

United States Bankruptcy Court
Northern District of Georgia
Online Procedures Manual

The [Online Procedures Manual](#) (“OPM”) is a resource and reference tool for CM/ECF filers. The OPM provides step-by-step instructions for filing documents electronically.

The OPM can be accessed two ways:

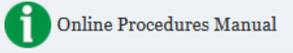
1. Click on iProcedures from top menu when logged into CM/ECF 
2. Click on the Online Procedures Manual button located in the middle of [home page](#) of the Court’s website. 

Table of Contents: The OPM is set up like a book with the home page being the Table of Contents.

- From the Table of Contents, click on a category to show the associated events.
- Click an event name to open it.
- Use Navigation bar in blue above event name to navigate to previous or main menu. Selecting Online Procedures Manual takes you back to Table of Contents. Selecting Home takes you to the home page of Court’s website.

[Home](#) » [Online Procedures Manual](#) » [Claims](#)

- Categories and events are listed in alphabetical order.
- Most events contain the following tabs:

| | | | |
|--------------------------|-----------------------------|-------------------------------------|------------------------|
| Overview | Forms/Rules | Filing Requirements | Docket |
|--------------------------|-----------------------------|-------------------------------------|------------------------|

- Overview
- Forms/Rules (if applicable)
- Filing Requirements
- Docket instructions

General Information and Resources is the first category in the Table of Contents of the OPM and includes helpful links to information contained within the OPM and on the Court’s website as well as instructions on how to use and navigate the OPM.

Hyperlinks are used throughout this manual to direct the user to other event pages, websites, or forms. When a hyperlink is clicked, a new window opens to ensure that users maintain their place within the OPM.

Printing: Users can now print an event by clicking the printer-friendly button at the bottom of any event.

Search: A search box is located in the top right corner of the home page. Enter keywords for a list of links related to the event.