



**United States Bankruptcy Court  
Northern District of Georgia**

# **THE CM/ECF USER GUIDE**

**ATTORNEY EDITION**

## **Acknowledgments**

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James E. Massey  
July 25, 2001

# THE CM/ECF USER GUIDE

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## Introduction

The Case Management/Electronic Case Files Initiative (“CM/ECF” or “ECF”) is a project of the federal courts for the development of the next generation of case management software. Case management software enables a clerk’s office to keep track of filed documents and to automate such functions as noticing, setting hearings, managing deadlines and tracking fees. CM/ECF software also permits non-court personnel to file documents electronically without submitting any paper to the Clerk’s office and in the process create the docket and claims register entries.

The tools used in the CM/ECF system to record and to retrieve information include a browser (we recommend Netscape Navigator 4.7), Adobe Acrobat and certain common features of Microsoft Windows. The Guide assumes that a user has some basic understanding of this software.

The Guide is not short because it covers more than mere mechanics of filing a document electronically. Most CM/ECF guides to date, including the one previously used by this Court, say little more than “click here, supply the information requested, go to the next screen and repeat until you are done.” This Guide takes a different approach. It begins earlier in the process by describing the requirements of court orders (Section 2), by providing basic background information on hardware and software (Section 3), by explaining some of the basic concepts underlying the structure of the CM/ECF system (Section 4), and by providing instruction on what to include and not include in a document as it is being prepared (Section 5). It also covers, of course, how to file documents and how to open cases and adversary proceedings (Sections 6, 7, 8, 9, and 10). And it includes an explanation of reports and certain utilities (Section 11), a primer on getting help (Section 12) and a discussion of the most common errors users make when filing documents electronically (Section 13).

The Guide explains not just how to do a task, but at critical junctures, why doing it in the manner described is important. Its length is not a testament to the complexity of filing a document electronically. Filing pleadings electronically is not difficult, and the complexity that exists is due as much to the nature of bankruptcy law practice when done right as it is due to the mechanics of using the software tools. In explaining the importance of preparing and filing documents as prescribed, our immediate goals are to be able: (1) to track particular types of documents, (2) to minimize the time required for uploading and retrieving documents, (3) to maintain from the start of a case, accurate information about the case and the participants and their roles and (4) to provide detailed and accurate information on dockets and calendars.

The Guide is intended to serve as a ready reference for those who do not use CM/ECF daily and who therefore may need a bit more detail to recall how to file a document correctly. In addition, when a user makes the same mistake over and over, the Guide will be the reference point the Clerk's Office will use in getting that user back on the right track.

What does CM/ECF offer to an attorney? We believe that attorneys who use CM/ECF will save time and money in amounts that more than offset the rather modest costs of hardware, software and Internet connection services. For a few examples, time and money savings can be achieved through (1) not having to come to the courthouse to file documents or to incur postage costs to mail them to the Clerk's Office, (2) not having to cut checks for filing fees, (3) having lower paper and copy costs, (4) being able to file and access documents anywhere there is access to the Internet at almost any time, and (5) receiving e-mails describing activity in any case. It is also arguable that persons who use CM/ECF will develop a competitive advantage by leveraging knowledge of the easy to learn computer technologies used by CM/ECF to attract clients and to obtain needed information to render first class legal services and thereby to avoid malpractice claims.

How to make the best use of this Guide? First, read it, including the Appendices, at one sitting to get a comprehensive view of what it is about. Second, use the Guide while experimenting with the training database and becoming familiar with CM/ECF. Third, ask questions of court personnel at formal training sessions and thereafter if you do not understand something. Fourth, take the time to learn how to use the browser and Adobe Acrobat efficiently. Fifth, develop a sound understanding of the topics in Section 4 and 5 concerning document preparation. Sixth, pay particular attention to the Appendices. Appendix 1 lists filing Events by Category for bankruptcy cases and then for adversary proceedings. Get a feel for what sort of documents are included in each Category. Review the notes on selected Events, which explain the differences between similar Events and furnish practice tips under the Bankruptcy Local Rules and the Federal Rules of Bankruptcy Procedure. Appendix 2 is a key word index that will help you find the correct filing Event for the document you wish to file.

At the end of the Guide is a page with the heading "Revisions," which will be periodically updated as changes are made to the Guide. This page will show the date of each revision and the page or pages edited or added.

It is our aim in implementing electronic filing to increase accessibility to information and improve efficiency for our "customers" as well as for court personnel. Ultimately, we hope and believe that electronic filing will improve our "product": the fair and timely resolutions of disputes.

In our view, courts are not immune from technological advances. We think that we ignore opportunities to improve our “product” at our peril. We do not have a monopoly on dispute resolution. At the same time, we recognize that change can be as frustrating and difficult as it is inevitable. And we do not want to fall into the trap of believing that automation automatically improves what we do. Accordingly, we are very interested in your comments and questions. Feel free to write or call Gary Drake, Chief Deputy Clerk for Operations, with your comments, criticisms or suggestions concerning electronic filing. His mail address, telephone number and e-mail address are:

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## Related Orders, Rules and Procedures

This Section reviews certain orders, rules and procedures that must be followed in order for CM/ECF to work most efficiently.

**General Orders.** From time to time the court enters general orders governing the use of the CM/ECF system. General Order No. 5, styled as “In re: Electronic Means for Filing, Signing and Verification of Documents,” was entered on January 26, 2000. This order restates and amends earlier orders concerning ECF. It and other general or administrative orders may be viewed on the court’s web site at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov).

General Order No. 5 approves the Electronic Case Filing Procedures adopted by the Clerk and states the rules governing such matters as security, how to indicate a signature on a text document, how sworn documents are to be handled and what to do about voluminous exhibits. You should read General Order No. 5 and the Electronic Case Filing Procedures carefully. A few of the more important aspects of those documents are explained below.

General Order No. 7 entered on June 27, 2001 deals with filing proofs of claim.

**Enabling Rules.** The Federal Rules of Bankruptcy Procedure and our Bankruptcy Local Rules authorize electronic filing and noticing. Fed. R. Bank. P. 5005-2 permits courts to adopt local rules on electronic filing and states that “[a] document filed by electronic means in compliance with a local rule constitutes a written paper for the purpose of applying these rules, the Federal Rules of Civil Procedure made applicable by these rules, and §107 of the Code. Our Bankruptcy Local Rule 5005-2 states: “The Clerk of the Bankruptcy Court may accept for filing documents submitted, signed, verified or served by electronic means that are consistent with technical standards, if any, that the Judicial Conference of the United States establishes and that comply with the administrative procedures established by the Bankruptcy Court.” Fed. R. Bank. P. 9036 sets forth the ground rules for giving electronic notice.

**Registration and Training.** Attorneys and creditors interested in obtaining access to CM/ECF should fill out registration forms that may be obtained on the court’s web site or in the Clerk’s Office. For attorneys, there are two forms, one for the training database and one for the live database. For creditors, there are two forms, one for the creditor and one for employees doing the actual filing of proofs of claim. A participant must complete a training course provided by the court

and learn the basics using the training database before the Clerk will issue a login and password for the live database. The Clerk's Office will provide some technical assistance to users' own technical employees or consultants in setting up equipment and installing software.

**Signatures on Electronically Submitted Documents.** General Order No. 5 and the Electronic Case Filing Procedures require participants to safeguard and keep confidential their user name (login) and password in an effort to prevent unauthorized use. The registration form executed by each participant attorney provides that the attorney agrees that use of his or her unique user name and password shall serve as the legal equivalent of that attorney's signature. In addition, each signature line in any document or pleading filed electronically should indicate the signature in the form of the letter "s" followed by a forward slash followed by the name of the person who is signing, such as "s/ John D. Doe." The registration forms for creditors contain similar provisions.

**Service and Proof of Service.** General Order No. 5 provides that a person who files a pleading or other document electronically must serve the document on the same persons that he or she would serve if the pleading or document had been filed in a paper form. A certificate of service may, of course, be filed electronically and may be and usually would be a part of the document or pleading being filed. Service on a participant in the ECF System who is an attorney may take the form of a "Notice of Electronic Filing" that states the name of the case in which the pleading or document has been filed, the case number, a description of the type of document (e.g., ABC Corp.'s motion for stay relief), the docket number and the date and time that the document was filed, in lieu of a paper or electronic copy of the filed document.

Attorneys who are participants agree to accept service of documents electronically. Electronic service consists of an e-mail message from the attorney representing the filing party to a fellow participant representing an adverse or potentially adverse party to the motion or other document being filed that informs the recipient that the document in question has been filed. Under this form of service, a participant served does not receive a paper or even an electronic copy of the document but instead is directed to the ECF web site where the document may be viewed and printed. Participants receiving such notice may be asked to provide assurance that they received a message by acknowledging receipt through a return receipt notification or by replying by e-mail that the message was received. Parties not represented by attorneys who have appeared in a case and attorneys who are not authorized ECF participants must be served conventionally by paper. Certificates of service attached to electronically filed documents must reflect the method of service used for each entity served.

**Verified Pleadings.** General Order No. 5 sets out the procedures to be followed in handling documents signed under oath or penalty of perjury, which it defines as “Verified Pleadings.” These documents include, without limitation, voluntary petitions, affidavits, declarations under penalty of perjury, etc. A Verified Pleading filed electronically in text, as opposed to image, format should be conformed to the original by noting each signature with “/s” and the name of the person signing on the signature line. All dates and other markings, such as a notary’s stamp, added to the executed document must be added to the word processing document (file) so as to conform it to the original before “printing” the conformed word processing document to a PDF file.

Alternatively, a participant can file a Verified Pleading by scanning the original document and converting the scanned image to a PDF document, either directly in one operation using Adobe Acrobat 5.0 or indirectly by converting the graphic file (which will initially have a graphic format such as TIF) created by scanning into a PDF document. The participant must maintain in his or her files the original Verified Pleading physically signed by the affiant and by any other person, including a notary public. An attorney filing a Verified Pleading certifies that (1) the original of the document was executed as reflected in the filed copy, conformed or imaged, (2) that the attorney has the original document in his or her possession, and (3) that the attorney will maintain that document in his or her files for four years after the case in which the document is filed is closed. Note that a Report of No Distribution submitted by Panel Trustees in Chapter 7 cases filed by making a docket entry without an accompanying filed document is specifically excepted from this rule.

**Electronic Orders.** General Order No. 5 provides that “[a]ny order filed electronically and hence without the original signature of a judge shall have the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and it had been entered on the docket in a conventional manner.”

**Sealed Documents.** Pleadings or other documents that should be sealed must not be filed electronically, but the user may file electronically a motion for an order directing that specified pleadings or documents to be filed or already filed with the Clerk in paper form be sealed. Counsel should alert Chambers when filing such a motion.

## Technical Considerations

This includes a short primer on the Internet and a discussion of the equipment and software necessary to use ECF.

**The Internet.** If you have never accessed or “surfed” the Internet, the entire concept of electronic filing may be a little intimidating at first. A basic understanding of the process and the "buzz words" that are often used may help. The term "Internet" refers to the network of networks of computers around the world connected with each other by telephone lines.

Computer networks can connect to each other over the Internet because they have all agreed to use the same protocols. A protocol is a set of rules that governs how computers trade information. The "language" that all the computers on the Internet have agreed to use is called TCP/IP. TCP stands for Transmission Control Protocol and IP stands for Internet Protocol.

Web pages are just computer files. They are called pages because that is what they look like when they are displayed on a computer screen. A collection of pages under the same URL is often referred to as a Web site. A site on the Internet is identified and located by its address, called a Uniform Resource Locator or URL. The URL is analogous to an address of a building or to a telephone number. One Web page or site may be connected to another by a hyperlink, which in the case of text is usually recognizable by a change in the color of the font and/or by underlining. A hyperlink may also exist in a graphic image or icon. Embedded in such text or image is the URL of another Web page or site. When one moves the cursor using the mouse over a hyperlink, the cursor may change to a tiny hand with index finger pointing. Clicking on a hyperlink will cause the browser to connect to that other page or site.

The URL of this court's ECF site is <http://ecf.ganb.uscourts.gov>. The URL for our general web site is [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov).

**Necessary Equipment and Software.** To file bankruptcy cases and documents electronically, a user must have certain computer hardware and software, as well as access to the Internet. In this part, we list the essential items and discuss certain items in greater detail. The primary out of pocket costs associated with participation in the ECF system are direct in the form of equipment, software and communication services. There are also indirect or soft costs measured in the time that attorneys and employees spend on planning and implementation (including identification of new business

processes and training). Indirect costs can actually be higher than the direct costs, if care is not taken in planning.

### **Hardware.**

1. A personal computer (PC) with a Pentium II chip or better running with 32 MB of RAM or better. We recommend at least 64MB RAM and preferably 128MB. The faster, the better. Slower PC's, beginning with at least a 486DX chip at 66MHZ, will work but so poorly that it would not make economic sense to try. Apple computers and workstations using Linux may also be used. The computer should have adequate hard disk storage; we recommend 10 gigabytes or more.

2. A 56 K. V.90 modem or a direct Internet connection. The faster the Internet connection, the easier ECF is to use. We think that using a 56K dial-up modem will, unfortunately, be unsatisfactory to anyone making more than very occasional use of CM/ECF. To transmit or download a document containing 10 scanned pages will take about 10 minutes using a 56K modem. Consequently, we recommend that participants obtain fast access to the Internet using DSL, cable or T-1 lines.

3. A scanner. Documents that are not on a user's computer in the form of word processing files must be scanned in order to file them electronically. An example is a deed to secure debt attached to a proof of claim. Scanners range in price from \$50 to tens of thousands of dollars. We recommend that users start with a flatbed scanner (priced between \$150 and \$300). If a user anticipates imaging many documents, the user may wish to consider a scanner to which a sheet feeder can be attached.

4. A printer. Notwithstanding the benefits of electronic filing, we all know that paper will not disappear in the near future. A durable laser printer will initially cost more than an inkjet printer but in the long run will be cheaper because the per page cost of toner is much less than the per page cost of an ink cartridge.

**Software.** The software needed to access and file documents in ECF is as follows:

1. Operating system - A standard PC may use Windows 95, Windows 98, Windows 2000, or Windows NT 4.x.

2. A word processing application.

3. Adobe Acrobat. The latest version is 5.0. Version 4.0 works fine. The software may be purchased at the Adobe Store on Adobe's website at [www.adobe.com](http://www.adobe.com). The standard installation of Acrobat 5.0 installs a ("print") driver for Acrobat 5 Distiller writer. (Distiller is an Adobe software product that is used to convert a document to PDF format and is particularly useful if the word processing document includes graphics.) The standard installation, however, does not install the Acrobat 5 Writer, which is what one normally would use to convert a plain vanilla word processing document to PDF format. We **strongly** recommend that users installing Acrobat 5.0 use the "Custom" method of installation so as include the Acrobat 5 Writer, which converts files into PDF significantly faster with significantly smaller PDF files than the writer employed by Distiller.

4. Netscape Navigator, version 4.7. (Note: we do not recommend Netscape 6.x because of problems encountered with applications using it.) Netscape Communicator, which includes Netscape Navigator, may be downloaded without charge from Netscape's web site ([www.netscape.com](http://www.netscape.com)). Because the program is a very large set of files, however, the process would be very time-consuming for all but the fastest Internet connections. For most users, ordering a CD containing Netscape Communicator through that web site will be more efficient. There is a small charge for this CD. For technical reasons, we do not recommend Microsoft's browser, Internet Explorer, at this time, but we expect that problems using this browser will be solved by the fall of 2001.

5. Software permitting access to an Internet Service Provider. ISP's, including such companies as BellSouth, AT&T, AOL, EarthLink, etc., are plentiful.

## Basic Concepts

Making the most effective use of CM/ECF requires a solid understanding of a few basic ideas about how the software and the system work. The topics covered are:

- Login and Password As a Signature.
- PACER.
- Events and Categories.
- Filing Creates a Docket Entry.
- Portable Document Format.
- Problems Caused by Lengthy Scanned Documents.
- Discovery Materials.
- Linking a Document Being Filed to a Previously Filed Document.
- Fees.
- The Need for Patience When the System is Slow.
- Searching for Persons or Entities When Filing in ECF.
- Searching an HTML Document, Including a Report Produced by ECF.
- Sure Way To File the Right PDF Document in the Right Case.
- Organizing Directories and Naming Documents.

**Login and Password As a Signature.** A user's CM/ECF login and password constitute his signature when filing documents electronically. It is the responsibility of the user to guard against unauthorized use of his password and to supervise law firm personnel authorized by the user to use his password. Users who are not attorneys are prohibited from sharing their passwords with others. It is advisable to change passwords periodically, which users can do on-line. Click on Utilities on the banner menu, then on "Maintain Your ECF Account," and then on "More User Information." Click on the password block, clear out the asterisks and type in a new password. Make a note of it, and then click on Return To Account Screen, click the Submit button and then on the next screen, click the Submit button again.

In addition to constituting a signature for Bankruptcy Rule 9011 purposes, use of a password signifies in the case of the electronic filing of a Verified Pleading that an attorney has possession of the original copy of the Verified Pleading. In the wake of new federal and state legislation dealing with electronic signatures, the court is reviewing the possibility of using technology for electronic signatures of debtors.

**PACER.** A CM/ECF participant must have a PACER account to access reports and documents in the ECF database, in addition to a login and password issued by the court. On and after July 1, 2001, each user accessing the court's CM/ECF database from a location other than on a public terminal at one of the courthouses in this district will be charged a fee of \$.07 per page of each report or document retrieved, whether or not the user prints the report or document. The public may view documents on terminals located in the Clerk's Office in each division without charge, but the Clerk's Office must charge \$.10 per page for copies made using public terminals in the Clerk's Office. CM/ECF participants electing e-mail notification of docket activity in cases in which they appear receive one free look at each document filed in those cases when accessing the CM/ECF database through hyperlinks in the e-mails. This modest fee is being imposed nationwide, is considerably cheaper than existing access to the PACER system and is necessary to help fund the CM/ECF project. It is our belief that in most instances the cost of remote access will be far less than the cost of viewing documents at the courthouse. There is no charge for filing documents. There is no charge for accessing reports and documents in the Test database. A PACER account may be opened on the Internet at <http://pacer.psc.uscourts.gov/>.

**Events and Categories.** In CM/ECF, the term "Event" is used to mean the occurrence of a particular activity in the case, such as the filing of a document or pleading or the occurrence of an activity resulting in a docket entry, such as the setting of a hearing. An Event may also be an activity that changes the database but does not create a docket entry, such as adding an attorney to the list of attorneys who have appeared in a case. A "Category" in CM/ECF is a collection of Events. For example, the Category called "motion" includes the Events of motions and applications. Each type of document within the Category is a separate Event. A motion to avoid lien, a fee application, and a proof of claim are types of Events. More precisely, the filing of such a document is an Event, sometimes referred to as a docket Event, because the item appears on the docket or in the claims register.

Among other things, CM/ECF uses Events (1) to identify particular types of documents or proceedings so that searches can be made by type of Event, (2) to help insure that for certain types of activities, a related activity occurs, such as collecting a filing fee, and (3) to provide standard form docket text when a docket entry is being created.

**Filing Creates A Docket Entry.** Filing a document electronically in CM/ECF requires the user to respond to various prompts and questions, such as supplying the case number, identifying the type of document being filed and deciding if the document relates to one already filed. Each step in this process constructs a part of the docket entry for that document. An attorney user may enhance the docket text to explain more precisely what the document is actually about. For example, suppose

an attorney files an amended motion for stay relief and includes in the same document a notice of hearing. CM/ECF will supply for the docket text “Motion for Relief from Stay.” In this example, the user would add as “pre- text” the word “Amended” selected from a pull-down list and would also add as “free text” following the canned description, the words “and notice of hearing.” Free text appears in the docket text in italics. In this example, the docket text would read “Amended Motion for Stay Relief *and Notice of Hearing.*” If a user schedules a hearing in the process of filing a motion (which requires authorization from the particular judge), the date, time and place of the hearing will also appear in the docket text, and the motion will be placed on the appropriate calendar. Participants should always insert the pre-text the word “Amended” if the document is an amendment of a previously filed document. Participants should also use the free text option if the canned text does not adequately describe what the document contains.

**Portable Document Format.** CM/ECF accepts only PDF documents, i.e., documents in "Portable Document Format," a format into which documents created by various programs can be converted using software manufactured by Adobe Systems Incorporated. Each word processing program has a unique method for formatting documents. Hence, a document created with one word processing program may not look the same in, or may not even be accessible, using different word processing software. Putting documents in Adobe's Portable Document Format is one way to avoid this potential tower of Babel. The software needed to convert a word processing document to a document in PDF format is called "Adobe Acrobat." (This feature of Acrobat is referred to as the “PDF writer.”) Once Acrobat is installed on a PC, the user can “print” a word processing document to a new but identical document in PDF format, leaving the original word processing document intact. Adobe Acrobat can also convert an image file to PDF format. Documents such as deeds or pictures that do not exist in text form may be scanned to create image files, which in turn may be converted into documents having a PDF format. Using Acrobat, a user can combine a document created using a word processor (a text-based document) with one created by scanning (an image-based document). See “How to Combine PDF Documents” in Section 5. The text portion of such a hybrid is searchable, while the image portion cannot be searched for the appearance of a word or string of characters.

**Problems Caused by Lengthy Scanned Documents.** When one scans a document to convert it PDF format, the resulting image or graphic file is much, much larger than a PDF document of equal length created by converting a text file. File size is important in two ways. First, it takes much more time to transfer a copy of a large file from a user’s computer to the court’s computer (when a document is being filed) or from the court’s computer to the user’s computer (when a document is being viewed) than it takes to transfer a copy of a text-based file. Second, by definition, a large file requires more storage capacity in the court’s or a user’s computer system. For these reasons, users

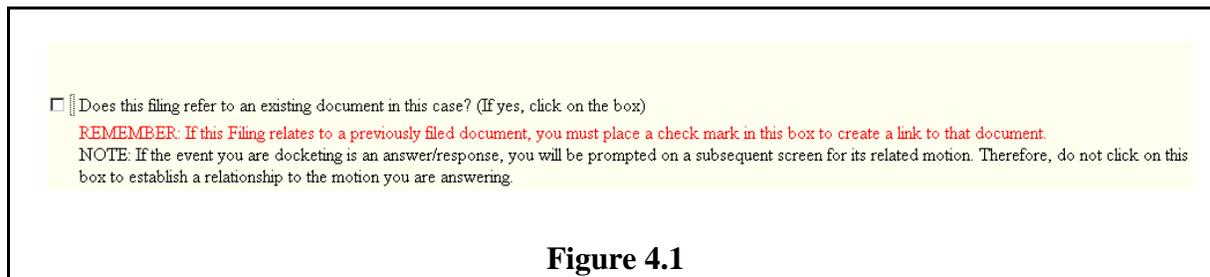
should avoid if at all possible filing a large number of imaged pages. General Order No. 5 instructs filers to redact long exhibits that are scanned to include only those pages essential to making the point for which the exhibit is attached. State in the main document that the exhibit has been redacted.

**Discovery Materials.** The name of the filing Event for filing documents requesting discovery, such as a notice of deposition or interrogatories, is “Discovery Request,” which is in the Category called “other.” Responses to discovery are filed using the Event “Discovery Response” in the same Category. Because the rules of procedure do not require and in fact discourage filing of discovery materials, these Events are not used very often. If it becomes necessary to file a Discovery Request or Response, the user should identify the document in the “free text” box. See [Docket Text Enhancement Routine](#) in Section 6.

Sometimes voluminous discovery materials are filed in connection with motions to compel and motions for protective orders. For the reasons given in the preceding subsection, the court discourages the filing of lengthy scanned documents. In addition to redacting documents before scanning, users should explore whether it would be possible to provide Chambers (and opposing parties) with a courtesy copy of lengthy documents that would otherwise have to be scanned and then to introduce those documents as exhibits at the hearing on the motion to compel or for a protective order. Also note that some court reporters will prepare electronic transcripts of hearings or depositions, which can be converted to PDF format for filing in lieu of scanning a transcript.

**Linking a Document Being Filed to a Previously Filed Document.** Anyone who has surfed the Web knows that hyperlinks are the connection points that permit the user to jump from one document to another by clicking on the hyperlink. Hyperlinks are also used in CM/ECF. For example, the document number to the left of a docket entry on the docket sheet is the hyperlink to that document. CM/ECF handles automatically the linking of the document being filed to its docket entry.

There is another type of linking in CM/ECF that is not automatic but is important: linking the document being filed to a previously filed document to which the document being filed is related. In the docketing process, a user will encounter the screen shown below in Figure 4.1, which asks the question: “Does this filing refer to an existing document in this case?”



If the box is checked, indicating an affirmative answer to this question, the user will then be asked to select the Category that contains the related document or documents. See the [Category Selection Routine](#) in Section 6. Then the user selects the related document or documents from a list of documents filed in that case. See the [Select the Applicable Document Routine](#) in Section 6. (The note in Figure 4.2 states that the box should not be checked when filing a response to a motion or a reply to a response to a motion, but as configured by this court, the above screen is omitted when filing a response to a motion or reply or sur-reply because the software assumes the relationship and automatically creates it.)

Establishing a link has two effects in the ECF program. First and most importantly, certain reports, such as the Calendar Events Report, can then display the docket text and hyperlinks to the subsequently filed documents, as well as to the initial document. The Calendar Events Report, for example, lets the judge and attorneys view the relevant documents on the calendar at, before or after a hearing. If a filer does not link documents correctly, a report that relies on the existence of correct links will be incomplete. By the same token, indiscriminate linking can have unintended results. For example, if a user links (incorrectly) a motion (D2) to a complaint or petition (D1) and then the party opposing the motion asks for and gets a hearing created while filing a notice of hearing (D3) that referred only to the motion (D2), the lead document (D1) will show up on the Calendar Event report as the matter on the calendar instead of the motion (D2).

The second effect of linking in ECF is that the document number of each earlier filed document linked to the document being filed will appear as a hyperlink in the docket text of the document being filed. In that way, someone looking at the docket sheet can more easily pinpoint the documents that should be considered together. By the same token, if a user were to establish a link between the document being filed and every previously filed document that even remotely might have some relationship to the document being filed, the docket entry would be all but useless to identify a particular earlier filed document that is immediately and directly related.

How does one decide whether or not to link a document being filed to one or more previously filed documents? The purpose of creating such relationships in the database is to make it easier to

find a subset of documents relevant to the document being filed. The subset might itself be only one document. That purpose suggests the core rules.

1. Link an amendment to a document to the original document being amended; a second amendment that amends the first amendment should be linked only to the original document.

2. Do not link a document to a petition except an amendment or a response to an involuntary petition. So for example, do not link a motion to dismiss or convert a case to a petition.

3. Pleadings in adversary proceedings, that is complaints, answers, counterclaims, cross-claims, third-party complaints and replies to counterclaims, may be linked to each other and to amended pleadings, but do NOT link subsequently filed documents, such as motions or notices of hearings, to pleadings. Therefore, for example, do NOT link a motion to dismiss to a complaint.

4. Distinguish between (A) primary documents that frame an issue to be decided such as motions and responses to motions or plans and objections to confirmation and (B) supporting documents, such as briefs, affidavits and certificates of service, that support a primary document. Link a supporting document only to the primary document it supports. A brief may be a primary document, if there is no separately filed response or objection, in which case it should be linked to the motion or plan that it opposes.

5. Do not link for the sake of linking. Have the right reason for linking - to establish an immediate relationship - and keep it simple. In general, link only to the immediately relevant document. The table below gives examples of when linking is and is not appropriate.

Document Being Filed	Link?	Document(s) Previously Filed
Amendment to Any Document	YES	Document Being Amended
Certificate of Service	YES	Document(s) Served
Notice of Hearing on Motion(s)	YES	Motion(s)
Motion for Protective Order	NO	Discovery Request
Motion for Adequate Protection	YES	Motion by Same Party for Relief from Stay Regarding Same Property
Motion to Intervene in a Contested Matter in a Main Bankruptcy Case	YES	Motion Initiating the Contested Matter.

Document Being Filed	Link?	Document(s) Previously Filed
Motion in Limine to Exclude Evidence on Previously Filed Motion	YES	Motion on which Evidence may be Proffered.
Second, Third, Etc Motion to Extend Time	NO	First, Second , Etc. Motion or Order Granting Prior Motion
Supplemental Motion for Relief from Stay Following Default	YES	Original Motion for Relief from Stay and Order Dealing with That Motion
Brief or Affidavit Supporting Motion(s)	YES	Motion(s)
Stipulation Concerning Motion(s)	YES	Motion(s)
Response to Motion(s), Reply to Response, Sur-Reply to Reply	YES	Motion(s)
Objection Filed in Response to Order Inviting Any Objection To Granting Relief Requested in a Motion	YES	Motion and Order
Brief or Affidavit Supporting Response to Motion	YES	Response
Disclosure Statement	YES	Plan
Objection to Disclosure Statement	YES	Disclosure Statement
Objection to Confirmation of Plan	YES	Plan
Any Document Other Than an Amendment to a Petition	NO	Petition
Any Document Other Than an Amendment to Complaint or an Amended Answer to a Complaint	NO	Complaint
Withdrawal of Document	YES	Document to be Withdrawn

**Fees.** An attorney user provides the Clerk with credit card information and authorizes the Clerk to charge the attorney's credit card each time that the attorney files a document for which the Clerk is required to collect a fee. The collection of fees is an automated process triggered by the use of filing Events for documents for which fees must be collected. In the pull-down list of Events (See [Pick Filing Event\(s\) Routine](#) in Section 6), the word "FEE" appears at the end of the description of each Event, except for petitions, for which a fee will be collected. Where a fee for a particular

type of document (such as Schedules) is sometimes due and sometimes not, there are two Events on the pull-down list that , one with the word “FEE” and one with the words “NO FEE.”

Events that trigger the collection of fees are listed below. Events with twins having no fees are marked with asterisks. *Carefully review the notes on these Events and their twins in Appendix I to be certain which twin Event (“FEE” or “NO FEE”) must be used.*

Notice of Appeal (FEE)*	Reopen Case (FEE), Motion to*
01 -- Motion for Relief from Stay (FEE)*	Vacate Dismissal Order (FEE), Motion to*
Compel Abandonment of Property (FEE), Motion to	Withdraw the Reference (FEE), Motion to
Convert Case 7 or 13 to 11 (FEE), Motion to	Initial Docs 01, 09 and 10: All original petitions
Convert/reconvert case to Ch. 7 (FEE), Motion to	Initial Docs 03: Schedules (FEE)*
Reconsolidate (FEE), Motion to	Initial Docs 07: Amendment to Schedules*
	Initial Docs 09: Amended Matrix (FEE)

**TIP: When filing Schedules that add creditors NOT included on a previously filed mailing matrix, the user must include as part of that document, an amended mailing matrix containing ONLY the new creditors being added. Obviously this amended matrix will be part of a PDF document and hence will not be in an ascii format, unlike the initial mailing matrix document.**

**The Need for Patience When the System is Slow.** The speed at which the CM/ECF server will respond to a request by a user’s PC to accept and/or transmit data is a function of many factors. One is the time of day that a user logs into CM/ECF. If the Internet is carrying a lot of traffic at the time a user desires to file a document or run a report, say at 2:00 p.m. Eastern Standard time, after the West Coast of the United States has started the business day, Internet use will be slower as a general rule than using the Internet at 9:00 a.m. E.S.T. Speed is also a function of how many persons are trying to conduct business on the CM/ECF servers: the more users logged in, the slower the response time. And, all traffic to and from this court’s CM/ECF servers must go over the judiciary’s internal data network, which makes judiciary traffic a speed factor. A similar effect could occur on the user’s network or on the server of user’s Internet Service Provider (“ISP”). Finally, speed is a

function of the size of the files that the user seeks to download or upload and the speed of the connection the user has to the Internet. Filing or viewing image-based PDF documents takes much longer than filing or viewing text-based PDF documents.

The process of filing documents or obtaining information from CM/ECF involves a series of transmittals of data between your PC and the court's outside CM/ECF server. When the process slows down because of high traffic somewhere along the transmission route, the perfectly natural reaction is to click on the Submit or Next button several times, like pressing an elevator button when the elevator does not come. If the elevator call button is lighted, it means that the elevator's computer already knows you want service. Pressing it over and over may make us feel like we are doing something useful; yet, it does not make the elevator arrive any sooner and, one hopes, does not delay the arrival of the elevator either.

The opposite is true with CM/ECF or for that matter with any other client/server computer system. The CM/ECF system is designed so that the first click of the Submit or Next button is communicated to the server. That first click starts a request that is put in line for the next available server processing time. Clicking a second time on a Submit or Next button cancels the first request and initiates a new request and hence makes a bad situation worse. Please be sensitive to this issue, and make that first and only click on the Submit or Next button. You may already know that you can look at the bottom of your browser on the left side to see whether the interactive process between your PC and the CM/ECF server is still in progress. To avoid adding to frustration, however, slow down long enough to make sure that you in fact click on the Submit or Next button the first time.

A related problem can occur in docketing. A second click may, in some circumstances, re-docket an Event so that a document is docketed twice with two document numbers. This situation needs further research and is being looked into. The software, obviously, should not allow this double-docketing of a transaction-in-progress. But it will occur only if the user impatiently clicks twice on the Submit button.

**Searching for Persons or Entities When Filing a Document in ECF.** In the course of filing a document, the CM/ECF program requires the user to identify the filing party. This part of the program begins by asking the user to type in a portion of the last name or company name of the party and returns a list of last names and company names that match. To search for a person or other entity by name, type at least the first two letters of an individual's last name or company name in the last name field. A name search in the filing process (unlike using Query on the blue banner menu) is case sensitive, which means that if the last name is capitalized, the user must capitalize the first letter of the search criteria. For example, to search for a party named "Johnson," one could type Jo or Joh

or John; the result would be a list of entities with a name starting with those letters. A search for “jo”, on the other hand, would not find “Johnson.”

**Searching an HTML Document, Including a Report Produced by ECF.** The text portions of pages in a website displayed in a browser, including reports produced by CM/ECF, can be searched by using the find feature in Netscape. While viewing any website or CM/ECF report in a browser, hold down the control key and type the letter “f.” See Figure 4.2 below. This feature may also be accessed by clicking on Edit in the menu and then on Find in Frame. A box will appear as shown in the figure below in which the user may type a string of letters and then find that string wherever it appears in the report. The same feature is available to search text-based PDF documents. The feature does not work if the PDF document is an image file. The search begins at the point at which the cursor is blinking, so if you begin a search in the middle of a page or document, the find feature will operate from that point to the end of the page or document. Note the ability to change the direction of the search from Up to Down or vice versa.

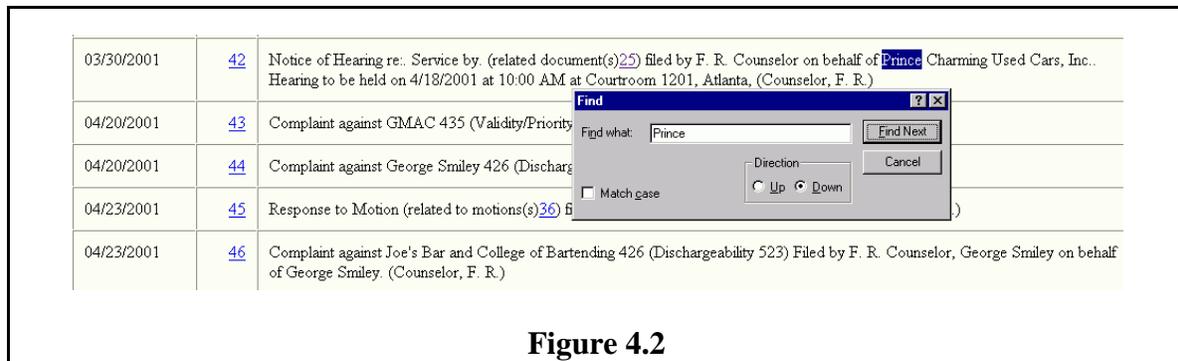


Figure 4.2

**Sure Way To File the Right PDF Document in the Right Case.** A user who files documents frequently and even one who files much less often faces the problem of filing the right PDF document in the right case. Users occasionally file the wrong document in the right case and file the right document in the wrong case. Filing in the wrong case can be prevented by making it a habit to look carefully at the name of the debtor displayed on the screen immediately following the one on which the user types in a case number. If the name of the debtor is not the one you expected, click the back button and re-examine the case number.

Making sure that you do not file the wrong document in the right case requires more sophisticated techniques. One technique is to view the file at the point that you locate and select the file on your computer. Once you have browsed your directories or folders to find the file you think is the one you want, put the cursor on the target file and click once to select it. Figure 4.3

below shows the file selection box for the directory that contains the target file, in this case, 1test.pdf, which has been selected by clicking only once on that file.

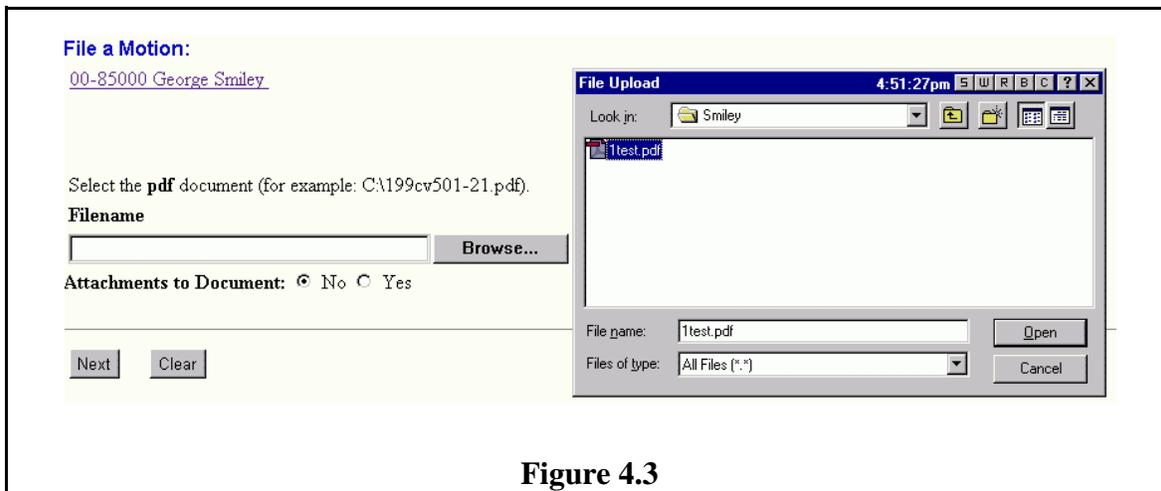


Figure 4.3

**TIP:** When beginning the browsing process, the field labeled “Files of Type” may default to HTML Files or some other format so that the list of files will not include PDF documents. The PDF documents are still there, however, and can be displayed by clicking on the down arrow on the right side of the “Files of type” box, and a list will drop down from which the user will select “All Files” as shown in Figure 4.4 (or “Acrobat.pdf” if available).

To view the file to be absolutely certain that it is the right one, right click on the selected file. A drop-down menu will appear as shown in Figure 4.4 below.

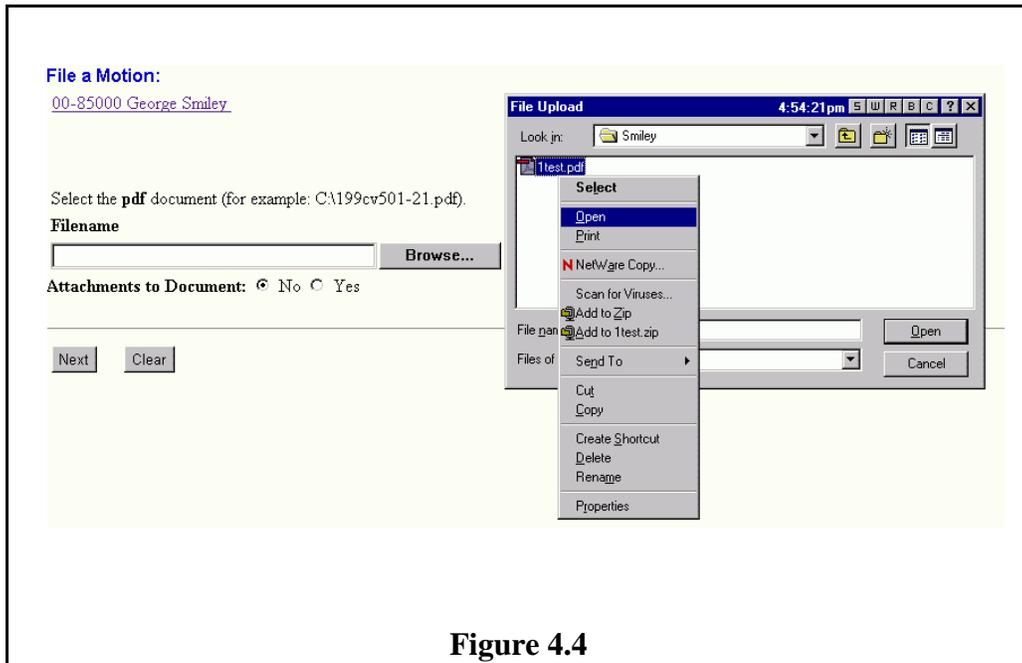


Figure 4.4

Click on Open in the drop-down menu to view the file. The Adobe Reader program will display the document, as shown in Figure 4.5. Make certain that the document contains all the pages you intended for it to contain. Sometimes when documents are scanned, pages are missed for various reasons. This is the last chance to be sure the document is correct and complete before the document is irretrievably filed.

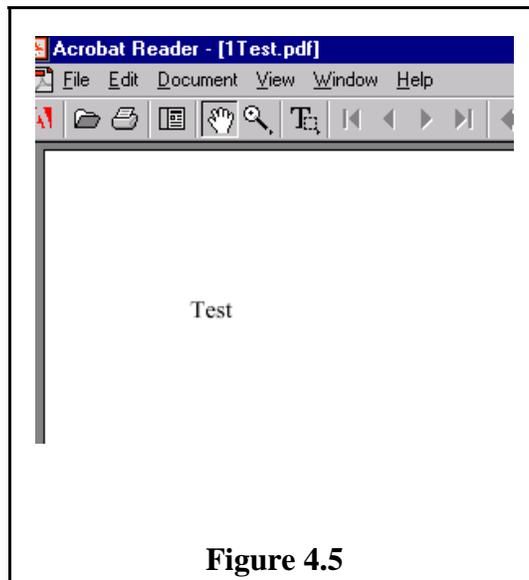


Figure 4.5

To return to the ECF program exit the Adobe Reader or click the browser task button at the bottom of the screen. (If the Reader opens in your browser window, click the Back button.)

**Tip: You control whether Acrobat opens within your browser or as a separate application window outside the browser, which we think is preferable. To find this feature, open the Acrobat by clicking on its icon on your desktop or by selecting it from your program menu reached by clicking on the Start button. Either (1) click on the word “File” at the top left corner of the screen and then on Preferences and then on General or (2) press Control and k at the same time. A dialog box will appear. In the list of Options on the bottom half of the box, find the one called “Web Browser Integration.” If the box to the left of those words is checked, click on it to uncheck it, or leave it alone if it is unchecked. Then, exit by clicking on “OK.” Adobe will now open in a separate window.**

If the document has been correctly selected, click on the “Open” button toward the bottom and right side of the file selection box as shown in Figure 4.2 above. If the file is not the right one, browse again to locate the correct file. Once you have clicked the Open button (or double clicked on the file you want), you will return to the file selection screen, and the path to the document will be displayed in the box labeled “Filename.” If there are no separate attachments to the document you are filing, continue with the filing either by completing other features, if any, on the screen and by clicking on the Next button.

**Organizing Directories and Naming Documents.** Locating the right file will be easier if you adopt a routine for naming and storing documents on the computer. For example, you could create a directory or folder called “BK Cases” and within that directory or folder, add a new directory or folder for each case. A case folder could be identified by the Debtor’s name followed by the case number, e.g., Doe John 01-12345 or Tiger Drivers Inc. 00-54321. Within a case folder, you could have still other folders, such as correspondence, memoranda and filed documents. Within the filed documents folder, you could save documents filed in the case, naming them in a way to make it easy to sort them and to identify them. For example, each document filed in CM/ECF is given a docket number. If you file a document, you will see that docket number displayed on the very last screen in the filing process, the Notice of Electronic Filing. If you subscribe to the e-mail notification feature described in Section 11, you can receive an e-mail of docket activity in a case and with it a notification of the document number of any new docket filed, as well as a free look at that document.

From Adobe Acrobat, you can save the document and change its name in the process. So, for example, if the fourth document filed in a case is a motion for a Rule 2004 examination, it might be saved as 04 Tiger's 2004 motion.PDF. (By putting in the 0's in front of the 4, the contents of the directory can be sorted correctly in numerical order up to 99 documents. If it is anticipated that a case will have more than 99 but less than 1000 documents, the numbering convention would be NNN.)

When you prepare a document for filing and convert it to a portable document format, save the file in the directory for that case, naming it something like TBF Tiger's 2004 motion. (TBF for To Be Filed) Or, save it in a directory called PDF Documents Ready for Upload. Once the document has been filed, rename it with the correct document number and move it, if necessary, to the case directory. A document naming convention and directory structure along these lines will minimize the possibility of filing the wrong document.

## Getting Documents Ready To File

Putting a word processing document into the proper format for filing in CM/ECF is no more complicated than printing the document: instead of using the default printer attached to your computer, select the Adobe PDF writer (which Adobe Acrobat automatically installs) as the “printer,” and “print” the document to a file. The only thinking that the process requires is deciding what to name the PDF file and in what directory you want to put it. (The original WP document remains unchanged.) Getting the document ready to file requires more use of gray matter. Recall that one of the benefits of putting a document in PDF format is that it will look the same in PDF as it looks in the application used to create it. This Section will discuss those aspects of getting a document ready to file electronically that will enable everyone to make the optimum use of the document on-line. The subjects discussed are:

- Formatting a Pleading or Other Paper.
- What to Remember in Preparing the Creditor Mailing Matrix.
- Combining Different Types of Motions in One Document.
- Combining Supporting Documents with the Main Document.
- How to Deal with Exhibits.
- How to Combine PDF Documents, Whether Text or Image Based.
- Enhancing the PDF Document.

**Formatting a Pleading or Other Paper.** When preparing a document in a word processing application, comply with Bankruptcy Local Rule 5005-1 concerning format. Every signature line should indicate a signature with the notation “s/” or with an image of the signature. (To learn how to insert the image of a signature, consult pages 498-540 in the Acrobat Guide for Version 4.0, which can be accessed by clicking on Help in Adobe Acrobat; Acrobat comes with the software necessary to add the image of signature.) Date the document. Make sure all blanks in the documents for dates, times, amounts, etc. are filled in, especially if the document was created using a form. For Verified Pleadings that are not scanned, type in the information applied to the executed document, such as a date and a notary’s stamp. Remember the requirement in General Order No. 5 that the executed originals of all pleadings or other documents signed under oath must be maintained by counsel for a period ending four years after the case in which the sworn document is filed is closed. **PROOFREAD THE DOCUMENT BEFORE YOU CONVERT IT TO PDF.**

**What to Remember in Preparing the Creditor Mailing Matrix.** It is the debtor's responsibility to file with the petition the creditor mailing matrix, a list of the names and addresses of creditors. This is the list used to mail notices to creditors, so it is very important to take care in entering creditor names and addresses. Lack of proper notice may result in no discharge as to a creditor not listed correctly. The rules for properly formatting a creditor mailing matrix are as follows:

- ☞ Names and addresses must be aligned left (flush against the left margin, no leading blanks.)
- ☞ Do not include page numbers, headers, footers, etc.
- ☞ The information must be five lines or less per creditor.
- ☞ Each line may contain no more than 40 characters.
- ☞ The creditor's name must be on the first line. Put the last name first because ECF sorts the list alphabetically by the first word on the first line. If petition preparation software is used, the matrix is generated from the information entered when adding creditors to schedules, so that one must remember to type the last name first in adding individuals to the schedules.
- ☞ City and state abbreviation and ZIP code must be on the last line.
- ☞ All states must be two-letter abbreviations.
- ☞ Nine-digit ZIP codes must contain a hyphen separating the two groups of digits.
- ☞ Each creditor's name and address must be separated by at least one blank line.

ABC Corp.  
123 Main Street  
Anytown, Ga. 30003

Holmes, Jr., O. W.  
321 First Avenue  
Anytown, Ga. 30003

**It is very important to state accurately each creditor's name and address.** One of the most common errors attorneys make in preparing schedules, the creditor mailing matrix and even motions is the failure to identify creditors correctly. The names of corporations almost always end in "Inc.," or "Corp.," or "Corporation," or in the case of national banks, "N.A." Citibank Financial Corp. is not the same company as Citibank, N. A., and describing the creditor's entire name as "Citibank" is a dead give-away that the debtor's team has not done its homework. "Beneficial" or "Sears" is a part of the

name of a corporation, not the entire name. A large corporation will often have many subsidiaries with names similar to that of the parent. Even then there may be problems because a lender may have assigned the note to a second lender, which then requires the borrower to make payments to a servicing agent. In such a situation, the creditor is the second lender, not the first lender and not the servicing agent (although notifying the servicing agent is a good idea). Getting the right information correct requires work, and it is rarely a legal or ethical excuse to say that the client gave the attorney incomplete or inaccurate information. This court expects attorneys to require clients to provide them with the necessary information to prepare schedules accurately and to get creditors' names and addresses right. Debtors expect the same thing, even if they don't articulate it, since discharge may depend on proper notice. See Section 7 for other information concerning typing names accurately.

When adding creditors to the Creditor Mailing Matrix, include in the amendment to the Matrix **only** the new creditors. Include the amended Creditor Matrix in separate page(s) in the same PDF document that contains the amended Schedules adding those creditors. Don't forget to include an amended Summary of Schedules in the same document.

**Combining Different Types of Papers in One Document.** An attorney may occasionally file several motions different or even conflicting relief in the same document. In the paper world, it is also not unusual for an attorney to file a document that is a combination of different types of papers that are quite distinct. The CM/ECF software has no method to decipher PDF documents to determine what they contain. Rather the user must explain to the computer what the PDF document being filed is or contains by selecting the Events that best describe what is in the PDF document.

With the exceptions of motions and supporting documents discussed in the next subsection, a user should, as a general rule, not combine in one document, papers that can stand alone, i.e., that could be filed separately. Hence, with the exceptions described in the following subsection, Events from different Categories should NEVER be combined in the same PDF document.

To make certain that the court is able to track each distinct motion in a document that contains multiple motions, the user must select each motion Event from the pull-down list in the **Pick Filing Event(s) Routine** (see Section 6) that describes a motion in the PDF document. To select more than one Event or other item from a pull-down list in CM/ECF, hold down the control key and click on each item in the list that you wish to select. The resulting docket text will list each motion Event selected, but the **Docket Text Enhancement Routine** (see Section 6) does not permit the user to readily show that motions are made in the alternative, such as a motion to dismiss or in the alternative motion for

relief from stay. Nor can the user put the motion Events selected in a particular order to emphasize which motion should be considered first. Do not worry about this; rather, write the document so that it clearly explains what relief is being requested.

**Never** combine (1) a motion with a response or answer to another document; (2) a plan or disclosure statement with each other or with any other document (except a certificate of service); or (3) a pleading in an adversary proceeding with a motion. These rules apply to any amendment of a previously filed document. It is permissible, however, to file the petition, schedules, summary of schedules, statement of financial affairs, attorney's disclosure statement, and statement of intention in one document (but not including a Chapter 13 plan), and it is permissible to file in one document, amendments to more than one of these types of documents, all of which are in the "Other" Category.

**Combining Supporting Documents with the Main Document.** It is also permissible to file a document that is a combination of different types of documents (which might have been filed separately), where one of the sections of the combined document is the primary document, such as a motion, and the other document or documents support the primary document, such as a brief or an affidavit, even though the primary paper is in one Category and the supporting papers are in another.

Always file the document using the Event of the main paper. For example, if a user combines in one document, a motion to dismiss and a brief, the combined document would be filed using the appropriate motion Event. In the docketing process, the user will encounter the **Docket Text Enhancement Routine** discussed in Section 6. In that routine, the user is presented with a "free text" box to add to the standard docket text. Thus, where the user is filing a motion to dismiss and a supporting brief, the user would type the words "and brief" in the free text box so that the docket text would read "Motion to Dismiss *and brief*." In that way, the docket text, which appears on some calendar reports will alert the judge and other parties that the document contains a brief. (We assume that every document has attached to it a certificate of service, which at some point we verify, so that it is not necessary to include a reference to a certificate of service in the free text box. Nor is it necessary to flag exhibits in the free text box.)

Do **NOT** combine and file two or more primary papers from different Categories in the same document. Combining documents from different Categories is permissible only where the added documents support the primary document and would not have a separate life of their own apart from the main document. For example, a user may **not** combine a Chapter 13 plan and the schedules or an amended Chapter 13 plan and amended schedules I and J, because these documents are used for

purposes other than to support one or the other. But a user may include a notice of hearing and brief with a motion. If the primary paper in a document is a motion, the order in which the various papers should appear is: notice of hearing, motion, affidavits, brief, and certificate of service. (Even though the notice of hearing is first, remember to file the document as if it were a motion only.) There should be only one certificate of service that must refer to service of all of the papers in the combined PDF document. Use the [Docket Text Enhancement Routine](#) (see Section 6) to type in the free text box the supporting documents being filed with the main document.

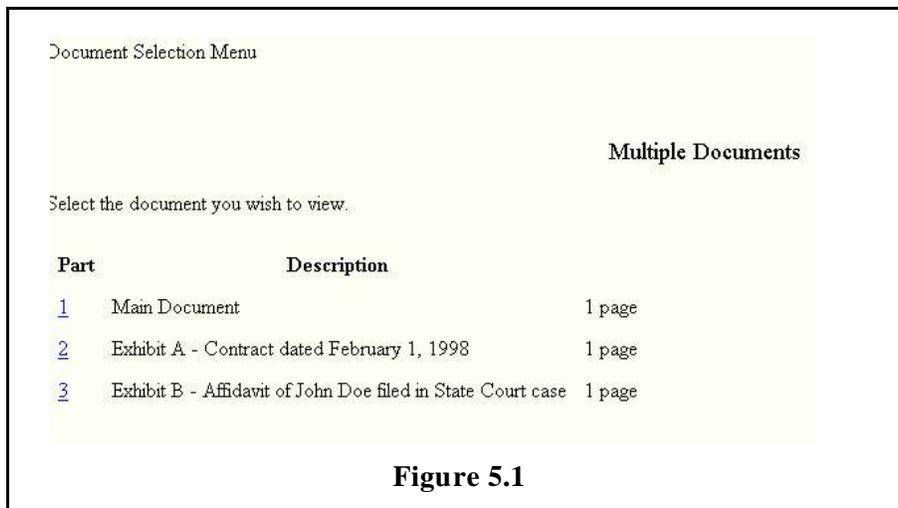
The reason for these rules is to permit court personnel to track important Events. A report cannot be generated on a portion of a document for which no Event was selected in the filing process. The ECF program does not track the words typed in the free text box, so adding free text does not solve the problem. For example, the filing of a “Motion to dismiss *and answer to complaint*” using a motion Event would enable court personnel to track the motion, but the computer would report that no answer to the complaint had been filed. Similarly, if the document had been filed as an answer (Answer *and motion to dismiss*), the computer would record the filing of the answer but would not report that a motion to dismiss had been filed.

**How to Deal with Exhibits.** There are two ways to file exhibits to an electronically filed document. First, exhibits can be included with the main document. Second, exhibits can be separate PDF documents filed as “attachments” to the main document, all in the same filing process. See [Choose Main PDF File](#) and [Choose Attachment PDF File\(s\) Routines](#) in Section 6.

There are two principal rules in dealing with exhibits, which take into account the tedious nature of accessing attachments and the differences in accessing exhibits that are created using a word processor (text-based documents) and exhibits that are scanned (image-based documents). First, if at all feasible, file exhibits, including those that must be scanned, as part of the main document. Second, redact exhibits that must be scanned to include only the essential pages needed to make the point for which the exhibits are offered.

The effort required to view attachments to a main document is cumbersome. And the more attachments there are, the more difficult it is for a user to access the entire document, including the exhibits. Here’s why. To view a document with no attachments, a user clicks once on the document number for that document on the Docket Report to open the document and once to return to the Docket Report. To view a document and all of its separate attachments, however, the user must click once to get to a menu like the one shown in Figure 5.1. Then to view each document on the menu, the user

must click twice, once to open a document and once to return to the menu. Finally the user must click once again to exit the menu and return to the Docket Report. Hence, if a document includes 5 exhibits as 5 separate Attachments, the user must click not twice to access the document and return to the Docket Report, but 14 times to view and close all the PDF documents and then return to the Docket Report. If the user wants to print the Main Document, and 5 attachments, 12 additional clicks would be required, instead of 2 if the exhibits were a part of the Main Document.



Adding exhibits that are word processing documents to the main document is simple. Merely separate each exhibit from the main document and other exhibits with a page break, identifying each exhibit as an exhibit (e.g., “Exhibit A”) on a separator page or on the top or bottom of the first page of each exhibit.

Adding exhibits that must be scanned is a bit more complicated but not much. Two PDF documents are created. One PDF document is the text-based document originally created using word processing. The other PDF document is created after scanning exhibits that are not in a text format. Then, using Adobe Acrobat, the imaged-based PDF document is inserted into the text-based PDF document at the appropriate place. Detailed instructions on this feature of Acrobat appear in the next subsection.

Include as a scanned exhibit only those pages of the exhibit that the filer or an adverse party would likely deem relevant to the dispute. General Order No. 5 provides that when a user redacts an exhibit, that fact should be noted in the document referring to the exhibit. If a set of exhibits consists of numerous similar documents, such as notes or invoices or deeds, the user should include the relevant

pages of a sample document and include a text summary of the relevant provisions of the omitted documents, rather than scanning all the exhibits. If another party in interest requests copies of redacted or summarized exhibits, those copies must be promptly provided at the expense of the party that filed the redacted or summarized exhibit.

**How to Combine PDF Documents, Whether Text or Image-Based.** PDF documents come in two flavors. One is text-based and the other is imaged-based. A text-based document is created in PDF format by “printing” the document to a file instead of a printer, using the PDF writer that comes with Adobe Acrobat. An imaged-based document is created by scanning a document and then converting the image files into a PDF document, using Adobe Acrobat. A user can search for a word or string of characters in a text-based PDF document but not in an imaged-based PDF document. A PDF document created by scanning is much, much larger than a text based document of equal length and takes a lot longer to file and to download.

**TIP: To reduce the size of scanned PDF documents, set your scanning software to capture 200-300 dpi. Never use color unless color is absolutely essential to make the point. Use black and white unless shading is necessary and in that case use grayscale.**

Using Adobe Acrobat, one can insert a PDF document into another PDF document. Applying this feature, a user can insert an imaged PDF document that is to be an exhibit into the main text based PDF document. As indicated elsewhere in this Guide, a user should to the extent possible, include all exhibits with the main document.

To insert one PDF document to another, open the main PDF document in Adobe Acrobat. Determine the number of the page on which the attorney’s signature appears, which will usually be just prior to the page on which the certificate of service begins. It is here that an exhibit would be inserted. Page numbers appear at the bottom of the Acrobat Window on the left side. On the Acrobat menu at the top of the page, click on Document and select Insert Pages, as shown in Figure 5.2 below.

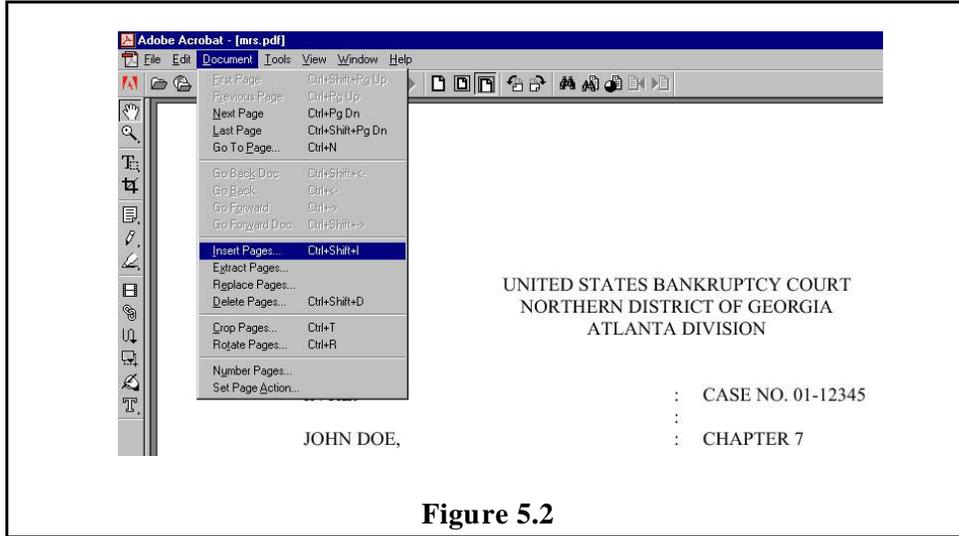


Figure 5.2

The next screen is shown in Figure 5.3. Locate the document to be inserted in the normal fashion for locating a file in Windows, then select the document by clicking on it and then click on Open. This will not actually open the document; the first document will remain visible on the screen.

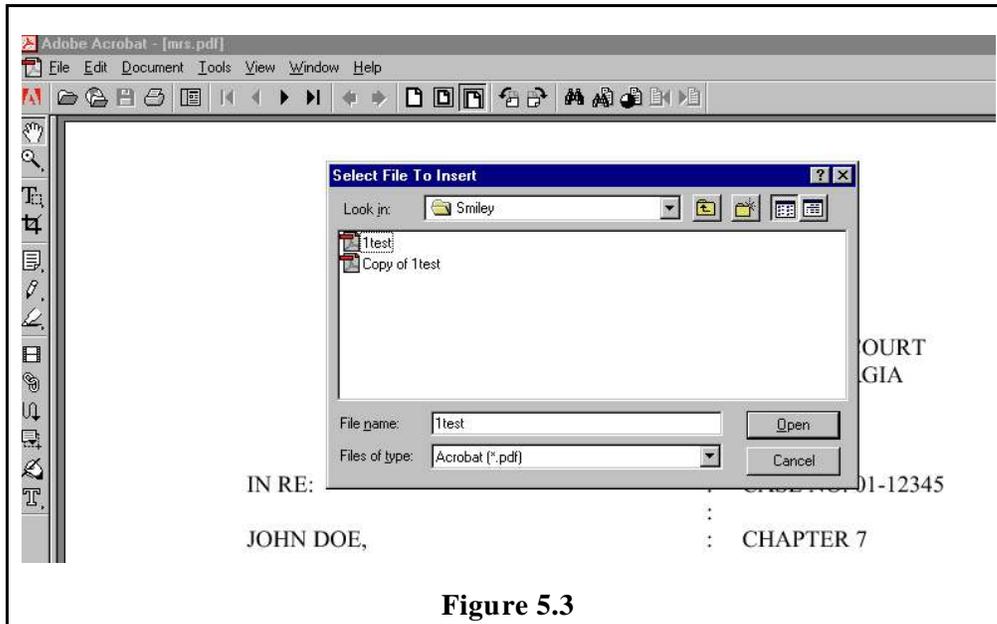


Figure 5.3

But, as shown in the Figure 5.4, a dialog box will open that allows the user to specify where in the visible first document, the document just selected should be inserted. In the Location field, the user

should select “before” or “after” from the pull-down menu. The answer to “before” or “after” what is supplied in the next section of the dialog box. The user must indicate the page in the opened visible document before or after which the new document will be inserted. The choices include a specific page number, which the user will know from having inspected the first document, as described above.

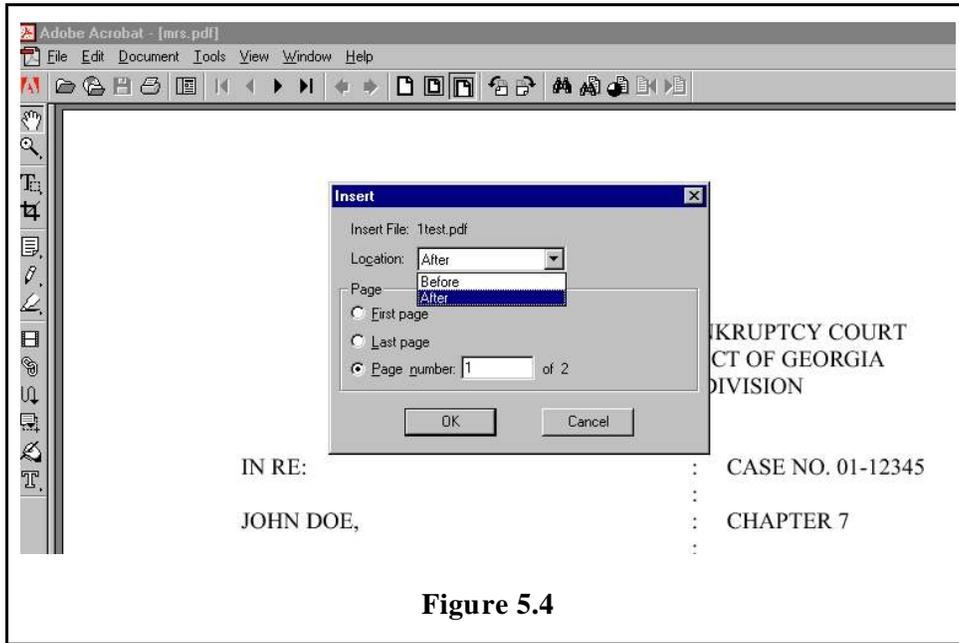
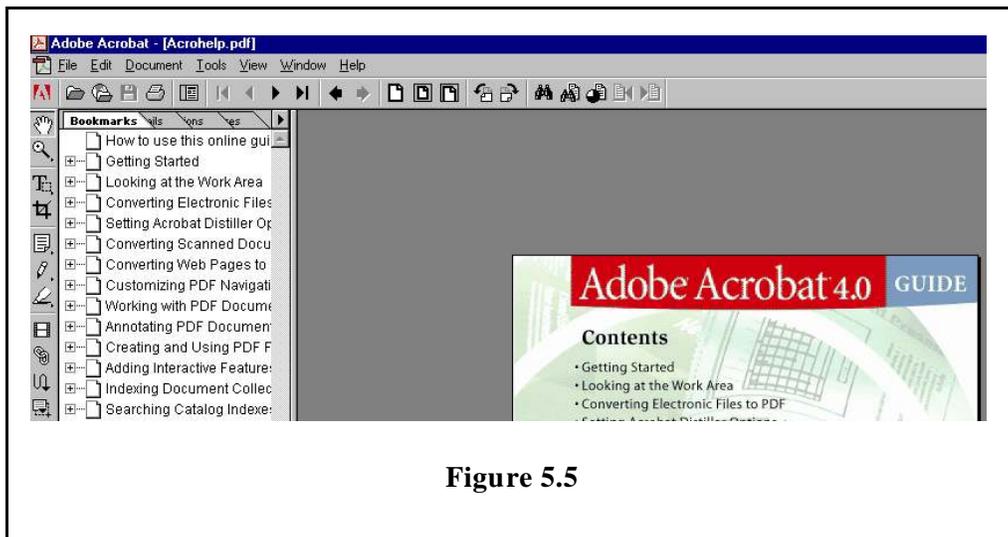


Figure 5.4

Once the page number is specified, click on the OK button to insert the pages. Finally, it is essential that the user then save the newly constructed document by clicking on File on the top menu line of Acrobat and then Save As.

**Enhancing the PDF Document.** This purely voluntary step describes briefly features in Adobe Acrobat that enables a document preparer to enhance the end user’s experience in using the document. Using Adobe Acrobat, a user can bookmark a document at every place that a new section in the document appears. Adobe uses this feature in its help section, as shown in Figure 5.5.



**Figure 5.5**

The outline on the left side of the screen under “Bookmarks” is hyperlinked to the pages of the document on which the topics shown appear. This makes it very easy, for example, for others, such as a judge, to see an instant and interactive outline of a brief.

A second feature of Adobe Acrobat is its ability to set hyperlinks within the document to other places in the document, such as by hyperlinking a reference to an exhibit to that exhibit contained in the same document or by providing a hyperlink to a website, such as to one containing reported court decisions. Details about these features appear in the Acrobat Guide that comes as part of Adobe Acrobat. Click on Help in the Acrobat menu.

## How To File A Document

The CM/ECF program uses the same or very similar screen displays, or routines, in gathering information from a user or in providing information to a user in the process of filing a document. Some docketing Events, such as case opening or filing of a fee application, have some unique screen displays, but for the most part, these routines work the same way, regardless of the type of document being filed. Hence, a user familiar with the most frequently encountered routines can navigate the filing process without difficulty. In other parts of this Guide, a reference to a routine in **bold type** is to one of the routines covered in this . The routines covered here are:

<b>Case Number</b>	<b>Category Selection</b>
<b>Select The Party</b>	<b>Select the Applicable Document</b>
<b>Search for a Party</b>	<b>Fee App</b>
<b>Party Search Results</b>	<b>Hearing Information</b>
<b>Party Information</b>	<b>Response Due Date</b>
<b>Link Party/Attorney</b>	<b>Schedule the Applicable Document</b>
<b>Pick Filing Event(s)</b>	<b>Docket Text Enhancement</b>
<b>Choose Main PDF File</b>	<b>Final Warning</b>
<b>Choose Attachment PDF File(s)</b>	<b>Notice of Electronic Filing</b>
<b>Related Document</b>	

To file a document, a user completes one routine after another; i.e., supplies information or is given information to review on a screen and then proceeds to the next screen until the filing process is complete. Some routines are always mandatory: you must supply information requested to proceed. Others are may or may not be mandatory depending on the situation.

**TIP: When a user backtracks, information supplied on a previous screen display may not be preserved. Hence, it is often necessary to review each screen display carefully when, after reversing direction, a user proceeds forward toward filing a document and to re-input information where necessary.**

\*

\* \*

The first thing to do is to prepare the document or documents. Review, if necessary, Section 5 on Getting Documents Ready to File. Appendix 1 to this Guide consists of notes concerning particular types of documents and certain issues that may or do arise in filing such documents. *Users are expected to be familiar with these notes.* Do not make the mistake of filing a document covered by one or more of these notes without following the instructions there.

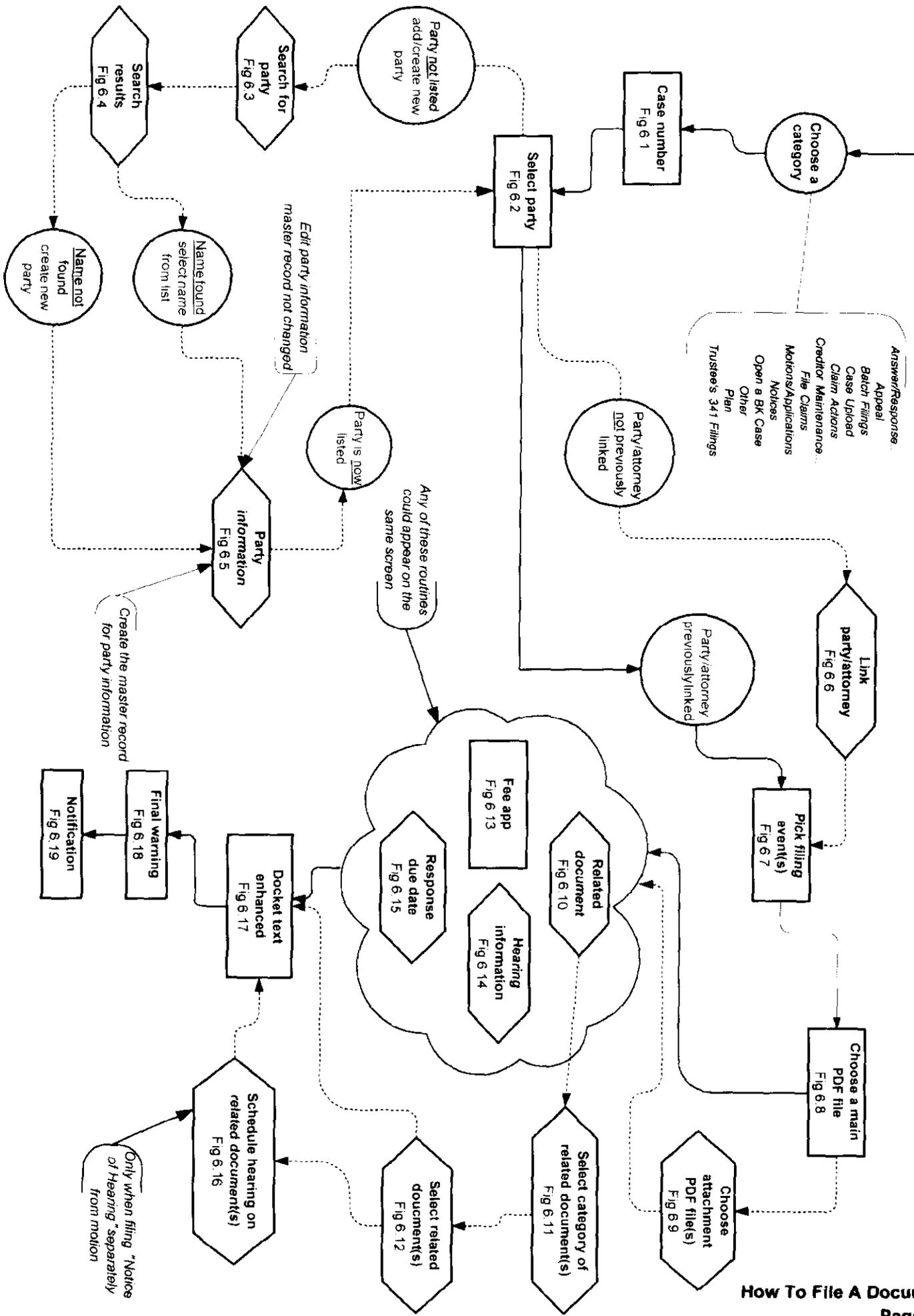
Once the document or documents are ready, select either Bankruptcy or Adversary on the blue banner menu, depending upon the type of case in which the document is to be filed. On the next screen, select the Category and, if applicable, on the following screen, the Subcategory of the type of document being filed. If you are unsure which Category contains the type of document you are filing, consult the Glossary of Events attached as Appendix 1 or the Key Word Index of Events attached as Appendix 2 as an aid. Events listed in Appendix 2 for which there are notes in Appendix 1 are shown in bold type.

Thereafter, complete the routines that are required to file the particular type of document together with applicable optional routines. The routines generally (but not always) appear in the order shown below, but not every routine is encountered for every type of Event or document. The screen showing the routine appears **below** the discussion of that routine. **Specific Instructions Appear in Bold in this Typeface.** Navigate from one screen to the next by clicking on the Next, Submit or Search button.

The last screen displayed in the filing process is the “Notice of Electronic Filing.” Once a user has reached this screen and wishes to file another document, the user must select Bankruptcy or Adversary (depending on the type of case) on the blue banner menu. Do not use the Back button on the browser to attempt a second filing by “backpedaling” from the “Notice of Electronic Filing” screen.

On the following page is a flow chart tracing the required routines (shown in rectangles and connected by solid lines) and elective routines (shown in hexagons and connected by dotted lines). Each step includes a reference to one of the figures shown in the following pages that will help you locate each routine.

\*  
\* \*



**Case Number Routine** - Used to identify the bankruptcy case or adversary proceeding in which the user wishes to file a document. **Type in the Number of the Bankruptcy Case or Adversary Proceeding in Which the Document Is to Be Filed.** Always examine the name of the case on the following screen to be sure you typed the number correctly.

The screenshot shows a web form titled 'Case Number'. It features a text input field with a light yellow background and a grey border. Inside the field, the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345' is displayed. Below the input field, there are two buttons: 'Next' and 'Clear', both with a light yellow background and a grey border.

Figure 6.1

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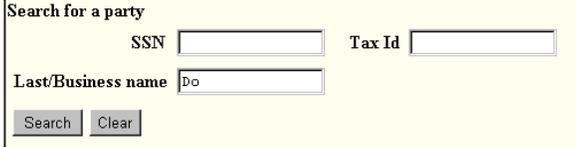
**Select The Party Routine** - Used to designate the party on whose behalf a document is being filed. Review Section 7 on Selecting, Adding and Creating a Party for detailed instructions on this and the following 3 routines. **FIRST, DOUBLE CHECK THE DEBTOR'S NAME TO BE SURE YOU HAVE TYPED THE CASE NUMBER CORRECTLY. Find the Name of each Party Filing the Document in the List and Select The Party or Parties by Clicking on the Name(s). If the Party's Name Does Not Appear, Click on Add/Create New Party.**

The screenshot shows a web form titled 'Select the Party:'. At the top, it says '00-85000 George Smiley' and 'Please select the filer.'. Below this is a list of parties in a scrollable box. The list includes: 'ABC [cr:cr]', 'Bank One [cr:defaty]', 'Bank of America [smg:cr]', 'Doe, John [aty:spc]', 'Drake, Gary [tr:tr]', 'Fidelity Federal Bank [pty:cr]', 'Ford Motor Credit [cr:spc]', and 'Household Finance [pty:cr]'. To the right of the list is a blue link that says 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear', both with a light yellow background and a grey border.

Figure 6.2

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**Search for a Party Routine** - Used when adding a party that does not appear on the list shown on the screen in Figure 6.2. The user must first search the database to see whether the party has previously appeared in another case or adversary proceeding in this district. If so, the user can use the master record for that party to create a party record for the current case. The search is case sensitive, meaning you must capitalize correctly. Type as many letters as you are sure of to speed up the search and cut down on the number of hits. **Type in the First Few Letters of the Party' Name (Last Name If an Individual) and Click Search.**



**Figure 6.3**

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**Party Search Results Routine** - Used to display the results of the search based on the letters or numbers typed in the **Search for a Party Routine** and to select the Party if the Party appears on the List. **For Each Instance of the Party's Name on the List, Highlight the Name by Clicking on It; an Address Will Appear in a Pop-up Box. Go down the List until You Find an Address, If Any, That Matches That of the Party You Want to Add. If You Find a Match and There Is No Possibility That Another Person or Entity with the Same Name Has the Same Address, Click on the Button Labeled "Select Name from List."** If the Party Which You Want to Add Is Not on the List (Either Because the Name Does Not Appear at All or Because Although the Name Appears, it Is a Different Person or Entity), Click on **"Create a New Party."** For more detailed instructions, see Section 7.

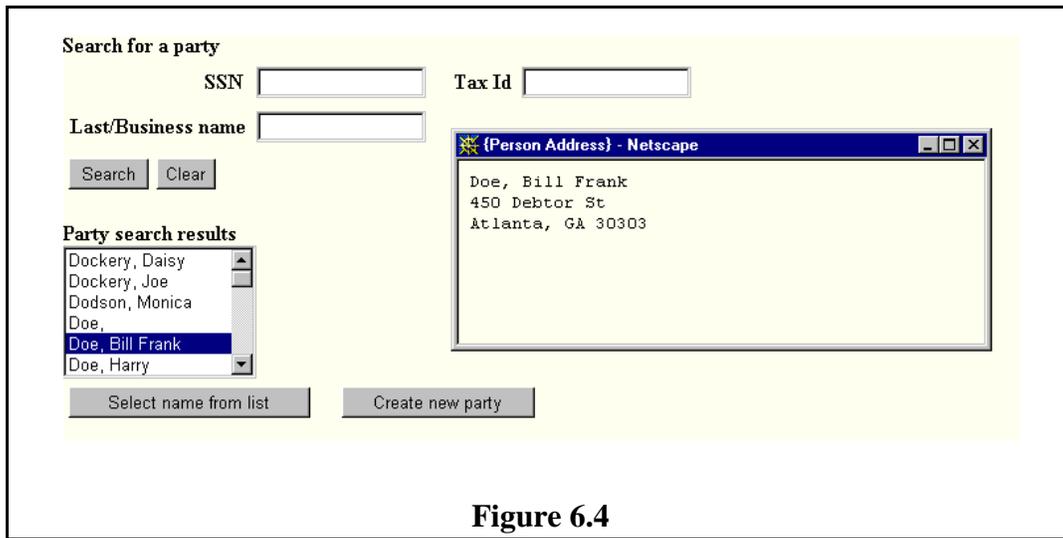


Figure 6.4

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**Party Information Routine** - Used to display and/ or to capture the essential information about a party, including a party's role in the case or adversary proceeding to which the party is about to be added. **Complete and/or Edit the Information Requested by the Party Information Form below in Accordance with the Instructions in Section 7 of this Guide. If You Thought You Selected the Correct Person from the List on the Previous Screen but Find after Examining the Party Information Record That It Is Not the Right Person or Entity, Click the Back Button in the Browser and Continue with the Party Search Results Routine.** Note that the "Alias" and "Review" buttons shown in Figure 6.5 below do not appear when adding or creating a party in a main bankruptcy case, except when opening a case using the conventional method of case opening. The "Attorney" button does not appear at all when opening a main bankruptcy case or filing a document in a main bankruptcy case, but it does appear when opening an adversary proceeding. The name and tax id fields can be accessed only when opening a case or adversary proceeding. If you reach this screen by selecting a person or entity with an existing party information record and you are certain that the party for which you are filing a document and the party described on this screen are the same, you may add or edit any information to make the record for this case more accurate.

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN  222-11-1234 Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Figure 6.5

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**Link Party/Attorney Routine** - Used to indicate that the attorney show login is being used to file the document represents the party filing the document. **Check the Box If the Statement to the Right of the Box Is True.**

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

Bank One, (cr:defaty) represented by Counselor, F. R. (aty)

Next Clear

Figure 6.6

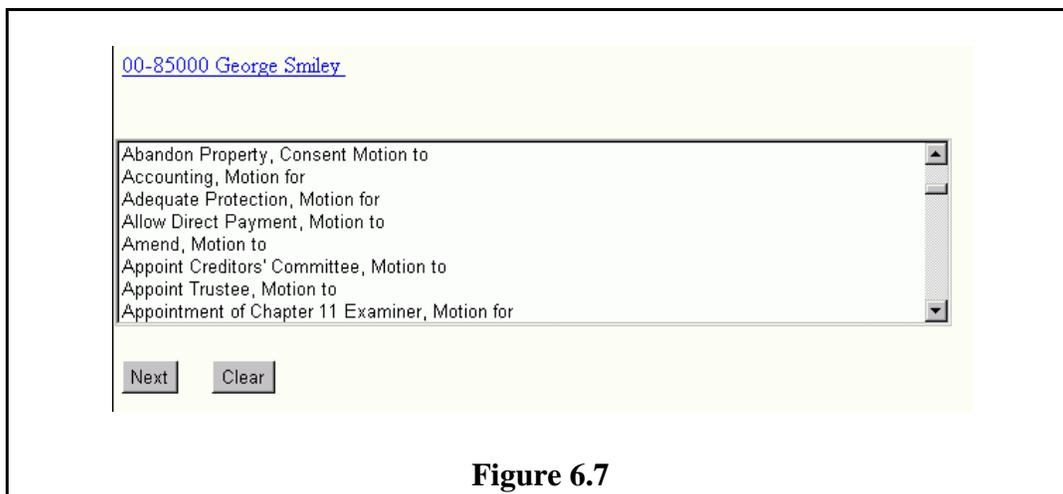
\*

\* \*

**Pick Filing Event(s) Routine** - Used to designate the generic description of the document or documents being filed. **Pick One or More Events That Best Describe the Document You Are**

**Filing. To Select More than One Event, Hold down the Control Key While Clicking on an Event.** For example, one attorney might describe a motion as “motion for authority to borrow money,” while another attorney might called it a “motion to approve credit agreement.” But both motions seek the same basic relief on behalf of a debtor or trustee: permission from the court to incur debt during the bankruptcy case. The motion Event under the Category “motion” that most closely describes these motions is “Motion to Incur Debt,” which appears in the list of motions as “Incur Debt, Motion to.” It does not matter if the motion Event picked is different from the title of the motion being filed. Some Events are identical with the exception of the words “(FEE)” or (“No FEE”). NEVER use an Event that says “NO FEE” if a fee is due; this may result in the summary denial of the relief you seek. Appendix I identifies the Events requiring a fee.

If the user’s title for a document does not seem to fit any of the listed Events, review the Lists of Filing Events and Glossary of Selected Events attached as Appendix 1 and the Key Word Index of Events attached as Appendix 2. Hopefully, you will find an Event that fits the document you wish to file. The last item in the list of motion Events is “z-motion,” which can be used if there is no other motion Event in the list that covers the relief demanded. The “z-“ will not appear in the docket text. Use this Event sparingly and only after consulting the Appendices.



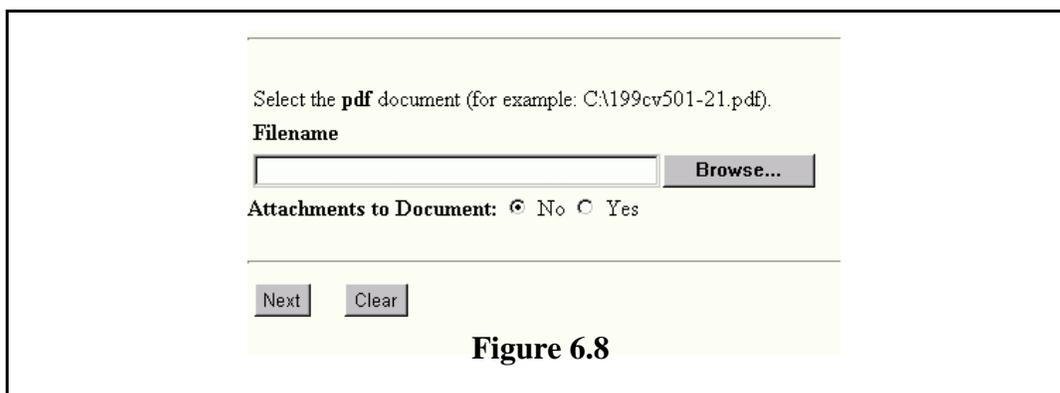
**Figure 6.7**

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**Choose Main PDF File Routine** - Used to identify the location of the PDF document to be filed. **Click the Browse button shown in Figure 6.8 and navigate to the directory containing the PDF document to be filed and click on it twice, thereby specifying the Path to and Name of the PDF Document.** If there are documents to be attached to the main document,

such as exhibits, so indicate by clicking on the radio button adjacent to “Yes.” Review, if necessary, Section 4 on Basic Concepts and in particular the subsection on being sure you file the right PDF document in the right case.



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

Filename

Attachments to Document:  No  Yes

**Figure 6.8**

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\* \*

**Choose Attachment PDF File(s) Routine** - Used to specify the path to and name of a PDF document to be filed as an attachment to the main document being filed and to describe the attachment. **From the Selection Screen Shown in Figure 6.9, Browse and Select the First Document to Be Attached. Then Select a General Description of the Attachment from the List in the Box Labeled “Type” by Clicking on the down Arrow.** The most common type will be “Exhibit.” **Next, Describe the Exhibit in the “Description Box,” Such as “A - Contract Dated February 1, 1998.”** (Alternatively, you can leave the Type box blank and type in the word “Exhibit” in the Description Box, e.g., “Exhibit A - Contract dated February 1, 1998.”) The text entered in the Type and Description boxes appears in the docket text and, if done correctly, lets a reader know what the attachment is without having to open the document. **Then, Click on the Button Shown in Figure 5.5 Labeled “Add to List.”** If you do not click on this button, the attachment will not be included in the Upload. **Repeat this Process for Each Additional Attachment.** When all attachments have been added to the list, click on the Next button.

00-85000 [George Smiley](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

---

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 6.9

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**Related Document Routine** - Used to connect in the database the document being filed to a previously filed document to which it has an immediate relationship. **Follow the Instructions in the Subsection on Linking a Document Being Filed to a Previously Filed Document in Section 4 of this Guide.**

00-85000 [George Smiley](#)

Does this filing refer to an existing document in this case? (If yes, click on the box)

**REMEMBER:** If this Filing relates to a previously filed document, you must place a check mark in this box to create a link to that document.

**NOTE:** If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

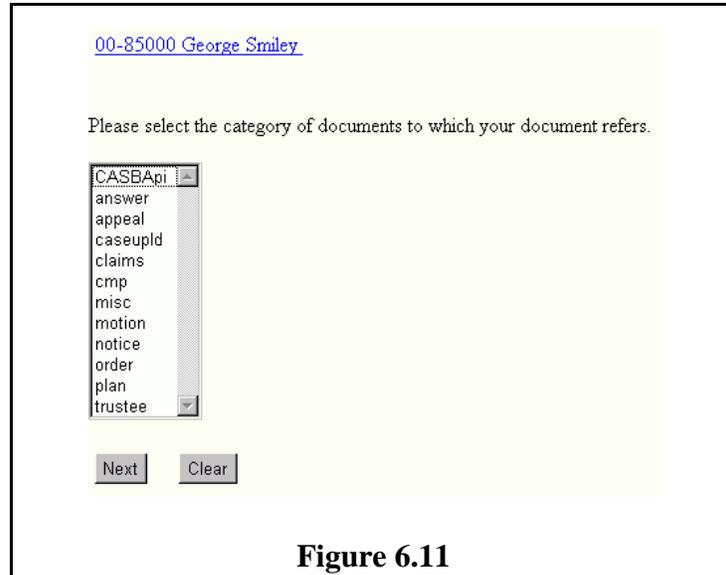
Figure 6.10

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**Category Selection Routine** - Used to **Select the Category or Categories of the Previously Filed Document or Documents to Which the Current Document Is to Be Related.** To select

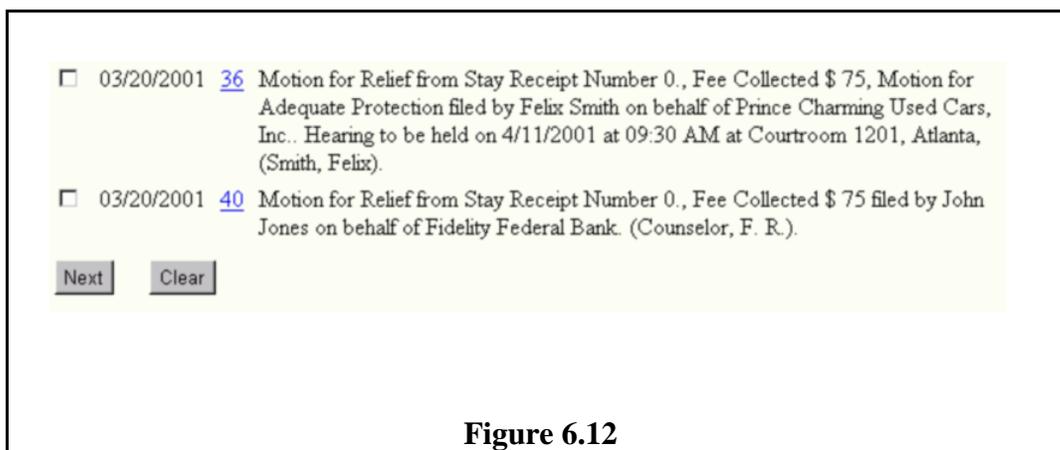
more than one Category, hold down the control key. This routine always follows the **Related Document Routine**. The Category “cmp” is complaint.



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**Select the Applicable Document Routine** - Used when the document being filed is associated with or being linked to a previously filed document in a particular Category or Categories. **Designate the Particular Previously Filed Document or Documents to Which the Current Filing Is to Be Related by Clicking on the Checkbox to the Left of Each Applicable Document.** This routine follows the **Select the Category Routine**, except that when filing a response to a motion or an answer to a complaint, the user will see the **Select the Applicable Document Routine** before seeing the **Related Document Routine**, if the latter appears at all. In filing an answer to a complaint that has been amended, designate the complaint and the amendment.



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\* \*

**Fee App Routine** - Used in filing a fee application to specify the person or entity filing the application, the dates covered by the application and the amounts sought. In filing a document in CM/ECF, the user must indicate the party filing the document. When the document is a fee application, the applicant is the attorney - not the party that the attorney represents. There are two ways that a user filing a fee application can indicate the identity of the applicant so as not to confuse the applicant with the applicant's attorney or with the applicant's client. First, where the applicant is a professional or professional firm that has not previously appeared as a party in the case, the user can create a new party record for the professional or professional firm. Using this method, only the applicant and not the party represented by the applicant would be selected in the **Select the Party** routine.

The second method is to designate the professional's client as the party during the **Select the Party** Routine. But the user can later indicate who the "Filer" really is, i.e., identify the applicant seeking approval of fees using the **Fee App** routine.

Regardless of whether one creates a new party record for the applicant or chooses the applicant's client as the party, the choice of "Application for Compensation" as the filing Event will result in the display of the screen shown in Figure 6.13; this is the **Fee App** routine. To complete this routine, **Check the Filer Box below the Name of the Person or Entity Who Is Applying for the Fees. In the Pull-down Menu to the Right of the Word "Type," Click on the Role of the Applicant.** In the example shown in figure 6.13, the filer/applicant is a person named F. R. Counselor, and the type is trustee's attorney. **Enter the Dates Bracketing the Period During**

### Which the Services Were Rendered. And Enter the Amounts of the Fees and Expenses Sought.

If the applicant is a company, such as a law firm, and if the user did not create a party record for the firm, check as the Filer, the individual lawyer whose login is being used to file the fee application and on the next screen, which is the **Docket Text Enhancement** routine, type the words “of Firm and” in the free text box, substituting the name of the firm for “Firm.” The docket text would then read something like “Application for Compensation of *Jones and Smith and* for F. R. Counselor, Trustee’s Attorney . . . .” Do not be concerned that the docket text mentions the name of the individual lawyer or that the individual lawyer is not really the applicant or that the syntax is mangled.

Applicant F. R. Counselor	Type <input type="text" value="Trustee's Attorney"/>
<input checked="" type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>
<hr/>	
Applicant Gary Drake	Type <input type="text" value="Accountant"/>
<input type="checkbox"/> Filer	
From <input type="text"/>	To <input type="text"/>
Fee request \$ <input type="text"/>	Expense request \$ <input type="text"/>

**Figure 6.13**

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**Hearing Information Routine** - Used to supply the time, date and place of a hearing -- if the judge to whom the case is assigned authorizes attorneys to set hearings when filing a document. **If Authorized by the Judge, Complete All Three Fields - Time, Date and Location.**

Hearing Information

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Chambers of Judge Massey at 404-215-1010.

Hearing Time [optional]:   AM  PM Hearing Date [optional]:

Location

Figure 6.14

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**Response Due Date Routine** - Used to note the date on which a response, objection or answer is due to the document being filed. We have programed CM/ECF to compute the response time for each type of document with respect to which there is a deadline for filing some kind of response. To the time specified by the applicable rule, we have added 3 days (see Fed. R. Bank. R. 9006(f)) on the assumption that the document to which a response is due was served by mail. If the service date was before the filing date or if there was personal service, users are authorized to change the due date to the correct the due date in accordance with the local rules and Fed. R. Bank. R. 9006. See Fed. R. Bankr. P. 7012 and B.L.R. 6008-2 and 7007-1(2). It remains possible that a hearing could be held before a response time has expired. If a judge permits users to set hearings, a user should not set a hearing prior to the expiration of the applicable response time. **Leave as Is If Correct or Enter the Correct Response Date.**

Enter Response Due Date [optional field]:

Figure 6.15

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**Schedule Hearing For Related Document Routine** - Used to set a hearing on a document already filed when filing a notice of hearing. Users will encounter this routine only when filing a

notice of hearing that sets or reschedules a hearing date, time and place. The notice of hearing Event may be used only if the judge permits a user to set a hearing date or to reschedule a hearing already set. Preceding the **Schedule** routine will be four critical routines that must be properly completed in order to properly set the hearing that is the subject of the notice of hearing being filed. First, the user must check the box in the **Related Document** routine to indicate that the document being filed (a notice of hearing) relates to a previously filed document (one or more motions). Second, the user must set the new hearing date, time and place using the **Hearing Information** routine. Third, the user must complete the **Category Selection** routine and select the Category of motion in order to generate a list of pending motions. Fourth and finally, the user must complete the **Select the Applicable Document** routine by clicking on the box to the left of each pending motion to which the notice of hearing relates, that is, for which a hearing date, time and place are to be set or reset. Once these routines have been completed, the user will then encounter the **Schedule** routine shown below. Review the hearing information at the top of the screen to be sure it is correct. **Uncheck the First Box Adjacent to the Words “Create Schedule Record for Current Docket Entry” and Check the Box Adjacent to Each Motion for Which a Hearing Is Being Scheduled.** Then click Next and continue.

**File a Notice:**  
00-85000 George Smiley

The following schedule records will be associated with the docket entries specified below.

Type	hrg
Date	4/30/2001
Time	09:30
Location	Courtroom 1201, Atlanta
Prompt	

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

Motion for Relief from Stay Receipt Number 0., Fee Collected \$ 75, Motion for Adequate Protection filed by Felix Smith on behalf of Prince Charming Used Cars, Inc. Hearing to be held on 4/11/2001 at 09:30 AM at Courtroom 1201, Atlanta, (Smith, Felix).

Next Clear

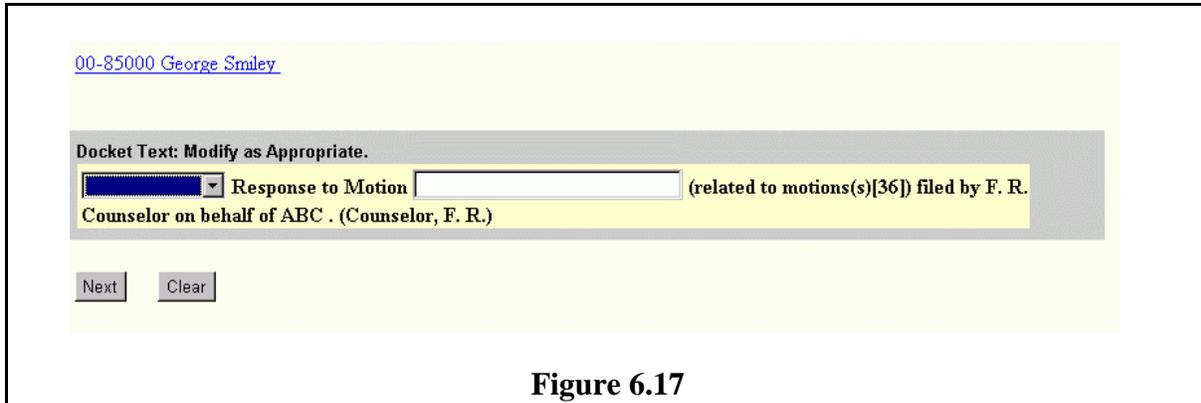
**Figure 6.16**

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**Docket Text Enhancement Routine** - Used to add to docket text to identify the document being filed more precisely. Users may choose a word in the pre-text box to the left of the word

“Response” in the example below. If the document being filed is an amendment of a previously filed document, **always** use the prefix “Amended.” Users may also type in their own text in the free text box after the generic description of the document supplied by the system. Free text should be used to identify important supporting or related papers in a document, such as “*and Brief in Support of Motion.*” Free text appears in Italics in the docket text. **Add Pre-text and Free Text as Appropriate.**



00-85000 [George Smiley](#)

Docket Text: Modify as Appropriate.

(related to motions(s)[36]) filed by F. R. Counselor on behalf of ABC . (Counselor, F. R.)

**Figure 6.17**

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**Final Warning Routine** - Used to show the user what the docket text will look like and warning the user that if the user clicks on the “Next” button, the document will be irreversibly Filed. **Click on “Next” If the Information Is Accurate.** Once you click on “Next” on the Final Warning screen shown below, you reach the **Notice of Electronic Filing** routine. From there you can click on the Back button on the browser and you can return to prior screen displays, but that will not change the fact that the filing has already taken place.

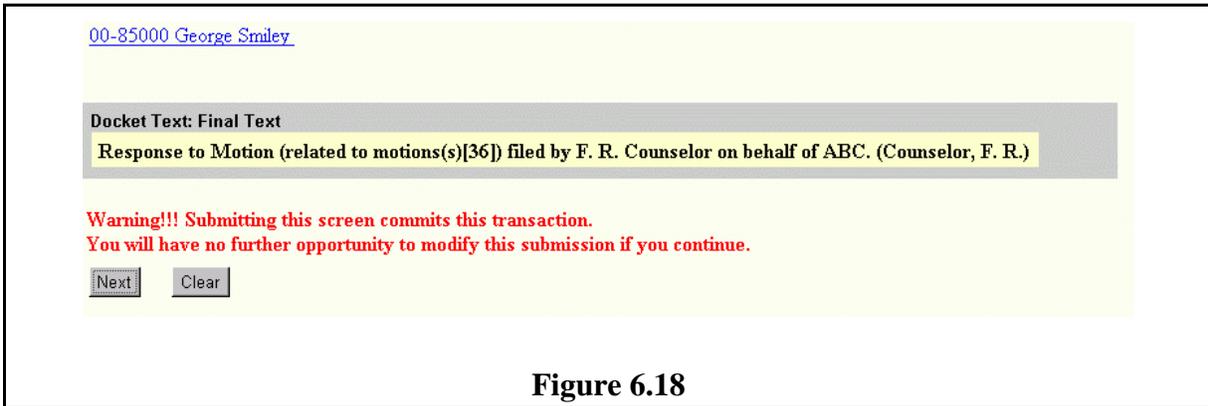


Figure 6.18

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**Notice of Electronic Filing Routine** - Used to confirm that the document has been filed.

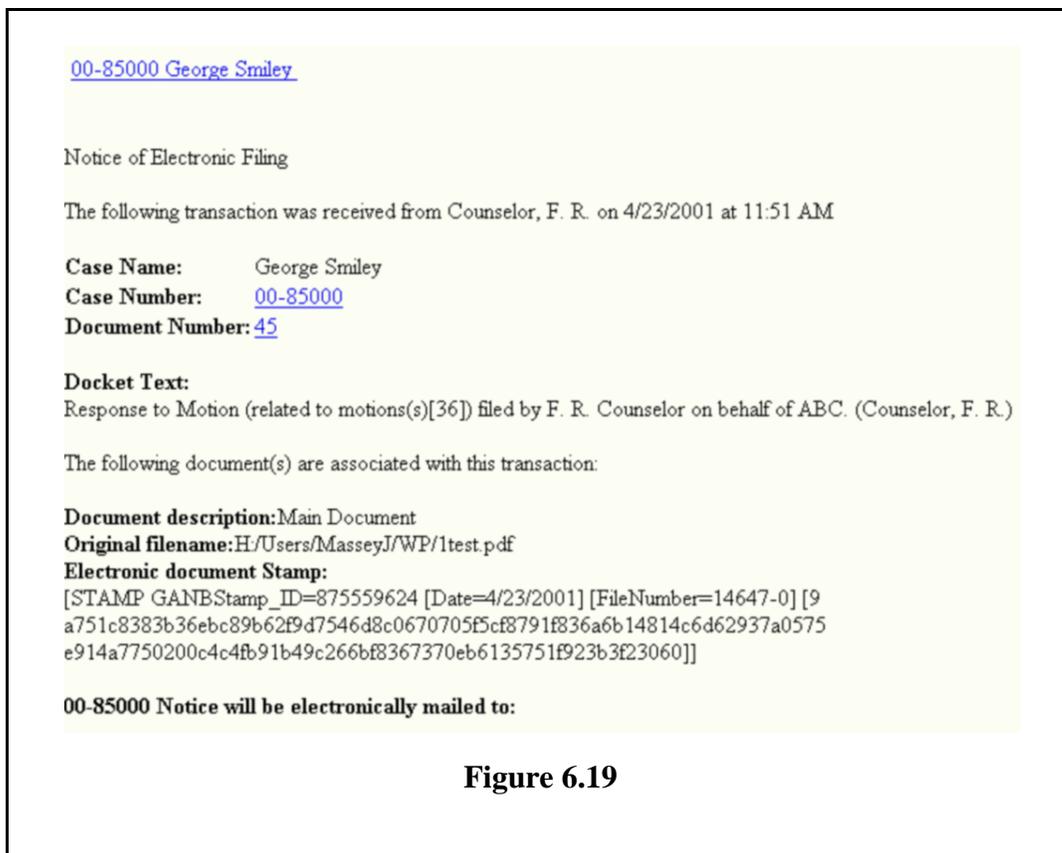


Figure 6.19

## Selecting, Adding and Creating Parties

One of the routines common to filing any document in CM/ECF is identifying the party on whose behalf the document is being filed. (The program knows the attorney doing the filing by virtue of the login and password used to open the session.) If the party is new to the case or adversary proceeding, the process requires the user to fill out a form seeking various items of information about the party.

A preliminary word about how CM/ECF stores and manages information about parties to a case or adversary proceeding. There are two types of data files concerned with parties. The first is the master file, which includes all parties who have appeared in any case or adversary proceeding (at least since January 1, 2000). The second file is the party file containing information about only those parties that appeared in the specific case or adversary proceeding. When adding a new party to a case, the user is prompted to search the master file to determine if that new party has been a party in another case. If so, using the master file accomplishes two goals. First, the user is presented with a copy of the party information record in the master file without having to retype it but can change whatever needs changing. Second, when running a query for that party, a user will be able to view one list of all cases in which that party made an appearance.

To perform the [Select the Party Routine](#) (see Figure 6.2), examine the list of names presented carefully. Different individuals or companies may have the same or very similar names. By checking the docket in the case by clicking on the case number hyperlink at the top of the screen or by running a Query on the case from the main blue banner menu and looking at the addresses displayed under the Parties menu pick, you may be able to determine whether the entity or entities you represent have by chance already appeared in the case. If all of the names of the parties filing the document appear on the list, click on each name (hold down the control key if there is more than one) and then click on the Next button.

If one or more parties filing the document do not appear on the list in the screen shown in Figure 6.2, the missing party or parties must be added to this case. This process involves the following three steps.

**Step 1** If the name of a party filing the document does not appear on the party list in Figure 6.2, click on the “Add/Create New Party” shown in Figure 6.2, and then complete the [Search for A Party Routine](#) (see Figure 6.3) by following the instructions below. Do not add or create a new party if that party’s name

already appears on the list shown in Figure 6.2. When filing for more than one party, you must first add any missing party to the list before selecting the parties; you may not select one party, add a party and then select the second added party.

The [Search for A Party Routine](#) requires searching the master party file to determine if the party to be added is listed in that file. For debtors, search first by social security or tax ID number, and if that does not produce a match, then search by name. For parties other than debtors, the only effective way to search is by name.

To search by name, type the first few letters of a last name or a company name in the field labeled “Last/Business Name.” You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing “Sm” will retrieve Smith, Smithe, Smithers, etc. Unlike the search engine for locating parties in the Query module, the party search mechanism is **case sensitive** so that **names must be capitalized**. Type “sm” instead of “Sm” and the search result will be: “No person found.”

The subset of parties that have appeared in other cases that fit the search criteria supplied in the [Search for A Party Routine](#) appear on the screen shown in Figure 6.4 (the [Party Search Results Routine](#)). If the name does **not** appear on this list, go to Step 3. If the name does appear on the list, click on the first instance of the name of the party to be added to the case. A pop-up box will appear displaying the address of the person or entity selected. The address is retrieved from the Party Information Screen, which will be the next screen the user will encounter. Unfortunately, different parties with the same name will sometimes show up in such a search; usually this means that there are two different persons with the same name.. If the party’s name appears on the list more than once, it is advisable to check every instance of the name and examine each address. It is possible that a party may have appeared more than once in a bankruptcy case or adversary proceeding and that two or more master records may exist for that party. If so, it does not matter which instance of the name is selected from the list. Once the user determines that the party is on the list because the address in the pop-up window is or was the address for that party, select the name by clicking on it and then click on the button labeled “Select name from list.” The **Party Information** screen like the one shown in Figure 6.5 will appear.

If other information in the Party Information record convinces you that you have erred

and selected the wrong person or entity, click on the **Back** button on the browser to return to the previous screen, choose another name on the party search results list and repeat the process until either (a) you find a party record for the current filer or (b) you decide that no party record exists for that entity or person. Pay close attention to middle initials and generational information for individuals and to the exact spelling of all names.

If the address information convinces you that you have located a master record for the current filer, you may correct or entirely change the information on the Party Information screen. FOLLOW THE INSTRUCTIONS BELOW IN STEP 3 ON HOW TO COMPLETE THE PARTY INFORMATION RECORD. Then click on the **Submit** button at the bottom of the screen shown in Figure 6.5. This will add the party to the case list and return you to the screen shown in Figure 6.2 so that you can select the party or repeat the process to add party. Note that having selected a party's master record, you will not be permitted to alter the party's name or social security or tax ID numbers. If you are certain you have the right party but its name is incomplete or incorrectly spelled, select that party record but immediately notify the Clerk in writing that the party's name is misspelled or incomplete in the case and master files.

## Step 2

If the entity filing the document is not on the initial party list (Figure 6.2) and not on the list at reviewed at Step 1 (Figure 6.4), you must create a new party record. Click on the "Create new party" button shown in Figure 6.4. Complete the [Party Information Routine](#) (see Figure 6.5) by following the instructions below.

### 1. Name Fields -

- ☞ A party information record may include **one and only one** party; do **NOT** enter the names of two separate companies in the Last Name field.
- ☞ For individuals, complete all of the Name fields, including Generation and Title if that helps to pinpoint who the party is.
- ☞ For entities other than individuals, such as corporations, use only the Last Name field.

- ☞ Enter only the legal name of a natural person; do **NOT** include aliases, e.g., “Roe a/ka/ John Doe.” An alias for an individual who is either a debtor or a party in an adversary proceeding may be entered by clicking on the Alias button.
  
- ☞ If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial). If a party has multiple names such as Robert **Kramer Johns** Martin, add the extra names in the Middle Name box.
  
- ☞ Enter only the legal name of a corporation, partnership or other entity that is not a natural person; do **NOT** include other information such as “f/k/a Bank SouthEast.” Information to pinpoint a party’s merged or separate existence may be included in the Party Text field discussed below.
  
- ☞ Avoid abbreviations unless it is part of a company name on the petition or pleading. Do not use the ampersand sign (&) for "and" unless it is part of a company name.
  
- ☞ Make certain that you properly capitalize the names. Do **NOT** use solid caps for a name unless that name is always spelled in solid caps, because as CM/ECF is presently configured, searching on Wo will find World but not WORLD.
  
- ☞ If a company name includes punctuation, include it here. Single space between each name and between initials (except for “U.S.”). Follow initials with a period. E.g., **J. J. Jones** or **Smith, Inc.**
  
- ☞ Enter U.S. and U.S.A. without any spaces, e.g., **U.S.** Department of Agriculture or **U.S.** Trustee
  
- ☞ When typing names that have upper and lower case letters or hyphens, *do not* insert spaces, e.g., Patricia **DeLaGarza**, Patrick **MacDougal**, Kathleen **O’Brien** or Mary **Smith-Baker**.

2. **SSN and Tax ID Fields** - Complete these fields when adding a debtor (always at case opening). For all other parties, leave these fields blank.

3. **Address Fields** - Complete the address fields. The Office field can usually be left blank but may be used to identify an office location, such as Northlake Branch, or division, such as Power Tools Division. The three Address lines should give either a post office address or a street address, but not both because a mailing can only go to one or the other of the addresses. You may use the Office and first Address lines to indicate the mailing is “c/o”, meaning “in care of,” a different entity before entering that entity’s address. These lines may also be used to indicate that the name of a person to whose attention this matter should be directed. Enter the City, State, Zip or other mail code and country if other than the United States. Zip codes can be determined on the web site of the U.S. Postal Service at [www.usps.gov](http://www.usps.gov).

For foreign addresses, type the country name in capital letters and put that information or APO destination on the bottom line of the address.

4. **Telephone, Fax, E-mail and County** - Always leave the Telephone, Fax and E-mail fields blank. Select a county only if the entity’s role is as a debtor. Select the county that satisfies 28 U.S.C. § 1408.

5. **Pro se** - Leave as “no.”

6. **Role** - This is an **essential and very important** field. Each party added to a case or adversary proceeding is assigned a party role. Click on the down arrow at the right of the Role field to see the choices. Only one role can be selected for each party record. The party roles for a main bankruptcy case are Creditor, Petitioning Creditor, Creditors’ Committee, Debtor, Trustee, U. S. Trustee,

Unknown and several professional roles, including Accountant, Appraiser, Attorney, Broker, Consultant, Special Counsel, etc. “Attorney” is the role for the general attorney for the party in the matter, while “Special Counsel” is the role of an attorney employed to handle a discrete matter. For most parties filing motions, plans, responses, etc., the party role will be Debtor, Creditor or Trustee. These are roles for the case in question. If the estate in case 1 has a claim against the debtor in case 2, the role of the Trustee in case 1 is Trustee but in case 2, that trustee’s role is Creditor.

**DO NOT** use in main bankruptcy cases the roles appropriate only for an adversary proceedings. In adversary proceedings, use only the role a party has when first added to the proceedings: plaintiff, defendant, third-party defendant or cross-defendant. A defendant may be both a defendant and a third-party plaintiff, but one can choose only one role, and the primary and first role is as defendant. Ignore any other role. If you cannot figure it out, use “Unknown,” **BUT** immediately notify the Help Desk or the Clerk’s Office **in writing** that you need help figuring out the party role.

**7. Party Text** - This field is optional and is for text that helps to better identify the party. For example, Party Text might include the words “a Georgia corporation” (which would serve to distinguish two corporations with the same name but incorporated in different states) or “f/k/a Bank SouthEast” (which would serve to identify the party as a successor by merger). Party Text might also be used to identify, or show the limit of, the capacity in which a party is appearing, such as “Executor” or “Trustee of the ABC Trust.” If Richard Roe is a bankruptcy trustee in a case, do not use this field to identify him “as Trustee” in that case because the party Role will serve that purpose. But if Richard Roe as trustee of ABC Corp. appears in the John Smith bankruptcy case as a creditor of Smith, the Party Role would be as Creditor so that the Party Text would read, “As Trustee of the Bankruptcy Estate of ABC, Inc.” Do **not** repeat the name of the party in this field (i.e., not “Richard Roe, As Trustee of the Bankruptcy

Estate of ABC, Inc.”).

Upon completing any needed changes on the Party Information screen and checking for accuracy, click on the Submit button. The record will be immediately updated, and you will have no further opportunity to edit the party information. If you make a mistake, notify the Clerk’s office in writing.

**Step 3**

Once you select a party from the master party list or create a new party, you will then return to the “Select the Party” screen (Figure 6.2), which contains the list of the parties involved in the case. Newly added or created parties will appear on this list. If you have additional parties to add, repeat the appropriate steps for each additional party. Then, select the party or parties filing your document. Select multiple parties by holding down the control key and clicking on each name to be selected. Then click on Next.

**Creating an Attorney-Party relationship.** - The screen in Figure 6.6 (the [Link Party/Attorney Routine](#)) will only appear if you have added a new party or if you selected an existing party for which you have not previously submitted a filing. By clicking on the box to the left of the statement “[Party] represented by [Attorney]” as shown in Figure 6.6, the user indicates that he or she is appearing as attorney for the party or parties selected. This screen will always appear the first time a party is added to a case or adversary proceeding or the first time an attorney files a document for a previously added party, as where there is a substitution of counsel. If the screen appears when you are filing for a party where you know that you have previously filed a document for that party in the same case, it means you selected the wrong party on the previous screen (assuming of course that you remembered to check the box the first time you filed a document in the case for the party). If this happens, click on the Back button on the browser to return to the Select a Party list and make the correct party selection. When an attorney/party relationship is created, that relationship is displayed in the Attorneys and Parties queries located in the Query menu.

## How To Open A Bankruptcy Case (and File A Petition)

This will guide you through the process of opening a bankruptcy case and filing a petition. You must have the petition prepared in PDF format before trying to open a case. CM/ECF will not permit you to open a case without a PDF document, which must include the petition. You should, if at all possible, include in the same PDF document, the schedules, including the summary page, the statement of financial affairs and the disclosure statement of debtor's counsel. If the petition is being filed under Chapter 7, the PDF document should also include the statement of intention. In preparing the petition and schedules, have in mind the instructions in Steps 2 and 4 below with regard to the information discussed in those Steps. This is particularly important for attorneys who use the Quick Case Opening method explained below.

**Do NOT file a Chapter 13 plan or an application to pay filing fees in installments as part of the PDF document containing the petition.** File these documents separately immediately after filing the petition. Review Section 4 on Basic Concepts and Section 5 on Getting Documents Ready to File to be sure you touch all of the necessary bases in preparing the petition, schedules, mailing matrix, etc. in proper form.

There are two methods for opening a bankruptcy case: the quick way and the conventional way. To use the quick way, you must have petition preparation software that prepares the necessary files in the correct format. Steps 1Q and 2Q cover the Quick Filing procedure. Steps 1 through 14 provide the instructions for the traditional way to open a bankruptcy case electronically.

**NOTE: USERS MAY NOT USE THE QUICK CASE OPENING METHOD UNLESS THE FILING PACKAGE IS COMPLETE**, i.e., the package contains in addition to the petition, all of the completed schedules, including the summary page, the statement of financial affairs, the attorney disclosure statement, the mailing matrix and, in Chapter 7 cases, the statement of intent. For Chapter 13 cases, the user must also have prepared the Chapter 13 plan to be filed separately.

### Quick Case Opening

**Step 1Q** Select Bankruptcy on the blue banner menu and then on the next screen, click on "Case Upload."

**Step 2Q** The next screen is shown in Figure 8.1Q.

**Open New Bankruptcy Case**

Enter the name of the case file  
Example: c:Debtor.txt

Enter the name of the petition file  
Example: c:Petition.pdf

Enter the name of the matrix file  
Example: c:Creditor.txt

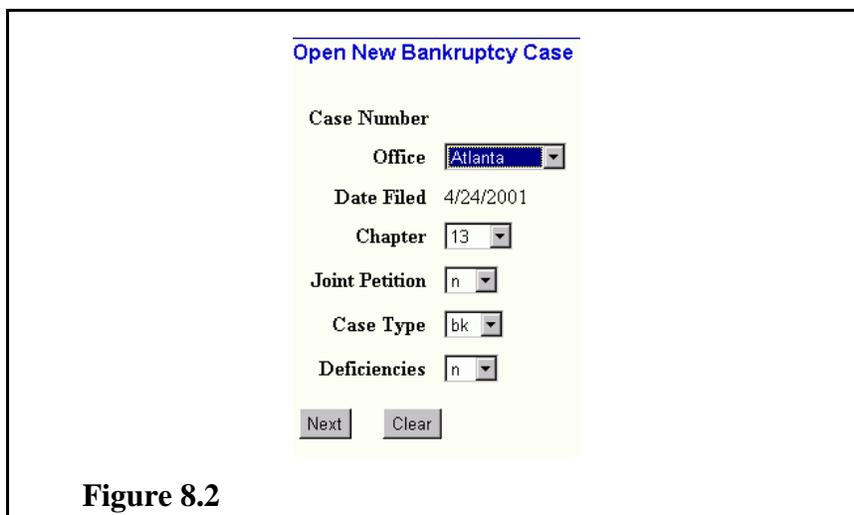
Enter the name of the Chap13 Plan file  
Example: c:Plan.pdf

**Figure 8.1Q**

- ☞ Browse your computer's directories to locate the case, petition and matrix files requested. These files must have been created by petition preparation software written specifically for the Case Upload feature of CM/ECF. Fill in the path to the PDF document containing the Chapter 13 plan (4<sup>th</sup> and last file requested on the above screen) only if you are filing a Chapter 13 case. If you are filing a Chapter 7, 9, 11 or 12 case, leave the final line (name of the Chap 13 plan) blank. Once you have completed the required entries, click on the next button. The following screen will confirm the opening of the case.
  
- ☞ For cases filed under chapters other than Chapter 13, YOU ARE DONE!!!
  
- ☞ If you are filing a Chapter 13 case, the process thus far has not taken care of filing the plan as a separate document. Scroll down to the bottom of the Notice of Electronic Filing Screen, and you will find a "Next" button. Click on Next to reach the Docket Text Enhancement screen, which will refer to the Chapter 13 plan. (Note that the user never sees the Docket Text Enhancement screen for the petition, schedules, etc.) Click on the "Next" button and the chapter 13 plan will be filed. Thus, for filing a Chapter 13 case, there are two extra clicks on Next buttons, and YOU ARE DONE!!!

### Conventional Electronic Case Opening

- Step 1** Select Bankruptcy on the blue banner menu and on the next screen, click on “Open a BK Case.”
- Step 2** The next screen is shown in Figure 8.2. Follow the directions below in completing this screen.



**Open New Bankruptcy Case**

Case Number

Office Atlanta

Date Filed 4/24/2001

Chapter 13

Joint Petition n

Case Type bk

Deficiencies n

Next Clear

**Figure 8.2**

- ☞ Case Number - As you can see, the program does not allow you to enter a case number. That will be automatically assigned after you have completed the process of opening the Bankruptcy Case.
- ☞ Office - Select the appropriate division for your petition, by clicking on the down arrow to display all options in the pick list. Then click on the division name. Refer to the Local Rules for the Northern District of Georgia, LR, Appendix A, 1, NDGa, for a list of counties comprising each division.
- ☞ Date Filed - The date filed cannot be changed.
- ☞ Chapter - Select the chapter under which the petition being filed.

- ☞ Joint Petition - *If the case is a joint petition, change the selection to “y” for yes.* This will allow you the opportunity to add the joint debtor. The default is to “n” for no, which refers to single debtor petitions.
- ☞ Case Type - “BK” is the only choice, so you may ignore this field.
- ☞ Deficiencies - **Be very careful here.** The default is to “n.” If your filing package is complete, leave this selection as is. BUT, if there are missing schedules, including the summary page, statement of financial affairs, statement of intent, or attorney disclosure statement or if in a Chapter 13 case, you will not file the Chapter 13 plan immediately after filing the petition, you **MUST** change the default to “y” for yes, and you will be asked on a later screen to identify which schedule(s), statement(s) and/or Chapter 13 plan is missing.
- ☞ When you have made all of the above selections, press the “Next” button.

**TIP: If you discover on a subsequent screen that you have made an error, press the back button until you have returned to this initial screen. When you are back at this screen, you must press the “clear” button and re-enter the information.**

- Step 3A** The next procedure is to add the debtor as a party. Make sure you are very familiar with 7 on “Selecting, Adding and Creating a Party.” The screen following the one shown in Figure 8.2 will display the [Search for a Party](#) Routine. See Figure 6.3. Search for the name of the debtor by using either the Social Security Number or the Tax ID number and if that produces no results, then by the first few letters of the last name of the debtor. If entering a business name, you should type the business name in the last name field ( **Ex.- ABC Corp., not Corp, ABC**). You must capitalize correctly. Click on Search and execute the [Party Search Results Routine](#) by examining the list of names. See Figure 6.4.
- Step 3B** If a name (first, middle and last) on the list is identical to the first, middle and last name on the petition, follow the instructions in this Step 3B.
- ☞ If the name of the debtor appears, select the name by clicking on the name and pressing “Select name from list.” You will then reach the **Party Information** screen similar to that shown in Figure 6.5. Examine the address and social security or tax ID number information. In order to use an existing Party Information record, both the name and the social security or tax ID number must match the name and social security or tax ID number of the entity for

which you are filing a bankruptcy petition. If the name and numbers match, complete the [Party Information Routine](#), following the instructions in Section 7.

Note that at the bottom of the **Party Information** screen, there are five buttons.

- ☞ If you need to add an alias for the debtor, select “Alias.”
- ☞ The “Review” button allows you to review the aliases you have added.
- ☞ If you press the “Cancel” button you will be returned to the initial debtor name screen.
- ☞ The “Clear” button will clear all of the information on this screen, if you make a mistake doing this, you can click the Back button on the browser and reselect the name in question.
- ☞ Make sure that you select “Debtor” as the party role.
- ☞ Press the “Submit” button when you have completed the required information.
- ☞ DO NOT USE a party record for a debtor if the social security number (or in the case of a corporation or partnership the tax ID number) is missing or if the name of the debtor or the tax number differ from those of your client. If there is more than one name on the list that matches exactly your client’s name and there is no match for the social security or tax ID number for the first name on the list, click on the Back button on your browser and repeat the inspection of the Party Information record for the next name on the list until you find a match or conclude that there is no record where both the name and social security or tax ID number match your client’s name and number. If no existing record has both a matching name and matching number, proceed to Step 3C create a new party record by clicking on “Create new party.”

**Step 3C** If your client’s name is not on the **Party Search Results** list or there is no existing **Party Information** record having the same name and social security or tax ID number as your client, click the “Create new party” button on the bottom of the **Party Search Results** screen to reach a blank **Party Information** screen like the one shown in Figure 6.5. Fill in the blanks in accordance with the instructions in Section 7 on Adding Parties.

**MAKE CERTAIN THAT YOU ELECT “DEBTOR” AS THE PARTY ROLE.**

**Step 4** The next screen is shown below in Figure 8.3.

**Open New Bankruptcy Case**

**Type of debtor:**  Individual  Corporation  Partnership  Other  
 Railroad  Stockbroker  Commodity Broker

**Fee status:** Paid

**Nature of debt:** consumer

**Voluntary:** voluntary

**Origin:** Zero

**Date split/transfer:**

**Asset notice:** blank

**Estimated number of creditors:** 1-15

**Estimated assets:** \$0 - \$50,000

**Estimated debts:** \$0-\$50,000

Next Clear

**Figure 8.3**

There are several selections to make on this screen.

- ☞ Select the Type of debtor. The selections are self-explanatory and are based on the information contained in the Voluntary Petition.
- ☞ The Fee status field defaults to “Paid.” If the debtor will not be paying the filing fee in full but instead is applying to pay in installments, click the down arrow in that field and select “Installment.”
- ☞ The Nature of debt field defaults to “consumer.” If the debtor is a partnership or corporation or an individual doing business as a sole proprietor, click the down arrow and select “business.”

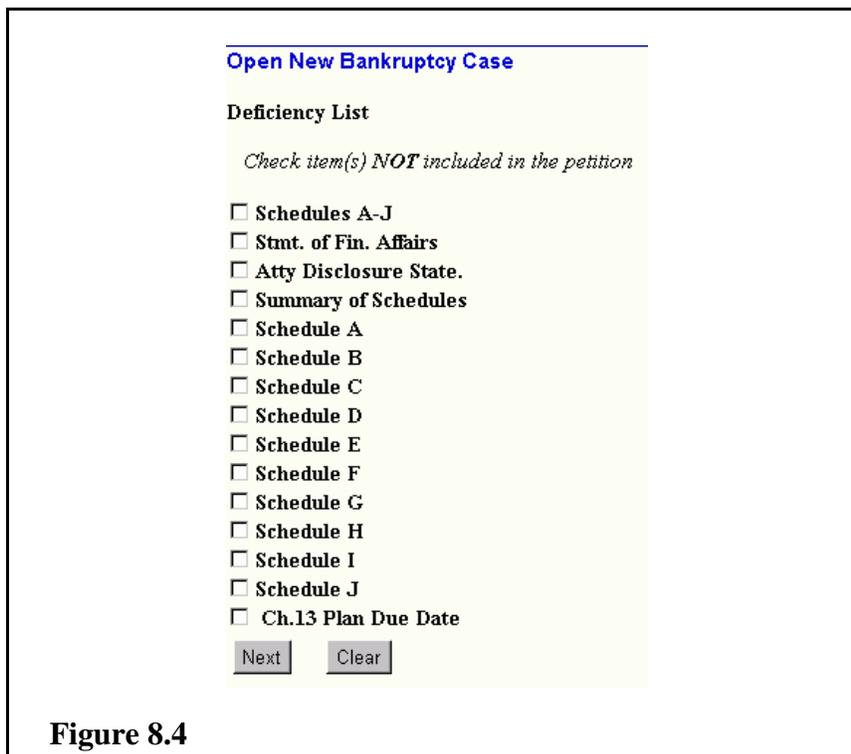
- ☞ The field for Asset notice defaults to “blank” and must be changed. Complete this field from the pull-down menu as follows:

Chapter 7 = No (Even if you are sure there will be assets that a trustee will liquidate, select No. In the Northern District of Georgia all Chapter 7 cases are initially designated “no asset” cases and stay that way unless and until the Trustee files an Initial Report of Assets.)

Chapters 11, 12 or 13 = Yes

- ☞ The Voluntary field defaults to “Voluntary.” If the petition is an involuntary petition, select “Involuntary” from the pull-down menu.
- ☞ Select the Estimated number of creditors, assets and debts from your Voluntary Petition information from the choices on the respective pull-down lists that most closely match the information that is or will be shown in the schedules.
- ☞ Disregard the Origin and Date split/transfer fields. Those are for Clerk’s Office use.
- ☞ Click on the “Next” button to move to the next screen.

**Step 5** The next screen, shown in Figure 8.4, appears only if the user indicates on the screen shown in Figure 8.2 that there are “deficiencies,” i.e., missing documents.



**Open New Bankruptcy Case**

**Deficiency List**

*Check item(s) NOT included in the petition*

- Schedules A-J
- Stmt. of Fin. Affairs
- Atty Disclosure State.
- Summary of Schedules
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Ch.13 Plan Due Date

Next Clear

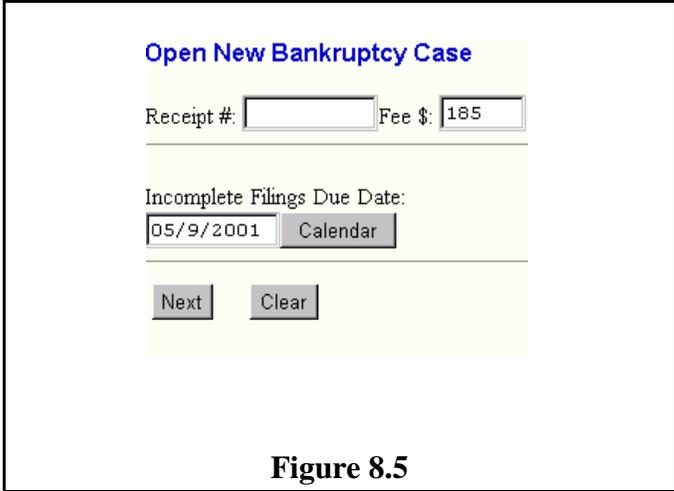
**Figure 8.4**

- ☞ Place a check mark in the appropriate box (by clicking on it) adjacent to each document that is missing from the filing package. If all schedules are missing, you need not check the individual boxes for each schedule. If only certain schedules are missing, you should select only those Schedules. If, in a Chapter 13 case, you are not filing the Chapter 13 plan immediately after you complete the filing of the petition, click on “Ch. 13 Plan Due Date.”
- ☞ Then press the “Next” button.

**Step 6** Complete the [Choose Main PDF File Routine](#) (See Figure 6.8.) Locate, and designate the path to, the PDF file containing the petition and related documents.

- ☞ If you do not file documents often, review Section 4 on Basic Concepts and in particular the parts dealing with locating the correct file. Once you have found the correct document and loaded the path to it in the Filename field, click on “Next.”

- Step 7** On the screen shown in Figure 8.5, input “0” for the receipt number, and change the fee amount to the fee being paid if you are paying the fee in installments.



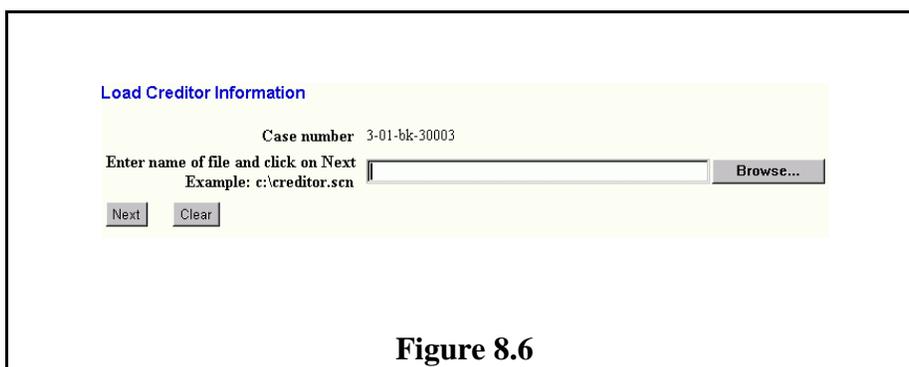
**Figure 8.5**

- ☞ The Incomplete Filings Due Date and the Statement of Intent Due Date sections will not appear if you indicated that on the screen shown in Figure 8.2 that there are no deficiencies. The Statement of Intent due date shows up only in Chapter 7 cases. Oddly, the Statement of Intent is not shown in the list of items not included with the petition shown in Figure 8.4. Therefore, if the only deficiency is that the Statement of Intent has yet to be filed, blank the date in the Incomplete Filings Due Date box. If you are filing the Statement of Intent but will file later the Schedules or Statement of Financial Affairs, leave the Incomplete Filings Due Date as is and erase the due date for the Statement of Intent.
- ☞ Then click on Next.

- Step 8** Complete the [Docket Text Enhancement](#), [Final Warning](#) and [Notice of Electronic Filing](#) Routines on the final three screens. In the **Docket Text Enhancement Routine**, describe all of the documents Note the case number on the last screen.

The final series of steps in the process of opening a new bankruptcy case involves the uploading of the creditor mailing matrix. Prepare the creditor mailing matrix in a document saved in an ascii format. See “What to remember in preparing the creditor mailing matrix” in Section 5.

- Step 9** Click on Bankruptcy on the blue menu bar and on the next screen click on Creditor Maintenance and then on “Upload a creditor matrix file.”
- Step 10** The next screen will be the **Case Number** routine. Type in the case number. BE EXTREMELY CAREFUL IN DOUBLE CHECKING THE CASE NUMBER BECAUSE THE NEXT SCREENS DO NOT DISPLAY THE DEBTOR’S NAME.
- Step 11** The next screen shown in Figure 8.6 is essentially the [Choose Main PDF File Routine](#) but is called Load Creditor Information. Before proceeding, compare the case number displayed with the one you meant to type to be sure you have selected the correct case. Browse and locate or type in the path to the document containing the creditor mailing matrix.



Load Creditor Information

Case number 3-01-bk-30003

Enter name of file and click on Next  
Example: c:\creditor.scn

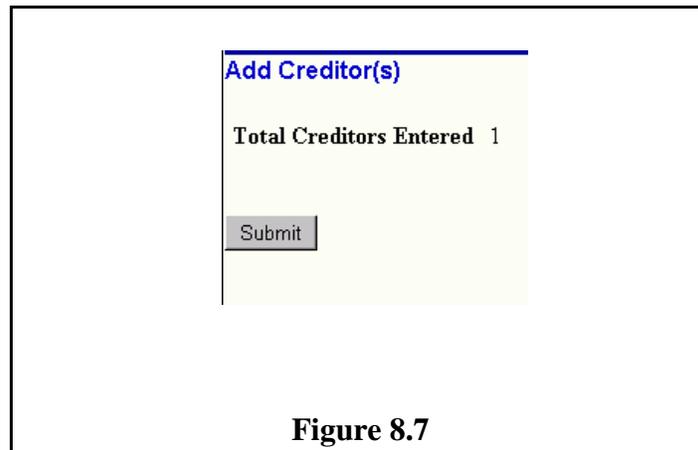
Next Clear

Browse...

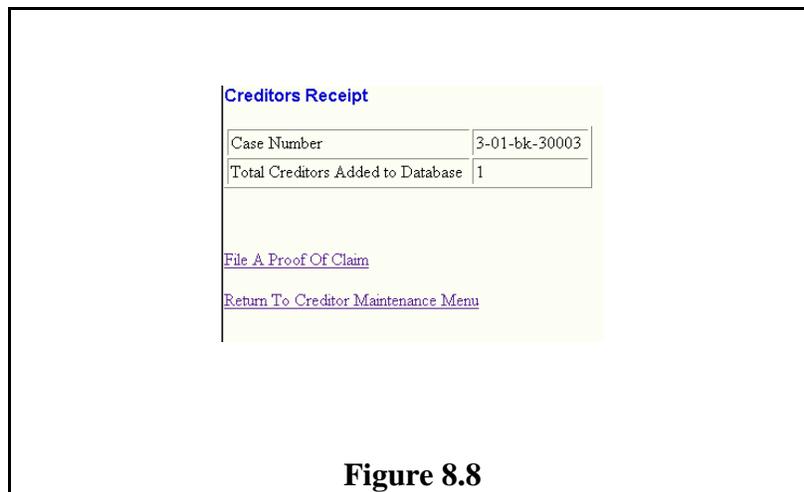
Figure 8.6

**TIP: The document containing the creditor matrix must be saved in an ascii format. Most of the petition preparation software programs automatically save the matrix in this format.**

- Step 12** Click Next and review the information displayed on the screen shown in Figure 8.7.

**Figure 8.7**

- ☞ This screen displays the total number of creditors to be entered into the database. If that number matches the number of entities listed on your matrix, click on the submit button. If it does not, stop and review the creditor matrix file to be sure it is formatted correctly.
  
- ☞ The final screen shown in Figure 8.8 confirms the addition to the list of creditors in the case the number of creditors specified.

**Figure 8.8**

## How to File a Proof of Claim

In preparing a proof of claim in PDF format, review the instructions in Section 5 on “Getting Documents Ready to File.” Also, be familiar with General Order No. 7, entered on June 27, 2001, which addresses the proper method for stating the amount of the claim as of the petition date, when and how to include exhibits, and signatures. The following is a summary of the latter two topics:

**Exhibits.** In general, you should include exhibits in the same PDF document as the proof of claim. Use the attachment feature only if the number of imaged pages exceeds 25 pages. File only those exhibits that are necessary to show the basis for the amount of the claim and the basis for any secured claim. Thus, a creditor should not file invoices with its claim but rather just a summary of invoices. Secured creditors should include the Secured Claim Worksheet, the note and the relevant portions of security or perfection documents, showing filing dates, collateral descriptions and signatures.

**Signatures on Proofs of Claim and Notification.** The name of the person who signs a proof of claim should be typed or printed legibly beneath the signature. Every proof of claim filed electronically must include an image of the signature of the person who prepared the claim. *Using Adobe Acrobat, a user can insert an image of signature in a text-based PDF document.* Official Form 10 includes a space for the “Name and address where notices should be sent.” To the right of that part of the form, there are check boxes, including one that reads: “Check box if the address differs from the address on the envelope sent to you by the court.” In providing that information, the creditor agrees that an objection to a claim and a notice of hearing on that objection may be served on the entity and at the address stated or if no entity and address are stated, on the creditor at its address for notices provided in Fed. R. Bank. P. 2002(h).

Prepare the proof of claim and format it as a PDF document. If the proof of claim amends a proof of claim already filed, review the claims register to determine the claim number of the proof of claim being amended, which is useful information to be entered when filing the claim. The filing process is relatively straight forward.

**Step 1** After entering the CM/ECF Document Filing System, select Bankruptcy from the blue menu bar.

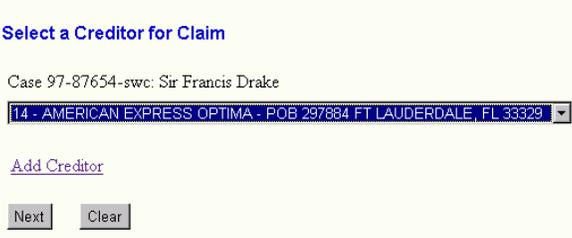
**Step 2** Select File Claims from the menu.

**Step 3** Enter the case number of the case in which you are filing a proof of claim, as shown in Figure 9.1. Do not type in the name of a creditor and do not change the Type of creditor field. Click on “next.”



**Figure 9.1**

**Step 4** The next screen is shown in Figure 9.2. First, examine the Debtor’s name to the right of the case number to be sure you have selected the correct case. If the name of the Debtor is incorrect, click the Back button and re-enter the case number. If the case is the one desired, click on the down arrow ▼ to reveal the list of creditors, which is derived from the creditor mailing matrix. That a creditor’s name appears on the list does not mean that the creditor has filed a proof of claim.



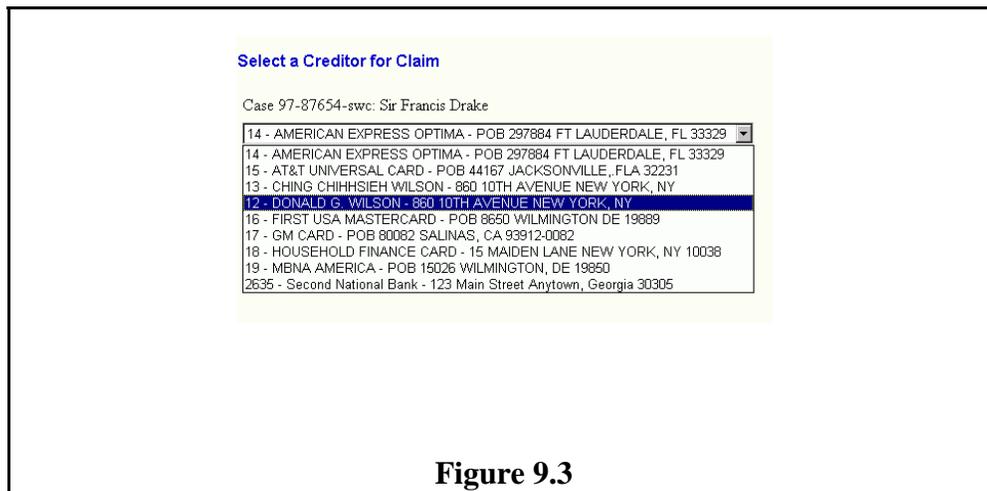
**Figure 9.2**

**Step 5** Scroll down the list, as shown in Figure 9.3, to determine if creditor for which the proof of claim is to be filed is on the list. Names on the list are in alphabetical order by the first names of the creditors. This means that Joe Smith will appear under “J,” not “S.”

If the creditor for which you wish to file a proof of claim is on the list, click on that name in the drop-down list. Like suitcases on an airport carousel, creditor names are often similar, so that it is important not to jump at the first appearance of a name without reviewing the entire list.

Because the list is generated in large part from the mailing matrix filed by the Debtor, the address for a particular creditor may not be the one the creditor prefers for notices and distributions with respect to a proof of claim. Nonetheless, if you are sure that the creditor is on the list, select the creditor even if the name or address is incorrect. You will have an opportunity to have corrections made by making a notation to that effect on a subsequent screen as explained below in Step 8. After highlighting the creditor, click on Next and proceed to Step 7.

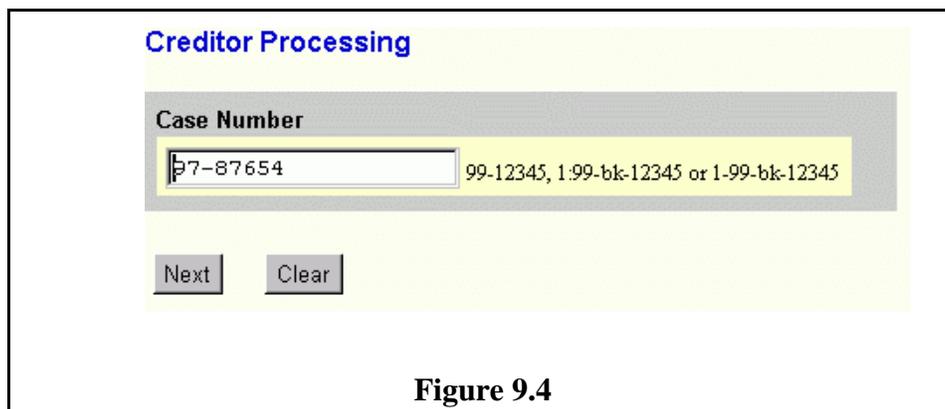
If the creditor's name is not on the list, click on a blank part of the screen to collapse the pull-down list to return to the screen as it appears in Figure 9.2, and then click on "Add Creditor." Then proceed to Step 6.



**Figure 9.3**

### Step 6

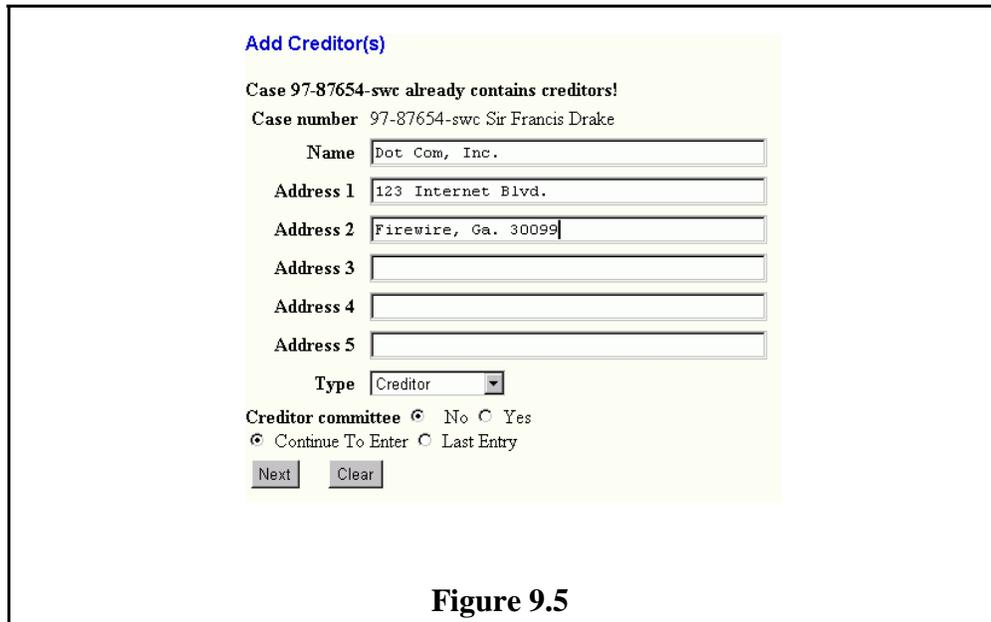
If the creditor is not in the pull-down list, clicking on "Add Creditor" will take you to the screen shown in Figure 9.4. Be sure the case number is correct and click on Next.



The screenshot shows a web form titled "Creditor Processing". Below the title is a "Case Number" label above a text input field containing "97-87654". To the right of the input field is a grey box containing the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

**Figure 9.4**

The screen shown in Figure 9.5 will appear. Check the case name just above the field for the creditor's name to be sure that the case number was entered correctly on the previous screen. Fill out the address form, taking care to spell the name of the creditor correctly, including correct capitalization and to enter the correct address, which should be the address shown in the section of the proof of claim labeled "Name and address where notices should be sent." Do not change the Type field, which defaults to "Creditor" or the Creditor committee field which defaults to "no." However, you must click on the radio button to the left of "Last Entry." If you forget you will get another screen that looks like the one in Figure 9.5 (without the blanks filled in). In that event, click on the Back button and then click on the Last Entry radio button. Double check the information and if correct, click on Next, which will take you to the screen shown in Figure 9.6, which will confirm that one creditor has been entered and is to be added to the creditor list.



**Add Creditor(s)**

Case 97-87654-swc already contains creditors!

Case number 97-87654-swc Sir Francis Drake

Name

Address 1

Address 2

Address 3

Address 4

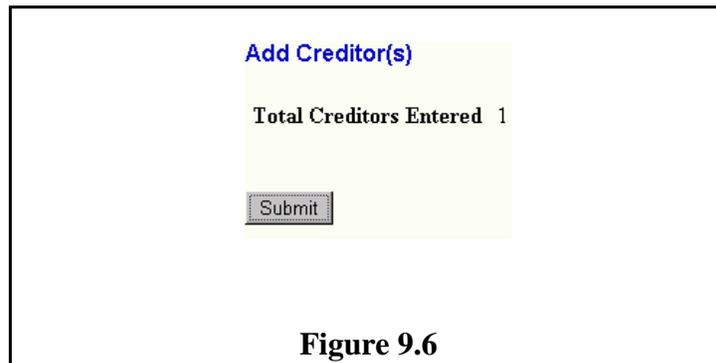
Address 5

Type

Creditor committee  No  Yes

Continue To Enter  Last Entry

**Figure 9.5**

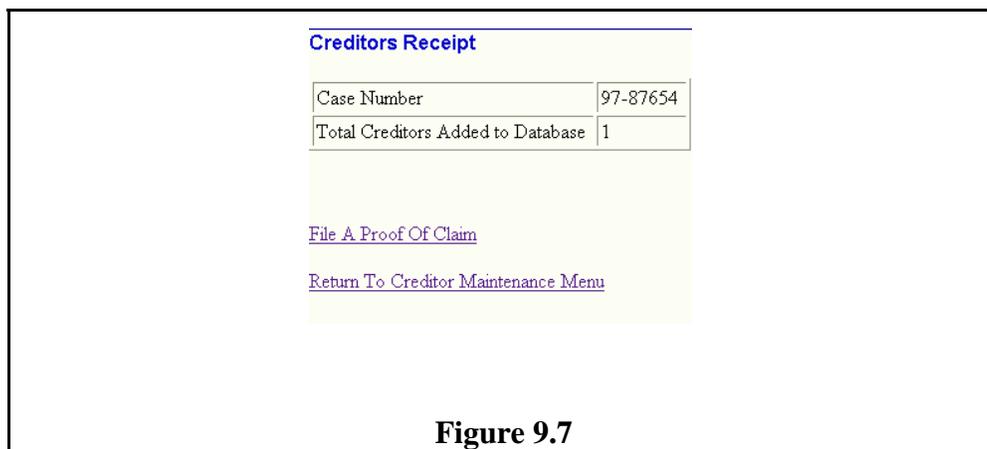


**Add Creditor(s)**

Total Creditors Entered 1

**Figure 9.6**

Click the Submit button shown in Figure 9.6 to add the creditor. On the Creditor Receipt screen shown in Figure 9.7, click on “File a proof of claim.” You will then be returned to the screen shown in Figure 9.1. Proceed as indicated in Step 3. The creditor you added will be in the pull-down list on the screen shown in Figure 9.3. After selecting the creditor, as indicated in Step 5, you will reach Step 7.



**Creditors Receipt**

Case Number	97-87654
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

**Figure 9.7**

**Step 7** The next screen is shown in Figure 9.8. If the claim amends a previously filed claim, type in the earlier claim number in the Description Box toward the bottom of the screen shown in Figure 9.8, using the words “Amends Claim No. ##”, where ## is the earlier claim number. (You can find the claim number on the Claims Register, a report accessible from the Reports pick on the blue banner menu.) Do not use the “Amends Claim” box on the first line, which will result in an error message. This glitch will hopefully be fixed soon. Do not make any change in the Date Filed, Late and Status fields. Enter the amounts of the claim broken down by type of claim, as shown on the proof of claim. The Total (Display Only) field will automatically total the amounts entered in the Unsecured, Secured and Priority Fields, and the Total should equal the amount of the claim on the petition date shown in section 4 of Official Form 10 (the proof of claim form). If the priority portion of the claim is secured in whole or in part, do not augment the secured portion in the Secured field, which should be limited to non-priority secured claims. You may note in the Remarks field at the bottom that some or all of the priority claim is secured. **If the name or address shown at the top of the information form is incorrect or incomplete, add the words CORRECTION” in solid caps at the beginning of the Remarks field. Make sure that on the proof of claim form, the corrected name and/or address is shown in the section labeled “Name and address where notices should be sent” and check the box adjacent to the words “Check box if address differs . . .”** Double check the information you have provided, and when correct, click on Next.

Proof Of Claim Information For				
3942 - Dot Com, Inc. 123 Internet Blvd. Firewire, Ga. 30099				
Case Number: 97-87654-swc	Claim No:	Amends Claim # <input type="text"/>	Duplicates Claim # <input type="text"/>	Filed By: Creditor <input type="text"/>
Last Date To File: 02/02/1999	Last Date To File (Govt): 01/28/1999	Date Filed: 04/25/2001	Late: <input type="text" value="No"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/>	<input type="button" value="Clear"/>			

**Figure 9.8**

**Step 8** The next screen is the [Choose Main PDF File Routine](#). Browse and select the PDF document that is the proof of claim. Add attachments if necessary. **THIS IS THE LAST SCREEN BEFORE THE PROOF OF CLAIM WILL BE FILED.** Click on Next to file the proof of claim. The following and last screen will be the [Notice of Electronic Filing Routine](#).

## Adversary Proceedings

Adversary proceedings, like bankruptcy cases, may be opened electronically by attorneys. This will first guide you through the opening process and will then discuss the nuances of filing answers, counterclaims, crossclaims, third-party complaints, amended complaints and amended answers.

### How To File An Adversary Proceeding

Prepare the complaint (or notice of removal if the case is being removed to federal court) in PDF format before you begin the process of opening the adversary proceeding. Review Section 4 on Basic Concepts and Section 5 on Getting Documents Ready to File.

#### **Important Note:**

**As of the revision date below, the software does not permit the use of attachments with a complaint. Hence, you must include the attachments with the complaint or immediately file an amended complaint. The amended complaint Event will permit attachments. This glitch is being worked on.**

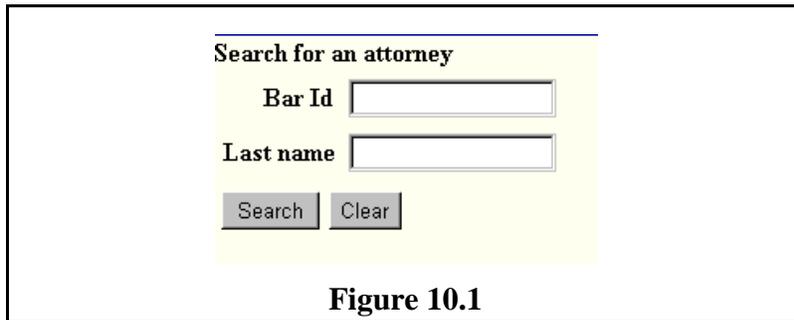
Before beginning, you must also carefully make a note of the case number of the main bankruptcy case with reference to which this adversary proceeding is being filed and make a note of the division in which the main case is filed. You will need that information to open the adversary proceeding properly.

- Step 1** On the main blue banner menu that appears immediately after logging in, click on “Adversary.”
- Step 2** The next screen contains the Adversary menu. Click on “Open an AP/MP Case.” (MP stands for Miscellaneous Proceeding, such as an ancillary proceeding; Miscellaneous Proceedings cannot be opened by attorneys at this time.)
- Step 3** On the next screen, only the fields labeled “Office” and “Complaint” require attention. Select the appropriate divisional office from the drop-down menu. The complaint options are ‘y’ for yes, and ‘n’ for no. Use the “no” option only where there is an existing state court case that you are removing to the federal court, in which case the document that you are about to file is a Notice of Removal. (The Clerk’s Office must

open any case or adversary proceeding transferred from another bankruptcy court, which it will do upon receipt of the file.) After you have made the appropriate selections, click the “Next” button.

- Step 4** Add each party plaintiff and that plaintiff’s attorney until all plaintiffs have been added and then add each defendant (but not an attorney for any defendant). Make sure you review Section 7 of this Guide entitled “Selecting, Adding and Creating Parties.” The process here is identical for adding plaintiffs and defendants. Note, however, that the party role you will assign will be either plaintiff or defendant, even if a party has previously appeared in the main bankruptcy case as a debtor or creditor. If the adversary proceeding is a state court action being removed to the bankruptcy court, it will be necessary to add a party record for each party in the state court action.
- Step 4A** The procedure for adding a party to an adversary proceeding is virtually identical to adding a party to a main bankruptcy case. For each party, complete the [Search for a Party Routine](#) (See Figure 6.3). Type in the first party’s last name or company name, remembering to use the correct capitalization. Then click on search.
- Step 4B** Next, complete the [Party Search Results Routine](#) (See Figure 6.4). Find the name of the party you are adding and highlight the name by clicking on it. Compare the information on the Party Information screen with what you know about the party to make certain your party is the party whose record is displayed. If the record displayed is not the correct party, click on the Back button on your browser and select another name or click on the “Create new party” button.
- Step 4C** Whether you add a party from a master record or create a new party record, complete the [Party Information Routine](#) in accordance with the instructions in Section 7. It is **essential** that you select the correct party role (Plaintiff or Defendant) for each entity you add as a party.
- Step 4D** Note on the screen shown in Figure 6.5 a button labeled “Attorney.” The instructions to the right state “Add all attorneys and aliases before clicking the Submit button.” Unlike opening a bankruptcy case or filing a motion, the adversary opening module does not assume that the person whose login is being used to open the adversary case is the attorney for the plaintiff. Indeed, there may be more than one attorney for a plaintiff and more than one plaintiff. Hence, the attorney opening an adversary case, whether by filing a complaint initiating the action or by filing a notice of removal, must add himself

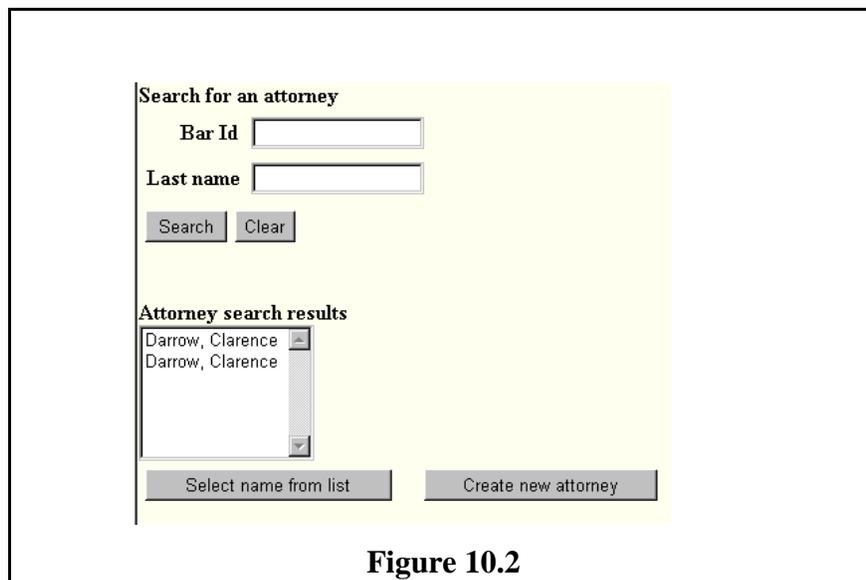
or herself as an attorney for the correct party BEFORE submitting the party record for that party. Clicking on the Attorney button produces a screen shown in Figure 10.1. Type in a few letters of the attorney's last name, remembering to use the correct capitalization, and click on search.



The screenshot shows a web form titled "Search for an attorney". It contains two text input fields: "Bar Id" and "Last name". Below these fields are two buttons: "Search" and "Clear". The form is set against a light yellow background.

**Figure 10.1**

**Step 4E** The next screen, shown in Figure 10.2 lists the attorneys who have appeared in bankruptcy cases or adversaries in this court. Look for the attorney's name in the list, and if it's there, highlight it by clicking on it. Then click on the "Select name from list" button. If the attorney does not appear on the list, click on the "Create new attorney" button.



The screenshot shows the "Attorney search results" screen. It features the same search form as Figure 10.1. Below the search form, there is a list box titled "Attorney search results" containing two entries: "Darrow, Clarence" and "Darrow, Clarence". At the bottom of the screen are two buttons: "Select name from list" and "Create new attorney".

**Figure 10.2**

**Step 4F** The next screen is shown in Figure 10.3. Edit or type in the address, telephone and e-mail information of the attorney. Note the field toward the lower right of the screen labeled "Lead attorney." This field defaults to "yes." If you are adding more than one

attorney for a plaintiff, only one should be designated as the lead attorney. When you are finished, click on “Add attorney,” which tells the program that the selected attorney represents the party in the adversary proceeding.

The screenshot shows a web form titled "Attorney Information". It is organized into two columns of input fields. The left column includes: Last name (with "Darr" entered), Middle name, Title, Office, Address 2, City, Zip, Phone, and E-mail. The right column includes: First name, Generation, Bar Id, Address 1, Address 3, State, Country, Fax, and Lead attorney (a dropdown menu currently set to "yes"). At the bottom of the form are three buttons: "Add attorney", "Cancel attorney", and "Clear".

**Figure 10.3**

**Step 4G** When you click on “Add attorney” on the screen in Figure 10.3, you will be returned to the **Party Information** screen shown in Figure 6.5. At that point, you may, but are not required to, add additional attorneys for the party. The “Review” button displays the added attorneys and any aliases. Unchecking the box beside an attorney’s name will remove that person as if you had never added the name. When you are finished adding attorneys, double check to be sure that the party information is correct, including the party role. Then click on the “Submit” button. The next screen will be the **Search for a Party** screen shown in Figure 6.3.

**Step 4H** Repeat the process for the next party, and continue until you have added all parties. **Remember to select the correct party role for each party added.** If there is more than one party plaintiff, add an attorney for each plaintiff. With respect to a state court action, removed to the bankruptcy court, add for each party to the state court action the attorney, if any, who appeared for that party in the state court case.

Do **NOT** add an attorney for a party that is a defendant, where the plaintiff is opening the adversary proceeding originally by the filing of a complaint in the bankruptcy court. Attorneys for defendants who have yet to appear are added when such an attorney files a document in the adversary proceeding.

Note that when you first return to the **Search for a Party** screen shown in Figure 6.3, you will see a button not present when you first started labeled “End party Selection.” Once you have added all parties, click on “End Party Selection” to continue opening the case.

**Step 5** The next screen, shown in Figure 10.4, asks you to supply some statistical information.

**Open Adversary Case**

Party code U.S. not a Party in the case

Nature of suit 426 (Dischargeability 523)

Origin original proceeding

Transfer date

Rule 23 (class action) n

Jury demand None

Demand (\$000)

Next Clear

**Figure 10.4**

- ☞ The Party code field has three choices (click the down arrow) to indicate whether the United States is a party and if so, whether it is a plaintiff or a defendant.
- ☞ The Nature of suit field includes a list of types of claims for relief. Choose the primary claim for relief (You can only choose one.). IF THE COMPLAINT ALLEGES MULTIPLE CLAIMS FOR RELIEF AND IF ONE IS A SECTION 727 OBJECTION TO DISCHARGE, ALWAYS SELECT “424 (OBJ/REVOCATION DISCHARGE 727).”
- ☞ In the Origin field, either leave the selection as “original proceeding” or click on the down arrow and select “removed from state” if proceeding is being removed from state court.
- ☞ Leave the Transfer Date field blank.

- ☞ Select the appropriate response in the Jury demand filed.
- ☞ If the complaint seeks a money judgment, complete the Demand field. Type in the amount in thousands, e.g., to indicate a demand of \$100,000, type “100” into the Demand field. If the demand for a money judgment is for less than \$1,000, type in “1.” If the complaint does not seek a money judgment, leave the field blank.
- ☞ When you are done, double check the information provided, and then click on “Next.”

**Step 6** On the next screen, be very careful to enter the correct main bankruptcy case number. Unfortunately in this module, there is no confirmation of the Debtor’s name until after you complete the process of filing the complaint. Leave the association type as “Adversary Proceeding.” Then click on “Next.”

**Step 7** The following screen should be the **Choose Main PDF File** screen shown in Figure 6.8. If it is not, an error message will appear instead, probably because you neglected to designate at least one party as a plaintiff and/or one party as a defendant in the party role field on the party information screen. If you get an error message, click on your browser’s Back button until you find the party record with the missing or incorrect party role. You must then “start over” from that point and re-enter all of the information required. Complete the [Choose Main PDF File Routine](#).

**Step 8** The final three screens are the familiar **Docket Text Enhancement**, **Final Warning** and **Notice of Electronic Filing** routines.

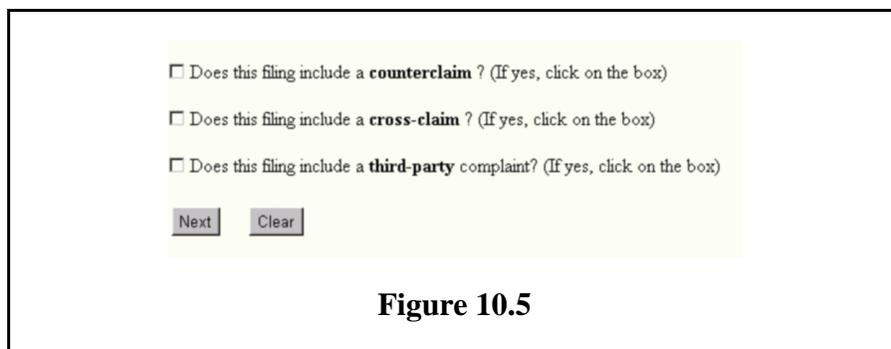
**TIP: You may submit the forms of one or more summonses with the name and address of each defendant filed in by filing a Request for Issuance of Summons, which is an Event under the Category of Other. The Clerk’s Office will print, sign and seal each summons and return them to you by mail for service, but keep in mind the ten day time limit for service in Fed. R. Bank. P. 7004(e). Alternatively, you may bring or mail the summons to the Clerk’s Office for processing.**

## **How to File An Amended Complaint, Answer, Counterclaim, Crossclaim, Third-Party Complaint And Amended Answer**

**Amended Complaint or Amended Notice of Removal.** To file an amended complaint, simply select the Event “Amended Complaint” in the Category “Complaint and Summons” and file in the same way you would file any document in the ECF System. To file an amended Notice of Removal, select the Event “Notice of Removal” under the Category “Notice,” and proceed as you normally would, making certain that you select “Amended” in the pre-text box in the [Docket Text Enhancement Routine](#).

**Answer.** To file an answer to a complaint, crossclaim or third-party complaint or a reply to a counterclaim, select the Category “Answers/Responses” and the Sub-Category “Complaint, 3<sup>rd</sup>, cross, counter.” Add the attorney or attorneys to the list of attorneys (or select the attorney if already on the list). On the next screen select the party defendant. On the next screen, the user will be presented with a list of all unanswered complaints, third-party complaints, crossclaims, counterclaims and/or amendments to those types of pleadings. Select the pleading or pleadings to which the answer to be filed responds and ONLY such pleading or pleadings, by clicking on the check box beside each relevant pleading. Click the Next button and proceed .

**Counterclaim, Cross-Claim or Third-Party Complaint.** If the answer is to the originally filed complaint, i.e., the one filed when the adversary proceeding was opened, or is an answer to a crossclaim or third-party complaint or a reply to a counterclaim filed separately from an answer, the user will be asked whether the answer contains a counterclaim, cross-claim and/or third-party complaint. See Figure 10.5. If so, check the appropriate box or boxes by clicking on them. This will then queue the answer Event when the cross-defendant, third-party defendant or plaintiff files an answer to the crossclaim, etc. contained in the answer being filed.



The screenshot shows a light yellow rectangular box containing three lines of text, each with an unchecked checkbox to its left. The text reads: "Does this filing include a counterclaim ? (If yes, click on the box)", "Does this filing include a cross-claim ? (If yes, click on the box)", and "Does this filing include a third-party complaint? (If yes, click on the box)". Below these three lines are two buttons: "Next" and "Clear".

**Figure 10.5**

When a user files a counterclaim, cross-claim, third-party complaint or intervenor's complaint, the program prompts the user to identify the party or parties against which the pleading is being filed, as shown in Figure 10.6 below. Be careful if more than one box is selected in Figure 10.5, because the parties against which for each type of pleading is filed will be different. The best practice is to select by party rather than by group, so leave the radio button checked on "No Group." If a party against which the pleading is being filed is not on the list of parties to the proceeding, click the "Add/Create New Party" link and complete the party information being careful to designate the party role. Once all of the parties against which the pleading is filed appear in the box below the words "Select the Party," click on the party or parties against which the pleading is filed. To select more than one party, hold down the control button while selecting.

**Answer a Complaint**

**Counter Party Complaint**

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party:    OR    Select a Group:    **If a Party Is Not On The List:**

No Group  
 All Defendants  
 All Plaintiffs  
 All Parties

[Add/Create New Party](#)

**Figure 10.6**

Counterclaims, crossclaims and third-party complaints may be filed as part of the initial answer to an initial complaint, including an initial intervenor's complaint, or to a cross-claim or third-party complaint filed separately from an answer. These types of pleadings may NOT be filed as part of an amended answer or as part of an initial answer to an amended complaint. Consequently, it is necessary in those situations to have two documents: (1) the answer to the amended complaint or amended answer as one document and (2) the counterclaim, crossclaim or third-party complaint, which will be filed as a separate document under the appropriate Event in the Category Complaint and Summons.

**Amended Answer.** The CM/ECF program is designed to keep up with the filing of an answer so that defaults can be tracked. Consequently, it permits only one answer for a defendant (or plaintiff

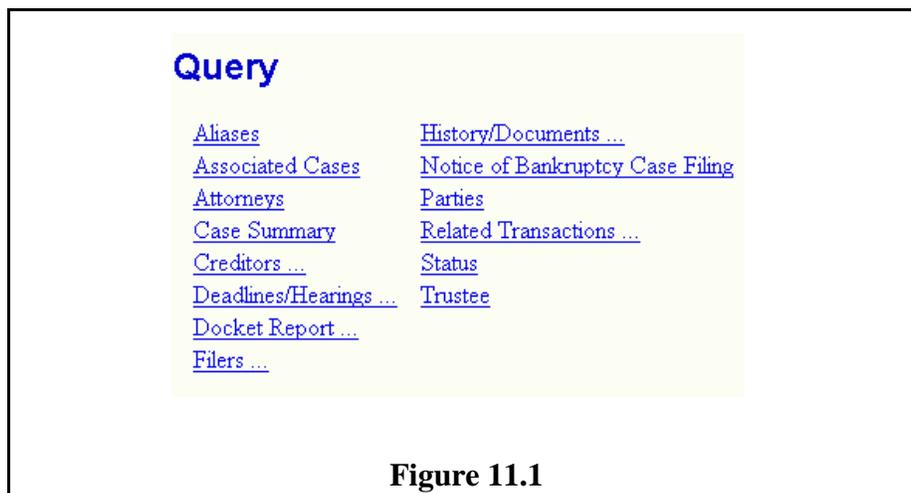
as to a counterclaim) to be matched to the complaint, etc. Once a complaint or similar document has been answered by a party, a user attempting to file another answer for the same party will be told that “No unanswered docket entries exist for the party on whose behalf you are filing.” Hence, it was necessary to set up a separate Event called Amended Answer, which is found in the Category “Answers, Responses” and in the Sub-Category “Motions/Applications/Amended Answer to Complaint.” To file an amended answer or reply to a counterclaim, select those Categories and then proceed as you normally would, selecting the Event “Amended Answer” from the pull-down list of Events.

## Reports and Utilities

This describes the Query function and the reports available to non-court users, which permit a user to obtain information about one or more cases or adversary proceedings. Also covered in this are the functions available to non-court users on the Utilities menu.

**Query** is one of the menu items on the blue banner menu that appears immediately after a user logs in. Using Query, a user can search for a particular case or adversary proceeding by its number or search for a case or cases in which an individual or other entity has appeared. Searches by name are not case sensitive. The last name field is used for searches of company names. The user must type at least two letters of a name, but the more letters typed, the quicker the search and the more relevant the results. When searching by name, a user can restrict the search to a particular type of person by clicking on one of the choices in the Type field (the default is no choice). The other choices are attorneys, parties, professionals, trustees or U.S. Trustee. Click on the yellow question mark in the blue banner menu to get instructions about how to initial Query screens.

Once a user has selected a particular case, the menu shown in Figure 11.1 appears. The menu choices are descriptive of the information provided. Once a user has made a choice, clicking on the yellow question mark will give context sensitive help about the choice, including where applicable, information on selection criteria for the available reports, such as the Monthly Calendar Report or the Docket Report. The Associate Cases item will display related cases and adversary proceedings and provide a hyperlink to their dockets. The Deadlines/Hearings item will show the dates of hearings scheduled in the case, as well as deadlines for certain critical tasks.



**Figure 11.1**

**Reports** is another menu item on the blue banner menu. The reports that non-court users can access, in addition to those available through Query, are Cases, Claims Register, Docket, Daily Calendar, Calendar Events, Creditor Mailing Matrix and Docket Activity. The selection criteria for each of these reports are explained on the help screen that can be accessed by clicking on the yellow question mark. The selection criteria, which vary from report to report, may include the case number (including adversary number), chapter, judge, case type (main or adversary), date range, office (division), etc. A user can limit the report to a particular case by specifying its case or adversary number or can cause the report to include all cases meeting various criteria such as those cases filed in a specified date range that are Chapter 7 cases. Figure 11.2 shows the selection screen for the Cases Report.

**Cases Report**

Judge: Bihary, Joyce; Brizendine, Robert

Office: Atlanta; Gainesville

Case Type: ap; bk

Trustee: Allen, L. Lou; Anderson, Paul H.

Chapter: 7; 9

Filed: 7/20/2001 to 7/20/2001

Entered: [ ] to [ ]

Discharged: [ ] to [ ]

Closed: [ ] to [ ]

Converted: [ ] to [ ]

Terminal digit(s): [ ] 2, 4, 7

Open cases

Closed cases

Party information

Sort by: Filed Date [ ] [ ] [ ]

Run Report Clear

**Figure 11.2**

Users are cautioned that reports that cover long periods of time could include dozens, if not hundreds, of pages. Because there is now a per page charge for accessing reports and documents in CM/ECF (charged whether or not the user prints the report or document), a user is well advised to enter selection criteria carefully. The browser shows that the process of compiling a report is continuing at the lower left of the browser window. The words “Document Done” appear at the lower left of the browser window when the report has finished running.

Sometimes a user may decide after starting to run a report that the report is not wanted after all. To stop a report in progress, **CLICK THE STOP BUTTON** on the browser. Please do not exit the report selection screen after clicking on the Run Report button by logging off or by closing the

browser or by selecting another web site or by clicking on the banner menu. Always stop an unfinished report by clicking STOP.

**Utilities** is a collection of programs that a user can run to review or change information about the user's interaction with CM/ECF. Among the most important of these is Maintain Your ECF Account. Here the user can change name and address information, as well as login and password. The context sensitive help screen is useful in explaining the e-mail screen but not much else. On the initial screen, do **not** put in social security or tax id information. Do fill out the rest of the address and telephone information completely. When you change your password, be sure that you memorize it before updating your records, because you will not have a second chance to see the password once you leave this program. After you click on Submit on the initial screen, you will be presented with a list of all of the cases in which you have appeared. The top item on that menu says **\*\*\*Update All\*\*\***. Leave this pick alone. If you have some reason for thinking your information should be updated in one case but not others, call the help desk to get further instructions.

The e-mail notification feature enables the user to specify one or more e-mail accounts to which one or more e-mail messages will be sent when there is any activity in any case in which the user has appeared and in any other case the user specifies.

We have two very strong recommendations about e-mail notification. The first is that a law firm should have at least two types of e-mail accounts. The "Primary e-mail address" should be a firm-wide e-mail account that someone will review on a daily basis and then pass on the e-mail to the appropriate attorney or attorneys in the firm. This enables the firm to cover the cases being handled by an attorney who may be away from the office, for example on vacation, and who might not otherwise be able to check e-mail. The other e-mail account or accounts we recommend is for each individual attorney who has appeared in the case. Our second strong recommendation is that attorneys handling more than just a few cases should select the option to get a Daily Summary Report of activity rather than a notice for each docket entry, for obvious reasons.

Remember that this e-mail notification give the first e-mail recipient who opens a link to the document one free look at the document. When the user opens the document in the Adobe Reader or Adobe Acrobat, the user can save the PDF file to the user's computer. CM/ECF names document files that have no independent meaning, but the user can rename the copy he or she is saving and put it in a directory or folder for that case. For example, a user could name directories using the Debtor's name, followed by the case number. A document could be saved using the format: Document number (which is the number of on the docket and is displayed on the hyperlink used in the e-mail notification) and the description. For example, into directory DoeJ-01-12345, the user might save

04-X's motion for stay relief.pdf. In that way, a user in an ECF case in which all documents are filed electronically would have instant access to all the documents filed in the case.

## Help, Etc.

For day-to-day problems or questions that you are unable to answer using this Guide, we have two help desks, one dealing with how to use the CM/ECF software (the **Operations Help Desk**) and one dealing with computer hardware and software issues other than CM/ECF (the **Technical Help Desk**). For the Operations Help Desk, call 404-215-1000, wait for the recording, then press 4 and then press 1. For the Technical Help Desk, call 404-215-1000, wait for the recording, then press 4, and then press 2.

The table below describes a series of potential problems a user may encounter at one time or another and explains how to deal with those problems.

<b>PROBLEM</b>	<b>ACTION</b>
You click your bookmark to reach the live or test databases and nothing happens.	Try other sites on the Internet. If you cannot make a connection with any Internet site, contact your Internet Service Provider.
You reach the login screen for CM/ECF, type in your login and password, and nothing happens.	1) Make sure you are using the correct login and password.  2) If login and password are correct, check your e-mail for a possible message from the Clerk's Office. Sometimes, we have to take CM/ECF off-line temporarily or we lose our connection to the Internet and must wait until another court unit through which we get to the Internet solves a connectivity problem. If you have not heard from us by e-mail, give it another five or ten minutes and try again. If you still cannot get on, call the Technical Help Desk.
You need basic help while navigating within the CM/ECF program.	Each screen contains a large yellow question mark at the end of the Main Menu Bar. Click on the question mark for instructions related to specific screen you are viewing.

PROBLEM	ACTION
<p>You are in the process of filing a document and something goes awry, raising the possibility that the document or documents were not filed.</p>	<p>Until you finally submit the document for filing (where the notification screen follows), the document has not been transmitted and hence is not filed. Once you submit the document for filing, all the elements or steps necessary to update the database must be successfully completed before the document is filed. In other words, there is no possibility of a partial filing.</p> <p>Nonetheless, it is possible to encounter an error message in the filing process. Here is an example: “An error occurred in case opening, possibly due to double clicking the previous link. Check transaction log for case opened.” If you were ever to get this message, check the transaction log to see if the case was opened. Another possibility is run a cases report or docket report to see whether the filing “took.” If the document does not appear on the docket sheet or the case does not appear on a Cases report for the period beginning and ending on the date of the attempt to file, you would have to start over. If in doubt, call the Operations Help Desk.</p>
<p>You are about to file a notice of appeal or other time sensitive document at 7:00 p.m. on Friday night, which is the last day to timely file a document, and the ECF server does not respond and you cannot raise anyone on the telephone in the Clerk’s Office.</p>	<p>We hope that you will make it a rule not to wait to the last minute to file documents electronically any more than you would if you had to get to the filing desk before closing. But we recognize that CM/ECF can be seductive, and part of the point is to be able to do work at odd hours. If you cannot get a filing completed electronically that is <b>absolutely essential at that time</b>, fax the pleading showing original signatures to the Clerk at 404-730-2216. The faxed documents will be deemed filed as of the minute the first page is received, but we must receive the entire document. On the next business day, deliver the originals to the Clerk’s Office and attach a note and let the filing desk know that you filed by fax. This service is available only to CM/ECF participants and must not be abused.</p>

PROBLEM	ACTION
You have a question about Petition Preparation Software for filing CM/ECF related documents.	Contact your Software vendor. If you still have a problem, call the Operational Help Desk.
You have a question about Adobe Acrobat or PDF documents.	Open Adobe Acrobat, click on Help and Click on the Acrobat Guide or the Quick Tour. If you still cannot find the answer call the Technical Help Desk. This kind of problem may be best handled by e-mail to Gary Drake who will forward your question to the right person. (In other words, you may not get an immediate response.)
You have a question about Netscape.	Check out Web Tips on the Court's website at <a href="http://www.ganb.uscourts.gov">www.ganb.uscourts.gov</a> . Click on Miscellaneous in the menu on the left and then on Web Tips. Open Netscape and click on Help. If you still have a question, call the Technical Help Desk.
You think that you have made a mistake in filing such as filing the wrong document or filing in the wrong case or using the wrong Event.	Call the Operations Help Desk.
You are unsure about what docketing Event to use.	<p>1) Refer to Appendices 1 and 2 of this manual for guidance with respect to Event selection.</p> <p>2) If you still have a question, call the Operations Help Desk.</p>
You want to present a proposed order (which might be a consent order) with the motion.	You may attach a proposed order to the motion. Or, you may deliver or mail a proposed order to the Chambers of the Judge.
You are unsure what you must do about service on persons who are or are not participants in ECF.	Refer to the <a href="#">Court's Amended and Restated Order Concerning Electronic Filing - General Order #5</a> . When in doubt, serve conventionally.

<b>PROBLEM</b>	<b>ACTION</b>
You log on and leave the computer idle for 15 minutes and when you return you have to log in again.	The CM/ECF software times a user out if it no contact is made between the user's computer and the court's server for 15 minutes.
You have a question about charges for fees made by the Clerk's Office to your creditor card.	Contact the Financial Section of the Clerk's Office at 404-215-1000, wait for the recording, then press 6, and then press 2.
You have a question about PACER charges.	If it relates to your account, contact PACER at 1-800-676-6858. If it is a general question and you cannot get an answer from PACER, call the Operations Help Desk.

## Common Errors

The entries in the table below describe the most common errors that users make in filing documents in the CM/ECF System. Each type of error is generally described in bold type, followed by specific examples if appropriate. Each error is cross-referenced to the part or parts of The CM/ECF User's Guide covering the instructions violated and thus causing the error.

<b>ERROR</b>	<b>REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)</b>
<b>(1) Improper Document Preparation Prior to Conversion to PDF Format</b>	We surmise that some of these errors may be caused by the careless use of form word processing files: the form calls for a blank that is overlooked. Carefully proofread each document to be filed before converting it to PDF.
(1-A) Leaving off the /s on signature lines.	<b>SEE</b> Section 2, p. 2.2; <b>SEE</b> Section 5, p. 5.1.
(1-C) Leaving off the date of the document.	<b>SEE</b> Section 5, p. 5.1.
(1-D) Failing to fill in the blanks in an application to pay the filing fee in installments, e.g., omitting amount paid with filing and how remaining is to be paid.	<b>SEE</b> Section 5, p. 5.1.
(1-E) Failing to include date and time of hearing in a notice of hearing.	<b>SEE</b> Section 5, p. 5.1.
(1-F) Leaving off the debtor's name and/or case number on a document.	<b>SEE</b> Section 5, p. 5.1.

<b>ERROR</b>	<b>REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)</b>
(1-G) Combining unrelated main documents from different Categories in the same document (e.g., an amended plan (Category: plan) with amended schedules (Category: other).	<b>SEE</b> Section 5, pp. 5.3 to 5.5.
(1-H) Including in a document papers that have no relationship at all with the rest of the document, e.g., including a form of employer deduction order or mailing matrix as part of the document that includes the petition.	This error is harmless so long as the documents are not scanned, in which case they would take up a lot of disk space. The Creditor Matrix is in CM/ECF not a document as such as it is in paper cases but rather is in effect a data file that populates the CM/ECF creditor file used for mailings. Do not include either the Matrix or a draft of an EDO with the petition
(1-I) Filing the same document twice in two separate filings because the document contains two distinct papers, e.g., filing a document first as an amended plan and then as amended schedules because the document includes both.	This error can occur where the user is properly avoiding Error (1-G) above (1-G being a much worse error). This is a minor error, especially if the document being filed includes no scanned pages, but it is an error nonetheless because when another user accesses one of the two docket entries expecting to see the type of document described in the docket text, the first page will be that of the other paper. Separate different main papers into separate PDF documents. <b>SEE</b> Section 5, pp. 5.3 to 5.5.
<b>(2) Filing a Case in the WRONG Division</b>	This error is caused by not paying attention to the debtor's county of residence or by not knowing the Division in which the Debtor's county of residence is located or both. <b>SEE</b> Section 8, p. 8.3.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
<b>(3) Filing the Right Document in the WRONG Case</b>	This error is caused by failing to compare the name of the debtor on the document being filed with the name of the debtor that appears on the screen immediately following the one in which the user enters the case or adversary proceeding number. <b>SEE</b> Section 6, p. 6.4.
<b>(4) Failing to Complete the Party Information Routine Correctly</b>	This error is due either to carelessness or to a failure to understand how the <b>Party Information Routine</b> works with respect to particular fields of data. Review Section 7.
(4-A) Improperly entering two parties as one.	<b>SEE</b> Section 7, p. 7.3.
(4-B) Improperly adding party text and/or alias information as part of the party name.	<b>SEE</b> Section 7, p. 7.3.
(4-C) Failing to pick the appropriate "party role" in the Party Information Routine.	<b>SEE</b> Section 7, p.7.4.
<b>(5) Using the Wrong Event</b>	
(5-A) Using a NO FEE Event when a FEE Event is required, e.g., Amendment to Schedules (NO FEE) instead of Amendment to Schedules (FEE).	Certain Events have twins that are almost identical except for the words "(FEE)" or "(NO FEE)." <b>SEE</b> Section 4, p. 4.7; Section 6, p. 6.8 and Appendix 1.
(5-B) Combining unrelated main documents from different Categories in the same document.	<b>SEE</b> Section 5, pp. 5.3 to 5.5.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
<b>(6) Attaching the Wrong PDF Document</b>	This error is easily avoidable. <b>SEE</b> Section 4, pp. 4.10 to 4.14.
<b>(7) Incorrect Use of Attachments</b>	
(7-A) Using attachment documents for exhibits that are not lengthy (over 25 scanned pages in the aggregate).	<b>SEE</b> Section 5, pp. 5.5 to 5.7. The attachment feature should be used most sparingly. If an exhibit must be scanned and is less than 26 pages, include it as part of the main document using the insert feature in Adobe Acrobat.
(7-B) Failing to redact exhibits.	<b>SEE</b> Section 5, pp. 5.5 to 5.6.
(7-C) Using the attachment feature for supporting documents.	<b>SEE</b> Section 5, pp. 5.4-5.7. This error is essentially the same as Error 7-A above. Think of a document as it would be filed in paper. When a party files a document, the certificate of service for that document is a part of the document and is found at the end of the document. (One exception to this rule is a complaint). If the document has sections or parts or could be viewed as a collection of documents that are normally filed together, then put all the parts in one PDF document, and do <b>not</b> use the attachment feature to break up the document into pieces. An egregious error that is an apt example of a violation of this rule would be filing the petition as the “main document” and then attaching each one of the schedules as a separate attachment to the main document. <b>REPEAT: DO NOT DO THIS.</b> If you would file a set of documents as separate paper documents, then when filing those documents electronically, file them separately as different documents and not as attachments to one of them. Note that filers are encouraged to package a motion, brief, notice of hearing and certificate of service of the foregoing in one document.

<b>ERROR</b>	<b>REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)</b>
<b>(8) Improper Linking</b>	<b>SEE</b> Section 4, pp. 4.4 to 4.7.
Linking a response to an order granting a motion subject to objection.	The Court may on occasion grant a motion subject to objection and provide in the order that if an objection is timely filed, a hearing will be held on a specified date. A response objecting to motion should be linked to the motion and NOT to the order.
<b>(9) Improper Report Exit</b>	<b>SEE</b> Section 11, pp 11.2 to 11.3.

## Appendix 1

### Lists of Filing Events And Notes on Selected Events

The two tables below (the first for main bankruptcy cases and the second for adversary proceedings) contain lists of Events (column 1) by Category (column 2) in the same order that Categories and Events within in them appear in CM/ECF.

The third column in each table contains notes on selected Events that explain the differences between similar Events and provides pointers on which of two similar Events to choose. The notes also provide practice tips under Bankruptcy Local Rules and the Federal Rules of Bankruptcy Procedure.

#### MAIN BANKRUPTCY CASES

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Reply to Response	answer/response – motion	
Response to Motion	answer/response – motion	
Response to Motion to Avoid Lien	answer/response – motion	
Response to Motion to Redeem	answer/response – motion	
Sur-reply to Reply	answer/response – motion	
Answer to Involuntary Petition	answer/response – other	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Objection	answer/response – other	<p>This Event is a catch-all for objections to positions taken or treatment proposed by another party where there is no other applicable Event. This Event may be used for an objection to a document filed under any Category other than motion or claims actions, e.g., for objections to plans or disclosure statements or reports of no-assets, etc.</p> <p>An objection to confirmation of a plan may be also filed under the motion Category using the Event: “04-Objection to Confirmation.” The placement of an objection to confirmation Event under motions is to enable a user to file a motion and a Chapter 13 plan objection in the same document.</p> <p>Note that an objection to the claim of exempt property must be filed under the motion Category using the Event “Disallow Exemption (Objection to Exemption), Motion to.”</p> <p>Do NOT use this Event to object to a discovery request. Objections can be stated in responses to discovery, which do not have to be filed. Or, one may file a motion for protective order.</p>
Response (not to Motion)	answer/response – other	Use this Event to file a response to an order directing or permitting a response, a response to an objection to claim or objection to transfer of claim. It may also be used in place of an Objection in the previous Event with the same restrictions.
Appellant’s Designation of Record on Appeal	appeal	
Appellee’s Designation of Record on Appeal	appeal	
Notice of Appeal (FEE)	appeal	Trustees should use this Event if there are funds in the estate to pay the filing fee.
Notice of Appeal (NO FEE - TRUSTEE)	appeal	Reserved for trustee use only where there are insufficient funds in the estate to pay the filing fee.
Joint Transfer Agreement	claims actions	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Objection to Claim (motion to disallow claim)	claims actions	
Objection to Transfer of Claim	claims actions	The alleged transferor who disputes the purported transfer of a claim should use this Event to make its objection.
Transfer of Claim	claims actions	Read F.R.B.P. 3001(e). The transferee of a claim should use this Event if a proof of claim has been filed and should include evidence of the assignment, whether absolute or for purposes of security. Otherwise, the assignee of a claim should include as part of its own proof of claim, evidence of the assignment.
Withdrawal of Claim	claims actions	This Event is to withdraw a proof of claim.
File a Proof of Claim (The Event is assumed; the user is not presented with a pick list.)	File Claims	
01 -- Motion for Relief from Co-debtor Stay (NO FEE)	motion	Use this Event in a Chapter 12 or Chapter 13 case if the <u>only</u> respondent is the co-debtor. If the motion for stay relief names other respondents, such as the debtor or trustee, use the “01 – Motion for Relief From Stay (FEE)” Event instead.
01 -- Motion for Relief from Stay (FEE)	motion	Note the provisions of Rule 4001(d) as to agreements concerning this relief. If the motion is made ex parte under Bankruptcy Local Rule (B.L.R.) 4001, be sure it complies with B.L.R. 4001-2.
01 -- Motion for Relief from Stay (NO FEE -- E.g., Consent; Amended; Supplemental; Child Support)	motion	Use this motion Event to file an amendment to a motion for stay relief or to file a supplemental motion based on a strict compliance order entered on a prior motion for stay relief. Use this Event also if you submit with the motion (as an attachment) a proposed order disposing of the motion in which all respondents’ consents are appropriately indicated. The respondents would, at a minimum, have to include the trustee and the debtor. Read and comply with F.R.B.P. 4001(d).

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
02 -- Application to Pay Filing Fee in Installments	motion	It is essential that the blanks be filled in on this court-approved form. The first installment should match the amount of filing fee being paid stated during the process of opening the case (if the case was opened electronically).
03 -- Motion to Avoid Lien with Notice to Respond	motion	Attach in the same document as the motion, a copy of the notice to the respondent motion and a certificate of service covering both the motion and the notice. Make sure the notice complies with and refers to the B.L.R. 6007-1 and 2 dealing with such motion. Serve the motion and notice like you would a summons and complaint. Read F.R.B.P. 9013 and 7004.
04 -- Objection to Confirmation of Plan	motion	This Event may be used in lieu of the Objection Event under the Category answer/response - other. Its primary purpose is to enable a user to file an objection to confirmation of a Chapter 13 plan and a motion to dismiss in the same document.
05 -- Motion to Dismiss Case	motion	In cases other than ones Chapter 13, note the 20-day notice requirement in Rule 2002(a).
06 -- Motion to Extend Time	motion	Use the Event “Extend Time to File Schedules, Motion to” if that is the relief requested. This Event is for motions to extent time to do anything other than to file schedules.
06 -- Motion to Shorten Time	motion	A movant has to allege facts that if true would justify shortening time; best practice is to support with affidavit.
07 -- Application to Employ	motion	Use to seek approval of employment of any professional.
08 -- Application for Compensation	motion	This Event is for a fee application and/or to seek reimbursement of expenses.

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
09 -- Motion for Leave of Absence	motion	Use this Event for a petition or motion for leave of absence under B.L.R. 9010-2(c). Do not file this motion in a case in which a hearing is already pending without combining it with a motion for a continuance. Do not file a motion for leave of absence for periods less than 21 days. B.L.R. 9010-2(c). Instead, send a letter to the courtroom deputy requesting that no hearings be scheduled and a copy to every other party to the case or adversary proceeding that might seek a hearing in your absence.
10 -- Application for Admission Pro Hoc Vice	motion	A common error is failing to obtain local counsel, which is a requirement of the District Court's rule on admission, which B.L.R. 2090-2 implements in bankruptcy matters.
Abandon, Consent Motion to	motion	This is for consensual abandonments. Read B.L.R. 6007-1(a). Use the "Compel Abandonment, Motion to" Event for contested matters.
Accounting, Motion for	motion	
Adequate Protection, Motion for	motion	Note the provisions of Rule 4001(d) as to agreements concerning this relief.
Allow Direct Payment, Motion to	motion	Used in Chapter 13 cases only.
Amend, Motion to	motion	This Event may be used to seek to amend an order or judgment or to amend a pleading requiring leave of court. In the case of orders and judgments, it ought to be filed within 10 days of entry of the order or judgment to be amended.
Appoint Creditors' Committee, Motion to	motion	
Appoint Trustee, Motion to	motion	
Appointment of Chapter 11 Examiner, Motion for	motion	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Approve Compromise, Motion to	motion	Motions to approve settlements fall under this Event.
Approve Reaffirmation Agreement, Motion to	motion	Filing this motion electronically is deemed a request for a hearing under B.L.R. 4008-1.
Approve Use of Cash Collateral, Motion to	motion	Note the provisions of Rule 4001(d) as to agreements concerning this relief.
Assume Executory Contract or Lease, Motion to	motion	
Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for	motion	Trustees or debtors in possession would use this Event for motions seeking authority to make contracts that the Bankruptcy Code does not authorize them to make without court approval.
Authorize Use of Existing Bank Accounts, Motion to	motion	
Compel Abandonment of Property (FEE), Motion to	motion	Debtors may use this Event to seek payment or turnover exempt property or other property in which there is no equity for the benefit of the estate. Read B.L.R. 6007-1(c).
Compel Debtor to Perform Section 521 Duties, Motion to	motion	
Compel Discovery, Motion to	motion	Be sure to comply with B.L.R. 7037-2.
Compel Payment of Postpetition Expense, Motion to	motion	This motion Event would be filed by a post-petition creditor seeking to compel the trustee or DIP to pay an administrative expense.
Contempt, Motion for	motion	
Continuance, Motion for	motion	Read B.L.R. 5071.
Convert Case 7 or 11 to 13, Motion to	motion	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Convert Case 7 or 13 to 11 (FEE), Motion to	motion	The fee is the difference between the fee for filing a Chapter 11 and the fee paid for filing the case to be converted.
Convert/reconvert case to Ch. 7 (FEE), Motion to	motion	Any motion to convert a case to Chapter 7 requires payment of a fee. See the fee schedule on the court's website for current fees.
Reconsolidate (FEE), Motion to	motion	
Defer Entry of Discharge, Motion to	motion	
Deposit Funds into Court Registry, Motion to	motion	
Disallow Exemption (Objection to Exemption), Motion to	motion	
Disburse Unclaimed Dividends, Motion to	motion	
Examination Pursuant to F. R. B. P. 2004, Motion for	motion	
Extend Time to File Schedules, Motion to	motion	
Final Decree, Application for	motion	
Hardship Discharge, Motion for	motion	
Incur Debt, Motion to	motion	Used for motions to borrow money, obtain credit, use credit cards in a chapter 13 case, etc.
Intervene, Motion to	motion	
Join, Motion to	motion	
Joint Administration, Motion for	motion	Not to be confused with the Motion for Substantive Consolidation.
Leave to Appeal, Motion for	motion	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Limine, Motion in	motion	
Limit Notice, Motion to	motion	As a general rule, notice of a motion to limit notice stating how to get notice if the motion is granted must be served on any party that would otherwise no longer receive notice if the motion is granted.
Partial Summary Judgment, Motion for	motion	May be combined with a motion seeking relief in a contested matter.
Pay Administrative Expense, Motion to	motion	This Event is for a trustee or DIP to obtain the appropriate authority.
Pay Pre-Petition Claims, Motion to	motion	This Event is for a trustee or DIP to obtain the appropriate authority.
Prohibit Use of Cash Collateral, Motion to	motion	
Protective Order, Motion for	motion	
Quash, Motion to	motion	
Reconsider, Motion to	motion	Read B.L.R. 9023-1.
Recuse Judge, Motion to	motion	
Redeem with Notice to Respond, Motion to	motion	Attach in the same document as the motion, a copy of the notice to the motion and a certificate of service covering both the motion and the notice. Make sure the Notice complies with and refers to the B.L.R. 6007-1 and 2 dealing with such motion. Serve the motion and notice like you would a summons and complaint. Read F.R.B.P. 9013 and 7004.
Reduce Attorney's Fee, Motion to	motion	Use this Event in a Chapter 13 case, where attorney's fees up to a set amount may be paid without having to file a fee application.
Refund of Filing Fee, Motion for	motion	
Reimpose Stay, Motion to	motion	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Reject Executory Contract or Lease, Motion to	motion	
Relief from Judgment or Order, Motion for	motion	See Civil Rule 60, made applicable by Bankruptcy Rule 9024, with exceptions.
Reopen Case (FEE), Motion to	motion	
Reopen Case (NO FEE -- Clerical Error or to Determine Discharge Issue), Motion to	motion	This Event may be used only if the Clerk made an error by closing the case or if a party seeks to determine the extent or effect of a discharge (such as reopening a case to file an adversary proceeding to determine the dischargeability of a debt or to file a motion to enforce the discharge injunction in Section 524.
Sanctions, Motion for	motion	
Seal, Motion to	motion	Do NOT attach the document you want sealed.
Sell, Motion to	motion	Note the provisions of Rule 4001(d) as to agreements concerning this relief.
Set Hearing, Motion to	motion	
Set Last Day to File Proofs of Claim, Motion to	motion	
Sever, Motion to	motion	
Show Cause, Motion for Order to	motion	
Stay Order, Motion to	motion	
Stay Pending Appeal, Motion for	motion	
Strike, Motion to	motion	
Substantively Consolidate, Motion to	motion	Not to be confused with motion for joint administration.
Substitute Attorney, Motion to	motion	This Event is an alternative way for an attorney to withdraw as counsel and another attorney to appear in the case.

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Substitute Party, Motion to	motion	
Summary Judgment, Motion for	motion	May be combined with a motion seeking relief in a contested matter.
Suspend/extend Plan Payments, Motion to	motion	This Event is sometimes expressed as a motion for a moratorium on plan payments.
Transfer Venue, Motion to	motion	
Turnover, Motion for	motion	
Vacate Dismissal Order (FEE), Motion to	motion	
Vacate, Motion to	motion	Use this Event for a motion to vacate a dismiss order ONLY if the order to be vacated was entered by a mistake of the Clerk's Office. Use Motion to Vacate Dismissal Order (FEE) for all other such motions.
Validate Foreclosure Sale, Motion to	motion	
Voluntary Dismissal by Joint Debtor, Motion for	motion	
Withdraw as Attorney, Motion to	motion	Read B.L.R. 9010-2.
Withdraw the Reference (FEE), Motion to	motion	Read B.L.R. 5011-1 and 5011-22.
Z -- Motion	motion	If you are unable to find a motion Event that describes generally the relief being sought, use this Event, keeping in mind that what is important is not matching an Event to the precise title you give to a motion but rather selecting Events.
Allow Late Proof of Claim, Motion to	Not Applicable	This motion is NOT on the list of motion Events because it is unnecessary. A proof of claim is deemed allowed when filed and stays allowed unless it is withdrawn or the court sustains an objection to it.
Acknowledgment of Service	notice	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Notice	notice	
Notice Rescheduling 341Mtg/Conf/Hrg	notice	This Event requires the user to insert the new date, time and place for the 341 meeting and for the confirmation hearing. This information must be obtained from the trustee. Fill out the scheduling information very carefully.
Notice of Appearance (attorney)	notice	Use only for an attorney's appearance on behalf of a named client; the notice may be a general appearance or may be limited to a specific matter or may be limited to asking to be served with notices.
Notice of Appearance (creditor)	notice	Use only for a creditor's appearance requesting notices in the case.
Notice of Hearing	notice	
Notice of Motion	notice	
0 - Certificate of Service	other	
0 - Change of Address/Document Requesting	other	
0 - Reaffirmation Agreement – Debtor Pro se	other	Use this Event if the Debtor is not represented.
0 - Reaffirmation Agreement – Represented	other	
0 - Withdrawal of Document	other	Use this Event to withdraw a document previously filed using any Event in any Category. Be sure to relate the withdrawal to the document being withdrawn.
Contested Matters: Affidavit	other	
Contested Matters: Brief	other	
Contested Matters: Discovery Request	other	Use this Event in the hopefully unlikely Event that it is necessary to file a notice of deposition, interrogatories, request for admissions, etc.

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Contested Matters: Discovery Response	other	Use this Event in the hopefully unlikely Event that it is necessary to file deposition transcript, answers to interrogatories, response to request for admissions, etc.; objections to discovery requests must take the form of a motion for a protective order or motion to quash.
Contested Matters: Exhibit List	other	Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.
Contested Matters: Exhibits	other	Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.
Contested Matter: Offer of Judgment	other	
Contested Matter: Proposed Findings of Fact & Conclusions of Law	other	
Contested Matters: Request for Entry of Default	other	
Contested Matters: Request for Writ of Execution	other	
Contested Matters: Statement of Undisputed Facts	other	
Contested Matters: Stipulation	other	
Contested Matters: Transcript	other	Users are not permitted to file transcripts electronically that include more than 15 scanned pages
Contested Matters: Witness List	other	
Initial Docs 01: Voluntary Petition (Chapter 11)	other	
Initial Docs 01: Voluntary Petition (Chapter 12)	other	
Initial Docs 01: Voluntary Petition (Chapter 13)	other	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Initial Docs 01: Voluntary Petition (Chapter 7)	other	
Initial Docs 01: Voluntary Petition (Chapter 9)	other	
Initial Docs 01: Voluntary Petition (Section 304)	other	
Initial Docs 02: Statement of Financial Affairs	other	
Initial Docs 03: Schedules (FEE)	other	Use this Event for filing the initial Schedules where the Schedules D, E and/or F include one or more creditors that were <b>not</b> listed on a previously filed mailing matrix.
Initial Docs 03: Schedules (NO FEE)	other	Use this Event when filing the Schedules with the mailing matrix that includes all creditors listed in the Schedules.
Initial Docs 04: Statement of Intent	other	
Initial Docs 05: Attorney Disclosure Statement	other	
Initial Docs 06: Amendment to Voluntary Petition	other	
Initial Docs 07: Amendment to Schedules (FEE)	other	Use this Event for filing amendments of Schedules D, E and/or F, together with an amended Summary. Include in the same document an amended mailing matrix listing <b>ONLY</b> those creditors, if any, newly added to the amended Schedules that need to be added to the Mailing Matrix. Use Initial Docs 09: Amended Matrix (FEE) for changes to mailing matrix that do not require amendment of Schedules.
Initial Docs 07: Amendment to Schedules (NO FEE)	other	Use for filing an amendment of Schedules A, B, C, G, H, I and/or J, including an amended Summary if the Summary changes.

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Initial Docs 9: Amended Matrix (FEE)	other	Include only new creditors or changes to data on creditors already on the Matrix. Use this Event only if you are not amending Schedules D, E or F; See Initial Docs 07: Amendment to Schedules (FEE).
Initial Docs 10: Involuntary Petition (Chapter 7)	other	
Initial Docs 11: Involuntary Petition (Chapter 11)	other	
Misc: First Request to Convert from Chapter 13 to Chapter 7	other	
Misc: Operating Report	other	
Misc: Rescission of Reaffirmation Agreement	other	
Misc: Status Report	other	
Misc: Suggestion of Death	other	
Certification of Ballots	plan	
Chapter 11 Plan	plan	
Chapter 12 Plan	plan	
Chapter 13 Plan	plan	
Chapter 9 Plan	plan	
Disclosure Statement	plan	

## ADVERSARY PROCEEDINGS

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Amended Answer to Complaint	Answers/Responses – Amended Answer to Complaint	Use this Event to file an amended answer to a complaint, third-party complaint or cross-claim or an amended reply to a counterclaim. BUT do NOT include in an amended answer a counterclaim, crossclaim or third-party complaint or an amendment to a counterclaim, crossclaim or third-party complaint. Instead, use the Counterclaim, Crossclaim or third-party complaint Events under the Category Complaint and Summons to file such pleadings if the initial answer has already been filed.
Reply to Response	Answers/Responses – Motion/App/	
Response to Motion	Answers/Responses – Motion/App/	
Sur-reply to Reply	Answers/Responses – Motion/App/	
Initial Answer to complaint, cross-claim, third-party complaint or initial Reply to counterclaim. (The Event is assumed; the user is not presented with a pick list.)	Answers/Responses -- Complaint, 3 <sup>rd</sup> , Cross, Counter	Use this Event to file an initial answer to a complaint or to file an initial answer to a third-party complaint or cross-claim or an initial reply to a counterclaim. An initial answer to an original complaint or an initial answer to an original counterclaim or crossclaim filed separately from an answer, may include a third-party complaint, cross-claim and/or counterclaim. Otherwise, an answer or amended answer should not include a counterclaim, crossclaim or third-party complaint which should be filed as separate documents.

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Appellant's Designation of Record on Appeal	appeal	
Appellee's Designation of Record on Appeal	appeal	
Notice of Appeal (FEE)	appeal	
Notice of Appeal (NO FEE - TRUSTEE)	appeal	
Complaint (The Event is not selected from a list; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.)	Open an AP/MP Case	A petition under section 304 cannot be filed electronically at this time.
Notice of Removal (The Event is not selected from a list; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.)	Open an AP/MP Case	A petition under section 304 cannot be filed electronically at this time.
Amended Complaint	Complaint and Summons	One should use this Event to file an amended complaint, counterclaim or crossclaim.
Certificate of Service of Summons and Complaint	Complaint and Summons	
Complaint	Complaint and Summons	This Event is needed to power the opening of an adversary proceeding and would not normally be used by attorneys.
Counterclaim	Complaint and Summons	Use this Event to file a counterclaim as a separate document from an answer.
Crossclaim	Complaint and Summons	Use this Event to file a crossclaim as a separate document from an answer or when filing a crossclaim against another plaintiff.

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Intervenor's Complaint	Complaint and Summons	
Third-Party Complaint	Complaint and Summons	Use this Event to file a third-party complaint as a separate document from an answer.
Abstain, Motion to	motion	
Amend, Motion to	motion	
Application for Admission Pro Hac Vice	motion	
Application to Appear In Forma Pauperis	motion	
Compel Discovery, Motion to	motion	
Contempt, Motion for	motion	
Default Judgment, Motion for	motion	
Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to	motion	
Dismiss, Motion to	motion	
Enforce Settlement Agreement, Motion to	motion	
Extend Time, Motion to	motion	
Intervene, Motion to	motion	
Join, Motion to	motion	
Judgment on the Pleadings, Motion for	motion	
Leave of Absence, Motion for	motion	
Leave to Appeal, Motion for	motion	
Limine, Motion in	motion	
More Definite Statement, Motion for	motion	

<b>Event (Adversary Proceedings)</b>	<b>Category – Sub-Category</b>	<b>Notes</b>
Partial Summary Judgment, Motion for	motion	
Preliminary Injunction, Motion for	motion	
Protective Order, Motion for	motion	
Quash, Motion to	motion	
Reconsider, Motion to	motion	
Relief from Judgment or Order, Motion for	motion	
Remand, Motion to	motion	
Sanctions, Motion for	motion	
Sever, Motion to	motion	
Show Cause, Motion for Order to	motion	
Stay Pending Appeal, Motion for	motion	
Strike, Motion to	motion	
Substantively Consolidate, Motion to	motion	
Substitute Attorney, Motion to	motion	
Substitute Party, Motion to	motion	
Summary Judgment, Motion for	motion	
Temporary Restraining Order, Motion for	motion	
Vacate, Motion to	motion	
Withdraw as Attorney, Motion to	motion	
Withdraw the Reference (FEE), Motion to	motion	
z-Motion	motion	
Notice	notice	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Notice of Appearance	notice	
Notice of Hearing	notice	
Notice of Motion	notice	
Notice of Removal		
01-Certificate of Service	other	
01-Change of Address/Document Requesting	other	
01-Withdrawal of Document	other	
Acknowledge of Service	other	
Affidavit	other	
Brief	other	
Discovery Request	other	Use this Event in the hopefully unlikely Event that it is necessary to file a notice of deposition, interrogatories, request for admissions, etc.
Discovery Response	other	Use this Event in the hopefully unlikely Event that it is necessary to file deposition transcript, answers to interrogatories, response to request for admissions, etc.; objections to discovery requests must take the form of a motion for a protective order or motion to quash.
Docket and Documents in Removed Case	other	Immediately after the opening of an adversary proceeding by the filing of a Notice of Removal, use this Event to file the docket sheet in the removed state court case, and include as separate attachments each document (e.g., complaint, answers, motions, stipulations, orders, etc.) filed in the state court.
Exhibit List	other	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Exhibits	other	Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.
Jury Demand	other	
Offer of Judgment	other	
Proposed Findings of Fact & Conclusions of Law	other	
Request for Entry of Default	other	
Request for Issuance of Summons	other	Put the caption on the request and sign it like any other filing. Include as an attachment to the request, the form of each summons (front page only) that you want the Clerk to issue. Fill out each summons just as you would if submitting a paper copy – with adversary style, including the adversary and main case numbers and the name and address of the plaintiff's attorney. Do not date the summons.
Request for Writ of Execution	other	
Statement of Undisputed Facts	other	
Status Report	other	
Stipulation	other	
Suggestion of Death	other	
Transcript	other	Users are not permitted to file transcripts electronically that include more than 15 scanned pages
Waiver of Service	other	
Witness List	other	

## Appendix 2

### Key Word Index of Filing Events

The two tables below (the first for main bankruptcy cases and the second for adversary proceedings) contain lists of Events (column 1) by Category (column 2) in the same order that Categories and Events within in them appear in CM/ECF.

Use the key word indices below (the first for filing documents in a main bankruptcy case and the second for filing in an adversary proceeding) to find the Event or Events that best describe the document the user wishes to file. Events displayed in bold have **notes** in Appendix 1. Categories and Sub-Categories are in italics.

#### Filing Events in Main Bankruptcy Cases

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
2004	Examination Pursuant to F. R. B. P. 2004, Motion for
304	Initial Docs 01: Voluntary Petition (Section 304) /// <i>other</i>
341	<b>Notice Rescheduling Fstmtg///Conf///Hrg</b> /// <i>notice</i>
362	<b>01 -- Motion for Relief from Stay (FEE)</b> /// <i>motion</i>
362	<b>01 -- Motion for Relief from Stay (NO FEE -- E.g., Consent; Amended; Supplemental; Child Support)</b> /// <i>motion</i>
363	<b>Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for</b> /// <i>motion</i>
521	Compel Debtor to Perform Section 521 Duties, Motion to /// <i>motion</i>
abandon	<b>Abandon, Consent Motion to</b> /// <i>motion</i>
abandonment	<b>Compel Abandonment of Property (FEE), Motion to</b> /// <i>motion</i>
absence	09 -- Motion for Leave of Absence /// <i>motion</i>
accountant	<b>07 -- Application to Employ</b> /// <i>motion</i>

<b>Key Word</b>	<b>Event (Main Bankruptcy Cases) /// Category – Sub-Category</b>
accounting	<b>Accounting, Motion for</b> /// <i>motion</i>
acknowledge	Acknowledgement of Service /// <i>notice</i>
address	0 - Change of Address///Document Requesting /// <i>other</i>
adequate	<b>Adequate Protection, Motion for</b> /// <i>motion</i>
adequate	Prohibit Use of Cash Collateral, Motion to /// <i>motion</i>
administration	<b>Joint Administration, Motion for</b> /// <i>motion</i>
administrative	<b>Pay Administrative Expense, Motion to</b> /// <i>motion</i>
admission	<b>10 -- Application for Admission Pro Hoc Vice</b> /// <i>motion</i>
admissions	<b>Contested Matters: Discovery Request</b> /// <i>other</i>
affidavit	Contested Matters: Affidavit /// <i>other</i>
allow	<b>Allow Direct Payment, Motion to</b> /// <i>motion</i>
allow	Allow Late Proof of Claim, Motion to /// <i>None-See Notes</i>
amend	<b>Amend, Motion to</b> /// <i>motion</i>
amended	Initial Docs 09: Amended Matrix (FEE) /// <i>other</i>
amendment	Initial Docs 06: Amendment to Voluntary Petition /// <i>other</i>
amendment	<b>Initial Docs 07: Amendment to Schedules (FEE)</b> /// <i>other</i>
amendment	<b>Initial Docs 07: Amendment to Schedules (NO FEE)</b> /// <i>other</i>
answer	Answer to Involuntary Petition /// answer/response – other
answers	<b>Contested Matters: Discovery Response</b> /// <i>other</i>
appeal	Appellant's Designation of Record on Appeal /// appeal
appeal	Appellee's Designation of Record on Appeal /// appeal
appeal	Leave to Appeal, Motion for /// <i>motion</i>
appeal	<b>Notice of Appeal (FEE)</b> /// appeal
appeal	<b>Notice of Appeal (NO FEE - TRUSTEE)</b> /// appeal
appeal	Stay Pending Appeal, Motion for /// <i>motion</i>
appearance	<b>Notice of Appearance (attorney)</b> /// <i>notice</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
appearance	<b>Notice of Appearance (creditor) /// notice</b>
appellant	Appellant’s Designation of Record on Appeal /// appeal
appellee	Appellee’s Designation of Record on Appeal /// appeal
appoint	Appoint Creditors' Committee, Motion to /// <i>motion</i>
appoint	Appoint Trustee, Motion to /// <i>motion</i>
appoint	Appointment of Chapter 11 Examiner, Motion for /// <i>motion</i>
approve	<b>Approve Compromise, Motion to /// motion</b>
approve	<b>Approve Reaffirmation Agreement, Motion to /// motion</b>
approve	<b>Approve Use of Cash Collateral, Motion to /// motion</b>
assume	Assume Executory Contract or Lease, Motion to /// <i>motion</i>
attorney	<b>07 -- Application to Employ /// motion</b>
attorney	Initial Docs 05: Attorney Disclosure Statement /// other
attorney	<b>Reduce Attorney’s Fee, Motion to /// motion</b>
attorney	<b>Substitute Attorney, Motion to /// motion</b>
attorney	<b>Withdraw as Attorney, Motion to /// motion</b>
auction	<b>Sell, Motion to /// motion</b>
authority	<b>Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for /// motion</b>
authorize	Authorize Use of Existing Bank Accounts, Motion to /// <i>motion</i>
automatic	<b>01 -- Motion for Relief from Co-debtor Stay (NO FEE) /// motion</b>
automatic	<b>01 -- Motion for Relief from Stay (FEE) /// motion</b>
automatic	<b>01 -- Motion for Relief from Stay (NO FEE -- E.g., Consent; Amended; Supplemental; Child Support) /// motion</b>
automatic	Reimpose Stay, Motion to /// <i>motion</i>
avoid	<b>03 -- Motion to Avoid Lien with Notice to Respond /// motion</b>
avoid	Response to Motion to Avoid Lien /// answer/response – motion
ballot	Certification of Ballots /// <i>plan</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
bank account	Authorize Use of Existing Bank Accounts, Motion to /// <i>motion</i>
bar	Set Last Day to File Proofs of Claim, Motion to /// <i>motion</i>
bid	<b>Sell, Motion to</b> /// <i>motion</i>
borrow	<b>Incur Debt, Motion to</b> /// <i>motion</i>
brief	Contested Matters: Brief /// <i>other</i>
cash	<b>Approve Use of Cash Collateral, Motion to</b> /// <i>motion</i>
cash	Prohibit Use of Cash Collateral, Motion to /// <i>motion</i>
certificate	0 - Certificate of Service /// <i>other</i>
certification	Certification of Ballots /// <i>plan</i>
change	0 - Change of Address///Document Requesting /// <i>other</i>
claim	File a Proof of Claim /// File Claims (The Event is assumed; the user is not presented with a pick list.)
claim	Joint Transfer Agreement /// claims actions
claim	Objection to Claim (motion to disallow claim) /// claims actions
claim	<b>Objection to Transfer of Claim</b> /// claims actions
claim	<b>Pay Pre-Petition Claims, Motion to</b> /// <i>motion</i>
claim	<b>Transfer of Claim</b> /// claims actions
claim	<b>Withdrawal of Claim</b> /// claims actions
co-debtor	<b>01 -- Motion for Relief from Co-debtor Stay (NO FEE)</b> /// <i>motion</i>
committee	Appoint Creditors' Committee, Motion to /// <i>motion</i>
compel	<b>Compel Abandonment of Property (FEE), Motion to</b> /// <i>motion</i> /// <i>motion</i>
compel	Compel Debtor to Perform Section 521 Duties, Motion to /// <i>motion</i>
compel	<b>Compel Discovery, Motion to</b> /// <i>motion</i>
compel	<b>Compel Payment of Postpetition Expense, Motion to</b> /// <i>motion</i>
compensation	<b>08 -- Application for Compensation</b> /// <i>motion</i>
compromise	Approve Compromise, Motion to /// <i>motion</i>
conclusions	Contested Matters: Request for Writ of Execution /// <i>other</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
confirmation	<b>04 -- Objection to Confirmation of Plan</b> /// <i>motion</i>
confirmation	<b>Notice Rescheduling Fstmtg///Conf///Hrg</b> /// <i>notice</i>
consolidate	<b>Substantively Consolidate, Motion to</b> /// <i>motion</i>
contempt	Contempt, Motion for /// <i>motion</i>
continuance	<b>Continuance, Motion for</b> /// <i>motion</i>
contract	<b>Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for</b> /// <i>motion</i>
contract	Reject Executory Contract or Lease, Motion to /// <i>motion</i>
convert	<b>Convert Case 7 or 13 to 11 (FEE), Motion to</b> /// <i>motion</i>
convert	Convert Case 7 or 11 to 13, Motion to /// <i>motion</i>
convert	<b>Convert///reconvert case to Ch. 7 (FEE), Motion to</b> /// <i>motion</i>
convert	<b>Misc: First Request to Convert from Chapter 13 to Chapter 7</b> /// <i>other</i>
credit	<b>Incur Debt, Motion to</b> /// <i>motion</i>
creditor	Appoint Creditors' Committee, Motion to /// <i>motion</i>
death	Misc: Suggestion of Death /// <i>other</i>
debt	<b>Incur Debt, Motion to</b> /// <i>motion</i>
debtor	Compel Debtor to Perform Section 521 Duties, Motion to /// <i>motion</i>
declaration	Contested Matters: Affidavit /// <i>other</i>
deconsolidate	Deconsolidate (FEE), Motion to /// <i>motion</i>
decree	Final Decree, Application for /// <i>motion</i>
default	Contested Matters: Request for Entry of Default /// <i>other</i>
defer	Defer Entry of Discharge, Motion to /// <i>motion</i>
deposit	Deposit Funds into Court Registry, Motion to /// <i>motion</i>
deposition	<b>Contested Matters: Discovery Request</b> /// <i>other</i>
designation	Appellant's Designation of Record on Appeal /// <i>appeal</i>
designation	Appellee's Designation of Record on Appeal /// <i>appeal</i>
direct	<b>Allow Direct Payment, Motion to</b> /// <i>motion</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
disallow	Disallow Exemption (Objection to Exemption), Motion to /// <i>motion</i>
disburse	Disburse Unclaimed Dividends, Motion to /// <i>motion</i>
discharge	Defer Entry of Discharge, Motion to /// <i>motion</i>
discharge	Hardship Discharge, Motion for /// <i>motion</i>
disclosure	Disclosure Statement /// <i>other</i>
disclosure	Initial Docs 05: Attorney Disclosure Statement /// <i>other</i>
discovery	<b>Compel Discovery, Motion to</b> /// <i>motion</i>
discovery	<b>Contested Matters: Discovery Request</b> /// <i>other</i>
discovery	<b>Contested Matters: Discovery Response</b> /// <i>other</i>
dismissal	Voluntary Dismissal by Joint Debtor, Motion for /// <i>motion</i>
dismiss	<b>05 -- Motion to Dismiss Case</b> /// <i>motion</i>
dismissal	Vacate Dismissal Order (FEE), Motion to /// <i>motion</i>
dividend	Disburse Unclaimed Dividends, Motion to /// <i>motion</i> /// <i>motion</i>
document	<b>0 - Withdrawal of Document</b> /// <i>other</i>
employ	<b>07 -- Application to Employ</b> /// <i>motion</i>
examination	Examination Pursuant to F. R. B. P. 2004, Motion for
examiner	Appointment of Chapter 11 Examiner, Motion for /// <i>motion</i>
executory	Assume Executory Contract or Lease, Motion to /// <i>motion</i>
executory	Reject Executory Contract or Lease, Motion to /// <i>motion</i>
exemption	Disallow Exemption (Objection to Exemption), Motion to /// <i>motion</i>
Exhibit	<b>Contested Matters: Exhibit List</b> /// <i>other</i>
exhibits	<b>Contested Matters: Exhibits</b> /// <i>other</i>
existing	Authorize Use of Existing Bank Accounts, Motion to /// <i>motion</i>
expense	<b>Compel Payment of Postpetition Expense, Motion to</b> /// <i>motion</i>
expense	<b>Pay Administrative Expense, Motion to</b> /// <i>motion</i>
expenses	<b>08 -- Application for Compensation</b> /// <i>motion</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
extend	<b>06 -- Motion to Extend Time</b> /// <i>motion</i>
extend	Extend Time to File Schedules, Motion to /// <i>motion</i>
extend	<b>Suspend///extend Plan Payments, Motion to</b> /// <i>motion</i>
fee	<b>02 -- Application to Pay Filing Fee in Installments</b> /// <i>motion</i>
fee	<b>Reduce Attorney's Fee, Motion to</b> /// <i>motion</i>
fee	Refund of Filing Fee, Motion for /// <i>motion</i>
fees	<b>08 -- Application for Compensation</b> /// <i>motion</i>
fees	Initial Docs 05: Attorney Disclosure Statement /// <i>other</i>
file	File a Proof of Claim /// File Claims (The Event is assumed; the user is not presented with a pick list.)
file	Set Last Day to File Proofs of Claim, Motion to /// <i>motion</i>
filing	Refund of Filing Fee, Motion for /// <i>motion</i>
final	Final Decree, Application for /// <i>motion</i>
financial	Initial Docs 02: Statement of Financial Affairs /// <i>other</i>
findings	Contested Matter: Proposed Findings of Fact & Conclusions of Law /// <i>other</i>
foreclosure	Validate Foreclosure Sale, Motion to /// <i>motion</i>
funds	Deposit Funds into Court Registry, Motion to /// <i>motion</i>
hardship	Hardship Discharge, Motion for /// <i>motion</i>
hearing	Notice of Hearing /// <i>notice</i>
hearing	Set Hearing, Motion to /// <i>motion</i>
incur	<b>Incur Debt, Motion to</b> /// <i>motion</i>
installment	<b>02 -- Application to Pay Filing Fee in Installments</b> /// <i>motion</i>
intent	Initial Docs 04: Statement of Intent /// <i>other</i>
intention	Compel Debtor to Perform Section 521 Duties, Motion to /// <i>motion</i>
interrogatories	<b>Contested Matters: Discovery Request</b> /// <i>other</i>
intervene	Intervene, Motion to /// <i>motion</i>
involuntary	Answer to Involuntary Petition /// answer/response – <i>other</i>

<b>Key Word</b>	<b>Event (Main Bankruptcy Cases) /// Category – Sub-Category</b>
involuntary	Initial Docs 10: Involuntary Petition (Chapter 7) /// <i>other</i>
involuntary	Initial Docs 11: Involuntary Petition (Chapter 11) /// <i>other</i>
join	Join, Motion to /// <i>motion</i>
joint	<b>Joint Administration, Motion for</b> /// <i>motion</i>
joint	Joint Transfer Agreement /// claims actions
joint	Voluntary Dismissal by Joint Debtor, Motion for /// <i>motion</i>
judgment	Contested Matter: Offer of Judgment /// <i>other</i>
judgment	<b>Relief from Judgment or Order, Motion for</b> /// <i>motion</i>
late	Allow Late Proof of Claim, Motion to /// <i>None-See Notes</i>
lease	Assume Executory Contract or Lease, Motion to /// <i>motion</i>
lease	Reject Executory Contract or Lease, Motion to /// <i>motion</i>
leave	<b>09 -- Motion for Leave of Absence</b> /// <i>motion</i>
leave	Leave to Appeal, Motion for /// <i>motion</i>
lien	<b>03 -- Motion to Avoid Lien with Notice to Respond</b> /// <i>motion</i>
lien	Response to Motion to Avoid Lien /// answer/response – motion
limine	Limine, Motion in /// <i>motion</i>
limit	<b>Limit Notice, Motion to</b> /// <i>motion</i>
matrix	<b>Initial Docs 07: Amendment to Schedules (FEE)</b> /// <i>other</i>
matrix	<b>Initial Docs 09: Amended Matrix (FEE)</b> /// <i>other</i>
meeting	<b>Notice Rescheduling Fstmtg///Conf///Hrg</b> /// <i>notice</i>
memorandum	Contested Matters: Brief /// <i>other</i>
moratorium	<b>Suspend///extend Plan Payments, Motion to</b> /// <i>motion</i>
motion	Notice of Motion /// <i>notice</i>
motion	<b>Z -- Motion</b> /// <i>motion</i>
notice	<b>Limit Notice, Motion to</b> /// <i>motion</i>

<b>Key Word</b>	<b>Event (Main Bankruptcy Cases) /// Category – Sub-Category</b>
notice	Notice /// <i>notice</i>
notice	<b>Notice of Appeal (FEE) /// appeal</b>
notice	<b>Notice of Appeal (NO FEE - TRUSTEE) /// appeal</b>
notice	<b>Notice of Appearance (attorney) /// notice</b>
notice	<b>Notice of Appearance (creditor) /// notice</b>
notice	Notice of Hearing /// <i>notice</i>
notice	Notice of Motion /// <i>notice</i>
notice	<b>Notice Rescheduling Fstmtg///Conf///Hrg /// notice</b>
objection	<b>04 -- Objection to Confirmation of Plan /// motion</b>
objection	Disallow Exemption (Objection to Exemption), Motion to /// <i>motion</i>
objection	<b>Objection /// answer/response – other</b>
objection	Objection to Claim (motion to disallow claim) /// <i>claims actions</i>
objection	<b>Objection to Transfer of Claim /// claims actions</b>
offer	Contested Matter: Offer of Judgment /// <i>other</i>
operating	Misc: Operating Report /// <i>other</i>
order	<b>Relief from Judgment or Order, Motion for /// motion</b>
ordinary	<b>Authority to Enter Into Contract Outside Ordinary Course of Business, Motion for /// motion</b>
partial	<b>Partial Summary Judgment, Motion for /// motion</b>
party	Substitute Party, Motion to /// <i>motion</i>
pay	<b>02 -- Application to Pay Filing Fee in Installments /// motion</b>
pay	<b>Pay Administrative Expense, Motion to /// motion</b>
pay	<b>Pay Pre-Petition Claims, Motion to /// motion</b>
payment	<b>Allow Direct Payment, Motion to /// motion</b>
payment	<b>Compel Payment of Postpetition Expense, Motion to</b>
payments	<b>Suspend///extend Plan Payments, Motion to /// motion</b>
petition	Answer to Involuntary Petition /// <i>answer/response – other</i>

<b>Key Word</b>	<b>Event (Main Bankruptcy Cases) /// Category – Sub-Category</b>
petition	Initial Docs 01: Voluntary Petition (Chapter 13) /// <i>other</i>
petition	Initial Docs 01: Voluntary Petition (Chapter 9) /// <i>other</i>
petition	Initial Docs 01: Voluntary Petition (Chapter 7) /// <i>other</i>
petition	Initial Docs 01: Voluntary Petition (Section 304) /// <i>other</i>
petition	Initial Docs 01: Voluntary Petition (Chapter 12) /// <i>other</i>
petition	Initial Docs 01: Voluntary Petition (Chapter 11) /// <i>other</i>
petition	Initial Docs 06: Amendment to Voluntary Petition /// <i>other</i>
petition	Initial Docs 10: Involuntary Petition (Chapter 7) /// <i>other</i>
petition	Initial Docs 11: Involuntary Petition (Chapter 11) /// <i>other</i>
plan	<b>04 -- Objection to Confirmation of Plan</b> /// <i>motion</i>
plan	Chapter 11 Plan /// <i>other</i>
plan	Chapter 12 Plan /// <i>other</i>
plan	Chapter 13 Plan /// <i>other</i>
plan	Chapter 9 Plan /// <i>other</i>
plan	<b>Suspend///extend Plan Payments, Motion to</b> /// <i>motion</i>
pleading	<b>0 - Withdrawal of Document</b> /// <i>other</i>
postpetition	<b>Compel Payment of Postpetition Expense, Motion to</b> /// <i>other</i>
postpetition	<b>Pay Administrative Expense, Motion to</b> /// <i>motion</i>
prepetition	<b>Pay Pre-Petition Claims, Motion to</b> /// <i>motion</i>
pro hac vice	<b>10 -- Application for Admission Pro Hoc Vice</b> /// <i>motion</i>
professional	<b>07 -- Application to Employ</b> /// <i>motion</i>
prohibit	Prohibit Use of Cash Collateral, Motion to /// <i>motion</i>
proof	<b>0 - Withdrawal of Document</b> /// <i>other</i>
proof	Allow Late Proof of Claim, Motion to /// <i>None-See Notes</i>
proof	File a Proof of Claim /// File Claims (The Event is assumed; the user is not presented with a pick list.)

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
proof	<b>Objection to Transfer of Claim</b> /// claims actions
proof	Set Last Day to File Proofs of Claim, Motion to /// <i>motion</i>
proof	<b>Withdrawal of Claim</b> /// claims actions
property	<b>Abandon, Consent Motion to</b> /// <i>motion</i>
property	<b>Compel Abandonment of Property (FEE), Motion to</b> /// <i>motion</i> /// <i>motion</i>
protection	<b>Adequate Protection, Motion for</b> /// <i>motion</i>
protective	Protective Order, Motion for /// <i>motion</i>
quash	Quash, Motion to /// <i>motion</i>
reaffirm	<b>0 - Reaffirmation Agreement – Debtor Pro se</b> /// <i>other</i>
reaffirm	0 - Reaffirmation Agreement – Represented /// <i>other</i>
reaffirm	<b>Approve Reaffirmation Agreement, Motion to</b> /// <i>motion</i>
reaffirmation	Misc: Recision of Reaffirmation Agreement /// <i>other</i>
recision	Misc: Recision of Reaffirmation Agreement /// <i>other</i>
reconsider	<b>Reconsider, Motion to</b> /// <i>motion</i>
recuse	Recuse Judge, Motion to /// <i>motion</i>
redeem	<b>Redeem with Notice to Respond, Motion to</b> /// <i>motion</i>
redeem	Response to Motion to Redeem /// answer/response – motion
reduce	<b>Reduce Attorney’s Fee, Motion to</b> /// <i>motion</i>
reference	<b>Withdraw the Reference (FEE), Motion to</b> /// <i>motion</i>
refund	Refund of Filing Fee, Motion for /// <i>motion</i>
registry	Deposit Funds into Court Registry, Motion to /// <i>motion</i>
registry	Disburse Unclaimed Dividends, Motion to /// <i>motion</i>
reimbursement	<b>08 -- Application for Compensation</b> /// <i>motion</i>
reimpose	Reimpose Stay, Motion to /// <i>motion</i>
reject	Reject Executory Contract or Lease, Motion to /// <i>motion</i>
relief	<b>01 -- Motion for Relief from Co-debtor Stay (NO FEE)</b> /// <i>motion</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
relief	<b>01 -- Motion for Relief from Stay (FEE) /// motion</b>
relief	<b>01 -- Motion for Relief from Stay (NO FEE -- E.g., Consent; Amended; Supplemental; Child Support) /// motion</b>
relief	<b>Relief from Judgment or Order, Motion for /// motion</b>
reopen	Reopen Case (FEE), Motion to /// motion
reopen	<b>Reopen Case (NO FEE -- Clerical Error or to Determine Discharge Issue), Motion to /// motion</b>
reply	Reply to Response /// answer/response – motion
report	Misc: Operating Report /// other
report	Misc: Status Report /// other
request to produce	<b>Contested Matters: Discovery Request /// other</b>
request	Contested Matters: Request for Entry of Default /// other
request	Contested Matters: Request for Writ of Execution /// other
request	Misc: First Request to Convert from Chapter 13 to Chapter 7 /// other
reschedule	<b>Notice Rescheduling Fstmtg///Conf///Hrg /// notice</b>
response	<b>Contested Matters: Discovery Response /// other</b>
response	<b>Response (not to Motion) /// answer/response – other</b>
response	Response to Motion /// answer/response – motion
response	Response to Motion to Avoid Lien /// answer/response – motion
response	Response to Motion to Redeem /// answer/response – motion
Rule 60	<b>Relief from Judgment or Order, Motion for /// motion</b>
sanctions	Sanctions, Motion for /// motion
schedules	Extend Time to File Schedules, Motion to /// motion
schedules	<b>Initial Docs 03: Schedules (NO FEE) /// other</b>
schedules	<b>Initial Docs 03: Schedules (FEE) /// other</b>
schedules	<b>Initial Docs 07: Amendment to Schedules (FEE) /// other</b>
schedules	<b>Initial Docs 07: Amendment to Schedules (NO FEE) /// other</b>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
seal	<b>Seal, Motion to</b> /// <i>motion</i>
sell	<b>Sell, Motion to</b> /// <i>motion</i>
service	0 - Certificate of Service /// <i>other</i>
service	Acknowledgement of Service /// <i>notice</i>
set	Set Hearing, Motion to /// <i>motion</i>
set	Set Last Day to File Proofs of Claim, Motion to /// <i>motion</i>
sever	Sever, Motion to /// <i>motion</i>
shorten	<b>06 -- Motion to Shorten Time</b> /// <i>motion</i>
show cause	Show Cause, Motion for Order to /// <i>motion</i>
statement	Contested Matters: Statement of Undisputed Facts /// <i>other</i>
statement	Disclosure Statement /// <i>other</i>
statement	Initial Docs 02: Statement of Financial Affairs /// <i>other</i>
statement	Initial Docs 04: Statement of Intent /// <i>other</i>
status	Misc: Status Report /// <i>other</i>
stay	<b>01 -- Motion for Relief from Stay (FEE)</b> /// <i>motion</i>
stay	<b>01 -- Motion for Relief from Co-debtor Stay (NO FEE)</b> /// <i>motion</i>
stay	<b>01 -- Motion for Relief from Stay (NO FEE -- E.g., Consent; Amended; Supplemental; Child Support)</b> /// <i>motion</i>
stay	Reimpose Stay, Motion to /// <i>motion</i>
stay	Stay Order, Motion to /// <i>motion</i>
stay	Stay Pending Appeal, Motion for /// <i>motion</i>
stipulation	Contested Matters: Stipulation /// <i>other</i>
strike	Strike, Motion to /// <i>motion</i>
substantively	<b>Substantively Consolidate, Motion to</b> /// <i>motion</i>
substitute	<b>Substitute Attorney, Motion to</b> /// <i>motion</i>
substitute	Substitute Party, Motion to /// <i>motion</i>
suggestion	Misc: Suggestion of Death /// <i>other</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
summary	<b>Partial Summary Judgment, Motion for</b> /// <i>motion</i>
summary	<b>Summary Judgment, Motion for</b> /// <i>motion</i>
sur-reply	Sur-reply to Reply /// answer/response – motion
suspend	<b>Suspend///extend Plan Payments, Motion to</b> /// <i>motion</i>
time	<b>06 -- Motion to Extend Time</b> /// <i>motion</i>
time	<b>06 -- Motion to Shorten Time</b> /// <i>motion</i>
time	Extend Time to File Schedules, Motion to /// <i>motion</i>
transfer	Joint Transfer Agreement /// claims actions
transfer	<b>Objection to Transfer of Claim</b> /// claims actions
transfer	<b>Transfer of Claim</b> /// claims actions
transfer	Transfer Venue, Motion to /// <i>motion</i>
transcript	<b>Contested Matter: Transcript</b> /// <i>other</i>
trustee	Appoint Trustee, Motion to /// <i>motion</i>
turnover	Turnover, Motion for /// <i>motion</i>
Unclaimed	Disburse Unclaimed Dividends, Motion to /// <i>motion</i>
undisputed	Contested Matters: Statement of Undisputed Facts /// <i>other</i>
unexpired	Assume Executory Contract or Lease, Motion to /// <i>motion</i>
unexpired	Reject Executory Contract or Lease, Motion to /// <i>motion</i>
use	<b>Approve Use of Cash Collateral, Motion to</b> /// <i>motion</i>
use	Prohibit Use of Cash Collateral, Motion to /// <i>motion</i>
vacate	Vacate Dismissal Order (FEE), Motion to /// <i>motion</i>
vacate	<b>Vacate, Motion to</b> /// <i>motion</i>
validate	Validate Foreclosure Sale, Motion to /// <i>motion</i>
venue	Transfer Venue, Motion to /// <i>motion</i>
voluntary	Initial Docs 01: Voluntary Petition (Chapter 12) /// <i>other</i>
voluntary	Initial Docs 01: Voluntary Petition (Chapter 7) /// <i>other</i>
voluntary	Initial Docs 01: Voluntary Petition (Chapter 11) /// <i>other</i>

<b>Key Word</b>	<b>Event (Main Bankruptcy Cases) /// Category – Sub-Category</b>
voluntary	Initial Docs 01: Voluntary Petition (Chapter 13) /// <i>other</i>
voluntary	Initial Docs 01: Voluntary Petition (Chapter 9) /// <i>other</i>
voluntary	Initial Docs 06: Amendment to Voluntary Petition /// <i>other</i>
voluntary	Voluntary Dismissal by Joint Debtor, Motion for /// <i>motion</i>
withdraw	<b>Withdraw as Attorney, Motion to</b> /// <i>motion</i>
withdraw	<b>Withdraw the Reference (FEE), Motion to</b> /// <i>motion</i>
withdraw	<b>Withdrawal of Claim</b> /// claims actions
withdrawal	<b>0 - Withdrawal of Document</b> /// <i>other</i>
witness	Contested Matters: Witness List /// <i>other</i>
writ	Contested Matters: Request for Writ of Execution /// <i>other</i>

### Filing Events in Adversary Proceedings

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
absence	Leave of Absence, Motion for /// <i>motion</i>
abstain	Abstain, Motion to /// <i>motion</i>
acknowledge	Acknowledge of Service /// <i>other</i>
address	01-Change of Address///Document Requesting /// <i>other</i>
admission	Application for Admission Pro Hac Vice /// <i>motion</i>
admission	<b>Discovery Request</b> /// <i>other</i>
affidavit	Affidavit /// <i>other</i>
amend	Amend, Motion to /// <i>motion</i>
amended	<b>Amended Answer to Complaint</b> /// <i>Answers/Responses – Amended Answer</i>
amended	<b>Amended Complaint</b> /// <i>Complaint and Summons</i>
answer	<b>Amended Answer to Complaint</b> /// <i>Answers/Responses – Amended Answer</i>
answer	<b>Initial Answer to complaint, cross-claim, third-party complaint or initial Reply to counterclaim. (The Event is assumed; the user is not presented with a pick list.)</b> /// <i>Not Applicable</i>
answers	<b>Discovery Response</b> /// <i>other</i>
appeal	Appellant’s Designation of Record on Appeal /// <i>appeal</i>
appeal	Appellee’s Designation of Record on Appeal /// <i>appeal</i>
appeal	Leave to Appeal, Motion for /// <i>motion</i>
appeal	Notice of Appeal (FEE) /// <i>appeal</i>
appeal	Notice of Appeal (NO FEE - TRUSTEE) /// <i>appeal</i>
appeal	Stay Pending Appeal, Motion for /// <i>motion</i>
Appear	Application to Appear In Forma Pauperis /// <i>motion</i>
appearance	Notice of Appearance /// <i>notice</i>
appellant	Appellant’s Designation of Record on Appeal /// <i>appeal</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
appellee	Appellee's Designation of Record on Appeal /// <i>appeal</i>
attorney	Substitute Attorney, Motion to /// <i>motion</i>
attorney	Withdraw as Attorney, Motion to /// <i>motion</i>
brief	Brief /// <i>other</i>
certificate	01-Certificate of Service /// <i>other</i>
certificate	Certificate of Service of Summons and Complaint /// <i>Complaint and Summons</i>
change	01-Change of Address///Document Requesting /// <i>other</i>
compel	Compel Discovery, Motion to /// <i>motion</i>
complaint	<b>Amended Complaint</b> /// <i>Complaint and Summons</i>
complaint	<b>Complaint</b> (The Event is <u>never</u> to be selected from the Event list; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.) /// <i>Open an AP/MP Case</i>
complaint	Intervenor's Complaint /// <i>Complaint and Summons</i>
complaint	<b>Third-Party Complaint</b> /// <i>Complaint and Summons</i>
conclusions	Proposed Findings of Fact & Conclusions of Law /// <i>other</i>
consolidate	Substantively Consolidate, Motion to /// <i>motion</i>
contempt	Contempt, Motion for /// <i>motion</i>
counterclaim	<b>Counterclaim</b> /// <i>Complaint and Summons</i>
crossclaim	<b>Crossclaim</b> /// <i>Complaint and Summons</i>
death	Suggestion of Death /// <i>other</i>
declaration	Affidavit /// <i>other</i>
default	Default Judgment, Motion for /// <i>motion</i>
default	Request for Entry of Default /// <i>other</i>
defer	Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to /// <i>motion</i>
definite	More Definite Statement, Motion for /// <i>motion</i>
deposition	<b>Discovery Request</b> /// <i>other</i>
designation	Appellant's Designation of Record on Appeal /// <i>appeal</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
designation	Appellee's Designation of Record on Appeal /// <i>appeal</i>
discovery	Compel Discovery, Motion to /// <i>motion</i>
discovery	<b>Discovery Request</b> /// <i>other</i>
discovery	<b>Discovery Response</b> /// <i>other</i>
dismiss	Dismiss, Motion to /// <i>motion</i>
docket	<b>Docket and Documents in Removed Case</b> /// <i>other</i>
document	01-Withdrawal of Document /// <i>other</i>
enforce	Enforce Settlement Agreement, Motion to /// <i>motion</i>
execution	Request for Writ of Execution /// <i>other</i>
exhibit	Exhibit List /// <i>other</i>
exhibits	<b>Exhibits</b> /// <i>other</i>
extend	Extend Time, Motion to /// <i>motion</i>
filing fee	Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to /// <i>motion</i>
findings	Proposed Findings of Fact & Conclusions of Law /// <i>other</i>
hearing	Notice of Hearing /// <i>notice</i>
In Forma	Application to Appear In Forma Pauperis /// <i>motion</i>
injunction	Preliminary Injunction, Motion for /// <i>motion</i>
interrogatories	<b>Discovery Request</b> /// <i>other</i>
intervene	Intervene, Motion to /// <i>motion</i>
intervenor	Intervenor's Complaint /// <i>Complaint and Summons</i>
join	Join, Motion to /// <i>motion</i>
judgment	Default Judgment, Motion for /// <i>motion</i>
judgment	Judgment on the Pleadings, Motion for /// <i>motion</i>
judgment	Offer of Judgment /// <i>other</i>
judgment	Relief from Judgment or Order, Motion for /// <i>motion</i>
jury	Jury Demand /// <i>other</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
leave	Leave of Absence, Motion for /// <i>motion</i>
leave	Leave to Appeal, Motion for /// <i>motion</i>
limine	Limine, Motion in /// <i>motion</i>
memorandum	Brief /// <i>other</i>
more	More Definite Statement, Motion for /// <i>motion</i>
motion	Notice of Motion /// <i>notice</i>
motion	z-Motion /// <i>motion</i>
notice	Notice /// <i>notice</i>
notice	Notice of Appeal (FEE) /// <i>appeal</i>
notice	Notice of Appeal (NO FEE - TRUSTEE) /// <i>appeal</i>
notice	Notice of Appearance /// <i>notice</i>
notice	Notice of Hearing /// <i>notice</i>
notice	Notice of Motion /// <i>notice</i>
notice	<b>Notice of Removal (The Event is not selected from a list when opening an adversary but may be used for amendments; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.)</b> /// <i>Notice</i>
offer	Offer of Judgment /// <i>other</i>
order	Relief from Judgment or Order, Motion for /// <i>motion</i>
partial	Partial Summary Judgment, Motion for /// <i>motion</i>
party	Substitute Party, Motion to /// <i>motion</i>
payment	Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to /// <i>motion</i>
pleadings	Judgment on the Pleadings, Motion for /// <i>motion</i>
preliminary	Preliminary Injunction, Motion for /// <i>motion</i>
Pro Hac	Application for Admission Pro Hac Vice /// <i>motion</i>
production	<b>Discovery Request</b> /// <i>other</i>
protective	Protective Order, Motion for /// <i>motion</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
quash	Quash, Motion to /// <i>motion</i>
reconsider	Reconsider, Motion to /// <i>motion</i>
reference	Withdraw the Reference (FEE), Motion to /// <i>motion</i>
relief	Relief from Judgment or Order, Motion for /// <i>motion</i>
remand	Remand, Motion to /// <i>motion</i>
removal	<b>Docket and Documents in Removed Case</b> /// <i>other</i>
removal	<b>Notice of Removal (The Event is not selected from a list when opening an adversary but may be used for amendments; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.)</b> /// <i>Notice</i>
reply	Reply to Response /// <i>Answers/Responses – Motion/Application</i>
report	Status Report /// <i>other</i>
request	<b>Discovery Request</b> /// <i>other</i>
request	Request for Entry of Default /// <i>other</i>
request	<b>Request for Issuance of Summons</b> /// <i>other</i>
request	Request for Writ of Execution /// <i>other</i>
response	<b>Discovery Response</b> /// <i>other</i>
response	Response to Motion /// <i>Answers/Responses – Motion/Application</i>
restraining	Temporary Restraining Order, Motion for /// <i>motion</i>
Rule 60	Relief from Judgment or Order, Motion for /// <i>motion</i>
sanctions	Sanctions, Motion for /// <i>motion</i>
service	01-Certificate of Service /// <i>other</i>
service	Acknowledge of Service /// <i>other</i>
service	Certificate of Service of Summons and Complaint /// <i>Complaint and Summons</i>
service	Waiver of Service /// <i>other</i>
settlement	Enforce Settlement Agreement, Motion to /// <i>motion</i>
sever	Sever, Motion to /// <i>motion</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
show	Show Cause, Motion for Order to /// <i>motion</i>
statement	Statement of Undisputed Facts /// <i>other</i>
status	Status Report /// <i>other</i>
stay	Stay Pending Appeal, Motion for /// <i>motion</i>
stipulation	Stipulation /// <i>other</i>
strike	Strike, Motion to /// <i>motion</i>
substantively	Substantively Consolidate, Motion to /// <i>motion</i>
substitute	Substitute Attorney, Motion to /// <i>motion</i>
substitute	Substitute Party, Motion to /// <i>motion</i>
suggestion	Suggestion of Death /// <i>other</i>
summary	Partial Summary Judgment, Motion for /// <i>motion</i>
summary	Summary Judgment, Motion for /// <i>motion</i>
summons	<b>Request for Issuance of Summons</b> /// <i>other</i>
sur-reply	Sur-reply to Reply /// <i>Answers/Responses – Motion/Application</i>
temporary	Temporary Restraining Order, Motion for /// <i>motion</i>
third-party	<b>Third-Party Complaint</b> /// <i>Complaint and Summons</i>
transcript	<b>Transcript</b> /// <i>other</i>
time	Extend Time, Motion to /// <i>motion</i>
TRO	Temporary Restraining Order, Motion for /// <i>motion</i>
undisputed	Statement of Undisputed Facts /// <i>other</i>
vacate	Vacate, Motion to /// <i>motion</i>
waive	Defer and/or Waive Payment of Filing Fee, Motion (of trustee) to /// <i>motion</i>
waiver	Waiver of Service /// <i>other</i>
withdraw	Withdraw as Attorney, Motion to /// <i>motion</i>
withdraw	Withdraw the Reference (FEE), Motion to /// <i>motion</i>
withdrawal	01-Withdrawal of Document /// <i>other</i>

<b>Key Word</b>	<b>Event (Adversary Proceedings) ///</b> Category – Sub-Category
witness	Witness List /// <i>other</i>
writ	Request for Writ of Execution /// <i>other</i>

## Revisions

Date of Revision(s)	Page(s)
July 31, 2001	pp. 1.2, 1.3 // 5.2 // 7.3, 7.4 // Sections 1, 5 and 7 replaced with the revisions to above pages. // Revisions Page added.
October 5, 2001	p. 13.4 – Added linking response initiated by order granting motion subject to objection to motion and not to order requiring response or objection.
November 8, 2001	p. 13.4 – Fuller explanation of need to <b>avoid use of attachment feature</b> as much as possible for exhibits and supporting documents.