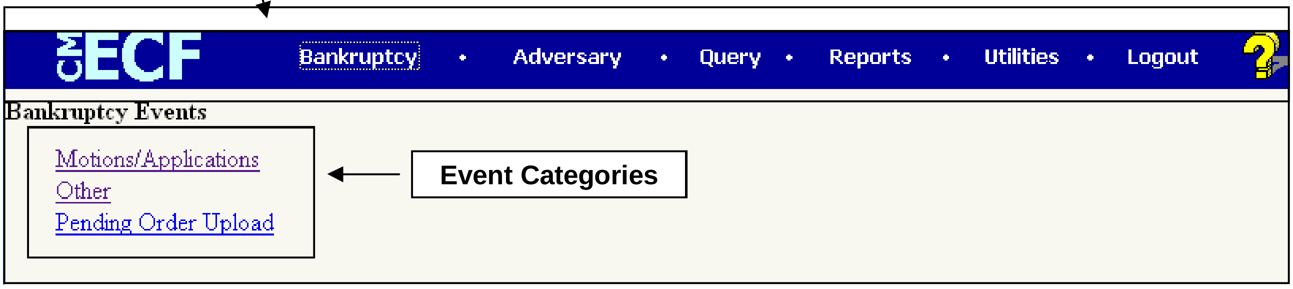
https://ecf.utb.uscourts.gov

This is the CM/ECF site. This is the page that you will want to bookmark or set as a favorite, depending on your browser.

Click on the District of Utah - Document Filing System hyperlink to access CM/ECF.

Information related to the CM/ECF system will be placed here, such as system down times.

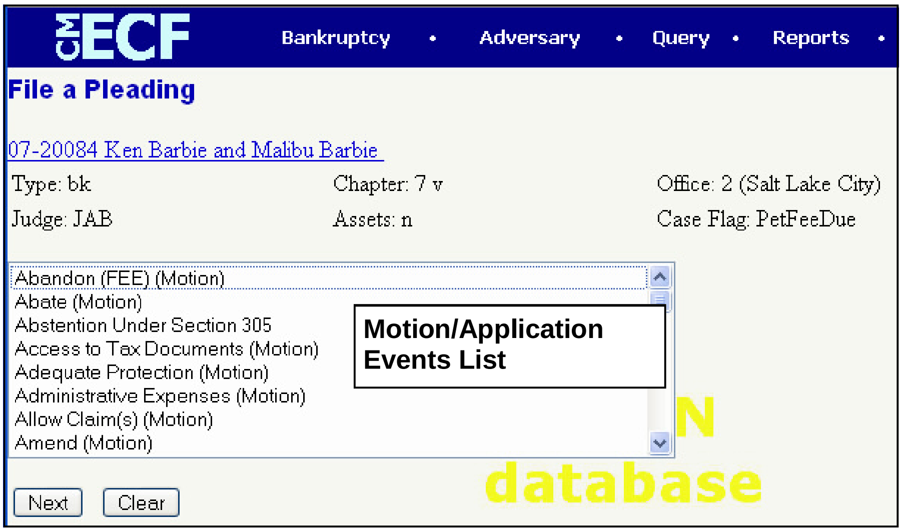
Category Menu Bar



CM/ECF NAVIGATION

The category menu bar allows a user to access the bankruptcy, adversary and PACER (Public Access for Electronic Records) events within CM/ECF. Clicking on the Bankruptcy Category on the menu bar will allow you access to the bankruptcy events assigned or available to a registered user depending on their account rights. In the figure above, the user has access to these three bankruptcy events categories.

Clicking on the Query and Reports category will allow you to log into PACER, if you have a PACER account. You can sign-up for a PACER account by clicking on the hyperlink on the PACER login screen (http://pacer.psc.uscourts.gov).



Items contained within list boxes and drop-down menus are "hot-keyed". This allows a user to type the first letter of an event and be taken to the top of that letter's portion of the list. If I want to file a motion to reconsider, by typing the letter "R", I would be taken to the top of the R-list.

Repeatedly tapping the R key will continue to cycle me through the R events. When I hit the last R event, I will be taken to the top of the R list.

There will be times that you will need to select multiple items from a list. One of these times will be when you reference an existing document. You will need to select a document type, one that matches the document type that you are referring to, such as a motion. Often, what you consider a certain document type, the court may consider it another document type i.e. you may consider a document a motion, but the court may consider it a generic.

You can select multiple events by:

- Clicking the mouse button on the first item, holding the button down and dragging the mouse until you reach the last item.
- Clicking on the first item of the list, holding down the SHIFT key and then clicking on the last item will highlight the items in-between.
- You can select multiple and separate items by clicking on the first item, holding down the CTRL key and then clicking on the next item.

Maintain Your ECF Account 1.2

Registered Users have access to their party record information under the Utilities menu to make changes. The Maintain Your ECF Account category will allow the user to update telephone numbers, address and password information, as necessary.

Click on Maintain Your ECF Account under the Utilities menu option.

The information the court has on file for the registered user will appear on the information screen. Corrections should be made on the account information screen to affect all cases the ECF user is listed as a party. To finalize the changes click on the [Submit] button or see section below for more options.

Multiple User Accounts
Many limited users require several accounts in order to accommodate large organizations. These accounts are issued to an individual in the organization. Should an individual leave the organization the company should contact the court to disable the account.

Changing a Password

Should a user feel the security of the account has been compromised, they should change the password as soon as possible to prevent ineligible access.

To Change an account password select the [More User Information] button on the Maintain Your ECF Account screen. Highlight and delete all characters in the Password field and replace with a new password.

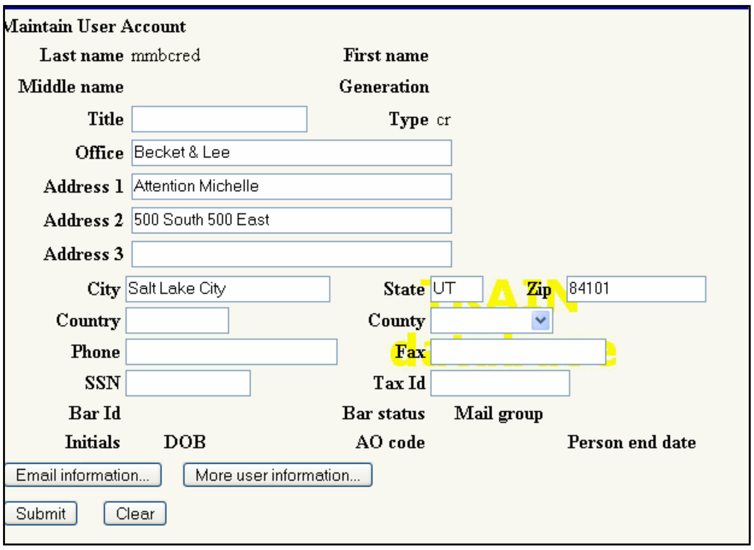
It is recommended that passwords are created with a combination of letters, numbers and symbols for increased security.

Click on [Return to Account] after the new password has been entered.

Submitting Changes

Changes to the user account have not been completed until a confirmation screen appears. After returning to the main user account information screen, click on the [Submit] button at the bottom of the page.

The final screen will show the user update was successful.



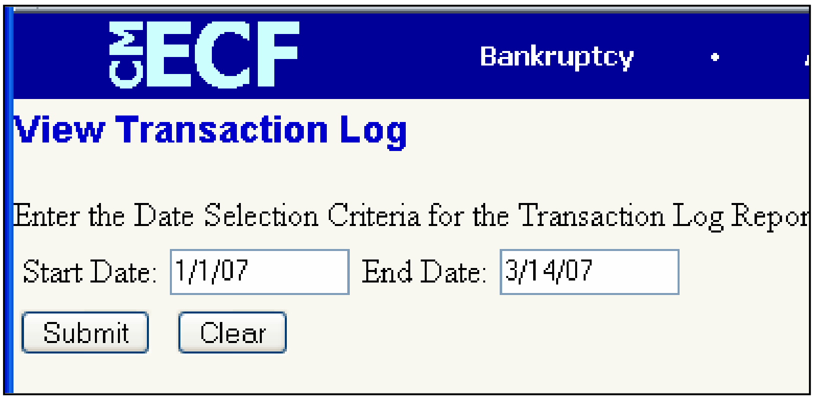
View Your Transaction Log 1.3

The Transaction Log is a record of all transctions that have occurred on the account currently logged into the system. This option can be a useful tool for tracking activity within your office on a particular account or employee.

STEP 1: To view transactions, click on the View Your Transactions Log link under the Utilities menu option.

STEP 2: Enter the date range for the log you would like printed to the screen as shown in figure5.2. The start and end dates should be entered in the [MM/DD/YY] format. The screen will default to the last date the log was accessed. Click on the [Submit] button to run the report.

Figure 5.2



The transaction log is displayed (see Figure 5.3). The system will retrieve all activity within the date range specified.

The log will include the date of the transactions, case numbers and a brief text of the actions performed.

Id	Date	Case Number	Text
125850	02/09/2007 18:15:20	06-20001	Insert claim no: 6, caseid: 2754 in claims table
126225	02/23/2007 15:10:35	2-07-bk-20010	Creditor Request for Notice (mmbcred,)
126226	02/23/2007 16:17:37	2-07-bk-20010	Notice of Withdrawal of Claim, Claim Number(s): 2. (mmbcred,)
126605	03/02/2007 18:44:11	2-07-bk-20008	Creditor Request for Notice (mmbcred,)
126625	03/02/2007 18:53:31	2-07-bk-20036	Notice of Transfer of Claim Transferor: ADP Payroll Service (Claim No 1) To ADP Payroll Service. (mmbcred,)
126628	03/02/2007 18:53:52	2-07-bk-20036	Notice of Withdrawal of Claim, Claim Number(s): 1. (mmbcred,)
126660	03/08/2007 23:04:54	2-07-bk-20034	Creditor Request for Notice (mmbcred,)
126661	03/09/2007 13:53:56	2-07-bk-20034	Notice of Withdrawal of Claim, Claim Number(s): 1. (mmbcred,)
126662	03/09/2007 13:56:34	2-07-bk-20036	Notice of Withdrawal of Claim, Claim Number(s): 1. (mmbcred,)
126663	03/09/2007 13:57:10	2-07-bk-20036	Notice of Withdrawal of Claim, Claim Number(s): 1 America First. (mmbcred,)
126687	03/11/2007 21:59:15	2-07-bk-20036	Notice of Transfer of Claim Transferor: ADT (Claim No. 2) To Americo Int. . (mmbcred,)
126702	03/12/2007 14:38:34	07-20036	Insert claim no: 4, caseid: 3238 in claims table

Figure 5.3

PDF Documents 1.4

There are two types of documents that we will be looking at: regular pleadings which will be uploaded to the ECF system most of the time, and electronic orders.

These documents can be created by using any word processing program, such as Microsoft Word, Corel WordPerfect, Star OpenOffice or Atlantis Ocean Mind.

You should review the local rule for the specific requirements for filing electronically.

Pleadings

Items that should be included are:

1. You should have Filed Electronically near the top of the document. This will indicate that you as an ECF user filed the document electronically and that the clerk’s office did not enter it for you.
2. By local rule, you must indicate all signatures with the notation /s/. This indicates to the court that you have the original document signed and in your possession.
3. Indicate on the document when the document was signed.

Personal information that should not be made public, such as social security numbers, bank account numbers, names of minor children, etc should be blocked from view before submitting the images/ documents to ECF.

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF UTAH
NORTHERN DIVISION

In re: Brach J. Schlueter, Debtor.	Bankruptcy No. 07-20545 GEC (a Chapter 13 case) Filed Electronically

MOTION OF DEUTSCHE BANK NATIONAL TRUST COMPANY, AS TRUSTEE
FOR TERMINATION OF THE AUTOMATIC STAY

(Oral Argument Requested)

Pursuant to 11 U.S.C. §362(d), Bankruptcy Rules 4001 and 9014 and Local Rules 4001-1 and 9013-1, Deutsche Bank National Trust Company, as Trustee (“Creditor”), a secured creditor of the above-referenced debtor, moves the Court to terminate the automatic stay. Chase Home Finance LLC presently services this loan. Creditor represents as follows:

1. On February 15, 2007, the debtor filed a petition commencing a case under Chapter

11. Creditor further requests, pursuant to Bankruptcy Rule 4001(a)(3), that the order terminating the automatic stay not be stayed ten (10) days and the order be enforceable upon entry.

DATED: August 10, 2007

LUNDBERG & ASSOCIATES

By ______/s/__________________
Kent W. Plott
Attorneys for Creditor

Electronic Orders

Electronic orders are submitted to the court through the ECF system. There are three things to remember for an electronic order:

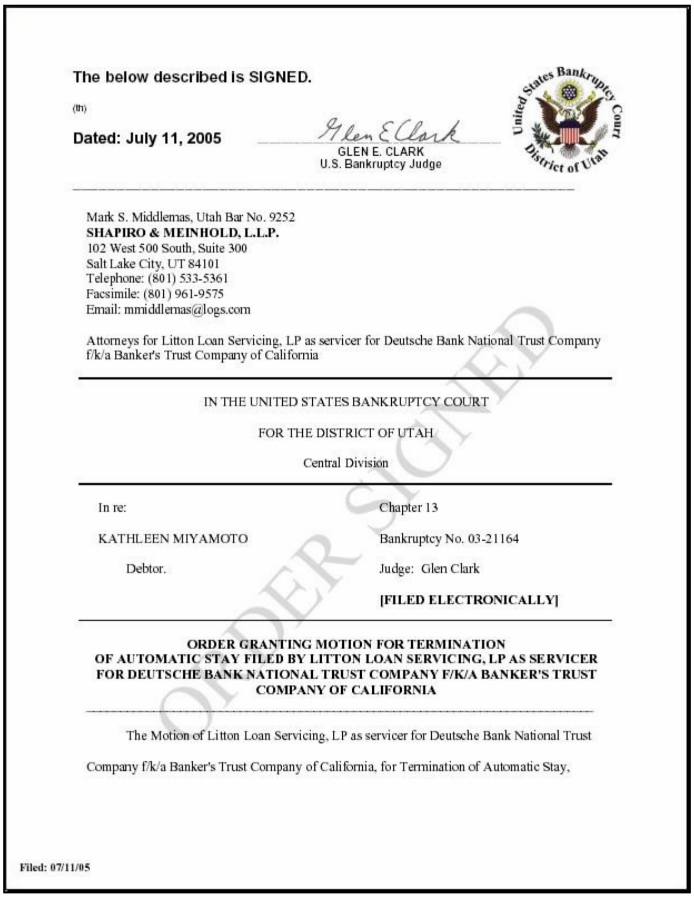
1. Include a 2 1/2 inch margin at the top of the first page. It is not necessary on any other page. The purpose for this is that the judges sign the orders using an electronic stamp, and that stamp goes in that 2 1/2 inch margin on the first page.
2. Since electronic orders are electronically signed, a signature block is not required at the bottom of the document.
3. If you do not include a signature block, there should be something to indicate that the document is finished, such as “End of Document” or “Nothing Follows” at the bottom.

Orders Presented in Court

Orders submitted in court should have a signature block at the bottom of the document, as well as the 2 1/2 inch margin also at the top of the order.

DOCUMENT PROPERTIES

ECF allows a document size of 2MB per attached image, which is roughly 50 pages of a document created from a word processing application. If you use an optical scanner to create your PDF document, the number of pages may be decreased.



The below described is SIGNED.

(th)

Dated: July 11, 2005

Glen E Clark
GLEN E. CLARK
U.S. Bankruptcy Judge

United States Bankruptcy Court District of Utah

Mark S. Middlemas, Utah Bar No. 9252
SHAPIRO & MEINHOLD, L.L.P.
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Attorneys for Litton Loan Servicing, LP as servicer for Deutsche Bank National Trust Company f/k/a Banker's Trust Company of California

IN THE UNITED STATES BANKRUPTCY COURT

FOR THE DISTRICT OF UTAH

Central Division

In re: | Chapter 13

KATHLEEN MIYAMOTO | Bankruptcy No. 03-21164

Debtor. | Judge: Glen Clark

[FILED ELECTRONICALLY]

ORDER GRANTING MOTION FOR TERMINATION OF AUTOMATIC STAY FILED BY LITTON LOAN SERVICING, LP AS SERVICER FOR DEUTSCHE BANK NATIONAL TRUST COMPANY F/K/A BANKER'S TRUST COMPANY OF CALIFORNIA

The Motion of Litton Loan Servicing, LP as servicer for Deutsche Bank National Trust Company f/k/a Banker's Trust Company of California, for Termination of Automatic Stay,

ORDER SIGNED

Filed: 07/11/05

Scanning Guidelines

1. Quality and File Size

The quality of a document when scanned is determined by the level of detail recorded by the scanner. The detail is referred to as resolution, which is measured by dots per inch or “dpi.” A document scanned with a higher dpi will have a larger file size than a document with a lower dpi.

The court recommends documents are scanned between 200-300 dpi in order to minimize file size.

The software used for scanning documents should be properly configured to this setting when possible. ECF users should be diligent while scanning to make sure the image is clear and readable.

2. Mode

The mode of scanning can also impact file size. Mode of scanning can include “photograph”, “grayscale” or “black and white.”

ECF users should almost always use the “black and white” mode when scanning documents to file with the court.

Limits on Size

The maximum size of a PDF file which can be filed with the ECF system is 2 Megabytes (MB). If a user attempts to file a document or attachment larger than 2MB, a warning will be displayed which forces the user to stop the filing.

If a document is too large for filing, a user must separate the document into smaller parts using the Adobe Acrobat software.

Creating, Combining and Extracting PDF Documents

1.5

Documents can be created by a word processing program and printed to PDF, or a document may be scanned and saved as a PDF File. Proof of claim forms are often scanned with supporting documentation or the writable Proof of Claim (POC) form can be created separately and combined with other images, before filing.

Adobe Acrobat Reader can be downloaded off the internet, without charge. A full version of Adobe Acrobat software is available for purchase. Buying the full Adobe software will provide the user with additional tools and print drivers necessary to prepare a document for ECF.

Two features available only with the full version of Acrobat are Combining pages or files and Extracting Pages from a file.

CREATING PDF DOCUMENTS

Converting your document to a PDF document consists of "printing" to the Adobe Acrobat application instead of a printer. Below are the steps to convert a document from a word processing program using Adobe Acrobat

STEP 1 Print the document. After you have created your document, click on the application's print icon. Change the printer using the drop-down menu box (figure 1) from your default printer to Adobe PDF*. After highlighting your selection, click on the [OK] button. A ***Save PDF File As*** window will appear.

STEP 2 Give your PDF file a name and click on the [Save] button. Your PDF document should now be saved to your computer, for later retrieval and attachment, in ECF.

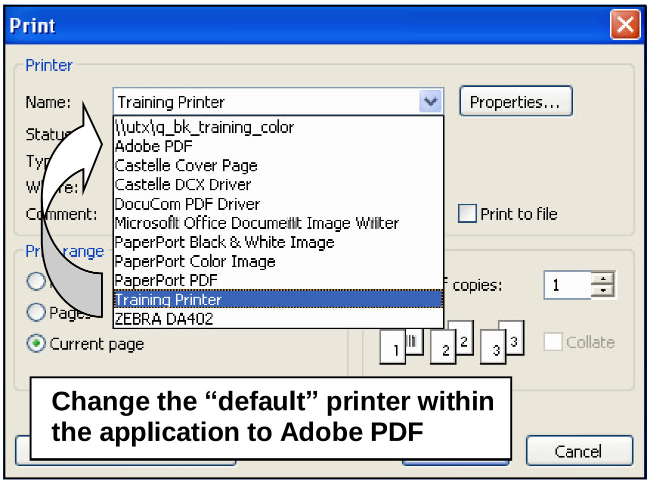


Figure 1

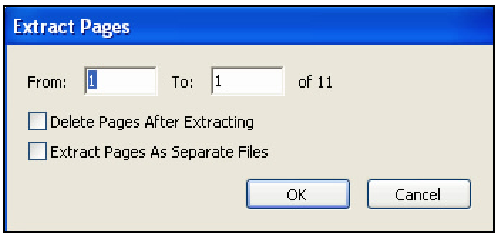


Figure 2

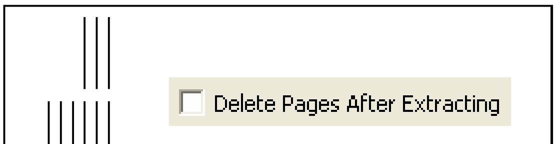


Figure 3a

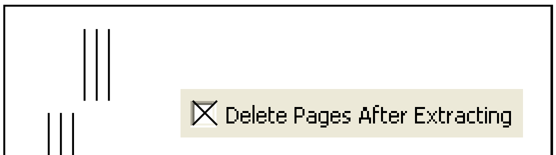


Figure 3b

* Adobe Acrobat versions 6 thru 8 use Adobe PDF. Version 5, use Acrobat PDF Writer.

COMBINING PDF DOCUMENTS

You may have separate attachments that need to be combined with a document before filing the complete image in ECF. The following procedure outlines the steps required to combine PDF documents. **The full version of Adobe Acrobat is required to perform this procedure.**

STEP 1: Open the main PDF document, within Adobe Acrobat.

STEP 2: To combine another PDF document, click on Document > Insert Pages [Document > Pages > Insert] (depending on the Adobe product).

STEP 3 : Select the file that you want combined or added to the document that is currently open, such as a trust deed image or debtor's note. Either double-click or left click once and then click on Select.

STEP 4: The Insert Pages window will appear (Figure 2.3). Select the radio button to insert the pages before or after the first page, the last page, or a page within the document (the number in the box is the page that is currently displayed). Then click on [OK].

Verify the inserted pages by using the navigation buttons at the top and bottom of Acrobat. The combining of documents is complete after the changes are saved. You will be asked to save the changes when the document is closed or you may click on the Save button on the tool bar, or select [File > Save].

To check a file size go to [File > Document Properties]. **Reminder**: ECF will not allow a file larger than 2MB. Files that exceed 2MB must be divided into separate files and added as attachments.

EXTRACTING PDF DOCUMENTS

Occasionally, you will need to file a document that is larger than the two megabyte size limit allowed by the ECF system. Most likely, this will come from a scanned document, since scanned documents are notoriously large files. In this case, you will need to split the document into sections. This is done by either preparing the document in sections or by splitting the document after it has been converted to PDF.

The following procedure outlines the steps required to Extract PDF pages. The full version of Adobe Acrobat is required to perform this procedure. Be aware that some of the specific tool selections may differ, depending on the version of Adobe you are using.

STEP 1: Open up your main PDF document, within Adobe Acrobat .

STEP 2: To extract the pages, click on Document > Extract Pages [Document > Pages > Extract]. This will open up the Extract Pages Window (figure 2).

STEP 3: The page number in the boxes is the page that is currently displayed. Enter in the range (whether single or multiple) of pages that you will be extracting.

STEP 4: This next step is important and will effect the way your document is split. Notice the check box labeled Delete Pages After Extracting (Figure 2). If you are going to split the document into two separate files, place a checkmark in the box. This will create two separate files from the one document. If you only want to copy pages from the document and leave the original document intact, then leave the checkbox blank (figure 3). Once you have determined how you want to manipulate your pages, click on OK. Click OK for confirmation if deleting your pages.

STEP 5: The extracted pages are presented on the screen. The original PDF document is in a window under the extracted pages. Acrobat will, by default, name the extracted pages "Pages from" and the name of the original document. If you are satisfied with this split, close out of the extracted pages by clicking on the lower "X" in the upper right-hand corner of Acrobat and then save the document.

STEP 6: Close out of the original document and save it.

To revert back to the old document, close the main document without saving.

2.0
Limited User Groups

The Limited User Group includes electronic filers with limited access to the ECF system for the purpose of filing specific documents. The screens for each group will have different events available, depending on the needs of the user.

The categories and events available to the limited user groups are listed below. The list will identify the group, then the category, followed by a list of the events available to that group. Limited users will have access to Bankruptcy events only. If an event is designated as "No Image", this entry will not require a PDF document attachment. Events that do not require an image, will present a screen to add party and address information. The information is entered by the filer. The Clerk's Office will not have an image with which to verify the accuracy of the information, so it is important to add the correct information, as you would like it to appear on the case.

Auditor Group

- Auditor Reports
  - Amended Auditor's Reports
  - Auditor's Reports
  - Supplemental Auditor's Reports

Claims Filer Group

- File Claims
- Claim Actions
  - Notice of Transfer/Assignment of Claim
  - Notice of Withdrawal of Claim
- Creditor Maintenance
  - Enter individual creditors (No Image)
  - Edit creditors (No Image)

Transcriptionist Group

- Transcriptionist Events
  - Transcript

Auditor's Reports 2.1

The Auditor group will have limited access to file reports in cases randomly assigned for audit. The steps to file the few documents in this group, are essentially the same. The events available to this group are shown below.

Auditor Reports

Amended Auditor's Reports
Auditor's Reports
Supplemental Auditor's Reports

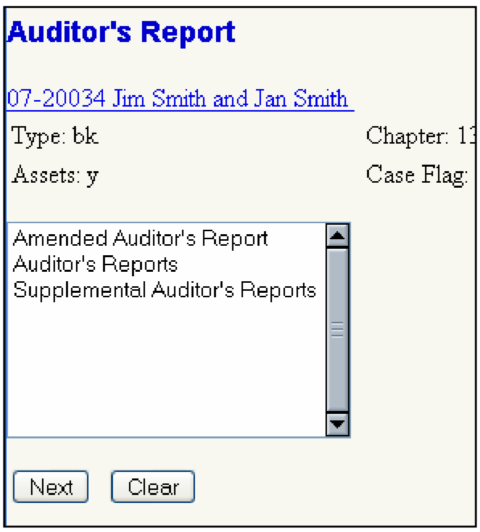
STEP 1: Select Auditor Reports under the Bankruptcy menu to display the event list. Highlight the title of the report that is being filed. Click on the [Next] button to continue.

STEP 2: Enter the case number in the case number field, using the correct format demonstrated to the right of the field.

STEP 3: On the next screen the filer will attach the report that has been prepared and converted to a PDF document. The user must select the [Browse] button, then navigate to the location of the file. The document should be opened and viewed for accuracy, before attaching the file and moving forward.

***Attaching a document within ECF, is discussed in detailed, in Section 3.**

Figure 4.1



STEP 4: If the *Auditor's Report* event is selected from the list (Figure 4.1), the user will be asked to identify the content of the report being attached, by selecting one of three items listed on the screen. The options are:

- No material misstatements identified
- Unable to complete
- Material misstatements identified

STEP 5: If the event selected is an Amended Auditor's Report or Supplemental Auditor's Reports, The filer will be presented with the option to link the amended document to the initial report. Figure 4.2 is an example of a case with more than one report on the court record. Link to the appropriate document by placing a check mark in the corresponding box.

Click on [Next] to continue to final screens.

Figure 4.2

STEP 6: Continue to the final submission screen. The final screen will include a box with the Docket Text and a warning indicating that submission beyond this point will commit the transaction to the case docket sheet (Figure 4.3). The filer can use the back button to change information or submit the report to the court.

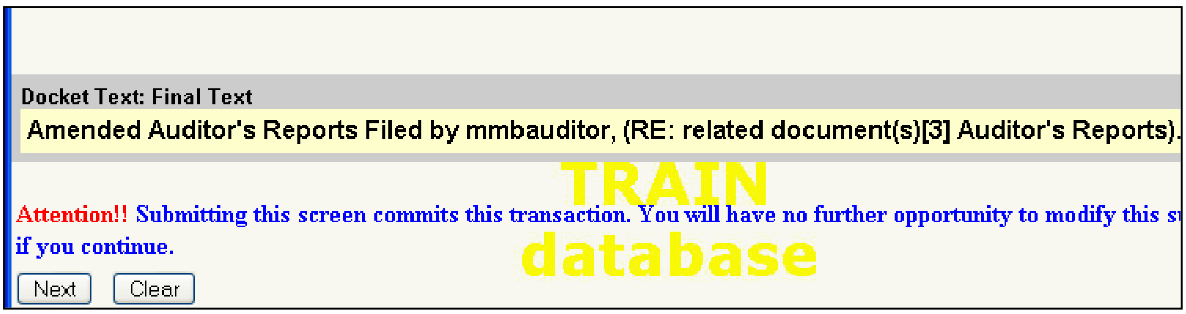


Figure 4.3

Claims Actions 2.2

Currently there are two events available under the Claims Actions category. This section will outline each of the events under the Claims Actions.

- Notice of Transfer/Assignment of Claim
- Notice of Withdrawal of Claim

Notice of Transfer/Assignment of Claim

This section will outline the steps to file a Notice of Transfer or Assignment of a Proof of Claim.

STEP 1: Select the Claims Actions category under the Bankruptcy menu.

STEP 2: Enter the case number in the Case Number field. Click on the Next button.

STEP 3: Select Notice of Transfer/Assignment of Claim from the event list.

After the event selection, a screen will appear, with a case hyperlink and other case information. This screen is provided to the user, for verification purposes. After confirming the correct case, click on [Next] to continue filing the notice.

The next screen (shown in Figure 4.6) will require identification of the transferee (new creditor, claim is being transferred to) and transferor (original claim owner), and the transfer type.

STEP 4: Click the radio button next to the Transfer type.

NOTE: Creditor name search criteria can be entered in the transfer fields, to minimize the search of the case records. If the fields are left blank the entire creditor record will appear.

STEP 5: Search the case record for the transferee. If the party is not present, one can be added by clicking the [Add New Creditor] button.

STEP 6 After entering the transferee, search for and add the transferor with claim. leave the search screen blank or enter optional search criteria, then click on [Search Creditor] button. The list of creditors will appear. Claim numbers will appear next to the creditor name of those with claims on the case (Figure 4.7). After selecting the correct party, the name and claim # will be pulled into the transfer screen. Up to three claims may be transferred to the same creditor, per screen.

STEP 7: On the next screen the filer will attach the prepared PDF file. The user must select the [Browse] button, then navigate to the location of the file. The document should be opened and viewed for accuracy, before attaching the file and moving forward.

Attaching a document within ECF, is discussed in detailed, in Section 3.1.

STEP 8: The final screen with the text, as it will appear on the case docket, is shown in Figure 4.8. The parties should be verified before submitting the screen. Once the [Next] button is pressed, the notice is placed on the case docket, and the claims register will reflect the new party transfer information.

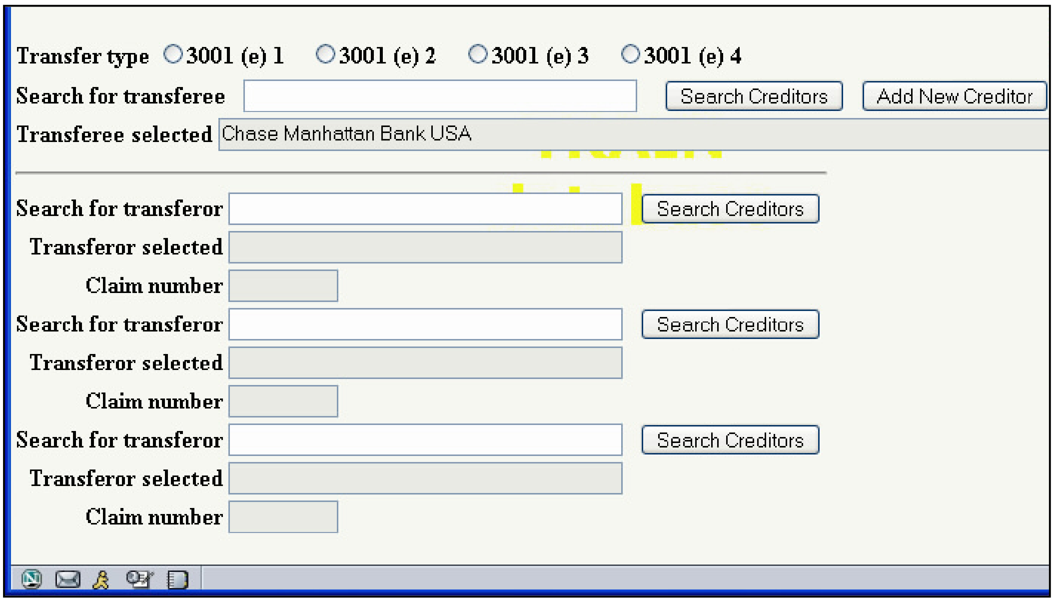


Figure 4.6

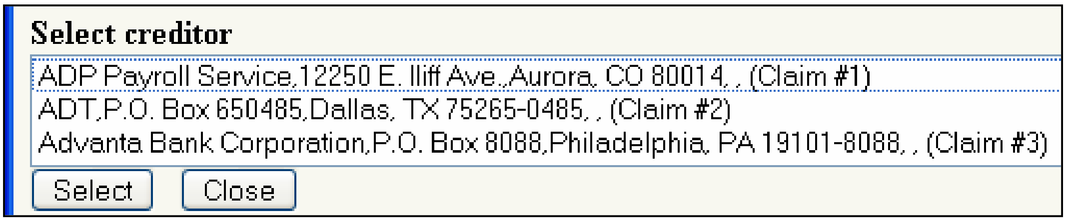


Figure 4.7

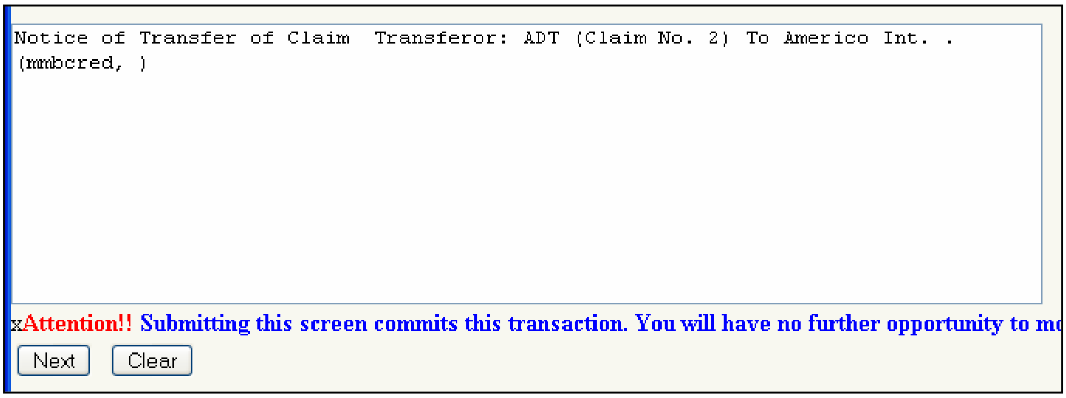


Figure 4.8

Notice of Withdrawal of Claim

This section will outline the steps to file a Notice of Withdrawal of Claim.

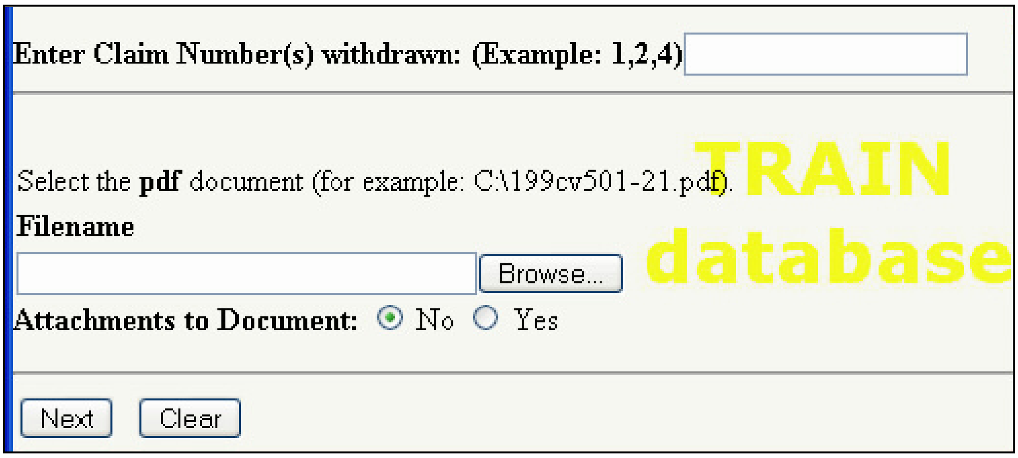
STEP 1: Select the Claims Actions category under the Bankruptcy menu.

STEP 2: Enter the case number in the Case Number field. Click on the [Next] button.

STEP 3: Select Notice of Withdrawal of Claim from the event list. Click on Next.

STEP 4: The screen (shown in Figure 4.9), allows the filer to identify the claim being withdrawn, by claim number only. More than one claim can be entered in the field provided, but they must be separated by a comma, (as the example next to the field demonstrates).

Figure 4.9



NOTE: The system is programmed for information to be extracted from the claim # field and applied elsewhere in the case. Therefore, the following rules must be followed:

- The Name of the Creditor should not be included in the field, only the numeric digit.
- Multiple claims must be separated by a comma, then a space, then the next claim #.
- No characters, such as a period, should be added or removed from the field above or the final text.

STEP 5: On the claim identification screen, the filer will attach the prepared PDF file. The user must select the [Browse] button, then navigate to the location of the file. The document should be opened and viewed for accuracy, before attaching the file and moving forward. *Attaching a document within ECF, is discussed in detailed, in Section 3.1.*

STEP 6: A screen with the final text and warning will appear. Up to this point you have not submitted any information to the court. Click on [Next] to submit the transaction. The Notice of Electronic Filing (NEF) will appear to confirm the submission.

Creditor Maintenance 2.3

This section will outline the options accessible under the Creditor Maintenance category. This category provides the ability to add new creditors and edit creditor information already present in a case. The events that will appear are entitled:

- Enter Individual creditors
- Edit Creditors

Enter Individual Creditors

This option will provide similar screens to add a creditor to the mailing matrix as the Creditor Request for Notice, which is discussed in Section 4.2.

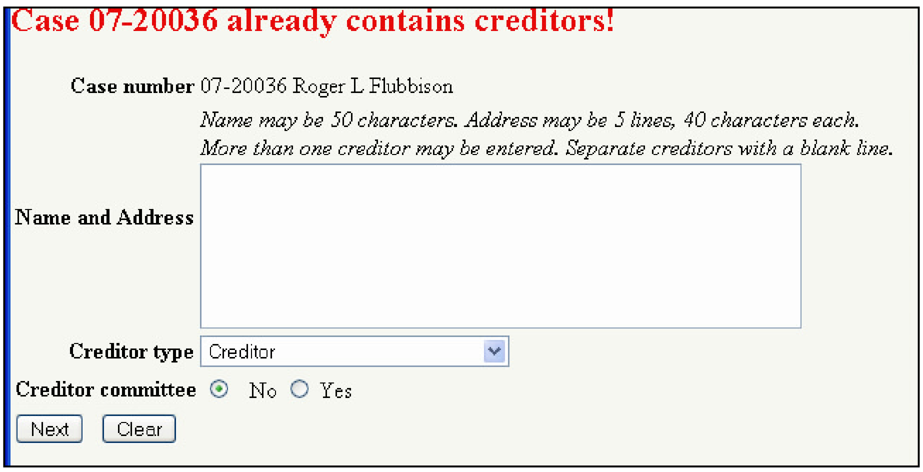
STEP 1: Select the Enter Individual Creditors option under the Creditor Maintenance category. Click on Next.

STEP 2: Enter the bankruptcy case number.

STEP 3: Enter the name and address of the party to be added in screen shown in Figure 4.10. The party should be entered in address format, with no more that 5 lines per creditor address. More than one party can be entered in this field. A list can also be copied and pasted using the Ctrl C and Ctrl V windows commands. Creditor Type field should be left at Creditor.

The red text alert informs the filer that creditors are present, to prevent creditors from being added by an outside party, before the debtor has submitted his original matrix.

Figure 4.10



STEP 4: The screen shown in Figure 4.11 will be presented, prior to adding the creditors to the matrix. The total number of creditors loaded with this submission is printed on the screen for verification. Click on Submit to add the creditors.

A Creditors Receipt will follow (Figure 4.12) which can be printed and placed in the client file. The hyperlinks shown below the case information, are shortcuts to File a Proof of Claim or Return to the Creditor Maintenance Menu.

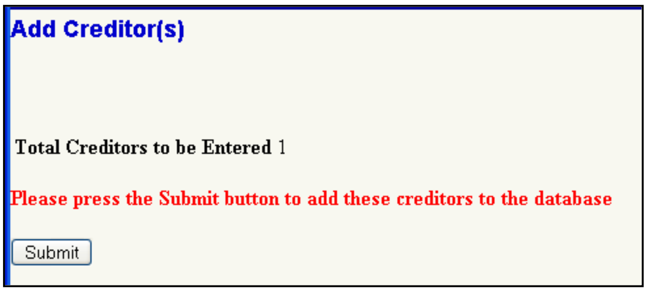


Figure 4.11

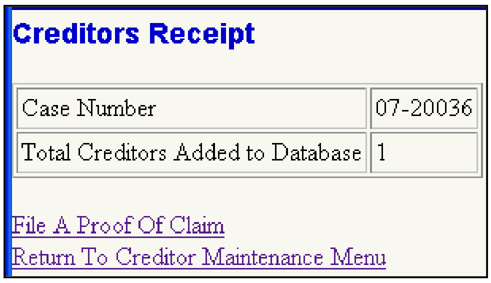


Figure 4.12

Edit Creditors

Docket entries and Proof of Claim creditor information should always match the image that is attached to the filing. If the image does not match the court record, the record should be edited before the document is filed. This process requires a few simple steps.

STEP 1: Select Edit Creditors under the Creditor Maintenance category.

STEP 2: Enter the case number and name of creditor in the appropriate fields. The Name of creditor field can search with a few letters or return the entire list of creditors, by leaving the field blank. Figure 4.13 displays a search of a creditor beginning with the letters [dis] (not case sensitive). Figure 4.14 displays the search results, with a list of all creditors on the case with that combination of letters. Highlight the appropriate creditor and click [Next].

STEP 3: Edit the creditor address presented in the text box and click on [Submit] to make the changes effective.

A Modify Complete! screen will confirm the changes and provide additional shortcuts to file a proof of claim or edit more creditors.

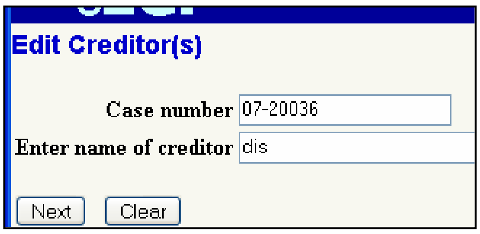


Figure 4.13

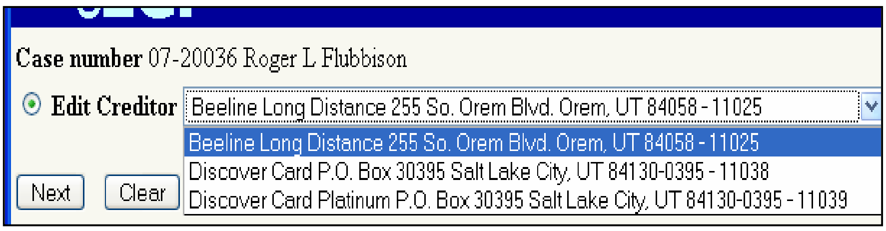


Figure 4.14

Filing Proof of Claims 2.4

This section will cover the procedures for submitting a Proof of Claim to a case Claims Register.

STEP 1: Click on the File Claims category under the Bankruptcy menu.

STEP 2: Enter the case number and creditor name (or search with letters or a blank field for all creditors in the case returned, as discussed in the Edit Creditors section in step 2, on the previous page). Click [Next] to continue.

STEP 3: Select the creditor from the list. The image attached to a filing should always match the entry, therefore, if the creditor information does not match the claim form that will be attached to the filing, the information should be updated before continuing. The Edit Creditor button appears on the screen for your convenience or refer to the previous section 4.3, Creditor Maintenance, if a record update is necessary. If the record is correct, click on [Next] to continue with the filing.

STEP 4: The Proof of Claims screen is displayed (figure 4.15). Enter the claim information:

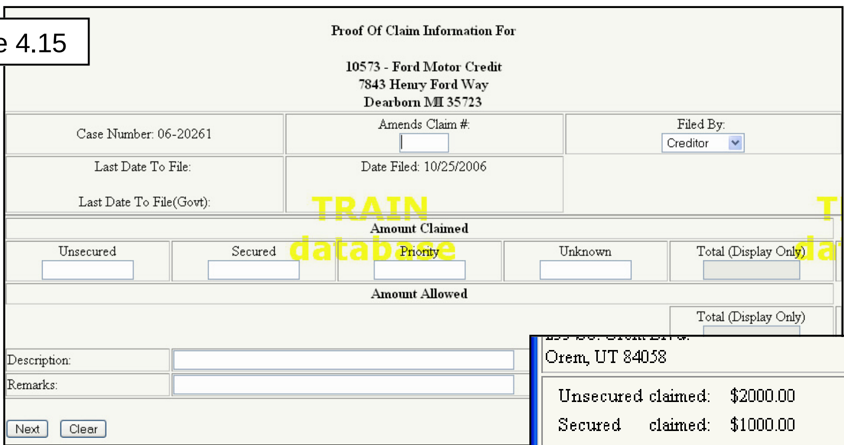
- If this claim amends a previous claim, indicate the number assigned to the previous claim, in the *Amends Claim #* field.
- Enter the data from the document in the appropriate *Amount Claimed* fields. Do not enter the "$" or commas in the dollar amount fields.
- Type any additional information in the *Description* and *Remarks* fields, if necessary. **<u>Arrears</u> and <u>Value of Collateral</u> should be entered in Description and/or Remarks if they appear on your claim.**

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

STEP 5: Add your Proof of Claim using the procedure in Section 3.0 Verifying and Attaching a Document in ECF. This is the last screen prior to submitting the filing.

The notice of electronic filing will appear with the claim # assigned to the entry and the time and date of the filing. This can be printed for your records or regenerated from the claims register by clicking on the silver radio button as seen in the example in figure 4.16.

Figure 4.15



Click radio button to see Notice of electronic Filing

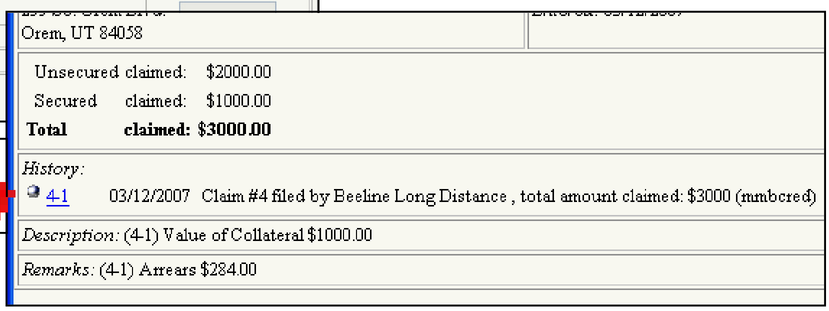


Figure 4.16

Filing Amended Claims 2.5

Limited filers should review the claims register, including the original Proof of Claim on file with the Court as well as the image of their amended proof of claim prior to filing it with the Court to ensure the accuracy of their entry.

Creditor addresses listed in the Proof of Claim images should match the information listed in the court's database. Likewise, the image of the amended proof of claim should correctly reference the previously-filed claim number or file date.

Limited filers should never need to add a new creditor during the filing of an amended claim.

Step by step Instructions for filing an Amended Claim.

Step 1. Under the Bankruptcy Menu, click the "File Claims" category.

Step 2. Enter the bankruptcy case number.

Step 3. In the name of creditor field, do **NOT** enter any data. Leave this field blank and click next (by leaving this field blank, the entire list of creditors will post) (see figure 1). From the "Select a Creditor for a Claim" screen, select the appropriate creditor from list of existing creditors. If the address for your creditor is incorrect, select the "Edit Creditor" link and update the creditor address before continuing. If the address is correct, select the creditor from the list. **Do NOT add a creditor for an amendment**.

Step 4. Click next

Step 5. The Proof of Claim Information screen appears. Insert the previously-filed claim number in the *Amends Claim #* field and other fields in the claim screen as appropriate (figure 2).

Step 6. Click next.

Step 7 Attach the amended proof of claim image and finish the entry.

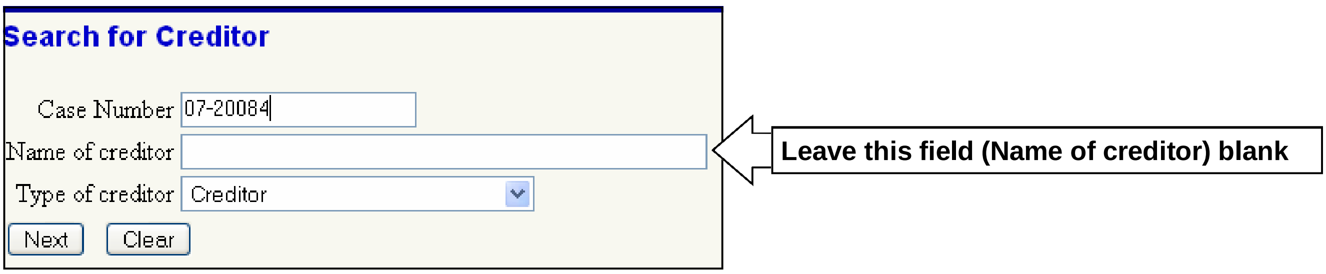
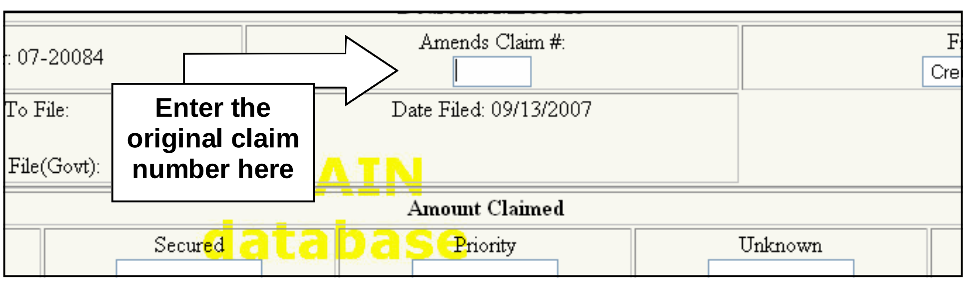


Figure 1



Transcripts 2.6

The most limited of our limited users in the transcription group. The only option available is the Transcript event. This section will outline the simple instructions for submitting transcripts to the courts ECF system.

Personal information that should not be made public, such as social security numbers, bank account numbers, names of minor children, etc should be blocked from view before submitting the images/documents to ECF.

STEP 1: Select Transcriptionist Events under the Bankruptcy menu. Click [Next].

STEP 2: Enter the case number. Click [Next].

STEP 3: Highlight Transcript from the event field. Click the [Next] button.

STEP 4: On the next screen, enter the numeric [MM/DD/YY] date of the hearing (figure 4.17), and upload the transcript, using the upload procedure in discussed in Section 3, in the required PDF format, discussed in Section 2.Transcripts can sometimes be quite large, so you may have to add additional attachments and employ some of the procedures for combining or extracting pages, if the file size exceeds the 2MB size limit.

STEP 5: Click [Next] to move forward to the final text screen (Figure 4.18). Please verify the correct hearing information has been entered. If an error has been made you may use the back arrow buttons in the upper-left hand corner of your browser window, shown in figure 4.19. A warning will appear below the text that indicates submission will send the transcript to the docket sheet.

After submission, the Notice of Electronic Filing will appear with the date and time of the filing and the number assigned to the transcript.

Figure 4.17

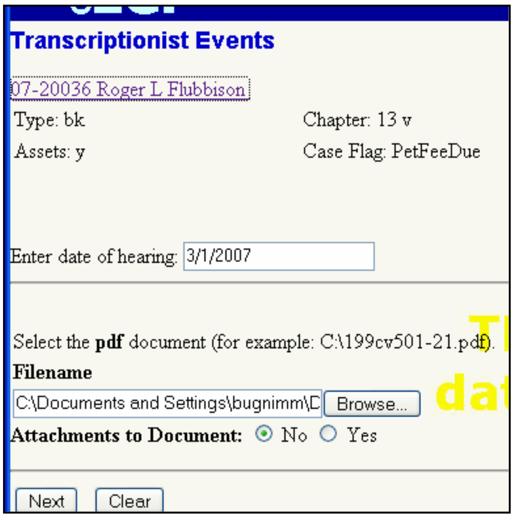
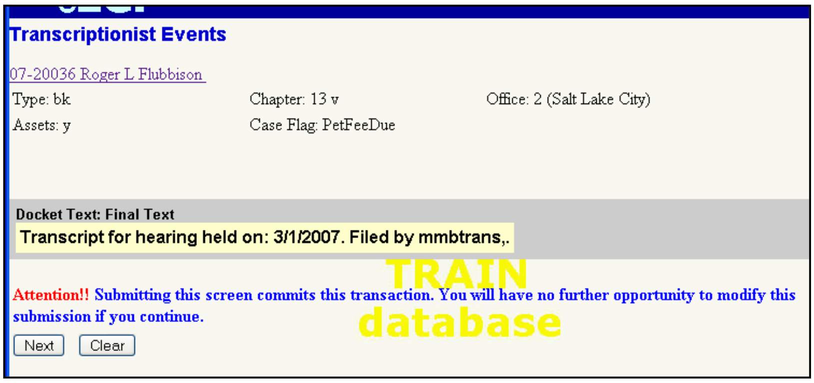


Figure 4.18



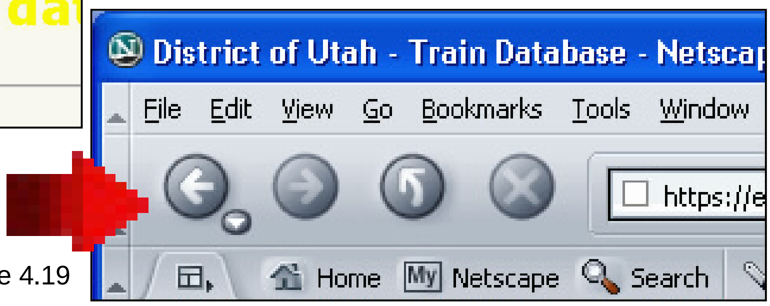


Figure 4.19

3.0

Verifying and Attaching PDF Documents

At some point during the electronic filing process, it may be necessary to upload the supporting PDF document. The process will consist of navigating to the file's location on your computer, verifying that the PDF document is correct, and then selecting the document to be uploaded.

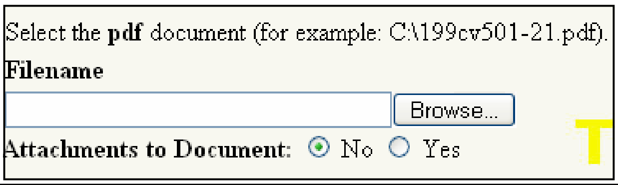
- Upload PDF Document
- Additional Attachments

Verifying and Attaching PDF Documents 3.0

At some point during the electronic filing process, it may be necessary to upload the supporting PDF document. The process will consist of navigating to the file's location on your computer, verifying that the PDF document is correct, and then selecting the document to be uploaded.

If the document exceeds the 2MB size limit, it may be necessary to utilize the Attachments to Documents option that appears below the Filename browse field. Additional attachments will be covered in the next section.

When a PDF document is required to complete the filing, a screen will appear, which will contain the file upload section shown.



STEP 1: Click on the browse button at the end of the filename text box. The File Upload window will appear. (Figure 1).

STEP 2: Navigate to the location of the prepared PDF file.

STEP 3: One of the most common errors made within the ECF system is the attaching of the wrong document to the filing. The court requests that the filer first verify that the document to be uploaded to the system is correct.

This is done by right-clicking on the document name and selecting Open from the pop-up menu (see Figure 2). This will launch Adobe Acrobat and provide a preview of the document that is being attached to verify it is the correct image.

If the viewed image is not correct, then close the PDF document, return to the File Upload window and navigate to the correct file. Re-verify that the document is the correct one.

STEP 4: After you have verified the document, close, or minimize Adobe Acrobat, and then click on the [Open] button located toward the bottom right-hand portion of the window (Figure 1).

STEP 5: After attaching the PDF document, click on the [Next] button to proceed with the filing.

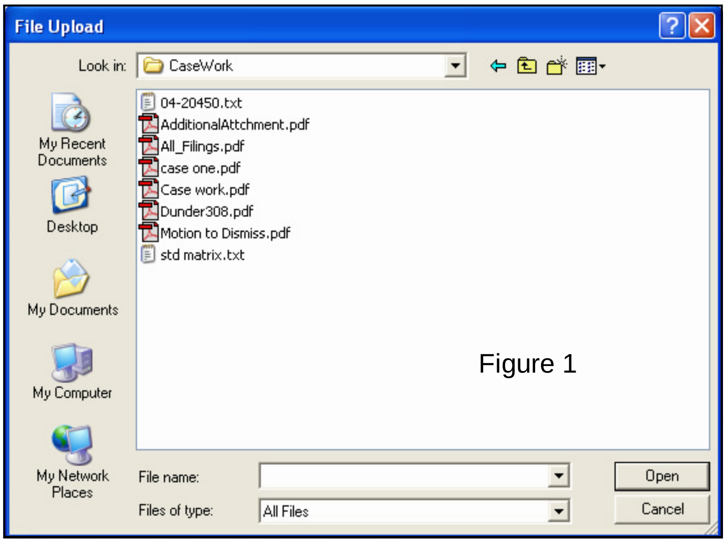


Figure 1

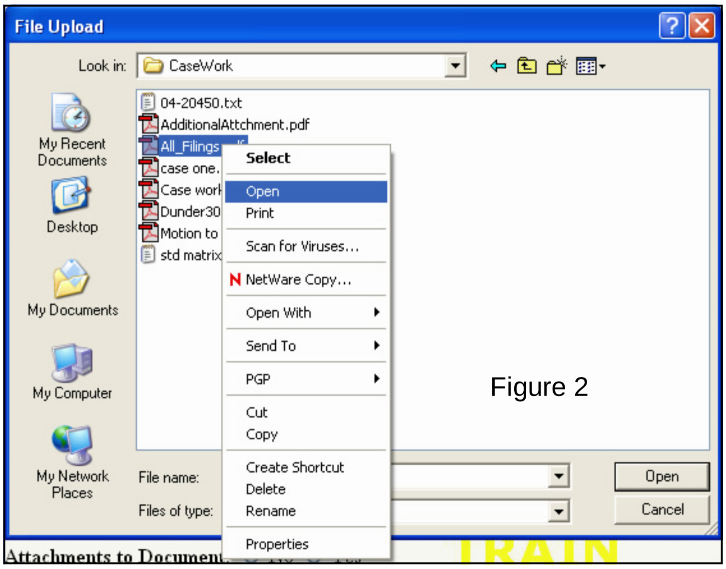


Figure 2

ADDITIONAL ATTACHMENTS

If the document being filed, exceeds the 2 MB size limit set by the ECF system, it will be necessary to break the document up into segments. These sections will then be added to the filing as an additional attachment.

Be aware that the court strongly recommends combining images containing exhibits or other supporting documentation together as one image. If these documents are included as separate attachments, they will requires a separate browser window for viewing. This can cause image viewing and retrieval to be very time consuming. It is understood that additional attachments are unavoidable at time, but when possible, images should be combined and submitted as one document.

Each additional attachment will be uploaded separately using the browse procedures outlined in the previous section.

STEP 1: After attaching the main document, or first segment of a file, click on the [Yes] radio button shown next to Attachments to Documents in (figure 3). Click on Next. An additional screen, shown in figure 4, will appear.

STEP 2: First attach your additional document the same way the main document was attached, as detailed on the previous page.

STEP 3: You may further identify the attachment, in step 2 of the attachment screen, by selecting a document type and/or typing in a description, or both. You must have at least one—type or description.

STEP 4: You are required to add the image to the list of attachments, by clicking on the [Add to List] button. Repeat steps 2-4 for each additional attachment.

STEP 5: Once you have included all support documentation click on the [Next] button to continue.

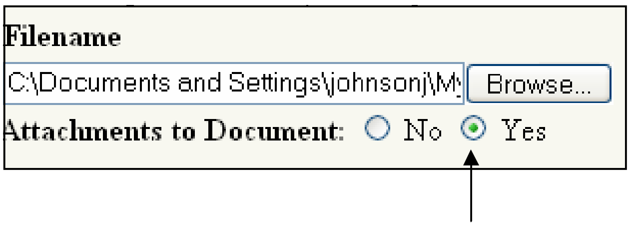


Figure 3

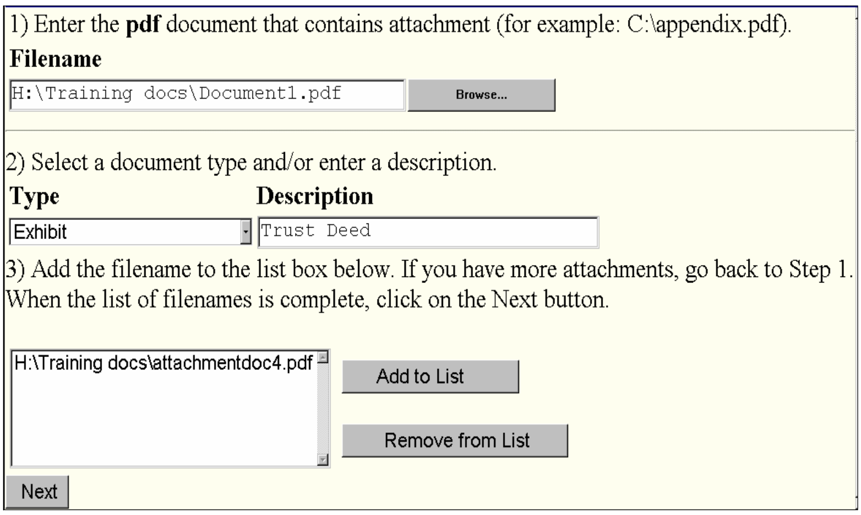


Figure 4