

5.0

Filing Documents on the ECF System

The topics here are an example of the docketing that you will perform. Most docketing events done in ECF is similar to each other. 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:

1. Motions
2. Multi-Part Motions
3. Amendments
4. Compensation
5. Conversions
6. Creditor Counseling / Finance Management Training
7. Electronically Paid Fees
8. Employ
9. Motion to Confirm by Consent
10. Notice of Appearance and Request for Notice
11. Notice of Endorsement
12. Notice of Hearing
13. Objections
14. Proof of Claims
15. Proposed/Pending Orders
16. Shorten Time v. Expedite Hearing
17. Tax Documents
18. Additional Tips on Bankruptcy Events

5.1

Add Creditors

Creditor Request for Notice

An ECF user can now add creditors to a case. The creditor can be added to case a number of ways:

- Notice of Appearance of Counsel and Request for Notice
- Creditor Request for Notice
- Amended schedule (fee)
- Amended matrix (fee)
- Amended Matrix and Amended Schedules (fee)

We will look at filing a **Creditor Request for Notice**. The screens for each event will differ a little from one event to another but you will encounter the same add creditor screens for each event above.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

STEP 1 Click on the Other category under Bankruptcy events.

STEP 2 Enter in the case number for the case that you are requesting notice. Click on next.

STEP 3 Select Creditor Request of Notice from the events box. Click on next.

STEP 4 Since you are not a party to the current case, click on the add/create new party hyperlink. Search for the party that you are representing. Refer to Sections 3.1 Searching for a Party, You can now search for a party and 3.3 Adding a Party.

STEP 5 You will be returned to the select the party screen with your new party highlighted at the top of the party list. Click on next.

STEP 6 If you are not set as the attorney representing the party, you will get this screen asking if you, as an attorney, want to be the representative for this party. If you do, place a checkmark in the box “party represented by”. Click on Next.

STEP 7 At this point, you will need to upload the creditor request for notice document that you have created and converted to a pdf. Refer to Section 2.6 Attaching a PDF Document.

Adding a Creditor to the Matrix

Up to this point, you have not yet added a creditor to the case's Creditor Matrix. You will do this now.

Figure 1

The next screen allows you to add new creditors to the matrix. To add a new creditor, you will enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from Word, WordPerfect, Open Office or another word processing application.

When you have finished with the creditor's name and address with either the common creditor or a creditor that you have entered, click on the next button.

This is the final docket text creation screen. You will no longer have the ability to edit the docket text freely. You can modify the docket text by selecting items from the drop down menu as well as adding text to the text field. Once you are finished with modifying the docket text, click on next.

This is the final docket text screen, the last screen prior to submitting the creditor request for notice to the court.

5.2

Motions

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 8.1 Paying Fees Over the Internet**

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.

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

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. Click on the [Next] button.

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 3 for instructions for searching for, creating and adding parties.

STEP 4 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 you leave the corresponding box blank, you will not show as counsel of record on the case.

STEP 5 Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 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.

STEP 7 You will be given the Internet Fee Payment window if there is a fee tied to this filing event. You will also receive your notice of electronic filing.

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”.

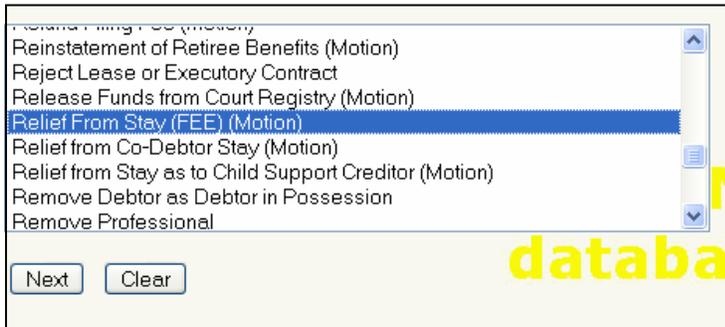


Figure 1

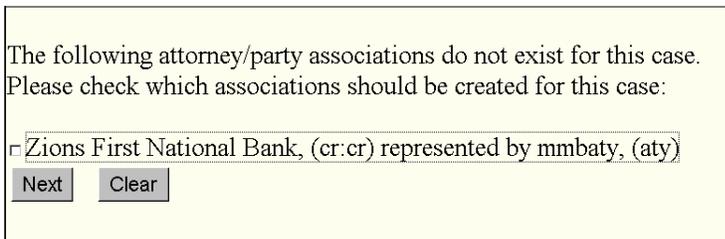


Figure 2

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 8.5: **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.

5.3

Multi-Part Motions

ECF will allow you to docket multi-part motions, such as filing a “*Motion to Assume or Reject or in the Alternative Motion for Relief from Stay*.” The process for filing a multi-part motion is the same as with a simple motion outlined in section 5.1, with the exception of using the control key while clicking on the desired motions.

Reference:

- **Section 2.1 Creating the Pleading**
- **Section 2.3 Converting a Document to PDF**
- **Section 2.6 Attaching a PDF Document**
- **Section 2.7 Additional Attachments**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**
- **Section 8.1 Paying Fees Over the Internet**

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 1). 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 mentioned in section 5.1, 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.

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 3 for instructions for searching for, creating and adding parties.

STEP 4 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].

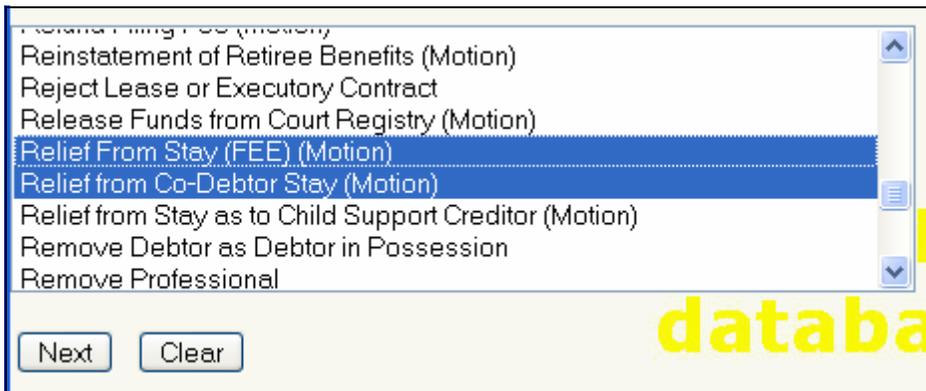
STEP 5 Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 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. 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 en-

tered (figure 1). This way a complete correction is made to the event, not just the final text.

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.

STEP 7 You will be given the Internet Fee Payment window if there is a fee tied to this filing event. You will also receive your notice of electronic filing.



You must use the scroll bar when selecting items for a multi-part motion. Using hot keys will not work.

Figure 1

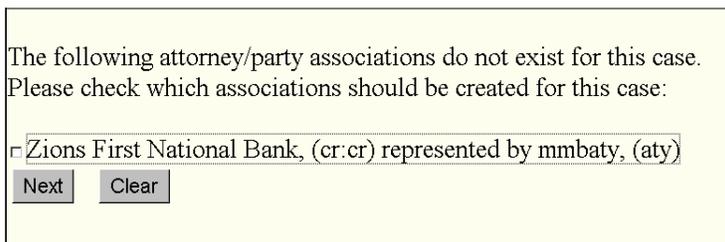


Figure 2

5.4

Amendments

Amended Matrixes and Schedules (Fee)

There are a few things that needs to be remembered about amended matrixes and amended schedules. As you will note under the Debtor Events, there are two amended matrixes, one with fees and one without; and two amended schedules, again one with fees and one without.

If you add creditors to either the matrix or schedules D, E or F, you will then need to file the amended matrix/schedule using the fee event.

If you are simply making an edit to the creditor information on either the matrix or schedules D, E, or F, then you file the changes using the no fee event. The reason for this is that adding creditors to the case actually incurs a fee.

If you are planning on filing both an amended matrix and schedule and you have added new creditors, select the **Amended Matrix and Amended Schedules (FEE)** event, since this will allow you to file both items while paying only one fee.

Adding Creditors when opening a case

When opening a case electronically, it is perfectly acceptable to add creditors to your matrix although you may not have the address of the creditor(s) in question.

The 341 will not be sent if the address is incomplete, and if you obtain the correct address later on in the case, you can simply "edit" the address into the case without incurring an amended matrix fee.

For example, your client owes John Doe Plumbing of Bountiful Utah, but for whatever reason your client has not supplied you with the specific address. At filing, add "John Doe Plumbing" to your matrix. Several days later, your client supplies you with the address of the creditor as being "123 Main Street, Bountiful UT 84000". At this point, you can go through Creditor Maintenance and "edit" the address by adding the street, city, state,zip to the address.

When initially filing, do not include city or state because that could prompt an unnecessary mailing; the name will suffice, and no notice will emanate from this because it is "incomplete".

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Amended Matrix (Fee)

Select the matrix fee event when adding new creditors to a matrix **only** (not adding to schedules). If adding to both the matrix and schedule, use the combined *Amended Matrix and Schedules* event above.

Amended Matrix (No Fee)

Editing a creditor matrix without adding creditors to the matrix. You can also "fix" and address without filing an amended matrix, through Creditor Maintenance.

Amended Schedules (Fee)

Use this event when adding creditors to schedules D, E, or F. When adding creditors to the schedules, only include the new creditors, do not include the entire schedule with the new creditors added.

Amended Schedules (No Fee)

Use for editing a schedule without adding creditors.

Amended Statement of Social Security Number(s)

When submitting a social security number, use the original event **Statement of Social Security Number(s)**. This will block out the first five numbers of the social security number. When you amend the statement of social security number, for whatever reason, use the amended event **Amended Statement of Social Security Number(s)** instead of filing it as an amended document.

You **must use** the Statement/Amended Statement of Social Security Number to protect the privacy of the debtor’s social security number.

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Amending Schedules after a Conversion / Notice/Schedules Pursuant to Rule 1019

This is a notice of amended schedules and matrix on cases that have been converted from a chapter 13 to a chapter 7. The filer has 15-days to file the amended schedules and matrix without incurring a fee. After the 15-day window, all fees will apply.

Amending a Document

The amended document event will allow you to link to the previous filed document.

Found: Bankruptcy/Other;

STEP 1 Click on the Other hyperlink.

STEP 2 Enter in the case number using the YY-NNNNN number format. Click on Next.

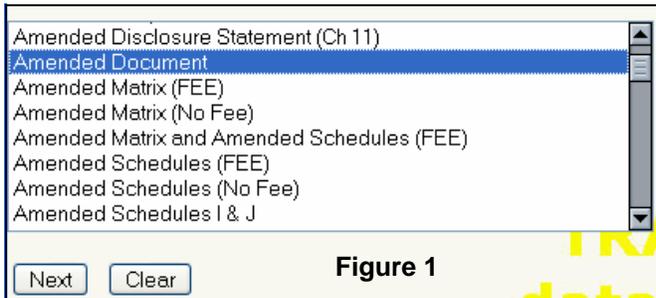


Figure 1

STEP 3 Select Amended Document from the list (figure 1). Click on Next.

STEP 4 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 3 for instructions for searching for, creating and adding parties.

STEP 5 Attach the amending document to the case per section 2.6.

STEP 6 Ensure that the Refer to an existing event(s) check box is checked (figure 2). Click on Next.

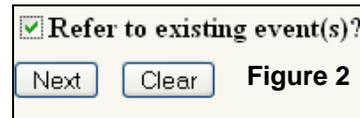


Figure 2

STEP 7 Follow the procedure outlined in section 2.8 to reference an existing document.

STEP 8 Be sure that the final docket text is correct, to include the reference to the amended document. If it does not, or you did not get a list of document types, then you will need to use the back button and return to step 6 above.

STEP 9 If the final text is correct, click on Next to submit the filing event. You will then receive the Notice of Electronic Filing.

5.5

Amended Matrix and Schedules

There may come a time when you will need to amend either the case's matrix and/or its schedules. There are two categories in which to find these amended items -- under Debtor Events or under Other.

There are a number of amended matrix and schedule events:

- Amended Matrix and Amended Schedules (FEE) : Use this event when filing both an amended matrix and schedules. This will incur one fee verses a fee for the matrix and a fee for the schedules.
- Amended Matrix (FEE) : Use when filing the amended matrix only. This event will incur a fee.
- Amended Matrix (No Fee)
- Amended Schedules (FEE) : Use when you are amending schedules D, E, and F. This event will incur a fee.
- Amended Schedules I & J
- Amended Schedules (No Fee) : Use when filing amended schedules that do not involve adding a new creditor to schedules D,E, and F.

When using the combined Amended Matrix and Amended Schedule event above, the document that is attached should include the schedule being amended **and** an amended matrix identifying the new creditor (see [Section 2.3: Combining PDF Documents](#)).

If a case requires an amended schedule, often times the Summary of Schedules (Form 6) has also changed. An amended summary page should also be included in the documents you attach, and the figures on the summary screen (figure 2) should be updated to reflect the new figures.

To file an amended matrix and or schedule, you can select either the Debtor Events or the Other events under the Bankruptcy Events.

STEP 1 Enter the case number (YY-NNNNN) for the case that you are amending the matrix/schedule. Click on the Enter button.

STEP 2 You will now need to upload you document to the ECF system. (refer to [Section 3.1 Searching, Creating and Adding a Party to a Case](#)). Once done attaching your file, click on the Next button.

STEP 3 If your filing incurred a fee, this page will inform you of the fee. Click on the Next button.

STEP 4 You will now have the ability to add creditors to the case (see Figure 1). Enter in the name and address for your creditor party. Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.

Case 06-20261 already contains creditors!

Add new creditor(s)

Next Clear

TRA
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Figure 1

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	[]		
B - Personal Property	[]		
D - Creditors Holding Secured Claims		[]	
E - Creditors Holding Unsecured Priority Claims		[]	
F - Creditors Holding Unsecured Nonpriority Claims		[]	
Average Income (from Schedule I, Line 16)			[]
Average Expenses (from Schedule I, Line 18)			[]

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Figure 2

STEP 5 If you are filing amended schedules, you will now get the Summary of Schedules screen (see figure 2). Fill out the page according to the amended documents. This information is found on Schedules, Form 22 (Means Test), Form 6 Summary of Schedules and Summary of Statistical Liabilities. Change only those fields that have changed due to the amending of the schedules. If a field does not change, do not enter an amount. You can click on the Next button without entering in any information.

STEP 6 You will get the Final Docket Text modification screen. Modify the text as needed to clarify the filing. Click on the Next button. You now have the final docket text as it will appear on the docket. Click on the Next button if you are satisfied with this filing.

You will now get the Notice of Electronic Filing indicating that you have filed your Amended event.

5.6

Compensation

This section will be divided into three sections: Application for Compensation, Application for Compensation in a Chapter 13 Case, and Disclosure of Compensation.

When you file an application for compensation, use the Compensation event, not the generic application. There are fields that will need to be filled out so that proper event actions are applied within the ECF system.

If the case is a Ch 13, use the Application for Compensation in a 13 event.

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**

4.4.1 Application for Compensation

Found: Bankruptcy//Motion/Applications;

STEP 1 After clicking on the Motions/Applications hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event Compensation (motion) (figure 1) by either scrolling down to the event, or hitting the “C” key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Be aware of the following instruction: **Please Do Not Check or Uncheck the Following Boxes Next to Filer!** This applies to the next page. At this point, attach the supporting documentation per section 2.6.

STEP 5 The compensation form is displayed (figure 2). Fill out this form accordingly. From and To are the dates that the activity for which you are being compensated for occurred. Fill out the Fees and Expenses fields accordingly. When you are done, click on Next. Zeros will be added to the remaining party fields. You will get warnings (figure 3) that applicants have not had amounts entered into their fields. These fields are for your represented party. Disregard the warning(s) by clicking on OK.

STEP 6 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser’s back button to go back and make changes. Click on the Next button to submit this filing. You will receive the Notice of Electronic Filing once the event has been submitted.

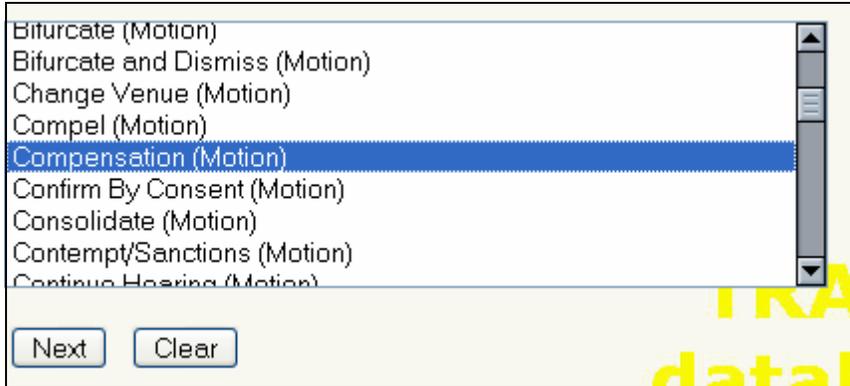


Figure 1

Applicant Jared Johnson		Type	Attorney
	<input checked="" type="checkbox"/> Filer		
From	12/5/2004	To	1/15/2005
Fee request \$	500.00	Expense request \$	150.00

Figure 2



Figure 3

4.4.2 Application for Compensation (Ch 13)

This event was created specifically for Ch 13.

Found: Bankruptcy/Debtor Events;

STEP 1 After clicking on the Debtor Events hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next. You will get an instruction screen informing you that this event is only to be used on behalf of the debtor. Click on Next.

STEP 2 Select the event Application for Compensation by Attorney/Debtor(s) (Ch13 only) (figure 4, next page) by either scrolling down to the event, or hitting the “A” key until the event is highlighted.

STEP 3 Attaching the supporting documentation per section 2.6.

STEP 4 Click on Next on the follow-up page.



Section 5.6: Compensation

STEP 5 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

4.4.3 Disclosure of Compensation

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

This document can be attached to the voluntary petition when the case is opened. If it was not attached to the petition, it can be filed using the Disclosure of compensation event.

STEP 1 After clicking on the Other hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event Disclosure of Compensation of Attorney for Debtor (figure 5) by either scrolling down to the event, or hitting the "D" key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Attaching the supporting documentation per section 2.6.

STEP 5 **STEP 4** Click on Next on the follow-up page.

STEP 6 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser's back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

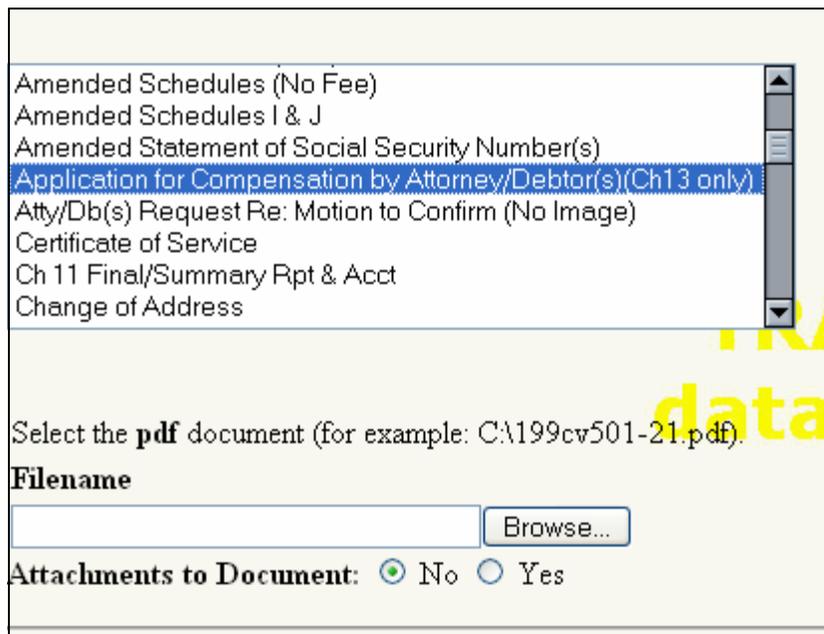


Figure 4

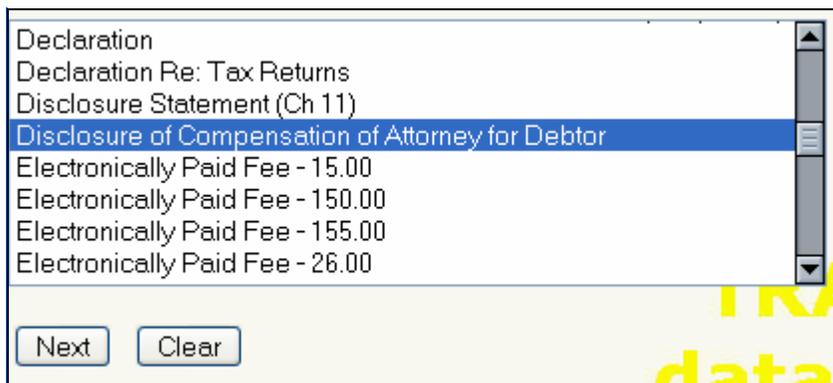


Figure 5

5.7

Conversions

This section will be divided into four sections: Conversion with Motion or Notice, one debtor only, Bifurcate, and Bifurcate and dismiss

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.3 Adding a Party**
- **Section 5.1 Motions**

4.5.1 Motion or Notice

When converting a Chap 7 to a 13, you will file a motion, to convert a 13 to a 7, you may convert with a notice. The steps are the same for both the motion and the notice.

Found: Bankruptcy//Motion/Applications; Bankruptcy/Notice

STEP 1 After clicking on the Motions/Applications hyperlink, enter in the case number using the YY-NNNNN number format. Click on Next.

STEP 2 Select the event **Convert Case to 13 (motion)** (figure 1) by either scrolling down to the event, or hitting the “C” key until the event is highlighted. Click on Next.

STEP 3 At the select party screen, select the party that you represent. Highlight your party and click on the [Next] button. If the party is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to section 3 for instructions for searching for, creating and adding parties.

STEP 4 Attaching the supporting documentation per section 2.6.

STEP 5 The final docket text screen is presented. Be sure that the information on the screen is correct. If not, use the browser’s back button to go back and make changes. Click on the Next button to submit this filing.

You will receive the Notice of Electronic Filing once the event has been submitted.

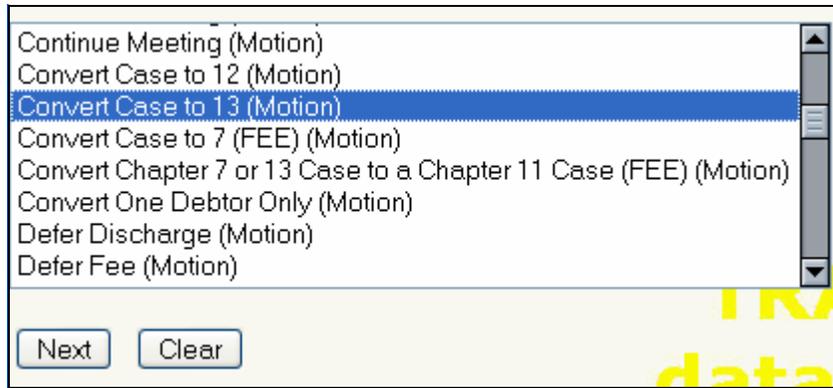


Figure 1

5.8

Creditor Counseling Financial Management Training

Creditor Counseling

The new bankruptcy act mandates that individuals filing under chapters 7, 11, and 13 must receive an approved credit counseling briefing in order to be eligible to file a bankruptcy case. This briefing must take place in the 180 day period preceding the date of the filing of the petition.

The clerk's office will maintain an available list of accredited creditor counselors, either on the court's website or hyperlinked to the U.S. Trustee's website containing the counselors' information.

The debtor should have completed the creditor counseling prior to filing the bankruptcy. The petition has a checkbox (figure 1) that should be checked to indicate that the counseling requirement has been met. The actual certificate is filed once the case has been opened. **DO NOT USE FORM B23, WHICH IS USED TO FILE THE CERTIFICATE OF INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT.**

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event under Bankruptcy/Other. Enter the case number for the case that the **Creditor Counseling Agency Briefing Certificate (Prefiling)** to. Use the YY-NNNNN format. Click on Next Select **Creditor Counseling Agency Briefing Certificate (Prefiling)** from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach the Certificate. Click on Next.

STEP 4 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

FORM B1, Page 2

Name of Debtor(s):	
Years (If more than one, attach additional sheet)	
Case Number:	Date Filed:
Affiliate of this Debtor (If more than one, attach additional sheet)	
Case Number:	Date Filed:
Relationship:	Judge:
Exhibit B (To be completed if debtor is an individual whose debts are primarily consumer debts.)	
I, the attorney for the petitioner named in the foregoing petition, declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter. I further certify that I delivered to the debtor the notice required by § 342(b) of the Bankruptcy Code.	
X	_____ Signature of Attorney for Debtor(s) Date
Certification Concerning Debt Counseling by Individual/Joint Debtor(s)	
<input type="checkbox"/>	I/we have received approved budget and credit counseling during the 180-day period preceding the filing of this petition.
<input type="checkbox"/>	I/we request a waiver of the requirement to obtain budget and credit counseling prior to filing based on exigent circumstances. (Must attach certification describing.)
Debtor (Check the Applicable Boxes)	

Figure 1

Financial Management

The new bankruptcy act mandates that individuals filing under chapters 7 and 13 must complete an approved financial management course (subject to exceptions set forth below) in order to receive a discharge.

The certificate of financial management course needs to be filed within 45 days after the 341 meeting.

This certificate is an actual form (Form B23) that is available on the court’s internet site. Do not use this form to file the debtor’s Creditor Counseling Agency Briefing Certificate. That certificate comes from the agency providing the counseling.

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event under Bankruptcy/Other. Enter the case number for the case using the YY-NNNNN format. Click on Next. Select **Financial Management Course** from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach Form B23. Click on Next.

STEP 4 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

5.9

Electronically Paid Fees/ Notice of Fees Due

The payment of electronic fees, other than when they are accrued by certain filing events, can be a little confusing. Occasionally, you may receive a Clerk's Notice of Fees Due. Fees that are due, pursuant to a clerk's notice will not show up on the Internet Payment window as do the other fees. A Clerk's Notice of Fees Due is normally generated when a filer has selected a wrong event — one that should have been a fee event, such as an amended matrix which has both a fee event and a no fee event. If the court determines that the event was incorrectly selected, the filer will basically receive a "bill" for the fee owed.

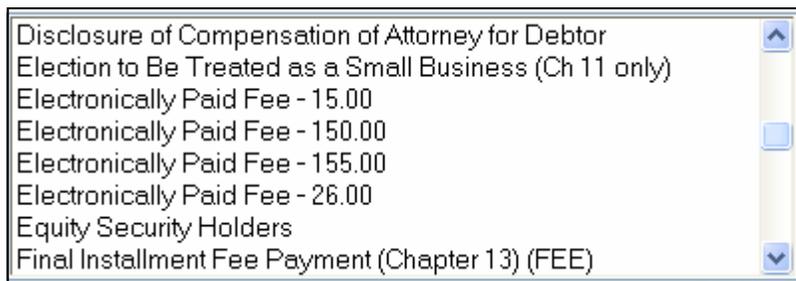
The fee can be paid either over the Internet or over the counter.

When you receive the notice of fees due, you can then log into the ECF system and file an electronic payment, which will then enable the internet payment window and allow you to pay the fee across the Internet. Simply select the fee amount that needs to be paid (see image below), and then pay the fee at the end of the filing. **THIS IS A NO IMAGE EVENT.**

Found: Bankruptcy/Other; Bankruptcy/Debtor Events

Reference:

- **Section 8.1 Making an Internet Payment**



5.10

Employ

Attorney users select the Application to Employ option from the Motions/Applications category to employ an attorney or other professional, such as a realtor or accountant. Trustee users select Trustee/US Trustee category.

Found: Bankruptcy//Motion/Application
Bankruptcy//Trustee/US Trustee

Reference:

- **Section 2.6 Attaching a PDF Document**
 - **Section 3.1 Search for a Party**
 - **Section 3.2 Creating a Party**
 - **Section 3.3 Adding a Party**
 - **Section 5.1 Motions**
-

Employ Attorney

The example below will demonstrate the process for an attorney user to file an Application to Employ Counsel:

1. Select Motions/Applications from the category list.
2. Enter the case number and click the [Next] button to continue.
3. Select the title of the pleading you are filing from the list of events available. In this example I will highlight **Employ Attorney**, and click [Next].
4. Select the moving party filing the pleading. In this case, the attorney is filing in behalf of the debtors.
5. A Party Associations screen will appear and ask if you would like to make an association with the party selected. If the application is to employ you, as counsel, and you used your attorney user login, you may simply check the boxes in Figure 1 to show representation.
6. If you were unable to check the box, because it doesn't apply, you must add the attorney you wish to employ, in the Search for An Attorney screens that will follow.
7. If you **did** check the boxes on the previous screen, counsel has already been added and you can click on [End Attorney Selection] on the screen shown in Figure 2. Otherwise you will need to search for and add an attorney to the case.
8. The filer will then be asked to type the name of the person to be employed. Then browse, verify and attach a pleading. (Figure 3)
9. Finally, the last screen before submitting your transaction will appear. Verify the information for accuracy and submit your filing to the court.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Clegg, Janene(pty:db) represented by mmbaty, (aty)

Clegg, Ronald(pty:db) represented by mmbaty, (aty)

Figure 1

Search for an attorney

Bar Id

Last name

Figure 2

Enter Name of Person to be Employed

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

Filename

Attachments to Document: No Yes

Figure 3

Enter Name of Person to be Employed

Enter Type of Position

Add Professional as a party in the following screen

Figure 4

Role

Figure 4a

Employ Professional

The process for employing a professional is much the same. You will enter in the case number and select the Employ Professional from the item list, you will select the party that is employing the professional. You will then need to enter the name and the position that they are being employed to (figure 4). You will then need to search and add the professional to the case, per section 2. Be sure to set the party role to the role that they are performing (figure 4a).

Then upload the supporting PDF document for this event (per section 2.6) The final docket text screen appears after you attach your document. Make sure that the docket text is clear and understandable. When you are finished, click on the next button.

5.11

Motion to Confirm by Consent / Motion to Confirm by Consent and Amend Chapter 13 Plan

There are two different motions to confirm by consent: the standard Motion to Confirm to Consent; and if the plan is being amended, the filer should use the combined event Motion to Confirm by Consent and Amended Chap 13 Plan.

The motion with the amended plan should have the newly amended plan combined with the motion. You would not attach a plan that was amended previously and already appears on the docket (the plan that is attached is not a copy of a plan already appearing in the docket).

Noticing is done under Debtor Events using the Atty/Db(s) Request Re: Motion to Confirm (No Image) and linked to the motion to confirm by consent and amended plan and the court will then notice it out. The court may respond the same day, but it may take the Bankruptcy Noticing Center two days to send notices, so plan accordingly.

Found: Bankruptcy/Other; Bankruptcy/Debtor Events; Bankruptcy//Motion/Application

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 5.1 Motions**

We will look at the simple **Motion to Confirm by Consent**.

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.

STEP 2 Select Motion to Confirm by Consent from the item list (Motion to Confirm by Consent and Amended Chap 13 Plan is found under Bankruptcy/Other. Both events are also found under Bankruptcy/Debtor Events) The Click on the [Next] button.

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

STEP 4 You will need to enter in the claim numbers that are being objected to. All that needs to be entered is the claim numbers, no names. The numbers are separated by commas, as shown in figure 1 to the right. Add your supporting documentation using the procedure in section 2.6: Attaching a PDF Document.

STEP 6 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.

Enter Claims Objected To:

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

Filename

Attachments to Document: No Yes

Figure 1

STEP 7 You will receive your notice of electronic filing.

```
Motion to Confirm by Consent. Objected to Claim Number(s): 1,3,5,6. Filed by
Julia Freeman , Thomas Freeman (Johnson, Jared)
```

Final docket text for Motion to Confirm

Remember for the combined event, you need to combine both the PDF documents for the motion to confirm by consent and the amended plan. Using the combined event saves you time by allowing you to file one event instead of two.

The use of the Atty/Db(s) Request Re: Motion to Confirm (No Image) tells the court that you want the court to mail out the motion to confirm by consent and the amended plan if it is attached at the same time, using the combined event.

When you file the Atty/Db(s) Request Re: Motion to Confirm, be aware that you will need to select (link) the motion to confirm and amended plan which you have recently filed (figure 2). The steps for filing the request is those of the simple motion (section 5.1)

Select the appropriate event(s) to which your event relates:

04/08/2005 [5](#) Motion to Confirm By Consent and Ch 13 Amended Plan filed by Debtor(s). Objected to Claim Number(s): 1,3. (Johnson, Jared)

Figure 2

5.12

Notice of Appearance and Request for Notice

The Notice of Appearance and Request of Notice is one of the few events that allow you to add a party to an existing case. You will add your party and then assign yourself to represent that party. You will be adding your party to the matrix as well as to the case..

There are two different versions of this event -- one with a pdf document and one without. The “with image” event will present the screen to attach a notice if you elect to do so.

Found: Bankruptcy/Notices

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

To file a Notice of Appearance and Request for notice, click on the Notices hyperlink under the Bankruptcy events.

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

STEP 2 Select Notice of Appearance of Counsel and Request for Notice. For this example, we will select No Image. Click on the Next button.

STEP 3 The Select a party screen appears. Chances are, since you are filing a Notice of Appearance, your party is not a party to the case. To add your party, click on the Add/Create New Party hyperlink. Refer to Section 3.1:Searching, Creating and Adding a Party to a Case.

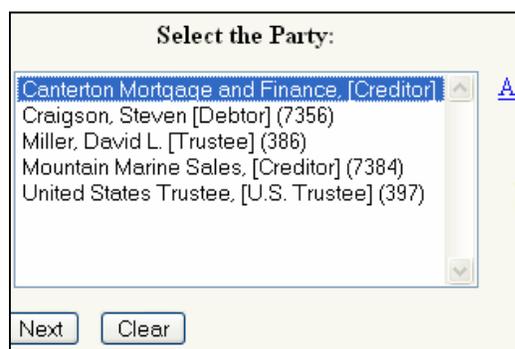


Figure 1

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Canterton Mortgage and Finance, (cr:cr) represented by Johnson, Jared (aty)

Next Clear

Figure 2

STEP 4 At this point, you will need to set yourself as the attorney representing the party that you have just added to the case. This is done by placing a checkmark in the box labeled ...represented by ... (figure 2). After checking the box assigning you to the party, click on the Next button.

At this point, there is a blank screen. Click on the next button.

STEP 5 This allows you to add an attorney to the party that you have created. You can add an additional attorney if one will be assisting in the case. If you added yourself in step 5 above and you are the only attorney for this party, click on the End attorney selection button.

Case 06-20261 already contains creditors!

Add new creditor(s)

Next Clear

Figure 3

STEP 6 This is where you will add your party to the matrix (figure 3). Place a check mark in the box and click on Next. Enter in the name and address for your creditor party (figure 4). Use the enter key to insert a line break. You can add as many creditors as you want. Simply separate the creditors by an empty line. You can enter creditor information by performing a copy and paste function from word, WordPerfect, Open Office or other word processing applications. After entering your creditor information, click on the Next button.

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type Creditor

Creditor committee No Yes

Next Clear

Figure 4

Section 5.12: Notice of Appearance and Request for Notice

STEP 7 This is the final docket text creation screen (figure 5). You can modify the docket text by selecting items from the drop down menu as well as adding text to the text field. Once you are finished with modifying the docket text, click on next.

This is the final docket text screen, the last screen prior to submitting the creditor request for notice to the court.

Docket Text: Modify as Appropriate.

Notice of Appearance of Counsel and Request for Notice Filed by
Jared Johnson on behalf of Chesterfield Mortgage and Finance (Johnson, Jared)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this sub

Figure 5

5.13

Notice of Endorsement

The Notice of Endorsement allows registered ECF users to electronically sign/agree to/endorse a document on the docket sheet, such as a document or order submitted by opposing counsel, or trustee. **THIS EVENT DOES NOT REQUIRE A PDF DOCUMENT**

Found: Bankruptcy/Notices

Reference:

- **Section 2.8 Referencing an Existing Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

STEP 1 Click on Notices under the Bankruptcy category.

STEP 2 Enter the case number for the case. Use the YY-NNNNN number format.

STEP 3 Select NOTICE OF ENDORSEMENT (NO IMAGE) from the selection box. Click on Next.

STEP 4 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 2 for instructions for searching for, creating and adding parties.

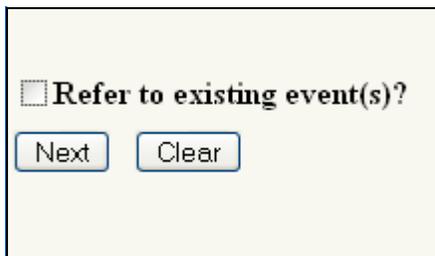
STEP 5 Place a checkmark in the check box labeled *Refer to existing event(s)?* (figure 1). This will allow you to select the document that you are endorsing. If you do not select the box, you will not be able to endorse that item. Click on Next.

STEP 6 Refer to section 1.8 on referencing an existing document. After referencing your document, click on Next.

STEP 7 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. 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 filing, not just the final text.

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.

You will also receive your notice of electronic filing.



Refer to existing event(s)?

Next Clear

Figure 1

5.14

Notice of Hearing

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 referring to a matter on the chambers calendar. Incorrect entries can have a dramatic effect on chambers so make sure you **verify your entry**.

You will need to contact chambers to get a hearing date

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 8.5: 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.

Found: Bankruptcy/Notices

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 8.5 Recipient Mailing List**

STEP 1 Select Notices from the category list.

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].

STEP 4 At the select party screen, select the movant. Highlight your party and click on the [Next] button. You party should already be a party to the case. 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 1 below.

Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge.
Contact the Chambers of Judge Boulden.

Please select a previously created calendar event

Hearing Date: Calendar Hearing Time: c AM c PM

Location:

Confirmation Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the

Figure 1

Most previously created calendar events created on the chambers calendar for this case will appear. In the example, shown in figure 2, 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 information that appears in this field is questionable, contact chambers before selecting it.

If you do not select the displayed hearing and enter the hearing record again, a duplicate entry may be placed on the court calendar.

Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge.
Contact the Chambers of Judge Boulden.

07/30/2003 - 09:00 AM - Motion For Relief From Stay Filed By Jefferson C. Camp (Paul, Colton)

Please select a previously created calendar event

07/30/2003 - 09:00 AM - Motion For Relief From Stay Filed By Jefferson C. Camp (Paul, Colton)

Location:

Confirmation Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the

Figure 2

Section 5.14: Notice of Hearing

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

After you have highlighted the previously scheduled event, the *Hearing Date*, *Hearing Time* and *Location* fields will be populated automatically (see figure 3).

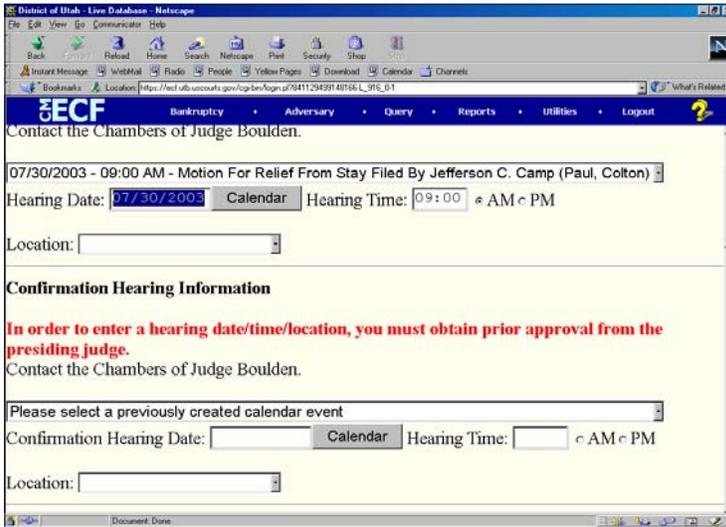


Figure 3

STEP 6 The location field will display the US Bankruptcy Court if the hearing is to be held in Salt Lake (see figure 4 below). Do not select a room number for the hearing location.

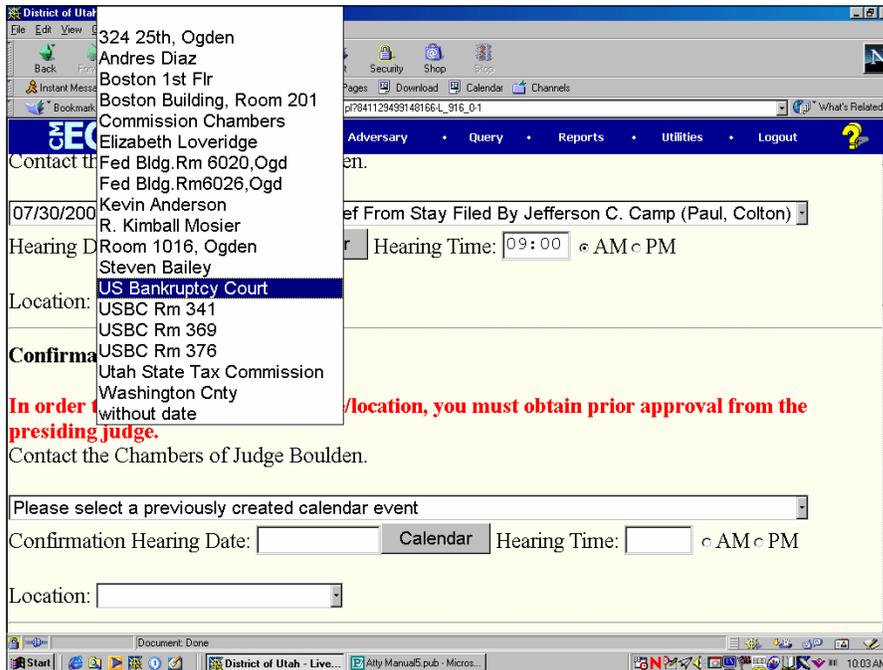


Figure 4

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. Bypass the hearing information screens that do not apply to the motion you are filing. Click on the box that corresponds to the motion for which, you are noticing the hearing (see figure 5). Click on [Next]

STEP 8 Browse and attach your supporting documentation using the procedure outlined in section 2.6: 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 6).

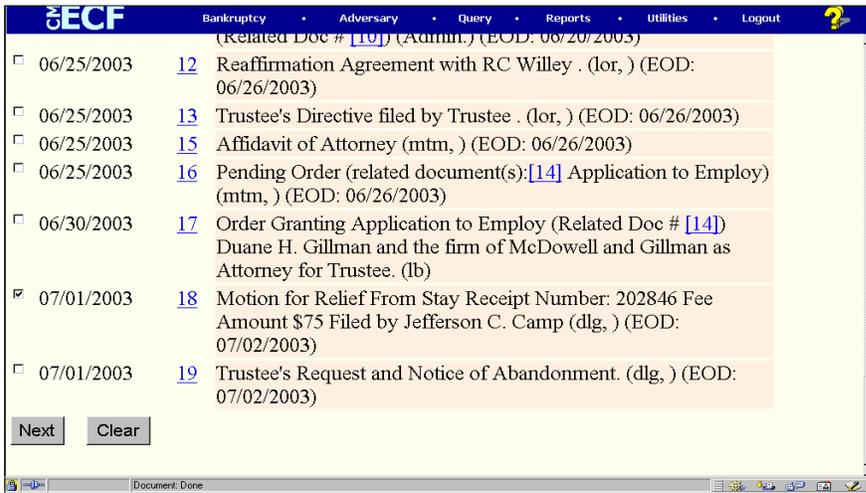


Figure 5

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

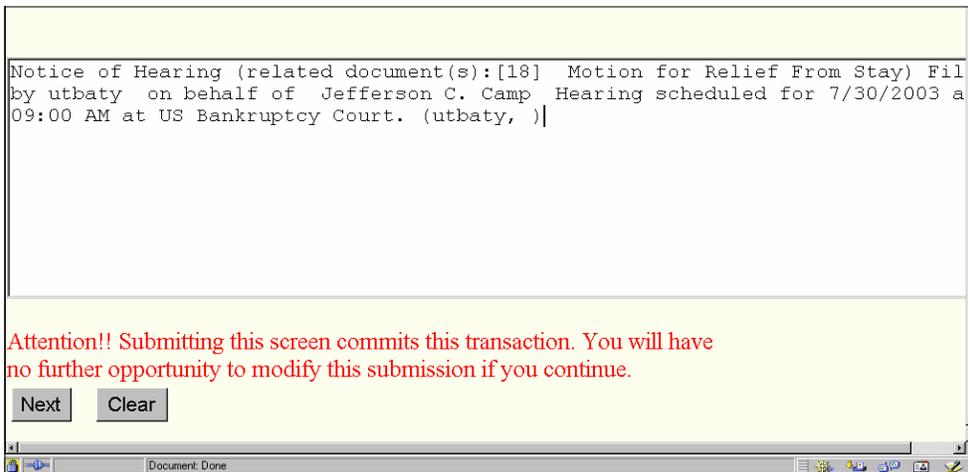


Figure 6

Notice of Hearing (Amended/Rescheduled)

If you need to file a Notice of Hearing (Amended/Rescheduled), when you do the referencing back to the document, you will need to reference the original motion, not the notice of hearing. All hearing events refer back to the original document that is the subject of the hearing.

5.15

Objections

You need to remember that with most objections, you will need to refer to the document that you are objecting to. The exception to this is an Objection to Confirmation of Plan, where there is not a linkage when referencing an existing document.

Found: Bankruptcy//Objection/Response

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 3.1 Searching for a Party**
- **Section 3.2 Creating a Party**
- **Section 3.3 Adding a Party**

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 1). Once you have selected your type, click on [Next].

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 3 for selecting parties.

A screen may appear asking if an association between the party 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 5 Add your supporting documentation using the procedure in section 2.6 Attaching a PDF Document.

STEP 6 Reference your pleading to an existing document. Refer to section 2.8 Referencing an Existing Document for instructions if necessary.

STEP 7 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. Make sure that the referenced documents are listed in the final docket text, **do not add them!** The system should have done that for you. If the referred to documents are not there, go back to the screen shown in figure 2. Place the checkmark in the refer to existing events box.

When you click on the [Next] button, this event will be sent to the court and you applied to the case.

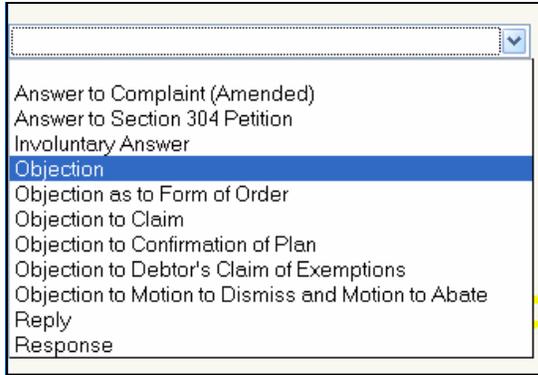


Figure 1

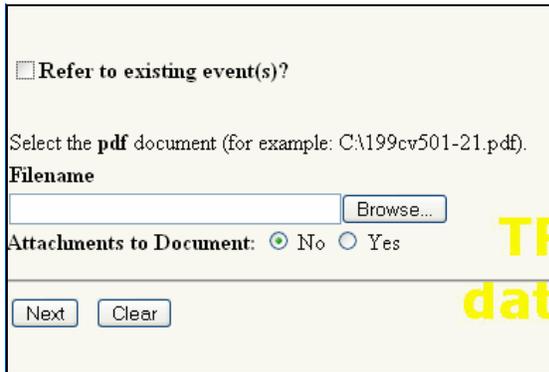


Figure 2

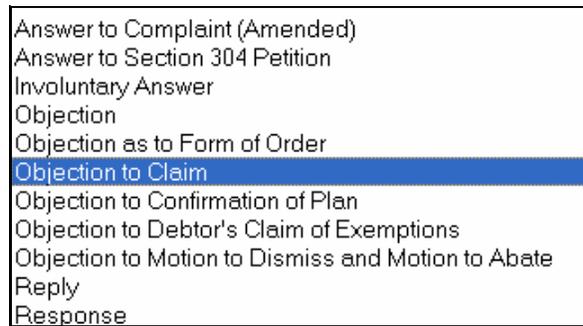


Figure 3

Objection to a Claim

To object to a claim, select the Objection to Claim (figure 3) event from the drop-down menu when selecting your type of objection (STEP 3). Then select the party filing the event (STEP 4). You will then get the screen requesting the claim(s) being objected to (figure 4 below). Enter the claim number (no names). Separate multiple claim numbers with commas. Attach your document per section 2.6 (STEP 5).

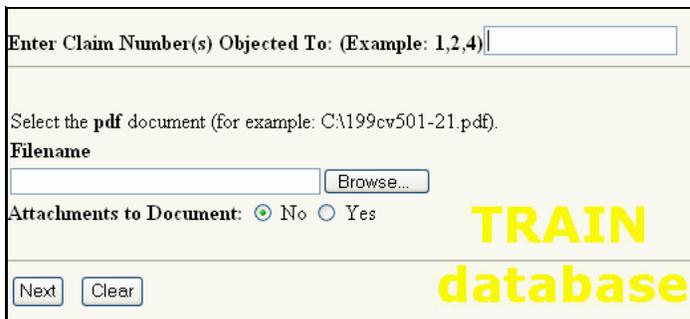


Figure 4

5.16

Proof of Claims

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Sometimes, the creditor filing a claim is already listed on the case. If the creditor cannot be located on the case, they will need to be added by court staff.

If not on the matrix, a creditor may be added to a case or a claim filed, by entering a Creditor Request for Notice. The user may attach the claim to the notice and the court will add the creditor and enter the claim or, the court will add the creditor on the notice, then later, the user is able to file the Proof of Claim electronically.

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 5.3 Amendments**
- **Section 6.3 Editing a Creditor Matrix/Amending a Matrix (No Fee)**
- **Section 6.4 Adding Creditors to an Existing Case**

STEP 1 Click on the File Claims hyperlink. You will get the creditor search screen (figure 1). Enter the case number.

STEP 2 Enter in the case number.

STEP 3 Enter in the name of the claimant from the Proof of Claim that you will be attaching. You may enter a portion of the creditor name. Figure 1 exhibits a search for First Mortgage by entering First Mort. Figure 2 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. **This is actually the court's preferred method for conducting your creditor search.**

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.

If Creditor Not Listed

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.

Creditor Address is Incorrect

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 then follow the instructions in section 6.3 to edit your creditor's information. 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 shown in figure 3.

- If this claim amends or duplicates a previous claim, indicate the number in the appropriate fields.

Figure 1

Figure 2

Figure 3

- 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.
- Type additional information in the *Description* and *Remarks* fields, if necessary. If your claim has Arrears and/or a Value of Collateral, include this information on these lines.

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 2.6 for instructions

This is the last screen. Clicking on Next will give you the Electronic Notice of Claim, and you’re your claim will be added to the claims register.

5.17

Proposed Orders/Pending Orders

The subject of orders, from time to time, causes some confusion, especially the concept of proposed v. pending. Attorneys propose orders, and those orders are uploaded into the system. Once they are uploaded to the ECF system, they are no longer proposed orders but become pending orders, awaiting action by chambers.

Electronic Orders Submitted through ECF

There are a couple things to remember about pending orders:

1. The first page is required to have a 2 1/2" margin at the top. This allows for the judge's electronic signature stamp to be placed on the order.
2. Because of the above electronic signature, the need for a signature block is gone. A signature block is not required.
3. Because there isn't a signature block, you will need to indicate that the document is complete. Indicate this by "End of Document" or "End of Order" — something to indicate to chambers the last page of the order.

With most of the filings done within the ECF system, if an item is not found under the adversary category, a bankruptcy event can be used, the adversary case number entered and the system will sort the entries accordingly. The exception to this rule is the orders upload feature. If you are going to upload an order to a bankruptcy case, you must use the Pending Order Upload under the Bankruptcy category. If you are going to upload an order to an adversary case, you must use the Order Upload for Adversary under the Adversary category.

Orders Submitted in Court

For orders submitted in court, include a signature block as you have always done. You still need to include the 2 1/2" margin at the top of an order presented in court, since all orders require the margin by local rule.

Certificate of Service

A certificate of service is still required on orders submitted after a hearing to give parties that were present an opportunity to object to the form of order.

Service List

Attach a list of names and addresses to receive a copy of the signed order.

Found: Bankruptcy/Pending Order Upload; Adversary/Order Upload for Adversary

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**

STEP 1 At the Bankruptcy Events screen, click on the Pending Order Upload hyperlink. Click on Upload Single.

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

STEP 3 Enter in the document number that this order is referencing. If you don't know the document number, leave the box blank and click on [Next].

STEP 4 Reference your order to the existing document. Refer to section 2.8 Referencing an Existing Document for instructions if necessary.

Be aware that you can only link to one document. If you filed a motion and an objection, and you are filling one order that relates to both, you can only link to one. The clerk's office will address all matters on the order.

STEP 5 You will need to select your order type from the drop down menu. Select the item that is closest to what you are filing. Use the Other type if nothing else is suitable.

STEP 6 If you selected either the Hearing Held or Hearing Scheduled events, you will need to enter the hearing date.

STEP 7 Add your supporting documentation using the procedure in section 2.6 Attaching a PDF Document.

STEP 8 When you click on the Next button, the order will be sent to chambers, and you will be sent to the final docket text. You will get two "Attention text screens" (figure 1 below). Understand that you will submit the order now, and then text to the docket after clicking on Next.

STEP 9 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. Click on Next to Submit the final text to the docket.

Upload a Single Order

Case Number: 05-20015
 Case Name: Thomas Freeman and Julia Freeman
 Related Document Number: 5
 Related Document Description: Motion to Confirm By Consent and Ch 13 Amended Plan

Order Type

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

File to Upload

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

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

Figure 1

5.18

Shorten Time v. Expedite Hearing

This is a point that causes a lot of confusion: using a motion to shorten time verses a motion to expedite hearing.

You will us Motion to Shorten Time when you want to shorten the time, for example, for a deadline or objection period.

You will always use the Motion to Expedite Hearing if you want to shorten the time for a hearing.

Found: Bankruptcy//Motions/Applications

Reference:

- **Section 2.6 Attaching a PDF Document**
- **Section 2.8 Referencing an Existing Document**
- **Section 5.1 Motions**

5.19

Tax Documents

This event is a private event, similar to the Statement of Social Security. You will not be able to combine this filing with any other event.

Found: Bankruptcy/Other

Reference:

- **Section 2.6 Attaching a PDF Document**

STEP 1 Select the event Bankruptcy/Other. Enter the case number for the case using the YY-NNNNN format. Click on Next. Select Tax Documents from the list of events. Click on Next.

STEP 2 Select the party filing this certificate (debtor). Click on Next.

STEP 3 Attach the PDF converted tax document. Click on Next.

STEP 4 You will need to enter the year for which the tax document applies. Click on Next.

STEP 5 This is the last screen prior to committing your filing to the court. Up to this point, you can use the back and forward button on your browser to review your filing and then make corrections or changes as needed. Remember that if you make changes to a page, you must use the next button on the pages to advance back to the submission screen since a change to one page will affect follow-on pages. If you are satisfied with your filing, click on Next.

You will get the Notice of Electronic filing. This screen informs you that a filing has been made to the case. Clicking on the case number will launch pacer and then the docket sheet. The bottom of the sheet informs me who will receive e-notification and who will have to be noticed the old fashion way, by mail.

5.20

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 two events that are currently being used 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 will produce an Electronic Notification.

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

