



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND CM/ECF Attorney Training Module

NAVIGATING CM/ECF GUIDE

At the heart of the CM/ECF filing system are many “event codes” which identify the nature and type of each filing. Descriptions of some of the most common event codes (located under the “Bankruptcy Events” tab) as well as tips on how to locate those codes are set forth below. Also included are some helpful tips for problem-free e-filing.

LINKS UNDER THE BANKRUPTCY TAB



Miscellaneous

- Used to file most required forms, disclosures, and documents.
- Amended forms/schedules, Amended Creditor Matrix, withdrawal of document, and events to manually pay filing fees are located here.
- Additional events found here are: Reaffirmation Agreement, Notice of Change of Address, and Notice of Appearance.



Plan

- Common event codes found here are Chapter 11/13 Plan, Amended Chapter 11/13 Plan, Objection to Confirmation of Plan, and Chapter 11 Disclosure Statement.
- Note: No attorney event available for Modified Chapter 13 Plan. Amended proposed modified plans must be filed as an attachment to a Line.



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Motions/Applications and Notices

- Most requests for relief are found under Motions/Applications.
- Common events under Notices include: Notice of Continuance of Hearing, Notice of Motion, Amended Notice of Motion, and Notice of Voluntary Conversion to Chapter 7.
- The Amended Motion event code must be used when filing a revised version of an active request for relief.
- If required, an Amended Notice of Motion MUST be filed separately and linked to the amended motion.



Order Upload

- This link allows users to directly upload a proposed order, including stipulations and consent orders, directly into the inbox for a particular case for processing.
- Please note that attaching a proposed order to a motion/application is sufficient in most cases.
- Exceptions include lift stay orders, consent orders, revised orders to correct format issues, and orders uploaded at the direction of the court.



Judge/Trustee Assignment

- Used AFTER you have completed e-filing a new case for immediate issuance of notices and assignment of a judge, chapter trustee, 341 Meeting date, and various deadlines.
- Failure to utilize this option may result in a delay in case assignment and noticing.



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Answer/Response

- Events under this link allows the filing of responses, objections, and oppositions.
- Always link your answer/response to the related motion or application.
- Other commonly used events are Objection to Professional fees, and Response to Show Cause Order.
- Do not use these events to file an Answer to Complaint. That specific event is found under Adversary>Answers.



Claims

- Claims: File a Proof of Claim may be used to file a claim, a protective proof of claim, or an amended claim.
- Commonly used events in Claims: Other Actions include Withdrawal of Claim, Objection to Claim, and Assignment of Claim.