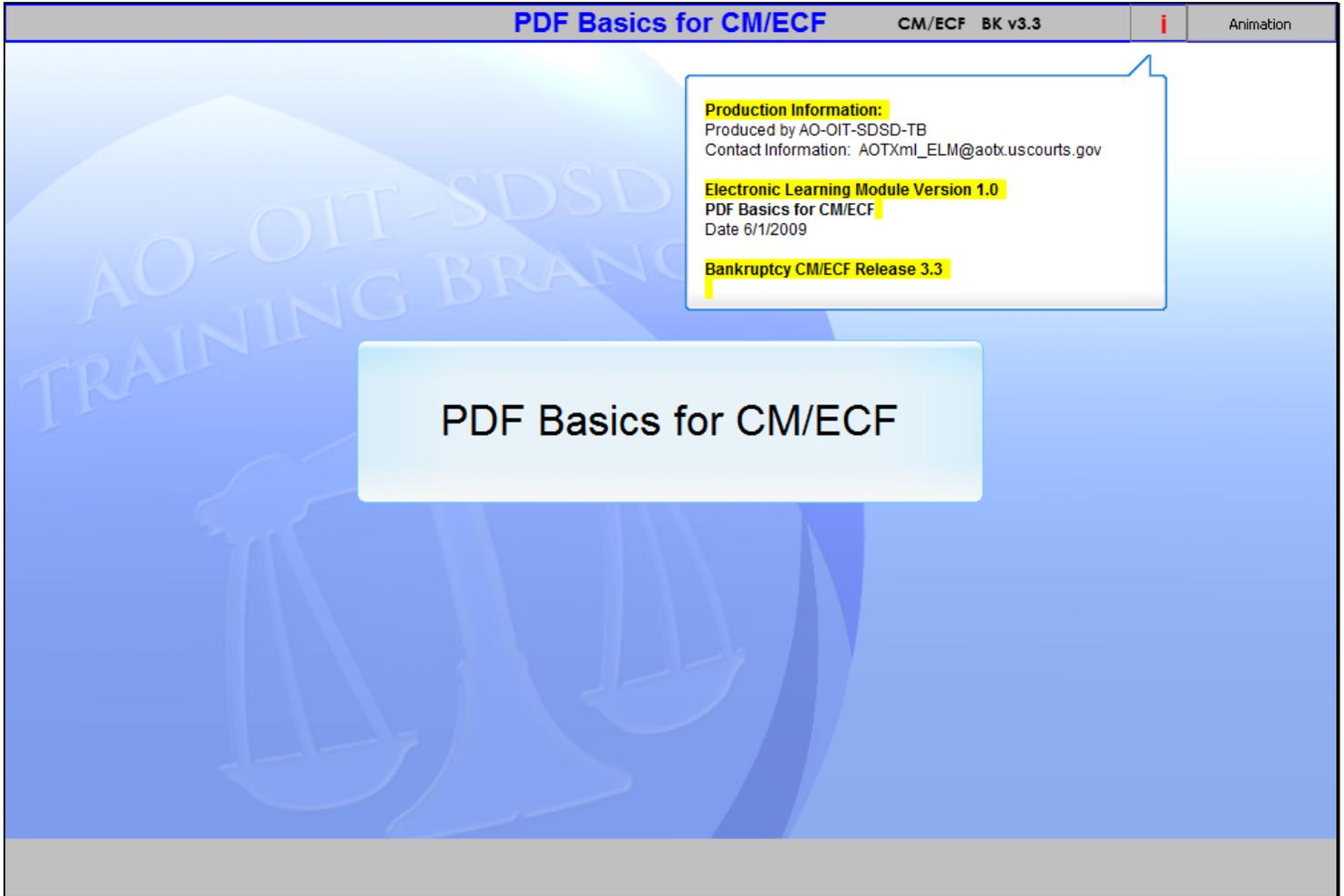


Slide 1 - Introduction Slide



The slide features a blue background with a faint watermark of a scale of justice and the text "AO-OIT-SDSD TRAINING BRANCH". At the top, a grey header bar contains the title "PDF Basics for CM/ECF" in blue, the version "CM/ECF BK v3.3", a red exclamation mark icon, and the word "Animation". A white callout box in the upper right corner contains production information. A central white box with a blue border displays the title "PDF Basics for CM/ECF".

PDF Basics for CM/ECF CM/ECF BK v3.3 Animation

Production Information:
Produced by AO-OIT-SDSD-TB
Contact Information: AOTXml_ELM@aotx.uscourts.gov

Electronic Learning Module Version 1.0
PDF Basics for CM/ECF
Date 6/1/2009

Bankruptcy CM/ECF Release 3.3

PDF Basics for CM/ECF

Slide notes

Welcome to the PDF Basics for CM/ECF module.

Slide 2 - Navigation

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the **CC** button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the **speaker icon** to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

Exit the Lesson: To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit** from the menu.

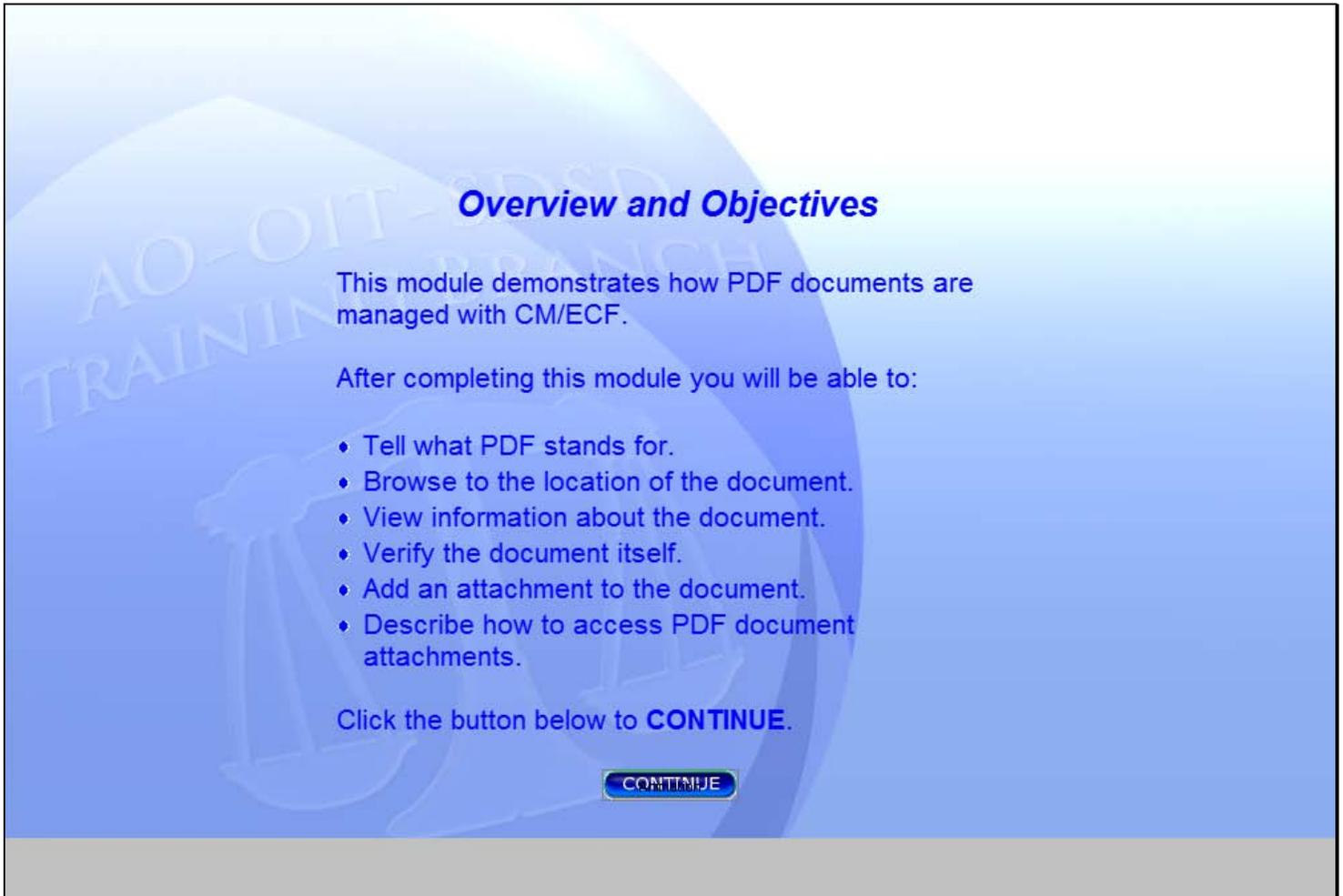
Begin the Lesson: Click the **START** button when you are ready to begin.



Slide notes

Take a moment and review the navigation instructions on this screen. When you're ready to begin, click START.

Slide 3 - Overview and Objectives

The slide features a blue gradient background with a faint watermark of a scale of justice and the text "AO-OIT- BRANCH TRAINING". The title "Overview and Objectives" is centered in a bold, blue font. Below the title, the text explains the module's purpose and lists learning objectives. A "CONTINUE" button is located at the bottom center of the slide content area.

Overview and Objectives

This module demonstrates how PDF documents are managed with CM/ECF.

After completing this module you will be able to:

- Tell what PDF stands for.
- Browse to the location of the document.
- View information about the document.
- Verify the document itself.
- Add an attachment to the document.
- Describe how to access PDF document attachments.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

In this module you will learn what PDF stands for. You will learn how to upload a PDF document into CM/ECF. You will view information about the document and then view the document itself. Next, you will add an attachment to the main document and at the completion of the filing you will be able to describe how to access PDF document attachments. Click CONTINUE.

Slide 4 - PDF Description

What is Portable Document Format (PDF)?

A PDF:

- Is used for the exchange/sharing of documents among software applications.
- Retains the formatting, fonts and images of the original document.
- Looks the same if viewed or printed.
- Is created and viewed through Adobe Acrobat.
- Can be encrypted for security.
- Has digital signature capability.
- Is the industry standard at this time.

Click the button below to **CONTINUE**.

CONTINUE

Slide notes

Portable Document Format (PDF) is a file format created by Adobe Systems in 1993 . It is used for the exchange or sharing of documents among software applications. When a PDF document is created, it retains the formatting, fonts and images of the original document and looks the same if viewed or printed. The Adobe Acrobat program is used to create and view PDF documents which may be digitally signed and encrypted. The PDF file format is an industry standard at this time. Click CONTINUE.

Slide 5 - Browse to locate the document.

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?117987057705431". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page has a blue header with the "MECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:". Below this, the case information is displayed:

09-10007 [Frank T. Hammock and Carol J. Hammock](#)
Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Below the case information, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)."

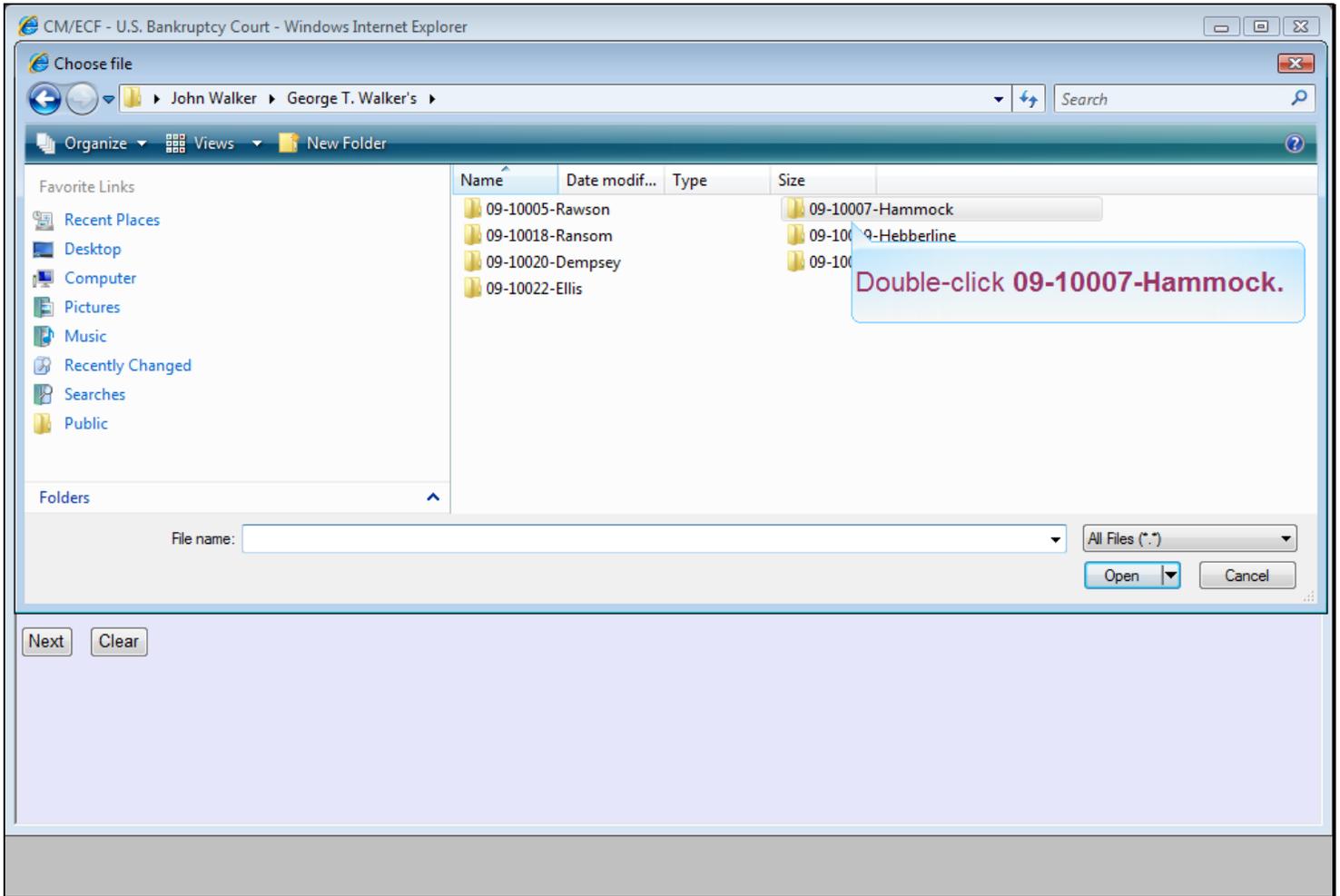
The "Filename" field is empty, with a "Browse..." button to its right. Below the filename field, there is a radio button selection for "Attachments to Document": No Yes.

At the bottom left, there are "Next" and "Clear" buttons. A blue callout box with the text "Click Browse." points to the "Browse..." button.

Slide notes

In this simulation you are filing a Motion to Avoid Lien in case number 09-10007 as attorney George T. Walker. The process of associating a PDF document with this filing begins with this screen. Click Browse.

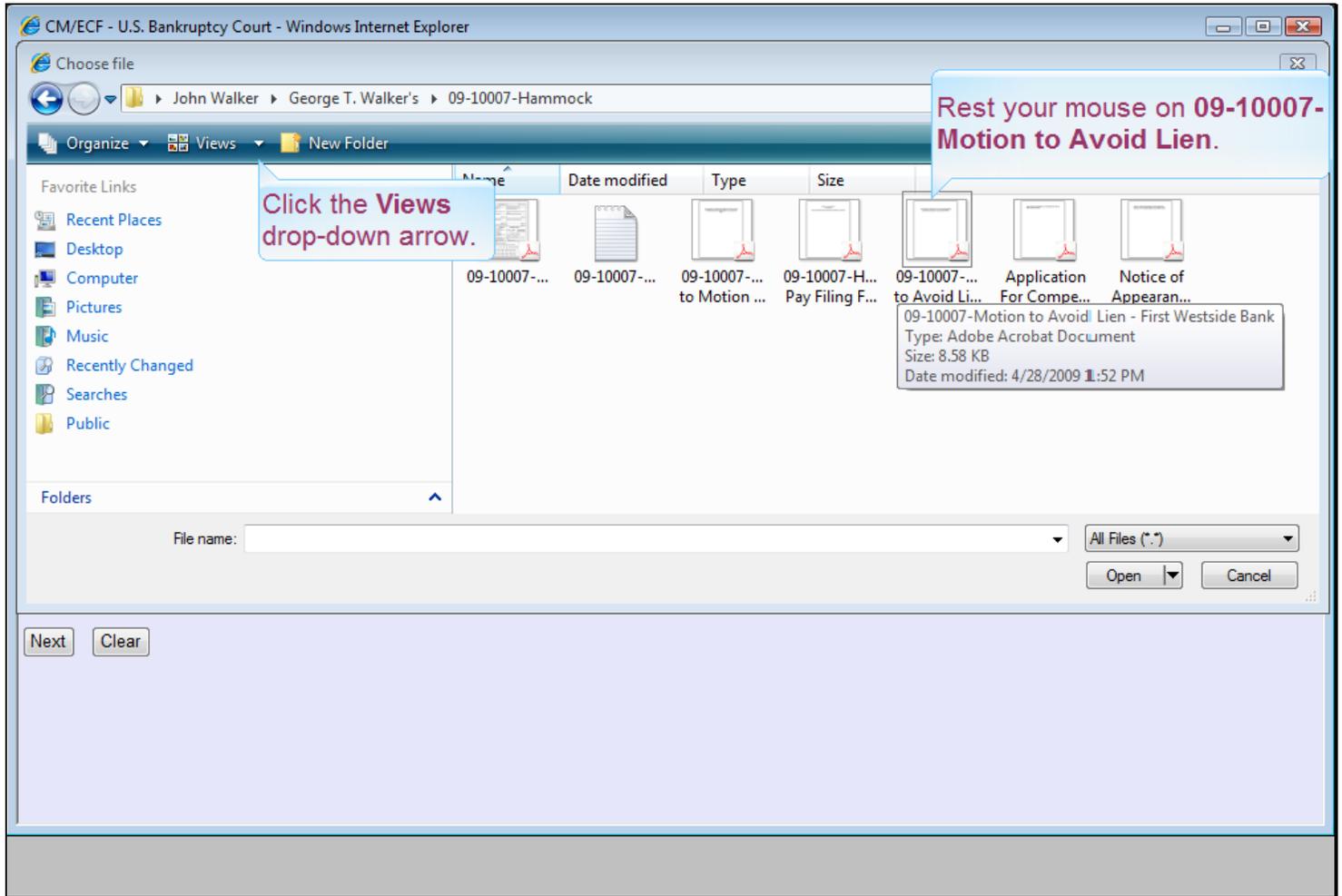
Slide 6 - Slide 6



Slide notes

You may have to navigate to locate the appropriate folder containing the PDF file you need. For our simulation, we have located the appropriate folder for you. Double-click the 09-10007-Hammock case folder.

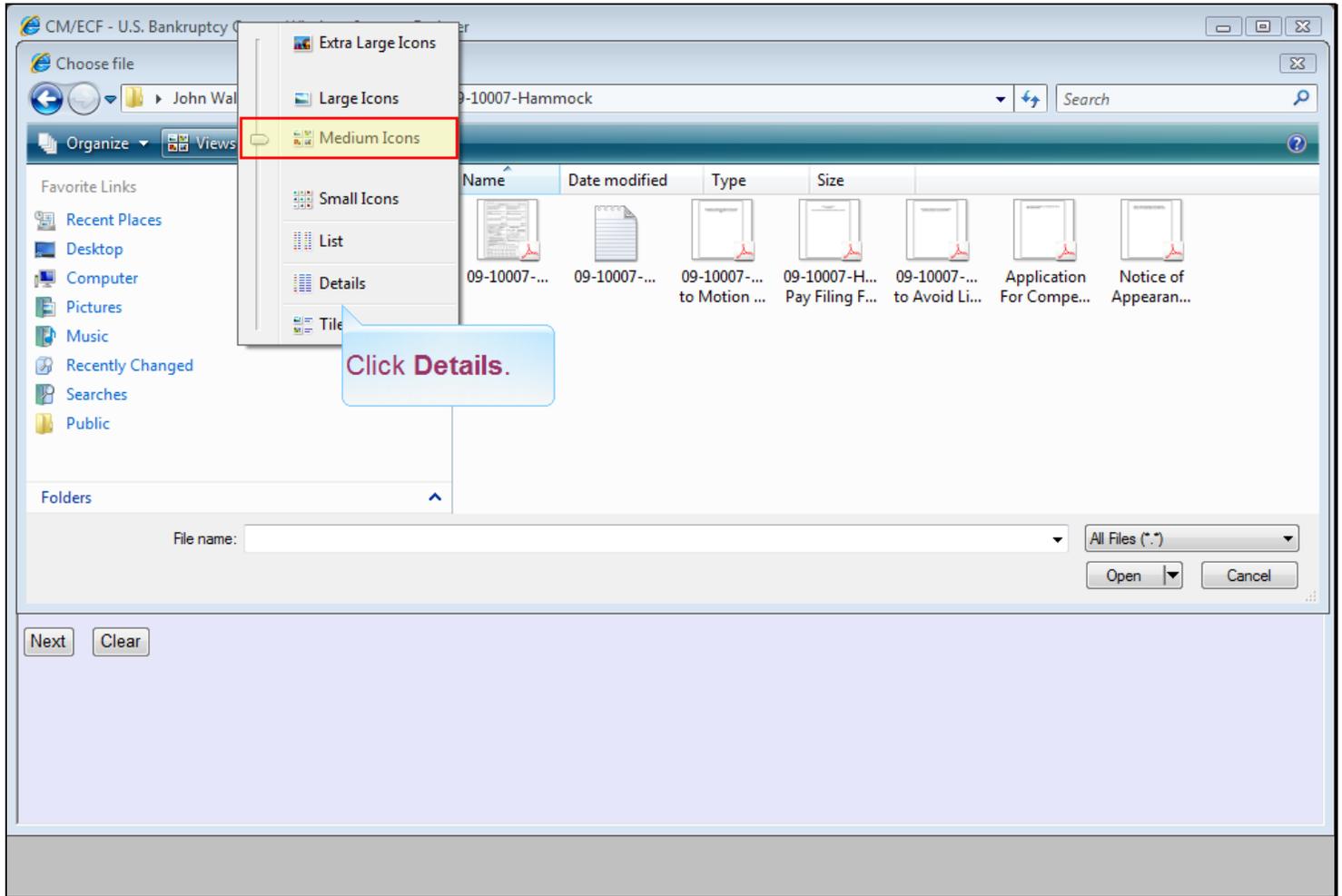
Slide 7 - View information.



Slide notes

Here are the contents of the selected case folder. Notice that in this view, only a portion of the document name is displayed. Rest your mouse over the Motion to Avoid Lien file icon to view a pop-up box showing the full name of the file as well as the type, size and last modified date and time for the file. Moving the mouse away from a file icon removes the additional information from the screen. When using lengthy file names such as these, you may want to change the format of how the file information is displayed. Click the Views drop-down arrow.

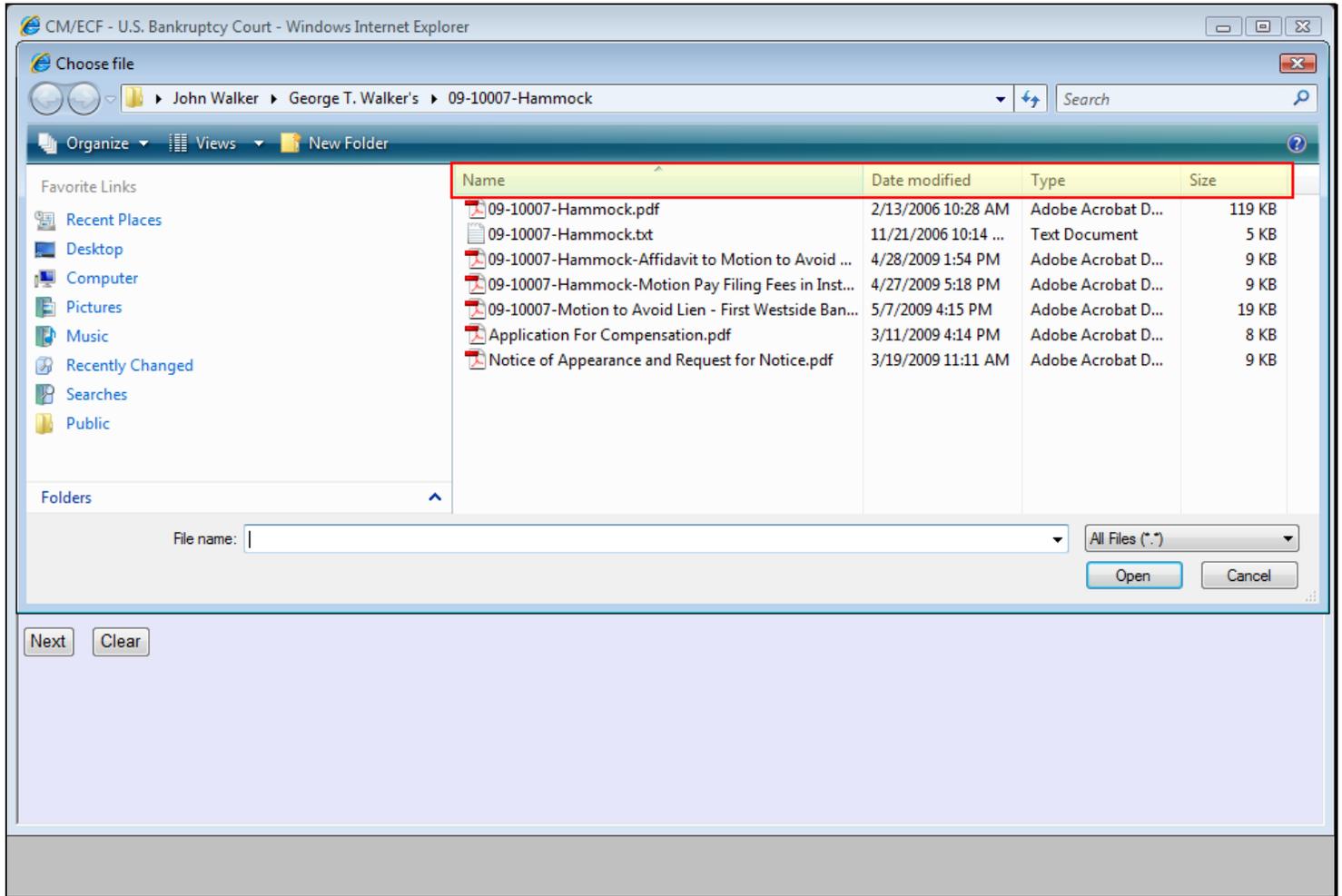
Slide 8 - Slide 8



Slide notes

Internet Explorer offers different display options for file management under the View menu button. The Medium Icons view is currently selected as indicated by the arrow to the left of the selection. To change the view to display the size and date, click Details.

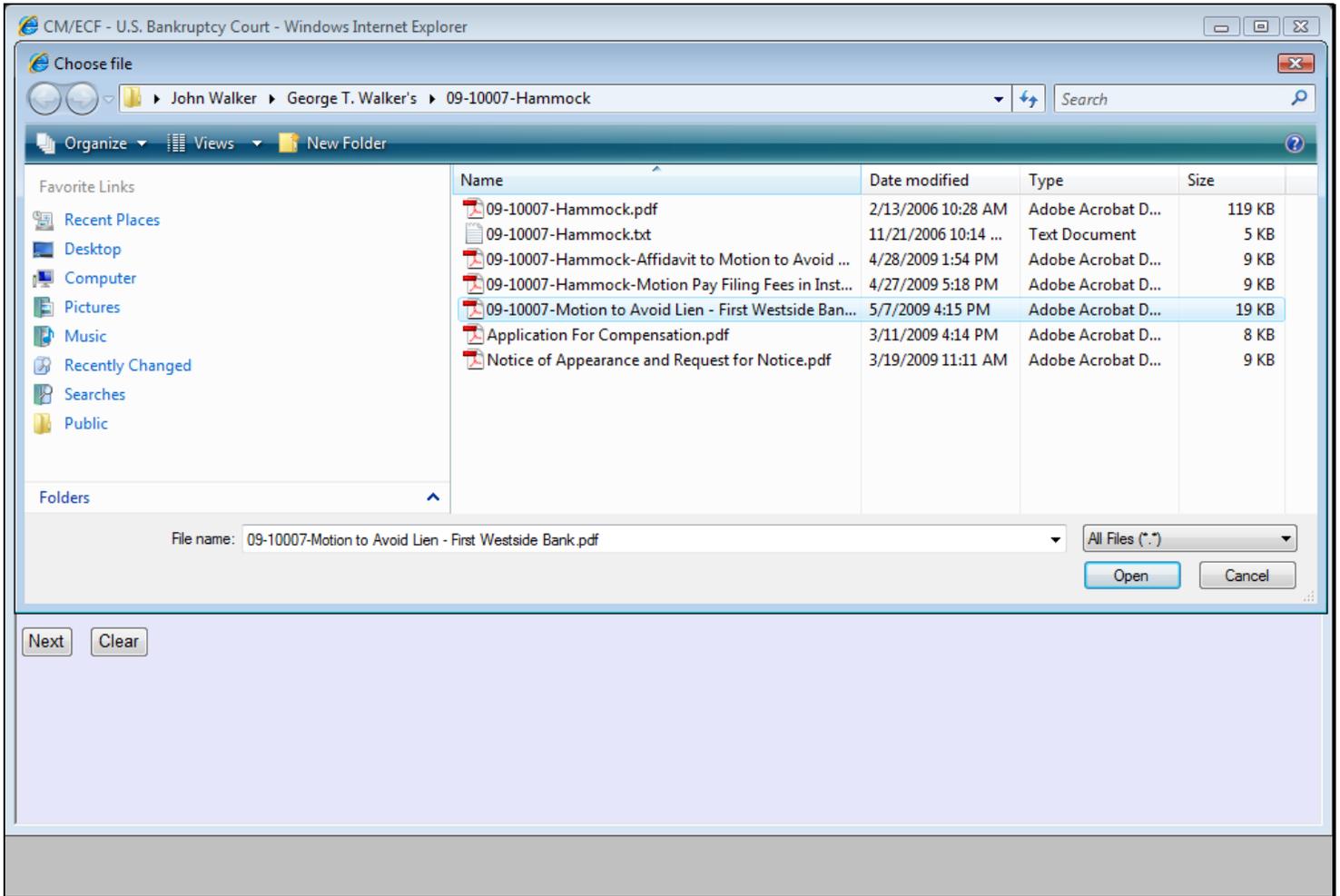
Slide 9 - File detail view.



Slide notes

In the Details view, the date and time of the last modification of the file, its type and its size are displayed. Awareness of a file's size is very important when associating PDF documents with filings. Your court has a limit on the size of individual PDF documents and may require you to split large document files into multiple smaller segments.

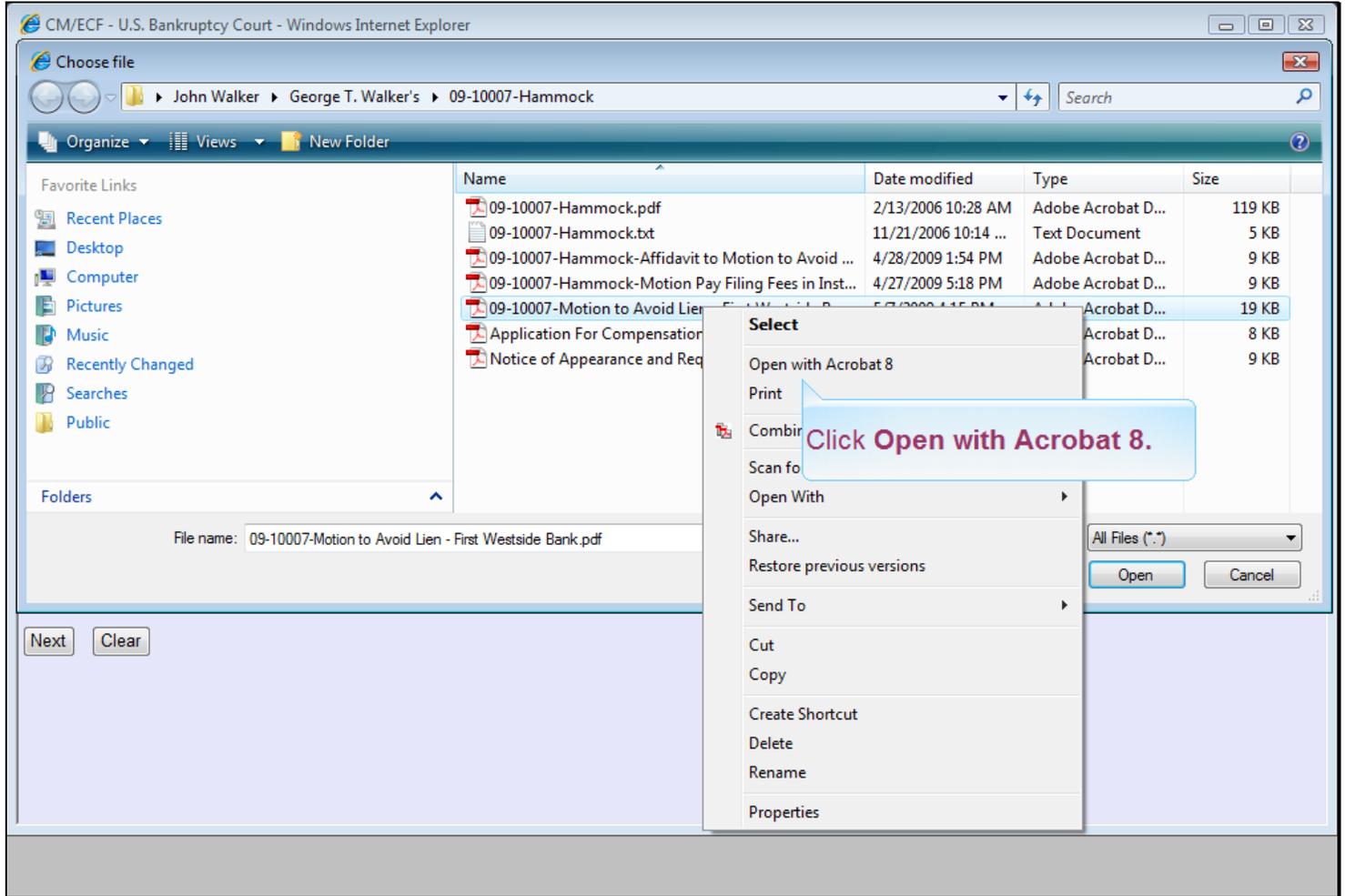
Slide 10 - Slide 10



Slide notes

It's a good practice to look at the content of the file before you submit it to the court to ensure that the correct file has been selected. To open the file, right-click on the file name. Your browser will then display a menu with an option to view the file's contents. Watch your screen and I'll right-click the file for you.

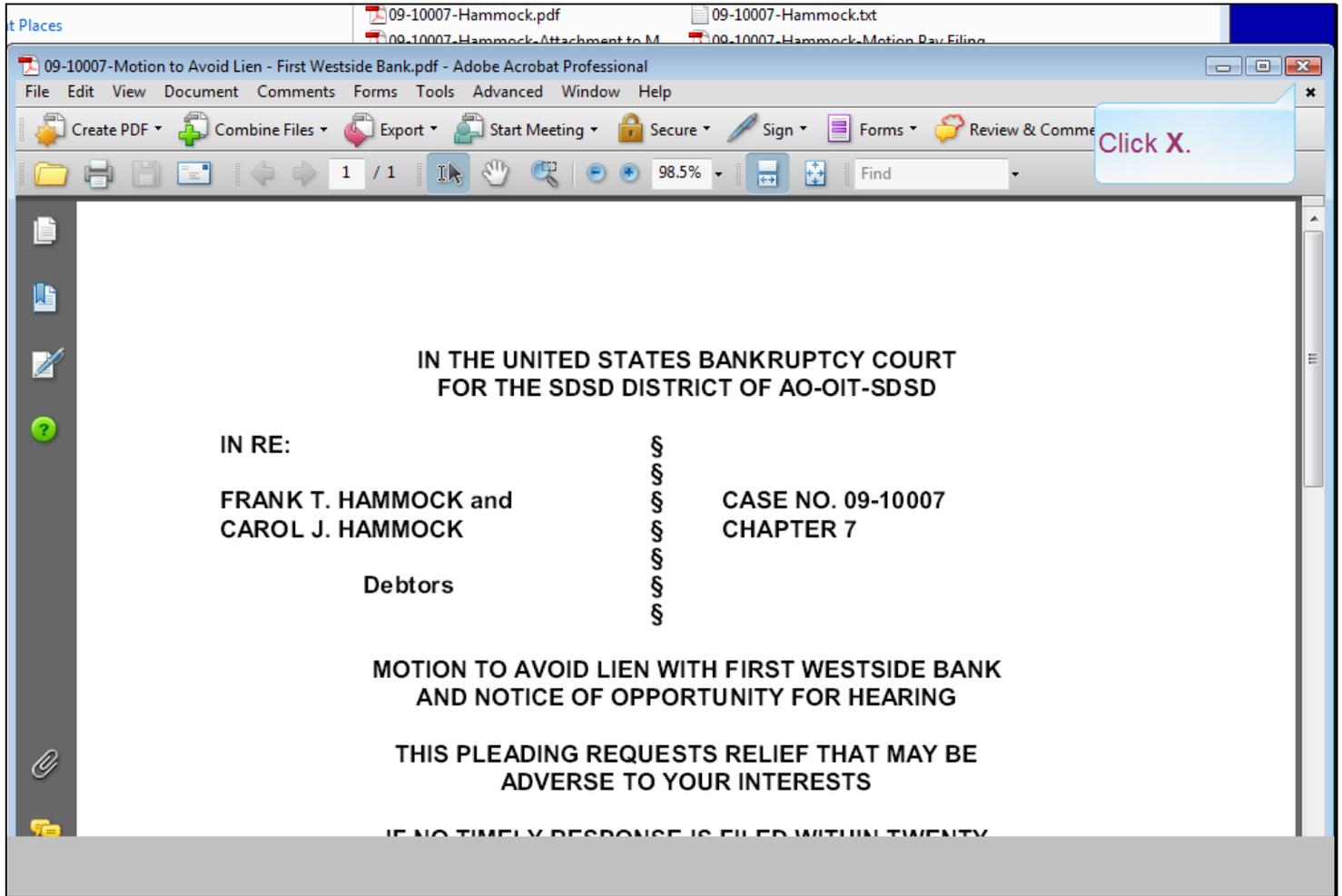
Slide 11 - Open the PDF document.



Slide notes

Since the document we wish to view is in PDF format, we will select Open with Acrobat 8. The version of Adobe Acrobat you are using may not be the same as the one used in this simulation so your menu options may be different. Click "Open with Acrobat 8."

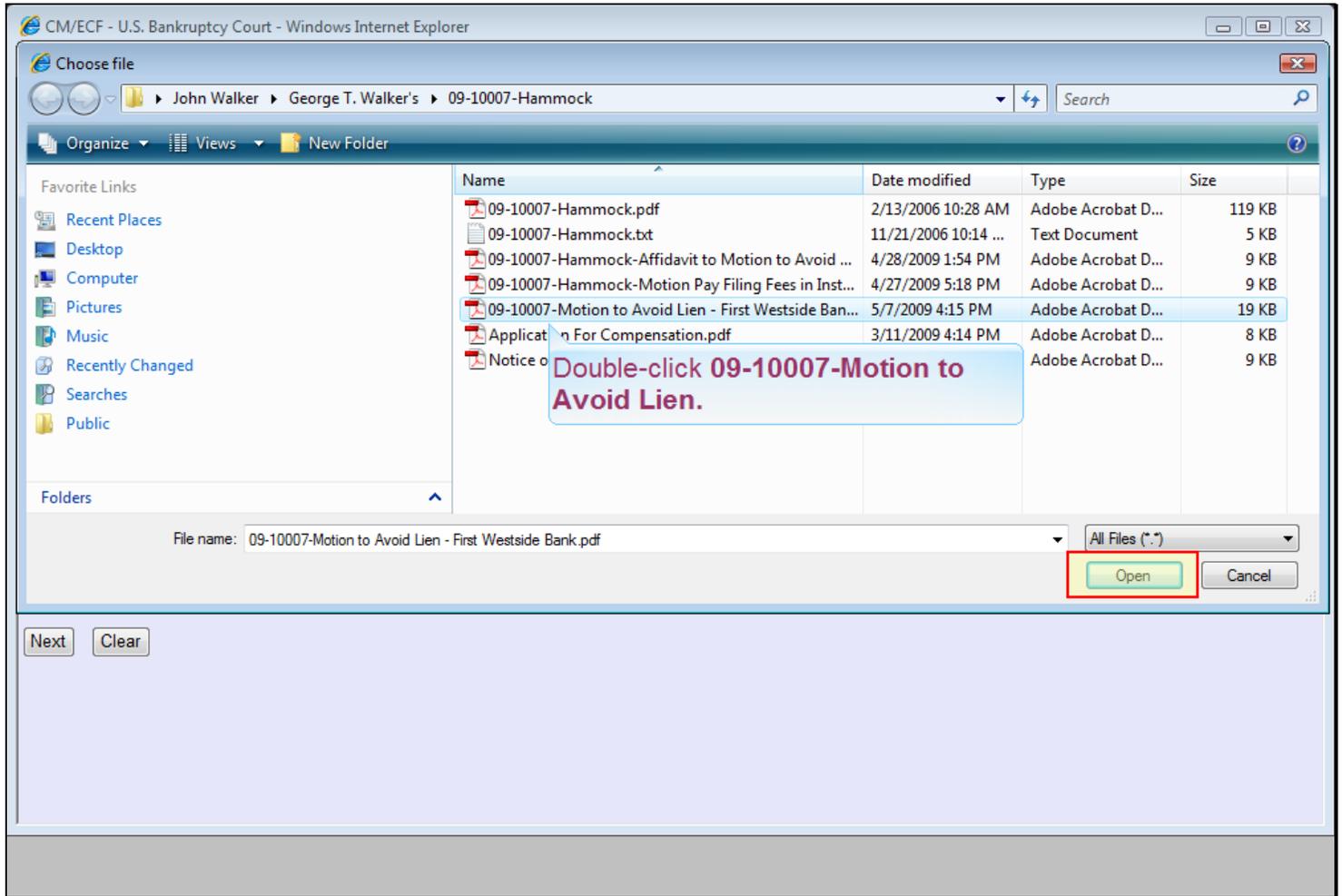
Slide 12 - Slide 12



Slide notes

The Adobe Acrobat Reader now displays the document to you. After verifying the document, close the Adobe reader by clicking the X in the upper right corner of this screen.

Slide 13 - Slide 13



Slide notes

To add this document to the current filing, you can either double-click the "09-10007-Motion to Avoid Lien" file name, or click Open. Double-click the file name.

Slide 14 - Add an attachment.

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?710883903302115

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

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

Filename
C:\Users\walkerj\George T. Walker's\09-1 Browse...

Attachments to Document: No Yes

Next Clear

Click the Yes radio button.

Slide notes

The full path to the main PDF document now displays in the Filename field. There is often a need to submit supporting documents with a pleading. These supporting documents can be added as attachments to the main document. To begin the attachment process, click the Yes radio button next to Attachments to Document.

Slide 15 - Slide 15

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.aocdn/cgi-bin/Dispatch.pl?710883903302115". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page header features the "CECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:". Below this, the case information is displayed:

09-10007 [Frank T. Hammock and Carol J. Hammock](#)
Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

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

Filename
C:\Users\walker\George T Walker's\09-1

Att No Yes

Click Next.

Slide notes

Now, click Next.

Slide 16 - Slide 16

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar shows the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?214258296841484". The page header includes the "MECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The details include: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville); Assets: n, Case Flag: CounDue, DebtEd, MEANSNO.

Below the case details, the instruction "Select one or more attachments." is followed by three steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) Select a document type, and/or enter a description.
- 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.

The form includes a "Filename" input field with a "Browse..." button. A callout box with the text "Click Browse." points to this button. Below the input field is a table with columns "Type" and "Description". At the bottom of the form are "Add to List" and "Remove from List" buttons.

Slide notes

There are three steps on this attachment screen. First, we browse to locate the document we wish to attach. Click Browse.

Slide 17 - Slide 17

Click 09-10007-Hammock-Affidavit to Motion to Avoid Lien.

	Date modified	Type	Size
09-10007-Hammock.txt	2/13/2006 10:28 AM	Adobe Acrobat D...	119 KB
09-10007-Hammock-Affidavit to Motion to Avoid ...	11/21/2006 10:14 ...	Text Document	5 KB
09-10007-Hammock-Affidavit to Motion to Avoid ...	4/28/2009 1:54 PM	Adobe Acrobat D...	9 KB
09-10007-Hammock-Motion Pay Filing Fees in Inst...	4/27/2009 5:18 PM	Adobe Acrobat D...	9 KB
09-10007-Motion to A...	5/3/2009 1:15 PM	Adobe Acrobat D...	19 KB
09-10007-Hammock-Affidavit to Motion to Avoid Lien - First Westside Bank.pdf		D...	8 KB
Notice of Appearance		D...	9 KB

File name: | All Files (*.*)

Open Cancel

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.

Add to List

Remove from List

Slide notes

As with the main document, we should right-click on the attachment's file name and open it to confirm that it is the correct PDF document for the attachment. For expediency in this simulation, we will not open the document. Click the "09-10007-Hammock-Affidavit to Motion to Avoid Lien" document.

Slide 18 - Slide 18

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer

Choose file

John Walker > George T. Walker's > 09-10007-Hammock

Name	Date modified	Type	Size
09-10007-Hammock.pdf	2/13/2006 10:28 AM	Adobe Acrobat D...	119 KB
09-10007-Hammock.txt	11/21/2006 10:14 ...	Text Document	5 KB
09-10007-Hammock-Affidavit to Motion to Avoid ...	4/28/2009 1:54 PM	Adobe Acrobat D...	9 KB
09-10007-Hammock-Motion Pay Filing Fees in Inst...	4/27/2009 5:18 PM	Adobe Acrobat D...	9 KB
09-10007-Motion to Avoid Lien - First Westside Ban...	5/7/2009 4:15 PM	Adobe Acrobat D...	19 KB
Application For Compensation.pdf	3/11/2009 4:14 PM	Adobe Acrobat D...	8 KB
Notice of Appearance and Request for Notice.pdf	3/19/2009 11:11 AM	Adobe Acrobat D...	9 KB

File name: 09-10007-Hammock-Affidavit to Motion to Avoid Lien - First Westside Bank.pdf

Files (*.*)

Open Cancel

Click Open.

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.

Add to List

Remove from List

Slide notes

Now, click Open.

Slide 19 - Slide 19

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?214258296841484

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select one or more attachments.

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

Filename
C:\Users\walkerj\George T. Walker's\09-1

2) 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.

Click the Type drop-down arrow.

Slide notes

The attachment must now be further identified using a specific document type, description or a combination of both. The Type displays a list of common documents. The Description field is an alternative selection allowing you to add specific details about the attachment. This information will appear in docket text. Click the Type drop-down arrow.

Slide 20 - Slide 20

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?214258296841484". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page header includes the CMECF logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

Below the case information, the instruction "Select one or more attachments." is followed by a step: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).". A "Filename" field contains "C:\Users\walkerj\George T. Walker's\09-1" and a "Browse..." button.

Step 2 is "2) Select a document type, and/or enter a description." It features a "Type" dropdown menu and a "Description" text box. The dropdown menu is open, showing options: "App", "List", "Exh", "Inde", "Affidavit", "Revision", "Schedule", and "C...". A red callout box with the text "Click Affidavit." points to the "Affidavit" option. Below the dropdown, a text box contains the instruction: "box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button."

Slide notes

The selections in this drop-down list may vary depending on the court. For our example, click Affidavit.

Slide 21 - Slide 21

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?214258296841484". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page header features the "MECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details include: "Type: bk", "Chapter: 7 v", "Office: 1 (Pleasantville)", "Assets: n", "Case Flag: CounDue, DebtEd, MEANSNO".

Below the case information, the instruction "Select one or more attachments." is followed by a step: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).". A "Filename" field contains "C:\Users\walkerj\George T. Walker's\09-1" and a "Browse..." button.

Step 2 is "2) Select a document type, and/or enter a description." It features a "Type" dropdown menu and a "Description" text box. The dropdown menu is open, showing options: "Appendix", "List of 20 Largest Creditors", "Exhibit", "Index", "Affidavit" (highlighted), "Revision", and "Schedule". A text box below the dropdown contains the instruction: "box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button."

Slide notes

Transition slide

Slide 22 - Slide 22

The screenshot shows a web browser window displaying the CM/ECF U.S. Bankruptcy Court website. The page title is "File a Motion:" and the case information is "09-10007 Frank T. Hammock and Carol J. Hammock". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville), Assets: n, Case Flag: CounDue, DebtEd, MEANSNO.

The form has three steps:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename: C:\Users\walkerj\George T. Walker's\09-1 [Browse]
- 2) Select a document type, and/or enter a description.
Type: [Click] [Dropdown]
Description: [Type of the debtors.]
- 3) [Add to List.] [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.

Buttons: Add to List, Remove from List.

Slide notes

Now, in the Description field, type "of the debtors" and then click Add to List.

Slide 23 - Slide 23

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?744811696559134

CM/ECF - U.S. Bankruptcy Court

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 Frank T. Hammock and Carol J. Hammock

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Select one or more attachments.

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

Filename Browse...

2) 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.

Add to List

Press PAGE DOWN on the keyboard.

Slide notes

The complete path to the attachment PDF file and its file name are added to the List box. Additional attachments to the pleading may be included by repeating the three previously described steps. Since courts limit the size of each document uploaded to CM/ECF, the Attachments to Document feature can be used to attach subsequent portions of a very large document which has been broken into several sections. For example, a 250 page document broken down into five 50 page sections could be added to the pleading by using the first 50 pages as the main document. Each of the next 50 page sections could then be added as four separate attachments. Press PAGE DOWN to move to the bottom of this screen.

Slide 24 - Slide 24

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?744811696559134". The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The page header features the "CECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock":

- Type: bk
- Chapter: 7 v
- Office: 1 (Pleasantville)
- Assets: n
- Case Flag: CounDue, DebtEd, MEANSNO

Below the case information, there is a section titled "Select one or more attachments." with the following instructions:

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

The "Filename" field is empty, with a "Browse..." button next to it.

- 2) Select a document type, and/or enter a description.

The "Type" field is a dropdown menu, and the "Description" field is empty.

- 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.

The list box contains the following filename: "C:\Users\walker\George T. Walker's\09-10007-Hammock\09-10007-Hammock-Affidavit to Motion to Avoid Lien - First Westside Bank.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List".

A blue callout box with the text "Click Next." points to the "Next" button at the bottom left of the form.

Slide notes

Now, click Next.

Slide 25 - Slide 25

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?389418500684792". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The page header includes the "CMECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "File a Motion:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details are as follows:

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

Below the case information, there is a form field labeled "Enter Creditor Name" with an empty text input box. To the left of the input box are two buttons: "Next" and "Clear". A callout box with a blue border and white background points to the "Next" button, containing the text: "Type First Westside Bank and then click Next."

Slide notes

To complete this filing, type First Westside Bank in the "Enter Creditor Name" field then click Next.

Slide 26 - Docket text.

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL "https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?101774623642084". The browser's address bar shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The "Bankruptcy" menu item is highlighted with a red box. The main content area is titled "File a Motion:" and displays case information for "09-10007 Frank T. Hammock and Carol J. Hammock". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Pleasantville), Assets: n, Case Flag: CounDue, DebtEd, MEANSNO. Below the case details, there is a section for "Docket Text: Modify as Appropriate." which contains a dropdown menu (highlighted with a red box) and a text box (highlighted with a yellow box). The dropdown menu is set to "Motion to Avoid Lien with First Westside Bank" and the text box contains "Carol J. Hammock , Debtor Frank T. Hammock (Attachments: # (1) Affidavit of the debtors.) (Walker, George)". To the right of the text box, it says "Filed by Joint Debtor". Below the docket text, there are "Next" and "Clear" buttons. A blue callout box with the text "Click Next." is positioned below the "Next" button.

Slide notes

The docket text generated by this docket entry displays for your examination. Your court may allow you to add more detail to the docket text through a drop-down selection menu, or a text box, as shown here. It is very important that you review the docket entry to ensure its accuracy. If anything is incorrect, click Bankruptcy on the Menu bar to abort this filing and start over. Click Next to proceed.

Slide 27 - Slide 27

CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer
https://bkecf-live.aotx.ao.dcn/cgi-bin/Dispatch.pl?427638581216362

CM/ECF - U.S. Bankruptcy Court

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-10007 [Frank T. Hammock and Carol J. Hammock](#)

Type: bk Chapter: 7 v Office: 1 (Pleasantville)
Assets: n Case Flag: CounDue, DebtEd, MEANSNO

Docket Text: Final Text
Motion to Avoid Lien with First Westside Bank Filed by Joint Debtor Carol J. Hammock, Debtor Frank T. Hammock (Attachments: # (1) Affidavit of the debtors.) (Walker, George)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Click Next.

Slide notes

This screen displays the final docket text as it will appear on the docket sheet, and you are informed that once this screen is submitted, no further opportunities to cancel or modify this transaction are allowed. Notice the language within the docket text describing the attachment. Click Next.

Slide 28 - Notice of Electronic Filing

The screenshot shows a web browser window with the address bar containing the URL: <https://bkecf-live.aotx.aoc.dcn/cgi-bin/Dispatch.pl?299851844021607>. The browser title is "CM/ECF - U.S. Bankruptcy Court". The page header features the "CECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "File a Motion:" and displays the following case information:

Type: bk	Chapter: 7 v	Office: 1 (Pleasantville)
Assets: n	Case Flag: CounDue, DebtEd, MEANSNO	

Below this information, the text "U.S. Bankruptcy Court" and "Live Database" is centered. A yellow box highlights the heading "Notice of Electronic Filing".

The following transaction was received from George T. Walker entered on 5/12/2009 at 10:00 AM CDT and filed on 5/12/2009

Case Name: Frank T. Hammock and Carol J. Hammock

Case Number: [09-10007](#)

Document Number: [21](#)

Docket Text: Motion to Avoid Lien w [Click 21.](#) Filed by Joint Debtor Carol J. Hammock, Debtor Frank T. Hammock (Attachments: # (1) Affidavit of the debtors.) (Walker, Geo

Slide notes

This Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the Motion is now an official court document. It is suggested that this page be printed and retained as a record of the filing. Copies of this notice are immediately sent by e-mail to all case participant CM/ECF users who have subscribed to this service. The Case Number is a hyperlink to the Docket Report. The Document Number is a hyperlink to both the main PDF and any attachments. Click the 21.

Slide 29 - Slide 29

The screenshot shows a web browser window titled "CM/ECF - U.S. Bankruptcy Court - Windows Internet Explorer". The address bar contains the URL: https://bkecf-live.aotx.ao.dcn/doc1/960014088?magic_num=MAGIC&de_seq_num=56&caseid=643. The browser's address bar also shows "CM/ECF - U.S. Bankruptcy Court". The website's navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

The main content area is titled "Document Selection Menu" and "Multiple Documents". It instructs the user to "Select the document you wish to view." Below this is a table with the following data:

Part	Description	
1	Main Document	1 page
2	Affidavit of the debtors.	1 page

Below the table are two buttons: "View All" and "Download All", with the text "or" between them. To the right of the table is a callout box titled "Things to Remember" with the text: "CM/ECF user participants in the case and users who have signed up for electronic notification will receive one free look at the document via the Notice of Electronic Filing within fifteen days of filing." At the bottom of the page, there is a "CONTINUE" button and a callout box pointing to it that says "Click CONTINUE."

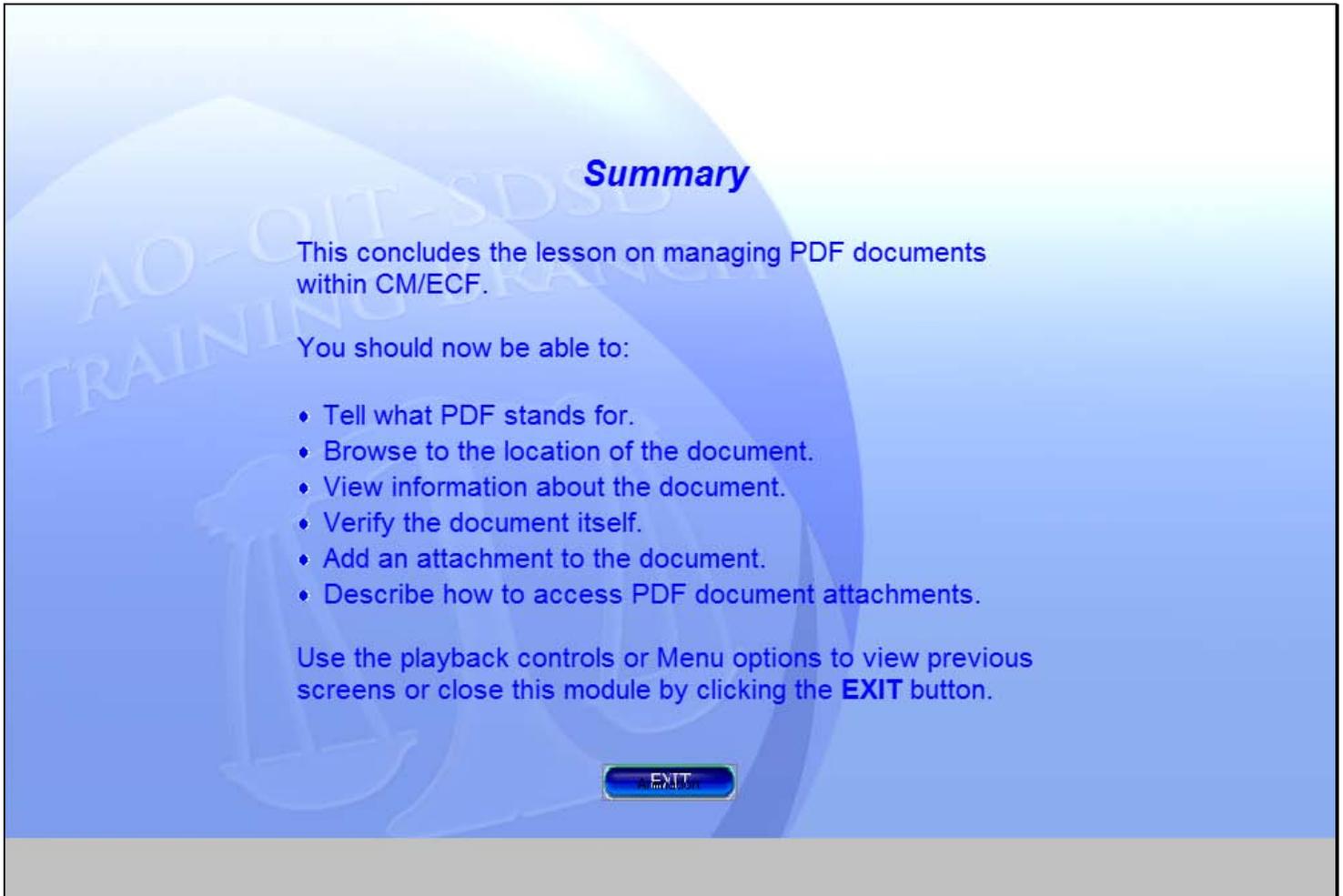
Slide notes

This screen is presented whenever a user wishes to view a document with attachments through the docket report or the Notice of Electronic Filing. Notice that under the Part column separate links to each document are given sequential numbers with number 1 for the main document and number 2 for the affidavit.

These numbers refer to the documents that were filed for this docket entry, not for the document number in the case. Clicking the View All button displays the main document and any attachments in one combined file. The Download All button allows you to save each file to your computer for further reference.

In our example, links to both the Main Document which is the motion, and the attached Affidavit, are presented. Remember, CM/ECF user participants in the case and users who have signed up for electronic notification will receive one free look at the document via the Notice of Electronic Filing within fifteen days of filing. Click CONTINUE.

Slide 30 - Summary

The slide has a blue gradient background with a faint watermark of a scale of justice and the text 'AO-QIT-SDSD TRAINING RANGE'. The word 'Summary' is written in a bold, blue, sans-serif font. Below it, the text reads: 'This concludes the lesson on managing PDF documents within CM/ECF.' This is followed by 'You should now be able to:' and a bulleted list of six items. At the bottom, there is a paragraph of text and a small, rectangular 'EXIT' button with a blue gradient and a white border.

Summary

This concludes the lesson on managing PDF documents within CM/ECF.

You should now be able to:

- Tell what PDF stands for.
- Browse to the location of the document.
- View information about the document.
- Verify the document itself.
- Add an attachment to the document.
- Describe how to access PDF document attachments.

Use the playback controls or Menu options to view previous screens or close this module by clicking the **EXIT** button.

EXIT

Slide notes

This concludes the lesson on managing PDF documents within CM/ECF. You should now be able to: Tell what PDF stands for, browse to the location of the document, view information about the document, verify the document itself, add an attachment to the document, and describe how to access PDF document attachments. Use the playback controls or Menu options to view previous screens or close this module by clicking the EXIT button.

Slide 31 - Exit



Slide notes

Thank you for viewing the module on PDF Basics for CM/ECF.