



**EXTERNAL
USERS**

CM/ECF Release 4.2

Highlights

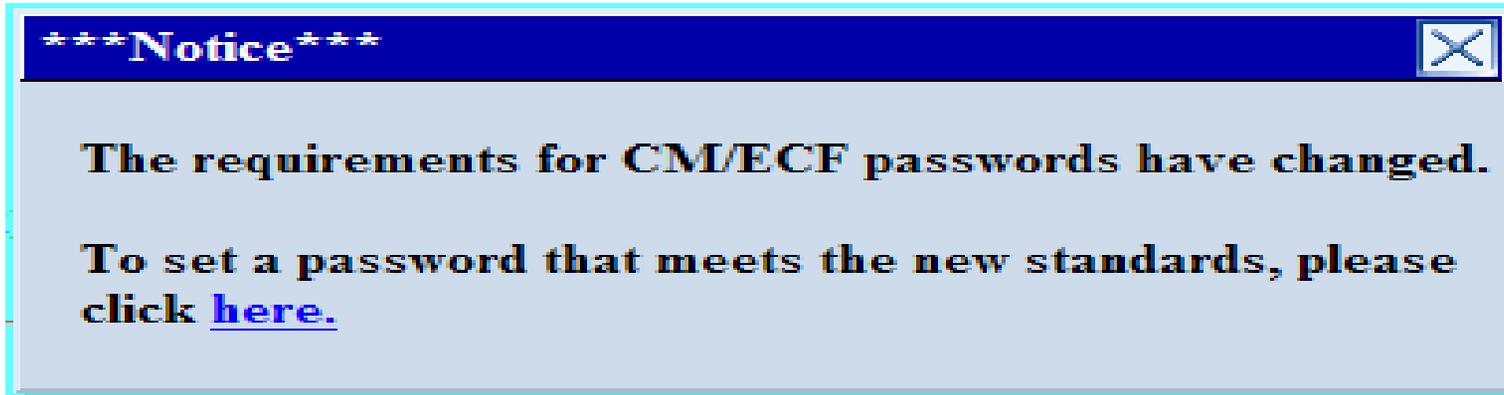
Release 4.2 Highlights

- CM/ECF Password (pages 3-4)
- Date and Time Icons (pages 5-6)
- Change in Adversary opening (page 7)
- PACER Access Restrictions Concerning Cases Filed Before December 1, 2003 (page 8)
- New Query Options (pages 9-12)
- Revised Claim Register (pages 14-15) and New B10 Form with Attachment A (pages 16-20)
- New Rule 3002.1 Docket Events and Claim Supplements 1 and 2 (forms - pages 21-24; pages 25-42)



Important note: For external users, there are no significant changes to the E-Orders application.

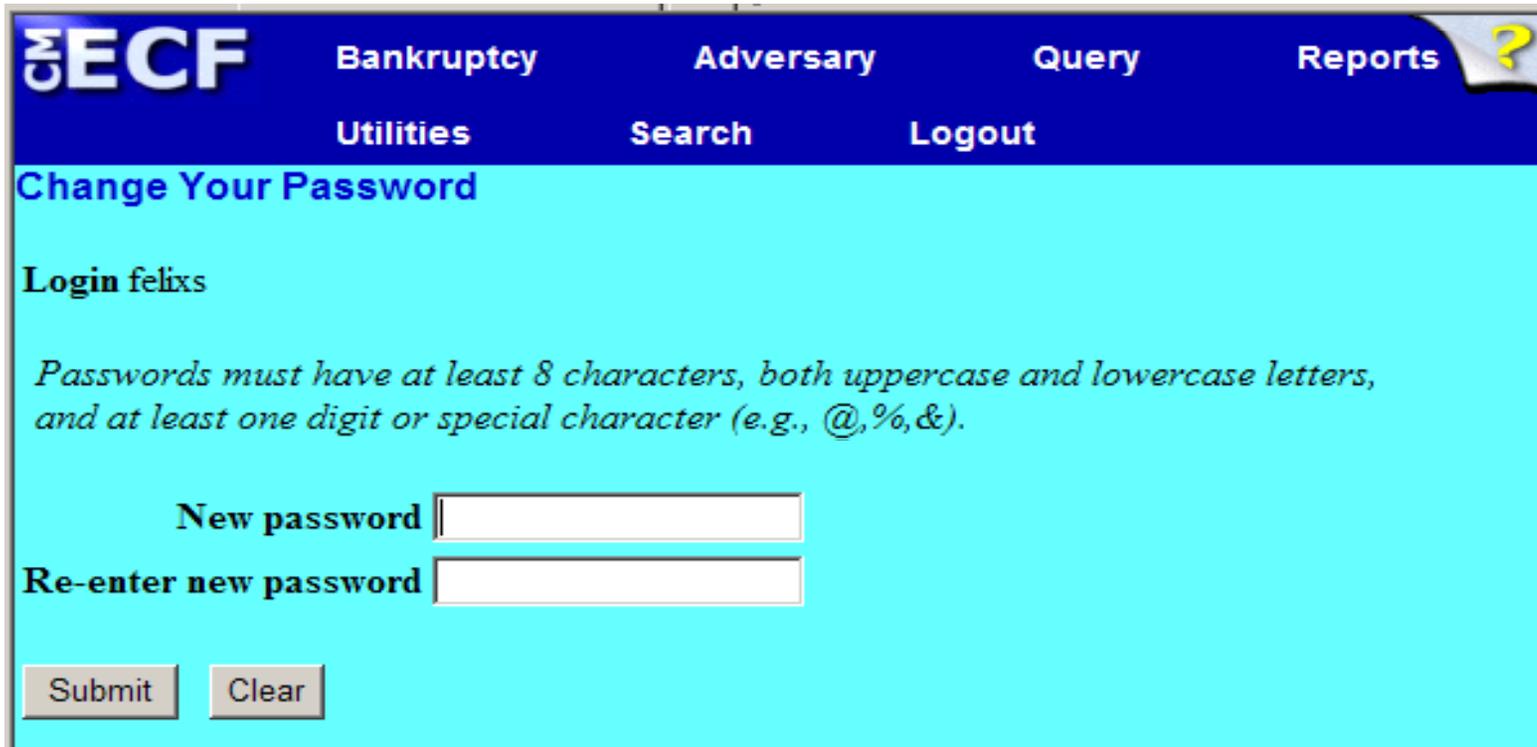
Release 4.2 Highlights: CM/ECF Passwords



Clicking “[here](#)” will direct you to the “Maintain Your Login/Password” screen where you can reconfigure your password to comply with the new standards, i.e., minimum 8 characters; you must use upper and lower case letters and at least one digit or special character. You do NOT have to change your Login – only your Password.

NOTE: If you use any automated software to log in to CM/ECF, remember to update the password information used by that software when you change your CM/ECF password.

Release 4.2 Highlights: CM/ECF Passwords – (Continued)



The screenshot shows the CM/ECF web interface. At the top, there is a dark blue navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The 'Reports' link has a yellow question mark icon next to it. Below the navigation bar, the page title is 'Change Your Password'. The main content area has a light blue background. It starts with the text 'Login felixs'. Below that is a paragraph of instructions: 'Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).' There are two text input fields: 'New password' and 'Re-enter new password'. At the bottom of the form are two buttons: 'Submit' and 'Clear'.

REMEMBER: Minimum 8 characters; upper and lower case letters and include a digit or special character. Click “Submit” button to accept the changes.

Release 4.2 Highlights: Date Icon: Used To Set A Hearing

Date 

Click the “Calendar” icon to display full calendar

Date 

Time

November 2010						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

The current month’s calendar will be displayed allowing you to navigate/select your desired date.

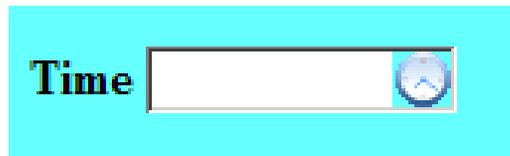
You may enter the date manually - mm/dd/year - or you can click the calendar icon to select the desired date.

Use the arrows  November 2010  to navigate the calendar **backwards** or **forward**.

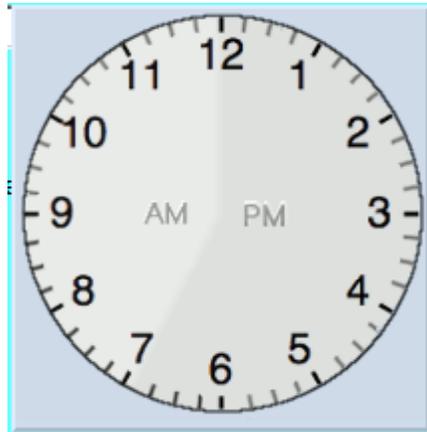
To populate the date field, simply click that date on the calendar.
The Court is closed on dates which are green!

Release 4.2 Highlights:

Clock Icon: Used To Set A Hearing



Click the "Clock" icon to display the clock



Click on the desired time to populate the Time field

The clock is divided between a.m. and p.m. To populate the time field, simply click the appropriate time on the clock.

Release 4.2 Highlights:

Adversary Proceedings

 Attorney for plaintiff will be added automatically!

- The filing attorney will no longer have to add himself/herself to the Adversary Proceeding as the **attorney for the Plaintiff**.

REMEMBER: DO NOT ADD AN ATTORNEY FOR THE DEFENDANT(S)!

Release 4.2 Highlights

PACER Access Restrictions

In accordance with the Federal Judiciary's implementation in December 2003 of its policy on privacy and public access to electronic case files, CM/ECF Release 4.2 will not allow public access via PACER to documents filed in bankruptcy cases that were opened **before** December 1, 2003 **and** that have been closed for over one year ("Restricted Cases").

Exceptions:

- Docket sheets and docket information in these Restricted Cases will still be accessible electronically via PACER;
- All documents in Restricted Cases will be available electronically via PACER to any party to the case.
- Copies of documents in Restricted Cases remain accessible at the Clerks' Office (or from the Federal Records Center if archived).

Release 4.2 Highlights

New Query Options – View Document

- Under previous releases there was no way to view a document without first viewing the docket report. Now, a “**View Document**” hyperlink is available on the Query screen which allows you to enter a document number in the case and view the document without first having to run a docket report. This feature will enable PACER users to eliminate charges for first accessing the docket report. Users must know the document number to access the PDF document in this manner.

11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: James E. Massey
Date filed: 02/17/2011 Date of last filing: 11/03/2011

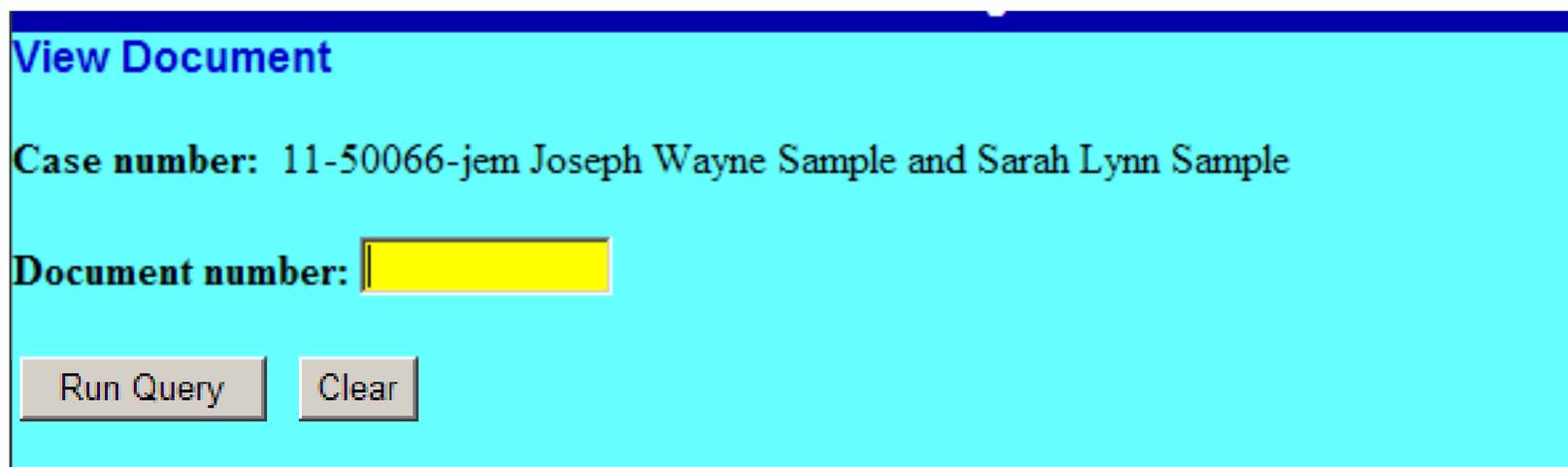
Query

Alias	Related Transactions
Associate Cases	Status
Attorney	Trustee
Case Summary	View Document
Claims Register	Filing Fee
Creditor	
Creditor Mailing Matrix	
Deadline/Schedule	
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	

Release 4.2 Highlights

New Query Options – View Document (Continued)

Enter the document number you wish to view – click Run Query



The screenshot shows a web interface with a light blue background. At the top left, the text "View Document" is displayed in a dark blue font. Below this, the text "Case number: 11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample" is shown in a dark blue font. Underneath, the text "Document number:" is followed by a yellow rectangular input field. At the bottom of the form, there are two buttons: "Run Query" and "Clear", both with a grey background and black text.

The requested document will be displayed.

Release 4.2 Highlights

New Query Options – Filing Fee Query

Clicking the “Filing Fee” hyperlink on the Query screen for a particular case will display the Filing Fees collected and any Filing Fee balance due.

11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: James E. Massey
Date filed: 02/17/2011 Date of last filing: 11/03/2011

Query

Alias	Related Transactions
Associate Cases	Status
Attorney	Trustee
Case Summary	View Document
Claims Register	Filing Fee
Creditor	
Creditor Mailing Matrix	
Deadline/Schedule	
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	

Release 4.2 Highlights

New Query Options – Filing Fee Query (Continued)

The results display will show the date, receipt number, amount collected and any balance due for Filing Fees.

11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: James E. Massey
Date filed: 02/17/2011 Date of last filing: 11/03/2011

Filing Fee Query

Original filing fee: \$ 274.00

The fee status is paid.

Date	Doc	Summary Text	Receipt number	Fee
02/17/2011	1	Initial Docs01: Voluntary Petition (Chapter 13)	4063927	\$ 274.00

Balance Due \$ 0.00

CM/ECF 4.2 Highlights

**Revised Claims
Register, New B10
Form with Attachment A,
and Supplements 1 and 2**

Release 4.2 Highlights: Revised Claims Register

The AMOUNT CLAIMED might not equal the sum of the Secured and/or Priority fields because the AMOUNT CLAIMED may also contain Unsecured, Non-Priority, or Unknown amounts that are no longer entered on the Claims Register.

The Unsecured, Non-priority, or Unknown amounts are no longer entered on the Claims Register.

ONLY SECURED or PRIORITY amounts should be reflected in these fields.

Enter TOTAL AMOUNT CLAIMED!

BankruptcyV AdversaryV Query ReportsV UtilitiesV Search Logout

Proof Of Claim Information For
505178816 - Jack Nicolson
234 King St
McLean, VA 234234

Amends Claim #: Find

Last Date To File: Date Filed: 09/26/2008

Last Date To File(Govt):

Claimed		
Amount Claimed 1000 <i>The Total Amount of Claim as of Date Case Filed (Box 1 on claim)</i>	Secured 200 <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority 300 <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Allowed		

Enter the TOTAL amount first, then any Secured and/or Priority amounts.

Release 4.2 Highlights: Revised Claims Register – (Continued) Amending a previously filed Claim containing Unknown/Unsecured amounts

Information contained in the Unknown or Unsecured box(es) in a claim that is to be amended cannot be altered. The amounts will appear in gray.

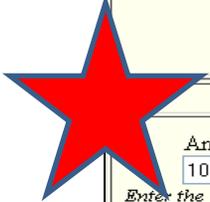
To **amend** a previously filed claim, enter the new TOTAL in the Amount Claimed box, then enter any Secured and/or Priority amount(s) reflected in the amended claim.

Proof Of Claim Information For

Case Number: 08-01052-GFA	Amends Claim 5 <input type="button" value="Find"/>	Filed By: Creditor <input type="button" value="v"/>
Last Date To File:	Date Filed: 12/22/2008	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text" value="1000"/> <i>Enter the Total Amount of Claim as of Date Case Filed (Box 1 on claim)</i>	Secured <input type="text" value="500"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text" value="800"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
	Unknown <input type="text" value="400"/>	Unsecured <input type="text" value="100"/>
Allowed		

Pre-existing amounts cannot be changed.

Pre-existing amounts cannot be changed.



The Unsecured amount is still entered on the Proof of Claim form, but not entered on the Claims Register! See new Proof of Claim form page 16.

Release 4.2 Highlights

New B10 Proof of Claim form, Effective December 1, 2011

LINE 1 - LINE 4 - LINE 5

B10 (Official Form 10/1/2011)

UNITED STATES BANKRUPTCY COURT _____ DISTRICT OF _____ CLAIM

Name of Debtor _____ Case Number _____

NAME: Debtor use this form to make a claim for an administrative expense that arises after the bankruptcy filing may file a request for payment of an administrative expense according to 11 U.S.C. § 501.

Name of Creditor (the person or the entity to whom the debt was owed) or party: _____

Name and address where this should be sent: _____

Telephone number: _____ email: _____

Name and address where payment should be sent (if different from above): _____

Telephone number: _____ email: _____

Tab phone number: _____ email: _____

1. Amount of Claim or Debt Case Filed: \$ _____

If all or part of this claim is secured, complete item 4.

If all or part of the claim is unsecured, complete item 5.

2. Basis for Claim: _____ (See instructions.)

3. List four (4) of any number by which creditor's entries differ: _____ (See instructions.)

3a. Debtor may have checked the account as: _____

3b. Unsecured claim identifier (option) _____ (See instructions.)

4. Secured Claim (See instructions.)

Check the appropriate box if the claim is secured by a lien on your property or right of set-off. Attach a legal judgment, document, and provide the required information.

Return/rep. property or right of set-off: Real Estate Other Other

Describe: _____

Value of Property: \$ _____ Basis for perfection: _____

Annual Interest Rate: _____ % Fixed or Variable _____ Amount of Secured Claim: \$ _____

5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507(a). If any part of the claim falls into one of the following categories, check the appropriate priority and state the amount.

Domestic support obligation under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B).

Worker, claimant, or commissioner (up to \$11,775*) earned within 90 days before the case filed or the debtor's business ceased, whichever is earlier - 11 U.S.C. § 507(a)(4).

Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).

Tax on discharge - 11 U.S.C. § 507(a)(8).

Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____). Amount entitled to priority: \$ _____

*Amounts are subject to adjustment on 1/1/12 and every 1 years thereafter with respect to cases commenced on or after the date of adjustment.

6. Credit: The amount of all payments on this claim has been credited for the purpose of making this proof of claim. (See instructions.)

The Unsecured Amount is still entered on the Claim form, but **NOT** entered on the Claims Register.

NEW PAGE 1 OF 3

Release 4.2 Highlights

New B10 Proof of Claim form – (Continued)

B10 (Official Form 10)(12/11)

3

DEFINITIONS

INFORMATION

Debtor
A debtor is the person, corporation, or other entity that has filed a bankruptcy case.

Creditor
A creditor is a person, corporation, or other entity to whom debtor owes a debt that was incurred before the date of the bankruptcy filing. See 11 U.S.C. §101(10).

Claim
A claim is the creditor's right to receive payment for a debt owed by the debtor on the date of the bankruptcy filing. See 11 U.S.C. §101(5). A claim may be secured or unsecured.

Proof of Claim
A proof of claim is a form used by the creditor to indicate the amount of the debt owed by the debtor on the date of the bankruptcy filing. The creditor must file the form with the clerk of the same bankruptcy court in which the bankruptcy case was filed.

Secured Claim Under 11 U.S.C. §506(a)
A secured claim is one backed by a lien on property of the debtor. The claim is secured so long as the creditor has the right to be paid from the property prior to other creditors. The amount of the secured claim cannot exceed the value of the property. Any amount owed to the creditor in excess of the value of the property is an unsecured claim. Examples of liens on property include a mortgage on real estate or a security interest in a car. A lien may be voluntarily granted by a debtor or may be obtained through a court proceeding. In some states, a court judgment is a lien.

A claim also may be secured if the creditor owes the debtor money (has a right to set off).

Unsecured Claim
An unsecured claim is one that does not meet the requirements of a secured claim. A claim may be partly unsecured if the amount of the claim exceeds the value of the property on which the creditor has a lien.

Claim Entitled to Priority Under 11 U.S.C. §507(a)
Priority claims are certain categories of unsecured claims that are paid from the available money or property in a bankruptcy case before other unsecured claims.

Redacted
A document has been redacted when the person filing it has marked, edited out, or otherwise deleted, certain information. A creditor must show only the last 5 or digits of any social security, individual's tax-identification, or financial-account number, only the initials of a minor's name, and only the year of any person's date of birth. If the claim is based on the delivery of the health care goods or services, limit the disclosure of the goods or services so as to avoid embarrassment or the disclosure of confidential health care information.

Evidence of Perfection
Evidence of perfection may include a mortgage, lien, certificate of title, financing statement, or other document showing that the lien has been filed or recorded.

Acknowledgment of Filing of Claim
To receive acknowledgment of your filing you may either enclose a stamped self-addressed envelope and a copy of this proof of claim or you may access the court's PACER system (www.pacer.pca.uscourts.gov) for a small fee to view your filed proof of claim.

Offers to Purchase a Claim
Certain entities are in the business of purchasing claims for an amount less than the face value of the claims. One or more of these entities may contact the creditor and offer to purchase the claim. Some of the written communications from these entities may easily be confused with official court documentation or communications from the debtor. These entities do not represent the bankruptcy court or the debtor. The creditor has no obligation to call its claim. However, if the creditor decides to call its claim, any transfer of such claim is subject to FRBP 3001(a), any applicable provisions of the Bankruptcy Code (11 U.S.C. § 101 et seq.), and any applicable orders of the bankruptcy court.

Release 4.2 Highlights

New B10 Proof of Claim Attachment A - Effective December 1, 2011

NEW ATTACHMENT A

B 10 Attachment A (2/11)

Mortgage Proof of Claim Attachment

If you file a claim secured by a security interest in the debtor's principal residence, you must file this form as an attachment to your proof of claim. See Bankruptcy Rule 3001(c)(2).

Name of debtor: _____ Case number: _____
 Name of creditor: _____ Last four digits of any number you use to identify the debtor's account: _____

Part 1: Statement of Principal and Interest Due as of the Petition Date

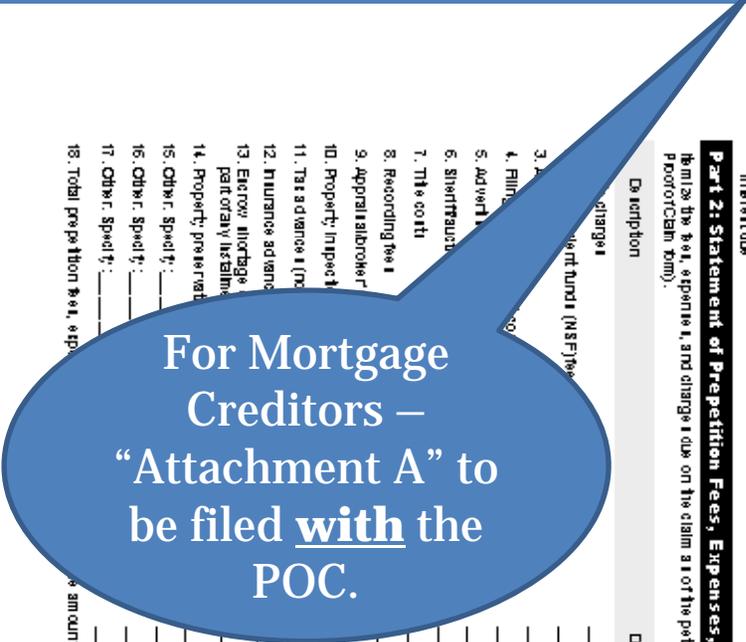
Itemize the principal and interest due on the claim as of the petition date. (Check one: the Amount of Claim listed in Item 1 on your Proof of Claim form).

1. Principal due	Interest to be paid	From monthly	To monthly	Amount
_____	_____	_____%	_____%	\$ _____
_____	_____	_____%	_____%	\$ _____
_____	_____	_____%	_____%	\$ _____
Total interest due as of the petition date				\$ _____
Total principal and interest due				(2) + \$ _____

Part 2: Statement of Prepetition Fees, Expenses, and Charges

Itemize the fees, expenses, and charges due on the claim as of the petition date (checked in the Amount of Claim listed in Item 1 on the Proof of Claim form).

Description	Charges Incurred	Charges Incurred	Amount
1. Principal due	_____	_____	(1) \$ _____
2. Interest due	_____	_____	(2) \$ _____
3. Total principal and interest due	_____	_____	(3) \$ _____
4. Prepetition fees, expenses, and charges	_____	_____	(4) \$ _____
5. Total amount due	_____	_____	(5) \$ _____
6. Sheriff's auction	_____	_____	(6) \$ _____
7. Title costs	_____	_____	(7) \$ _____
8. Recording fees	_____	_____	(8) \$ _____
9. Appraisal/valuation	_____	_____	(9) \$ _____
10. Property inspection	_____	_____	(10) \$ _____
11. Tax advances (not including property taxes)	_____	_____	(11) \$ _____
12. Insurance advances	_____	_____	(12) \$ _____
13. Energy, mortgage, or other utility advances	_____	_____	(13) \$ _____
14. Property preservation	_____	_____	(14) \$ _____
15. Other: Specify: _____	_____	_____	(15) \$ _____
16. Other: Specify: _____	_____	_____	(16) \$ _____
17. Other: Specify: _____	_____	_____	(17) + \$ _____
18. Total prepetition fees, expenses, and charges	_____	_____	(18) \$ _____



Release 4.2 Highlights

New B10 Proof of Claim Attachment A – Effective December 1, 2011
(Continued)

B 10 Attachment A (2/11)

Page 2

Part 3. Statement of Amount Necessary to Cure Default as of the Petition Date

Does the installment payment amount include an arrear deposit?

- No
- Yes. Attach to the Proof of Claim form an arrear account statement prepared as of the petition date in a form compatible with applicable local bank policy.

1. Installment payments due	Date last payment received by creditor	____/____/____	Number of installments payments due	(0) _____
2. Amount of installment payments due	_____ installment(s) @	\$ _____	_____ installment(s) @	\$ _____
	_____ installment(s) @	+ \$ _____		
Total installment payments due as of the petition date				\$ _____
Add total prepetition fees, expenses, and charges				Copy total from Part 2 here + \$ _____
Subtract total of unapplied funds (net of received distributions to account)				- \$ _____
Subtract amounts for which debtor is entitled to a refund				- \$ _____
Amount necessary to cure default as of the petition date				<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Copy total into item 4 of Proof of Claim form \$ _____ </div>

For Mortgage Creditors – “Attachment A” to be filed with the POC.

Release 4.2 Highlights

New B10 Proof of Claim Supplement 1 - Notice of Mortgage Payment Change

B 10 (Supplement 1) (2/17)

UNITED STATES BANKRUPTCY COURT

District of _____

In re _____ Debtor

Case No. _____
Chapter 13

Notice of Mortgage Payment Change

If you file a claim secured by a security interest in the debtor's principal residence provided for under the debtor's plan pursuant to § 1322(b)(5), you must file this form to give notice of any change in the initial mortgage payment amount. File this form as a supplement to your proof of claim at least 121 days before the new payment amount is due. See Bankruptcy Rule 3022.1.

Name of creditor: _____ Court claim no. (if known): _____
Last four digits of any number you use to identify the debtor's account: _____ Date of payment change: _____
Mortgage at least 121 days after date of debt: _____
New total payment: \$ _____
Principal, interest, and escrow, if any: _____

Part 1: Escrow Account Payment Adjustment

- Will there be a change in the debtor's escrow account payments?
- No
 - Yes. Attach a copy of the escrow account statement prepared by a court clerk with applicable nonbankruptcy law. Describe the basis for the change. Attach a table of applicable law.

Current escrow payment: \$ _____ New escrow payment: \$ _____

Part 2: Mortgage Payment Adjustment

- Will the debtor's principal and interest payment change based on an adjustment to the interest rate in the debtor's variable-rate note?
- No
 - Yes. Attach a copy of the rate change notice prepared by a court clerk with applicable nonbankruptcy law. Attach a table of applicable law.

Current interest rate: _____ % New interest rate: _____ %
Current principal and interest payment: \$ _____ New principal and interest payment: \$ _____

Part 3: Other Payment Change

Will there be a change in the debtor's mortgage payment for a reason not listed above?

- No
- Yes. Attach a copy of any document describing the basis for the change, such as a payment plan or loan modification agreement. (Court approval may be required before the payment change can take effect.)

Reason for change: _____ New mortgage payment: \$ _____
Current mortgage payment: \$ _____

Information and docketing instructions regarding this Claim supplement are found on pages 26, 28-42.

Release 4.2 Highlights

New B10 Proof of Claim Supplement 2 – Effective December 1, 2011
 Notice of Postpetition Mortgage Fees, Expenses and Charges

B10 Supplement (Q2/11)
 UNITED STATES BANKRUPTCY COURT
 District of _____
 Name _____ Debtor
 Chapter 13
 Case No. _____

Notice of Postpetition Mortgage Fees, Expenses, and Charges

If you hold a claim secured by a security interest in the debtor's principal residence, you must file this form to give notice of any postpetition fees, expenses, and charges that you assert are recoverable against the debtor or against the debtor's principal residence. File this form as a supplement to your proof of claim. See Bankruptcy Rule 3022.1.

Name of creditor: _____ Court claim no. (if known): _____
 Last four digits of any number you use to identify the debtor's account: _____

Does this notice supplement a prior notice of postpetition fees, expenses, and charges?

No
 Yes. Date of the last notice: ____/____/____

Part 1: Itemize Postpetition Fees, Expenses, and Charges

Itemize the fee, expense, and charge incurred on the debtor's mortgage account after the petition was filed. Do not include any other account debit or credit or any amount previously itemized in a notice filed in this case or ruled on by the bankruptcy court.

Description	Debtor Incurred	Amount
1. Late charges	_____	(1) \$ _____
2. Non-striker trust (NST) fees	_____	(2) \$ _____
3. Action fee	_____	(3) \$ _____
4. Filing fee and court costs	_____	(4) \$ _____
5. Bankruptcy/proof of claim fees	_____	(5) \$ _____
6. Appraisal/foreclosure price opinion fees	_____	(6) \$ _____
7. Property inspection fees	_____	(7) \$ _____
8. Tax advances (not-secured)	_____	(8) \$ _____
9. Insurance advances (not-secured)	_____	(9) \$ _____
10. Property preservation expenses. Specify: _____	_____	(10) \$ _____
11. Other. Specify: _____	_____	(11) \$ _____
12. Other. Specify: _____	_____	(12) \$ _____
13. Other. Specify: _____	_____	(13) \$ _____
14. Other. Specify: _____	_____	(14) \$ _____

The debtor or trustee may challenge the fees, expenses, and charges you itemize required to be paid. See 11 U.S.C. § 1322(f)(2) and Bankruptcy Rule 3022.1.

Information and docketing instructions regarding this Claim supplement are found on pages 26, 28-42.

CM/ECF 4.2 Highlights

**New Rule 3002.1
Docket Events and Claim
Supplements 1 and 2**

Release 4.2 Highlights

New Rule 3002.1, Effective December 1, 2011

To accommodate Rule 3002.1 several new Events have been added to CM/ECF:

3 – New Docket Events - (See page 27)

- **DOCKETED UNDER “BANKRUPTCY” -> MOTION OR NOTICES**
- **THESE DOCUMENTS WILL ONLY APPEAR ON THE CASE DOCKET.**

- **Motion to Determine Mortgage Fees and Expenses**
- **Motion to Determine Final Cure and Mortgage Payment**
- **Notice of Final Cure Mortgage Payment**

3 - New Supplemental Claim Events - (See pages 28-42)

- **DOCKETED UNDER BANKRUPTCY -> CLAIM ACTIONS**
- **THESE DOCUMENTS WILL ONLY APPEAR ON THE CLAIMS REGISTER – NOT THE CASE DOCKET.**

- **Notice of Mortgage Payment Change (Supplement 1)**
- **Notice of Postpetition Mortgage Fees, Expenses and Charges (Supplement 2)**
- **Response to Notice of Final Cure Mortgage Payment (No form)**

Release 4.2 Highlights

New Rule 3002.1 – New Docket Events

Three New Docket Events Regarding Rule 3002.1 -

- Motion to Determine Mortgage Fees and Expenses - filed by the Debtor or Trustee, Rule 3002.1(e) - filed under “Bankruptcy” -> “Motions/Applications”
- Motion to Determine Final Cure and Mortgage Payment Rule 3002.1 - filed by the Debtor or Trustee, Rule 3002.1(h) - filed under “Bankruptcy” -> “Motions/Applications”
- Notice of Final Cure Mortgage Payment – filed by the Trustee (or Debtor if the Trustee does not file within the 30 days prescribed), Rule 3002.1(f) - filed under “Bankruptcy” -> “Notices”

Release 4.2 Highlights

New Rule 3002.1 – Claim Supplements

Three New Supplemental Claim Events: (These will be filed by the Mortgage Creditor)

- 1 - Notice of Mortgage Payment Change (**Supplement 1**) (see pages 21-22)
- 2 - Notice of Postpetition Mortgage Fees, Expenses and Charges (**Supplement 2**) (See pages 23-24)
- 3 - Response to Notice of Final Cure Mortgage Payment (no official form)

Remember: These new supplemental claim Events will be docketed under “Bankruptcy” -> “Claim Actions” but will only appear on the Claims Register – these will NOT appear on the Case Docket.

Release 4.2 Highlights

New Rule 3002.1 – Claim Supplements (Continued)

- **New Claim Supplement Events:**
 - Supplements to claim only appear on the claims register
 - Supplements are NOT on the **public** docket report
 - Supplements are NOT attachments to the claim
 - Supplements are NOT amendments to claim
 - Supplements will NOT have a document number, instead you will see the hyperlink [doc](#)

Remember: These new supplemental claim Events will be docketed under “Bankruptcy” -> “Claim Actions” but will only appear on the Claims Register – these will NOT appear on the Case Docket.

Release 4.2 Highlights

New Rule 3002.1 – Claim Supplements (Continued)

THREE NEW CLAIM SUPPLEMENTS EVENTS

- **B10 Supplement 1**- A mortgage creditor **must** file a Notice of Mortgage Payment Change at least 21 days before the date the payment amount is schedule to change. (See pages 21-22)
- **B10 Supplement 2** - The creditor **may** file a Notice of Postpetition Mortgage Fees, Expenses and Charges. This notice details late charges, NSF fees, attorney fees, court costs, inspection fees, etc. for which the creditor claims the debtor is responsible. (See pages 23-24)
- The third **supplement** is a Response to Notice of Final Cure Mortgage Payment (no official form - docket event highlighted on page 28). This is the creditor's reply to a Notice of Final Cure Mortgage Payment.

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change

During the docketing process, you will automatically be taken to the Find Claim screen – click on the claim for which the Notice is being filed.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

Select claim(s) from list

Claims Selected:

<i>Creditor name</i>	<i>Claim #</i>	<i>Amount claimed</i>	<i>Date fil</i>
Bloomington (71878)	1	\$5,500.00	11/02/201
GMAC Finance (71886)	2	\$25,234.37	11/02/201
Minor Child (71890)	3	\$6,432.47	11/02/201
Southern Mortgage (75554)	4	\$275,888.33	11/02/201

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change (Continued)

- Clicking on the particular Claim for which the Notice is being filed will automatically populate the “Claims Selected” field with the Claim number as illustrated below– in this illustration Claim 4 was selected.
- After you select the Claim, click Next.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)
Chapter: 13 v

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date of
Bloomington (71878)	1	\$5,500.00	11/02/20
GMAC Finance (71886)	2	\$25,234.37	11/02/20
Minor Child (71890)	3	\$6,432.47	11/02/20
Southern Mortgage (75554)	4	\$275,888.33	11/02/20

Next Clear

(75554)
555 Peachtree Street, NE
Atlanta, GA 30303

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change (Continued)

The next screen will prompt the filer to indicate if the required Certificate of Service is included or attached to the Notice being filed.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

Is a Certificate of Service Included or Attached to the Document Currently Being Filed?

Yes

No

- Click the appropriate radio button response
- Click Next

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change (Continued)

The next screen will remind the filer this Entry will NOT appear on the PUBLIC docket sheet, but can be viewed on the Claims Register.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

THIS ENTRY WILL NOT APPEAR ON THE DOCKET SHEET AND WILL ONLY APPEAR ON THE CLAIMS REGISTER

Next

Clear

- Click Next

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change (Continued)

Verify your final text is correct, click Next to submit

File a Claim action:

11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample

Chapter: 13 v

Docket Text: Final Text

Notice of Mortgage Payment Change (Claim # 4) with Certificate of Service filed by Felix A. Smith on behalf of Southern Mortgage.

Warning!!! Submitting this screen commits this transaction.

You will have no further opportunity to modify this submission if you continue.

Next

Clear

How you answered the question regarding the required COS will determine the language contained in the final text – with or without a Certificate of Service. In this example, the “Yes” radio button was selected.

Release 4.2 Highlights

Docketing – Notice of Mortgage Payment Change (Continued)

This page indicates the Notice of Mortgage Payment Change attached to (Claim #4) has been assigned a hyperlink doc

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

U.S. Bankruptcy Court

Northern District of Georgia

Notice of Electronic Filing

The following transaction was received from Felix A. Smith entered on 11/2/2011 at 4:14 PM and filed on 11/2/2011

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [11-50066-jem](#)

Document Number: [doc](#)

Docket Text:

Notice of Mortgage Payment Change (Claim # 4) with Certificate of Service filed by Felix A. Smith on behalf of Southern Mortgage.

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

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2

During the docketing process, you will automatically be taken to the Find Claim screen – click on the claim for which the Notice is being filed.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

Select claim(s) from list

Claims Selected:

<i>Creditor name</i>	<i>Claim #</i>	<i>Amount claimed</i>	<i>Date fil</i>
Bloomingtondales (71878)	1	\$5,500.00	11/02/201
GMAC Finance (71886)	2	\$25,234.37	11/02/201
Minor Child (71890)	3	\$6,432.47	11/02/201
Southern Mortgage (75554)	4	\$275,888.33	11/02/201

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2 (Continued)

- Clicking on the particular Claim for which the Notice is being filed will automatically populate the “Claims Selected” field with the Claim number as illustrated below– in this illustration Claim 4 was selected.
- After you select the Claim, click Next.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)
Chapter: 13 v

Select claim(s) from list

Claims Selected:
4

Creditor name	Claim #	Amount claimed	Date of claim
Bloomington (71878)	1	\$5,500.00	11/02/20
GMAC Finance (71886)	2	\$25,234.37	11/02/20
Minor Child (71890)	3	\$6,432.47	11/02/20
Southern Mortgage (75554)	4	\$275,888.33	11/02/20

Next Clear

(75554)
555 Peachtree Street, NE
Atlanta, GA 30303

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2 (Continued)

The next screen will prompt the filer to indicate if the required Certificate of Service is included or attached to the Notice being filed.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

Is a Certificate of Service Included or Attached to the Document Currently Being Filed?

Yes

No

- Click the appropriate radio button response
- Click Next

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2 (Continued)

Should the filer select the “No” radio button to indicate a Certificate of Service was NOT included with this filing – a prompt will be displayed reminding the user to file the Certificate of Service and that this entry will only appear on the Claims Register.

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

After Filing This Document, File the **Certificate of Service** Located in the Other Category **THIS ENTRY WILL NOT APPEAR ON THE DOCKET SHEET AND WILL ONLY APPEAR ON THE CLAIMS REGISTER**

Next

Clear

- Click Next

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2 (Continued)

Verify your final text is correct, click Next to submit

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

Docket Text: Final Text

**Notice of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 4)
filed by Felix A. Smith on behalf of Southern Mortgage.**

Warning!!! Submitting this screen commits this transaction.

You will have no further opportunity to modify this submission if you continue.

Next

Clear

How you answered the question regarding the required COS will determine the language contained in the final text – with or without a Certificate of Service. In this example, the “No” radio button was selected regarding the COS.

Release 4.2 Highlights

Docketing – Notice of Postpetition Mortgage Fees, Expenses and Charges – Supplement 2 (Continued)

This page indicates the Notice of Postpetition Mortgage Fees, Expenses and Charges attached to (Claim #4) has been assigned a hyper link [doc](#)

File a Claim action:

[11-50066-jem Joseph Wayne Sample and Sarah Lynn Sample](#)

Chapter: 13 v

U.S. Bankruptcy Court

Northern District of Georgia

Notice of Electronic Filing

The following transaction was received from Felix A. Smith entered on 11/3/2011 at 7:57 AM and filed on 11/3/2011

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [11-50066-jem](#)

Document Number: [doc](#)

Docket Text:

Notice of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 4) filed by Felix A. Smith on behalf of Southern Mortgage.

Release 4.2 Highlights

This concludes the presentation regarding Release 4.2 Highlights

The system upgrade for this release is scheduled to be completed over the Thanksgiving weekend. The LIVE document filing system will not be available from 9:00 pm on Wednesday, November 23rd through Sunday, November 27th. We anticipate the system to be up and fully functional Monday morning, November 28th

After reviewing this material, should you have questions, please contact Irene Wiggins at 404-215-1057 or Daniel Newsome at 404-215-1099