



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

BATCH FILING

This feature allows different case numbers and names as well as standard language to appear on each pleading so each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the court) in a faster and more efficient manner. This process files the same type of document (e.g., for a Chapter 13 Trustee, a Trustee's Motion to Dismiss) to different cases in one operation and can expedite case administration for trustees and court users. Objection to Confirmation of Plan and Chapter 13 Trustee's Final Account and Report are common examples of pleadings used for Batch processing.

Each case included in Batch Filings will share an identical docket text. A separate Notice of Electronic Filing is produced for each case and only sent to the appropriate recipients.

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events screen displays. Click on 'Batch Filings'
3. The Case Number(s) screen displays. Enter all Case Numbers in yy-nnnn format. Note that the case number fields are extendable. Click 'Next'

Note: The system will validate each case listed. If any of the case numbers are invalid, an error message will appear, and you will have the chance to replace any invalid case numbers after hitting the Back button

4. The Available Events List displays. Scroll down to the correct event or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it. Click 'Next'

Note: that depending on which document you file under Batch Filings; the exact numbers of steps will vary slightly.

5. The PDF Document(s) screen displays. Click 'Browse' - for each case. Click 'Next'
6. The Modify Docket Text screen displays. Modify Docket Text, as appropriate. Click 'Next'



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7. The Final Docket Text screen displays: **Attention!!** Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.
8. Verify the Final Docket Text then click 'Next'
9. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions)