Electronic Case Filing
Training and User Guide

United States Bankruptcy Court for the
District of Utah

July 2009

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

Help Desk (801) 450-3443
Hours of Operation: 8:00 a.m. to 4:30 p.m.
Utb_helpdesk@utb.uscourts.gov

System Modification Requests:

The court would like to get your suggestions on how we can improve upon the ECF system to better accommodate our external users. We ask that you complete a CM/ECF Change Request form to submit a change request for event modifications or other changes you would like to suggest. The form will be posted on the court's website at the above address or you may contact the clerk's office to have one sent to you.

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SECTION 8: SYSTEM TROUBLESHOOTING AND HELP

1.0

An Overview of CM/ECF

This section will cover what CM/ECF is, what software is needed and how to navigate around ECF. The section will also go over available ECF events available to registered users.

This section will list events:

- Using ECF
- Navigating around ECF
- ECF Events Alphabetically
- ECF Events Categorically
- ECF Fee Events

1.1 Using ECF

The CM/ECF system is the Bankruptcy Court's electronic case filing and management system which has been used by the District of Utah since Fall 2002. The system is designed to allow attorneys and trustees to open bankruptcy and adversary cases, file documents with the court, and pay for fees over the Internet.

Internet Browsers

ECF is designed to be used over the Internet using an Internet browser. Browsers that can be used are Internet Explorer 7.0, and Firefox 2.

Adobe Acrobat

The court will only accept electronic documentation in a PDF format, with the exception of the creditor matrix, which is a text document (.txt). Adobe is the proprietary license holder for PDF or the portable document format.

Acrobat versions 4 or above are acceptable programs to use to create your PDF documents for filing to ECF. Adobe Acrobat is the only way to combine and extract PDF documents (see section 2.3 & 2.4).

Scanners

Because of the chance of physical documentation needing to be used within a case, the use of a scanner may become necessary. There are a number of types of scanners available on the market. If you are going to scan a large amount of documents, you may want to consider purchasing a high-speed scanner with an automatic document feeder. If you will be only scanning small amounts, a flatbed or sheet feed scanner will work. Also, be aware of your scanner settings in order that you do not exceed the maximum file size allowed by CM/ECF. Also, set your scanner to 300 DPI.

Because of the number of documents that you will be uploading into the ECF system as well as the ECF pages you will be moving through, it is recommended that you use a high-speed connection to the Internet. See page 29 for scanning guidelines.

Pop-Up Blockers

Please turn Pop-Up Blockers **OFF** when logged into the CM/ECF System in order to allow pertinent windows to pop-up when using certain events. In order to turn pop-up blockers off please do one of the following:

Internet Explorer:
Select tools>Pop-up

Firefox:
Select tools>options>Content

1.2 Navigating Through ECF

Navigating around ECF is the same as navigating through any other Internet site. You can use the browser buttons to move back and forth between pages that you have been to, as well as move through the ECF pages using the page buttons to move to a new screen. There are only a few things that you will need to remember concerning navigation.

Browser Navigation Buttons (see image on next page)

You can use the browser's navigation buttons to move back and forth between pages that you have been to. This will allow you to review the pages and information that you have entered into them. The thing to remember about the browser buttons is that you can use the forward button after using the backward button **if you have not changed information on a page that you went back through.** If you enter or change information, you will then need to use the pages buttons and re-enter information as you move forward.

ECF Menu Bar

The ECF category menu bar is set up as a cascading menu system, which allows users to hover over the blue main menu items (Bankruptcy, Adversary, Query, Reports, Utilities and Search) that have a downward facing arrow showing the subordinate menu. Arrows pointing to the right indicate that a submenu exists. When users find the item they want, a click of the mouse will send them to the first screen of that event or report. Users may also click on the main menu item to see the list of events under that category. The interface also includes a navigation method for keyboard users. By using the 'Alt' key plus the underlined letters in each main menu item such as "n" for Bankruptcy, the mouse clicks are not necessary. If you are filing a case or pleading and decide to start over for whatever reason, you can simply click on a Menu option to return to the category list.

ECF Category Events

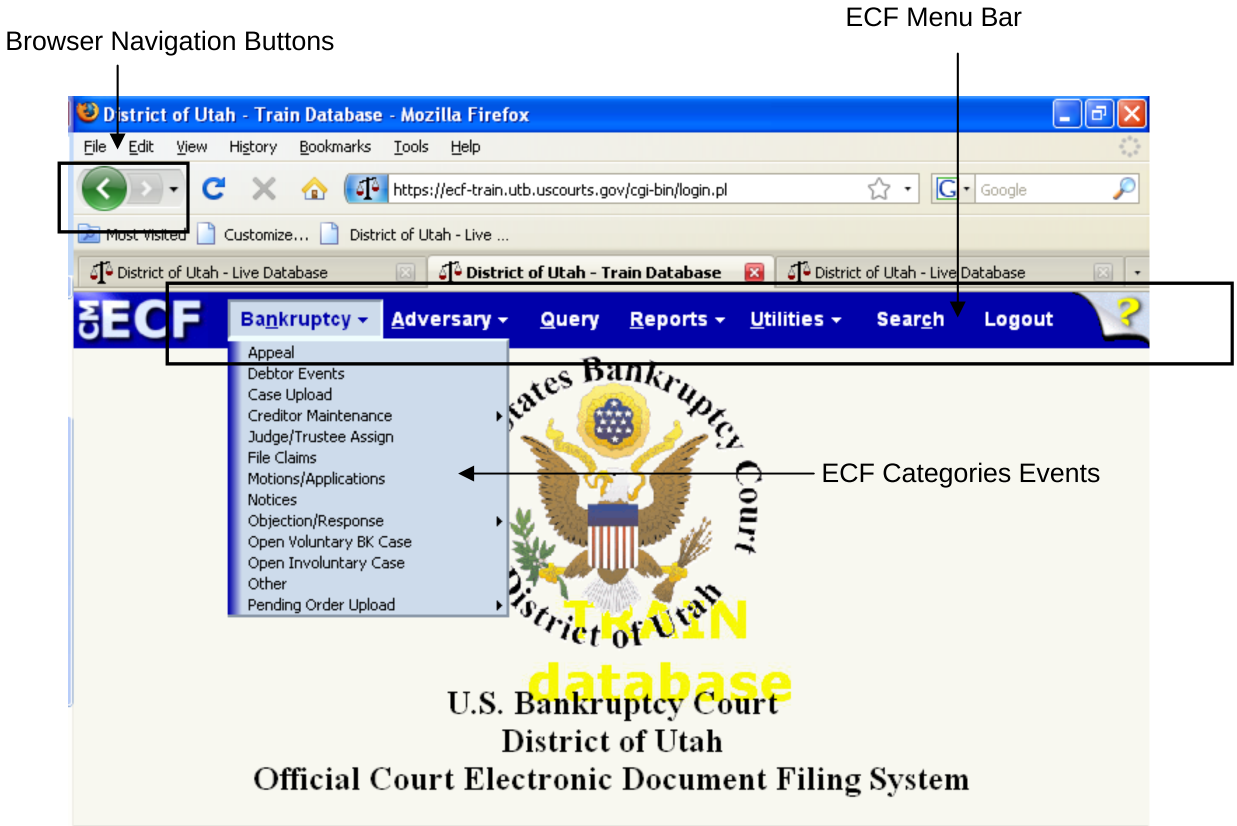
ECF Categories Events are hyperlinks that will take you through the process of filing a document, whether it be a new case filing, a motion or an objection. As you move through these pages, you will enter information and then click on the [Next] or [Submit] buttons to continue on to the next screen.

Information is not submitted to ECF until you click on the submit button when creating a new party or when you are given the screen containing the final docket text. This page will usually contain text above the [Next] button warning that the filing will become finalized.

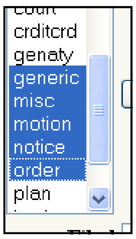
Selecting Multiple Items

There will be times when you will want to select multiple items from lists, such as when referencing an existing document (see page 89) or filing a multi-part motion (see page 86). When you reference an existing document, what you might consider one type for a document, such as a notice, the court may deem it another type, such as a motion. Therefore it may be necessary for you to select multiple categories to which your event relates.

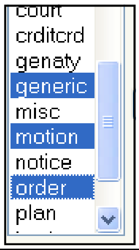
To select multiple items:
- You can click and drag the mouse to select a consecutive group of items;
- You can click on the first item on the list, hold down the Shift key, and click on the last item in the list to select a consecutive group of items;
- You can click on an item, hold down the Ctrl key, and then click on the next desired item to select individual items from a list



Selecting Multiple Items



Click and drag with the mouse or use the Shift key while clicking the mouse to select a group of items.



Click and hold the Ctrl key to select individual items.

Image / No Image Events

There are a number of events that will have two instances. Notice of Appearance and Request for Notice is an example (see page 77). One instance is a "no image event", the other a "with image event". Use the "with image" when you are going to attached a PDF document to your event. If you select the "no image event", you will not have the opportunity to attach a supporting PDF document to your event.

Notice of Endorsement

A Notice of Endorsement is a "no image" (text only) event. It is simply a virtual entry of your endorsement of a document that currently exists on a case docket. An example would be a stipulation filed by opposing counsel or by a trustee. If asked to endorse the stipulation, you would file a Notice of Endorsement and in doing so, reference the document, thereby "endorsing" the stipulation document.

1.3 CM/ECF Search

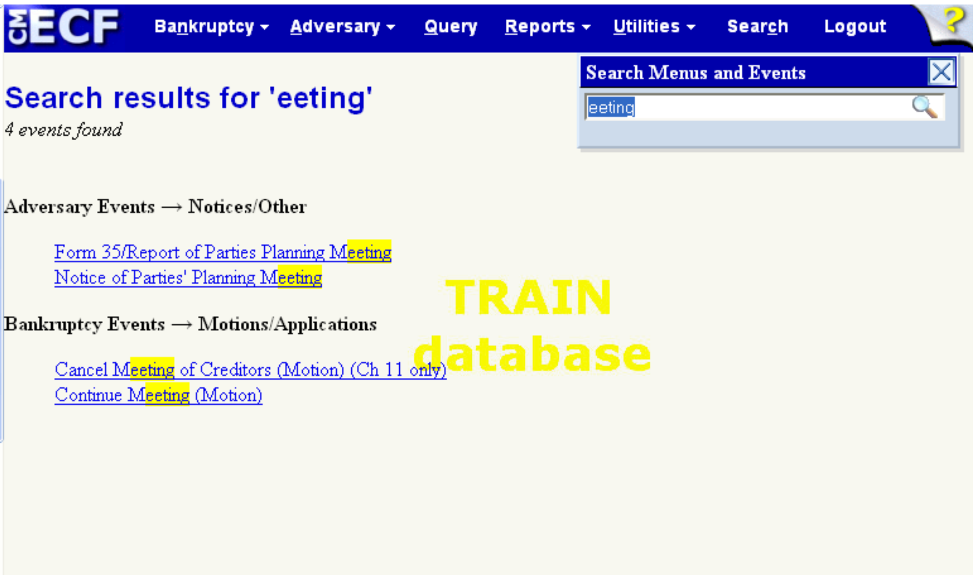
The Search feature allows a user to search for events and reports available on the system. The search function is not case sensitive. Users may search for word fragments, such as 'eeting' instead of 'meeting'. This functionality is not available to PACER users. The search results will display a highlight of the word fragment search for and will only search for reports and events each user has access to. The word may appear anywhere in the name of the menu item or event. In the results view, each item is a link that takes you directly to the menu item or event.

STEP 1. Click on **Search** on the main menu bar

STEP 2. Enter the text to be searched

STEP 3. Click on the magnifying –glass icon (or press the *Enter* key)

STEP 4. The results are displayed on the screen, with the search characters highlighted. Click on the link of the menu item or event that you searched.



2.0

ECF Utilities

The Utilities menu area provides a number of options available including updating your user account, obtaining internet payment information, make online payments and viewing recipient mailing lists by case.

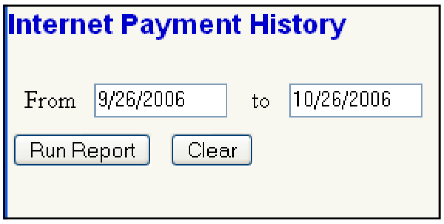
This chapter will cover

- Internet Payment History
- Internet Payments Due
- Maintaining ECF User Account
- Viewing the Transaction Log
- Mailings

2.1 Internet Payment History

The Internet Payment History report is located under your account and will display a full accounting of online payments for the user according to the dates you specify.

The payment history screen will default the dates from today's date back one month. You can change these dates as needed to display the desired payment information.



U.S. Bankruptcy Court
District of Utah
Internet Payment History for Johnson , Jared
10/20/2006 to 10/26/2006

Date Paid	Description	Payment Method	Receipt #	Amount
2006-10-24 11:08:45	Motion for Relief From Stay(06-20261) [motion,mrlfsty] (150.00) Complaint(06-02080) [cmp,cmp] (250.00) Motion for Relief From Stay(06-20256) [motion,mrlfsty] (150.00) Complaint(06-02082) [cmp,cmp] (250.00)	credit card	123710	$ 800.00
2006-10-25 10:29:41	Motion for Relief From Stay(06-20256) [motion,mrlfsty] (150.00) Voluntary Petition (Chapter 7)(06-20279) [misc,volp7a] (299.00)	credit card	123761	$ 449.00

Date and Time Paid

What was Paid - Event and Case Number

Receipt Number from Pay.gov

Total Amount Paid

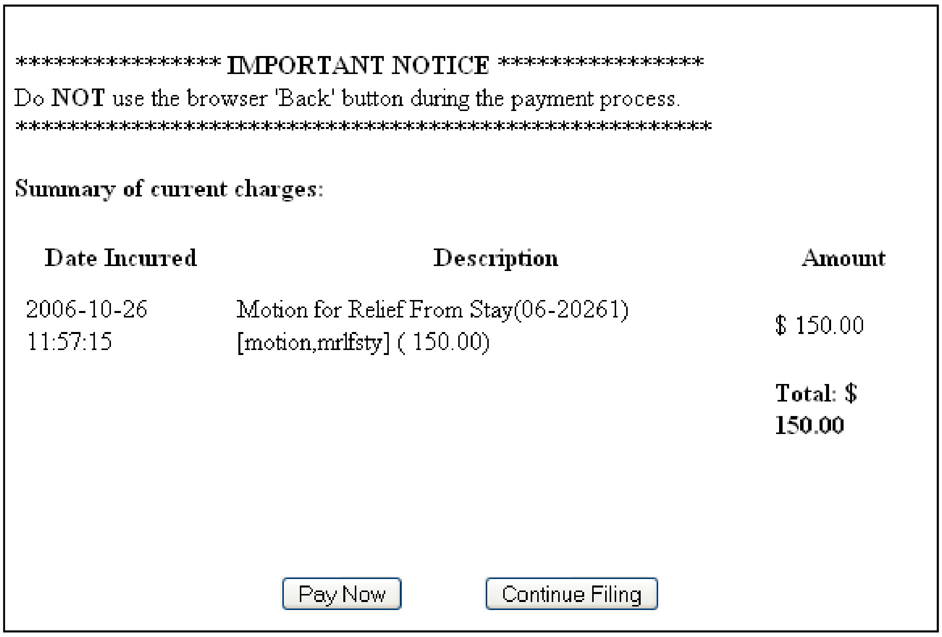
2.2 Internet Payments Due

If you incur fees online during your ECF session, you will need to pay for those fees online with the use of a credit card. To pay these fees select the Internet Payments Due hyperlink under Utilities.

A debit card may be used to pay for fees if the debit card has a credit card component attached to it, such as a VISA component.

The court has a 24-hour period in which to pay your fees. For every 8-hour period that you have outstanding fees, you will receive an e-mail from the court reminding you of your outstanding fees. After a 24-hour period has passed without payment, your ECF account will be locked and the filing categories will not show. You will have access to is the Internet Payments Due hyperlink. Simply pay your fees and your account will be unlocked. If have issues paying your fees please contact the court

The court requests that you pay your online fees by the end of each day (midnight) to prevent the day's fees from being carried over into the next day's accounting.


**************** IMPORTANT NOTICE ****************
Do **NOT** use the browser 'Back' button during the payment process.
****

Summary of current charges:

Date Incurred	Description	Amount
2006-10-26 11:57:15	Motion for Relief From Stay(06-20261) [motion,mrlfsty] (150.00)	$ 150.00
		Total: $ 150.00

Pay Now   Continue Filing

Whenever you file an event that has a fee, the payments due pop-up screen will display. ***Please make sure that your internet browser's pop-blocker is turned off.***

STEP 1 To pay your fees online, click on the Pay Now button.

STEP 2 Fill out the asterisk items on this page (figure 1, next page). Make sure that the billing name and address match that of the credit billing statement. This is a standard Internet payment security feature. The information shown will be the information that the court has for you and may not reflect the correct card billing information.

The credit cards accepted by the court are displayed to the side of the card type dropdown. The accepted cards are: VISA, MasterCard, American Express, Diner's Club and Discover Card. Select your card from the list, enter in the card's number, security code if needed, and the expiration date. Once done with entering the card information, click on the "Continue with Plastic Card Payment" button.

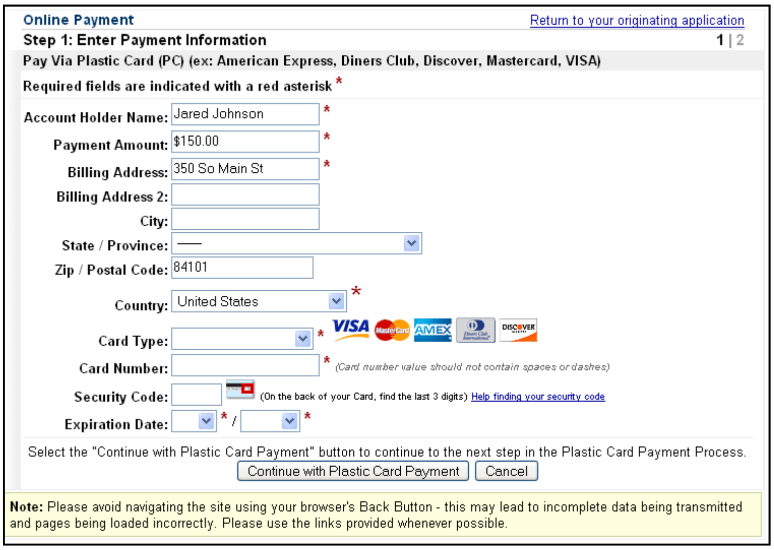


Figure 1

STEP 3 You need to authorize the charge to your card. Review the information on this screen and ensure that it is correct. If it is, place a checkmark in the box at the bottom of the screen (figure 2) labeled Authorization and Disclosure. After placing the checkmark, click on the Submit Payment button **ONCE**.

STEP 4 You will receive a receipt (figure 3) indicating the time and date paid, what was paid for and the amount paid. You will also receive a receipt number. Click on the hyperlink to print the receipt out.

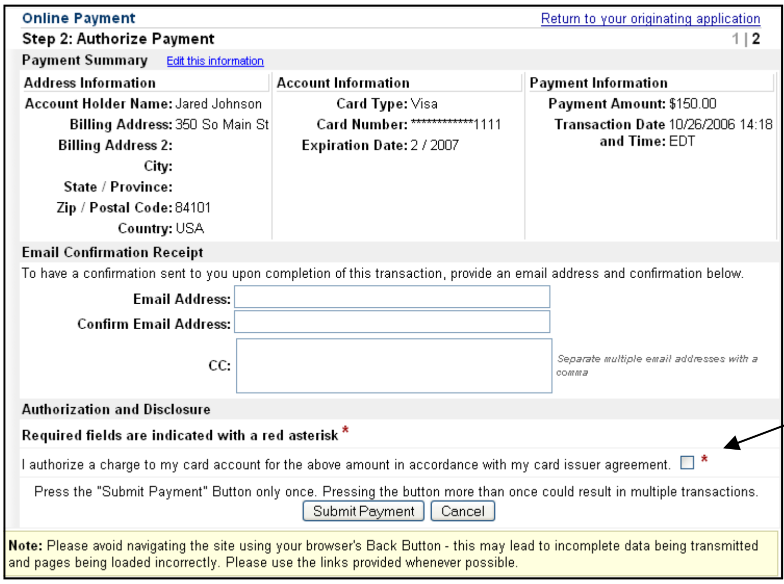
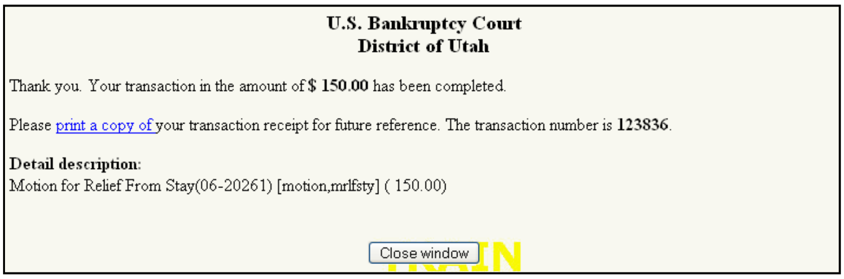


Figure 2

You must authorize this charge

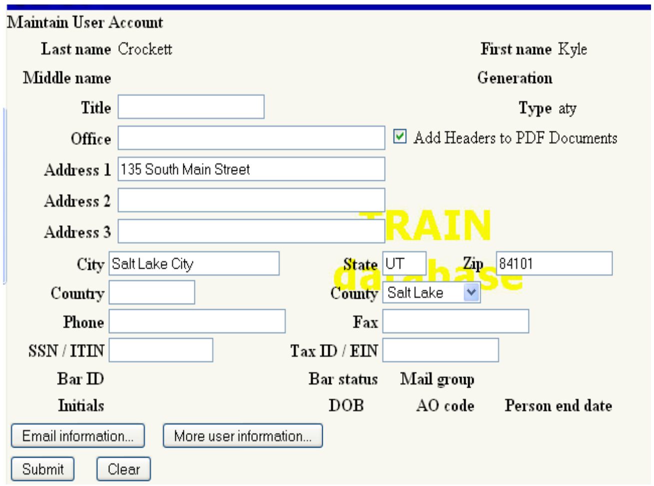
Figure 3



2.3 Maintain ECF User Account

As a registered user, you will be given access to maintain your own account information through Maintain Your ECF Account. Using this option, users can update their name, mailing and e-mail addresses, phone and fax numbers, and passwords.

Users can control the accuracy of their own information instantly. The user account will need to be updated as changes occur, such as change of address, change of email provider, and when the need to change your password occurs. If your feel the password security has been compromised or when an employee with access to your account leaves your employ, it is recommended that you change your password.

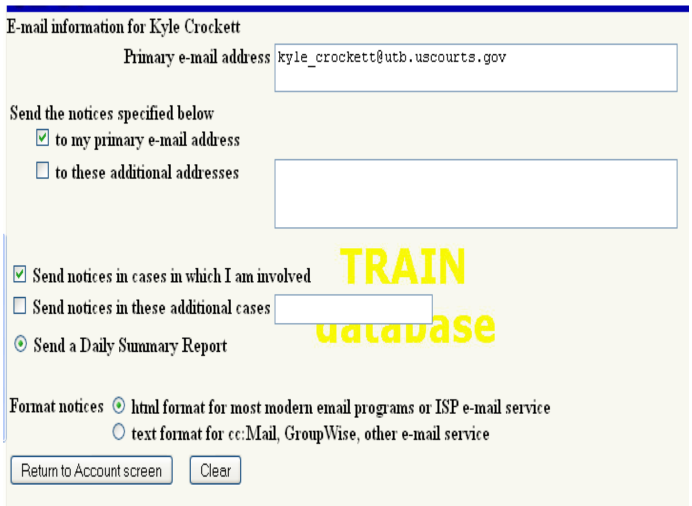


Update Address and Phone Number

STEP 1 Click on the Utilities hyperlink on the blue bar. Click on the Maintain your ECF Account.

STEP 2 Your user account information will be displayed. Corrections should be made here to affect all cases.

STEP 3 If a user selects the check box to "Add Headers to PDF Documents", headers will display anytime a PDF Document is viewed in ECF. However, any docket report selection to add headers, will override the users default account selection.



Change Email

STEP 1 Click on the [Email Information] button to access your email information. You can change your primary email address in the Primary e-mail address.

STEP 2 Add additional email addresses as desired. Mark the checkbox "to these additional addresses".

STEP 3 You can also receive notices for other cases that you are not involved in by adding case numbers to the text area labeled "Send notices in these additional cases". These will be Utah cases only. This is not the free look of the PDF—only a summary of the entry(s)

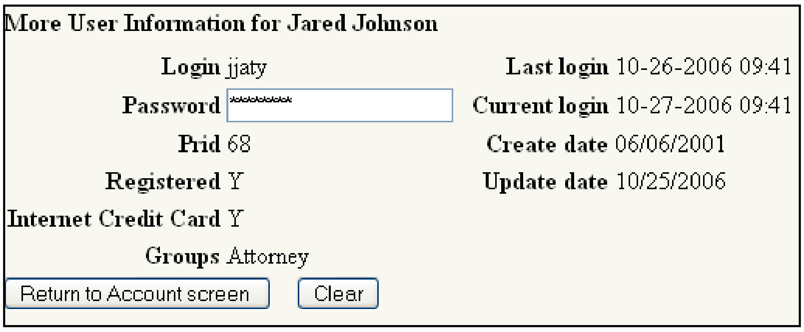
STEP 4 Click return to account screen.

More User Information (change password)

STEP 1 Click on the [More user information] button to change your password.

STEP 2 Highlight the current password in the text box.

STEP 3 Change the password.



It is recommended that you use a combination of letters and numbers/symbols to create your password. This will make it harder for someone to randomly discover your password.

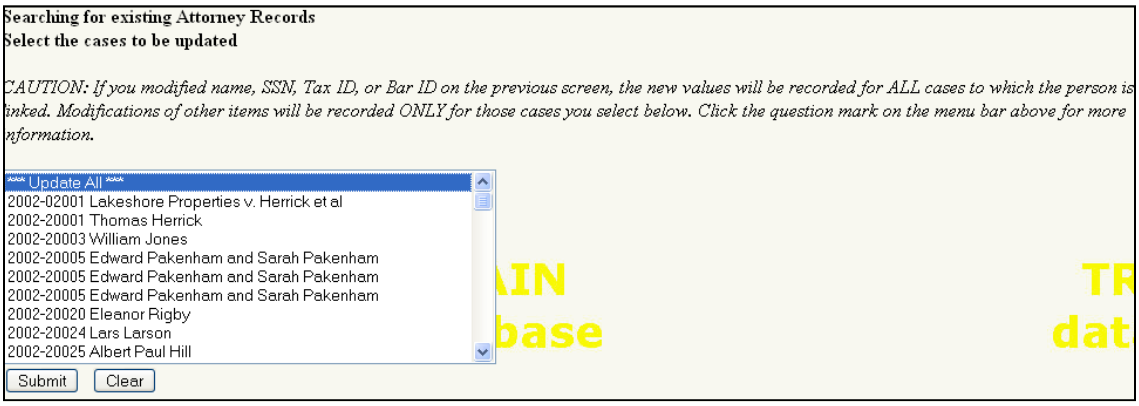
Click the [Return to Account screen] when finished changing your password.

Submitting changes

STEP 1 Once you are finished changing/managing your account information, email or password, click on the [Submit] button.

STEP 2 A screen will appear requesting that you select the cases to be updated. You can select individual cases or update all cases by selecting ***Update All*** from the scroll box.

STEP 3 Click on the [Submit] button to change the information for all the cases you selected. A Change Confirmation screen will display informing you that your account and associated cases have been updated.



2.4 Transaction Log

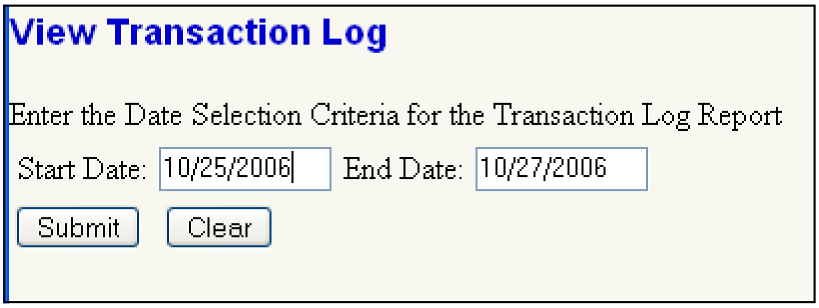
The Transaction Log is a record of all transactions that have occurred on the account currently logged in. If there are multiple accounts in your office, you would view them separately. This tool is useful for tracking docket activity within made to the ECF system. The Transaction Log can be used as a tracking method for support staff who may file using your ECF account or to verify filings that have been made. Filers may also choose to use this tool to quality control their submissions.

The transaction log is queried by date, allowing you to select the date range.

The Transaction log is found under the Utilities category.

STEP 1 Enter start and end dates in MM/DD/YYYY format, or accept the default dates. The default dates are the last date that you accessed the Transaction Log (start date) and today's date (end date). Click on the Submit button.

STEP 2 The Transaction Log is displayed (see figure 1 next page). The log displays a transaction ID number, Dates of the transactions, case numbers of the cases the account has been involved in, and a brief text of actions performed.



Transaction Log

Report Period: 01/01/2008 - 09/18/2008

Id	Date	Case Number	Text
134501	03/19/2008 09:41:11	08-20035	Opened New BK Case 08-20035
134548	03/20/2008 13:42:30	2-05-bk-20154	Amended Chapter 13 Plan filed by Debtor(s). (Crockett, Kyle)
134568	03/21/2008 09:35:42		Updated person record: Kyle Crockett Prid: 8022
134568	03/21/2008 09:35:42		Updated user record: kyleaty 8022
134575	03/21/2008 10:34:35	08-20041	Opened New BK Case 08-20041
134594	03/21/2008 10:49:34	08-20041	Creditor matrix load 3 creditors added. insert cr_name: American Express Costco. insert cr_name: Capital One Bank. insert cr_name: Target Retailers National Bank.
134601	03/21/2008 10:49:34	2-08-bk-20041	Creditor(s) uploaded (3 creditors). (Crockett, Kyle)
134613	03/21/2008 11:03:28	2-05-bk-20155	Chapter 13 Plan filed by Debtor(s). (Crockett, Kyle)
134615	03/21/2008 11:10:37	2-05-bk-20155	Chapter 13 Statement of Current Monthly and Disposable Income (Crockett, Kyle)
134627	03/21/2008 11:30:07	05-20155	1 creditors added. insert cr_name: Wasatch Professional Recovery, LLC.
134627	03/21/2008 11:30:07	2-05-bk-20155	Amended Matrix and Amended Schedules *F* filed by Debtor(s). (Crockett, Kyle)
134639	03/21/2008 11:39:05	2-05-bk-20155	Motion to Abate , *Disburse Insurance Proceeds, Release Lien and Approve Costs to Attorney for Debtor* Filed by Bernard Hackett (Crockett, Kyle)
134650	03/21/2008 11:49:21	2-05-bk-20155	Objection to (related document(s):[18] Motion to Abate, Motion to Avoid Lien filed by Debtor Bernard Hackett) Filed by Bernard Hackett (Crockett, Kyle)
134664	03/21/2008 12:03:58	05-20155	Uploaded an order 1093 and routed it to Chambers folder
134690	03/25/2008 09:13:04		Updated person record: Kyle Crockett Prid: 8022
134690	03/25/2008 09:13:07		Updated user record: kyleaty 8022
134706	03/25/2008 09:39:06	08-20046	Opened New BK Case 08-20046
134725	03/25/2008 09:56:27	2-08-bk-20046	Notice of Appearance of Counsel and Request for Notice Filed by Kyle Crockett on behalf of R.C. Willey (Crockett, Kyle)

Figure 1

2.5 Mailings

The **Mailings** option under the Utilities menu selection will provide a list of parties who receive electronic and those who are manual recipients for a case. This information can be used to create a certificate of service and allow the user to indicate the method in which service was provided to parties.

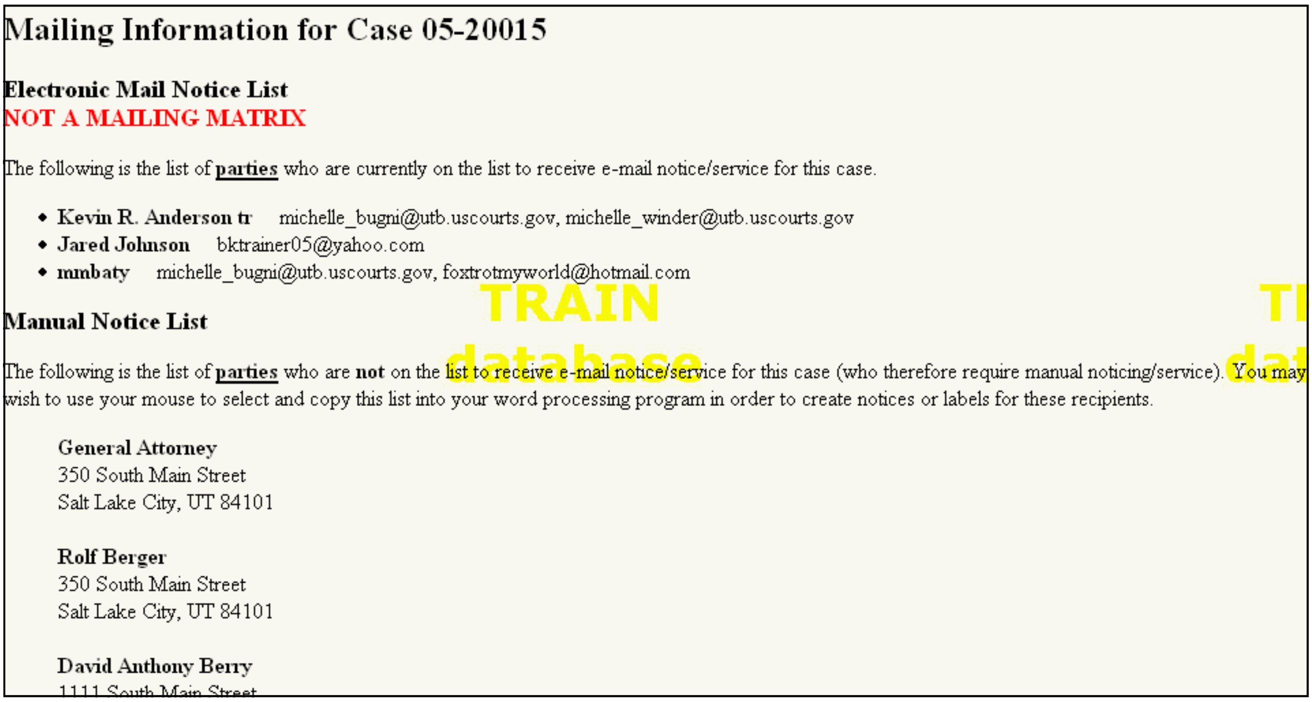
A certificate document is created and converted to PDF before it is actually filed electronically. By utilizing the Mailings option you can enter the case number to view what parties will require a manual notice and what parties will receive the electronic notification, and include this information on the service list or certificate of mailing.

The mailing list is found under the Mailings hyperlink under the Utilities Category. After clicking on Mailings, click on the Mailing Info for a Case hyperlink. Enter a case number and click on the Submit button.

The mailing list is divided by email notification and by manual notification. These are the same parties that appear on the bottom of the Notice of Electronic Filing. Please note that you should check this list often as parties make appearances and addresses change.

You may use the list to create a certificate of service by dragging your mouse over the names and addresses, performing a copy function <Ctrl><C> and then a paste function <Ctrl><V> within a word processing program, and then cleaning up the entries and adding the necessary language for the certificate.

For those names that receive e-notification, include text that indicates the method in which service was provided such as notified electronically or ECF notification, or a physical address if notice was sent manually (figure 1 next page).



Mailing Information for Case 05-20015

Electronic Mail Notice List
NOT A MAILING MATRIX

The following is the list of **parties** who are currently on the list to receive e-mail notice/service for this case.

- **Kevin R. Anderson tr** michelle_bugni@utb.uscourts.gov, michelle_winder@utb.uscourts.gov
- **Jared Johnson** bktrainer05@yahoo.com
- **mmbaty** michelle_bugni@utb.uscourts.gov, foxtrotmyworld@hotmail.com

Manual Notice List

The following is the list of **parties** who are **not** on the list to receive e-mail notice/service for this case (who therefore require manual noticing/service). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

General Attorney
350 South Main Street
Salt Lake City, UT 84101

Rolf Berger
350 South Main Street
Salt Lake City, UT 84101

David Anthony Berry
1111 South Main Street

Certificate of Service

Kevin R. Anderson tr
Notified by electronic notice

Jared Johnson
Notified by electronic notice

mmbaty
Notified by electronic notice

General Attorney
350 South Main Street
Salt Lake City, UT 84101

Rolf Berger
350 South Main Street
Salt Lake City, UT 84101

David Anthony Berry
1111 South Main Street

Figure 1

3.0

Document Preparation

In order to accomplish an electronic filing, an ECF user will often be required to attach an image of the document being transmitted. This pleading must be in a Portable Document Format (PDF) using Adobe Acrobat software. This section of the manual is designed to familiarize the ECF user with the procedures for preparing and converting PDF documents for ECF system.

This section will cover:

- Creating a PDF Document
- Combining Different PDF Documents Together
- Extracting PDF Documents/Pages

3.1 PDF Documents

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 Open Office or Atlantis Ocean Mind.

You should review the Local Rules of the District of Utah 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 also indicates to the court that you have the original document 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:	Bankruptcy No. 07-20545 GEC
Brach J. Schlueter,	(a Chapter 13 case)
Debtor.	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

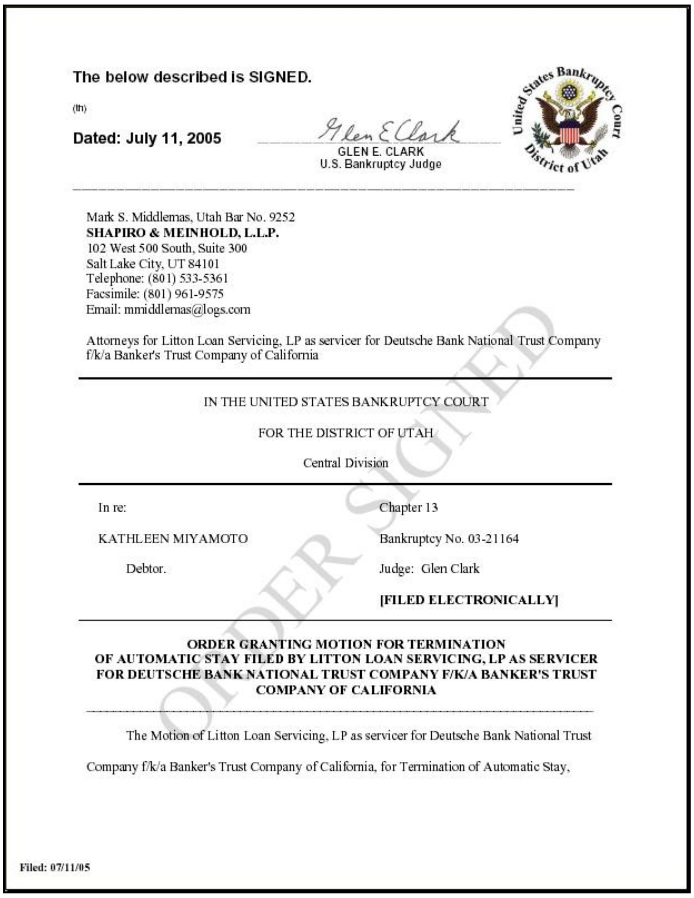
LUNDBERG & ASSOCIATES

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

Electronic Pending Orders

Electronic pending orders are submitted to the court through the ECF system. There are four things to remember for an electronic pending 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.
4. Page size should be 8.5 x 11 pursuant to Local Rule.
5. Offending Font - Unacceptable fonts are those that begin with WP (Word Perfect) or Hidden Horz. These fonts can sometimes be hidden in pleading templates or punctuations.
6. Remove All Web References Within Your Order - In the full version of Adobe Acrobat 7.0 Standard, users can remove web references, such as active email links, by selecting Advanced>Links>Remove all links from document.



The below described is SIGNED.

(th)

Dated: July 11, 2005

GLEN E. CLARK
U.S. Bankruptcy Judge

United States Bankruptcy Court District of Utah

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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

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.

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 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 stops the filing.

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

3.2 Creating PDF Documents

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, and will provide the user with additional tools and print drivers necessary to prepare a document for ECF.

Two features available 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.

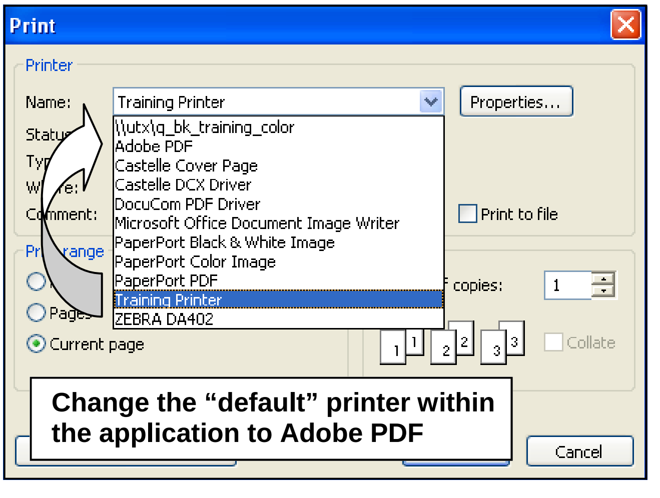


Figure 1

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

3.3 Combining PDF Documents

The court requests that if you have exhibits or support documents to a motion that the documents be combined. (Combined Pdfs cannot exceed the two megabyte file size limit set by the ECF system.) It is important to understand that each additional attachment will require a new browser window to be opened to view the attached document.

The following procedure outlines the steps required to combine PDF documents. The full version of Adobe Acrobat is required to perform this procedure.

STEP1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

STEP 2 To combine the next PDF document, click on Document > Insert Pages [Document > Pages > Insert]. This will open up the Insert Pages Window.

STEP 3 Select the file that you want combined to the main document, such as an exhibit. Either double-click on the file or left click once and then click on Select.

STEP 4 The Insert Pages window comes up (figure 2). Here, you can select to insert the pages before or after the first page, the last page, or page whatever of whatever (the number in the box is the page that is currently displayed). Once you have decided where to insert the pages, click on OK.

The combining of documents is complete. You can verify the inserted pages by using the navigation buttons at the top and bottom of Acrobat.

If you insert the wrong page, or insert it in the wrong place, you will have to delete the pages: Documents > Delete Pages [Document > Pages > Delete]

You will need to save the document to get the full file size of the document after combining pages.

The notation: [Document > Pages > Insert] *Refers to Adobe Acrobat 6+*

Do not combine events that are required to appear separately on the docket sheet.

For example, you would not combine a Notice of Hearing to a motion. But certificates of service are sometimes combined with motions and notices. Also, Statements and Schedules are filed as one document but cannot be combined with a 13 Plan.

More examples:
Notice of Intent can be combined with Statements and Schedules.
Motions and exhibits can be combined, if document is under 50 pages or 2MB.

*Currently , the system requires **documents larger than 2MB** (roughly 50 pages) to **be broken up into segments**.*

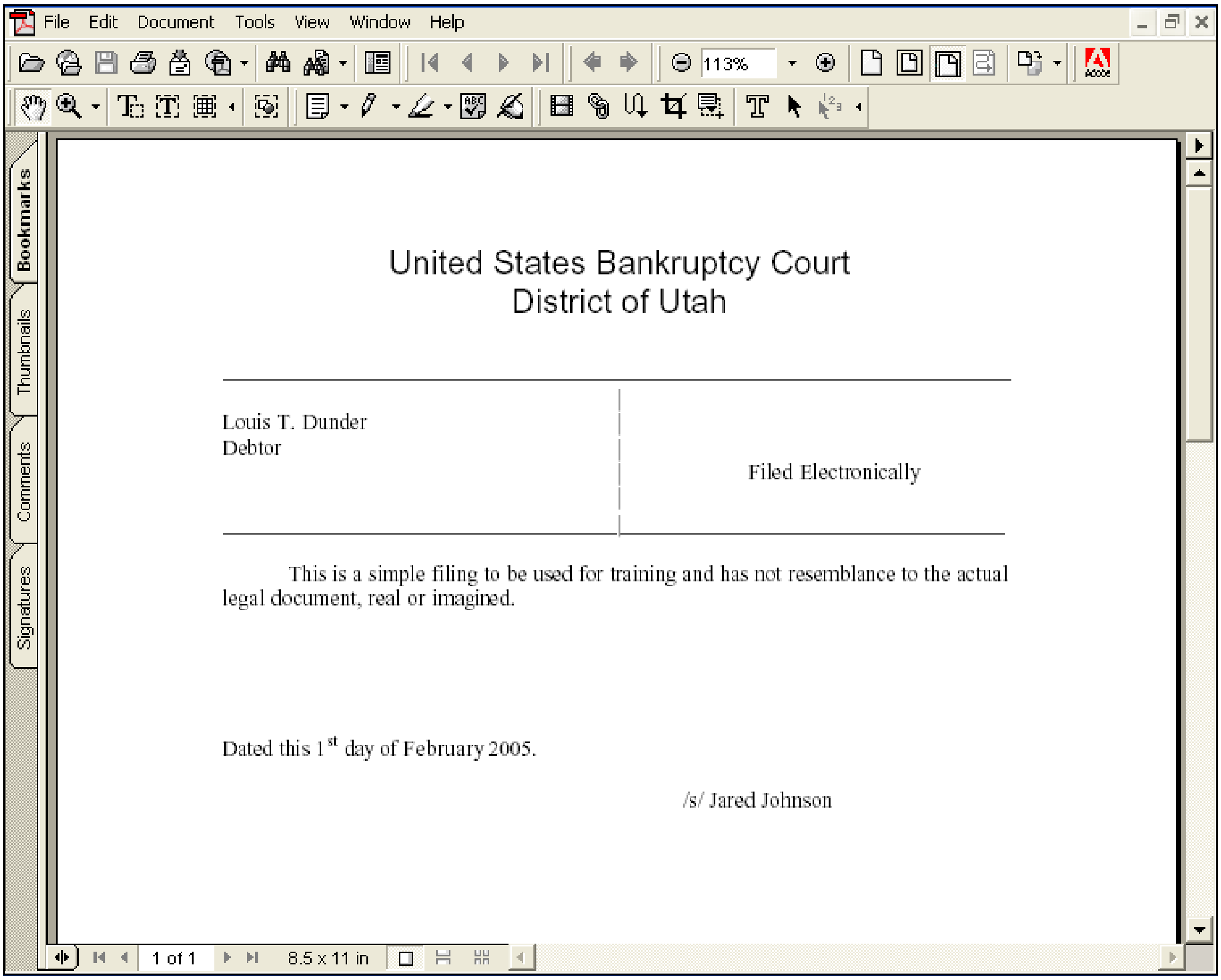


Figure 1

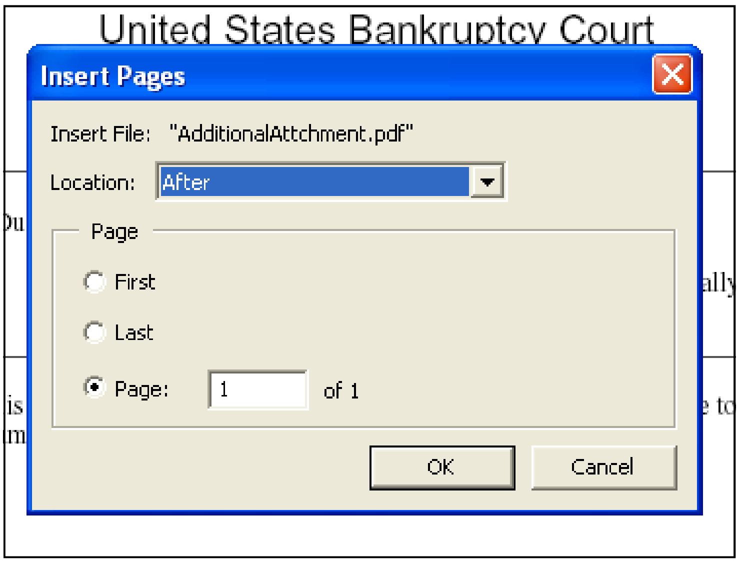


Figure 2

3.4 Extracting PDF Pages

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 process is similar to the combining of PDF documents.

The following procedure outlines the steps required to Extract PDF pages. The full version of Adobe Acrobat is required to perform this procedure.

STEP 1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

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 checkbox 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 (figure 3b). If you only want to copy pages from the document and leave the original document intact, then leave the checkbox blank (figure 3a). Once you have determined how you want to manipulate your pages, click on OK. Click on OK for the confirmation box if deleting your pages.

*Currently , the system requires **documents larger than 2MB** (roughly 50 pages) to **be broken up into segments**.*

STEP 5 The extracted pages are presented on the screen. The original PDF document is under these extracted pages. Acrobat will name, by default, the extracted pages as 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.

*If you were not happy with the split, close the main document **without** saving the document. This will bring back your original document before the split and will allow you to split the document again.*

The notation: [Document > Pages > Insert] *Refers to Adobe Acrobat 6+*

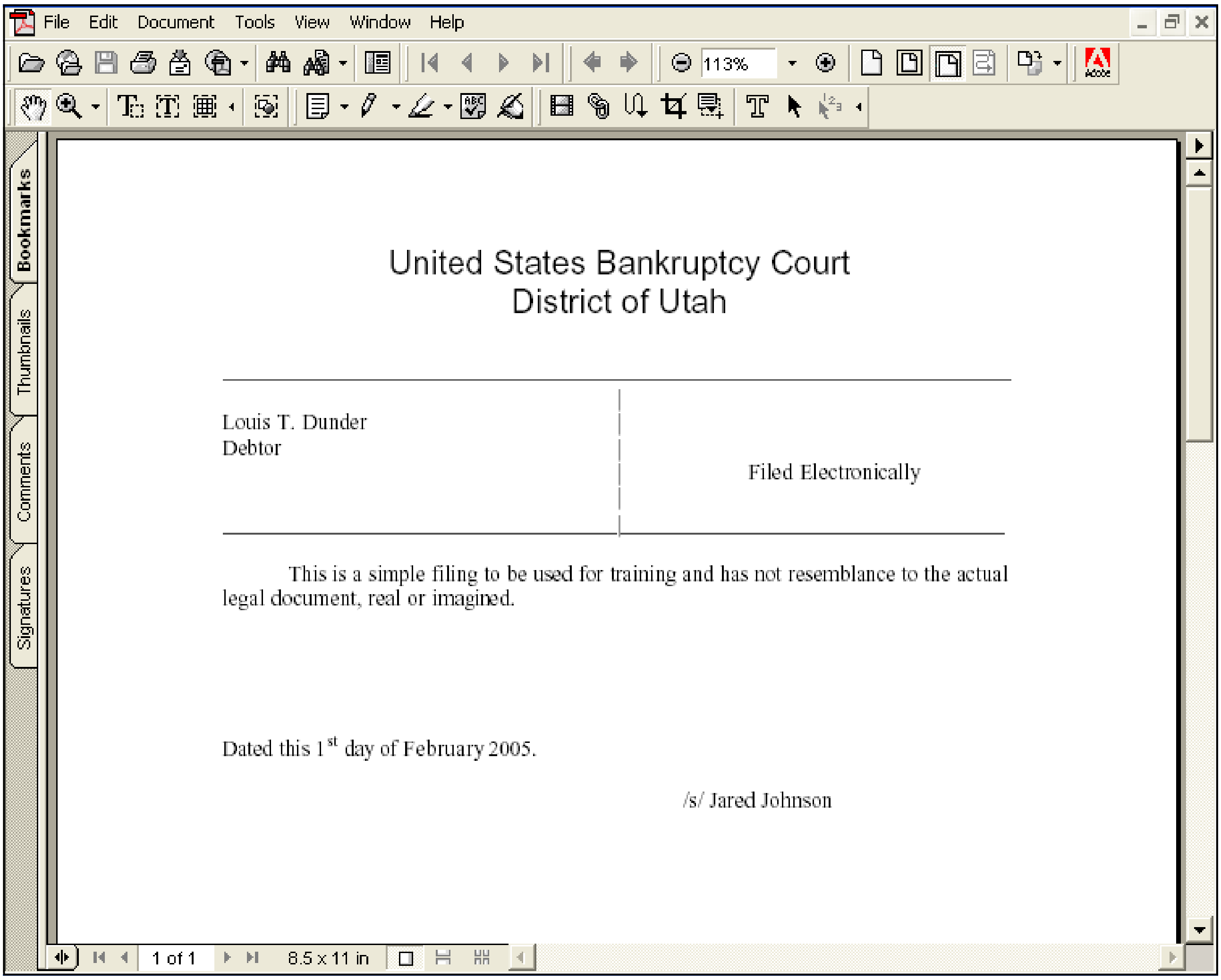


Figure 1

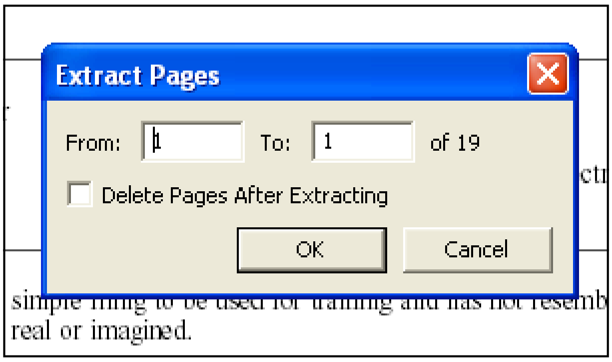


Figure 2

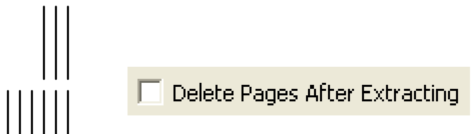


Figure 3a

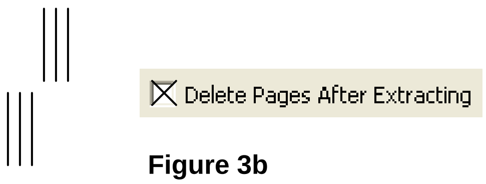


Figure 3b

4.0

Commonly Performed Features

This section will look at functions which are performed in most ECF filings

This section will cover

- Searching, Creating and Adding a Party to a Case
- Attaching Files to ECF
- Adding Attachments to ECF Filings
- Adding Creditor

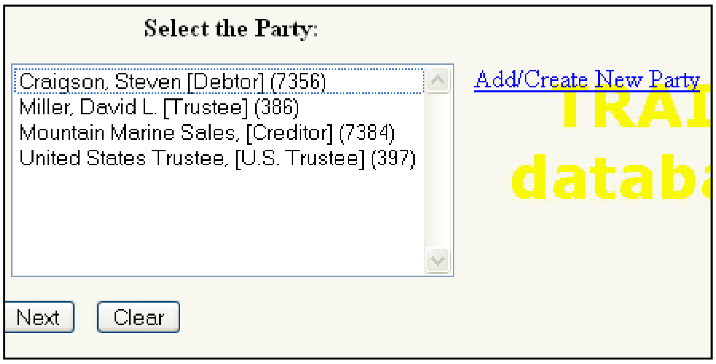
4.1 Searching, Creating and Adding a Party to a Case

You will select the party that you are representing when filing an event in ECF. If the party that you represent is not a party to the case, then you will have the option to search for and add the party to the case or if they are not present within the court's party database, you may create them -- adding them to the case at the same time.

The procedure below will look at searching for, then creating and adding that party to the case.

Selecting a Party

When you see the screen shown to the right, you will need to select the party that you are representing. You can select your party from the list and then click on the [Next] button. If the party is not present, you will need to add them. Click on the Add/ Create New Party hyperlink.



Search Screen You can search for a party by social security number (SSN), Tax ID, Last or Business name, a First name and/or a Middle name (figure 1). The recommended search method is by a social security number, since these tend to be unique to individuals. Next would be a last or business name. To search for a last or business name, all that is needed to conduct the search is the first three letters of the name. This will return all names that begin with those letters. You can also use the wildcard "*" within the name, such as with "*son". After entering in the search criteria, click on Search.

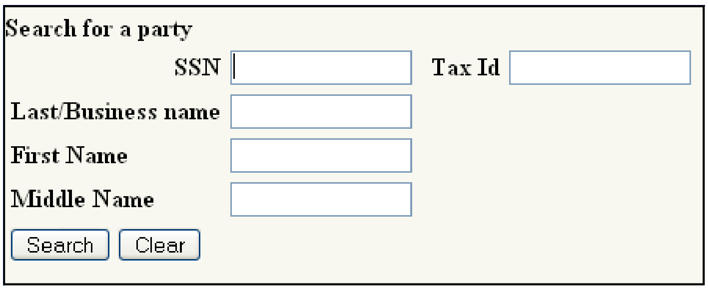
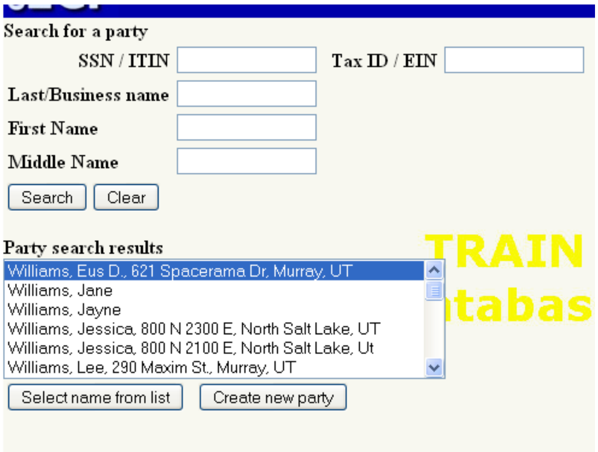


Figure 1

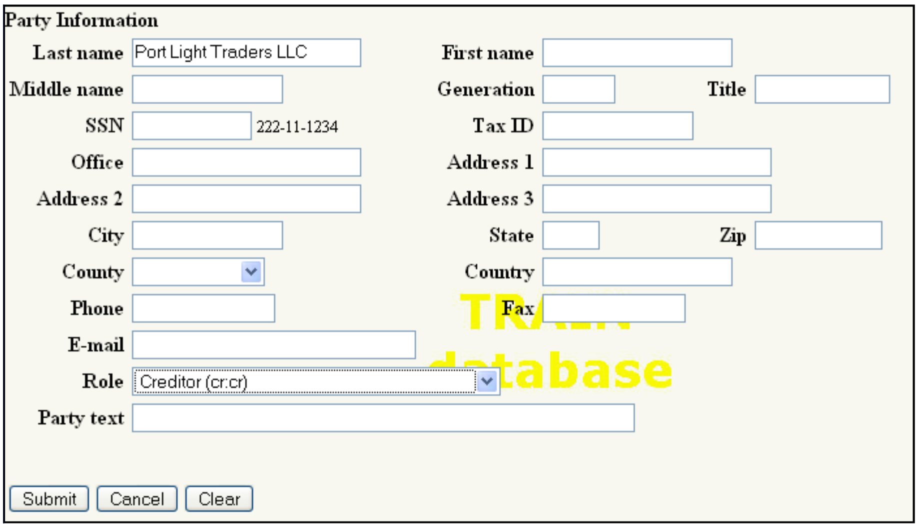
If you are adding a party to a case, and the name comes back in the Party search results box (figure 2), you may then select that name from the list, highlighting this party record will cause a pop-up window to appear containing the party's record on file with the court. You may select the name from the list or if your party does not return in the results box, click on the Create new party button to create a new party.



TIP: If an address has been entered for the party you have search, that address appears with the name in the Party search results.

Figure 2

PARTY INFORMATION SCREEN You will get the party information screen whether you selected a party from the list or if you create a new party.

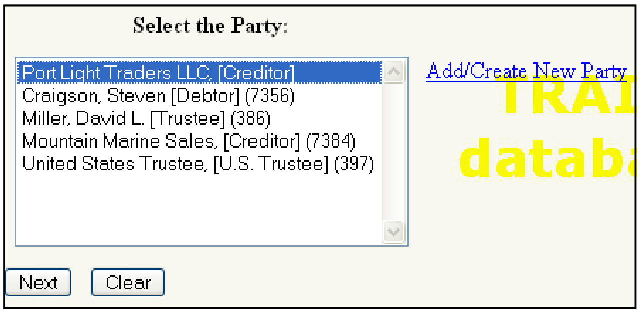


The name will appear at the top of the Party Information screen. If you are adding a new party, then the name that was searched for will appear in the Last name field.

You will need to select the role that this party has in the bankruptcy case. In figure 1, the party's role is a creditor. When creating a creditor party to the case, an address is not needed, but can be added.

SELECTING A PARTY II

After you have completed the party information screen, click on the Submit button. Your new party should be highlighted at the top of the party box (figure 3). Click on the [Next] button to add this party to the case and continue with the filing.



4.2 Attaching a PDF Document

At some point during the electronic filing process, you will be asked to upload the supporting PDF document.

The procedure below will outline the steps to attach a PDF document to your filing. The process for attaching the document is the same regardless of the filing event. It will consist of navigating to the file's location on your computer, verifying that the PDF document is correct, and then selecting the document. Additional attachments will be covered in the next section.

When you need to attach a PDF document to your filing, you will receive a page which will contain the file upload section shown in figure 1. The upload section can come by itself on the page or with other items, such as a "reference an existing document" checkbox or a list of referenced documents/events.

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

STEP 2 Navigate to the location of your file.

STEP 3 A major error performed within the ECF system is the attaching of the wrong document to the filing being performed. The court requests, for your sake, that you first verify that the document that you are about to upload 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 3). This will launch Adobe Acrobat and allow you to review the document that you are attaching to be sure that it is the one you want attached to the filing.

STEP 4 After you have verified the document, you can close or minimize Adobe Acrobat, and then click on the [Open] button located toward the bottom right-hand portion of the window (figure 2).

STEP 5 Once you have attached your PDF document, you can then click on the [Next] button to proceed with your filing.

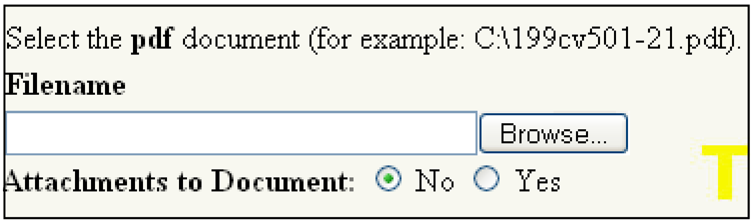


Figure 1

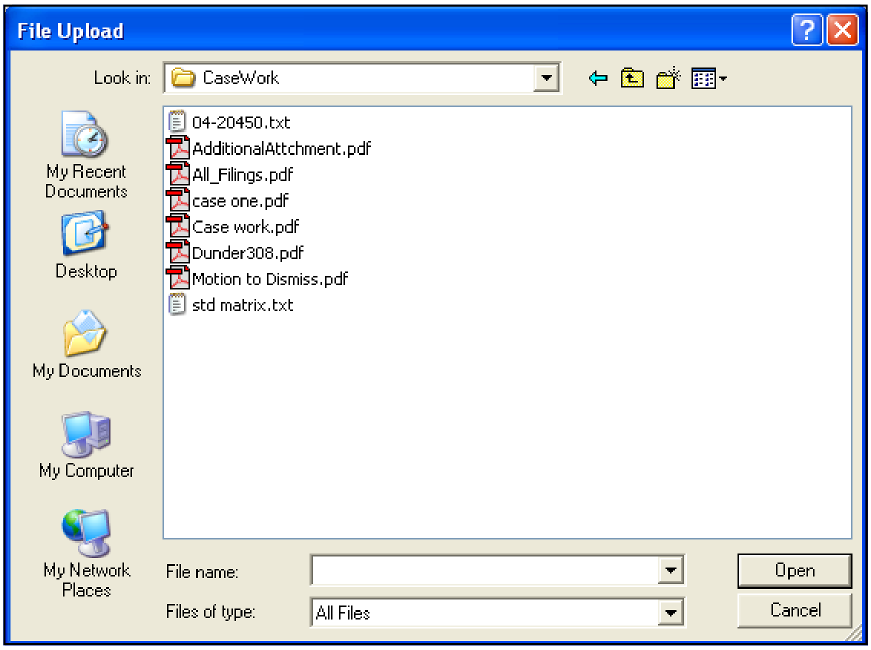


Figure 2

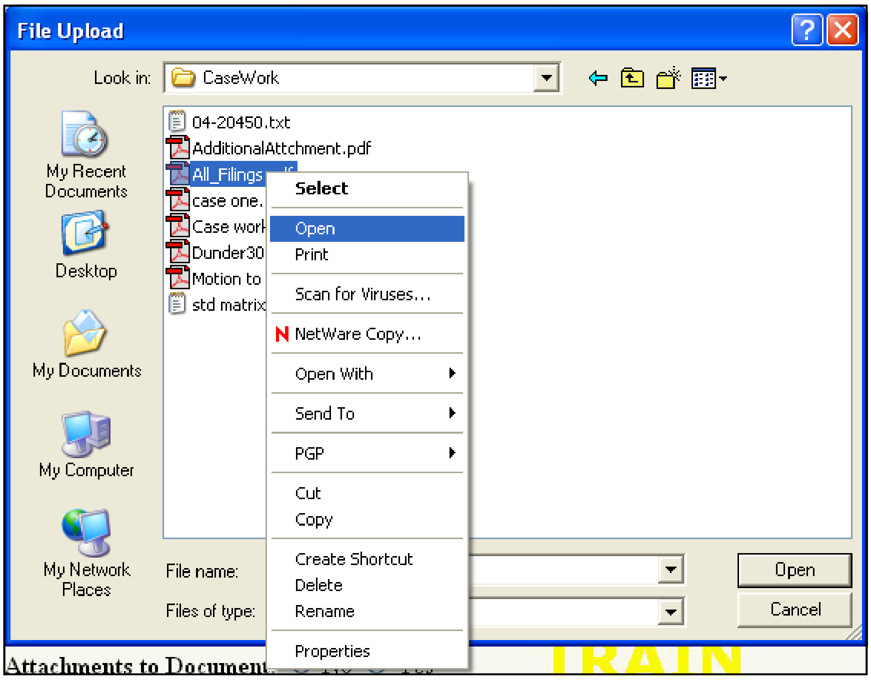


Figure 3

4.3 Additional Attachments

If the pleading you are filing exceeds the two megabyte file limit set by the ECF system, you will be required to break this document up into segments. These sections will then be added to the filing as an additional attachment.

The court strongly recommends combining documents containing exhibits, certificates of service, etc. whenever possible. If you include these additional documents as separate attachments to the filing, they appear as a separate file that requires a separate browser window to view each file. This can be time consuming for Judicial Staff and the Public. It is understood that additional attachments are unavoidable, but when possible, use them sparingly.*

Each attachment will be added separately using the browse procedures outlined in the previous section 3.2.

STEP 1 Click on the radio button after attaching your main document (figure 1), and then click on [Next]. The screen shown in figure 2 will appear.

STEP 2 Attach your additional document as per section 4.2.

STEP 3 You may further identify the attachment, in section 2 of the attachment screen, by selecting a document type or typing in a description or both.

STEP 4 You are required to add the document to the list of attachments for the pleading you are filing by clicking on the [Add to List] button.

Repeat steps 2-4 if you have additional attachments.

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

** Background: When the court first implemented the ECF system, e-filers would upload a main document with the file size of ~760kb, and then add additional attachments of ~450kb, 1,050kb. After having so many small files open, the Judges requested that small documents be combined into one.*

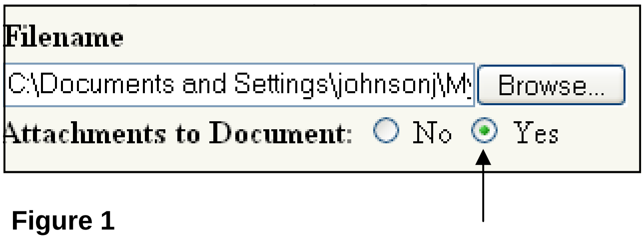


Figure 1

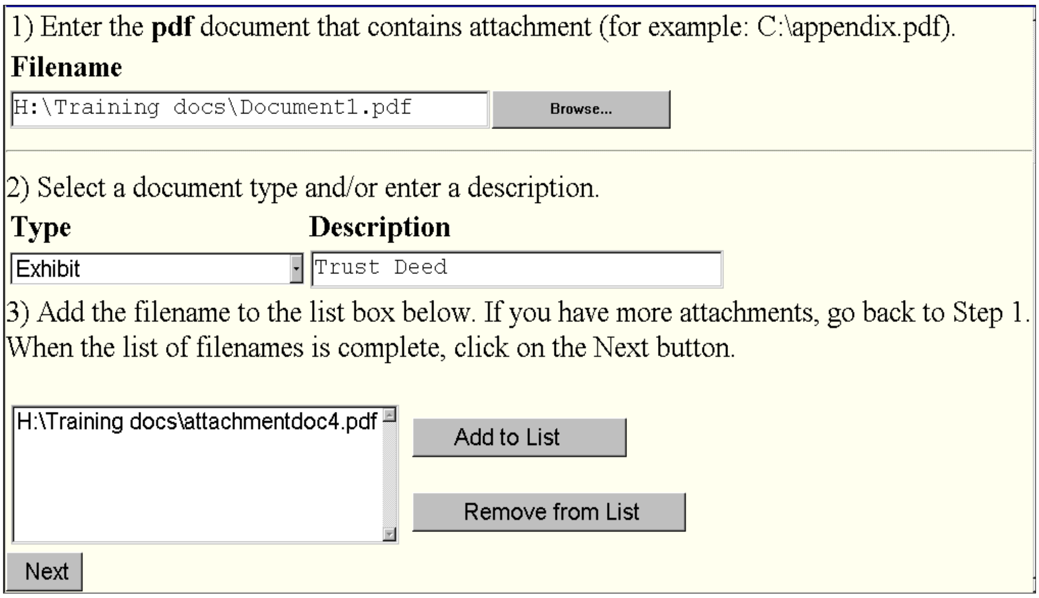


Figure 2

5.0

Opening a Case

This section will introduce you to the ECF system. It will cover logging into the system and then opening a new bankruptcy case. By opening a bankruptcy case, you will be able to perform the basics of using ECF: creating a new party and uploading documents.

This section will cover

- Opening a New Bankruptcy Case
- Case Upload
- Open a New Adversary Proceeding
- Issuance of Summons

5.1 Opening a New Bankruptcy Case

This section will look at opening a new bankruptcy case manually using CM/ECF.

There is a large number of third-party "bankruptcy" software that will perform a number of filing functions available within CM/ECF. Many of these companies have worked with the court to develop an application that interacts well with CM/ECF. The court does not endorse one application over another and we would suggest that you look at each application to determine which product provides you the most desired features to suit your needs.

This section will demonstrate many fundamentals used with all CM/ECF filings, such as searching for a party, creating a new party record, and attaching a PDF file to an ECF filing. This will also step you through the process of opening a case manually.

Also note: Bankruptcy software is not required to open a bankruptcy case using the CM/ECF system.

This process will only open the case. It will not file other supporting documentation such as your Statements of Financial Affairs and Schedules, the Creditor matrix, Statement of Social Security Number, the Chapter 7 Means Test, etc. Those documents should be filed separately after opening the case.

To open a new bankruptcy case, click on the Open a BK Case hyperlink under the bankruptcy events.

STEP 1 Select the Chapter and whether the case will have a joint debtor. Disregard the Deficiencies option, since the court deals with deficiencies separate from the ECF system. If you do have deficiencies, the court will inform you of those deficiencies. Click Next.

STEP 2 Search for a party to add to the case.

Searching for a Party

You can search for a party by social security number (SSN), Tax ID, Last or Business name, a First name and/or a Middle name. The recommended search method is by a social security number, since these tend to be unique to individuals. Next would be a last or business name. To search for a last or business name, all that is needed to conduct the search is the first three letters of the name. This will return all names that begin with those letters. You can also use the wildcard "*" within the name, such as with "*son". After entering in the search criteria, click on search.

If the name comes back in the Party search results box (figure 1), you may then select that name from the list. Clicking on a name in the box will cause a pop-up window to appear containing the party's information which the court currently has.

The party information that appears must be an exact match to full name (including generation) and social security number. If it matches, click on the Select name from list button. If it does not match, or you are in doubt, create a new party

If your party does not return in the results box, click on the Create new party button to create a new party.

STEP 3 Enter in the information for your party (figure 2). If this is for a new debtor, enter the information as it appears on the petition. The address fields are mailing addresses, so if your party uses a post office box, include that in the address fields.

You will need to select the county since this will be used in assigning a trustee to the case (and you cannot submit this information without selecting the county).

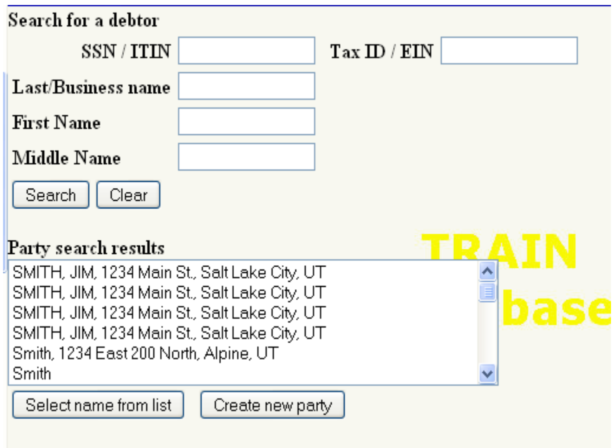
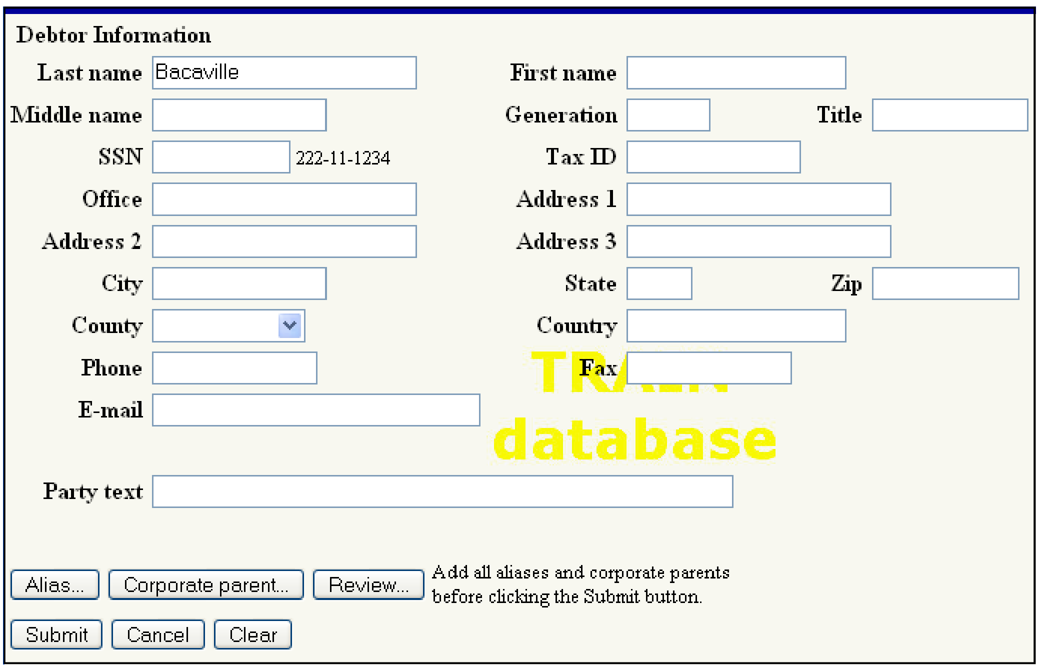


Figure 1

TIP: If an address has been entered for the party you have search, that address appears with the name in the Party search results.

Figure 2



There are three things of interest at the bottom of the debtor (party) information page:

Alias You can add an alias to the case as needed. If your party has provided an alias on the petition, then include it here. This will allow the party to be found on a search of the alias. The options for an alias are aka, fka, dba, and fdba. You can add up to five aliases at a time. If you have more than five aliases, then add them in groups of five. You can add as many aliases as necessary.

Corporate Parent You can add a corporate parent, any affiliated company/entities or stockholders as necessary. You will search for the corporate parent, and then add them or create a new one (figure 1).

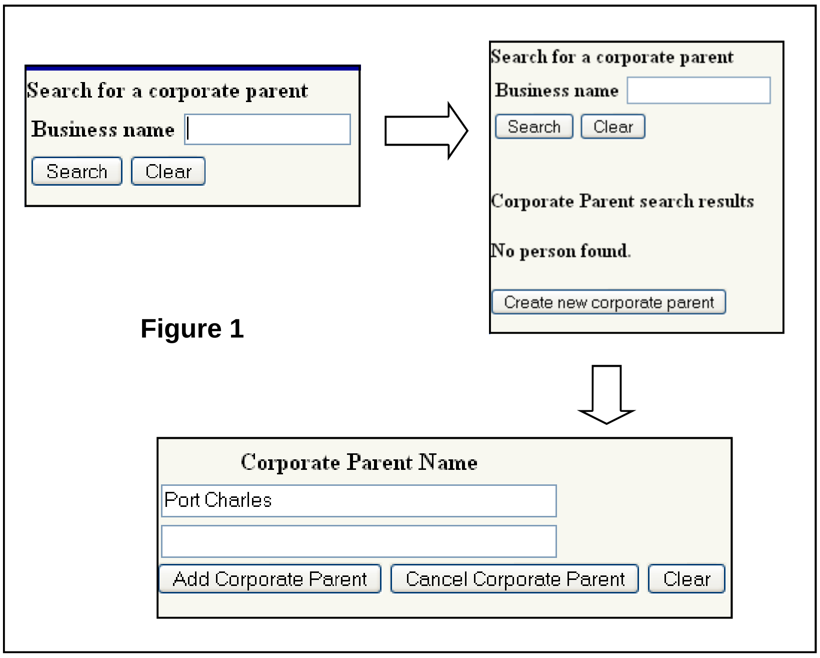


Figure 1

Review You can review the aliases and corporate parents added. An alias or corporate parent can be removed from the case at this point by removing the checkmark from the box to the left of the name.

Once done with the debtor (party) information page, click on the Submit button.

STEP 4 You will receive a page indicating the divisional office that the case is assigned to (in Utah, all cases are assigned to Salt Lake City). Click on [Next].

STEP 5 Fill out the statistical information for this new case.

For the FEE STATUS:

Selecting PAID will bill you the full amount of the filing fee, which you will pay by credit card.
Selecting INSTALLMENTS requires that the petition be accompanied by an Application to Pay Filing Fee in Installments. By paying in installments, you are allowed to pay the filing fee in varying payment amounts, including the option to pay $0.00 at the opening of the bankruptcy case, and instead spread the case filing fee over the allowed

120 days. You will be prompted to enter an amount for payment. If this amount is $0.00, please indicate in the fee field. Users who enter $0.00 in the field will not be charged. Users who enter any other amount will be charge appropriately. The amount inserted in the field, **MUST MATCH THE APPLICATION TO PAY FILING FEE IN INSTALLMENTS.** (see figure 2)I
Select FEE NOT PAID when filing an IFP case. The court will make adjustments as needed upon approval of the IFP waiver. If the waiver is denied, you will then receive a fees due notice and the filing fee will need to be paid.
DO NOT USE the **IFP FILING FEE WAIVED** option.

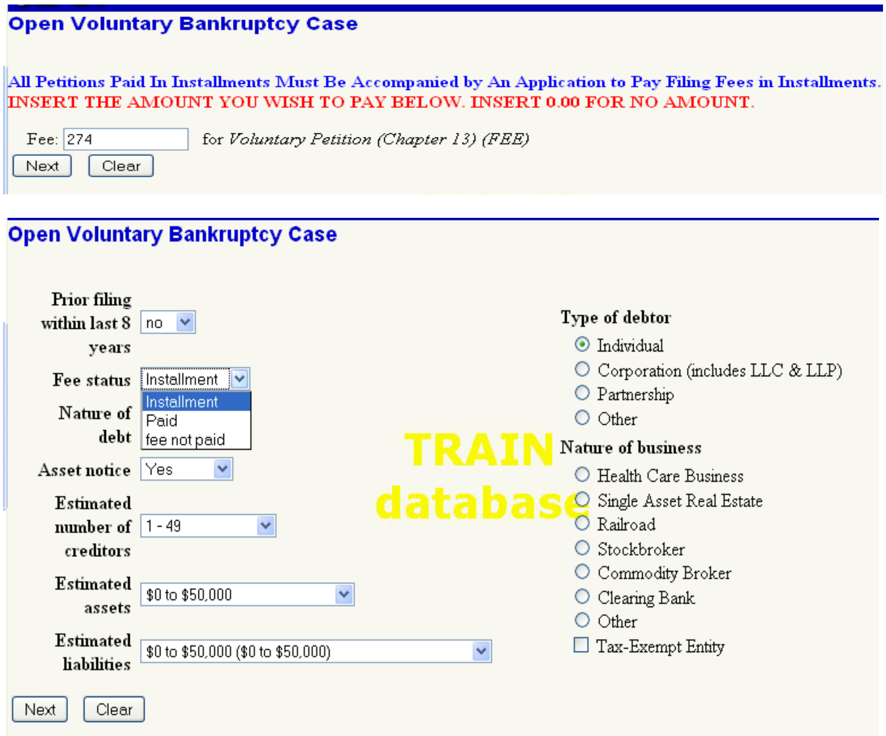


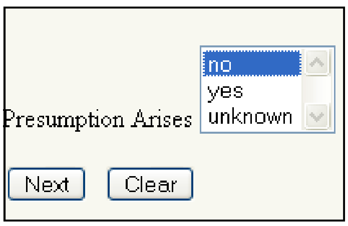
Figure 2

For the Asset Notice:

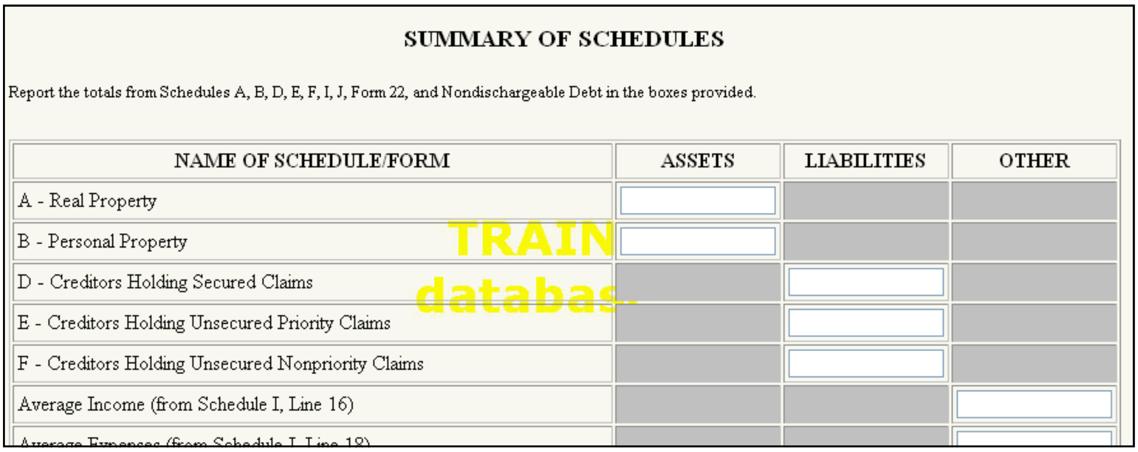
With a Chapter 7 case, the Asset Notice field will always be N. Even if there are assets to this case, set the field to N and then if the trustee determines that there are assets, the trustee will then change the asset status.

With a Chapter 13 case, the Asset Notice will always be Y.

After completing click on [Next].

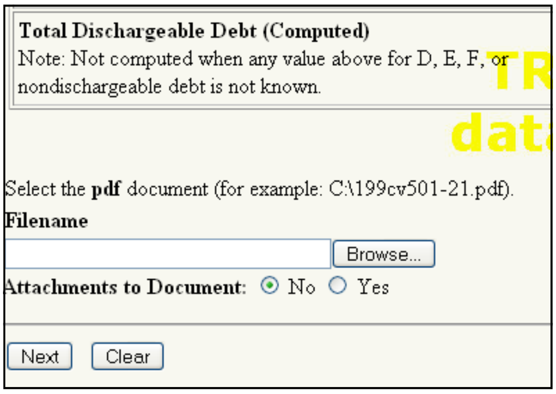


STEP 6 If you selected a chapter 7 case from STEP 1, then you will receive the chapter 7 means test page, asking if the presumption of abuse arises with this case. Select yes or no according to what has been determined from the chapter 7 means test (Form B22 A). If you have not filled out this form at this time and/or if you are unsure at this time, select unknown and be aware that you will need to file the appropriate forms at a later and timely manner.



STEP 8 If you are not filing the schedules with the petition you may skip this section of the screen and enter the figures when filing the statements and schedules.

You will need to fill out the Summary of Schedules screen. This information is found on Schedules, Form 22 (Means Test), Form 6 Summary of Schedules and Summary of Statistical Liabilities



Upload your supporting PDF document

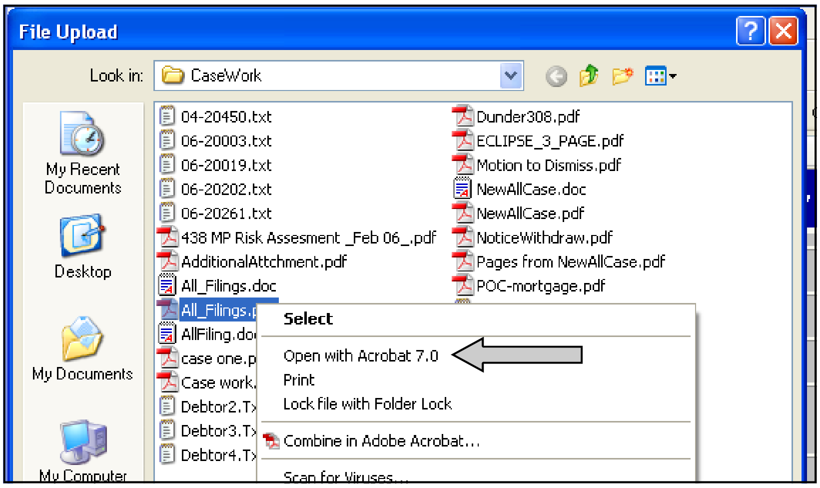
STEP 9 At the bottom of the summary of schedules is the document upload field.

Attaching a PDF File to ECF

CM/ECF requires a PDF petition document to support the electronic filing that you are performing.

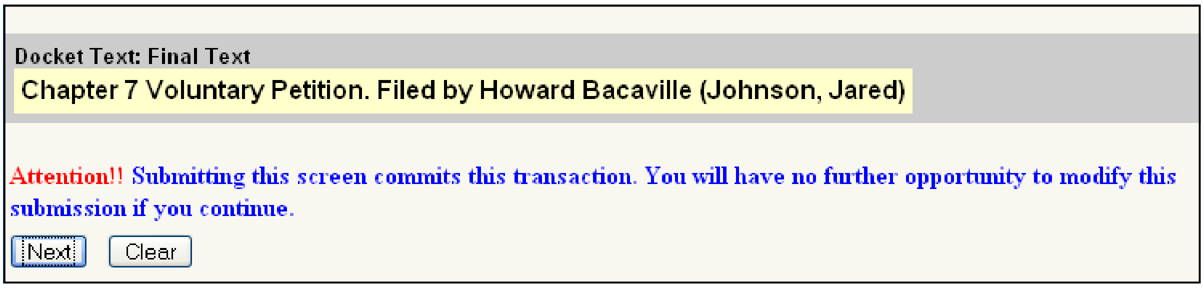
To attach a document to the ECF system, click on the Browse button. This will present the file upload window. Navigate to the folder/ location of where your document is stored.

The court requests that before you attach your file to this filing, that you preview the document to ensure that the document that you are attaching to the filing is the correct one. This can be done by right-clicking on the file and then selecting Open or Open with Acrobat from the context menu (see figure below). Once you are sure that this is the correct document, close the document in Acrobat and then click on Open to attach the document to the filing. Click on [Next].



STEP 10   You will get a warning concerning submitting this screen commits this transaction, and that is the only item on the page -- disregard this warning and click on [Next].

This is the last page prior to submitting your filing to the court. Up to this point, the only thing that you have submitted at this time are any parties that you created for this case. You may use



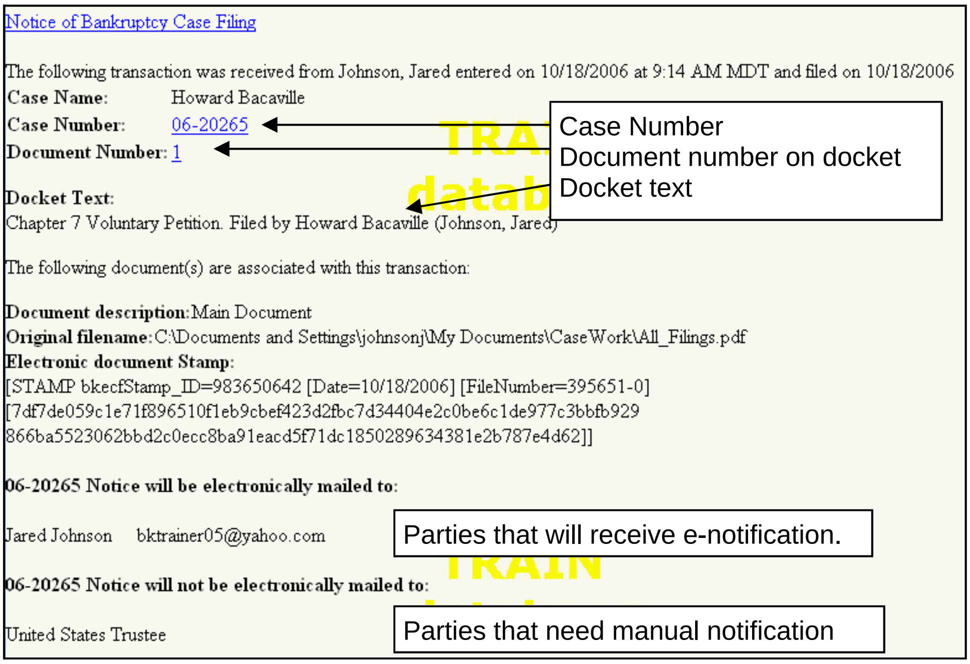
the browser's back button to review previous pages to ensure that they have been filled out correctly and contain the desired information. If you make no changes to the pages, you can then use the browser's forward button to return to this page. If you make a change to a page, you will then need to use the [Next] button at the bottom of each page until you return back to this page. Once you are satisfied with this filing, click on the [Next] button to submit and commit this filing.

This is the Notice of Electronic Filing (NEF). The NEF confirms the filing of the case. Along with this page, a pop-up window will display informing you that a fee is owed and will need to be paid (see section 2.2). On the NEF, you will find the date and time of when the event was filed. The case number is given as a hyperlink, which will take you to the PACER docket sheet for the case. If you click on the document number hyperlink, you will be directed to PACER and can view the submitted document.

Two items of importance are located at the bottom of the NEF page. The first is a listing of all registered ECF users who are parties to the case. All ECF users in the case will receive E-notification of all events which occur within the case. This constitutes notification for registered ECF users.

The second item is a listing of non-ECF registered parties who do not receive electronic notification and may need to be noticed manually.

You will now need to file the other documents need to support this new case, such as the Statement and Schedules, the Means Test, the Chapter 13 Plan if needed, etc.

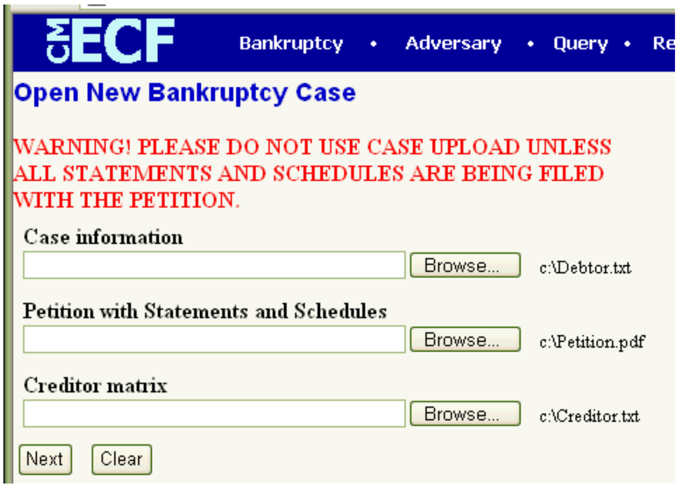


5.2 Case Upload

Case upload allows you to upload case information to the CM/ECF system using a third-party bankruptcy program, or independent of third-party software without having to go through the manual process of "open a bankruptcy case hyperlink" within CM/ECF.

If you do not have third-party software you will need to develop a debtor.txt file, which is a delimited text file containing all the required information needed by the CM/ECF system.

In addition, you will now need to combine all of your opening documents into one packet to be uploaded. This packet will consist of the opening Petition and the Statement of Financial Affairs and Schedules. The Means Test will be uploaded as a separate filing event from the Case Upload. DO NOT USE CASE UPLOAD UNLESS YOU HAVE A COMPLETE UPLOAD.



STEP 1 Click on the case upload hyperlink under the bankruptcy category.

STEP 2 You will have four fields allowing you to upload the required documents. You will have to upload three documents: the debtor text file; the petition in PDF format; and the creditor matrix text.

Once you have attached each of the files needed to support your new case, click on the [Next] button.

You will get the notice of electronic filing indicating that you have filed a bankruptcy case.

You will also get the Internet fees due pop-up window (Section 6.2). You may pay for the filing at this time, or continue to file and pay your fee later.

```
stat|none||4/10/2005|i|||7|p|c|v||n|F|E|A|||||n|||y|999999999999.99|169.48|3426789125.25|125.22|125.25|125.25|125.25|125.25|543873.34|debt|db|John||Covington|||558-44-3254||2|495 Gonea Way|||Santaquin|UT|84655|49049|||n|
```

A debtor.txt file example.

You can get further information on the Case Upload feature from the PACER Service Center website at:
http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html

The site has a formatting “tech” sheet in PDF which can be downloaded and used in the development of your debtor text files.

5.3 Opening a New Adversary Proceeding

This section will walk you through the opening of a new adversary proceeding. ECF will automatically generate a summons upon completion of your filing.

As outlined in step 4, it is important to add counsel to the Plaintiff party so that this information will be accurately reflected on the automatic summons.

To open a new adversary proceeding, click on the Open an Adversary Proceeding hyperlink under the Adversary events.

STEP 1 Click [Next] through the first screen that appears.

STEP 2 Enter in the lead bankruptcy case number that is related to this adversary proceeding. Click on [Next]. On the next screen, you will receive information telling you where the case is assigned and who the judge is for the bankruptcy case.

STEP 3 Here you will need to search for a party to add to the case beginning with the plaintiff.

SEARCHING FOR A PARTY

You can search for a party by social security number (SSN), Tax ID, Last or Business name, a First name and/or a Middle name. The recommended search method is by a social security number, since these tend to be unique to individuals. Next would be a last or business name. To search for a last or business name, all that is needed to conduct the search is the first three letters of the name. This will return all names that begin with those letters. You can also use the wildcard "*" within the name, such as with "*son". After entering in the search criteria, click on search.

If the name comes back in the Party search results box (figure 1), you may then select that name from the list. Clicking on a name in the box will cause a pop-up window to appear containing the party's information which the court currently has.

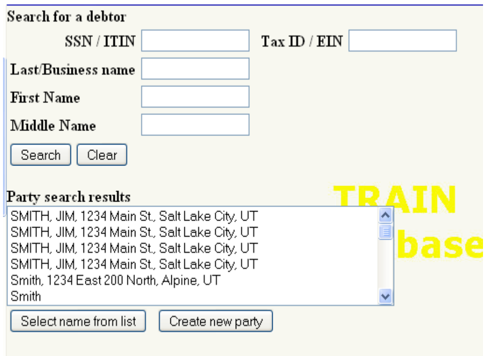
The party information that appears must be an exact match to full name (including generation) and social security number. If it matches, click on the Select name from list button. If it does not match, or you are in doubt, create a new party

If your party doesn't return in the results box, click on the Create new party button to create a new party.

STEP 4 Figure 2 is for adding a new plaintiff (the screen is labeled plaintiff Information). You will need to select the role that this party has in the bankruptcy case.

There are four things of interest at the bottom of the party information page:

Attorney You will need to add yourself as the attorney for the party. Click on the attorney button. You can search for the attorney record by using a last name or a bar number. When you get the search return back, select your name from the list and then click on the Select name from the list button. **



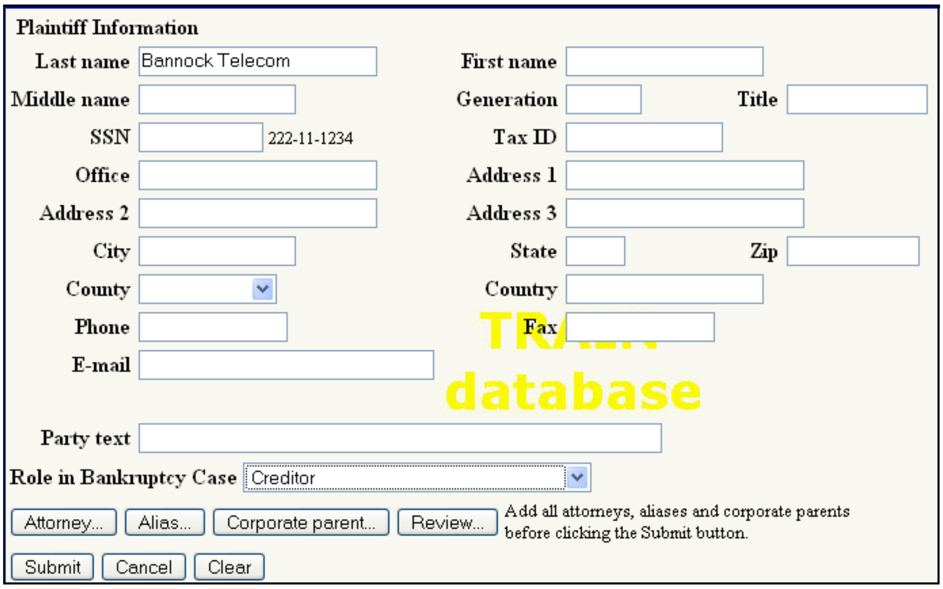
TIP: If an address has been entered for the party you have search, that address appears with the name in the Party search results.

Figure 1

This will present you with the attorney information page and displays what information the court currently has for you. If the information on this screen is incorrect, changing it here will only change it for this case. To change your ECF information, you will need to go to Maintain Your ECF Account under Utilities (see section 2.3). At this point, click on the Add attorney button to add yourself to the case and to return to the party information screen. Note that you can add as many attorneys to the case as needed.

Alias You can add an alias to the case as needed. If your party uses an alias on a regular basis, then include it here. This will allow the party to be found on a search of the alias. The options for an alias are aka, fka, dba, and fdba. You can add up to five aliases at a time. If you have more aliases than the five, then add them in groups of five. You can add as many aliases as necessary.

Corporate Parent You can add a corporate parent, any affiliated company/entities or stockholders as necessary. You will search for the corporate parent, and then add them or create a new one (figure 1). This information will check for any possible judge conflict.



** **NOTE:**
By making an appearance in an Adversary proceeding, an ECF user will also receive e-mail notification of events in the related main bankruptcy case.

Figure 2

Review You can review the aliases, attorneys and corporate parents added. An alias, attorney or corporate parent can be removed from the case at this point by removing the checkmark from the box to the left of the name.

Once done with the plaintiff (party) information page, click on the Submit button. If you are done adding plaintiffs to the case, click on the End plaintiff selection button.

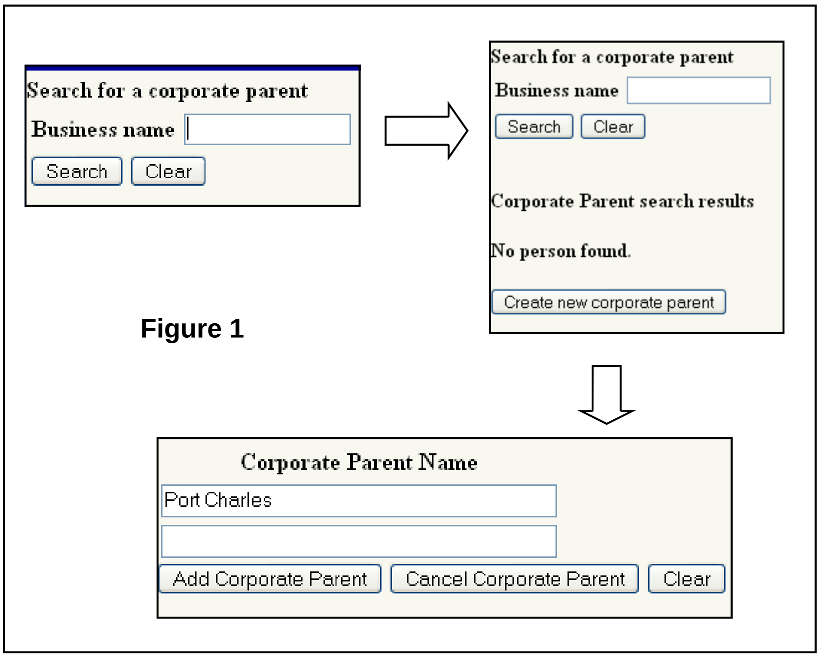
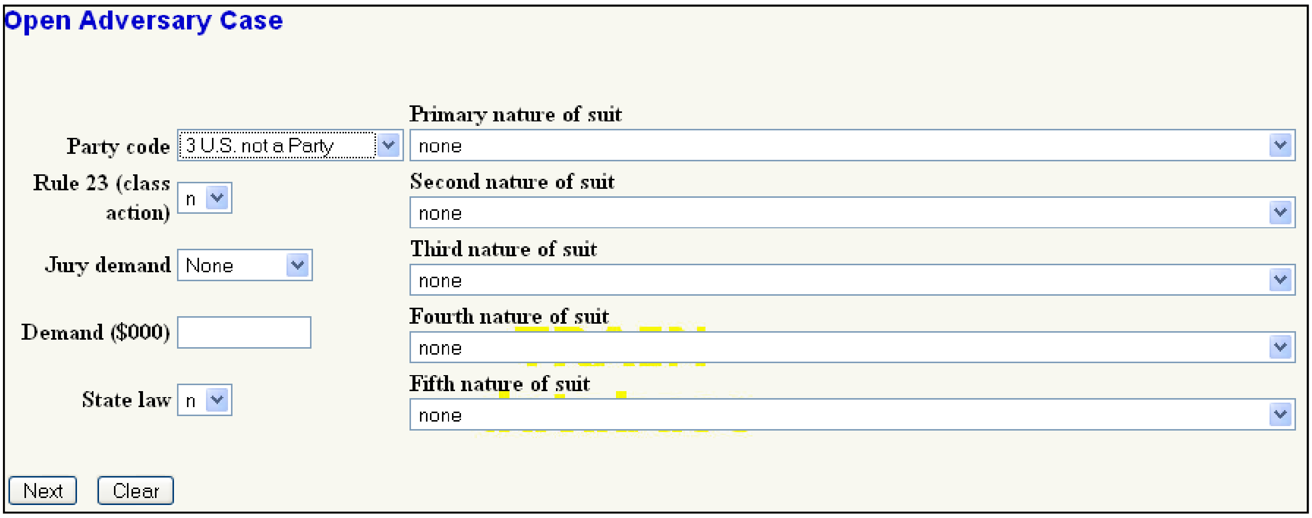


Figure 1

STEP 5 You will now need to search for and add a defendant. Follow the section Searching for a Party above. Remember, you can select from the list if the information displayed matches the party record displayed in the pop-up.

If the defendant is the debtor in the bankruptcy case, you should add the debtor's attorney as the attorney for the defendant. Search for and add the party's attorney from the bankruptcy case.

Once you are done adding all the defendants to the case, click on the End defendant selection button.



STEP 6   Enter in the information requested from this page. When selecting the Jury demand option, this is selected from your standpoint. If you are representing the plaintiff, then select Plaintiff from the drop down.

On the Demand ($000), the ECF system will read the amount in thousands of dollars. For a demand of $5,000.00, enter in "5" -- entering in 5000 will be read as $5,000,000.00.

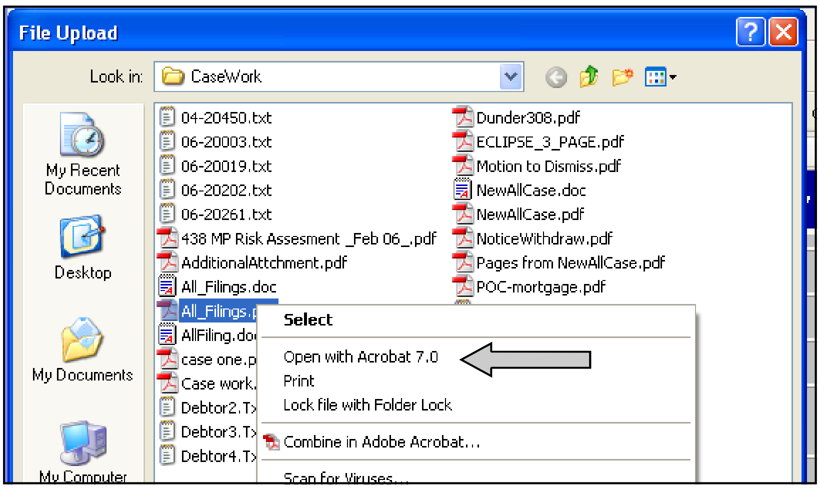
You have the ability to select up to five natures of suit. *List the order of the natures with the most important listed at the top.* ***If the complaint includes a 727, select that nature of suit first.***

Once done with this screen, click on [Next].

STEP 7   The Fee screen informs you that a fee will be due at the end of the filing. It also informs you that if you are representing the debtor as the plaintiff, to type WAIVE in the receipt box. If you are representing the trustee in the case as the plaintiff, you may defer the fee by typing DEFER in the receipt box. If you represent neither, leave the receipt box **blank**.

STEP 8   On the same screen is the PDF document attachment.

Figure 3



Attaching a PDF File to ECF

CM/ECF requires a PDF document to support the electronic filing that you are performing. You will now attach the document you have prepared. This document is the same document that you would have printed to paper and then brought into the clerk's office and filed at the counter. Now, you are simply printing to an electronic file and will upload the document to support the filing.

To attach a document to the ECF system,

Click on the Browse button. This will present the file upload window. Navigate to the folder/ location of where your document is stored.

The court requests that before you attach your file to this filing, that you preview the document to ensure that the document that you are attaching to the filing is the correct one. This can be done by right-clicking on the file and then selecting Open or Open with Acrobat from the context menu (see figure 3 previous page). Once you are sure that this is the correct document, close the document in Acrobat and then click on Open to attach the document to the filing. Click on [Next].

STEP 9 You will get a warning concerning submitting this screen commits this transaction, and that is the only item on the page -- disregard this warning and click on [Next].

This is the last page prior to submitting your filing to the court. Up to this point, the only thing that you have submitted at this time are any parties that you created for this case. You can use the browser's back button to review previous pages to ensure that they have been filled out correctly and contain the desired information. If you make no changes to the pages, you can then use the browser's forward button to return to this page. If you make a change to a page, you will then need to use the [Next] button at the bottom of each page until you return back to this page. Once you are satisfied with this filing, click on the [Next] button to submit and commit this filing.

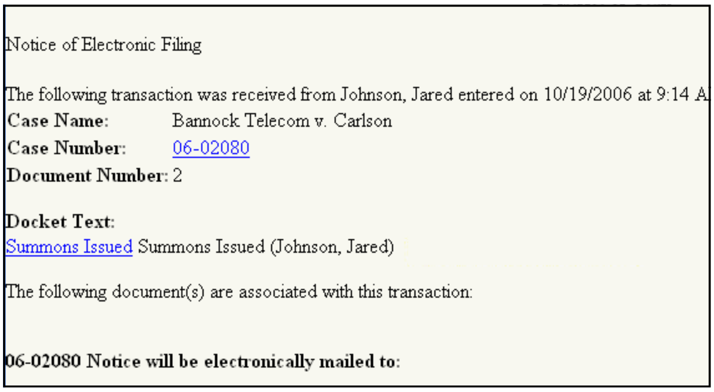
Figure 4 is the Notice of Electronic Filing. This is notification that an adversary proceeding has been filed. Along with this page a pop-up window will appear informing you that a fee is owed and will need to be paid (see section 2.2). On the NEF, you will find the date and time when the event was filed. The case number is given as a hyperlink, which will take you to the PACER log-in screen and then the docket sheet for the case. If you click on the document number hyperlink, you will be taken to the PACER log-in screen and then to the submitted document.

Two important items are located at the bottom of the NEF page. The first is a listing of all registered ECF users who are parties to the case. All ECF users in the case will receive E-notification of all events which occur within the case. This constitutes legal notification for registered ECF users.

The second item is a listing of non-ECF registered parties who may need to be noticed manually.

The NEF for an adversary proceeding has two parts. The first part is the notification for the adversary proceeding.

The second section is the summons for the adversary proceeding. Clicking on the Summons Issued hyperlink will launch Acrobat and display the summons. The summons is two pages, with the Certificate of Service on the second page. Print this summons and serve it on the appropriate parties. For more information concerning the auto issuance of the summons, please see section 5.4 Issuance of Summons.


Notice of Electronic Filing

The following transaction was received from Johnson, Jared entered on 10/19/2006 at 9:14 A

Case Name: Bannock Telecom v. Carlson
Case Number: 06-02080
Document Number: 2

Docket Text:
Summons Issued Summons Issued (Johnson, Jared)

The following document(s) are associated with this transaction:

06-02080 Notice will be electronically mailed to:

Figure 4

5.4 Issuance of Summons

Upon completion of filing an adversary case, the Notice of Electronic Mailing (NEF) will include an additional section for the summons. This section is located at the lower portion of the NEF. The user may select the Summons Issued hyperlink upon completion of filing a new adversary case, or the summons entry that is entered on the adversary case docket, to access the issued summons (see figure 1).

Information, such as the lead case, plaintiff, defendant, address of the clerk's office and attorney for plaintiff, is extracted from the case and inserted on the summons form, shown in Figure 2. The second page of the summons is provided for return of service. The user simply prints the summons to be served from the NEF or the docket.

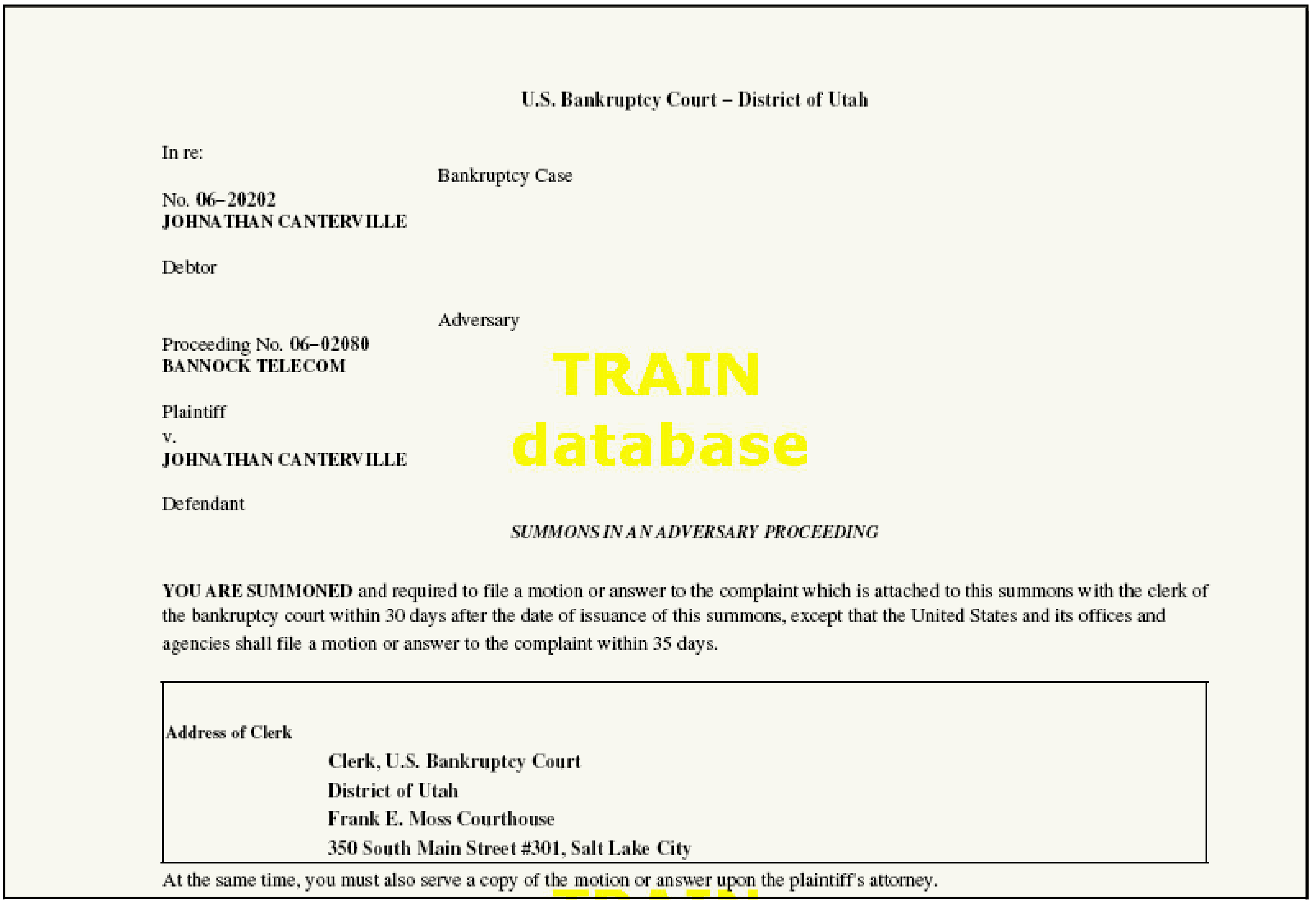
The summons is viewable for ten (10) days from the filing of the adversary proceeding. The summons expires after ten (10) days but may be re-issued upon request. (see next page for how to request a reissuance of summons)

The **answer deadline for the automatic summons is calculated from the date the adversary case is filed**. If service is not provided within the deadline period, a manual summons can be prepared by the Court.

database usa
801-111-2345
LEAD ATTORNEY d

Filing Date	#	Docket Text
10/19/2006	1	(14 (Recovery of money/property - other)):Complaint by Jared Johnson, Bannock Telecom, Mike Carlson on behalf of Bannock Telecom against Mike Carlson. Fee Amount $250 (Johnson, Jared) (EOD: 10/19/2006)
10/19/2006	2	Summons Issued Summons Issued (Johnson, Jared) (EOD: 10/19/2006)

Figure 1



U.S. Bankruptcy Court – District of Utah

In re:

Bankruptcy Case

No. 06-20202
JOHNATHAN CANTERVILLE

Debtor

Adversary

Proceeding No. 06-02080
BANNOCK TELECOM

Plaintiff
v.
JOHNATHAN CANTERVILLE

Defendant

SUMMONS IN AN ADVERSARY PROCEEDING

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk

Clerk, U.S. Bankruptcy Court
District of Utah
Frank E. Moss Courthouse
350 South Main Street #301, Salt Lake City

At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Figure 2

HOW TO REQUEST RE-ISSUANCE OF SUMMONS

STEP 1 Click on Notices/Other under Adversary

STEP 2 Enter the Adversary case number

STEP 3 Select the event "Request for Reissuance of Summons (NO IMAGE)

STEP 4 Select party (plaintiff)

STEP 5 Click next until receiving your Notice of Electronic Filing (NEF). The court will then reissue the summons the same day the request is made.

6.0

Filing a Matrix & Updating Creditors

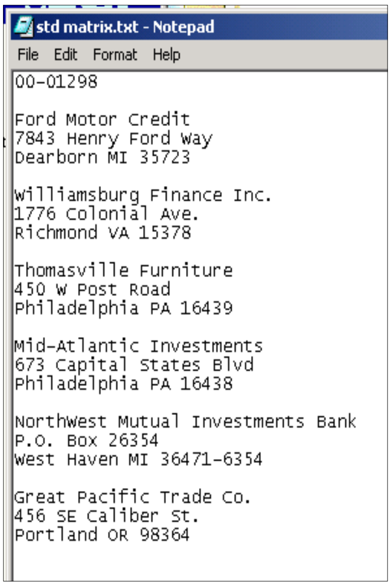
This section will look at events that are commonly performed when dealing with the creditor matrix within a case.

This chapter will cover:

- Creating a Creditor Matrix
- Uploading a Creditor Matrix File
- Adding Creditors to an Existing Case
- Editing a Creditor Matrix

6.1 Creating a Creditor Matrix

A creditor matrix contains the names and addresses of creditors. Local rule requires the matrix be provided within two days of filing the petition. The creditor matrix MUST be in ASCII format, usually a .txt file, before it can be successfully uploaded to the CM/ECF database. Most third-party case software creates and may even load the matrix in the correct format



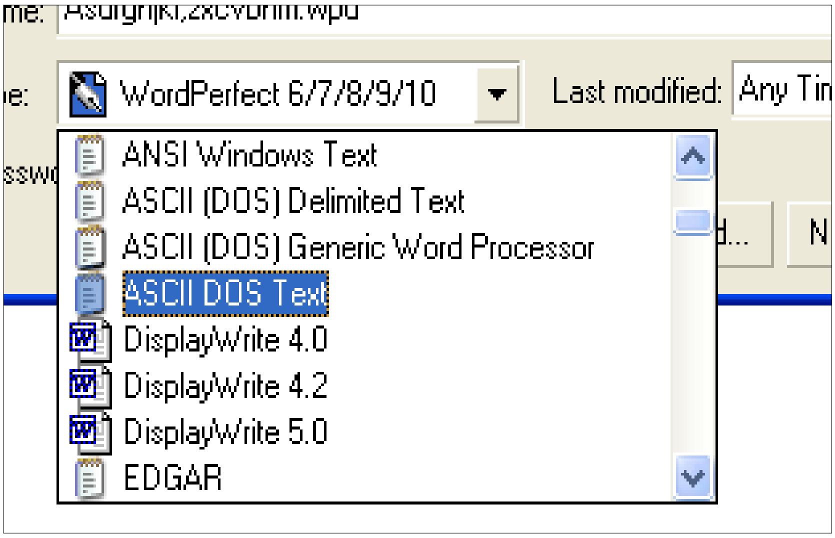
*Do not include any special characters in your text document. Characters, such as # % & *, etc., are considered illegal and may cause the upload to fail.*

Creditor Matrix Specifications:

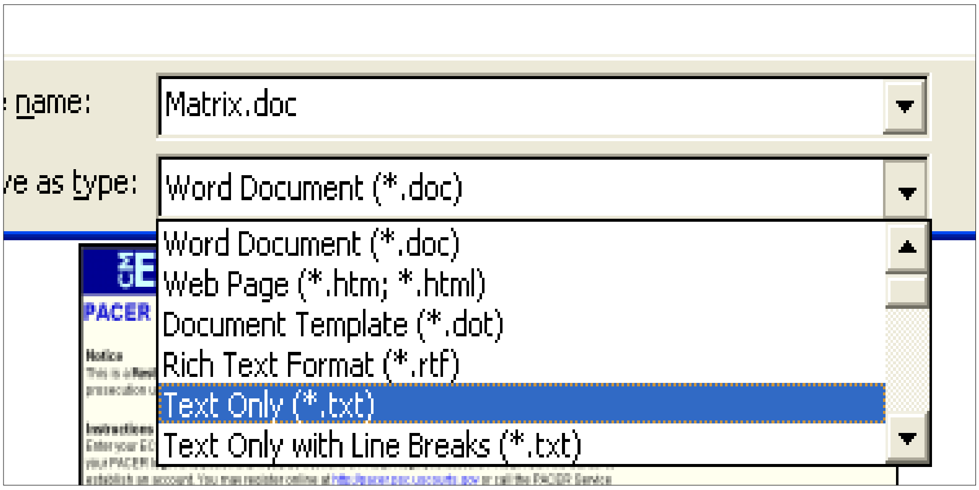
- The case number MUST be the first line of the matrix, in standard (YY-NNNNN) format with the hyphen, and separated from the creditor list by a blank line.
- The name and addresses of each creditor must be five lines or less.
- Each line may contain no more than 40 characters, including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- “Attention” lines should be placed on the second line of the name/address.
- City, state and ZIP codes MUST be on the last line.
- Nine digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.

After creating the creditors list in any word processing application (even Word Pad or Notepad, that comes with Windows) you will need to save it as an ASCII text file. Click on File on the Menu bar and then select Save (or Save as)

Enter the File Name then with the Save window up, select the **File Type** that you will be saving the file as. (See Figure 1). If you are using WordPerfect select ASCII DOS Text or for Word select the .txt option. Then click on the Save button to save the document in the proper format.



WordPerfect



Word

Figure 1

6.2 Uploading a Creditor Matrix

If your third-party software does not load the matrix file, you will need to upload the file to the ECF system.

To upload a creditor matrix file, click on the Creditor Maintenance hyperlink under the Bankruptcy Events.

STEP 1 Click on the Upload a Creditor Matrix file hyperlink.

STEP 2 The Case Number screen appears. Enter the case number in the standard (YY-NNNNN) format, using the hyphen. Click on the [Next] button to continue.

STEP 3 You will now need to upload your creditor matrix file. Upload your matrix file, which is a text file, just as you would any other PDF file (see Section 4.2 Attaching a PDF Document). Once you have entered the correct file path to your txt file, click on the [Next] button.

STEP 4 The **Add Creditors** screen will appear next (see figure 1below). If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click on the browser's back button and research the error. If the total number of creditors displayed is correct, click on the [Submit] button.

The Creditor Receipt screen displays. This screen is your receipt/confirmation that the creditor matrix has been uploaded successfully to the case.

You can click on the Return To Creditor Maintenance Menu and repeat steps 5 though 8 if you have additional matrixes to upload.

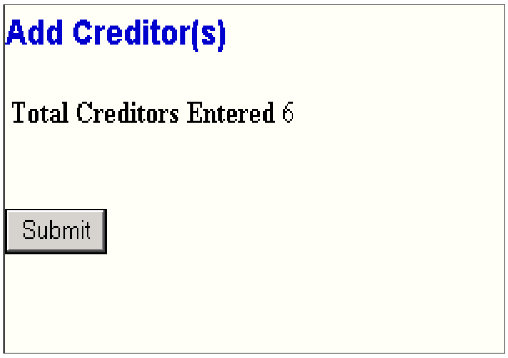


Figure 1

6.3 Adding Creditors to a Case Through Docket Events

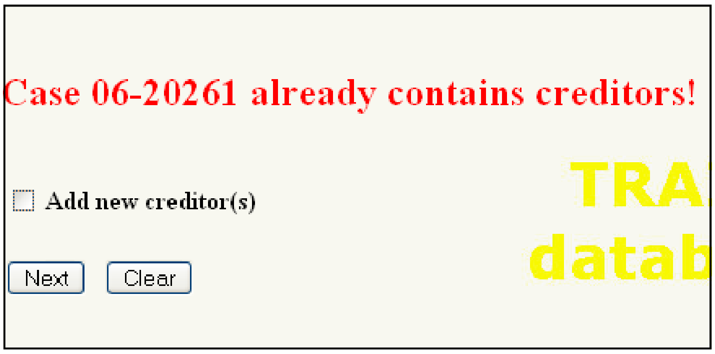
An ECF user can add creditors to a case, through the following events:

- Notice of Appearance of Counsel and Request for Notice (see section 7.3 for complete instructions)
- Creditor Request for Notice (See section 7.2 for complete instructions)
- Amended Schedule (fee)
- Amended Matrix (fee)
- Amended Matrix and Amended Schedules (fee)

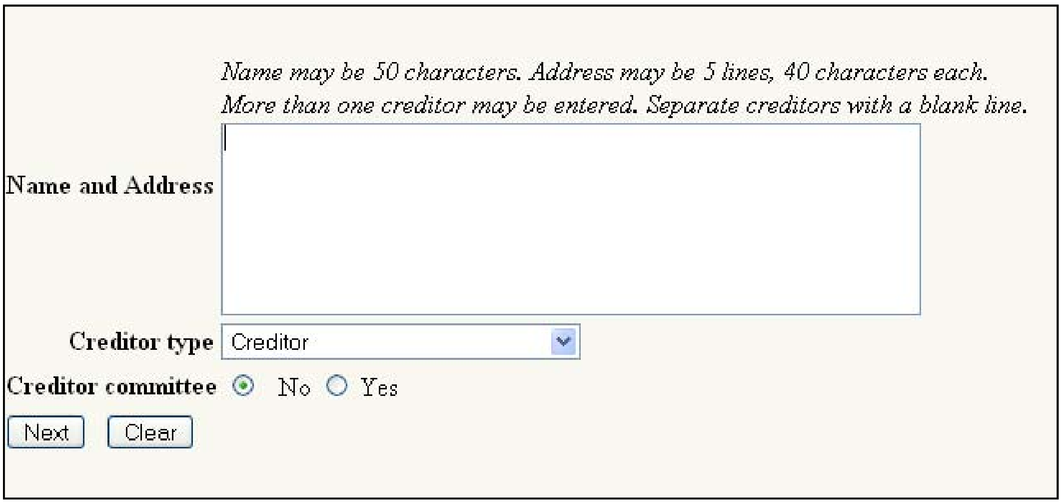
The above events you select will depend on whether you represent the debtor or the creditor. Debtor counsel is required to pay a fee for adding new creditors to schedules D, E, or F or the matrix so the counsel for the debtor should choose the fee events when necessary and attach the appropriate documents.

During the event docketing, a screen is presented to allow the filer to add a party to the matrix. To add a new creditor, place a checkmark in the add new creditor box. Click on [Next].

At this point, you will be adding your creditor to the matrix.



The next screen is presented to add a new creditor. 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 a break. You may also 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.



6.4 Editing a Creditor Matrix

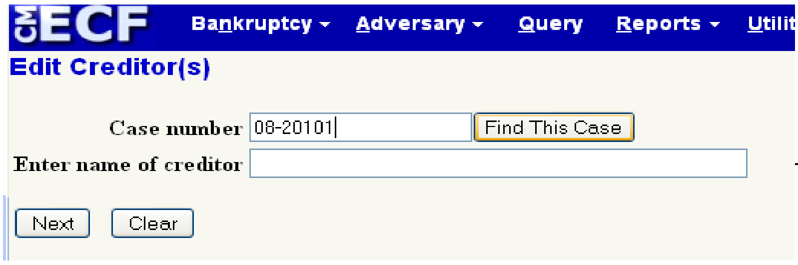
This section will discuss how to edit a matrix.

You may have occasion to edit an address of a creditor that is already on the matrix. The steps below outline the procedure for editing a creditor.

To Edit a Party Address:

STEP 1 Select the Creditor Maintenance category from the main Bankruptcy menu. Then select Edit Creditors.

STEP 2 Enter the case number and the party search criteria. It is recommended that you leave the "Enter name of creditor" field blank then click [Next] (figure 1). By leaving the field blank, you will then be presented with a complete list of creditors that exist in the case (figure2). If you are working in a large case with a large number of creditors, you can enter in a whole name or the first few letters in the "Enter name of creditor" field to return your desired creditor.



By leaving the "Enter name of creditor" field blank then clicking on [Next], CM/ECF will bring up a complete list of creditors in the case.

Figure 1

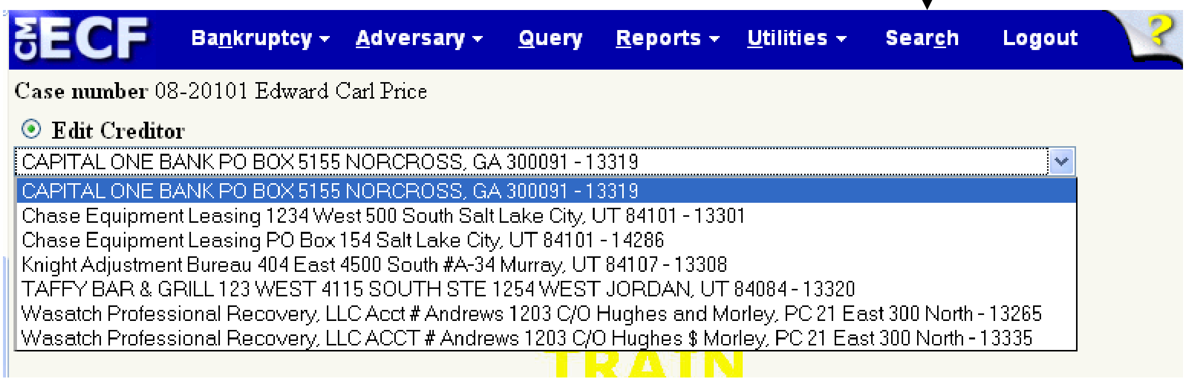


Figure 2

STEP 3 If you left the Enter Name of Creditor field blank, you will get a drop-down field with the entire creditor list available. Select your creditor from the list and click on [Next].

If you entered something into the Enter Name of Creditor field, then you will get that creditor in the edit creditor drop down list. Click on [Next].

STEP 4 Edit the record as necessary and select [Submit] to submit changes (figure 3).

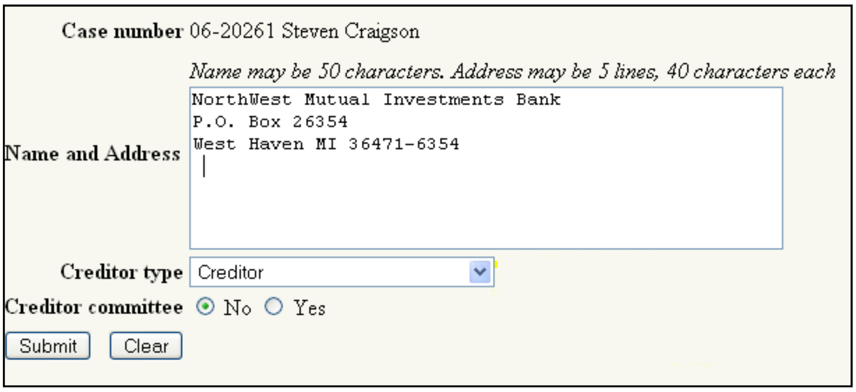


Figure 3

7.0

Filing Documents to ECF

This section will provide instruction on commonly-filed documents and demonstrate the various screens presented in ECF

This chapter will cover:

- Debtor Events
- Creditor’s Request for Notice
- Notice of Appearance and Request for Notice
- Amended Matrix and Schedules
- Motions
- Multi-Part Motions
- Objection to a Motion
- Notice of Hearing
- Withdrawing a Document
- Uploading Orders
- Proofs of Claim
- Notices from the Court
- Docketing Reminders

7.1 Debtor Events

The debtor events category has been created to allow you, as a debtor's counsel, to bypass a number of steps when filing events to ECF. The primary step excluded is the party list and the need to select a party or add a party, because it is assumed that you are filing on behalf of the debtor.

If you are not filing for a debtor, DO NOT use the debtor events category.

The majority of the events in this category should follow the steps below:

STEP 1 Click on Debtor Events under the Bankruptcy category.

STEP 2 Add your case number, using the YY-NNNNN number format. Click on [Next].

STEP 3 Click on [Next] on the warning screen. Again, make sure that you are filing for a debtor.

STEP 4 Select an event from the event list. Click on [Next].

STEP 5 Browse and select your document. If you selected an item that does not require a PDF document (no image), you will not need to upload a document. Once you have uploaded your PDF document, click on [Next].

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.

If you select an event that refers to another document, you will need to place a checkmark in the **Refer to Existing Event(s)** checkbox (figure 1) when uploading your PDF document.

You will get a screen with a number of document categories (see Figure 2). This list will help you to find the related document by selecting what type (or category) the document may be under. You may select all categories by selecting the "select all categories" button. By selecting one (or more) categories you are able to minimize your search for the related document

After selecting one or more categories or the "select all categories" , click [Next].

Now select the appropriate event that you wish to create an association to by clicking on the box that corresponds to the event. If there is more than one possibility, click on the document number hyperlink to view the image associated with that motion. To view an image you will be taken to the PACER login screen and charges will apply.

Once you have selected the event, click on [Next] to continue with your filing.

Debtor Events Lists

20 Largest Unsecured Creditors
Abate (Motion)
Abate and Objection to Motion to Dismiss (Motion)
Affidavit/Declaration
Amended Chapter 13 Plan
Amended Document
Amended Matrix (FEE)
Amended Matrix (No Fee)
Amended Matrix and Amended Schedules (COMBINEDFEE)
Amended Schedules (FEE)
Amended Schedules (No Fee)
Amended Schedules I & J
Amended Statement of Social Security Number(s)
Amended Voluntary Petition
Application for Compensation by Attorney/Debtor(s)(Ch13 only)
Certificate of Service
Ch 11 Final/Summary Rpt & Acct
Change of Address
Chapter 13 Plan
Chapter 13 Statement of Current Monthly and Dis. Income
Chapter 7 Means Test
Credit Counseling Agency Briefing Certificate (Prefiling)
Debtor's Certification of Status of Domestic Support Payments
Debtor's Election of Small Business Designation
Declaration Re Claims Review
Declaration/Affidavit Re: Tax Returns
Disclosure of Compensation of Attorney for Debtor
Domestic Support Matrix
Electronically Paid Fee
Electronically Paid Fee - INSTALLMENTS ONLY
Equity Security Holders
Final Installment Fee Payment (Chapter 13) (FEE)
Final Installment Fee Payment (Chapter 7) (FEE)
Final Installment Fee Payment (Individual Chapter 11) (FEE)
Financial Management Course Certificate Form B23
Objection to Dismissal and Motion to Abate
Motion to Abate and Objection to Motion to Dismiss (Motion)
Motion to Convert to Chapter 13
Motion to Incur Debt
Notice of Commencement of Case
Notice of Consent to Substitute Counsel
Notice of Voluntary Conversion to Chapter 7 (FEE)(Genaty)
Notice to Individual Consumer Debtor
Notice/Schedules Per Rule 1019 (use when converting 13 to 7)
Objection
Objection to Claim
Objection to Dismissal
Payment Advices/Evidence of Payment and/or Certification
Presumption of Undue Hardship
Reaffirmation Disclosure Statement
Rebuttal of Presumption of Abuse
Recision of Reaffirmation Agreement and Notice of Hrg
Response
Response/Objection
Statement in Support of Reaffirmation Agreement
Statement of Financial Affairs and Schedules
Statement of Intentions
Statement of Social Security Number(s)
Verification and Request for Discharge
Verification of Chapter 13 Plan
Withdrawal of Document (no image)
Withdrawal of Document (with image)

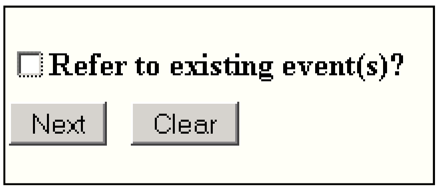
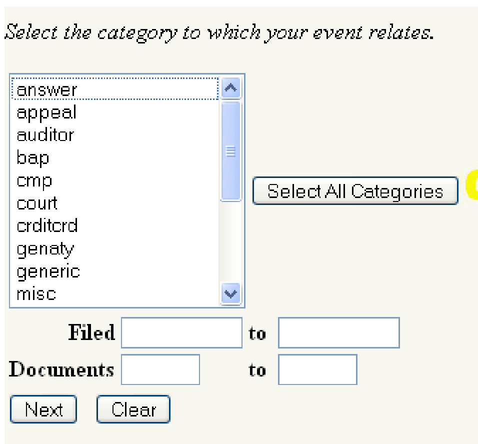


Figure 1

Figure 2



7.2 Add Creditors

Creditor Request for Notice

This section addresses filing a **Creditor Request for Notice**. This event will allow you to add a creditor to the matrix. There are two options when filing a Creditor Request for Notice: Creditor Request for Notice and Creditor Request for Notice (NO IMAGE). By selecting the "NO IMAGE" option, users will not be asked to upload a PDF document. Users will be presented with a screen to upload a PDF document when using Creditor Request for Notice.

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 Section 4.1 Searching, Creating and 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 4.2 Attaching a PDF Document.

STEP 8 In order to add the creditor you must check the box Add new creditor(s) (see figure 1).

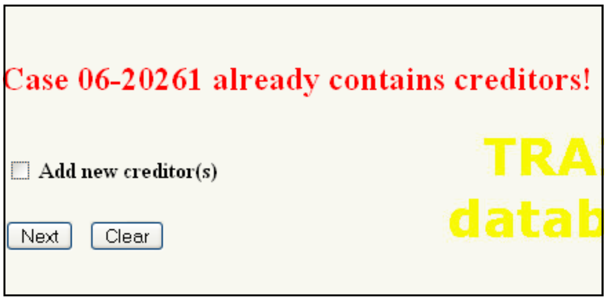


Figure 1

<u>The next screen allows you to add new creditors to the matrix</u> (see figure 2). To add a new creditor, you will enter 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 a line break. You can enter creditor information by performing a copy and paste function from Word, WordPerfect, Open Office or another word processing application.

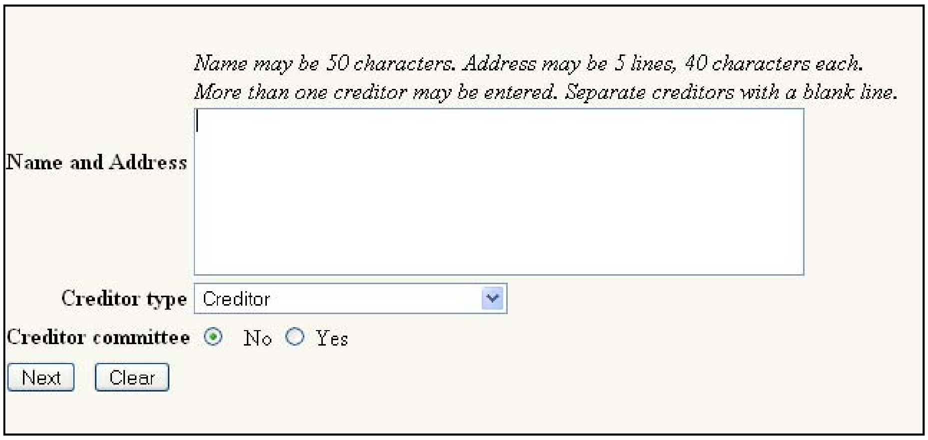


Figure 2

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.

7.3 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 presented with the opportunity to add 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.

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 4.1:Searching, Creating and Adding a Party to a Case.

After you have completed the party information screen, click on the Submit button. Your new party should be highlighted at the top of the party box (figure 1). Click on the [Next] button to add this party to the case and continue with the filing. NOTE: See step 5 for to add your party to the mailing matrix.

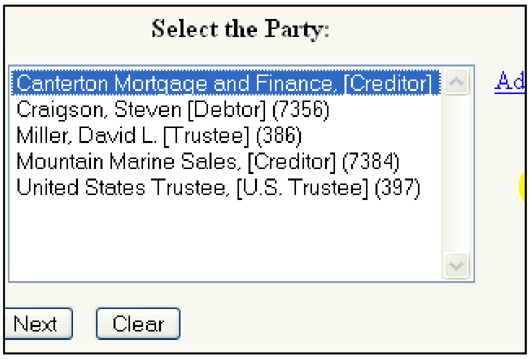


Figure 1

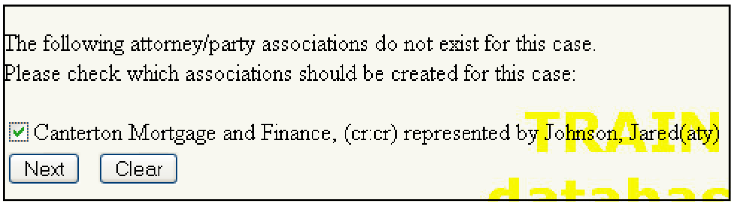


Figure 2

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.

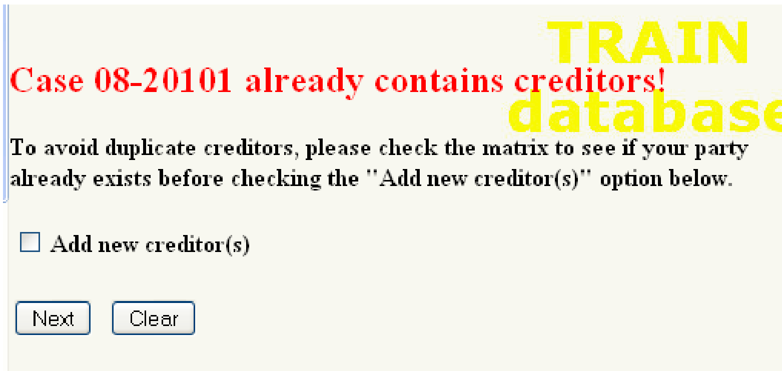


Figure 3

STEP 5 This is where you can add your party to the matrix (figure 3). To add a new creditor, place a checkmark in the "Add new creditor" box. Click on Next.

The next screen will be for the new creditor(s) (figure 4). 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 a line break. 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.

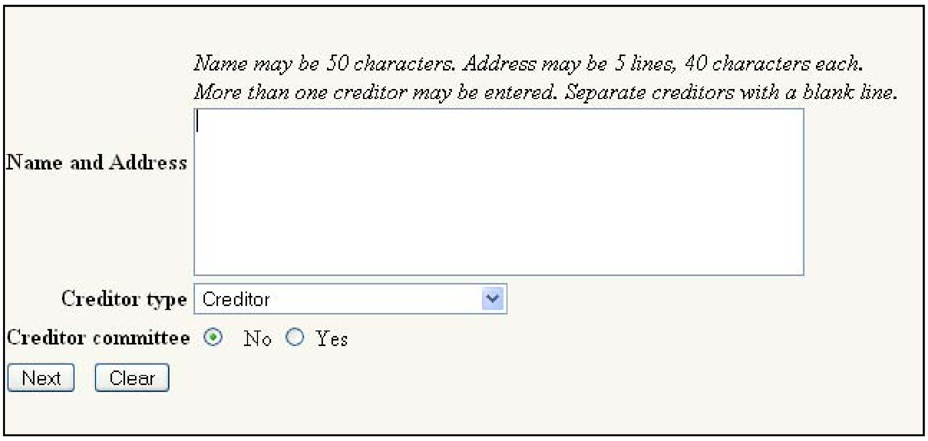


Figure 4

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.

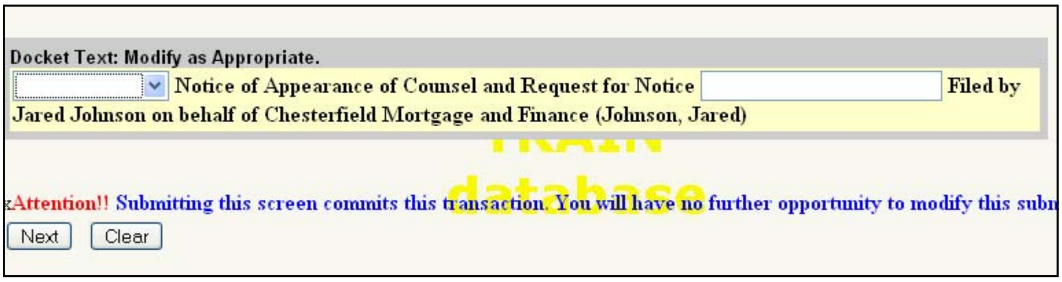


Figure 5

7.4 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 events -- under Debtor Events or Other.

There are a number of amended matrix and schedule events:

- Amended Matrix and Amended Schedules (COMBINED FEE) : Use this event when filing both an amended matrix (adding creditors) and schedules combined. This will incur one fee for both documents.
- Amended Matrix (FEE) : Use when filing the amended matrix only and you are adding creditors. This event will incur a fee.
- Amended Matrix (No Fee) : Use when editing matrix information only
- Amended Schedules (FEE) : Use when you are amending schedules D, E, and F and adding creditors. 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, your PDF document that is attached should include the schedule being amended **and** an amended matrix identifying the new creditor. (see Section 3.3: Combining PDF Documents)

If a case requires an amended schedule, oftentimes 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 4) 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 4.2 Attaching a PDF Document). 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 have the ability to add creditors to the case matrix (see Figure 1). If you do not enter the new creditors here, they will not be added to the matrix. To add a new creditor, place a checkmark in the add new creditor box. Please read the bolded text which advises you to check the existing matrix to avoid duplication of creditors. Click on Next.

The next screen will be for the new creditor (see figure 2). Enter 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 a line break. 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.

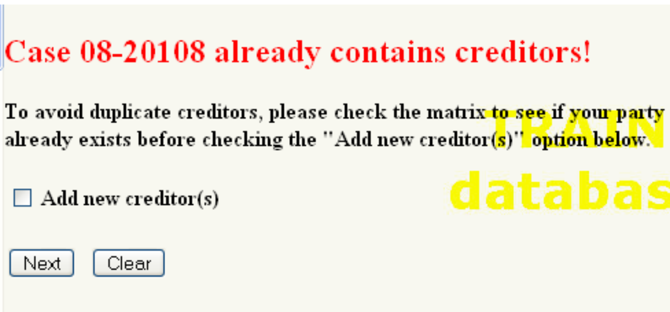


Figure 1

STEP 5 If you are filing amended schedules, you will now get the Summary of Schedules screen (see figure 4). Fill out the amounts on 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 change the amount. If the amendment does not change any of these figures, you may bypass this screen.

STEP 6 Click on the check box or boxes to reflect what is being amended. (see figure 3)

STEP 7 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.

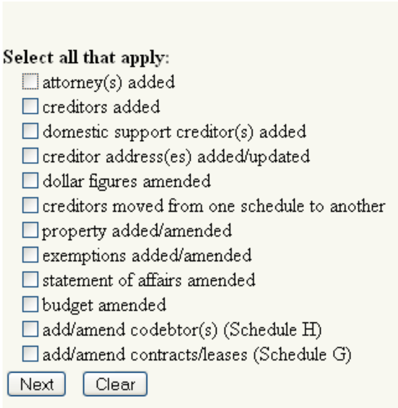


Figure 3

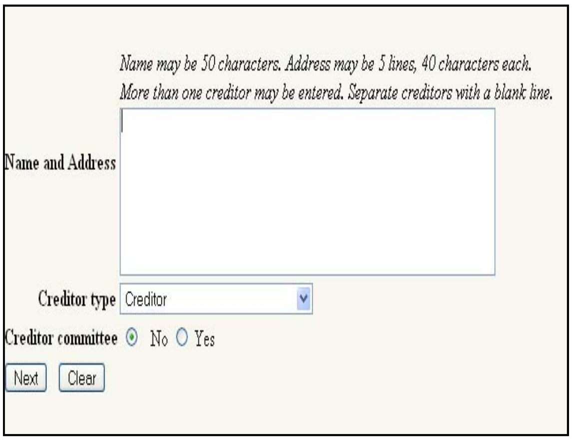
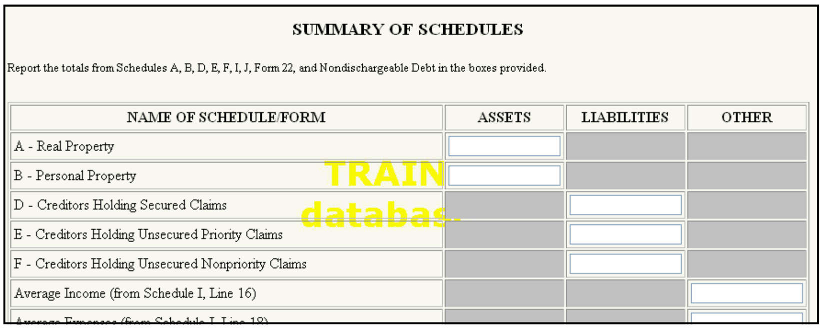


Figure 2


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)			

Figure 4

7.5 Motions

To file a motion or application, click on the Motions/Applications hyperlink under Bankruptcy Events or Motions hyperlink under the Adversary Events.

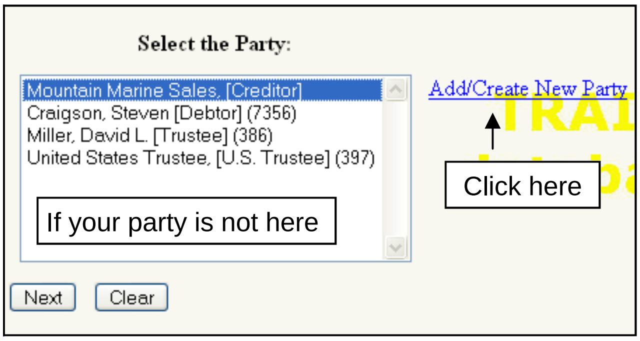
STEP 1 Enter the case number in the standard format (YY-NNNNN) including the hyphen. Click on the [Next] button.

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

*See Section 1.3 for instructions on how to use the **Search** feature to find your event. Events followed by a (fee) will require payment of charges on a credit card account. See docket events list on CM/ECF*

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

STEP 3 At the select party screen, select the movant that you represent. Highlight your party and click on the [Next] button. If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to Section 4.1: Searching, Creating and Adding a Party to a Case, for instructions if necessary.



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 Jared Johnson is not currently shown as counsel of record for Mountain Marine Sales. 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]. NOTE: Not selecting the association will have ECF noticing implications. No email will be sent if you do not make a representation.

STEP 5 Add your supporting PDF documentation.

Attaching a PDF File to ECF

If you have selected an event which requires a document to be attached to your filing, click on the browse button to attach your document (refer to Section 4.2 Attaching a PDF Document)

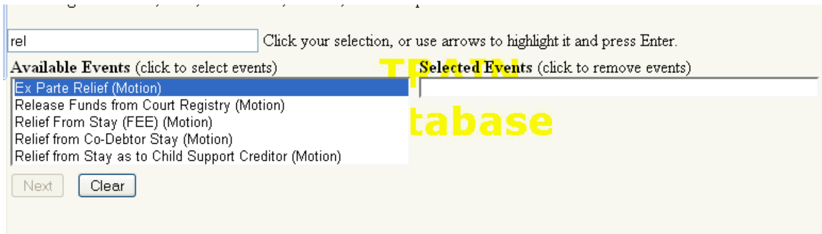


Figure 1

You can quickly search through a listing of items by typing the first few letters of the item you are looking for in a particular box. Example: If you are searching for "Relief from Stay", simply type in "rel" and you will be taken to items that begin with "rel"..

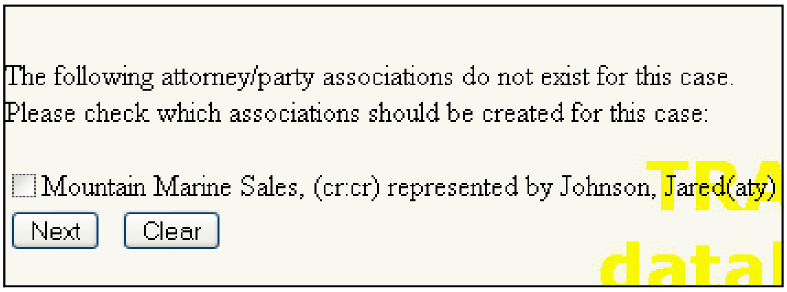


Figure 2

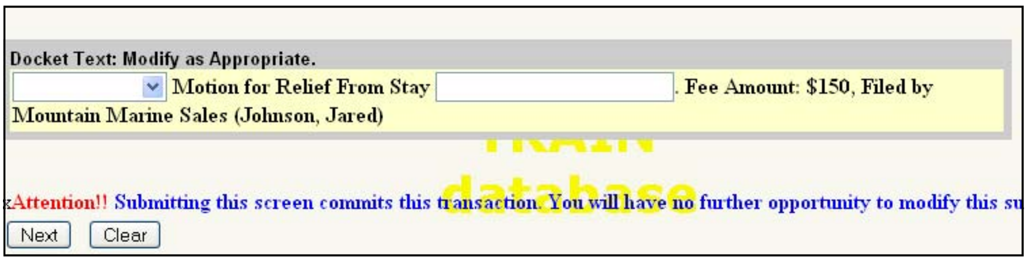
Coversheets/Separator Sheets

In the past, separator pages with tabs were used or the attorney would include exhibit information on the top or bottom of the exhibit pages themselves. The ECF preferred method to attach exhibits to a motion is to include a regular 8.5 x 11 sheet of paper as a separator page with Exhibit X (exhibit letter) appearing in the center of the page. This will allow the court staff to search the document for the exhibit and also make it very easy to identify one exhibit from another.

Remember: Exhibits should be combined with motions and appear as one document, unless they exceed the 2MB size limit.

STEP 6 Verify your final docket text and make any additions necessary in the boxes provided . This text will be displayed on the Notice of Electronic Filing and on the docket sheet.

Make sure that your entry is accurate and click on the [Next] button, committing the transaction.



7.6 Multi-Part Motions

ECF will allow you to docket motions together, such as filing a "*Motion for Relief from Stay, or in Alternative, Adequate Protection*."

This is a review of previous section **7.5: Motions** with an additional step for selecting more than one motion.

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

You cannot use the "hot key" option described in Section 7.5, when selecting multiple events. Select the first motion, then use the scroll bar.

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.

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button. If the movant is not listed on the case party list, you will need to add your party by clicking on the Add/Create New Party link. Refer to Section 4.1: Searching, Creating and Adding a Party to a Case, for instructions if necessary.

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 Jared Johnson is not currently shown as counsel of record for Mountain Marine Sales. 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]. NOTE: Not selecting the association will have ECF noticing implications. No e-mail will be sent if you do not make a representation.

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 affect the case and you want both of these motions to be clearly expressed on the docket sheet and on the electronic notification that will emanate from each entry.*

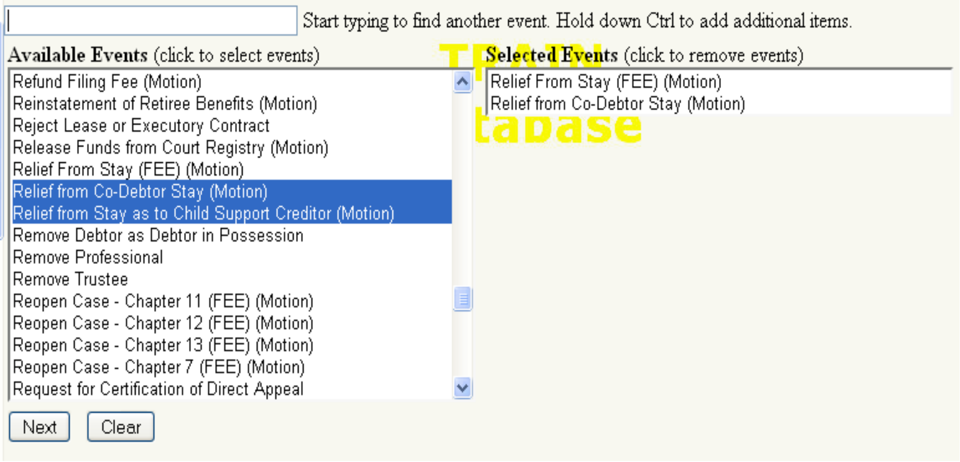


Figure 1

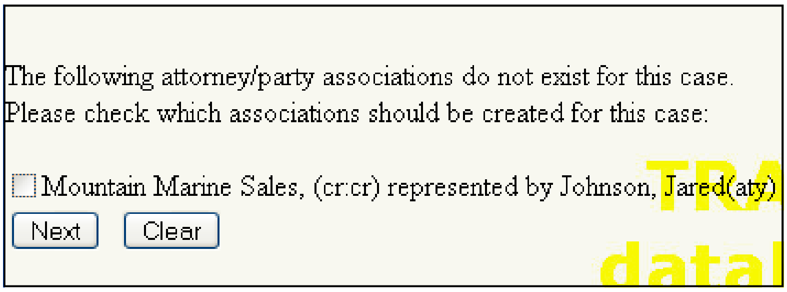


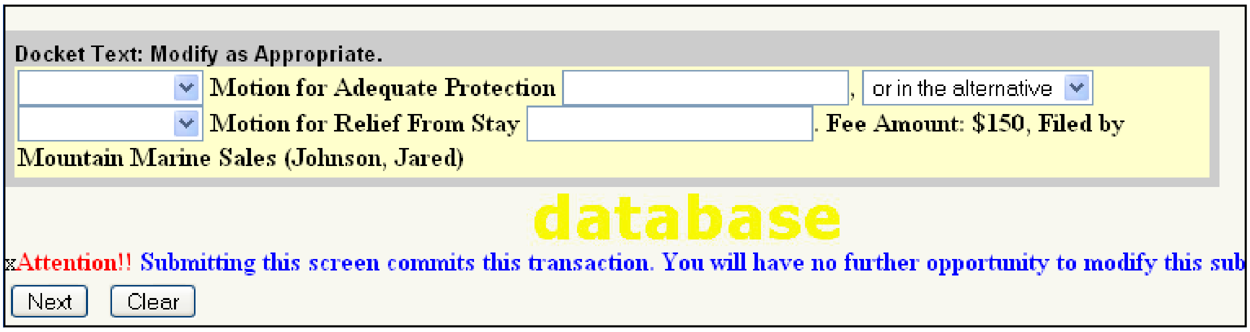
Figure 2

STEP 5 Add your supporting documentation.

Attaching a PDF File to ECF

If you have selected an event that allows for a document to be attached to your filing, click on the browse button to attach your document (refer to Section 3.2 Attaching a PDF Document).

STEP 6 Verify your final docket text and make any additions necessary in the boxes provided . This text will be displayed on the Notice of Electronic Filing and on the docket sheet.



Coversheets/Separator Sheets

In the past, separator pages with tabs were used or the attorney would include exhibit information on the top or bottom of the exhibit pages themselves. The preferred method to attach exhibits to a motion is to include a regular 8.5 x 11 sheet of paper as a separator page with Exhibit X (exhibit letter) appearing in the center of the page.

This will allow the court staff to search the document for the exhibit and also make it very easy to identify one exhibit from another.

Remember: Exhibits should be combined with motions and appear as one document, unless they exceed the 2MB size limit.

7.7 Objection to Motion

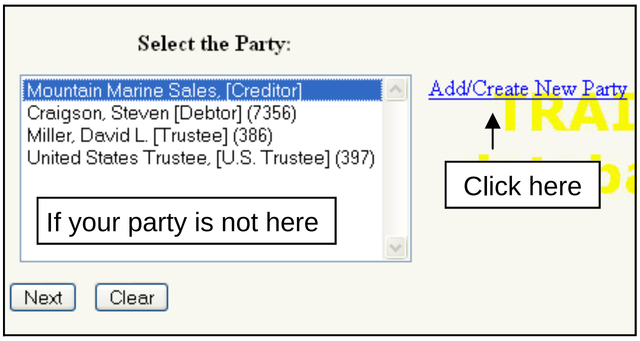
This section will cover filing an objection to a motion. When filing an objection, you generally reference a document that already exists on the docket sheet. This is a procedure used in a number of other events.

To file an objection or a response, click on the Objection/Response hyperlink under Bankruptcy Events.

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

STEP 2 Click on the drop-down menu and select the type of document that you are filing (see figure 1 below). Once you have selected your type, click on [Next].

STEP 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button. If the movant is not listed on the case party list, add your party by clicking on the Add/Create New Party link. Refer to Section 4.1: Searching, Creating and Adding a Party to a Case, for instructions if necessary.



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 Jared Johnson is not currently shown as counsel of record for Mountain Marine Sales. You may make the association at this point if you choose to do so. If not, leave the corresponding box blank and click on [Next].

Figure 1

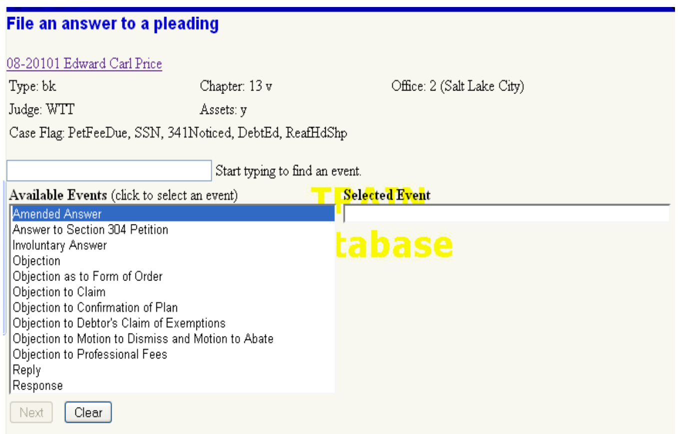
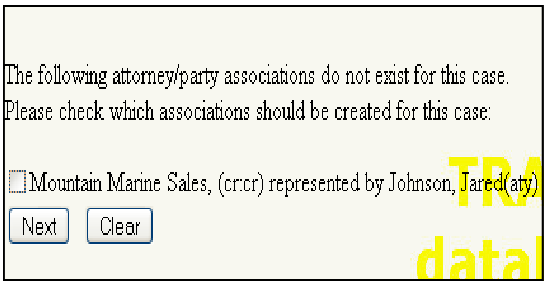


Figure 2



Referencing an Existing Document

At this point, you will need to create an association to the previously filed document. The following steps will help you select the right document and create a link to that document that will appear in the final docket text.

STEP 5 Place a checkmark in the checkbox on the screen shown in figure 2, and click on the [Next] button.

STEP 6 You will now need to attach your supporting document. Refer to Section 4.2 Attaching a PDF Document if needed.

This box must be checked to reference an existing document

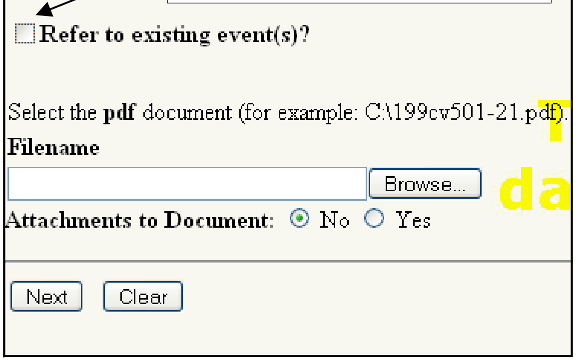


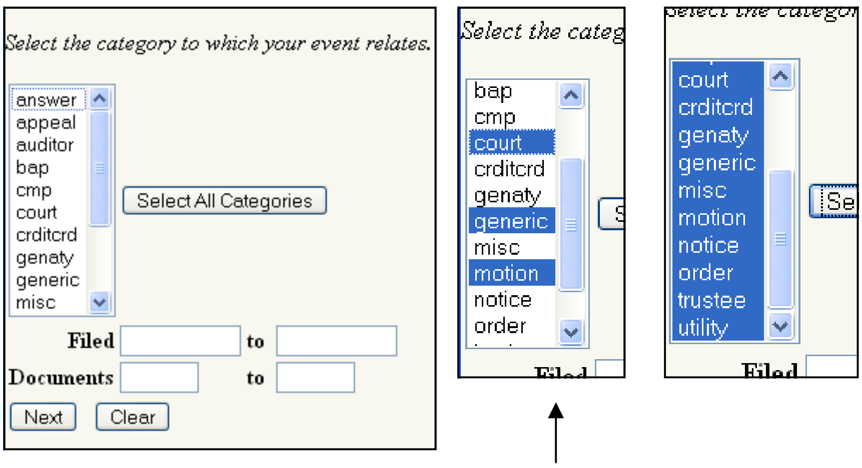
Figure 2

STEP 7 You will get a screen with a number of document types (see Figure 3). This list will help you to find the related document by trying to guess what type (or category) the document may be under. By selecting one (or more) categories you are able to minimize your search for the related document. By holding down the [Ctrl] or [Shift] keys you can select more than one category. We suggest the select all document types by clicking on the Select All Categories button.

After selecting the category you think your document is under, click [Next].

STEP 8 Now select the appropriate motion/application that you wish to create an association. Click on the box that corresponds to the motion (see Figure 4). If there is more than one possibility, click on the document number hyperlink to view the image associated with that motion to verify your selection. To view an image you will be taken to the PACER login screen and charges will apply.

Once you have selected the motion, click on [Next] to continue with your filing.



Using the shift key, clicking and dragging, or clicking on the Select All Categories button

Figure 3

Using the Ctrl key to select individual document types

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

STEP 9 Verify your final docket text and make any additions necessary in the boxes provided. 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 will commit the transaction, displaying the NEF (Notice of Electronic Filing).

Figure 4

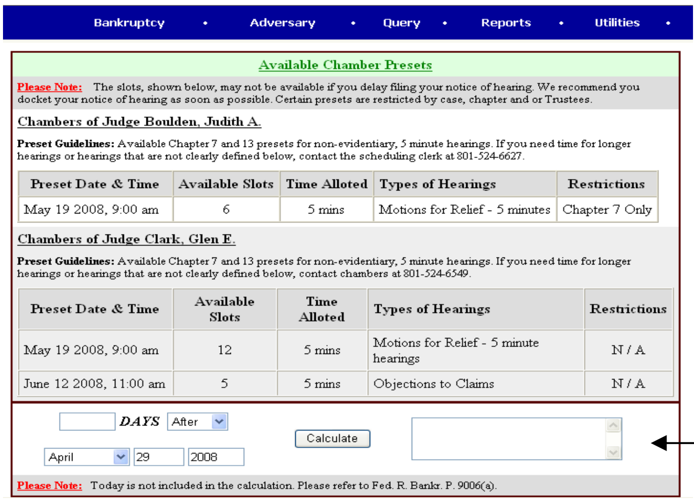
7.8 Hearing Presets

Hearing presets, also known as self-calendaring, is a procedure whereby attorneys and trustees can select certain pre-defined hearing dates in CM/ECF. This procedure is a way to make available specific hearing dates for ECF attorneys and trustee filers without having to contact the court.

Hearing presets will be defined by each chamber based on individual criteria. Generally, Judges will make chapter 7 and 13 presets available for non-evidentiary 5-10 minute hearings. All other matters which do not fit into the preset criteria will still require a phone call to the scheduling clerk at (801) 524-6627.

STEP 1. Check the **AVAILABLE PRESET REPORT** in CM/ECF to find an available hearing date for the appropriate Judge. The report can be found under the Reports menu option in CM/ECF.

Always check the report before docketing your notice of hearing as guidelines, slots, and types of hearings will fluctuate


Bankruptcy • Adversary • Query • Reports • Utilities •

Available Chamber Presets

Please Note: The slots, shown below, may not be available if you delay filing your notice of hearing. We recommend you docket your notice of hearing as soon as possible. Certain presets are restricted by case, chapter and or Trustees.

Chambers of Judge Boulden, Judith A.

Preset Guidelines: Available Chapter 7 and 13 presets for non-evidentiary, 5 minute hearings. If you need time for longer hearings or hearings that are not clearly defined below, contact the scheduling clerk at 801-524-6627.

Preset Date & Time	Available Slots	Time Alloted	Types of Hearings	Restrictions
May 19 2008, 9:00 am	6	5 mins	Motions for Relief - 5 minutes	Chapter 7 Only

Chambers of Judge Clark, Glen E.

Preset Guidelines: Available Chapter 7 and 13 presets for non-evidentiary, 5 minute hearings. If you need time for longer hearings or hearings that are not clearly defined below, contact chambers at 801-524-6549.

Preset Date & Time	Available Slots	Time Alloted	Types of Hearings	Restrictions
May 19 2008, 9:00 am	12	5 mins	Motions for Relief - 5 minute hearings	N / A
June 12 2008, 11:00 am	5	5 mins	Objections to Claims	N / A

DAYS After
April 29 2008
Calculate

Please Note: Today is not included in the calculation. Please refer to Fed. R. Bankr. P. 9006(a).

Tip: A date calculator tool to help calculate hearing dates is located at the bottom of the available preset report page.

STEP 2. Insert the preset date into your notice of hearing and prepare the document for ECF filing. Because of the nature of presets, it is **important that you docket your notice of hearing IMMEDIATLEY** to ensure that your selected preset date is not used by another filer.

THINGS TO REMEMBER WHEN USING SELF-CALENDARING (HEARING PRESETS)

- Select preset hearings based on the appropriate judge assigned to the case
- Select preset hearings which fit the type of hearing and length of hearing listed in each judge's guidelines. Do not set any hearings which are anticipated to last longer than the time specified for the preset or do not meet the preset guidelines
- Review all preset restrictions such as case or chapter specific preset and/or trustee only. DO NOT select a preset with restrictions which do not apply to your case
- When selecting preset date, **DOCKET YOUR NOTICE OF HEARING IN CM/ECF IMMEDIATLEY. DO NOT DELAY** the docketing of the notice of hearing. The docketing of the notice of hearing actually confirms the selection of the slot with chambers and sets your hearing on the calendar. Be aware of presets with less than 2 slots, as they could be selected by another user. Prompt docketing will ensure your time slot. If you have selected a preset which is no longer available during the docketing of your notice of hearing, you must immediately stop and reselect a new preset or contact chambers.
- Check chamber's guidelines frequently for updates

7.8.1 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 setting a matter on the chambers calendar. Incorrect entries can have a dramatic effect on chambers.

You will need to contact chambers to get a hearing date OR for some matters you can use the Court's hearing presets. For more information hearing presets, see section 7.8.1

To file a Notice of Hearing , click on the Notices hyperlink under Bankruptcy Events.

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

STEP 2 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 3 At the select party screen, select the movant. Highlight your party and click on the [Next] button. If the party filer is not listed on the case party list, you will need to add your party by clicking on the Add/Create New Party link. Refer to Section 4.1: Searching, Creating and Adding a Party to a Case, for instructions if necessary.

STEP 4 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 Hearing Information screen will display 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.

*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.*

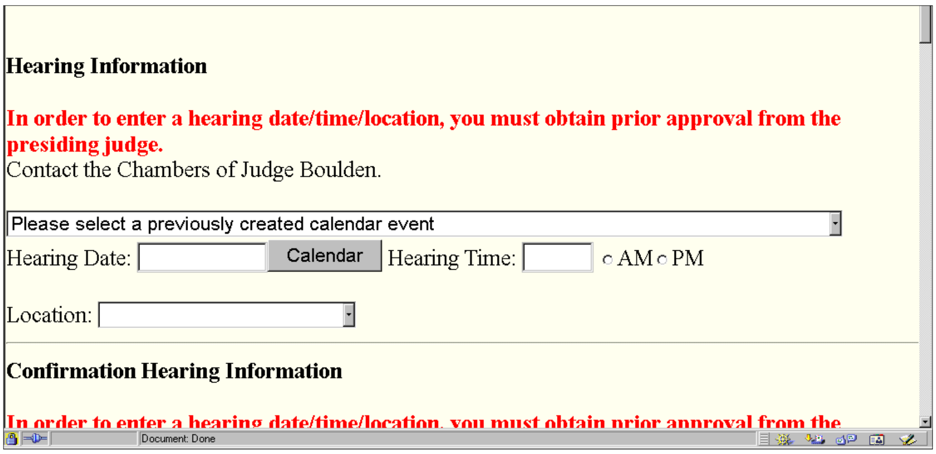
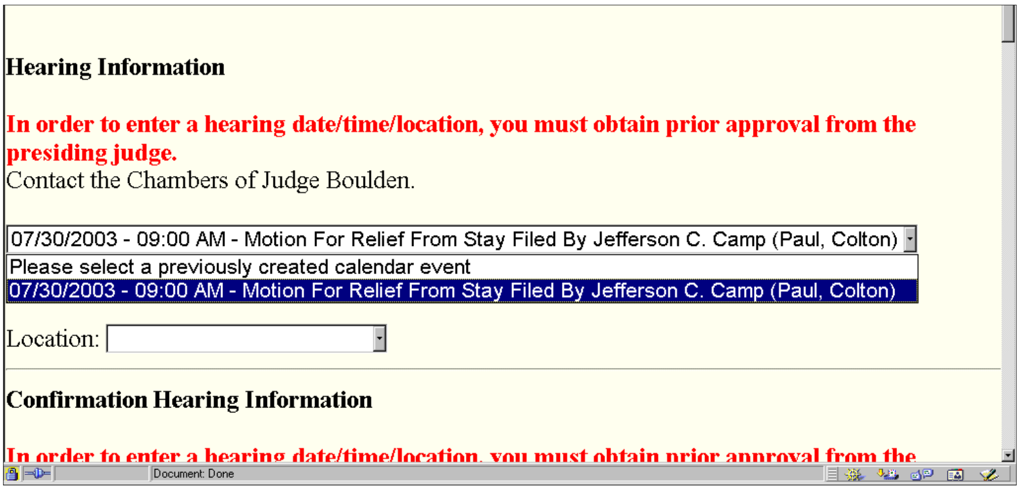


Figure 1

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 title on the pleading you are filing and the scheduled hearing inside the box do not match exactly but appear to be a close match, you should stop the docket process and check with the scheduling clerk to verify it is the same matter. *If the hearing date and time are not in the drop down list please contact chambers. (Judge Thurman and Judge Boulden: 801-524-6627, Judge Clark: 801-524-6549)*



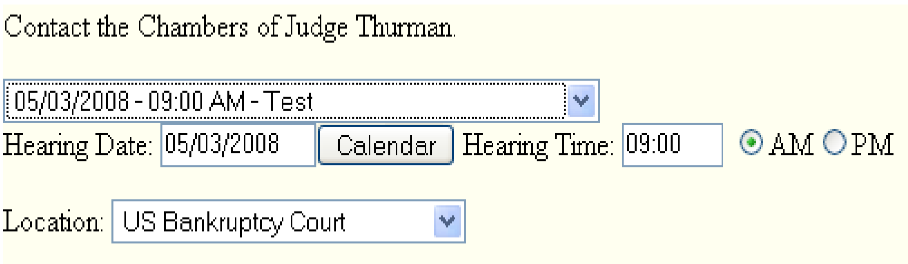
DO NOT change the location information that is automatically placed in this box!

Figure 2

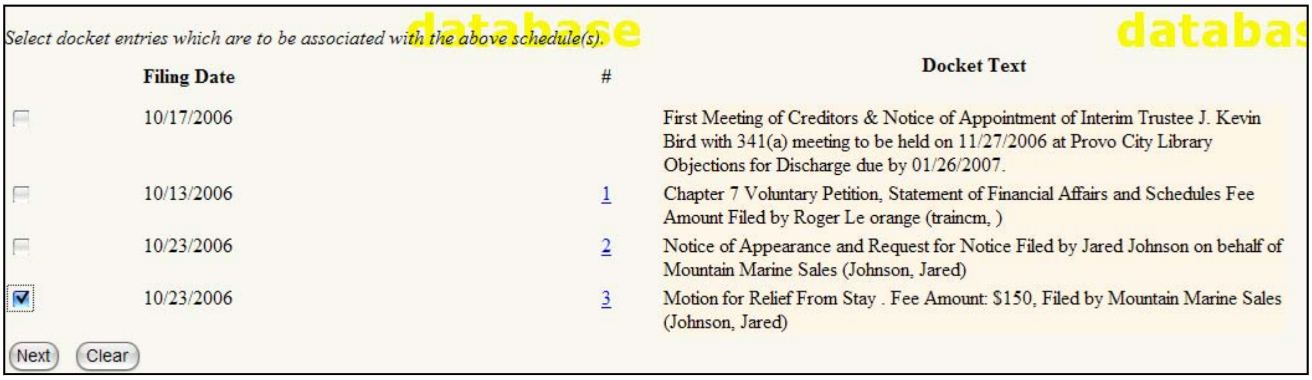
After you have highlighted the previously scheduled event, the *Hearing Date*, *Hearing Time and Location* fields will be populated automatically (see figure 3).

The location field will display the US Bankruptcy Court or St. George Courtroom.
DO NOT change the location of the hearing.

Figure 3



STEP 6 After selecting the hearing, scroll down to the bottom of the hearing screen where you will see all documents still active in the case. Click on the box that corresponds to the motion/ application for which you are noticing the hearing (see figure 5). Click on [Next]



Select docket entries which are to be associated with the above schedule(s).

	Filing Date	#	Docket Text
☐	10/17/2006		First Meeting of Creditors & Notice of Appointment of Interim Trustee J. Kevin Bird with 341(a) meeting to be held on 11/27/2006 at Provo City Library Objections for Discharge due by 01/26/2007.
☐	10/13/2006	1	Chapter 7 Voluntary Petition, Statement of Financial Affairs and Schedules Fee Amount Filed by Roger Le orange (traincm,)
☐	10/23/2006	2	Notice of Appearance and Request for Notice Filed by Jared Johnson on behalf of Mountain Marine Sales (Johnson, Jared)
☑	10/23/2006	3	Motion for Relief From Stay . Fee Amount: $150, Filed by Mountain Marine Sales (Johnson, Jared)

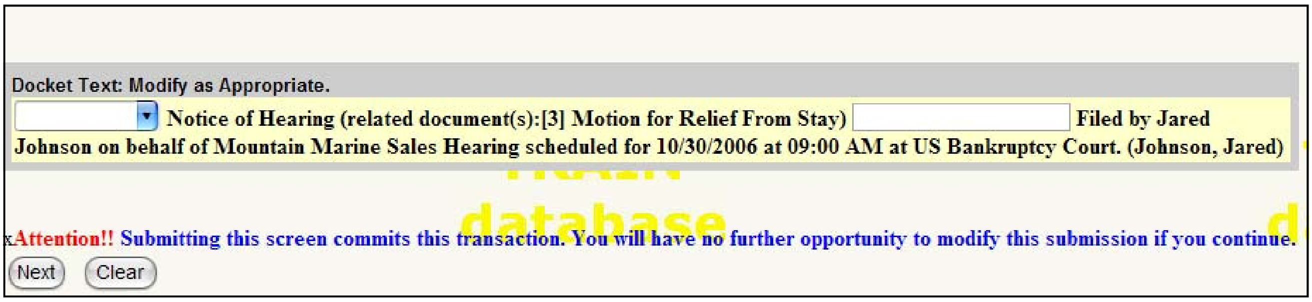
Next Clear

Figure 5

STEP 7 Browse and attach your supporting documentation (refer to Section 4.2 Attaching a PDF Document)

.

STEP 8 **Verify** your final text for the correct **hearing date, time** and document association 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.



7.9 Uploading Orders

Orders can be uploaded under both the bankruptcy and adversary categories within CM/ECF. You must use the correct upload event under the correct category:

- To file a bankruptcy order, you must use the Pending Order Upload under the Bankruptcy Events;
- To file an adversary order, you must use the Order Upload for Adversary Events.

To upload your order, click on the CM/ECF heading which is appropriate for your order. For the purposes of this manual, we will file an order to a bankruptcy case. Click on the Pending Order Upload hyperlink under Bankruptcy Events.

STEP 1 Enter the case number for the case that you are uploading the order to, use the YY-NNNNN format. Click on [Next].

STEP 2 The next screen that comes up will ask you for a document number that you will be relating this pending order to. If you do not know the document number, go ahead and click on [Next]. If you know the document number, enter it into the box click on [Next]. Jump to Step 5.

STEP 3 If you don't know the document number, you will need to search for the related document. Select the category that the related document falls under. Refer to Section 7.7 Objection to Motion: Referencing an Existing Document for instructions on how to link a document. After selecting the document category and/or filing out the filling or documents range, click on [Next].

STEP 4 Select the document that you are referring to by clicking on the checkbox to the left of the document. If the document that you are searching for is not listed, go back one page and change your search criteria. **You can only select one document to reference per electronic order. If this is a hearing concerning multiple motions/actions, you need to select one related item only.**

After selecting the document, click on [Next].

STEP 5 The screen shown in figure 1 allows you to select the order type from the drop down menu. You will need to enter a hearing date into the hearing date field if you have set a hearing

Coversheets/Separator Sheets

In the past, separator pages with tabs were used or the attorney would include exhibit information on the top or bottom of the exhibit pages themselves. The ECF preferred method to attach exhibits to a motion is to include a regular 8.5 x 11 sheet of paper as a separator page with Exhibit X (exhibit letter) appearing in the center of the page. This will allow the court staff to search the document for the exhibit and also make it very easy to identify one exhibit from another.

Remember: Exhibits should be combined with motions and appear as one document, unless they exceed the 2MB size limit.

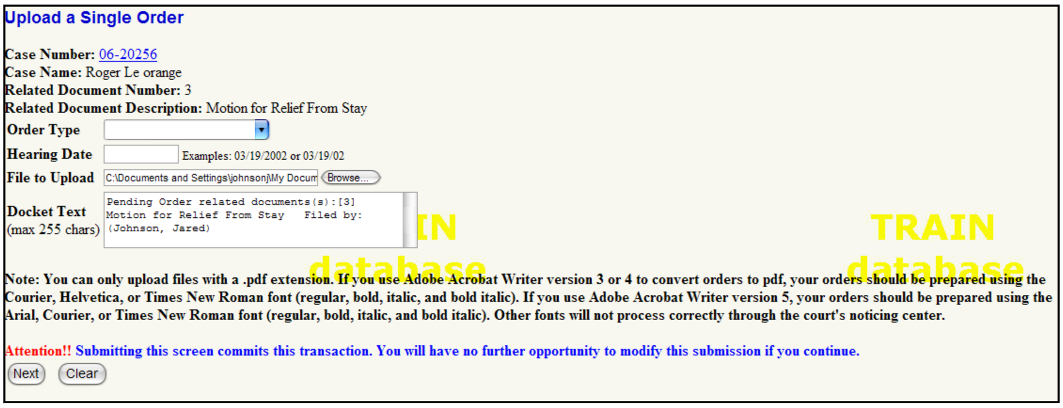
.

STEP 5 The screen shown in figure 1 allows you to select the order type from the drop down-menu. You will need to enter a hearing date into the hearing date field if a hearing has been set. Select hearing held or hearing scheduled as your order type. Attach the required PDF order document (refer to Section 4.2 Attaching a PDF Document).

This is the last screen prior to submitting the order to chambers. The final docket text field is included in the middle of the screen (see figure 1). This text can be enhanced to clarify this filing event, however do not remove any pre-populated text. Click next to continue.

You will receive the "electronic" notice that the filing has been submitted (below). This a tracking number used by chambers, it is not the docket number. You can look at the uploaded document by clicking on the numbered hyperlink (967.PDF below). The document number shown on the notice will not match the document number in the docket.

If you have other orders to upload into the system, click on the Do it Again hyperlink. This will take you to the case number screen (Step 1).


Upload a Single Order

Case Number: 06-20256
Case Name: Roger Le orange
Related Document Number: 3
Related Document Description: Motion for Relief From Stay

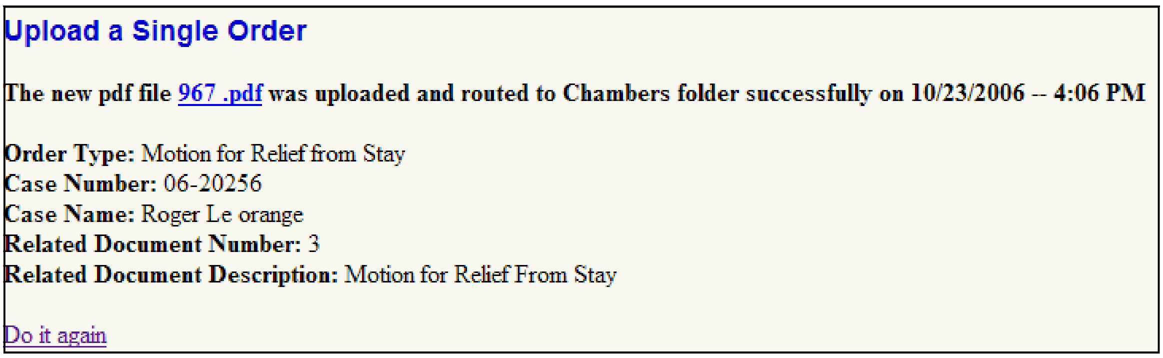
Order Type	
Hearing Date	Examples: 03/19/2002 or 03/19/02
File to Upload	C:\Documents and Settings\johnsonj\My Docum Browse...
Docket Text (max 255 chars)	Pending Order related documents(s):[3] Motion for Relief From Stay Filed by: (Johnson, Jared)

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.

Next Clear

Figure 1 The pending order does receive a docket number however it is not displayed on this electronic notice.


Upload a Single Order

The new pdf file 967 .pdf was uploaded and routed to Chambers folder successfully on 10/23/2006 -- 4:06 PM

Order Type: Motion for Relief from Stay
Case Number: 06-20256
Case Name: Roger Le orange
Related Document Number: 3
Related Document Description: Motion for Relief From Stay

Do it again

7.10 Notice of Endorsement

Notice of Endorsement is a no image event. It is simply a virtual entry of your endorsement of a document that currently exists on a case docket. An example would be a stipulation or pending order filed by opposing counsel or by a trustee. If asked to endorse the stipulation or order, you would file a Notice of Endorsement and in doing so, reference the document, thereby “endorsing” the stipulation or order.

To endorse a stipulation or order, select Notices under Bankruptcy Events.

STEP 1 Enter the case number (YY-NNNNN) . Click on the next button.

STEP 2 Select Notice of Endorsement (NO IMAGE). Click on the next button.

STEP 3 The select a party screen appears. Select the party filer. Your party should appear in the case from prior entries. Highlight your party and Click on the next button.

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

STEP 4 Select All Categories click on [Next] Reference your pleading to an existing document. It is important that you specify the document that you are endorsing. click on [Next].

STEP 5 Verify the final text and that the correct association to the document, being endorsed, exists. Click on [Next] to commit the filing.

There is no Document Number displayed on the Electronic Notification. The text will exist on the docket sheet but no document number is assigned and no image will exist for this entry.

7.11 Withdrawing a Document

This event is one you may use quite frequently to withdraw a motion or to correct an error, so it is important that you understand how to file this event. You may withdraw a document or action by filing a *Notice of Withdrawal of Document (no image) or (with image)* You may do so by filing a *Notice of Withdrawal of Document* found in the Notices category.

As mentioned in Section: 1.3 Docket Events, if the event is followed by a *No Image* or *Text Event* notation then you will not need to attach a document when filing that event. This means that the text entry will exist on the docket sheet, but it will not be necessary to prepare or attach a PDF document. Under the Notices category, you have the option of attaching a pleading to your withdrawal entry or filing a text entry. Text events do not receive a document number on the docket sheet.

NOTE: A Voluntary Conversion, Notice of Appeal, Petition or Complaint cannot be withdrawn without first seeking Court approval.

To file a Notice of Withdrawal of Document, click on Notices 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 3 Select the event that matches the document type you are filing and click on [Next]. There are several events available to withdraw a document. The events listed on the next page describe the options available in the Notice category.

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

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

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

STEP 5 Reference your pleading to an existing document. It is important that you specify the document that you are withdrawing so that deadlines and/or motions can be properly terminated.

STEP 6 Browse and attach your supporting documentation using the procedure in Section 4.2: Attaching a PDF Document.

STEP 7 Verify the final text and that the correct association to the document, being withdrawn, exists. Click on [Next] to commit this transaction.

- Figure 1 demonstrates a Withdrawal of Document (No Image) event. Notice there is no document number displayed on the electronic notification. The text will exist on the docket sheet but no document number is assigned and no image will exist for this entry.

District of Utah

Notice of Electronic Filing

The following transaction was received from mmbaty, entered on 7/2/2003 at 4:40 PM MDT and filed on 7/2/2003

Case Name: Paul Robert McKnight
Case Number: 02-20107
Document Number:

Docket Text:
Withdrawal of Document (related document(s):[39] Motion to Defer Discharge) Filed by mmbaty on behalf of Paul Robert McKnight(mmbaty,)

The following document(s) are associated with this transaction:

02-20107 Notice will be electronically mailed to:

Figure 1

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

7.12 Proof of Claims

When a proof of claim is filed by a creditor, a claim is recorded on the claims register.

To file a claim for a claimant, click on the File Claims hyperlink under the Bankruptcy Events.

STEP 1 Enter the case number for the case. You may search for the creditor or leave the name of creditor field blank, and receive a complete list of creditors for that case. The preferred method is leaving the creditor field blank unless dealing with a very large case. Click on the [Next] button.

STEP 2 Depending on the search method used above, the creditor return (figure 1) will show your requested creditor in the dropdown, or all the creditors. If all the creditors are returned, select your creditor from the list. Notice that the creditor's address is also included in the line.

STEP 3 Click on the creditor for which you are going to file a proof of claim. If your creditor does not exist, please file a Creditor's Request For Notice (see section 7.2). After clicking on the creditor, a pop-up window will appear showing the creditor's address and claims filed on behalf of the creditor (see figure 2). Click Yes, if it is the correct creditor, click No if the address needs to be edited or if you have selected the wrong creditor. If the address is wrong, you can click on the Edit Creditor hyperlink to edit the creditor record (Section 6.3: Adding Creditors to an Existing Case and Section 6.4:Editing a Creditor Matrix)

STEP 4 The proof of claim screen is displayed (figure 2). (Enter the information on the claim screen which matches your claim pdf Image:)

- If this claim amends or duplicates a previous claim, indicate the number in the appropriate fields. Click 'Find' to locate previous claim number.
- 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

Figure 1

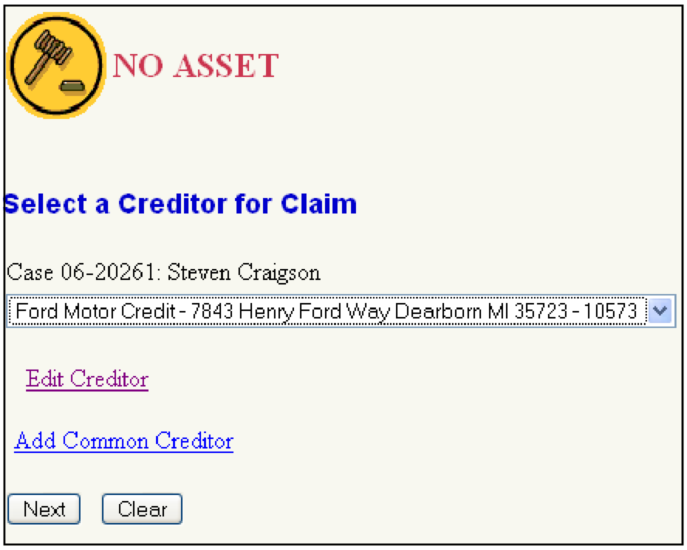


Figure 2

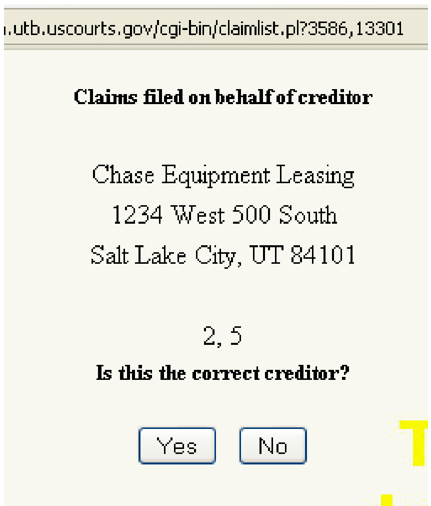
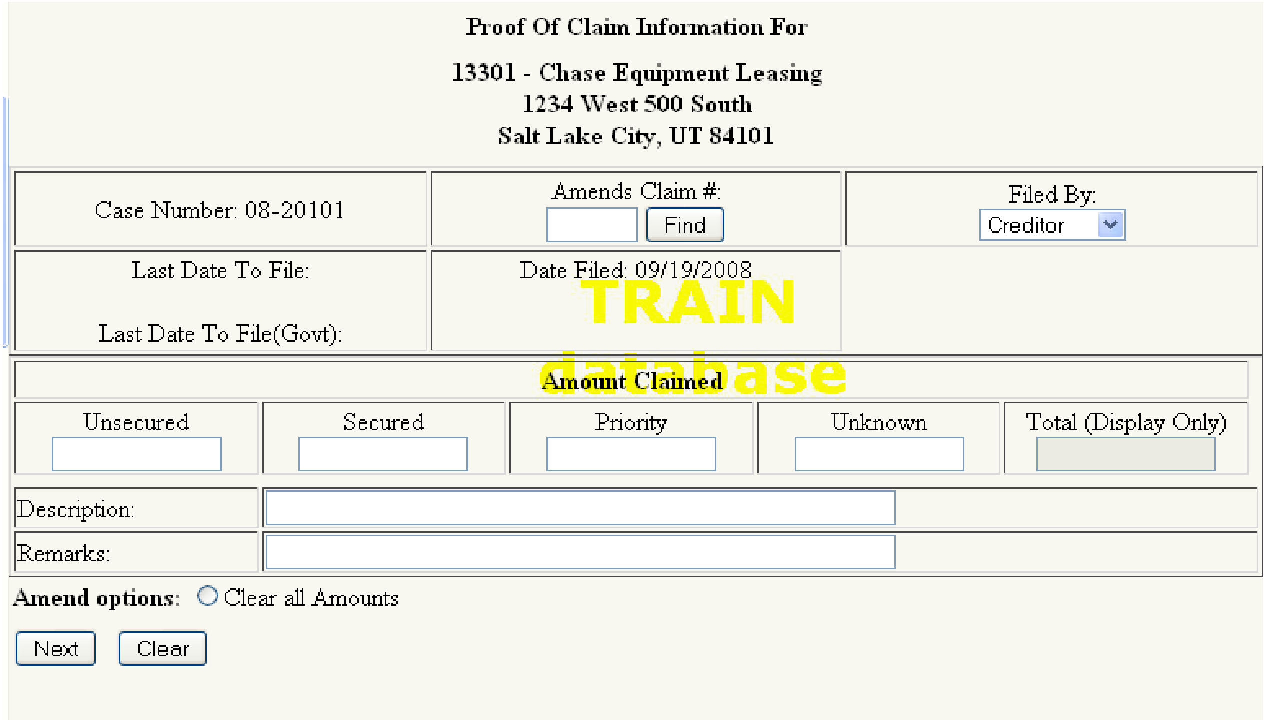


Figure 2



the “$” or commas in the dollar amount fields.

- Type additional information in the *Description* and *Remarks* fields, if necessary. **Any information concerning Arrears and Value of Collateral must be entered in Description and/or Remarks if they appear on your claim.**
- Use the ‘Clear all Amounts’ if you need to start over or have entered the wrong claim information

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

STEP 4 Add your supporting documentation using the procedure in Section 4.2 Attaching a PDF Document.

NOTE: There is no final docket text nor warning that clicking on next will submit this filing. BE WARNED: This is the last screen prior to submitting the filing. Be sure that everything is correct before clicking on the Next button.

7.13 Notices Used by the Court

There are three events that were created for use by court staff to identify an entry which contains errors or is missing fees. The Clerk's Notice of Possible Error will produce an Electronic Notification, and will be sent to ECF filers in the case. The Clerk's Notice of Adjusted Entry is a "private" entry which is only viewable by the court. It will simply make a note on the court docket sheet, notice will not be sent to ECF filers in the case.

The third QC event is the notice of fees due and will be sent to ECF filers in the case.

Clerk's Notice of Possible Error: (Text only event)

- 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 filing a withdrawal or amendment, or other corrective action.

Clerk's Notice of Adjusted Entry: (Text only event)

- 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.

- **This is a Private Entry.**

Clerk's Notice of Fees Due: (Notice mailed to Attorney)

- If you receive a Clerk's Notice of Fees Due, an event requiring a fee may have been filed without proper fee payment. 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 online, select the <u>Other</u> category, then <u>Electronically Paid Fee –xxxx.</u> Where xxxx is the amount due on the clerk's notice.

7.14 Docketing Reminders

Here are a number of docketing issues and questions which frequently arise.

- **New Cases:** Verify your information before submitting a 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.

- **Duplicate case filed:** If you filed a case but did not receive an NEF (Notice of Electronic Filing) check the cases report (or query) to see if it was completed.

- **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. Also type the name of the person signing the document along with the /S/.

- **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 create 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, the system will request that you pay the fees each time you make a filing. Events with a fee (listed in section 1.3) will show (fee) next to the event. The court has a 24-hour period in which to pay your fees. For every 8-hour period that you have outstanding fees, you will receive an email from the court reminding you of your outstanding fees. After 24-hours has passed without payment, your ECF account will be locked. You will have access to the Internet Payments Due Hyperlink, Simply pay your fees and your account will be unlocked.

- **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 you will only be charged the one fee for both. If you select these events separately you will be charged a fee for each.

8.0

System Troubleshooting and Help Section

This section is intended to provide electronic filers with helpful tips and inform users of issues that have arisen. Hopefully this information will be helpful to users should you experience similar issues. The court web site is also a great resource for information and updates. The web address is www.utb.uscourts.gov.

We strongly suggest you use the browsers recommended by the Administrative Office for the Court's ECF system. Using any other browser may decrease the effectiveness of electronic filing.

Clearing the Cache for Web Browsers

In order to speed up web browsing, web browsers are designed to download web pages and store them locally on your machine in an area called "cache". When you visit the same page for a second time, the browser speeds up display time by loading the page locally from cache instead of downloading everything again. This sometimes results in less than current versions of web pages being displayed.

Also, these cache files aren't always automatically deleted and can cause computer lock-ups or unusual behavior. If you believe that you have a less than current version of a page or are experiencing problems with your computer, the cache is probably to blame. Please follow the steps below to clear the cache in your browser.

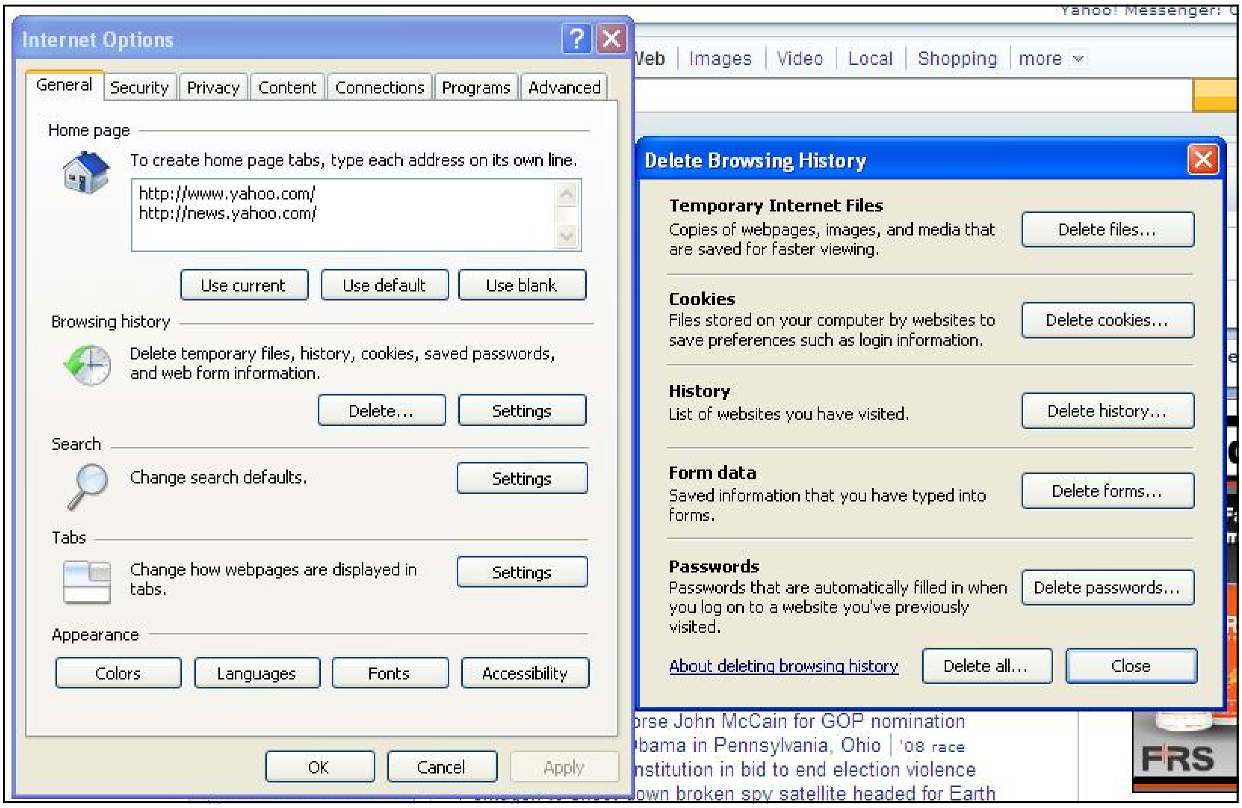
The directions vary depending on whether you use Firerfox or Internet Explorer as your web browser.

Internet Explorer

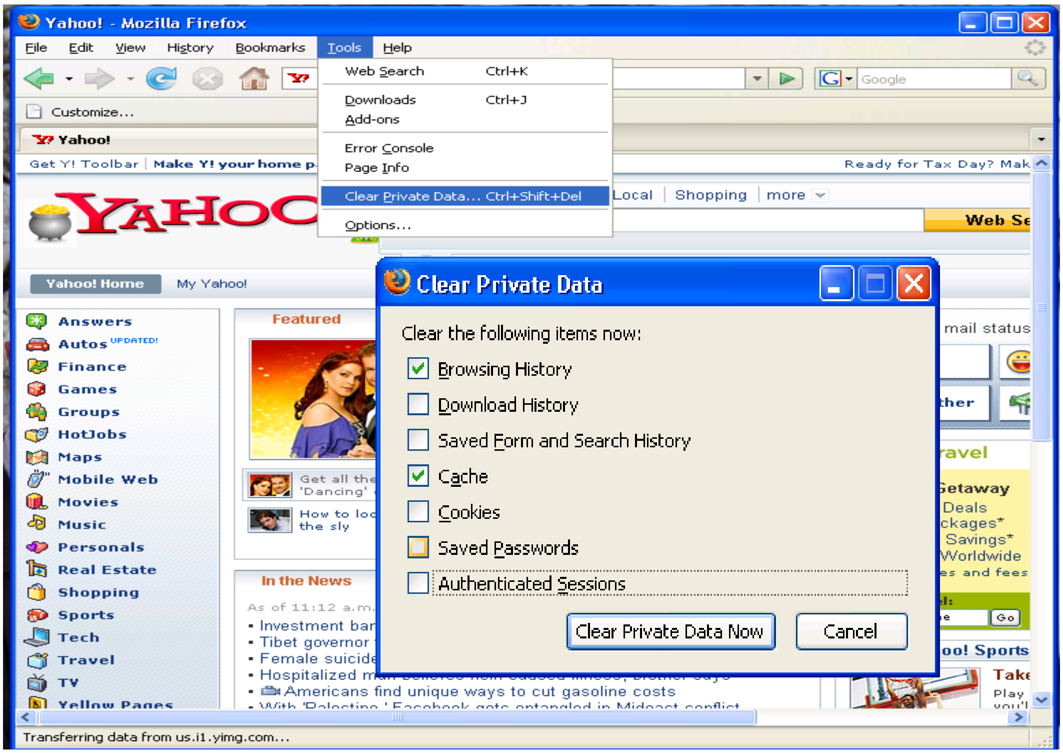
- On the top of your screen in the pull-down menus click Tools
- Then select Internet Options.
- A dialogue box will appear with tabs, Click on the General tab
- Under the Browsing History section, click on the Delete button.
- The Delete Browsing window will come up. Click on the Delete Files button within the Temporary Internet Files section. Confirm the deletion.
- Click on Close when done. Then OK.

Firefox 2.x

- Click **Tools** and select the option "**clear private data..Ctrl+Shift+Del**."
- The clear private data window will appear.
- Select the cache and browsing history from the list of items and click the button "clear private data now."
- Exit and relaunch the browser.



Internet Explorer 7.x



Firefox 2.x