USBC District of Maryland
CM/ECF User Manual



Published: November 16, 2026

This manual is designed as an electronic guide to assist registered ECF Users in filing documents electronically. Although filing requirements and references to the Bankruptcy Code, Bankruptcy Rules of Procedures, and/or the Local Rules may be provided for some topics, this manual should not be relied upon exclusively by the user. The Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and/or the Local Rules should always be consulted.

INTERACTIVE MENU

Click on the titles and boxes below to access the desired page.

Useful Links

Court Info	Online Filing Resources

Getting Started

Training/Get Your Login Account	What is CM/ECF?
Accessing CM/ECF	PACER
Computer Requirements and Recommendations	

Your ECF Account

Changing Your Password	Filing Agents
Internet Credit Card Payments	Internet Payments Due/History

Claims and Related Actions

Assignment of Claim	Claims Register
Creditor Maintenance	Creditor's Request for Notice
File a Proof of Claim	File an Amended Proof of Claim
Objection to Claim	Withdrawal of Proof of Claim

Miscellaneous Events

Add/Create Party	Affidavit of Adequate Protection and Lease Payments
Amended Schedules	Amended/Supplemental Matrix
Attorney Disclosure of Compensation	Certificate of Credit Counseling
Certificate of Service	Chapter 13 Pre-Confirmation Certificate
Correcting an Address on a Creditor Matrix	Debtor's Affidavit Requesting Discharge
Notice of Continuance of 341 Meeting of Creditors	Objections/Responses
Personal Financial Management Course for Individual Debtors	Reaffirmation Agreement
Statement of Intent	Withdrawal of Document

Motions/Applications

Amended Motion/Application	Application for Compensation
Application to Employ	Motion/Application
Motion and Notice of Motion	Motion to Appear Pro Hac Vice
Motion to Withdraw or Substitute Appearance of Counsel	Motion to Seal and Sealed Documents

Notices

Creditor's Request for Notices	Notice of Appearance and Request for Notice
Notice of Bankruptcy Filing	Notice of Continuance of 341 Meeting of Creditors
Notice of Electronic Filing	Notice of Motion/Application

Objections/Responses

Objection/Response to Motion/Application	Objections to Claim

Opening a Bankruptcy Case

Filing Requirements	Add/Create New Party
Adding/Editing Creditors	Attorney Disclosure of Compensation
Case Upload	Case Upload Tips
Certificate of Credit Counseling	Installment Payments
Internet Credit Card Payments	Judge/Trustee Assignment
Notice of Bankruptcy Case Filing	Notice of Continuance of 341 Meeting of Creditors
Social Security Number Verification Page	Statement of Intent

Notices

Uploading a Creditor Matrix

Opening Other Cases

- Opening an Adversary Proceeding
- Opening an Involuntary Petition
- Summons Procedures

Orders

- Submission and Form of Proposed/Consent Orders
- Uploading Proposed Orders
- Replacing an Order Previously Uploaded

Plans

- Chapter 11, 12, and 13 Plan
- Amended Chapter 11 Plan
- Amended Chapter 13 Plan
- Line Amending Plan
- Chapter 13 Plan Supplement
- Modified Plan
- Objection to Plan Confirmation

Reports

- My Cases
- Calendar Events Reports
- Cases Report
- Claims Register
- Docket Report for Attorneys and Trustees
- Internet Credit Card Payments
- Internet Payments Due/History
- Query

Trustee Events

Batch Filing	Objection to Claim
Trustee's 341 Filings	View Your Transaction Log
Withdrawal of Proof of Claim	

Technical How-Tos

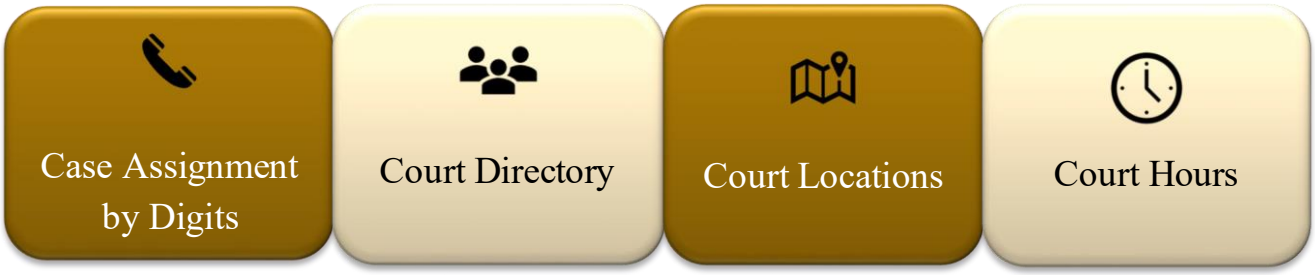
Allowing Pop-ups	Attachments to Documents
Clearing Temporary Files/Cache	How to Convert a Document to a PDF/A
How to Convert a Creditor Matrix to a Text (.txt) File	Internet Credit Card Payments
Internet Payment Due/History	Navigating Through Folders

Click HERE to Return to Interactive Menu

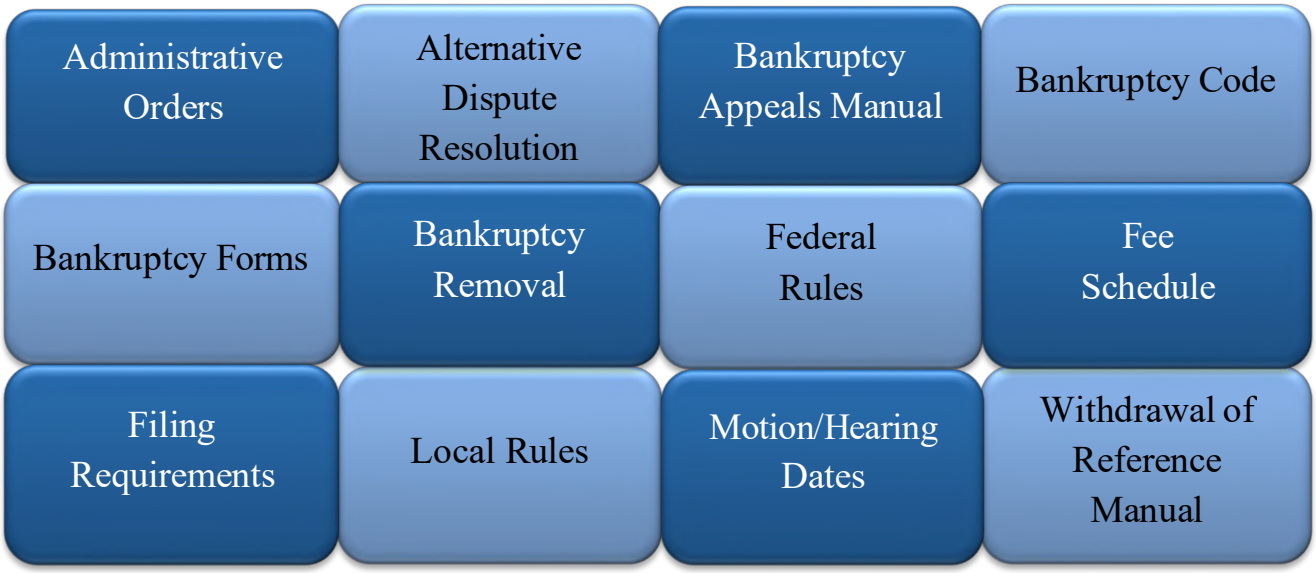
USEFUL LINKS

Click on the links below to access internet resources.

Contact Us:

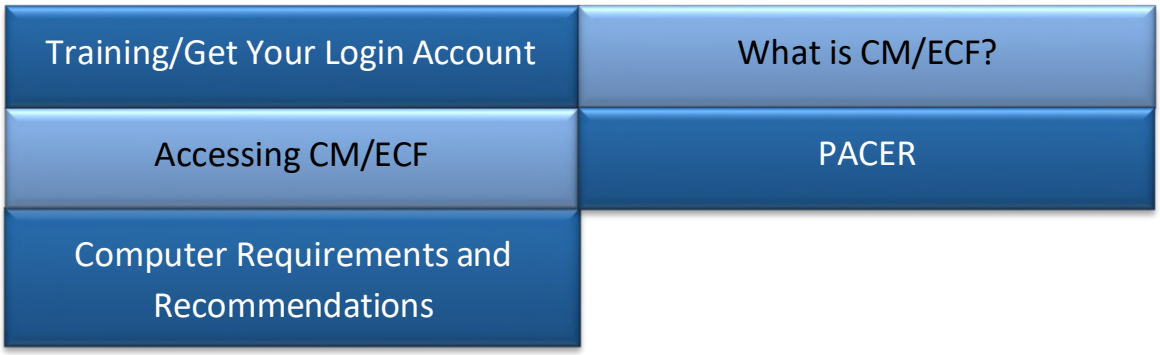


Filing Resources:



Click HERE to Return to Interactive Menu

GETTING STARTED



TRAINING/GET YOUR LOGIN ACCOUNT

Visit the USBC District of Maryland website to access CM/ECF Training and Registration.

WHAT IS CM/ECF?

CM/ECF stands for "Case Management/Electronic Case Files." CM/ECF is the automated case management and electronic docketing system for the U.S. Bankruptcy Court for the District of Maryland. CM/ECF provides an easy-to-use electronic case filing feature that makes life easier for you by allowing you to file and view court documents over the internet.

How Does it Benefit You?

CM/ECF will allow users to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- Automatic e-mail notice of case activity.
- The ability to download and print documents directly from the court system.
- Concurrent access to case files by multiple parties.
- Secure storage of documents.
- Potential reduction in courier fees and copy costs.

Click HERE to Return to Interactive Menu

How Does it Work

The electronic case filing system accepts documents in a portable document format (PDF). PDF retains the way a document looks when viewing it across different platforms, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

1. Create the document using word processing software or by using your bankruptcy preparation (case upload) software.
2. Save the document in PDF format.
3. Log onto the court's CM/ECF system, using a court-issued login and password.
4. Follow the set of simple prompts to provide information about the case, party and document to be filed.
5. Attach the PDF document and submit it online to the court for filing.
6. Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

What Does it Cost?

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees still apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. You receive one free copy of documents filed electronically in your cases, when you receive electronic notice. Additional copies are available for viewing or downloading. Visit the PACER web site to register and for updates on their fees and billing information.

Electronic filing is mandatory in the US Bankruptcy Court for Maryland, as described in Administrative Order 11-03.

Click HERE to Return to Interactive Menu

ACCESSING CM/ECF

The CM/ECF system is a web-based software program. CM/ECF allows attorneys and other public users to submit pleadings for filing and view case data from the internet. Two sets of logins and passwords are required for Internet users (Attorneys, U.S. Trustee, Trustees, and authorized Creditors):

1. CM/ECF – Allows for the filing of documents.
2. PACER (Public Access to Electronic Records) – Allows access to case information and reports.

The client code field is an option used by PACER users to associate an activity to specific client(s). All users are personally responsible for the activity with their logins. CM/ECF participants have access to maintain their password, their mailing and e-mail addresses.

CM/ECF attorney registered users must subscribe to electronic notification. Notices can be monitored throughout the day or by requesting a daily summary of activity. Every attorney user can access a copy of the document that has been filed one time without charge. It is advisable to save or print this document. Subsequent requests through the document's hyper link will take the user directly to the PACER login screen.

PACER – PUBLIC ACCESS TO ELECTRONIC RECORDS

Click here to register for PACER.

PACER is an electronic public access service that allows users to obtain case and docket information from federal appellate, district, and bankruptcy courts, and the PACER Case Locater via the internet. PACER is provided by the federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

Click HERE to Return to Interactive Menu

COMPUTER REQUIREMENTS AND RECOMMENDATIONS

Personal Computer Running Windows/Macintosh

Recommendations:

- Pentium III or greater w/64MB of RAM
- 1 GB Free Disk Space
- 17" Color Monitor
- Scanner to convert documents that you did not create into PDF/A format.

Internet Service Provider

Recommendations:

- Cable Modem, DSL, ISDN or T1
- Dial-up access can be used but file upload times will be longer

Browser

Recommendations:

- Microsoft Internet Explorer 6.0 or higher
- Firefox 3.6.17

PDF/A Conversion Software

Recommendations:

- Adobe Acrobat v. 8 or higher to provide document conversion from word processing or petition software to Portable Document Format (PDF/A). Scanners (used for non-attorney prepared documents) must be able to scan PDF/A.
- Click here for information on PDF/A

Click HERE to Return to Interactive Menu

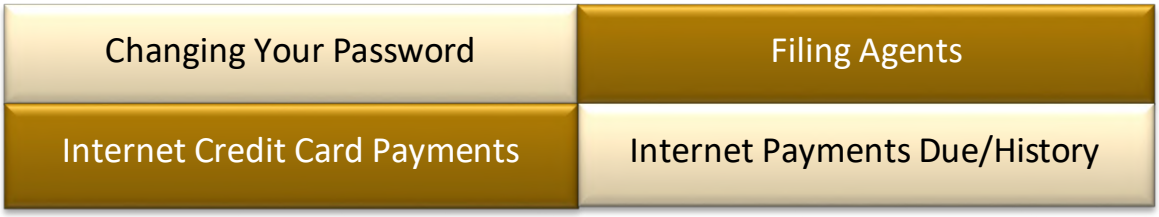
Word Processing Software

Recommendations:

- WordPerfect
- Microsoft Word or
- Petition software that will print to PDF/A format

Click HERE to Return to Interactive Menu

YOUR ECF ACCOUNT



CHANGING YOUR PASSWORD

Change Your CM/ECF Password

1. Login to CM/ECF
2. Click 'Utilities'
3. Click 'Change Your Password'
4. Type in your new password twice (minimum of 8 characters, upper- & lower-case letters; include digits or special characters)

Change Your PACER Password

1. Login to PACER
2. Under maintenance click 'Change Account Password'
3. Enter the current password
4. Enter the new password and the same password in the 'Confirm' field
5. Click 'Submit'

FILING AGENTS

The Filing Agent feature in ECF allows an attorney or trustee user to have multiple sub-accounts (users) who can file on their behalf.

Click here and scroll to the bottom of the page for information on Filing Agents

Click HERE to Return to Interactive Menu

INTERNET CREDIT CARD PAYMENTS

Payment of filing fees are completed interactively via the internet credit card program - Pay.gov. Filing fees may be paid within your filing session via a credit card or debit card.

When filing any document requiring filing fees you will receive a screen with a message regarding the filing fee (with the exception for filing a new petition.) How you answer the question will determine if there is filing fee due.

NOTE: You must disengage any popup blockers **or** add uscourts.gov as an exception to your browser.

1. **After the final docket text displays, the credit card program will engage with a new pop-up window on your screen.**
   - A Summary of current charges appears, displaying the date incurred, description and amount of each filing fee
   - To complete the credit card transaction, click Pay Now

2. **The Enter Payment Information screen displays:**
   - The card holder name, address and zip code will be retrieved from your CM/ECF account and copied in the appropriates fields. These fields are mandatory and if they are not correct, please click on Utilities from the CM/ECF Menu Bar. Select Maintain Your ECF account and modify as appropriate.
   - All other fields with an asterisk are required
   - Click 'Continue' to validate the credit card information

3. **The Payment Summary and Authorization Screen displays:**
   - Check the Authorize box
   - Click 'Make Payment', when the transaction is complete you will have the opportunity to print a receipt of the transaction

4. **Payment of Installments:**
   - If you indicated the debtor is paying the petition filing fee in installments

Click HERE to Return to Interactive Menu

- The installment payment may be paid with the attorney's credit cards. However it must not be paid with the debtor's credit card

5. **Paying Filing Fees Due after Closing out of ECF:**
   If you logged out of the session without processing your credit card payment, you must log back in and process payment.
   - Click 'Utilities'
   - Click 'Internet Payments Due'

6. **See Steps 1 & 2 for instructions on submitting credit card information.**

INTERNET PAYMENTS DUE/HISTORY

Internet Payments Due

- Click 'Utilities' on the Blue Menu Bar
- Click 'Internet Payments...'
- Click 'Internet Payments Due'
- Select the outstanding fee(s) you want to pay, click 'Next'
- Click 'Pay Now'
- Fill in the 'Online Payment Screen'
- If there are no outstanding fees you will see 'No outstanding fees found!'

Internet Payment History

The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified time period. The case number and the receipt number, which should be the same as the transaction number on your credit card statement are shown and this information should assist you in reconciling your credit card charges to your client.

The default for this report is set for the previous 30 days.

Click HERE to Return to Interactive Menu

- Click 'Utilities' on the Blue Menu Bar
- Click 'Internet Payment...'
- Click 'Internet Payment History'
- Enter the desired beginning and ending dates
- Click 'Run Report'
- A report of all payments made during the specified time range is displayed

Click HERE to Return to Interactive Menu

CLAIMS AND RELATED ACTIONS

Assignment of Claim	Claims Register
Creditor Maintenance	Creditor's Request for Notice
File a Proof of Claim	File an Amended Proof of Claim
Objection to Claim	Withdrawal of Proof of Claim

ASSIGNMENT OF CLAIM

Claims can be assigned electronically using the following steps:

1. Under Bankruptcy, select "Claims: Other Actions."
2. Enter or verify the bankruptcy case number.
3. Select "Assignment of Claim" as the event type.
4. Select the party filer. If the correct party is not listed, select "Add/Create Party" and follow the instructions to add the new party to the case.
5. Browse and attach your PDF.
6. The transfer type screen will display.
   IMPORTANT: The assignor or transferor (seller) is the creditor making the transfer. The assignee or transferee (purchaser) is the creditor to whom the assignment is being made.
   a. Select the appropriate radio button for the transfer type.
   b. Select the Name of the Purchaser (Transferee, Assignee).
   c. If the Purchaser is not found, Click "Add New Creditor." Type the name and address of the creditor in the box and click "Submit."
   d. Click "Search Creditors" and select the name of the Seller (Transferor, Assignor).
   e. Click "Next" to continue (or continue adding additional claims by clicking "Search Creditors).

Click HERE to Return to Interactive Menu

f. Click “Transfer More Claims” if you have more than the additional 2 (3 total) provided.

7. Fee $25 – Click ‘Next’ menu.

8. Modify the docket text if needed using the drop down menu.

9. The final approval screen displays. Verify the docket text before submitting.

CLAIMS REGISTER

To access the Claims Register:

1. **Select “Reports” on the blue menu.**
2. **The PACER screen displays.**
   Enter your PACER login, password, client code (if desired) and login.
3. **Select the “Claims Register” hyperlink.**

The 'Claims Register' report may be generated from the 'Report' hyperlink on the CM/ECF Blue Menu Bar.

STEPS

1. **Click 'Query' or 'Reports' on the Blue Menu**

2. **The Pacer Login screen displays:**
- Enter your PACER login and password, and a client code, if desired
- Click Login

3. **The Reports or Query screen displays:**
- Select the 'Claims Register' hyper link

4. **The Claims Register information screen displays:**
- Claim Register information can be requested by and limited by:
  a. Case Number, (a required field),
  b. Creditor Type,
  c. Creditor Number,
  d. Creditor Name,
  e. Claim Number or Number Range,
  f. Filed or Entered Date or Date Range

Click HERE to Return to Interactive Menu

- To view all claims activity for a case, enter only the case number
- Click 'Run Report'

5. **The Claim Register screen displays:**
   - The Case number and Case Title, provides a hyper link to the docket sheet
   - Case information such as the Office, Trustee, Judge and Flags is displayed
   - Last Date to File Claims (other than government)
   - Last Date to File (Gov't) Governmental claims
6. **Each Claim listed will contain:**
   - Name of the Creditor with a hyper link for Creditor "History"
   - Claim No.
   - Filed Date
   - Date Entered
   - Amended Claim No. if amended
   - Status: Expunged, Disallowed, Withdrawn, etc. (with hyper link to document)
   - Filed by: Creditor, Debtor, Trustee, etc.
   - Entered by: (person who entered the claim on the record)
   - Modified: (date modified)
   - Types of Claim: (Secured, Priority, etc and Amount)
   - Total amount claimed
   - History: History of the creditor
   - Claimant History: History of creditor changes
   - The Claim Number is a hyper link to the claim and any supporting attachments
   - Hyper link to Document numbers to any Motions/Objections concerning the claim
   - A Claims Register Summary displaying the total amount claimed in each category and the total amount of all the claims.
7. **The PACER Service Center Transaction Receipt will show your PACER Login,** Description, Case No., Billable Pages and cost.

Click HERE to Return to Interactive Menu

CREDITOR MAINTENANCE

Adding a Creditor

There may be an instance when a creditor will not appear on the list, if so, that creditor will need to be added to the case in order to file a proof of claim.

1. **Click on 'Bankruptcy' on the Blue Menu Bar**
2. **Click on 'Creditor Maintenance'**
3. **The Creditor Maintenance screen displays:**
   - Click on 'Enter individual creditors'
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Add Creditor screen displays:**

   NOTE: Name may be 50 characters (including blank spaces). Address may be 5 lines, 40 characters each (including blank spaces). More than one creditor may be entered. Separate creditors with a blank line.
   - Enter the Name and Address information of the creditor you are adding on the appropriate lines, as if you were addressing an envelope. See note above for information on adding additional creditors
   - The 'Type' defaults to 'Creditor'
   - Click the down arrow to select a different creditor type, if appropriate
   - If the creditor is a member of the Creditor Committee
   - Click the 'Yes' button
   - Click 'Next'
5. **The Add Creditor(s) screen displays:**
   - Confirm the number of creditors added to the case is correct
   - Click 'Submit'
6. **The Creditors Receipt screen displays:**
   - Confirm the correct Case number and number of creditors have been added to the database
   - Select one of the following screens to proceed:
     - File a Proof of Claim and continue filing a proof of claim, or
     - Return to Creditor Maintenance to continue creditor processing

Click HERE to Return to Interactive Menu

Upload a List of Creditors

1. Click 'Bankruptcy' on the CM/ECF Main Menu bar.
2. Click 'Creditor Maintenance.'
3. The Creditor Maintenance screen displays.
4. Click 'Upload a List of Creditors File.'
5. Enter a case number and click 'Next.'
6. Click the 'Browse' button and locate the text file you created. See the page on creating a matrix text file.
7. Click 'Next' and then check to be sure the number of creditors matches the number on the list.
8. Click 'Submit.'

Edit Creditor (This option is only available for CM/ECF users with an attorney log in)

1. Click 'Bankruptcy', then 'Creditor Maintenance.'
2. Click 'Edit Creditors.'
3. Enter the name of the creditors' last name or business, or
4. Click 'Next' to select the name from the entire list.
5. The radio button defaults to 'Edit Creditor.'
6. Enter the correct information.
7. Select the appropriate creditor type from the drop-down menu.
8. Creditor committee radio defaults to 'N;' do not change.
9. Click 'Submit.'

CREDITOR'S REQUEST FOR NOTICE: and Request for Notice by an attorney not admitted to practice in the USDC

This event is not to be used by an attorney who is admitted to practice in the U.S. District Court for the District of Maryland. (Admitted attorneys refer to the Notice of Appearance and Request for Notice Module for complete instructions.)

Click HERE to Return to Interactive Menu

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar:**
   - Click Miscellaneous
2. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
3. **The Available Events List screen displays:**
   - Scroll down to 'Creditor Request for Notices' 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'
4. **The Party Selection screen displays:**
   - The search results screen displays. Scroll through the list of parties, if your party is found, highlight the name and if the name of the party is not found
   - Click 'Create New Party' (Refer to Add/Create New Party for complete instructions).
5. **Select the Party screen will appear:**
   - Select the party or parties
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions).
   - Click 'Next'
7. **The Modify Docket Text screen displays:**
   - Modify Docket Text as appropriate
   - Click 'Next'
8. **The Final Docket Text screen displays:**
   - Verify the Final Docket Text
   - Click Next

Click HERE to Return to Interactive Menu

9. **The Notice of Electronic Filing screen display.**
   (Refer to Notice of Electronic Filing for complete instructions).

FILE A PROOF OF CLAIM

Administrative Order 03-02, Exhibit B (II),(A), to the Electronic Case Filing Procedures states that each proof of claim PDF file must conform to Official Form 10 with respect to the information requested by that form and must include the following statement:

"Penalty for presenting fraudulent claim: 'fine of up to $500,000 or imprisonment up to 5 years or both.' 18 U.S.C.§ 152 and 3571."

Exhibit B, Section II C also provides guidelines for attachments to claim, which should be excerpted so as to include only the portion minimally necessary to support the claim. Only those portions of documents should be attached as exhibits to the claim that evidence the amount of the claim and demonstrate the claimant's interest.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar:**
   - Select Claims: File a Proof of Claim
2. **The Creditor Search screen displays:**
   - Enter the case number
   - Select the appropriate type of creditor from the drop-down list
   - Click 'Next'
3. **Select a Creditor for Claim screen displays:**
   - Click the drop-down arrow to display a list of creditors. Highlight the appropriate creditor.
   - If the Creditor is not listed, click Add Creditor, proceed to Step 9, or
   - If the Creditor is listed but needs a correction- Click 'Edit Creditor', Proceed to Step 7.
   - Click 'Next'
4. **Proof of Claim Information screen displays:**
   - Enter the Proof of Claim information

Click HERE to Return to Interactive Menu

- Complete the 'Amount Claimed' fields. Do not use dollar signs or commons, etc.
- You may enter a brief description in the description field or remarks in the remarks field
- Clink 'Next'

5. **The PDF Selection screen displays:**
   - Click 'Browse' (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
6. **The Notice of Electronic Filing screen displays:**
   (Refer to Notice of Electronic Filing for complete instructions.)
7. **The Edit Creditor(s) screen displays:**
   - Enter the name of the creditors last name or business, or
   - Click next to select to select the name from the entire list
   - The radio button defaults to Edit Creditor
   - Enter the correct information
   - Select the appropriate creditor type from the drop down menu
   - Creditor committee radio default to "N" do not change
   - Click 'Submit'
8. **Modification is Completed message screen displays:**
   - Click File a Proof of Claim
   - Return to Step 2
9. **The Add Creditor(s) Screen displays:**
   - **NOTE:** More than one creditor may be added by separating each creditor with a blank line
   - Enter the creditor's name and address
   - Select the appropriate Type from the drop-down menu
   - Creditor committee radio button defaults to "No" do not change
   - Click 'Next'
   - Total Creditors Entered with the number added will appear
   - Click 'Submit'

Click HERE to Return to Interactive Menu

10. Click 'File a Proof of Claim'

- Return to Step 2

FILE AN AMENDED PROOF OF CLAIM

Administrative Order 03-02, Exhibit B (II),(A), to the Electronic Case Filing Procedures states that each proof of claim PDF file must conform to Official Form 10 with respect to the information requested by that form and must include the following statement:

"Penalty for presenting fraudulent claim: 'fine of up to $500,000 or imprisonment up to 5 years or both.' 18 U.S.C.§ 152 and 3571."

Exhibit B, Section II C also provides guidelines for attachments to claim, which should only excerpt the critical portions of documents filed as exhibits to the claim which evidence the amount of the claim and demonstrate the claimant's interest.

NOTE: Before beginning the docketing process you must obtain the claim number of the claim you are amending.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar:**
   - Select 'Claims: File a Proof of Claim'.
2. **The Creditor Search screen displays:**
   - Enter the case number
   - Select the appropriate type of creditor from the drop down list
   - Click 'Next'
3. **Select a Creditor for Claim screen displays:**
   - A list of all Creditors displays, highlight the appropriate creditor.
   - If the Creditor is not on the list, Click Add Creditor, proceed to Step 9, or
   - If the Creditor is listed, but needs a correction, Click 'Edit Creditor', Proceed to Step 7.
   - Click 'Next'

Click HERE to Return to Interactive Menu

4. **Proof of Claim Information screen displays:**
   - Click 'Find' next to the Amends Claim # box.
   - Click on the appropriate claim number. The number will then appear in the Amends Claim # box.
   - The claim amounts will automatically populate the fields.
   - Select 'Clear all Amounts' or change the amounts as needed. Do not use dollar signs or commons, etc.
   - You may enter a brief description in the description field or remarks in the remarks field.
   - Click 'Next'
5. **The PDF Selection screen displays:**
   - Click Browse, (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next' to Continue.
6. **The Notice of Electronic Filing screen displays.**
   (Refer to Notice of Electronics Filing for complete instructions.)
7. **Modification is Completed message screen displays.**
   - Click 'File a Proof of Claim', or
   - Edit Creditor
   - Click the Add new creditor button and return to Step 4
   - Click 'Next'
8. **The Add Creditor(s) Screen displays:**
   - **NOTE:** More than one creditor may be added by separating each creditor with a blank line.
   - Enter the creditor's name and address.
   - Select the appropriate Type from the drop-down menu.
   - Creditor committee radio button defaults to "No." Do not change.
   - Click 'Next'
   - Add Creditor(s) Verification screen will display

Click HERE to Return to Interactive Menu

OBJECTION TO CLAIM

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Claims: Other Actions'
3. **The Case Number screen displays:**
   - Enter case the number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen displays:**
   - Scroll down to 'Objection to Claim' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Objection to Claim'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events window to remove it).
   - Click 'Next'
5. **The Select Party screen displays:**
   - Scroll through the list of parties and if the party exists, select the name and
   - Click 'Next' to continue, or if the party is not found click Add/Create New Party (Refer to Add/Create New Party for complete instructions.)
6. **The Attorney Party Association screen appears:**
   (This screen will only appear if it **is** the first time you are filing a pleading on behalf of this party.)
   - Check the box to associate yourself with your client
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click Browse, (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
   - Is this amending a previously filed Objection to Claim; select "No/Yes" from drop down menu
8. **The Service Date screen appears:**
   - Enter in the service date

Click HERE to Return to Interactive Menu

- The deadlines screen appears
- DO NOT change any dates. Review.
- Click 'Next'

9. **The Select a Claim screen appears:**
   - Click the drop-down arrow to reveal a list of claims
   - Select the claim by clicking on it. The claim number will appear in the Claims Selected window
   - Click 'Next'
10. **Request for Data Screen displays:**
   - Enter the Creditor Name
   - Enter the Amount of Claim to which you are objecting.
   - Click 'Next'
11. **The Modify Docket Text screen displays:**
   - Modify Docket Text as appropriate
   - Click 'Next'
12. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - Verify the Final Docket Text
   - Click 'Next'
13. **The Notice of Electronic Filing screen displays.**

(Refer to Notice of Electronic Filing or complete instructions.)

WITHDRAWAL OF PROOF OF CLAIM

Before beginning this event, it is helpful to know the claim number of the claim you wish to withdraw. You may locate the claim number by clicking 'Reports', then 'Claims Register' and search the register for your claim.

STEPS

1. **Click 'Bankruptcy' on the CM/ECF Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**

Click HERE to Return to Interactive Menu

- Click 'Claim: Other Actions'

3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen displays:**
   - Scroll down to 'Withdrawal of Claim' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Withdrawal of Claim. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events window to remove it).
   - Click 'Next'
5. **The Select the Party screen displays:**
   - The search results screen displays. Scroll through the list of parties, if your party is found, highlight the name and
   - Click 'Next'
   - If the name is not found,
   - Click Create New Party. (Refer to Add/Create New Party for complete instructions.
   - Click 'Next'
6. **The Attorney Party Association screen appears:**
   - Check the box to make the association: (This screen will only appear if it is the first time you are filing a pleading on behalf of this party.)
7. **The PDF Screen displays:**
   - Click 'Browse' (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
8. **The Select a Claim Number screen displays:**
   - Click the drop-down arrow to reveal a list of claims
   - Select the claim by clicking on it. The claim number will appear in the Claims Selected window.
   - Click 'Next'
   - Claim No. (number of the claim you are withdrawing)

Click HERE to Return to Interactive Menu

9. **Status screen displays:**
   - Select Withdraw from list.
   - Click 'Next'
10. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
11. **Final Approval screen displays:**
   - Verify the Final Docket Text.
   - Click 'Next'
12. **Notice of Electronic Filing screen displays**
   (Refer to the Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

MISCELLANEOUS EVENTS

Add/Create Party	Affidavit of Adequate Protection and Lease Payments
Amended Schedules	Amended/Supplemental Matrix
Attorney Disclosure of Compensation	Certificate of Credit Counseling
Certificate of Service	Chapter 13 Pre-Confirmation Certificate
Correcting an Address on a Creditor Matrix	Debtor's Affidavit Requesting Discharge
Notice of Continuance of 341 Meeting of Creditors	Objections/Responses
Personal Financial Management Course for Individual Debtors	Reaffirmation Agreement
Statement of Intent	Withdrawal of Document

ADD/CREATE PARTY

STEPS

1. **Enter the individual's Last Name or Full Name of Business in the Last/Business name field.**

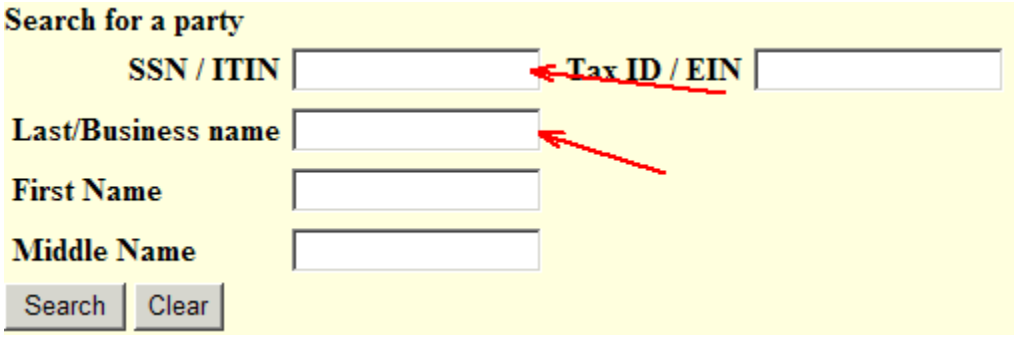
Note: When adding a debtor, you should also use the debtor's SSN or Tax Id.

Click HERE to Return to Interactive Menu

(See Figure 1)

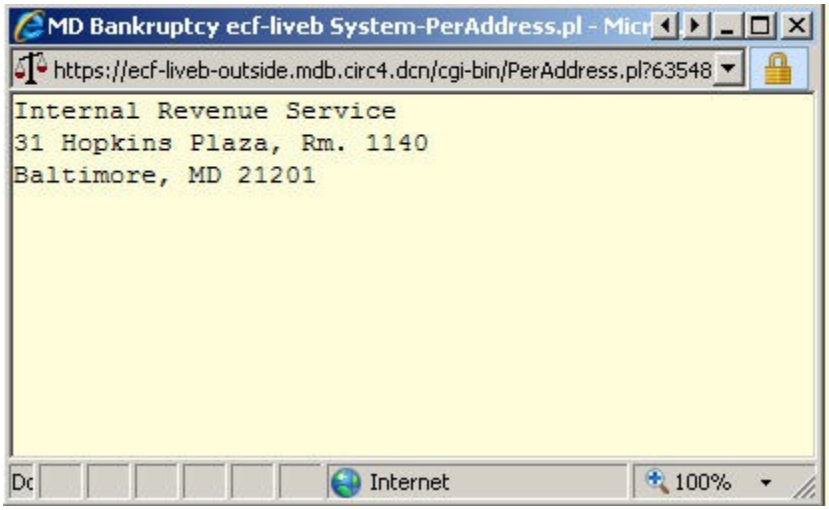
Click HERE to Return to Interactive Menu

Figure 1:



- Click on 'Search'
- If the Party Search results are No Person Found proceed to Step 2
- The Party Search results screen is displayed. Scroll through the list and highlight the name of the party
- Click the 'Select name from list name' button. A popup screen will appear with the person's name and address (See Figure 2)

Figure 2:

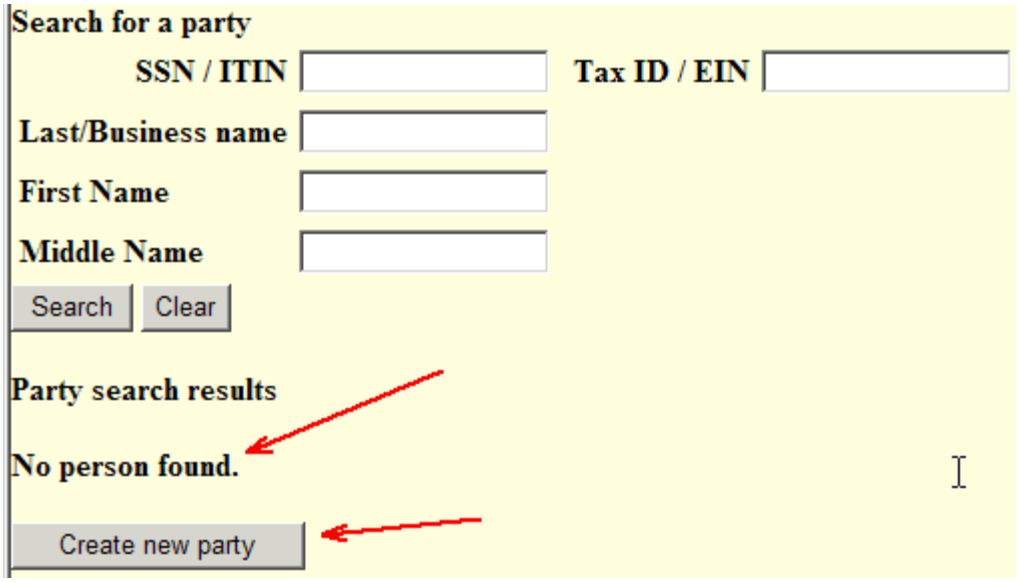


- Select the name from list regardless of the address
- Modify to the correct address, if necessary
- Select the Role Type from the drop-down list. This will create a new party for your client with your address and the original record remains unchanged
- Click 'Submit'

Click HERE to Return to Interactive Menu

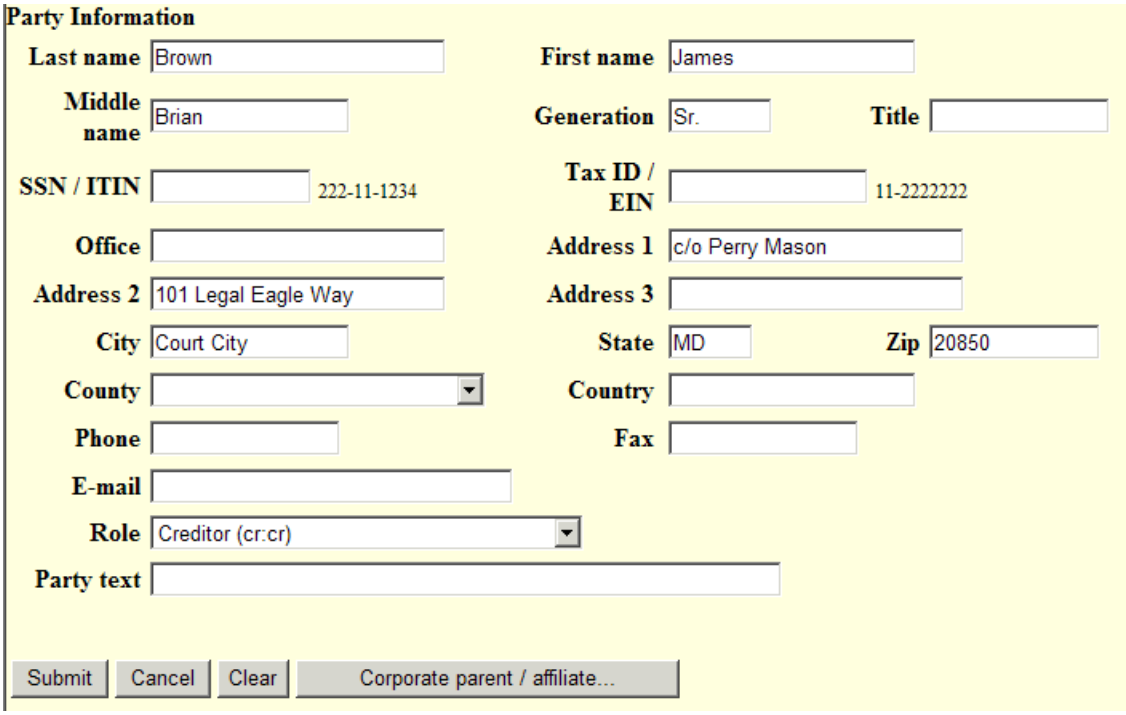
2. **If the Party Search results are No Person Found:**
(See Figure 3)

Figure 3:



- Click Create new party
- The Party Information screen will display (See Figure 4 below).

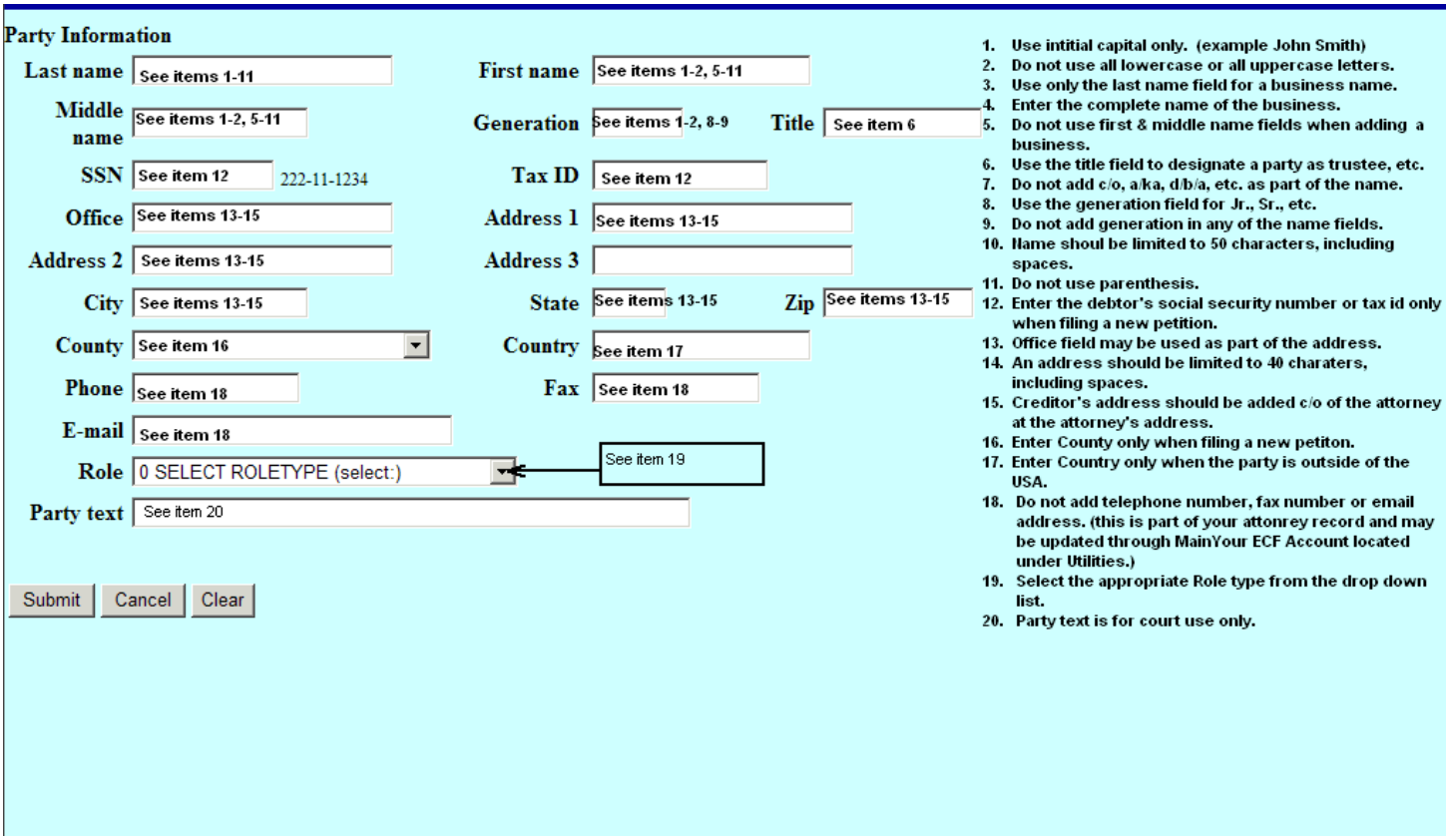
Figure 4:



Click HERE to Return to Interactive Menu

- Verify that the name and the address information is correct
  Note: When entering a creditor's address, enter the address c/o of the attorney to ensure you receive proper notice.
- Select the appropriate 'Role' type
- Click 'Submit'.
- Select Party screen displays
- Select the highlighted Party and continue docketing
- See Figure 5 for Do's and Don'ts

Figure 5:



AFFIDAVIT OF ADEQUATE PROTECTION AND LEASE PAYMENTS

Under BAPCPA and pursuant to LBR 3015-3, any pre-confirmation adequate protection and personal property lease payments made pursuant to 11 U.S.C. § 1326(a)(1) must be

disclosed. LBR 3015-3 requires that such payments shall be paid directly by the debtor(s) to the creditor rather than the chapter 13 trustee.

No later than fourteen (14) days prior to the date of a confirmation hearing, the debtor shall file with the Court an affidavit that discloses any Section1326(a)(1) pre-confirmation payments paid by the debtor directly to creditors. The affidavit shall identify each creditor, the creditor's address, the last four digits of the account number, the date of payment, the due date of the payment, the amount of each payment and the aggregate amount of payments made pre-confirmation.

A copy of the affidavit shall be served on each creditor listed in the affidavit and upon the Chapter 13 trustee. In addition to the service required by Federal Rules of Bankruptcy Procedure 7004(b) and 9014, the debtor must serve a copy of the affidavit on the creditor in care of an individual at the creditor's address indicated on any proof of claim filed by that creditor and certify that service to the Court.

STEPS

1. **Click 'Bankruptcy' Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List Screen displays:**
   - Scroll down to 'Affidavit of Adequate Protection and Lease Payments' 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 show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it.)
   - Click 'Next'

Click HERE to Return to Interactive Menu

5. **The Select the Party screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **The PDF Document Selection screen display:**
   - Click Browse (Refer to the Navigating through Directories for complete instructions)
   - Click Next
7. **Property Address Request screen displays:**
   - Enter address of property
   - Click 'Next'
8. **Objection due date screen displays:**
   - Objection due date defaults to 14 days
   - Click 'Next'
9. **Case Information screen displays:**
   - Verify Debtor(s) Name and Case Information
   - Click 'Next'
10. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
11. The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

AMENDED SCHEDULES

Amended schedules must have the debtor's electronic signature. If the debtor is amending Schedules D, E or F and new creditors are being added, a filing fee is required. An amended matrix that lists only the newly added creditors and a certificate of service is required. The certificate of service must indicate service of a copy of the amended schedule(s), a copy of the original Notice for Meeting of Creditors and a copy of any order extending the time to file a complaint and proof of claim for newly added creditors. The amended matrix should not be docketed separately when it is filed with amended schedules; it should be included as an attachment. A certificate of service is only required for Amended Schedules D, E & F.

Note: Schedules filed for the first time after a case has been converted are considered new schedules for the new chapter and an amendment fee is not required. These Schedules should be entered using the event “Schedules” not “Amended Schedules”.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
   - The Available Events List screen displays
   - Scroll down to 'Amended Schedules' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Amended Schedules'. 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'
4. **The Select the Party screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name

Click HERE to Return to Interactive Menu

- If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
- Click 'Next'
- If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
- Check the box
- Click 'Next'

5. **The PDF Document Selection screen displays:**
   - Select the 'Yes' radio button for additional attachments (Certificate of Service, Amended Matrix etc.)
   - Click Browse, (Refer to the Navigating through Directories for complete instructions.) Select the PDF of the Amended Schedules first.
   - Click Next
   - Click 'Browse' again to add additional attachments.
   - Select a Category or Add a Description
   - Click 'Add to List'
   - Repeat as necessary for additional attachments
   - When done adding attachments click 'Next'
6. **The List of Schedules Screen displays:**
   - Select the Schedule(s) being amended.
   - Click 'Next'
7. **Case name, case information and request for information screen displays:**
   - Enter the $ amount in the appropriate field(s).
   - Click 'Next'
8. **The Information/Instructions Screen will display:** (Please read carefully)
   - Are Creditors being added?
   - Select “Yes” for adding creditors, the Fee due screen will display later.
   - Select “No” for adding no creditors, the Fee due will not appear.
   - Click 'Next'
9. **The Filing Fee amount screen displays:**
   (this screen will only display if you answer yes in Step 9)
10. **The Modify Docket Text screen displays:**

Click HERE to Return to Interactive Menu

- Modify the Docket Text, as appropriate
- Click 'Next'

11. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
12. **The Notice of Electronic Filing screen displays.**
    (Refer to the Notice of Electronic Filing for complete instructions.)
13. **The Internet Credit Card Program Window displays.**
    (Refer to the Internet Credit Card Payments for complete instructions.)

AMENDED/SUPPLEMENTAL MATRIX

See LBR 1007-3 (a) for Notice and Service requirements.

This event should be used when creditors were listed on the schedules, but were inadvertently left off the matrix, or were listed incorrectly on the master mailing matrix. This event should also be used when the debtor(s) or debtor's counsel is correcting or changing an address for a creditor after receiving notice from the Bankruptcy Notice Center.
This document must be converted to a PDF document.

Do-Not use this event when filing amended schedules, the matrix should be filed as an attachment to the amended schedules.

If new creditors are being added to the matrix, a filing fee is required. No fee is required when the nature of the amendment is to change or to add an address of a creditor or an attorney for a creditor listed on the schedules.

Note: A Verification of the Matrix is also required and should be attached.

Click HERE to Return to Interactive Menu

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click the 'Miscellaneous' hyper link
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Amended Creditor Matrix' 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'
5. **The Select the Party screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through Directories complete instructions.)
   - Click 'Next'
7. **Case name, case information and request for information screen displays:**
   - Are Creditors being added?
   - Select "Yes" for adding creditors, the Fee due screen will display.
   - Select "No" for no creditors added, the Fee due will not appear.

Click HERE to Return to Interactive Menu

- Click 'Next'

8. **Modify Docket Text screen displays:**
   - Modify Docket Text, as appropriate
   - Click 'Next'
9. **Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - Verify the Final Docket Text
   - Click 'Next'
10. **The Notice of Electronic Filing screen displays. (Refer to the Notice of Electronic Filing for complete instructions.)**
11. **The Internet Credit Card Program Window displays. (Refer to the Internet Credit Card Payments for complete instructions.)**

ATTORNEY DISCLOSURE OF COMPENSATION

Local Rule 2016-1(b) requires an attorney representing a debtor to file a disclosure statement with the petition. If an attorney commences representation of the debtor in a case after the filing of the petition, such attorney must file the disclosure statement at the time representation is commenced.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays**
   - Click the 'Miscellaneous' hyper link
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen displays:**
   - Scroll down to 'Disclosure of Compensation of Attorney for Debtor' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.

Click HERE to Return to Interactive Menu

- Select the correct event. The event will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it.
- Click 'Next'

5. **The Party Filer screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **The Attorney/Party screen displays:**
   (This screen will only appear, if this is the first time you have filed a document on behalf of this party.)
   - Create the Attorney/Party association click in the check-box provided on the Attorney/Party association screen.
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through the Directories for complete instructions).
   - Click 'Next' to continue
8. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as necessary
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - Verify the Final Docket Text
   - Click 'Next'

Click HERE to Return to Interactive Menu

10. **The Notice of Electronic Filing displays.**
    (Refer to the Notice of Electronic Filing for complete instructions.)

CERTIFICATE OF CREDIT COUNSELING

Local Rule 1002-1(a)(8) states, the petition will be dismissed without a hearing if: In cases for individuals, the Credit Counseling Statement or request for waiver pursuant to 11 U.S.C.§109(h)(4)is not filed and the debtor has not checked the block on Exhibit D to the petition stating that debtor received approved budget and credit counseling during the 180-day period ending on the filing of the petition.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to ‘Certificate of Credit Counseling’ 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’
5. **The Party Filer screen displays:**
   - Select the debtor(s)
   - Click 'Next'
6. **The Attorney Party Association screen displays:**
   (this screen will only appear if it is the first time you have filed a pleading on behalf of this party)
   - Check the box to create the association between yourself and the debtor(s)

Click HERE to Return to Interactive Menu

- Click 'Next'

7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through Directories for complete instructions).
   - Click 'Next'
8. **Case Information screen displays:**
   - Verify debtor(s) name and case information
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions)

CERTIFICATE OF SERVICE

LBR 9013-4

(a) Any required certificate of service for a pleading, notice, objection or other paper must be in compliance with Federal Rule of Civil Procedure 5 and applicable provisions of the Federal Bankruptcy Rules. Pursuant to Federal Bankruptcy Rule 5005 (a) (2) and 7005, service pursuant to the ECF Guidelines also constitutes valid service.

(b) The certificate shall be placed at the end of the item served and endorsed by an attorney of record, the attorney authorized agent, or by a party if not represented by an attorney.

(c) The certificate must state:

(1) the date and method of service;
(2) the names and addresses of the persons served; and
(3) if persons are served in a representative capacity, the parties whom they represent.

Click HERE to Return to Interactive Menu

ECF-Case Mailing Information: to obtain a list of parties who would receive notice of filing electronically in any case: Log in to CM/ECF: Click on Utilities, Click on Mailing, Click on Mailing Info for a Case. Enter the case number and click Submit. The case mailing information will appear.

This section explains how to docket the certificate of service when it is filed as a separate document.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Enter the correct case number
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Certificate of Service' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select Certificate of Service. The event name will appear in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
   - Click 'Next'
5. **The Select Party screen displays:**
   - Select the party filer
   - Click 'Next'
6. **A Message Screen Displays:** "This event should NOT be used to file a Notice of Mortgage Payment Change. Please use the Notice of Mortgage Payment Change event if you are filing a Notice of Mortgage Payment Change.
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'

Click HERE to Return to Interactive Menu

8. **The Refer to Existing Event screen will appear:**
   - Check on box Refer to existing event(s)
   - Click 'Next'
9. **The Related Event Category screen displays:**
   - Select the event for which your Certificate of Service relates. Note: if you are unable to determine the proper category, hold down the 'Control Key' and highlight all of the categories and the entire docket report will appear.
   - Click 'Next'
10. **The Appropriate Event(s) screen displays:**
    - Check the appropriate event(s)
    - Click 'Next'
11. **The Modify Docket Text screen displays:**
    - Modify the Docket Text as appropriate
    - Click 'Next'
12. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
13. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

CHAPTER 13 PRE-CONFIRMATION CERTIFICATE

LBR 3015-2-(c): Within (7) days prior to the date of the initial confirmation hearing, the debtor must file a Pre-Confirmation Certificate. If a confirmation hearing is continued, an updated Pre-Confirmation Certificate must be filed within (7) days prior to such hearing.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'

Click HERE to Return to Interactive Menu

3. **The Case Number screen displays:**
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Chapter 13 Pre-Confirmation Certificate' 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'
5. **The Select the Party screen displays:**
   - Select party filer
   - Click 'Next' to continue
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.
   - Click 'Next'
7. **The Modify Docket Text screen displays:**
   - Modify Docket Text, as appropriate
   - Click 'Next'
8. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - Verify the Final Docket Text
   - Click 'Next' to continue
9. **The Notice of Electronic Filing screen displays**

   (Refer to Notice of Electronic Filing for complete instructions.

Click HERE to Return to Interactive Menu

CORRECTING AN ADDRESS ON A CREDITOR MATRIX: See Amended Creditor Matrix

DEBTOR'S AFFIDAVIT REQUESTING DISCHARGE

The Debtor's Affidavit Requesting Discharge, Local Bankruptcy Form P, must be filed and served on the Chapter 13 trustee and all creditors no later than 90 days after the Chapter 13 trustee files the notice of completion of plan payments. The failure to timely file this affidavit may result in the case being closed without a discharge.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**

- Type the case number in yy-nnnnn format
- Click 'Next'

4. **The Available Events List screen displays:**
   - Scroll down to 'Debtor's Affidavit Requesting Discharge' 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 'Select Events' window to remove it.
   - Click 'Next'
5. **The Party Filer screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **The PDF Document Selection screen displays:**

Click HERE to Return to Interactive Menu

- Click 'Browse', (Refer to the Navigating through the Directories for complete instructions).
- Click 'Next' to continue.

7. **Request for Date Information screen displays:**
   - Enter 'Date of Service'
   - Click 'Next'
   - Objection due date defaults to 14 days
   - Click 'Next'
8. **Case Information screen displays:**
   - Verify Debtor(s) Name and Case Information
   - Click 'Next'
9. **The Final Docket Text screen displays:** Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.
   - Verify the Final Docket Text
   - Click 'Next'
   - The Notice of Electronic Filing displays. (Refer to the Notice of Electronic Filing for complete instructions)

NOTICE OF CONTINUANCE OF 341 MEETING OF CREDITORS

The 341 meeting of creditors is not automatically rescheduled for debtors who fail to attend the first meeting.

Note: In Chapter 7 cases the debtor's counsel is required to file a Consent Motion to Extend the Deadline to File Complaints Objecting to Discharge at the same time the 'Notice of Continuance' is filed. The consent motion must be filed as a separate pleading using the event 'Extend Time to Object to Discharge'. It is imperative that the correct event is used to ensure correct deadlines are set within our system.

Attention: A new location "other - check with trustee" has been created. This location is a generic location for 341 Meeting of Creditors, when the 341 Meeting of Creditors

cannot be held in any of the preset locations. However, you must call the trustee prior to using this location.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Notices'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Event Selection screen displays:**
   - Click 'Notice of Continuance of Meeting of Creditors'
   - Click 'Next'
5. **The Party Selection screen displays:**
   - Select the party filer(s) or if not listed, Click 'Add/Create New Party
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse' (Refer to the Navigating through Directories Module for complete instructions.)
   - Click 'Next'
7. **The Hearing date screen displays:**
   - Insert the 341 meeting of creditors date, Time and Location
   - Click 'Next'
8. **The Modify Docket Text screen display:**
   - Modify Docket Text as appropriate
   - Click 'Next'
9. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'

Click HERE to Return to Interactive Menu

10. **The Notice of Electronic Filing screen displays.**
(Refer to the Notice of Electronic Filing Module for complete instructions.)

OBJECTIONS/RESPONSES

This section explains how to docket an objection, response, opposition to a motion or application.

NOTE: do not use this event for an objection to a claim.

STEPS

1. **Click 'Bankruptcy' on the CM/ECF Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Answer/Response
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen displays:**
   - Scroll down to 'Objection', 'Response' or 'Opposition' 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 'Select Events' window to remove it).
   - Click 'Next'
5. **The Select Party screen displays:**
   - Scroll through the list of parties,
   - If your party is found, highlight the name and click 'Next'
   - If the name is not found, click Create New Party.
     (Refer to the Add/Create New Party for complete instructions.)
   - Click 'Next'

Click HERE to Return to Interactive Menu

6. **The Attorney Party Association screen displays:**
   (this screen will only appear if it is the first time you have filed a pleading on behalf of this party)
   - Check the box to create the association between yourself and your client.
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through Directories for complete instructions)
   - Click 'Next'
8. **The Refer to Existing Event screen displays:**
   - Note: For Statistical Reporting to the Administrative Office. When responding/objecting to an Amended Motion please refer to both the original motion and to the Amended Motion
   - Click on box Refer to existing event(s)
   - Click 'Next'
9. **The Related Event Category screen displays:**
   - Select the event for which your objection, response, or opposition relates
   - Click 'Next'
10. **The Pending Motions (Linking) screen displays:**
    - Select the appropriate motion or document
    - Click 'Next'
11. **The Modify Docket Text screen displays:**
    - Modify the Docket Text, if appropriate
    - Click 'Next'
12. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - Verify Final Docket Text
    - Click 'Next'
13. **The Notice of Electronic Filing screen displays.**
    (Refer to the Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

PERSONAL FINANCIAL MANAGEMENT COURSE FOR INDIVIDUAL DEBTORS: Chapter 7 and 13 Only

To receive a discharge in a Chapter 7 or 13 case, an individual debtor must have completed the required personal financial management course.

The entry of discharge may be delayed by the debtor's failure to provide the Clerk's office with proof of completion of the course.

Debtors must certify that they completed the course: Debtors are to use Official Form B 23 (Debtor's Certification of Completion of Instructional Course Concerning Financial Management.)

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Financial Management Course' 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'
5. **The Party Filer screen displays:**
   - Select the debtor(s)
   - Click 'Next'
6. **The Attorney Party Association screen displays:**
   (this screen will only appear if it is the first time you have filed a pleading on behalf of this party)

Click HERE to Return to Interactive Menu

- Check the box to create the association between yourself and the debtor(s)
- Click 'Next'

7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through Directories for complete instructions).
   - Click 'Next'
8. **Case Information screen displays:**
   - Verify debtor(s) name and case information
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions)

REAFFIRMATION AGREEMENT

This module gives step by step instructions for filing a Reaffirmation Agreement, including creditor users with limited access logins. The Reaffirmation Agreement forms B2400A and B2400A/B Alt are both required and can be found as an electronic PDF available on the court's website. This form must be a scanned image so it can reflect the signature of the parties.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
   - Limited Creditor Logins: Click 'Claims: Other Actions'
   - Attorney Logins: Click 'Miscellaneous'
2. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format.
   - Click 'Next'

Click HERE to Return to Interactive Menu

3. **The Available Events screen displays:**
   - Scroll down to 'Reaffirmation Agreement' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Reaffirmation Agreement'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events window to remove it).
   - Click 'Next' to continue.
4. **The Party Selection screen displays:**
   - Scroll through the list of parties and if the party exists, select the name and
   - Click 'Next' to continue, or if the party is not found click Add/Create New Party (Refer to the Add/Create New Party module for complete instructions.)
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
5. **The Attorney-Party Association screen displays:**
   - Do-Not check the box and create an association
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click on 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
7. **The Modify Docket Test screen displays:**
   - Enter the name of the creditor in the blank text box
   - Click 'Next'
8. **The Question screen displays:**
   - Has counsel for the debtor signed the Reaffirmation Agreement?' Select 'Yes' or 'No'.
   - Click 'Next'
9. **The Text Enhancement screen displays:**

Click HERE to Return to Interactive Menu

- If 'Yes' was answered to the previous question, type 'Declaration of Counsel' in the text window. If the answer was 'No' go to Step 11.
- Click 'Next'

10. **The Case Number and Name of Debtor(s) screen displays:**
    - Click 'Next'
11. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
12. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

STATEMENT OF INTENT

A Statement of Intent is required for a Chapter 7 case filed on behalf of an individual debtors.

STEPS

1. **Click the 'Bankruptcy' on the Blue Menu Bar**
2. The 'Bankruptcy' Events screen displays:
    - Click 'Miscellaneous'
3. **The Case Number screen displays:**
    - Type the case number in yy-nnnn format
    - Click 'Next'
4. **The Available Events List screen displays:**
    - Scroll down to 'Insert Event Name here' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
    - Select 'Statement of Intent'. 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).
5. **The Party Filer screen displays:**

Click HERE to Return to Interactive Menu

- Click on the debtor(s)
- Click 'Next'

6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through the Directories for complete instructions.)
   - Click 'Next'
7. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
8. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
9. **The Notice of Electronic Filing screen displays.**
   (Refer to Notice of Electronic Filing for complete instructions.)

WITHDRAWAL OF DOCUMENT

A document may be withdrawn by the party who filed it, unless the court has made a ruling regarding the document. If the party filer is not the filer of the original document, a motion to withdraw the pleading is required.

NOTE: Do not use this event for Withdrawal of Claim.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
   - The Bankruptcy Events screen displays:
   - Click 'Miscellaneous'
2. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click ‘Next’

Click HERE to Return to Interactive Menu

3. **The Available Events List screen displays:**
   - Scroll down to 'Withdrawal of Document' or type in 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'
4. **The Select the Party screen displays:**
   - Select the party filer
   - Click 'Next'
5. **The PDF Document Selection screen displays:**
   - Click Browse (Refer to the Navigating through Directories Module for complete instructions).
   - Click 'Next'
6. **Refer to Existing Events screen displays:**
   - Click on box Refer to existing event(s)
   - Click 'Next'
7. **The Related Event Category screen displays:**
   - Select the event for which you wish to withdraw
   - Click 'Next'
8. **The Original document screen displays:**
   - Select the box of the original document
   - Click 'Next'
9. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
10. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'

Click HERE to Return to Interactive Menu

11. **The Notice of Electronic Filing screen displays:**
(Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

MOTIONS/APPLICATIONS

Amended Motion/Application	Application for Compensation
Application to Employ	Motion/Application
Motion and Notice of Motion	Motion to Appear Pro Hac Vice
Motion to Withdraw or Substitute Appearance of Counsel	Motion to Seal and Restricted Documents

AMENDED MOTION/APPLICATION

Please follow these steps when amending a motion or application. To amend the debtor's schedules, petition, or matrix, use Amended Schedules, Amended Voluntary Petition, or Amended Matrix under the 'Miscellaneous' category.

For all other amended documents, docket the event as usual and choose 'amended' from the pick list of the prefix box in the Final Docket Text screen.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
   - The Bankruptcy Events screen displays, click 'Motions/Applications'
2. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
3. **The Available Events screen appears:**
   - Scroll down to 'Amended Motion' or 'Amended Application' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.

Click HERE to Return to Interactive Menu

- 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'

4. **The Select the Party screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
5. **The PDF Document Selection screen displays:**

- Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Refer to Navigating Through Directories to find a document or how to add attachments. Click 'Next'.
- The next screen prompts you to select the motion or application that relates to the one you are filing now. Click on the check box of the original motion or application and click 'Next'.

6. **The Modify Docket Text screen displays:**

- Modify the Docket Text as appropriate
- Click 'Next'

7. **The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**

- If something is not correct, click the back arrow in your browser
- If the text reads correctly, click 'Next'

8. **The Notice of Electronic Filing screen displays:**
   (Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

APPLICATION FOR COMPENSATION

CM/ECF records professional fee and expense requests filed by trustees, attorneys or other professionals. An Application and Order Approving the Employment of Professionals may be required. See Local Rule 2016-1.

Please refer to Rule 2002(a)(6) for noticing requirements.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Motions/Applications
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen appears:**
   - Scroll down to 'Compensation' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Compensation'. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Select Events' window to remove it).
   - Click 'Next'
5. **The Party Selection screens displays:**
   - If the Application is for "other professionals" both the filer and the professional must be selected. The Professional should already be a party in the case as an Application and Order to Employ is required. If an Attorney is the filer on his/her own behalf, select the party the attorney represents.
   - Select the appropriate party
   - Click 'Next'
6. **If this is the first time there is a filing on behalf of the filer, a check box will appear to create the association between attorney and client.**
   - Check the box

Click HERE to Return to Interactive Menu

- Click 'Next'

7. **The PDF Document Selection screen displays:**
   - Click 'Browse' and navigate to the PDF document.
   - Select the PDF and then click Open. (Refer to Navigating Through Directories to find a document or how to add attachments).
   - Click 'Next'
8. **The case name and number displays:**
   - Click 'Next'
9. **The Fee Processing screen displays. Select the role type from the drop-down menu:**
   - Enter a date range for services performed, if appropriate
   - Enter the amount in Fees and Expense fields in dollars and cents. Do not use $ or commas
   - Enter information in the second applicant field only, if applicable
   - Click 'Next'
10. **The Modify Docket Text screen displays:**
    - Modify the Docket Text as appropriate
    - Click 'Next'
11. **The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow.
    - If the text reads correctly, click 'Next'
12. **The Notice of Electronic Filing screen displays:**
    (Refer to Notice of Electronic Filing for complete instructions.)

APPLICATION TO EMPLOY

An Application for Employment of professional persons must be accompanied by a verified statement from the person to be employed and include a proposed order as an attachment.

Click HERE to Return to Interactive Menu

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Motions/Applications
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - click 'Next'
4. **The Available Events screen appears:**
   - Scroll down to 'Employ' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Employ'. 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'
5. **The Party Selection screens displays:**
   - Do-not add the party being employed
   - Select the filing party - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **If this is the first time there is a filing on behalf of the filer, a check box will appear to create the association between attorney and client.**
   - Do not check this box just click 'Next' to continue
   - The PDF Document Selection screen displays
   - Click 'Browse' and navigate to the PDF document
   - Select the PDF and then click 'Open'. (Refer to Navigating Through Directories to find a document or how to add attachments).

Click HERE to Return to Interactive Menu

- Click 'Next'

7. **The person to be employed and position screen displays:**
   - Enter the name of person to be employed (the person who signed the verified statement).
   - Enter the 'Type of Position'
   - Click 'Next'
8. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
9. **The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing screen displays:**
    (Refer to Notice of Electronic Filing for complete instructions.)

MOTION/APPLICATION

This module will demonstrate the steps to file a motion in CM/ECF. This example demonstrates the electronic filing of a motion that requests only one type of relief. The same steps would be followed for other types of single-relief motions and applications. See also: Motions/Applications Multi-Part for guidance on filing a document with more than one type of relief.

All motions are required to have a proposed order attached to the Motion/Application docket entry. (Motions for Relief from Stay are excluded from this requirement and do not have to have a proposed order attached unless it is a consent order).

See the Motion and Notice of Motion Module for the following motions:

- Relief from Stay
- Avoid Lien
- Motion to Sell Free and Clear of Lien
- Motion to Borrow/Obtain Credit/Refinance

Click HERE to Return to Interactive Menu

- Sale of Property
- Motion to Value Collateral under 11 USC Sec. 506
- Determination Secured Status of Claim

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Motions/Applications'
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen appears:**
   - Either scroll down to appropriate motion or type the first few letters of the name of the motion in the search window.
   - Once you have the correct event selected, click 'Next'
5. **The Party Selection screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'

NOTE: If a filing fee is due, a new screen will appear warning you to disable your pop-up blocker, asking if the fee is exempt or deferred, and then the amount due. You will pay at the end of the docketing steps.

6. **The PDF Document Selection screen displays:**
   - Click the 'Browse' button and navigate to the PDF document
   - Select the PDF and then click 'Open'. Refer to Navigating Through Directories to find a document or how to add attachments

Click HERE to Return to Interactive Menu

- Click 'Next'

7. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
8. **The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow
   - If the text, reads correctly, click 'Next'
9. **The Notice of Electronic Filing screen displays.**
   (Refer to Notice of Electronic Filing for complete instructions.)

NOTE: If a filing fee is due, The Internet Credit Card Program Window displays. (Refer to Internet Credit Card Payments for complete instruction.)

MOTION AND NOTICE OF MOTION: SETS OBJECTION DEADLINE

NOTE: The following instructions are for a Motion for Relief from Stay. Other types of Motions and Notice of Motions will have different prompts for information to be added to the docket text.

The Court allows self-calendaring of the Motions listed below.

- Relief from Stay
- Avoid Lien
- Sell Free and Clear of Lien
- Borrow/Obtain Credit/Refinance
- Determining Secured Status of Claim
- Value Collateral under 11 USC Sec. 506
- Sale of Property
- Modify Plan

NOTE: Before docketing, you must obtain the hearing date and time from the Court's web site under Motion Hearing Dates. You must enter the case number and the service

Click HERE to Return to Interactive Menu

date. From that date, the response deadline is calculated based on local and federal rules. Your Notice of Motion must include the exact Objection/Response date given to you on the website. A list of available hearing dates will be displayed along with a count of the number of matters set for that date and time.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**

- Click Motions/Applications.

3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - click 'Next'
4. **The Available Events screen appears:**
   - Scroll down to the appropriate motion event name or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select Relief From Stay and Notice of Motion. The event will then show in the 'Selected Events' window. (If you selected the incorrect event, click in the 'Selected Events' window to remove it).
   - Click 'Next'
5. **The Party Selection screen displays:**
   - Scroll through the list of parties, if your party is found, highlight the name
   - If the name of the party is not found, click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
   - If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client.
   - Check the box
   - Click 'Next'
6. **If you choose 'Motion for Relief', a warning message about a consent motion will appear:**
   - Click 'Next'

Click HERE to Return to Interactive Menu

7. **The case name and number displays:**
   - Click 'Next'
8. **If you are docketing a Motion for Relief From Stay, a prompt regarding a non-filing co-debtor appears:**
   - Select the appropriate response to the question
   - Click 'Next'
9. **A screen will appear asking for various information based on what you are filing:**
   - If you are filing a Motion for Relief, it will ask for the address or description of property
   - Fill-in the appropriate information and
   - Click 'Next'
10. **A warning screen appears:**
    - Review the screen and click 'Next'
11. **If you are docketing a Motion for Relief From Stay, a prompt regarding the filing fee appears:**
    - Choose the appropriate response and click 'Next'
    - If a fee is due, the amount will display
    - Click 'Next'
12. **A prompt appears asking for the service date:**
    - Enter the exact service date you put in your motion and notice
    - Click 'Next'
13. **The Pick a Hearing Date screen appears:**
    - The objection due date displays (your motion must include this exact date)
    - Select the hearing date and time (from the website) you put in your motion
    - Click 'Next'
14. **The PDF Document Selection screen displays:**
    - Click 'Browse' and navigate to the PDF document:
    - Select the PDF
    - Click 'Open'
    - Click the 'Yes' radio button to indicate you have attachments. (The button defaults to 'No').

Click HERE to Return to Interactive Menu

- Individually attach your Notice of Motion, Proposed Order (except for Motions for Relief) and Certificate of Service. Refer to Navigating Through Directories to find a document or how to add attachments.
- Click 'Next'

15. **The Modify Docket Text screen displays:**
    - Modify the Docket Text as appropriate
    - Click 'Next'
16. **The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow
    - If the text, reads correctly, click 'Next'.
17. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)
18. **The Internet Credit Card Program Window displays.**
    (Refer to Internet Credit Card Payments for complete instructions.)

MOTION TO APPEAR PRO HAC VICE

Local Rule 9010-3: 'The Court can permit any attorney (except a member of the State of Maryland Bar) who is a member in good standing of the Bar of any other U.S. Court,or of the highest court of any state to appear and participate as counsel in a particular bankruptcy case. Such permission will not constitute formal admission to the Bar of the District Court. An attorney admitted pro hac vice is subject to the disciplinary jurisdiction of the District Court and of this court.'

The motion must be signed by both the moving counsel and a local attorney who is admitted to practice before this court.

Counsel admitted pro hac vice is eligible to participate in electronic filing. To obtain a login and password, visit our website. Click, on Electronic filing, click on 'Training/Registration' choose between the Full Participant Training Waived or Full

Click HERE to Return to Interactive Menu

Participant Training and Answer Sheet Required links. (You must have an active CM/ECF login with another bankruptcy court to waive training). Complete the registration form and answer sheet, if required and follow the steps to submit your registration online.

The steps below are for local sponsoring attorneys with a CM/ECF login who may file the Motion for Pro Hac electronically on behalf of moving counsel. Local sponsoring attorneys who do not have a CM/ECF login must submit the motion in electronic format on a CD-Rom through the mail or in the clerk's office.

Effective, Sept. 1, 2015, the $100.00 filing fee must be paid directly to the US Bankruptcy Court made payable to Clerk, U.S. Bankruptcy Court if issuing a certified check or money order. Payment may also be made via CM/ECF by major credit card.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Motions/Applications
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen appears:**
   - Scroll down to 'Appear pro hac vice' 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.
5. **The Party Selection screen displays:**
   - Add the attorney requesting permission as a 'Party' not as an 'Attorney'
   - Click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click the drop down for 'Role Type'. Select 'Attorney'

Click HERE to Return to Interactive Menu

- Click' Next'

6. **Note: Do not check the box for attorney/party association just click Next to continue.**
7. **The PDF Document Selection screen displays:**
   - Click 'Browse' and navigate to the PDF document
   - Select the PDF and then click 'Open'. Refer to Navigating Through Directories to find a document or how to add attachments.
   - Click 'Next'
8. **Display Message: A payment window will prompt you to pay online as soon as this Motion is filed. A screen appears showing the fee due $100**
   - Click 'Next'
9. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
10. **The final approval screen appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow
    - If the text, reads correctly, click 'Next'
11. **The Notice of Electronic Filing screen displays:**
    (Refer to Notice of Electronic Filing for complete instructions.)
12. **A Payment Window will prompt you to pay for this motion.**

MOTION TO WITHDRAW OR SUBSTITUTE APPEARANCE OF COUNSEL: 25 CASES OR MORE

Click here for instructions on filing a single Notice of Appearance.

Review Local Bankruptcy Rules particularly LBR 9010-4 and 9010-5 for guidance before filing a motion to withdraw or substitute appearance of counsel.

The attorney who is withdrawing or substituting their appearance must provide the court with a list of their active cases. To obtain the list please contact the Director of

Click HERE to Return to Interactive Menu

Operations or Division Manager to request a report of active cases. The report will be generated in pdf format and sent to the attorney by email. This list must be filed as an attachment to the motion to withdraw or substitute.

The court's practice is to require counsel to file motions to substitute or withdraw an attorney's appearance in multiple cases (25 cases or more) as a miscellaneous petition (MP). The MP case is assigned a separate case number from the bankruptcy cases in which the attorney's appearance is being withdrawn or substituted. Please note that the MP event is not available to attorneys to select from the ECF Case Opening menu and therefore cannot be filed electronically. The motion must be filed in electronic format on disk or CD-ROM in compliance with the Court's Administrative Order 11-03.

Procedures for Filing the Motion

- **Caption**
  The motion should be captioned 'Miscellaneous Proceeding to Withdraw/Substitute Counsel'
- **Case Number**
  Miscellaneous Proceeding Number should be inserted; provide a blank space for the MP case number which will be assigned by the Clerk's Office.
- **Proposed Order**
  The proposed order should have the same caption as the motion and state the requested relief.
- **Substituted Attorney**
  If known, the name of the new attorney to be substituted for the former attorney should be contained in the motion and proposed order.

Please include a cover letter to accompany the disc or CD-ROM indicating that the pleading is a Miscellaneous Petition relating to a motion to withdraw/substitute counsel. Because of the number of cases involved, if the motion is granted, the order will be docketed in the MP case only. The order is not issued to any parties, with the exception of the withdrawn or substituted attorney.

Click HERE to Return to Interactive Menu

A docket entry regarding the notice of substitution in the MP case will be mass docketed in all the affected bankruptcy cases. There is no written notice and this entry merely serves as a cross reference to the MP case explaining why the attorney's appearance is withdrawn or substituted.

MOTION TO SEAL AND SEALED DOCUMENTS: PUBLICLY AVAILABLE MOTION, PLUS SEPARATELY DOCKETED SEALED DOCUMENT

Highly Sensitive Documents (HSDs) should NOT be filed in CM/ECF; they must be filed in paper and NOT under seal through the Court's electronic case filing system. For HSD filing instructions, contact the Clerk's Office at (410) 962-2688 or (301) 344-8018.

A Highly Sensitive Document (HSD) is a document or other material that contains sensitive, but unclassified, information that warrants exceptional handling and storage procedures to prevent significant consequences that could result if such information were obtained or disclosed in an unauthorized manner. Examples of HSDs include *ex parte* sealed filings relating to: national security investigations, cyber investigations, and especially sensitive public corruption investigations; and documents containing a highly exploitable trade secret, financial information, or computer source code belonging to a private entity, the disclosure of which could have significant national or international repercussions. Most materials currently filed under seal (such as social security records) do not meet the definition of an HSD and do not merit the heightened protections afforded to HSDs. For further guidance, refer to Appendix H of the Local Bankruptcy Rules.

A Motion to Seal is filed when a filer does not want information available on the public docket and therefore will file a Motion to Seal.

Click HERE to Return to Interactive Menu

NOTE:

1. The Motion to Seal event is not restricted. The document that needs to be sealed is filed separately under Miscellaneous/ Sealed Document for Motion to Seal. Instructions for filing both the Motion to Seal and the separate Sealed Document follow below.

2. Sealed documents must be filed by an attorney; sealed documents cannot be filed by a filing agent.

3. Sealed documents cannot be served through ECF; parties must serve sealed documents through other appropriate means.

4. Sealed documents are not accessible or viewable in ECF.

PROCEED TO DOCKET THE UNRESTRICTED MOTION

STEPS:

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Motions/Applications
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen appears:**
   - Scroll down to 'Seal' 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'
5. **Select the Attorney**
   - Click 'Next'
6. **Select the Party**
   - Click 'Next'
7. **Accept Date filed**
   - Click 'Next'

Click HERE to Return to Interactive Menu

8. **Display Message:**

IMPORTANT: The Motion that is being uploaded will NOT be restricted from public viewing. An unredacted version of the proposed sealed document(s) Is required to be filed immediately as a separate sealed document rather than

Click HERE to Return to Interactive Menu

being attached to this motion. DO NOT attach any redacted nor unredacted versions of any document to this motion.

- Click 'Next'

9. **The PDF Document Selection screen displays:**
   - Click 'Browse' and navigate to the PDF document
   - Select the PDF and then click 'Open'. Refer to Navigating Through Directories to find a document or how to add attachments.
   - Click 'Next'
10. **Display Message:**

    IMPORTANT: All documents attached to this event will be viewable. An unredacted version of the proposed sealed document is required to be filed immediately as a separate sealed document rather than being attached to this motion. On the next screen, please edit the final docket text to reference the title of the Motion. After docketing this Motion, please use the Miscellaneous event, Sealed Document for Motion to Seal, to file the unredacted version of the proposed sealed document.
    - Click 'Next'
11. **The Modify Docket Text screen displays:**
    - Modify the Docket Text as appropriate
    - Click 'Next'

PROCEED TO DOCKET THE SEALED DOCUMENT:

NOTE: the sealed document must be filed by an attorney; it cannot be filed by a filing agent.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click Miscellaneous
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format

Click HERE to Return to Interactive Menu

- Click 'Next'

4. **The Available Events screen appears:**
   - Scroll down to 'Sealed Document for Motion to Seal' 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'
5. **Select the Attorney**
   - Click 'Next'
6. **Select the Party**
   - Click 'Next'
7. **Display Message:**

   WARNING: This event should only be used after the Motion to Seal has been filed. Once filed, this Sealed Document will be viewable only by Judges and designated court staff.
   - Click 'Next'
8. **The PDF Document Selection screen displays:**
   - Accept Date filed.
   - Click 'Browse' and navigate to the PDF document.
   - Select the PDF and then click 'Open'. Refer to Navigating Through Directories to find a document or how to add attachments.
   - Click 'Next.'
9. **Check the box to Refer to existing events.**
   - Click 'Next.'
10. **Select Motion for the event category.**
    - Click 'Next.'
11. **Select the previously filed motion to seal.**
    - Click 'Next.'
12. **The Modify Docket Text screen displays:**
    - Modify the Docket Text as appropriate

Click HERE to Return to Interactive Menu

- Click 'Next'

Click HERE to Return to Interactive Menu

NOTICES

Creditor's Request for Notices	Notice of Appearance and Request for Notice
Notice of Bankruptcy Filing	Notice of Continuance of 341 Meeting of Creditors
Notice of Electronic Filing	Notice of Motion/Application

CREDITOR'S REQUEST FOR NOTICES: CLICK HERE FOR THESE INSTRUCTIONS.

NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

An attorney who is not admitted to practice in the U.S. District Court for the District of Maryland must not use this event. (Refer to Creditor's Request for Notice Module for complete instructions.)

1. **Click 'Bankruptcy' on the Blue Menu**
2. **The Bankruptcy Events screen displays:**
   - Click 'Notice'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events screen displays:**
   - Scroll down to 'Notice of Appearance and Request for Notice' 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 HERE to Return to Interactive Menu

- Click 'Next'

5. **The Party Selection screen displays:**
   - Scroll through the list of parties and if they exist,
   - Select name from the list. if name is not found,
   - Click Add/Create New Party (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
6. **The Attorney-Party Association screen displays:**
   - Create the Attorney/Party association by clicking in the check-box provided on the Attorney/Party Association screen.
7. **The PDF Document Selection screen displays:**
   - Click on the Browse, (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
8. **The Case Name and Number screen displays:**
   - Verify information is correct
   - Click 'Next'
9. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - Verify the Docket Text
   - Click 'Next'
10. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

NOTICE OF BANKRUPTCY FILING

This feature allows access to the Notice of Bankruptcy Case Filing any time after the case has been filed. The notice has all the substantive information of the case. The entry date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document gives notice of the filing of a bankruptcy case and notice that the filing of a

Click HERE to Return to Interactive Menu

bankruptcy case automatically stays certain actions against the debtor and the debtor's property.

STEPS

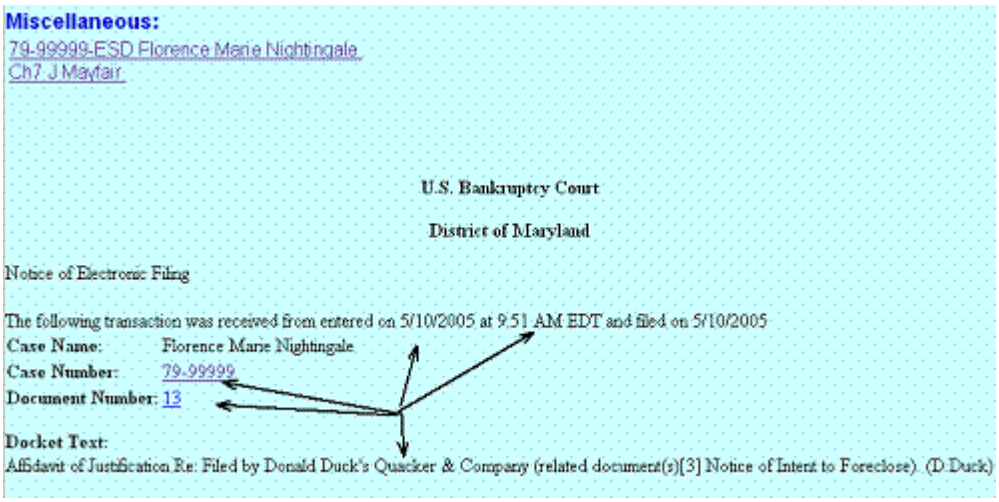
1. **Click on 'Query' on the Blue Menu Bar**
2. **The PACER Login screen will display:**
   - Enter your PACER Login and Password
3. **The Query Search screen displays:**
   - Query searches can be based upon various pieces of information:
     - Case Number;
     - Last Name
     - First Name;
     - Middle Name;
     - SSN;
     - Tax ID
   - Click Run Report
4. **The Query Results screen displays:**
   - Click on 'Notice of Bankruptcy Case Filing'

NOTICE OF CONTINUANCE OF 341 MEETING OF CREDITORS: CLICK HERE FOR THESE INSTRUCTIONS.

NOTICE OF ELECTRONIC FILING: RECEIPT OF FILING CASE/DOCUMENT

Notice of Electronic Filing is an electronic document produced by CM/ECF which certifies filing of all petitions, documents and claims with the U.S. Bankruptcy Court by an electronic filer, both the date and the time of filing appear.

Click HERE to Return to Interactive Menu



Miscellaneous:
79-99999-ESD Florence Marie Nightingale
Ch7 J Mayfair

U.S. Bankruptcy Court

District of Maryland

Notice of Electronic Filing

The following transaction was received from entered on 5/10/2005 at 9:51 AM EDT and filed on 5/10/2005
Case Name: Florence Marie Nightingale
Case Number: 79-99999
Document Number: 13

Docket Text:
Affidavit of Justification Re: Filed by Donald Duck's Quacker & Company (related document(s)[3] Notice of Intent to Foreclose). (D Duck)

All parties requesting electronic notification will receive this certification via electronic mail.

NOTICE OF MOTION/APPLICATION

These instructions will demonstrate the steps to file a Notice of Motion in the CM/ECF system. The example demonstrates the electronic filing of a Notice of Motion and allows for the setting of a motion for a hearing and/or an objection due date.

NOTE: Notice of Motion and Motion/Application have been combined in certain events. Check the 'Motion and Notice of Motion Combined' for specific motions.

Hearing date and time for certain motions may be obtained on our website.

STEPS

1. **Click 'Bankruptcy' on the CM/ECF Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Notices'
3. **The Case Number screen displays:**
   - Enter the case number in yy-nnnnn format
   - Click 'Next' to continue
4. **The Available Events List screen displays:**

Click HERE to Return to Interactive Menu

- Scroll down to 'Notice of Motion (sets Obj Deadline)' or 'Notice of Application'or type any part of the event name in the search window. The search is not case sensitive.
- Select the correct event. The event will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
- Click 'Next'

5. **The Select the Party screen displays:**
   - Select the party filer
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next' to continue
7. **Hearing and Objection information screen displays:**
   - Insert hearing date, time and location, if applicable
   - Enter Objection due date
   - Click 'Next'
8. **The Service Date screen displays:**
   - Enter Date of Service
   - Click 'Next'
9. **Refer to Existing Events screen displays:**
   - Check the box Refer to existing event(s)
   - Click 'Next'
10. **The Related Event Category screen displays:**
    - Select the event for which your notice relates
    - Click 'Next'
11. **The Original Motion screen displays:**
    - Check the box at the original motion
    - Click 'Next'
12. **The set hearing screen appears**

Click HERE to Return to Interactive Menu

- Place a check mark in the box relating to the pleading to be set in for hearing. Do not check the box to Create Schedule record for current docket entry.

13. **The Modify Docket Text screen displays:**
    - Modify Docket Text as appropriate
    - Click 'Next'
14. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click Next to continue
15. **The Notice of Electronic Filing screen displays:**
    (Refer to Notice of Electronic Filing for complete instructions)

Click HERE to Return to Interactive Menu

OPENING A BANKRUPTCY CASE



FILING REQUIREMENTS AND CASE OPENING

Required Documents:

- Credit Counseling Certificate
- Chapter 13 Plan (Chapter 13 Only)
- Social Security Number Verification
  NOTE: this is a restricted document that must be filed by an attorney; it cannot be filed by a filing agent.
- Notice to Individual Debtor

Click HERE to Return to Interactive Menu

- Schedules A-J & Summary of Schedules
- Statement of Financial Affairs

Click HERE to Return to Interactive Menu

- Verification of Creditor Matrix and a list of the creditors
- Voluntary Petition

Chapter 11 only - List of twenty (20) largest unsecured creditors, Equity Security Holders, Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership, Corporation Ownership Statement and Corporation Resolution of Corporation Debtor) should be filed as part of the voluntary petition.

If the Schedules and Statement of Financial Affairs are filed at a later date, the Schedules and Statement of Financial Affairs must be filed as two separate documents.

The following documents must be entered as separate events:

- Social Security Number Verification page
  NOTE: this is a restricted document that must be filed by an attorney; it cannot be filed by a filing agent
- Statement of Intent (Chapter 7 individuals only),
- Certification of Credit Counseling,
- Statement of Monthly Income,
- Chapter 12 or 13 Plan and Certificate of Service
- Disclosure of Compensation and
- Application to Pay Filing Fee in Installments or Application to have the Filing Fee Waived

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Open a Voluntary BK Case'
3. **The Case Type bk and the current date will display:**
   - Click to select the appropriate Chapter

Click HERE to Return to Interactive Menu

- Accept the default 'n' for no-If the petition does not have a joint filer, or
- Select 'y' for yes to indicate that the filing includes both husband and wife
- Accept the default to 'n' (for no deficiencies) if this filing contains all required documents or,
- Click 'y' to indicate there are deficiencies
- Click 'Next'

4. **The 'Search for a debtor' screen displays:**
   - The Debtor search must include the debtor's name and/or Social Security to determine if the debtor(s) has filed a previous case before a new party can be added
   - Enter the Debtors' Social Security Number or Tax Identification Number and Last Name, (First Name and Middle Name optional) or Business Name (Enter the entire business name.)
   - Click 'Search'

Search Hints

5. **The Party Search Results screen displays:**
   - If the Party is found, verify that the party is not restricted from filing under11 USC 109g before proceeding. (Refer to the Query for complete instructions.) If the party is found (and not restricted from filing), highlight the name, and
   - Click the 'Select name from list button', if the system does not locate the party in the database, a message will display No Person Found
   - Click 'Create New Party'
   - Click 'Next'
6. **The Party Information screen displays:**
   - Enter the following information as shown on Petition
   - Debtor's Last Name (If the debtor is a business, enter the full name of the business in the Last Name field), Debtor's First Name
   - Debtor's Middle Name, Generation. (Sr., Jr.)
   - Debtor's Title. (MD, Trustee, etc.)
   - SSN (Social Security Number), or Tax ID

Click HERE to Return to Interactive Menu

- The Office box may be used to indicate the name of the business/firm
- Address 1, Address 2, and Address 3, if necessary
- City, State and Zip
- Click the down arrow to reveal the list of counties
- Select the appropriate county. (it is not necessary to select a country unless the party does not reside in the USA)
- If applicable, click Alias to enter the alias information
- Enter the Debtor(s) aliases, Last, First, Middle Name and Generation
- Click the down arrow to reveal the list of options in the 'Role' category
- Click to select the appropriate Role type for each alias entered
- Click 'Add aliases'
- If the debtor has more than five aliases, Click 'Add aliases' again to submit remaining aliases
- Click 'Review' to review parties, aliases and attorney

7. **The Party Information screen displays:**
   - Verify the debtor and alias information shown
   - Click 'Return to Party Screen'
   - Click 'Submit'
   - For individual cases 'Warning: The Tax ID/EIN is blank' will appear. Click 'OK'
   - (If a business debtor has a Corporate Parent)
   - (Click the Corporate Parent button and proceed to Step 9)
8. **(For Joint Debtor) The Search for a Party screen displays for the Joint Debtor:**
   - Repeat, Steps 4 through 7 to add joint debtor information
   - Select a 'Role type' for the Joint Debtor
   - Click 'Submit'
9. **The Corporate Parent Party Search screen displays:**
   - Enter the Corporate parent name
   - Click Search
   - If the system does not locate the party in the database base, a message will be displayed: No Person Found
   - Click, Create new corporate parent

- Enter Corporate Parent name
- Click Add Corporate Parent Button
- Debtor's Information Screen displays
- Click 'Submit'

10. **Divisional Office Verification Screen displays:**
    - Verify the correct office for the county selected
    - Click 'Next'
11. **The Statistical Data screen displays:**
    - Chapter 11 will display 3 additional options that will not appear with other chapters
    - Select Small Business yes or no (blank for individual chapter 11 debtors)
    - Check box if a plan is being filed with the Petition
    - Check Box If Acceptance of Plan were solicited repetition
    - Prior filing within last 8 years, select no or yes
    - Indicate the Type of Debtor by selecting the appropriate button
    - Select the Nature of Business if appropriate. Tax-Exempt Entity can be selected in conjunction with any type of business
    - Click the down arrow to reveal the list of options in the fee status category. Select the appropriate option
    - If 'Installments' is selected an application to pay filing fee in installments must be filed at the time of the filing of the petition
    - If 'IFP filing fee waived' is selected an application to proceed in forma pauperis must be filed at the time of the filing of the petition
    - Select Paid, if full amount of filing fees is to be paid at time of filing.
    - Click the down arrow to reveal the list of options in the Nature of Debt category (Consumer or Business)
    - The Asset Notice defaults to No for Chapter 7 and Yes for the remaining Chapters
    - Click the down arrow to reveal the list of options in the Estimated Creditors category, Select the correct range
    - Click the down arrow to reveal the list of options in the Estimated Assets category

Click HERE to Return to Interactive Menu

- Click the down arrow to reveal the list of options in the Estimated Debts category. Select the correct range
- Click 'Next'

12. **Summary of Schedules Form 106 screen displays:**
    - Enter the amount from schedules A/B,D,E/F,I, J, Form 22A, 22B and 22C depending on the chapter
    - The Total Nondischargeable Debt is taken from page 2 of the Summary of Schedules, refer to Statistical Summary of Liabilities. Liability figures should be entered
    - Click 'Next'
13. **The Schedules and Form 122 (A, B or C) information screen continues:**
    - Continue to fill in the amounts from form 122
    - Click 'Next'
14. **If Deficiencies 'y' was selected on the Case Data screen (Step 3), the Deficiency List screen displays:**
    - Select each item that is not included with this petition
    - Click 'Next'
15. **The PDF Document Selection screen displays:**
    - Click 'Browse'. If you have additional attachments, select the 'Yes' radio button. (Refer to Navigating through Directories Module for complete instruction.)
    - Click 'Next'
16. **If Deficiencies 'y' was selected on the Case Data screen (Step 3):**
    - Incomplete Filings due date screen displays
    - Click 'Next'
17. **Section 521 i Incomplete Filing date mm/dd/yyyy displays:**
    - Click 'Next'
18. **The Presumption of Abuse Arises screen displays:**
    (Please Note: This screen will not appear if the means test was selected as a missing document from the Deficiency List in Step 11):
    - If Presumption of Abuse arises select 'yes', if not select 'no'
    - Click 'Next'

Click HERE to Return to Interactive Menu

20. **Government Proof of Claim will appear in all chapters designated as asset cases:**
    - Accept default date
    - Click 'Next'
21. **Filing Fee due information displays:**
    - Click 'Next'
22. **The Modify screen displays:**
    - Modify the Docket Text, if appropriate
    - Click 'Next'
23. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
24. **The Notice of Electronic Filing screen Displays:**
    (Refer to Notice of Electronic Filing for complete instructions.)
25. **The Internet Credit Card Program Window displays:**
    (Refer to Internet Credit Card Payments for complete instructions.)

- Click 'Pay Now' or 'Continue Filing'

ADD/CREATE NEW PARTY: CLICK HERE FOR THESE INSTRUCTIONS.

ADDING/EDITING CREDITORS: CLICK HERE FOR THESE INSTRUCTIONS.

ATTORNEY DISCLOSURE OF COMPENSATION: CLICK HERE FOR THESE INSTRUCTIONS.

CASE UPLOAD

Case Upload simplifies the process of opening bankruptcy cases by reducing the number of keystrokes and screens that are needed to be processed. If you would like to utilize

Click HERE to Return to Interactive Menu

the speed and ease of Case Upload, and are not yet doing so, we believe that you will enjoy its many benefits.

However, you should also be aware of the following:

- You should have the latest version of the vendor's software. Earlier versions may not work.
- If you have not used Case Upload, you should ask for assistance from your vendor when filing your first case.
- Case Upload should not be used in cases with deficiencies or to open an Involuntary Petition.
- You should ensure that the office code is set to "0" for Greenbelt and "1" for Baltimore. You should make sure the correct county is chosen for the debtor.
- Please note that Maryland requires that the Statement of Intent, the Disclosure of Compensation, the SSN Verification Page, Chapter 13 Plan, Credit Counseling Certificate and Means Test (or Current Monthly Income) be filed as separate events.
- Not all Case Upload Vendors' software will docket the above events for you. Please check with your vendor to see if this capability has been implemented in your software. If not, you will have to docket these events manually.

NOTE: Each vendor's Case Upload product is a little different, therefore no docketing instructions are available.

To access Case Upload:

1. **Click 'Bankruptcy' hyper link on the Blue Menu Bar**

Click HERE to Return to Interactive Menu

2. **The Bankruptcy Events menu displays:**
   - Click 'Case Upload'
   - Follow the instructions provided by your particular vendor.

CASE UPLOAD TIPS

If you would like to utilize the speed and ease of Case Upload and are not yet doing so, we believe that you will enjoy its many benefits.

Click here to see tips.

CERTIFICATE OF CREDIT COUNSELING

Local Rule 1002-1(a)(8) states that the petition will be dismissed without a hearing if: In cases for individuals, the Credit Counseling Statement or request for waiver pursuant to 11 U.S.C.§109(h)(4)is not filed and the debtor has not completed Part 5 to the petition stating that debtor received approved budget and credit counseling during the 180-day period ending on the filing of the petition.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to ‘Certificate of Credit Counseling’ 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 HERE to Return to Interactive Menu

- Click 'Next'

5. **The Party Filer screen displays:**
   - Select the debtor(s)
   - Click 'Next'
6. **The Attorney Party Association screen displays:** (this screen will only appear if it is the first time you have filed a pleading on behalf of this party)
   - Check the box to create the association between yourself and the debtor(s)
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to the Navigating through Directories for complete instructions).
   - Click 'Next'
8. **Case Information screen displays:**
   - Verify debtor(s) name and case information
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions)

INSTALLMENT PAYMENTS

This event is used for attorneys who are paying for their client's filing fees in installments. An Order Regarding Application to Pay Filing Fee in Installments must be entered in the case in order for the debtor to pay the prescribed filing fee in installment payments.

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'

Click HERE to Return to Interactive Menu

3. **The Case Number screen displays:**
   - Enter the correct case number, in yy-nnnnn format
   - Click 'Next'
4. **The 'Available Events List' screen displays:**
   - Scroll down to 'Filing Fee' 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 Installment Payment 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'
5. **The Select Party screen displays:**
   - Select the debtor(s) as the party filer(s)
   - Click 'Next'
6. **A message displays as a reminder to pay the exact amount due if this is a final installment payment:**
   - Click 'Next'
7. **A message displays asking if this is the final installment payment:**
   - Select 'Yes' from the drop-down menu if this is the final installment payment, or select 'No' if this is not the final installment payment
   - Click 'Next'
8. **The fee box displays:**
   - Type the amount in the box that is being paid at this time
   - Click 'Next' to continue
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - Verify the Final Docket Text
   - Click 'Next'
10. **The payment screen will now display allowing payment to be made. Be certain your pop-up blocker software is disabled.**

Click HERE to Return to Interactive Menu

INTERNET CREDIT CARD PAYMENTS: CLICK HERE FOR THESE INSTRUCTIONS.

JUDGE/TRUSTEE ASSIGNMENT

Once the Bankruptcy Case is opened upload the Creditor Matrix. Refer to the Uploading Creditor Matrix for complete instructions.
NOTE: The creditor matrix must be uploaded before using this event.

STEPS

1. **Click on the 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click on Judge/Trustee Assignment
3. **The 341 Judge and Trustee screen displays:**
   Make a note of the information or print the screen for your records.

NOTICE OF BANKRUPTCY CASE FILING: CLICK HERE FOR THESE INSTRUCTIONS

NOTICE OF CONTINUANCE OF 341 MEETING OF CREDITORS: CLICK HERE FOR THESE INSTRUCTIONS.

SOCIAL SECURITY NUMBER VERIFICATION PAGE

Amendments to F.R.B.P.1007, requires debtors to submit a verified statement containing the full nine-digit SSN. This statement will not be viewable in the case by anyone other than the court and will not be available to the public over the internet. This event must be used to docket the SSN verification page.

This document is a restricted document. It must be filed by an attorney; it cannot be filed by a filing agent.

Click HERE to Return to Interactive Menu

It is the responsibility of the filers, not the Clerk, for redacting the Social Security number and other personal identifiers in documents filed with the court.

STEPS

1. **Click the 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Statement of Social Security Number(s)' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
   - Select 'Social Security Number Verification Page'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
   - Click 'Next'
5. **The Select the Party screen displays:**
   - Select the Debtor(s)
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click Browse, (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
7. **The Case Name and Number displays:**
   - Verify Name and Case Number
   - Click 'Next'
8. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**

Click HERE to Return to Interactive Menu

- If something is not correct, click the back arrow in your browser
- If the text reads correctly, click 'Next'

9. **The Notice of Electronic Filing screen displays.**
   (Refer to the Notice of Electronic Filing module for complete instructions.)

STATEMENT OF INTENT: CLICK HERE FOR THESE INSTRUCTIONS

UPLOADING A CREDITOR MATRIX

The creditor matrix must be in an ASCII text format before it can be successfully uploaded. (Refer to How to Convert a Creditor Matrix to a .txt File Module for complete instructions.)

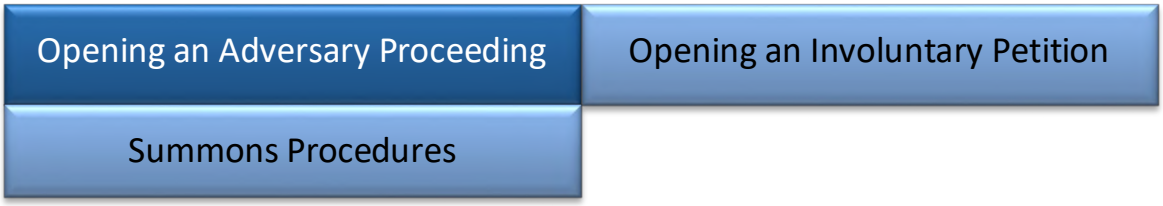
STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays**
3. **The Creditor Maintenance screen displays**
   - Click 'Upload a creditor matrix file'
4. **The Upload a File screen displays:**
   - Enter the case number in yy-nnnnn format
5. **The Load Creditor Information screen displays:**
   - Click Browse (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
6. **The Total Creditors Entered screen displays:**
   - The total number of creditors will display
   - Click 'Submit'
7. **The Creditor Receipt screen displays:**
   - Confirms the number of creditors added to the case
   - Click on any Blue Menu Bar hyper link to exit Creditor Maintenance or,
   - Click File A Proof of Claim, or
   - Return to Creditor Maintenance Menu

Click HERE to Return to Interactive Menu

Click HERE to Return to Interactive Menu

OPENING OTHER CASES



OPENING AN ADVERSARY PROCEEDING

Opening an adversary proceeding involves entering the necessary information regarding the plaintiff and defendant along with basic statistical data.

STEPS

1. **Click 'Adversary' on the Blue Menu Bar**
2. **The Adversary Events screen displays:**
   - Click 'Open an AP Case'
3. **The Case Data screen displays:**
   - Case type (ap) and file date will display
   - Accept the Complaint option default of 'y' for adversary complaint. If filing a Notice of Removal, change the 'y' default to 'n' for no
   - Click 'Next'
4. **The Association screen displays:**
   - Enter the Bankruptcy Case Number (Lead Case Number)
   - The association type defaults to Adversary and must not be changed
   - Click 'Next' (You do not need to click 'Find This Case')
5. **Verify division and judge based on the bankruptcy case number:**
   - Click 'Next'
6. **The Plaintiff Search screen displays:**
   - Enter the name of the Plaintiff.
   - Click 'Search'

Click HERE to Return to Interactive Menu

- The search results screen displays. Scroll through the list of parties, if your party is found, highlight the name. (a window will pop-up with more party information) and
- Click 'Select Name from List'. NOTE: If you select the debtor from the party list, you will not be able to remove or change the social security number/tax id number field
- If the name of the plaintiff is not found,
- Click 'Create New Party' (Refer to Add/Create New Party for complete instructions).
- Click 'Submit'
- At the Search for a plaintiff screen, repeat the previous steps if you have more than one plaintiff. When you are finished, Click 'End Plaintiff Selection'

7. **The Defendant Search screen displays: NOTE: DO NOT add an attorney for the defendant.**
   - Enter the name of the Defendant
   - Click 'Search'
   - The search results screen displays. Scroll through the list of parties, if your party is found, highlight the name and
   - Click 'Select Name from List' button. Note: If you select the debtor from the party list, you will not be able to remove or change the social security number/tax id number field. If name of the defendant is not found,
   - Click 'Create New Party' (Refer to the Add/Create New Party module for complete instructions).
   - Once the defendant has been added to the case, the Party screen will display again.
   - Add aliases, if any,
   - Click 'Alias'
   - Add Last /Business name, First Name etc.
   - Add Role type
   - Click 'Add aliases'
   - Click 'Review' button to view parties, attorney and aliases

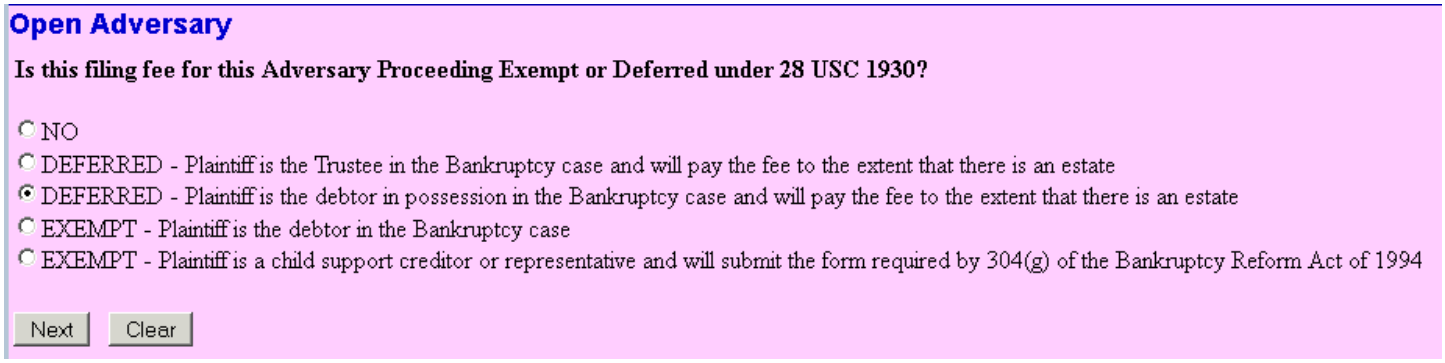
Click HERE to Return to Interactive Menu

- Click the down arrow of the 'Role in Bankruptcy Case' button to select defendants' role in the Bankruptcy Case
- If a Corporate defendant is a division of another corporation
- Click 'Corporate parent' and add the parent corporation/company as a party to the case
- Repeat Step 7 until all defendants have been added, Click 'End of Defendant Selection'

8. **The Adversary Statistical Data screen displays:**
   - Click the down arrow to reveal the list of Party Code option
   - 1 if the U.S. is a plaintiff,
   - 2 if the U.S. is a defendant,
   - 3 if the U.S. is not a party to the case, accept default.
   - Click the down arrow to reveal the list of Nature of Suit options. NOTE: (If filing multiple natures of suit, of which one is an 'Objection to Discharge', the 'Objection to Discharge' must be the primary (1st) suit.)
   - The Rule 23 (Class Action) options default is n for no and should remain n for no.
   - The Jury Demand options defaults to none and should remain as none. Note: If you are requesting a jury trial, your request for a Jury Trial must be submitted as a separate document for the court's approval.
   - Demand: If there is a dollar demand in the complaint, enter the amount to the nearest thousand. DO NOT use dollar signs or commas
   - State Law Select 'Yes' or 'No'
   - Click 'Next'
   - If you are filing a Notice of Removal
   - Select event screen displays
   - Select 'Notice of Removal' for the drop-down list
   - Click 'Next'
9. **The PDF Document Selection screen displays:**
   - Click 'Browse' (Refer to the Navigating through Directories module for complete instructions).
   - Click 'Next'

Click HERE to Return to Interactive Menu

10. **Important message regarding Filing fees displays. Is the filing fee for this Adversary Proceeding Exempt or Deferred under 28 USC 1930?**
    - Please read each option carefully and select the appropriate radio button



11. **The Waived or Deferred or Amount Due screen displays:**
    - If you selected 'Exempt' or 'Deferred' your fees are Exempt or Deferred
    - Click 'Next
    - If you selected 'No' the filing fee amount will display and you will receive a prompt later to pay the filing fee by credit card
    - Click 'Next'
    - Click 'Next'
12. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow in your browser
    - If the text reads correctly, click 'Next'
13. **The Notice of Electronic Filing screen displays.**
    (Refer to the Notice of Electronic Filing module for complete instructions).
14. **The Internet Credit Card Program Pop-up Window displays.**
    (The Internet Credit Card Program Pop-up Window displays. Refer to the Internet Credit Card Payment module for complete instructions).

Click HERE to Return to Interactive Menu

OPENING AN INVOLUNTARY PETITION

The size of the document must not exceed **6.0** Megabytes. Larger documents must be split into **6.0** Megabytes or smaller and added to the petition as attachments.

Things You Need to Know

- DO NOT use Case Upload to open a new involuntary petition
- An involuntary case can only be a Chapter 7 or a Chapter 11
- An involuntary petition cannot have a joint debtor
- If petitioning creditors have different attorneys read Step 9 carefully
- Filing fee must be paid in full
- DO NOT run the Judge/Trustee program
- An involuntary summons will be issued by the Clerk's Office
- Remember to file the return of service of the summons

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Open an Involuntary BK Case'
3. **The Case Data screen displays:**
   - The Case Type bk and the current date will display
   - Click to select the appropriate Chapter
   - Click 'Next'
4. **The Search for the debtor screen displays:**
   - Enter the name of the debtor
   - Click 'Search'
5. **The debtor Search Results screen displays:**
   - If the debtor's name is found, highlight the name and
   - Click 'Select from List'
   - If the party is not found
   - Click 'Create New Party'

Click HERE to Return to Interactive Menu

6. **The Involuntary Debtor's Information screen displays:**
   - Verify the Debtor's Last Name or the full name of a business.
   - Debtors First Name
   - Debtors Middle Name
   - Debtors Generation. (Sr., Jr.)
   - Debtors Title. (MD, Trustee, etc.)
   - Social Security Number or Tax ID, if available
   - Address 1, Address 2, and Address 3, if necessary
   - City, State and Zip
   - Click the down arrow, select the appropriate county
   - Add Alias and Corporate Parent, if applicable
   - Click 'Submit'
7. **The Search for the Petitioning Creditor screen displays:**
   - Enter the name of the petitioning creditors
   - Click 'Search'
8. **The Petitioning Creditor search results screen displays:**
   - Enter the name of the petitioning creditor, if name is found
   - Select the name and Click the Select form List Button
   - If the name is not found
   - Click 'Create New Party'
9. **The Petitioning Creditor Information screen displays:**
   - Verify the Petitioning Creditor's Last Name
   - Enter the remaining information for the Petitioning Creditor
   - NOTE: Do not select a county as this pertains to the involuntary debtor only

   NOTE: When a petitioning creditor has a separate attorney representing them, please complete the following carefully to ensure correct association of the attorney and their client.
   - If the filing attorney is the only attorney for the petitioning creditor, check the box that 'The user opening the case is the filing attorney'
   - Repeat Step 7-9 until all petitioning creditors are added.
   - Click 'End petitioning creditor selection' and proceed to Step 11.

Click HERE to Return to Interactive Menu

- If this petitioning creditor is represented by another attorney do not check the box, this will allow you to add another attorney.
- Click Attorney Button, proceed to Step 10

10. **The Attorney Search screen displays:**
    - Enter the attorney's last name or bar number
    - Click 'Search'
    - The attorney search results screen displays
    - Click to highlight the name of the attorney
    - Click the 'Select Name from List' button
    - Click 'Add Attorney'
    - The Party Information for the petitioning creditor displays again,
    - verify the information
    - Click 'Submit'
    - Repeat Step 7-10 until all petitioning creditors are added
    - Click End petitioning creditor selection
11. **Divisional Office Verification screen displays:**
    - Verify the correct office for the county selected.
    - Click 'Next' to continue.
12. **The Statistical Data screen displays:**
    - Three additional options will appear for a chapter11 case
    - Check the box if a plan is being filed with the petition
    - Check the box if acceptance of plan was solicited pre-petition
    - Prior filing last 8 years, select yes or no.
    - Indicate the Type of Debtor by selecting the appropriate button.
    - Select the Nature of Business, if appropriate. Tax-Exemption Entity can be selected in conjunction with any type of business
    - Filing Fee must be paid at time of filing.
    - Click 'Next'
13. **The PDF Document Selection screen displays:**
    - Click 'Browse' (Refer to Navigating through Directories for complete instructions.)
    - Click 'Next'

Click HERE to Return to Interactive Menu

14. **Filing Fee due information and a message regarding pop-up blockers displays:**
    - Click 'Next'
15. **The Opening Involuntary Bankruptcy Case screen displays:**
    - Click 'Next'
16. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow in your browser
    - If the text reads correctly, click 'Next'
17. **The Notice of Electronic Filing screen displays.**
    (Refer to the Notice of Electronic Filing module for complete instructions.)
18. **The Internet Credit Card Program window displays.**
    (Refer to the Internet Card Payment Module for complete instructions.)

SUMMONS PROCEDURES

Pursuant to Federal Rule of Bankruptcy Procedure 7004, the Maryland Bankruptcy Court includes an electronic version of the court's seal on the summons. When the court dockets the "Summons Issued" event, you will receive a notice of electronic filing with a link to the summons. You will need to open the link to receive your copy of the summons to serve on all opposing parties. This copy replaces the hard copy summons which the court mailed to you in the past. This applies to both Involuntary Bankruptcy Cases as well as Adversary Proceedings (Complaints).

After completion of service, electronically file your pleading by selecting "Affidavit of Summons Service". Please contact the case administrator if you have any questions.

Click HERE to Return to Interactive Menu

ORDERS



SUBMISSION AND FORM OF PROPOSED ORDERS

- Do not enter a proposed order on the docket.
- All proposed orders must be attached to the appropriate document (docket entry) as an attachment (to allow for review by all interested parties), except for Consent Orders and Orders requested by chambers. These orders should be uploaded for review by the Judge using the 'Order Upload' event.
- Required Submission and Form - A proposed order must accompany all requests for relief. (except Motions to Dismiss; Motions to Convert; Motion for Relief from Stay and pleadings initiating adversary proceedings) Such orders shall be filed as an attachment to the pleading. (Refer to Attachments to Documents for complete instructions.)
- Case Caption & Title - The proposed order must contain the case caption and a specific title describing the nature and effect of the order.
- Stipulations and Consent Orders - Consent orders shall be circulated and signed conventionally. The original consent order bearing original signatures of the consenting parties shall be maintained by the Filing User until three (3) years after the bankruptcy case is closed. Attorneys submitting proposed consent orders must include the following certification of consent:

  "I HEREBY CERTIFY that the terms of the copy of the consent order submitted to the court are identical to those set forth in the original

consent order; and the signatures represented by the /s/_____ on the copy of the consent order submitted to the Court reference the signatures of consenting parties obtained on the original consent order."

All proposed orders must conform to the following specifications:

- The top margin on the first page must be no less than three (3) inches.
- The names and addresses of all counsel or other parties in interest who should receive copies of the order shall be set forth in the lower left-hand corner of the final page of the proposed order.
- The last line in the proposed order must state "End of Order," and be centered in the middle of the line to indicate the end of the order.
- Do not include blank date lines or a signature line for the judge. The judge will electronically sign the document in the blank space provided by the top margin on the first page.
- Multi-page orders must contain page numbers at the bottom of each page.
- The only fonts that are be used with Adobe Acrobat Writer version 3or 4 are Courier, Helvetica, or Times New Roman (regular, bold, italic, and bold italic). The fonts used with Adobe Acrobat Writer version 5 must be Arial, Courier, or Times New Roman (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

UPLOADING PROPOSED ORDERS

Orders that are submitted other than with the pleading, such as consent orders and orders embodying a ruling, shall be uploaded directly into the court's e-order system. See the section on Proposed Orders for Required Submission and Form.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Order Upload'

Click HERE to Return to Interactive Menu

3. **The type of Order screen displays:**
   - Click 'Upload Single'
4. **The Case Number and Document Number screen displays:**
   - Type the case number in yy-nnnn format
   - Click 'Next'
5. **The Type of Order/Hearing Date and The PDF Document Selection screen displays:**
   - Select from the Order Type drop down box the type of order you are uploading: Emergency, Hearing Held, Hearing Scheduled, or Other
   - Enter hearing date, if selecting hearing held or hearing scheduled you must enter a hearing date.
   - Click Browse, (Refer to Navigating Through Directories for complete instructions
   - Click 'Next'
6. **The Order Uploaded Successfully screen displays**

REPLACING AN ORDER PREVIOUSLY UPLOADED

Please note: an attorney must replace an order using the same login used when the order was originally uploaded.

STEPS

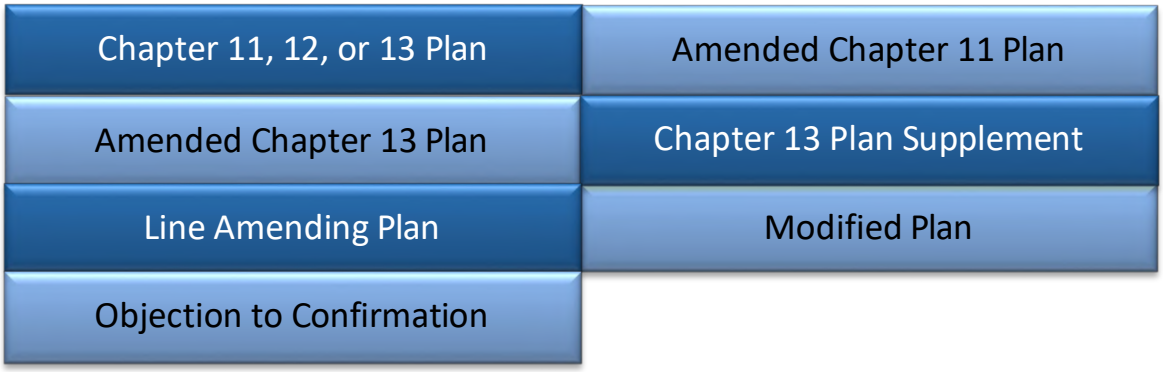
1. **Click 'Bankruptcy'on the CM/ECF Blue Menu Bar**
2. **The Bankruptcy Events menu displays:**
   - Click 'Order Upload'
3. **The type of Order screen displays:**
   - Click 'Upload a Single Order (BK or MP cases)'
4. **The Case Number and Document Number screen displays:**
   - Enter Case Number
   - Enter Document Number of the document the order relates to
   - Click 'Next'

Click HERE to Return to Interactive Menu

5. **The Upload Single Order information screen displays:**
   - Accept (checkmark) Replace the original order
   - Accept (radio button) Select to Replace box
   - Click 'Next'
6. **The Type of Order/Hearing Date and The PDF Document Selection screen displays:**
   - Select the Order Type.
   - Enter hearing date, if applicable
   - Click 'Browse'(Refer to Navigating Through Directories for complete instructions.)
   - Click Next
7. **The Order Successfully Replaced screen displays**

Click HERE to Return to Interactive Menu

PLANS



NOTE: In CM/ECF Plans are docketed as separate events, even if filed simultaneously with a voluntary petition.

An Amended Plan is filed before confirmation of the plan and a Modified Plan is filed after confirmation of the Plan

CHAPTER 11, 12, OR 13 PLAN

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Plan'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Chapter 12 Plan' or 'Chapter 13 Plan' or 'Chapter 11 Plan' or type in any part of the event name to narrow the list. The search is not case sensitive.

Click HERE to Return to Interactive Menu

- 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'

5. **The Party Filer screen displays:**
   - Select the party Filer from the list or Click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'

     The reminder "The Certificate of Service for the Plan (Local Form M1) should be attached" displays at the top of the page
6. **The PDF Document Selection screen displays:**
   - Click Browse (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
7. **The Final Docket Text screen displays:**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
8. **The Notice of Electronic Filing displays.**

   (Refer to Notice of Electronic Filing for complete instructions.)

AMENDED CHAPTER 11 PLAN

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click the 'Plan'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**

Click HERE to Return to Interactive Menu

- Scroll down to 'Amended Chapter 11 Plan' 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'

5. **The Party Filer screen displays:**
   - Select the Party Filer
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
     Select refer to existing event – Click 'Next'
     Select the most recently filed Chapter 11 Plan
   - Click 'Next'
7. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate (Use the Pretext box to identify any additional amendment, e.g., Second, Third, etc.)
   - Click 'Next'
8. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

AMENDED CHAPTER 13 PLAN

NOTE: An Amended Plan is filed before confirmation of the plan and a Modified Plan is filed after confirmation of the Plan

A Certificate of Service is required with the filing of an Amended Plan. The Certificate of Service may be filed as an attachment to the Plan instead of a separate entry.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click the 'Plan'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Amended Plan' 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'
5. **The Party Filer screen displays:**
   - Select the Party Filer
   - Click 'Next'

     The reminder “The Certificate of Service for the Plan (Local Form M1) should be attached” displays at the top of the page
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'

Click HERE to Return to Interactive Menu

The reminder "Did you attach the Certificate of Service?" displays (if you select 'yes', you can continue on to the next page; if you select 'no', the reminder "A Certificate of Service is required. Please go back and attach the Certificate of Service".
Click 'Next' – **DO NOT** refer to existing event – Click 'Next'

7. **The Plan Payment Amount and Duration of Plan screens appear:**
   - Enter the amount of payments per month
   - Enter the length of the plan in months
   - Click 'Next'
8. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate (Use the Pretext box to identify any additional amendment, e.g., Second, Third, etc.)
   - Click 'Next'
9. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
10. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

LINE AMENDING PLAN

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Select Miscellaneous Events
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'

Click HERE to Return to Interactive Menu

4. **The Available Events screen displays:**
   - Select 'Line'. The event name will show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events window to remove it).
   - Click 'Next'
5. **The Select Party screen displays:**
   - Scroll through the list of parties and if the party exists, select the name and
   - Click 'Next' to continue, or if the party is not found click Add/Create New Party (Refer to Add/Create New Party for complete instructions.)
6. **The Attorney Party Association screen appears:** (This screen will only appear if it is the first time you are filing a pleading on behalf of this party.)
   - Check the box to associate yourself with your client
   - Click 'Next'
7. **The PDF Document Selection screen displays:**
   - Click Browse, (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
8. **Select the box labeled "Refer to existing event(s)?":**
   - Click 'Next'
9. **Select the related event from the category drop down list (Plan):**
   - Click 'Next'
10. **Select the appropriate event (Plan) to which your event relates:**
- Click 'Next'
11. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
12. **The final approval screen appears. Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
   - If something is not correct, click the back arrow
   - If the text, reads correctly, click 'Next'
13. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

CHAPTER 13 PLAN SUPPLEMENT TO VALUE SECURITY OR AVOID LIEN

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Plan'
3. **The Case Number screen displays:**
   - Type the case number in yy-nnnnn format
   - Click 'Next'
4. **The Available Events List screen displays:**
   - Scroll down to 'Chapter 13 Plan Supplement to Value Security or Avoid Lien' or type in any part of the event name 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'
5. **The Party Filer screen displays:**
   - Select the party Filer from the list or Click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
   - Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click Browse (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
7. **Select the appropriate event (Plan) to which your event relates:**
   - Click 'Next'
   - Select the appropriate box for the additional relief requested (see questions 5.1 and/or 5.3 of the Plan)
   - Click 'Next'
8. **Enter the address or description of the property:**
   - Enter the name of the creditor associated with this Plan Supplement
   - Click 'Next'

Click HERE to Return to Interactive Menu

9. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate (Use the Pretext box to identify any additional amendment, e.g., Second, Third, etc.)
   - Click 'Next'
10. **The Final Docket Text screen displays: Attention!! Submitting this screen commits this transaction. You will no further opportunity to this submission if you continue.**
    - If something is not correct, click the back arrow in your browser
    - If the text reads correctly, click 'Next'
11. **The Notice of Electronic Filing displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

MODIFIED PLAN

A Motion to Modify the Plan and a Notice of Motion are required and a Proposed Modified Plan must be included as an attachment to the Motion. See Motion and Notice of Motion for instructions on filing a Motion to Modify Plan.

If the Motion to Modify the Plan is granted, the Case Administrator will enter the Modified Plan on the case docket after the entry of the Order granting the Motion. In the event an Amended Modified Plan needs to be docketed after the filing of the original Motion to Modify, please file it using the below Miscellaneous Event "Line".

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
   - Click 'Miscellaneous'
3. **The Case Number screen displays:**
   - Enter the correct case number
   - Click 'Next'
4. **The Available Events List screen displays:**

Click HERE to Return to Interactive Menu

- Scroll down to 'Line' or type any part of the event name in the search window to narrow the list. The search is not case sensitive.
- Select 'Line'. The event name will appear in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it).
- Click 'Next'

5. **The Select Party screen displays:**
   - Select the party filer
   - Click 'Next'

     The following message appears: **Please do not use this event for changes of address, notice of appearances, or for document withdrawals. Notice of Change of Address, Notice of Appearance and Request for Notice, and Withdrawal of Document are available on the Miscellaneous menu.** Click 'Next'
6. **The PDF Document Selection screen displays:**
   - Click 'Browse', (Refer to Navigating through Directories for complete instructions.)
   - Click 'Next'
8. **The Refer to Existing Event screen will appear:**
   - Check on box Refer to existing event(s)
   - Click 'Next'
9. **The Related Event Category screen displays:**
   - Select the event (Motion) for which your Amended Modified Plan relates
   - Click 'Next'
10. **The Appropriate Event(s) screen displays:**
    - Check the appropriate event(s) (Motion to Modify)
    - Click 'Next'
11. **The Modify Docket Text screen displays:**
    - Modify the Docket Text and note that you're filing an Amended Modified Plan
    - Click 'Next'

Click HERE to Return to Interactive Menu

12. **The Final Approval screen displays: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
    - Verify the Final Docket Text
    - Click 'Next'
13. **The Notice of Electronic Filing screen displays.**
    (Refer to Notice of Electronic Filing for complete instructions.)

OBJECTION TO CONFIRMATION OF PLAN

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **The Bankruptcy Events screen displays:**
    - Click 'Plan'
3. **The Case Number screen displays:**
    - Type the case number in yy-nnnnn format
    - Click 'Next'
4. **The Available Events List screen displays:**
    - Scroll down to 'Objection to Confirmation of Plan' or type in any part of the event name 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'
5. **The Party Filer screen displays:**
    - Select the party Filer from the list or Click Add/Create New Party. (Refer to Add/Create New Party for complete instructions.)
    - Click 'Next'
6. **The PDF Document Selection screen displays:**
    - Click Browse (Refer to Navigating through Directories for complete instructions.)
    - Click 'Next'

Click HERE to Return to Interactive Menu

7. **Select the appropriate event (Plan) to which your event relates:**
   - Click 'Next'
8. **The Modify Docket Text screen displays:**
   - Modify the Docket Text as appropriate
   - Click 'Next'
9. **The Final Docket Text screen displays:**
   - If something is not correct, click the back arrow in your browser
   - If the text reads correctly, click 'Next'
9. **The Notice of Electronic Filing displays.**
   (Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

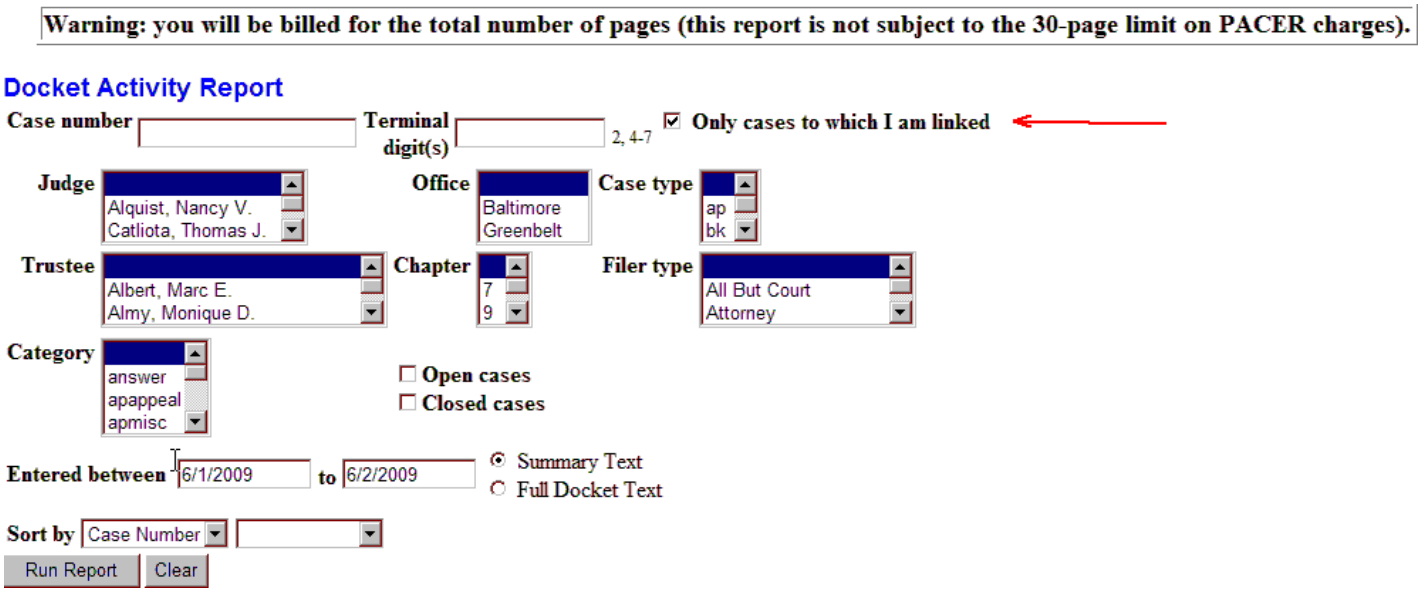
REPORTS

My Cases	Calendar Events Reports
Cases Report	Claims Register
Docket Report for Attorneys and Trustees	Internet Credit Card Payments
Internet Payments Due/History	Query

MY CASES

STEPS

1. **Click 'Reports'**
2. **Click 'Docket Activity'**
   - The PACER login screen will display.
   - Enter your PACER login and password.
   - Select your search criteria



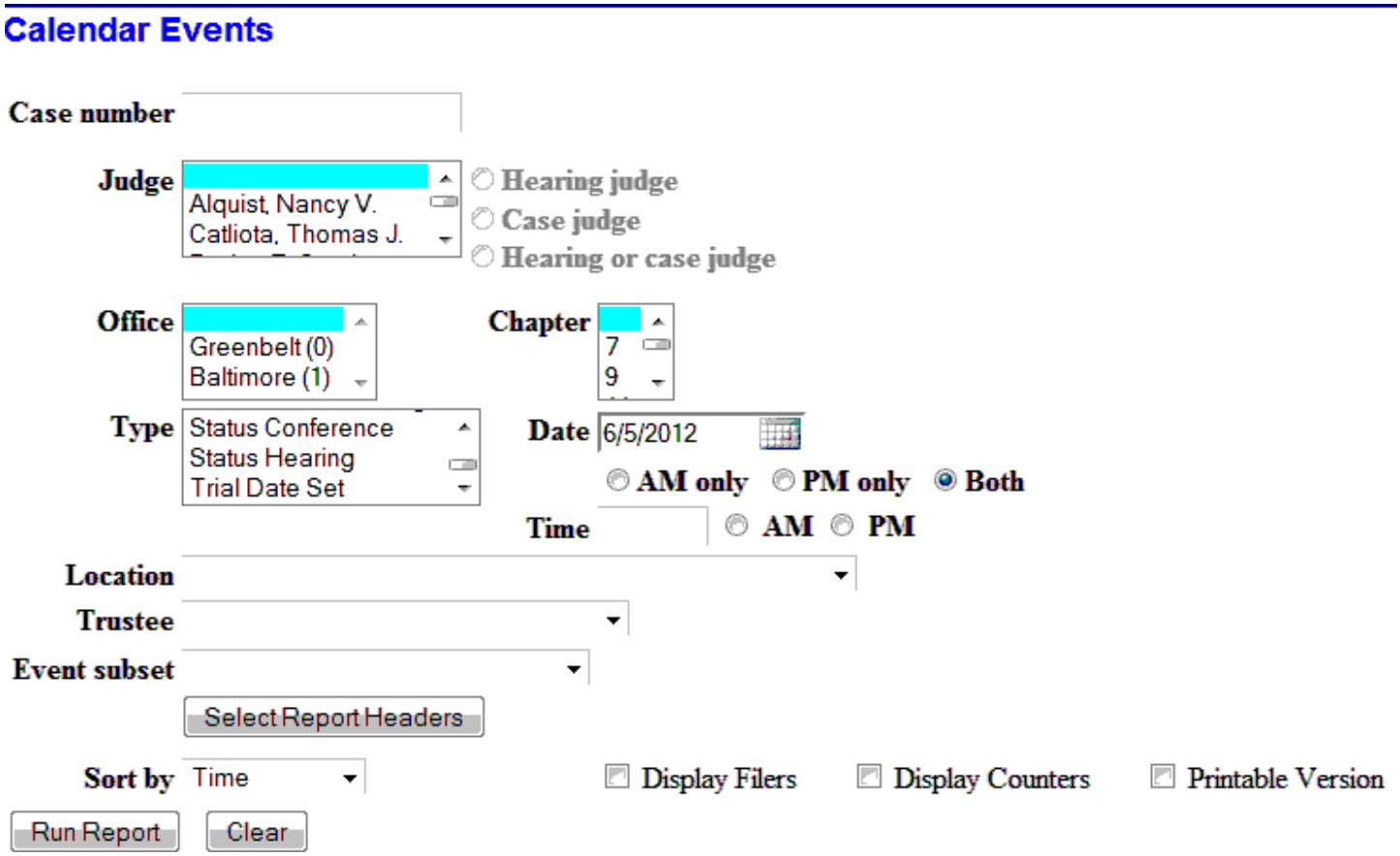
Click HERE to Return to Interactive Menu

CALENDAR EVENTS REPORT

STEPS

1. **Click 'Reports' on the CM/ECF Blue Menu Bar.**
2. **Calendar Events screen displays:** (See Figure 1 below)
   - Criteria selections can be made by case number, judge (hearing or case or both), divisional office, chapter, date, time, location, trustee and by specific schedule event types in the court's dictionary.
   - More than one selection can be made within each of the judge, office, type, chapter and calendar events pick lists by pressing and holding the Ctrl key while clicking on each selection with your mouse.
   - Reports can be sorted by Time or Office and Time from the Sort by Selection Box.

Figure 1:



Click HERE to Return to Interactive Menu

3. **Calendar Events report displays:**

The report displays: time; case number; name of debtor(s) with hyperlink to docket report; and chapter; name of the attorney for the debtor(s), plaintiff and defendant for adversary proceedings; docket number with hyper link to the PDF image, the docket entry and any related pleadings.

CASES REPORT

The 'Cases' report retrieves information from the court's database with a variety of selection criteria for case management and tracking.

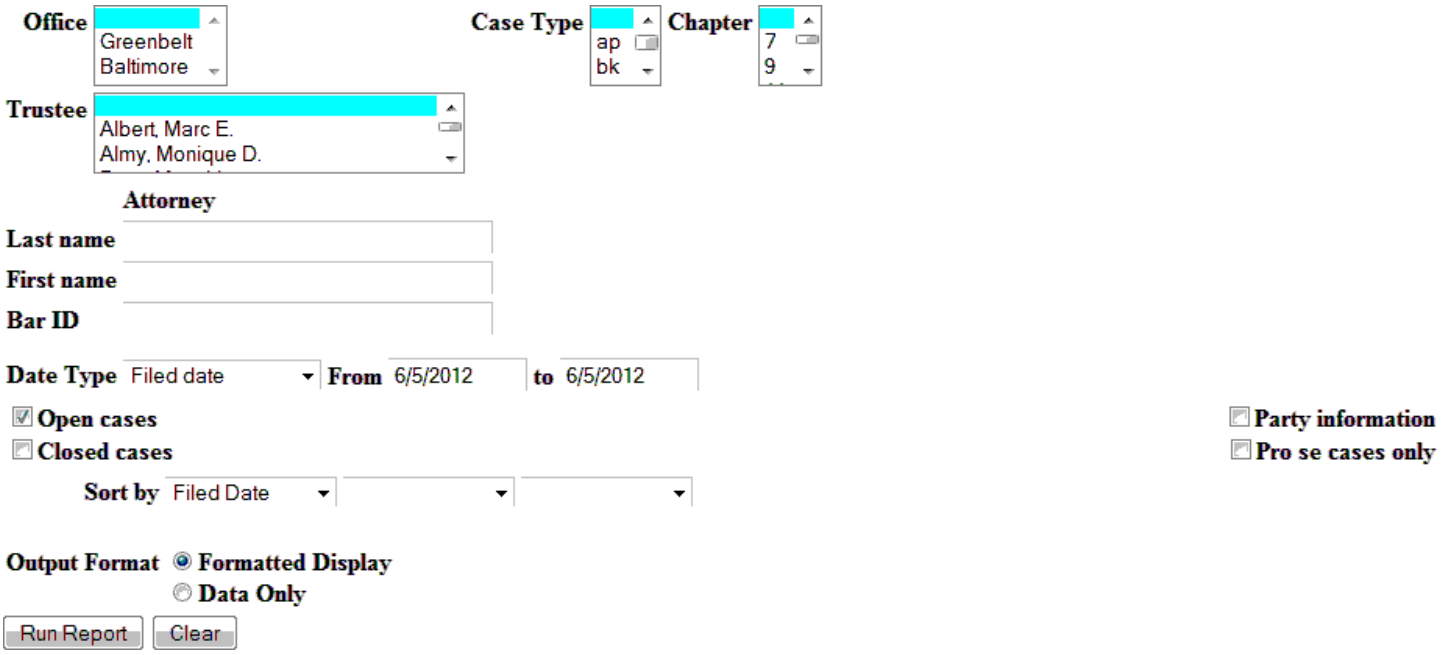
NOTE: These instructions are from an attorney prospective. Trustees will have a slightly different view.

STEPS

1. **Click 'Reports' on the CM/ECF Blue Menu Bar.**
2. **The Reports screen displays:**
   - Click 'Cases'
3. **The Pacer Login screen displays:**
   - Enter your PACER Login and Password
   - Enter the Client Code. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.
   - Click 'Login'
4. **The Cases Report screen displays:**
   - The following fields are the available for generating the report:
   - Office - Allows you to specify a particular divisional office.
   - Case Type- ap - Adversary Proceedings or bk for Bankruptcy.
   - Chapter - Cases can be selected by Chapter.
   - Trustee - Cases can be selected by Trustee.
   - Date Type - Allows you to specify a particular category and date to generate a report. It is advisable to select a date range less than 30 days.
   - Open Cases - you can restrict activity for open cases only.

Click HERE to Return to Interactive Menu

- Closed Cases - the option to include or exclude closed cases is available.
- Party Information-Selecting this box will include additional party information for each party.
- Sort by - allows you to sort the report in three sorting sequences.
- Click Run Report. (Clicking the Clear button will reset all fields to their default values).



CLAIMS REGISTER: CLICK HERE FOR THESE INSTRUCTIONS.

DOCKET REPORT FOR ATTORNEYS AND TRUSTEES

STEPS

1. **Click 'Reports' on the Blue Menu Bar**
2. **The Report screen displays:**
   - Click 'Docket Report'
3. **The Pacer Login screen displays:**

Click HERE to Return to Interactive Menu

- Enter your PACER Login and Password
- Enter the Client Code (optional)
- Click 'Login'

4. **The Docket Report screen displays:**
   The following fields are available for entering criteria for generating the Docket Report:
   - **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
   - **Entered/Filed** – To limit which entries are shown by date, select either "Filed" (when the document was filed) or "Entered"(when the entry was recorded by the court in CM/ECF). Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy. You can enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the specified date. If no dates are entered, all entries will be selected.
   - **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases. Include terminated parties – A check mark in this box will include any parties that have been terminated from the case. Include headers - A check mark in this box will provide a header with case number and document number at the top of each page of a document.
   - **View Multiple Documents** - will add an additional column on the docket report which will allow you to select more than one document to view or download as a combined PDF by clicking 'View Selected' or 'Download Selected' (creates a 'zip' file) Maximum size for 'zip' files 1MB.
   - **Create an Appendix** - will add an additional column on the docket report which will allow you to select more than one document to view and/or save as a combined PDF which will include a complete docket sheet. (maximum size 1 MB)

Click HERE to Return to Interactive Menu

- **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first". This can also affect the number of pages and PACER charges if you are interested only in the most current activity.
- The [Clear] button will reset all fields to their default values.
- After entering your criteria, click on the Run Report button.

5. **The Docket Report displays:**
   - Any "Case Flags" pertaining to the status of the case will be displayed at the top-right corner of the report.
   - Clicking on a "blue" document number hyper link will allow you to view the associated PDF document for that docket entry.
   - After viewing the PDF document, click on the X mark at the top right corner of the (PDF image) to return to the previously displayed screens.
6. **A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages.**

INTERNET CREDIT CARD PAYMENTS: CLICK HERE FOR THESE INSTRUCTIONS.

INTERNET PAYMENTS DUE/HISTORY: CLICK HERE FOR THESE INSTRUCTIONS.

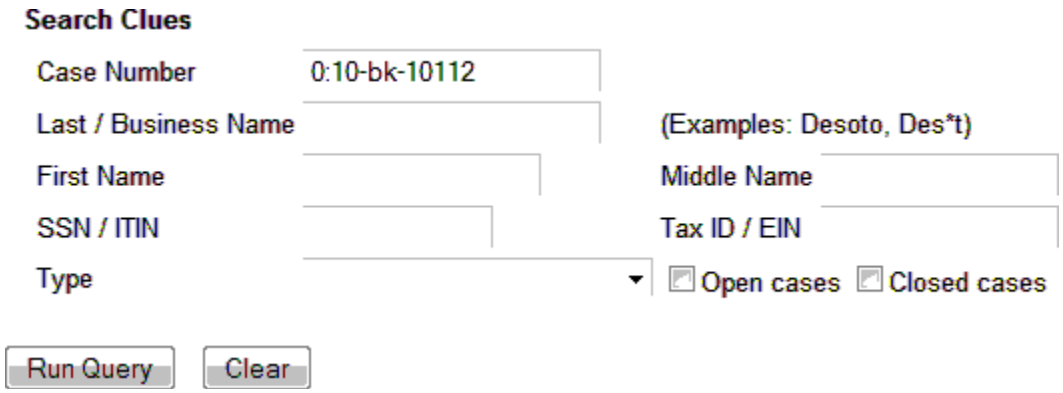
QUERY

This feature allows access to case information, document images, attorney information, deadline and hearing information, pending motions, and much more.

STEPS

1. **Click 'Query' on the Blue Menu Bar**
2. **The PACER Login screen will display:**
   - Enter your PACER Login and Password
3. **The Query Search screen displays:**

Click HERE to Return to Interactive Menu

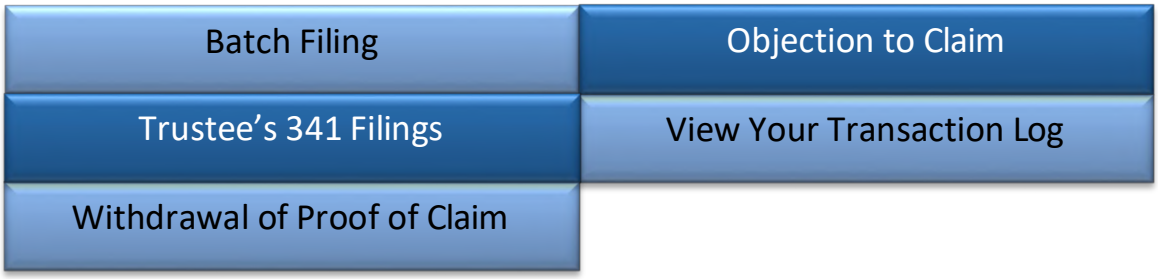


- Click 'Run Query'

4. **The Query Results screen displays:**
   - If the Query Search found more than one case that matched the search criteria, a list of matches will be presented.
   - Click on the hyper link for the match
   - Basic case information is listed at the top of the Query Results screen

Click HERE to Return to Interactive Menu

TRUSTEE EVENTS



BATCH FILING

Batch Filing allows for certain events to be docketed in several cases at the same time.

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
   - Click 'Next'
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'
5. **The PDF Document(s) screen displays:**
   - Click 'Browse' - for each case (Refer to Navigating through the Directories for complete instructions.)
   - Click 'Next'
6. **The Modify Docket Text screen displays:**

Click HERE to Return to Interactive Menu

- Modify Docket Text, as appropriate
- Click 'Next'

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.**
   - Verify the docket text
   - Click 'Next'
8. **The Notice of Electronic Filing screen displays:**
   (Refer to Notice of Electronic Filing for complete instructions.)

OBJECTION TO CLAIM: CLICK HERE FOR THESE INSTRUCTIONS.

TRUSTEE'S 341 FILINGS

The Trustee's 341 Filings is an event that groups together 341 Meeting of Creditors for a certain date for a particular Trustee. This facilitates the easy and efficient filing of notifications of completion as well as continuances of hearings.

STEPS

1. **Click 'Bankruptcy' on the Blue Menu Bar**
2. **Click 'Trustee's 341 Filing'**
3. **341 Meeting of Creditors heard date screen displays:**
   - Enter Hearing Date
   - Check 'Continue multiple 341 meetings (if necessary)
   - Click 'Next'
4. **Case Scheduling Screen displays:**
   - Click the appropriate information for each case
   - Click Submit
5. **The Notice of Electronic Filing screen displays.** (Refer to Notice of Electronic Filing for complete instructions.)

Click HERE to Return to Interactive Menu

VIEW YOUR TRANSACTION LOG

The Transaction Log report retrieves information from the CM/ECF database for transactions entered by a specific user login for a certain date range.

STEPS

1. **Select Utilities on the Blue Menu Bar**
   - Click 'View Your Transaction Log'
   - Select the Date Range you wish to review
   - Click 'Submit'

The Log will display with the Court ID number, date of enter and Text with hyperlinks to the document.

WITHDRAWAL OF PROOF OF CLAIM: CLICK HERE FOR THESE INSTRUCTIONS.

Click HERE to Return to Interactive Menu

TECHNICAL HOW-TOS

Allowing Pop-ups	Attachments to Documents
Clearing Temporary Files/Cache	How to Convert a Document to a PDF/A
How to Convert a Creditor Matrix to a Text (.txt) File	Internet Credit Card Payments
Internet Payment Due/History	Navigating Through Folders

ALLOWING POP-UPS

The presence of an active "pop-up" blocker may interfere with the use of the Court's payment window in CM/ECF. Here are a few examples for commonly used pop-up blockers.

Please add 'uscourt.gov' to your pop-up blocker settings to allow pop-up's in CM/ECF. A temporary solution is to disable your pop-up blocker completely when docketing.

See instructions below.

Internet Explorer

- Select Tools from the menu bar
- Select Pop-up Blocker
- Select Pop-up Blocker Settings
- Type uscourts.gov in the "Address of the Web site to allow" field
- Click 'Add'

Click HERE to Return to Interactive Menu

Mozilla Firefox

- Open Firefox
- Select 'Tools' from the menu bar
- Select 'Options' from the drop down menu
- Select the 'Content' Icon
- Next to 'Block pop-up windows' - click 'Exceptions'
- Type uscourts.gov in the "Address of web site" field and
- Click 'Allow'
- Click 'Close'
- Click 'OK'

Google Chrome

- Click the wrench icon on the top left browser toolbar
- Select 'Options' from the 'Settings' menu
- Click the 'Under the Hood' tab
- Click 'Content Settings'
- In the 'Pop-ups' section, click 'Manage exceptions'
- Add 'uscourts.gov' and click the 'Allow' button

Safari

- Select Safari from the tool bar
- Remove the check mark from 'Block Pop-up Windows'

ATTACHMENTS TO DOCUMENTS

The following are instructions for attaching additional documents to a main pleading. Examples include: Proposed Order, Notice of Motion, Exhibits (supporting documents for a motion etc.)

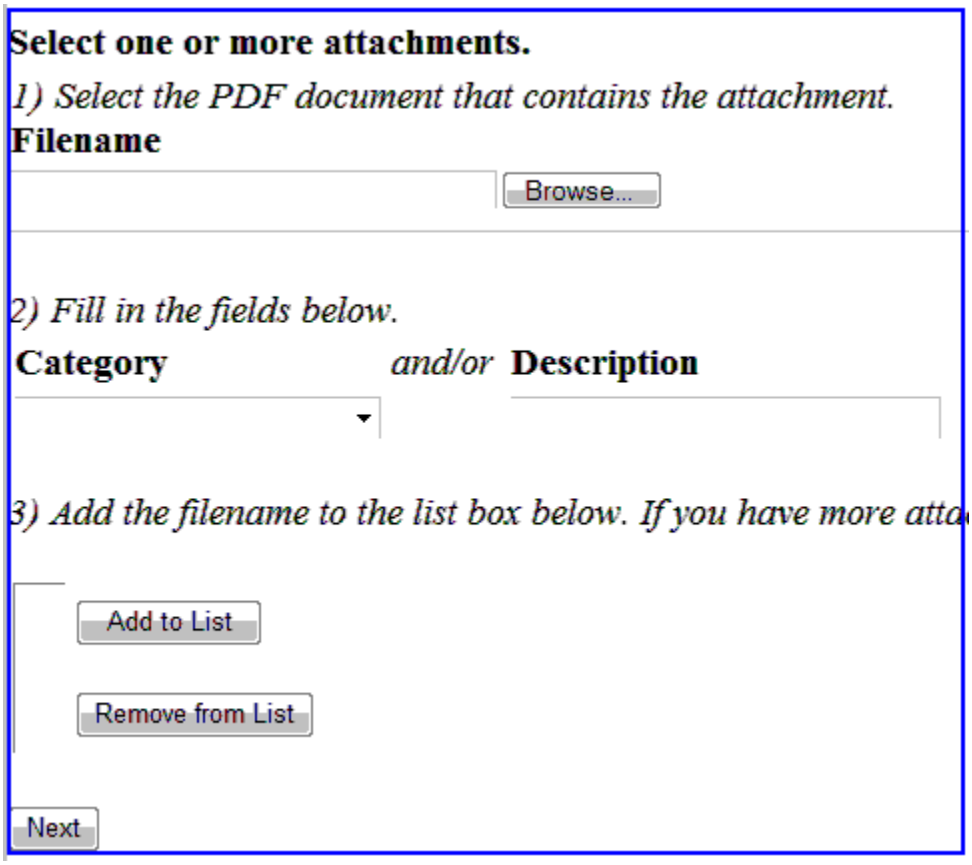
STEPS

1. **During the docketing process, you will be prompted to select the PDF document:**

Click HERE to Return to Interactive Menu

- Click 'Browse' and select the primary document. (Refer to Navigating through Directories for complete instructions)
- Select the 'Yes' radio button for additional attachments
- Click 'Next'

The 'Attachments to Document' screen displays as three sections:



2. **SECTION 1:**
   - Click 'Browse' attach the additional PDF (Notice, Exhibits, Proposed Order etc.)
3. **SECTION 2:**
   - Click the drop-down arrow under 'Category' and select the appropriate title for your attachment.
   - If there is not an appropriate 'Category', type one in the 'Description' box.

Click HERE to Return to Interactive Menu

4. **SECTION 3:**
   - Click 'Add to list' (The file name will appear in the list box.)
5. **You can repeat (Steps 1-3) process for additional attachments.**
6. **Click 'Next'**

CLEARING TEMPORARY FILES/CACHE

Overview

The ECF system is a web-based software program. Users access ECF through a web browser. In order for information to be displayed properly in ECF it is necessary to clear the "cache" or temporary files that are stored on your PC. The cache should be cleared frequently to avoid errors.

Browser versions are updated frequently. The steps to clear cache may change with updated versions. The instructions below may not work for your version. You may need to Google the steps for the current version of your browser.

AOL

- Click 'Settings', select 'Internet (Web) Options'
- The AOL 'Internet Properties' box will open
- Under 'Temporary Internet Files', click on 'Delete Cookies'
- Under 'History', 'Click on Clear History'
- Click 'OK' to exit
- Click 'Settings', select 'Internet (Web) Options'
- The AOL 'Internet Properties' box will open
- Under 'Temporary Internet Files', click on 'Delete Files'
- Under 'History', 'Click on Clear History'
- Click 'OK' to exit

Firefox

- Open Firefox and click on 'Tools'
- Click on Clear Recent History

Click HERE to Return to Interactive Menu

- Select 'Everything' in the 'Time Range' section
- Click on 'Details' and select 'Cache' (you may also select 'Cookies')
- Click on the 'Clear Now' button

Firefox has an option to clear Cache automatically when you close the browser. Go to 'Tools' and click on 'Option'. Select the 'Privacy' tab and check the 'Clear history when Firefox closes' checkbox. Click the 'Settings' button to specify what you want deleted.

Internet Explorer

- Open Internet Explorer and click on 'Tools'
- Then click on Delete Browsing History...
- Check the Temporary Internet Files and Cookies

Internet Explorer has an option to automatically clear temporary internet files and cache every time you close the browser. To enable it click on the 'Advanced' tab, find the 'Security' section and check the box next to 'Empty Temporary Internet Files When the Browser is Closed'.

Google Chrome

- Open Chrome and click the 'Tools' menu in the upper-right corner
- Select 'Options'
- Select the 'Under the Hood' tab, click on 'Clear Browsing Data'
- Check the 'Empty the cache' checkbox
- Select the time range from the drop-down menu. We recommend selecting 'everything'
- Click the 'Clear Browing Data' button and you're done

Safari

- From the Safari Menu, click 'Empty Cache'
- When asked 'Are you sure you want to empty the cache?', click 'Empty'
- From the Safari Menu, click 'Preferences'
- From the Security dialog box, click 'Bookmarks'
- Click 'Show Cookies'
- Click 'Remove All'

Click HERE to Return to Interactive Menu

How to Convert a Document to PDF/A

STEPS

1. **Create a document in your word processing software.**
2. **Click 'File' in the toolbar and select 'Print'**

- Click the down arrow on the 'Select printer:' field
- Select “Acrobat PDFWriter or Publish To (Select PDF) from the drop-down menu
- Click 'Print'

3. **Select the directory where the PDF/A file will be saved.**

- Enter the Name of the Document in the 'File Name' field
- Click 'Save'

Scanning a Document to a PDF/A

Please note that Administrative Order 11-03 directs all filers to convert those documents that are created by the attorney directly to PDF. Only those documents that you did not create can be scanned into PDF/A. Each scanning program and software will vary. Your scanner must be set to black and white and 300 DPI and set to scan to PDF/A to comply with National Archives & Records Administration (NARA) document preservation standards. Please refer to your scanner manual and software for specifics with your setup.

How to Convert a Creditor Matrix to a Text (.txt) File

The following instructions will guide you to correctly format a creditor matrix and save it as a.txt file. A creditor matrix contains each creditor’s name and mailing address. This information is used for noticing and also for claims information when applicable. The creditor matrix must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system.

Suggested Creditor Matrix Specifications:

- The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th will be truncated.

Click HERE to Return to Interactive Menu

- Each line may contain no more than 50 characters for a name and no more than 40 for an address including blanks.
- Names and addresses must be left justified. Note: If the address is foreign a country, enter the name of the country as the LAST line of the address.
- Spaces in the first position of a line will cause problems.
- Special characters such as ~, ½ or ^ will cause problems a & must have a space before and after the character. The # and other characters have not been reported to cause errors.
- City, state and Zip code must be on the last line. (See note above regarding foreign addresses).
- 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.

Save the Creditor Matrix File with a .txt Extension -

1. **After creating the list in WordPerfect or Microsoft Word, open the file.**
2. **Click 'Save As' in the drop-down list.**
   If in Microsoft Word, Skip to Step 4.
   If in WordPerfect: continue to Step 3.
3. **Word Perfect:**
   - Click the Drop-down menu arrow in the File Type box
   - Select the type ASCII DOS Text
   - Click on Save.
4. **Microsoft Word:**
   - Click the drop-down box in the Save As Type box
   - Select the type of Text Files (*.txt) or Text Only (*.txt).
5. **Enter the file name in the 'File Name:' text box.**
6. **Click 'Save'**

INTERNET CREDIT CARD PAYMENTS: CLICK HERE FOR THESE INSTRUCTIONS.

Click HERE to Return to Interactive Menu

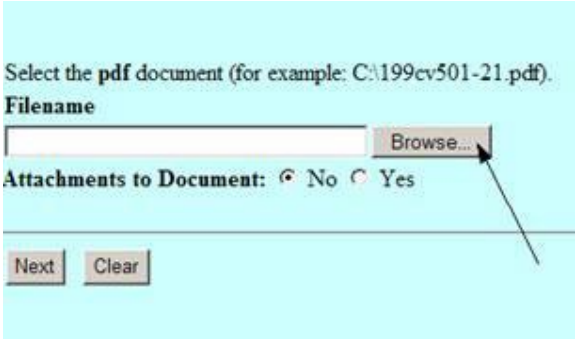
INTERNET PAYMENT DUE/HISTORY: CLICK HERE FOR THESE INSTRUCTIONS.

NAVIGATING THROUGH FOLDERS

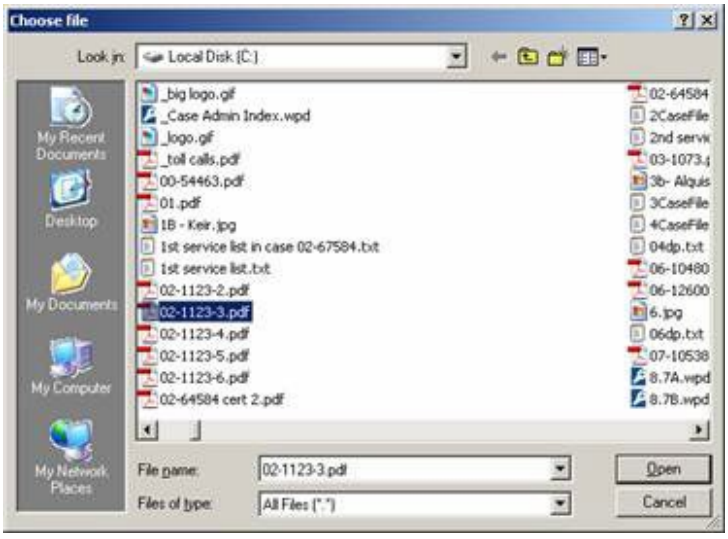
Prior to beginning the docketing process, create your document and convert it to a PDF format. (Refer to the How to Convert a Document to a PDF/A for complete instructions.) It is very important to know the location of the saved document. For easy access when filing your documents with the court, you may want to establish a file folder and/or a directory for saving your documents.

STEPS

1. **During the docketing process the 'Select the pdf document displays':**
   - Click 'Browse' to attach the primary document.

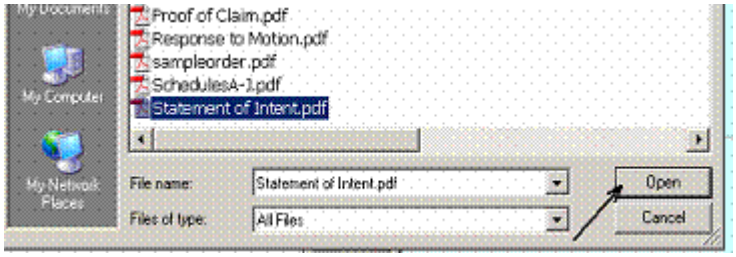


   - A window will appear that allows you to navigate through directories (also called folders) to select a specific file.
   - If the "Choose file window "doesn't default to the correct drive, click the down arrow at the "Look in" screen to locate the drive/folder where the document was saved.



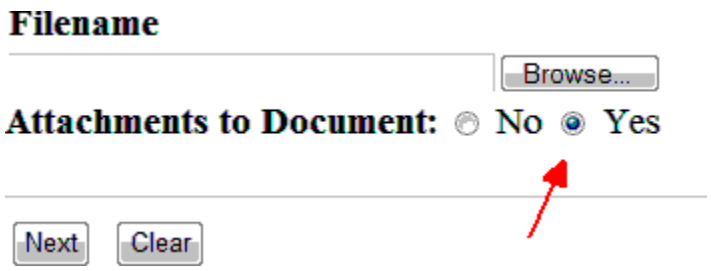
Click HERE to Return to Interactive Menu

- You should always view your PDF image to ensure you are selecting the correct one.
- To view the document, right-click on the document, select 'Open' to view the document, if the PDF is correct close out of the document.
- You will return to the screen “Choose file” screen with the document highlighted.



- Click the 'Open' button to add your document address in the CM/ECF 'Browse' field and return to docketing process.

2. **Additional Attachments (if necessary)**
   - Click the 'Yes' radio button for additional attachments
   - Click 'Browse' to attach your next PDF document



- Select the correct PDF and click 'Open' as noted above
- Click the drop-down arrow to select a 'Category' and/or add a 'Description'
- Click 'Add to List'
- Click 'Next'