The United States Bankruptcy Court
for the Northern District of New York

CM/ECF

Manual for External Users

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Purpose of this manual

This manual is intended to aid you in the filing of documents electronically using the Court's "Case Management - Electronic Case Files" system, or CM/ECF.

What this manual attempts to do is to define in detail the most common screens that you will encounter, identify the events available to you in the program (and where to find them) and to educate the user with regard to many of the unique or event-specific prompts.

If at any time you find that you require additional assistance, please do not hesitate to contact a Court representative.

How does this manual work?

The first section of this manual provides you with an image representing each of the basic document filing screens found in the CM program. These images are presented in logical order and beneath each you'll find a description of the image, an explanation as to it's function and any special instructions, tips or areas of specific concern.

The second section includes all of the filing events <u>specific to your category of user</u> as well as a grouping of general bankruptcy and adversary events. Each event section provides it's location, images of unique screens and any special instructions, tips or areas of specific concern. Also included in the second section are instructions on how to conduct queries, generate reports and make use of special utilities available to you.

It's recommended that you familiarize yourself thoroughly with Section One of this manual and refer to the appropriate segment of Section Two for each of the filing events as you attempt to employ them.

Section One:

The Basic Document Filing Screens

Accessing CM

The CM/ECF system is a web based software program. At this time the Netscape Navigator 4.7 (or earlier version) web browser has been tested and recommended for use with this program. CM/ECF court users process cases through the federal courts' restricted intranet while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality as determined by their needs.

To access the court web site, open Netscape Navigator and enter the URL (address) of the court's computer in the browser's Location field. **(See Figure 1.)** Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

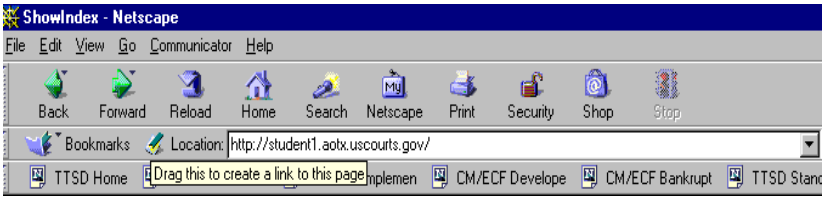
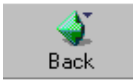


Figure 1

For quick access to this site in the future, set a bookmark or create a button on your navigation bar, **(See Figure1.)**

The Back button  on your Netscape navigation bar can be used to back up in case processing or queries at any time. You will find that the Back button and the Forward button will allow you added flexibility in case processing.

The Login Screens

Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below.

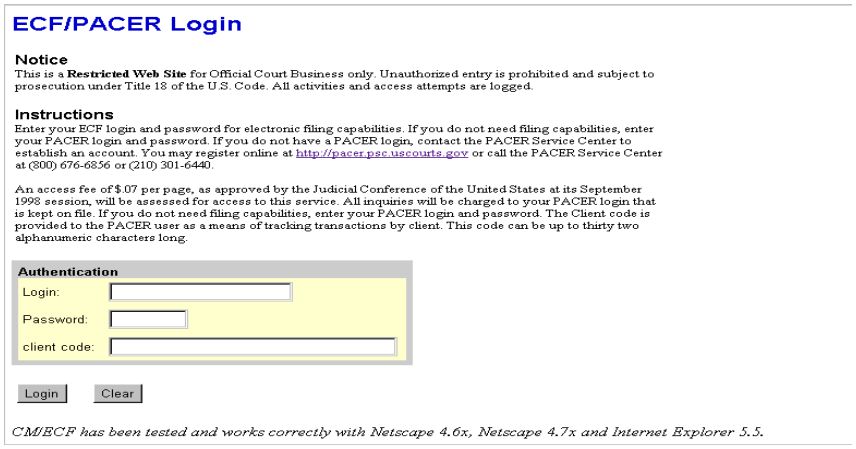


Figure 3a

Participants will initially enter their CM/ECF login and password which has been issued by the court on this screen. This login and password allows electronic filing of documents, not access to reports or queries.

Most courts consider the registered user's login and password the electronic equivalent of their signature. This concept is incorporated into the court's General Order on Electronic Filing.

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as ThomasK or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,$,%).

The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information, before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at http://pacer.psc.uscourts.gov/

The PACER Service Center bills users only when annual usage exceeds $9.99, e.g., If on December 31, a participant owes $9.56, no bill will be issued for that year and a new billing cycle will begin January 1 of the next year. Copies of case files are still available at the court for $.50 per page.

All users are personally responsible for activity with their logins. Participants can also be given access to maintain their login and password, address and e-mail preferences.

The court user CM/ECF login screen is pictured below.

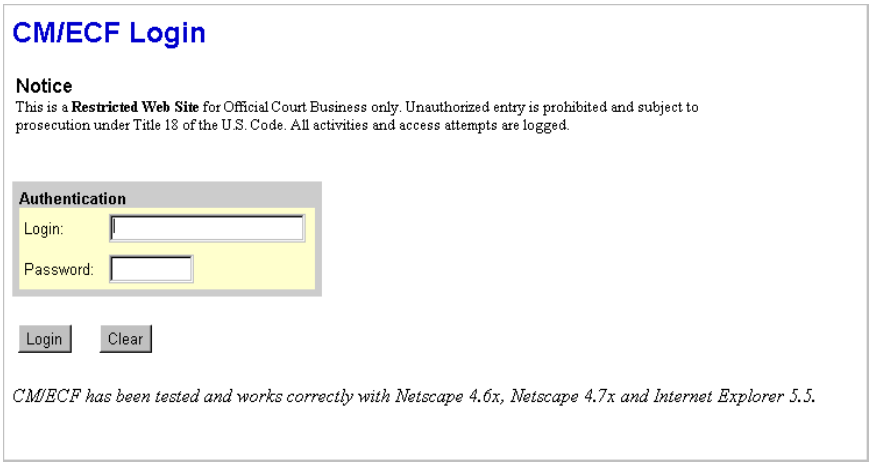


Figure 3b

The CM/ECF Main Menu

The **CM/ECF MAIN MENU** screen is pictured below.

Figure 4

Access to the various modules are provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain the system.

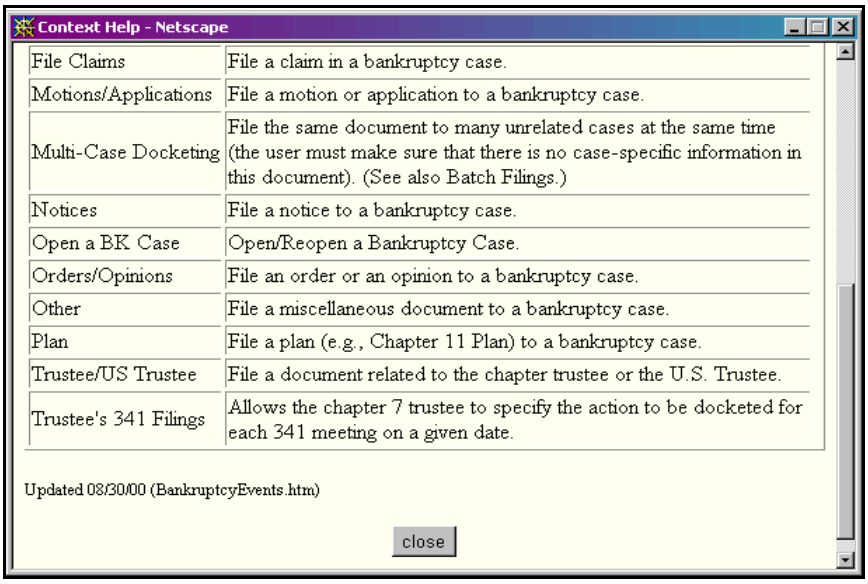
This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

The Bankruptcy Events Screen

The Bankruptcy Events screen is pictured below. Access this screen by clicking on the word "Bankruptcy" located on the Main Menu Bar. A number of categories will display and most CM/ECF functions will emanate from this page.

For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured at right).
This will bring up a help screen.

This screen gives you more information about the menu selections. Scroll down using the arrows or scroll bar on the right as necessary.



Context Help - Netscape

File Claims	File a claim in a bankruptcy case.
Motions/Applications	File a motion or application to a bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to a bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case.
Orders/Opinions	File an order or an opinion to a bankruptcy case.
Other	File a miscellaneous document to a bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to a bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to specify the action to be docketed for each 341 meeting on a given date.

Updated 08/30/00 (BankruptcyEvents.htm)

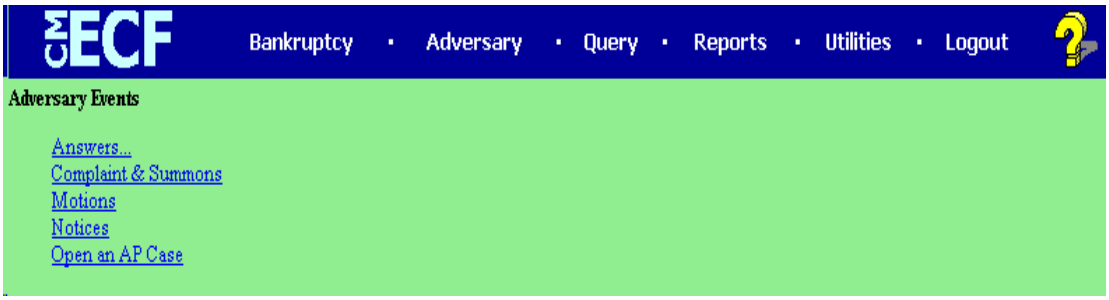
close

Figure 2b

To close this help screen, click on the "X" in the top right corned of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen.

The Adversary Events Screen

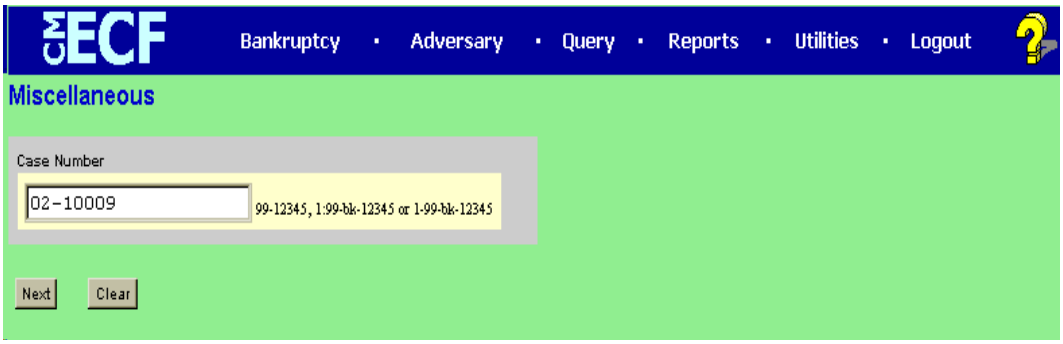
The Adversary Events screen is pictured below. Access this screen by clicking on the word "Adversary" on the Main Menu Bar. Most adversary functions begin here.



As with the Bankruptcy Events screen, you can click the **HELP** icon on the CM/ECF Main Menu Bar for more information on each of these categories.

The Case Number Screen

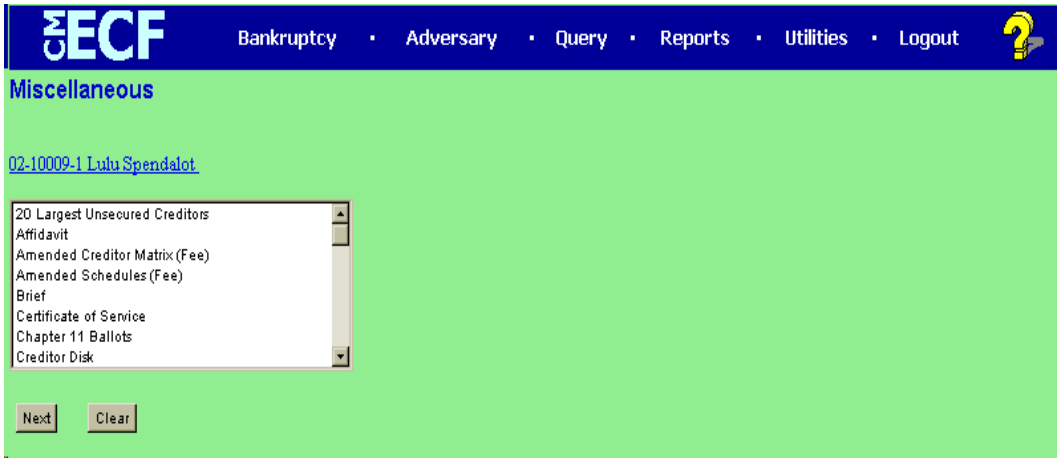
This screen is used to tell the program which case you which to file electronic documents in.



Be certain to enter the correct case number, including the hyphen.

The Event Selection Screen

This screen generally appears upon entering a case number and clicking ‘next’.

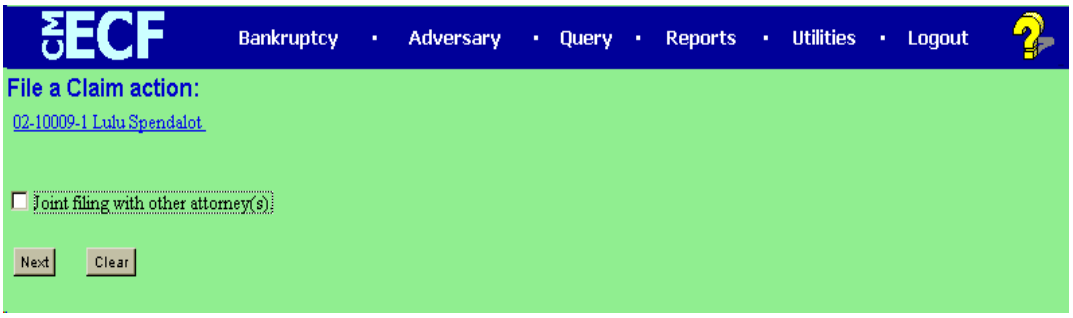


There are several different event selection screens throughout the program.

Important: The items appearing in the drop-down list of an Event Selection Screen are generally unique to the category selected at the previous Bankruptcy Events Screen or Adversary Events Screen.

As you use the system more, you’ll become familiar with the location of your commonly filed documents.

The "Joint Filing" Screen



This screen is only used if another attorney is joining in a filing, do not check this box.

If this were a joint filing with another attorney(s) you would check the box and upon clicking **[Next]** you'd be presented with a pick list of attorneys on the case to select as joint filers.

The Party Screens

STEP P-1 The **SELECT PARTY** screen displays. **(See Figure P-1)** All participating parties on the case will appear on this list.

Figure P-1

Here, the party for whom you are entering the document is the creditor, Householder's Finance.

IF: If the party for whom you are filing the document is listed in the **select the party** box, highlight it.
Click **[Next]** and see page 16 - "The Attorney/Party Association Screen"

BUT: If the party for whom you are filing the document does not display in the **select the party** box, they'll need to be added to this case. Keep in mind that for the purpose of these instructions we are entering a document filed on behalf of Householders Finance.

- Click the Add/Create New Party hyperlink.

STEP P-2 The **PARTY SEARCH** screen displays. **(See Figure P-2)**
You must first search the database to retrieve the party record. If the party is new to the court and your search does not find it, a new party record will need to be created.

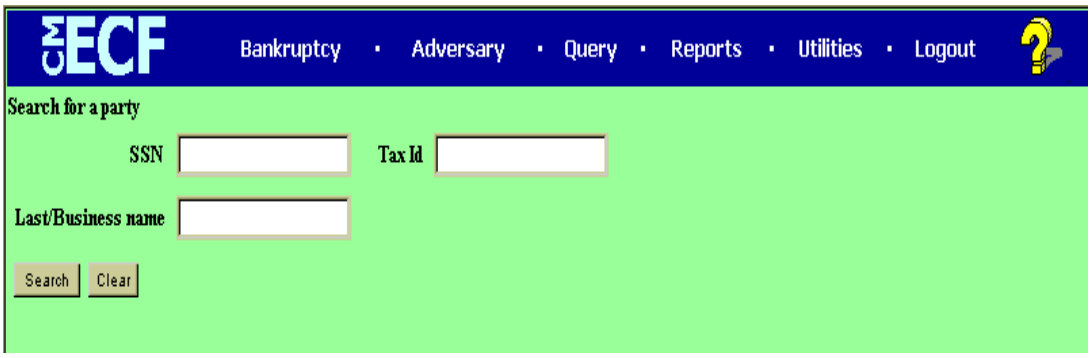


Figure P-2

- It's very important to search carefully and thoroughly before adding a new party so that records for your person or entity will not be duplicated in the court's database. Search tips are provided below.
- Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. For example, enter House to search for Householders Finance.
- Click **[Search]** .

Search Tips:

- Use only one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) should not be used within search strings.

STEP P-3 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were found for Householders Finance. **(See Figure P-3)**

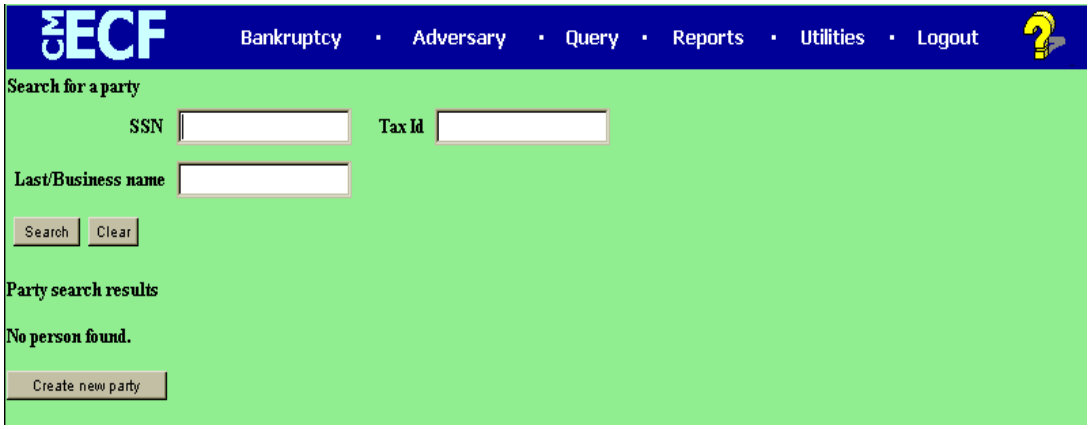


Figure P-3

NOTE: Your search may find more than one record having the same name. See **Figure P-4**. As shown below, clicking on any of the names listed brings up a smaller window, displaying that party's address information. This is so that you can verify that you're selecting the correct party.

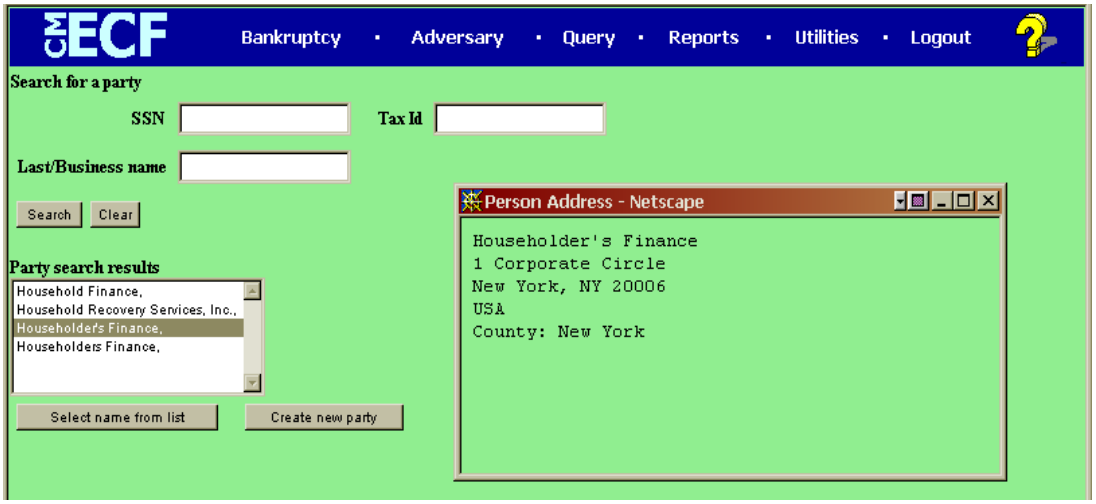


Figure P-4

Clicking on the **[Select name from list]** button will accept the party and address as is (or allow you to modify it for this case only on the following PARTY INFORMATION screen).

Clicking on the **[Create new party]** button allows you to instead add a new record.

- In this example, we'll click the **[Create new party]** button.

STEP P-5 The **PARTY INFORMATION** screen will appear. **(See Figure P-5)**

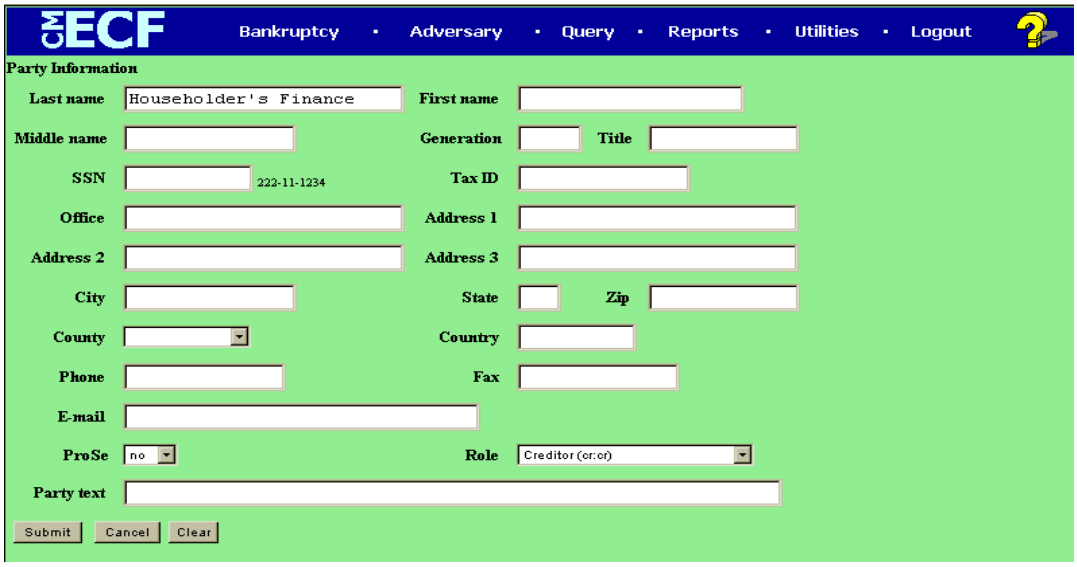


Figure P-5

- Complete all appropriate **name*** fields. If a business, the entire business name should be entered in the Last Name field. *Do not exceed 40 characters. Address/ other information is not required.
- Since you are representing this party, do not change the pro se default value of No.
- Click to expand the Party Role list arrow ▼ and highlight Creditor (cr:cr).
- Click **[Submit]**.

STEP P-6 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). **(See Figure P-6)**

Figure P-6

- Click **[Next]**.

The Attorney/Party Association Screen

If your party is new, checking the box on this screen will establish you as counsel for them on this case. Perry Mason and Householder's Finance are used in the example below. This attorney/party association need only be made once per case. In subsequent sessions on behalf of the same party, this screen will not display.

- Check the box and click **[Next].**

The PDF Document Selection Screen

The PDF Document Selection Screen appears during any transaction for which the ECF system requires that an electronic document be attached. (See figure 1)

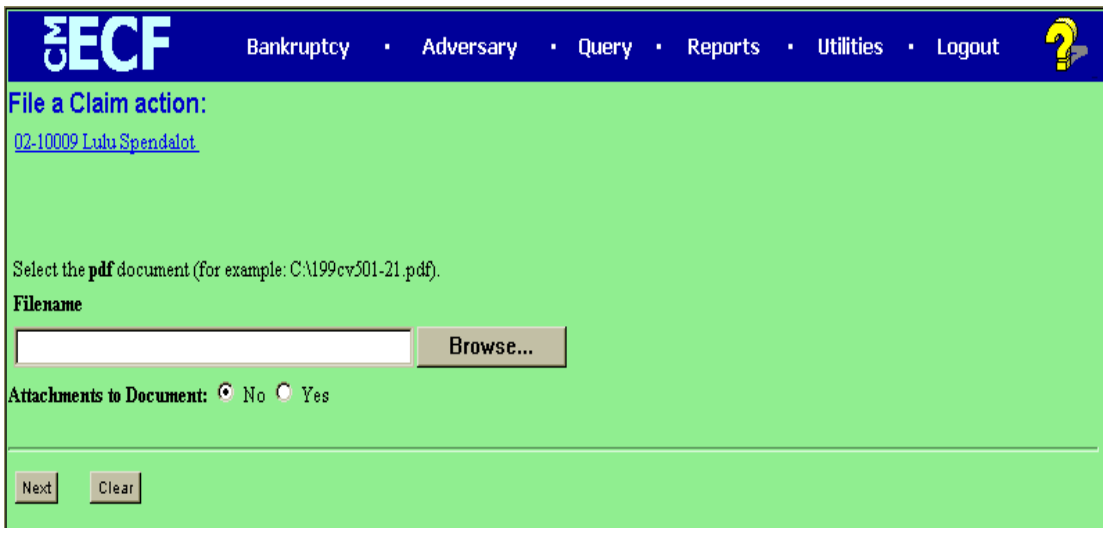


Figure 1

When this screen displays, clicking on the **[Browse]** button will cause a File Upload dialog box to appear. That is your prompt to navigate to the directory on your PC where you have saved the corresponding PDF file. (See figure 2 - next page)

IMPORTANT: The file that you are browsing for will not appear in the File Upload box until you change **Files of type:** to **All Files(*.*)** as shown in figure 2.

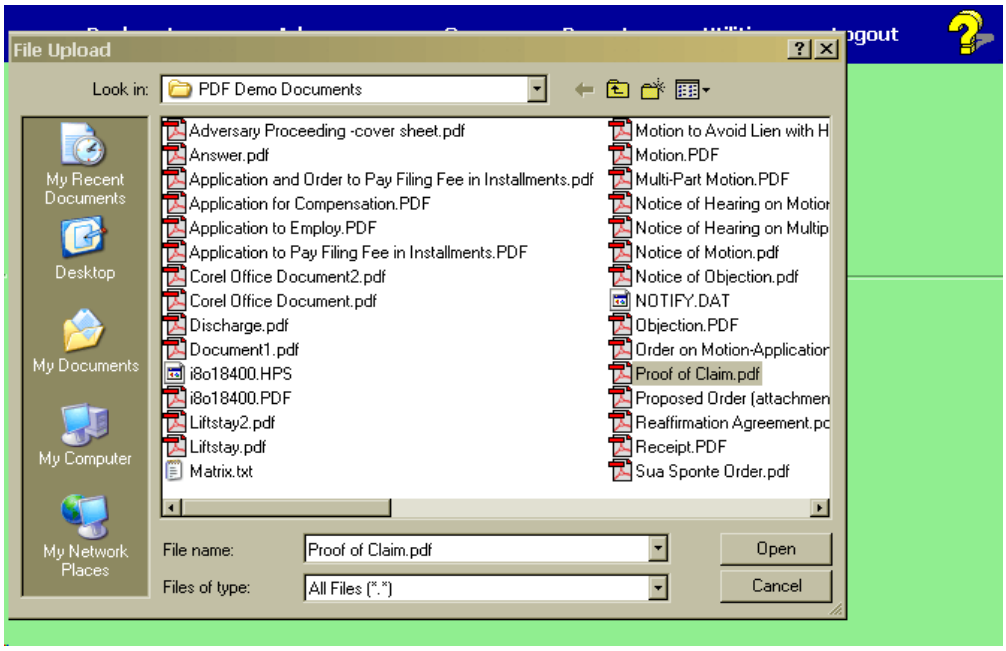


Figure 2

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 3)

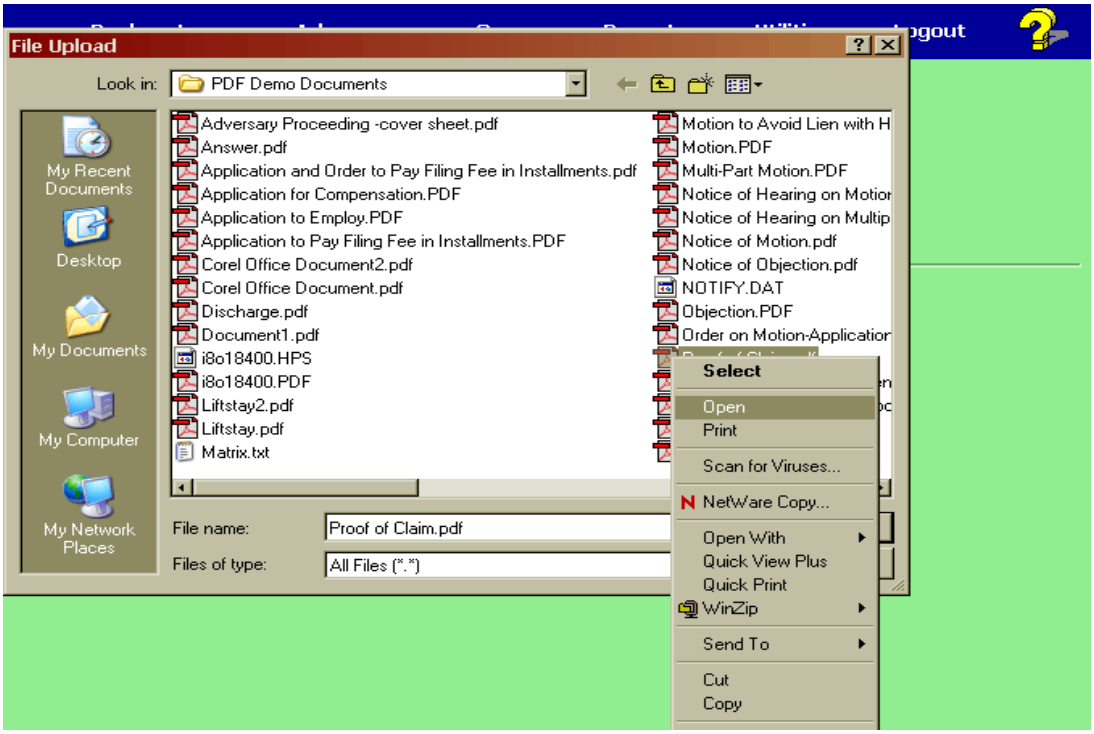


Figure 3

This will launch the Adobe Acrobat Reader which will display the contents of the images document. Verify that the document is correct.

Close or minimize the Adobe application and if that is the correct file and click **[Open]** on the **FILE UPLOAD** dialogue box as shown in figure 4.

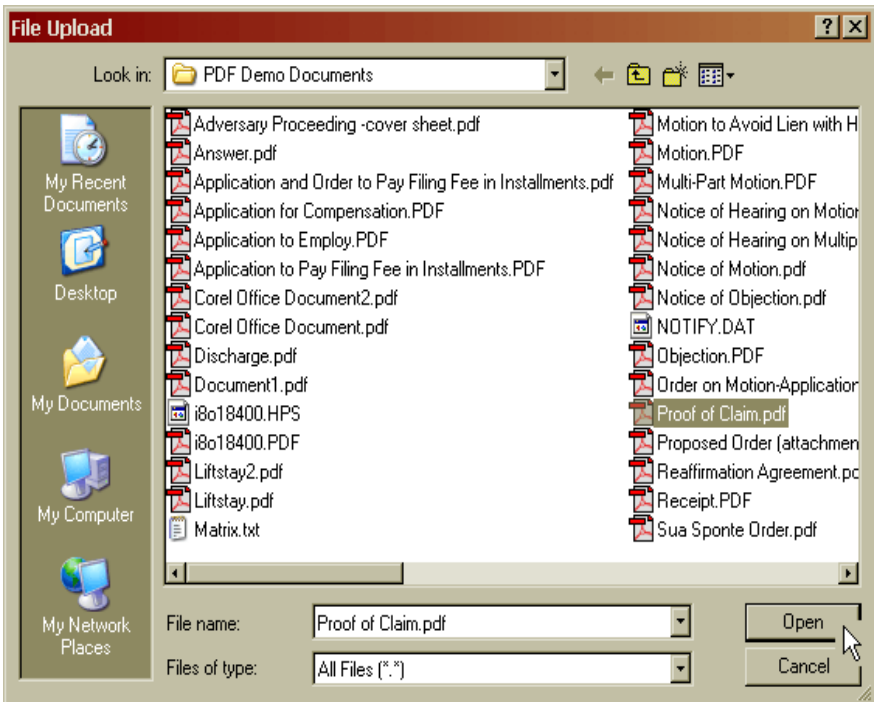


Figure 4

The path and name of the selected PDF file is placed in the **Filename** box as shown in figure 5.

This file will be associated with the current event and a hyperlink will be created to it.

Figure 5

There will not be any Attachments to the document in this lesson.
Accept the **'No'** default radio button.

Click **[Next]**.

The Filing Fee Screen

The CM program displays a Filing Fee Screen during any transaction for which the Court requires a fee to be paid. (See figure 1)

Figure 1

The correct fee amount for the document being filed will automatically display.

IMPORTANT: Enter "cc" (for credit card) in the Receipt #: as instructed by the screen prompt. Sometime thereafter, the Court will apply the charges to your credit card.

The Filing Fee Screen may also display other informational messages relevant to the document you are filing. For example, when filing a bankruptcy petition, you may see a message providing information on installment applications (as shown in figure 2).

Figure 2

Refer to Existing Event(s) Screens

This screen will be displayed in instances where you are filing a document that may be directly related to a previously filed document. **(See figure 1)**

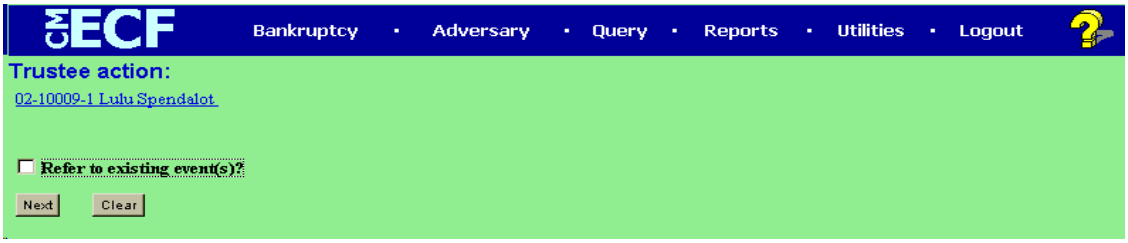


Figure 1

Let's say, for example, that you've just filed a motion electronically and you now wish to file the corresponding certificate of service. During the certificate of service transaction, you'll be asked to identify and "link" your document to the motion to which it pertains.

OR

Let's say another party has filed a motion and you wish to file an affidavit or a brief in response. During the affidavit or brief transaction, this screen will appear, prompting you to initiate the linking of your document to the appropriate motion.

Placing a checkmark in the box on the screen in figure 1 (and clicking **'Next')** begins the related document identification process. Leaving the box unchecked will cause the transaction to proceed without creating the necessary association between documents.

If the box is checked, information necessary in identifying the related document will be requested on the following screen as shown below. **(See figure 2)**

Figure 2

This screen is for use in narrowing the possible choices as you attempt to associate the current document with a previously filed document.

NOTE: You must select from the list of categories (if displayed) before you can proceed.

SELECT THE CATEGORY UNDER WHICH THE DOCUMENT TO WHICH YOU ARE LINKING WAS FOUND.

For example:

If you are filing an affidavit or a brief that relates to an application for compensation, you would select “motion” from the category list, since that is where application for compensation is found.

If you are filing a certificate of service of an amendment to the schedules, you would select “misc” from the category list, since amendments are found under “Other”.

If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case.

NOTE: Sometimes, the category list will not appear and you’ll be presented with a variation of the same screen as shown in figure 3.

Figure 3

Example:

If you are filing an objection to confirmation, the program already knows that the item to which you are objecting is found in the “Plan” category, therefore a category selection list is not displayed.

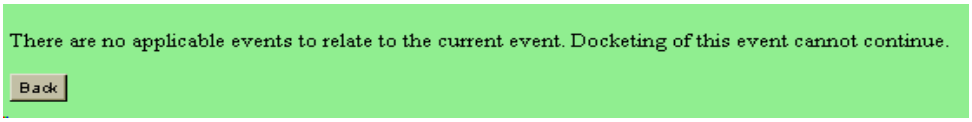
Similarly, if you are filing a notice of appeal, the program knows that the item which you are appealing is found in the “order” category, therefore a category selection list is not displayed.

In both variations of this screen (figure 2 and figure 3) you may further narrow your related-document-selection-criteria by entering a date range in the “Filed” boxes and/or entering a document number range in the “Document” boxes.

Upon clicking **Next**, a screen will display listing (for selection) only those documents that meet the criteria set here. The type of document that displays on the next screen will vary based upon the category used. Select your related document(s) and click Next again.

NOTE: If you attempt to “refer to an existing event” that does not exist, you be stopped from proceeding with the following message.

.



For example:

If you attempt to file an amended chapter 11 plan in a case where no chapter 11 plan had been filed to begin with, the above message would display.

The Case Confirmation Screen

The Case Confirmation Screen displays periodically. (See figure 1)

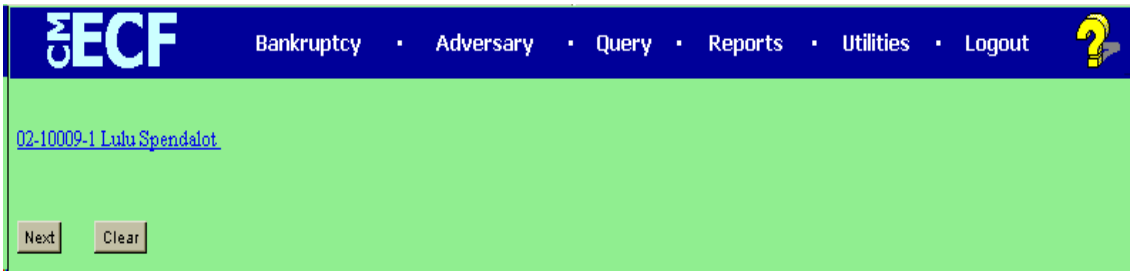


Figure 1

The purpose of this screen is to provide the user with an opportunity to confirm that they are working in the correct case. The program does this by displaying the current case name and case number.

Click **Next** to proceed.

The Final Text Editing Screen

The Final Text Editing Screen appears when filing nearly any document in CM/ECF. It may very slightly from document to document, but it's basic features are always the same.

It is the contents of the **Docket Text:** box that will appear on the Court's official record upon completion of your ECF event. (See figure 1)

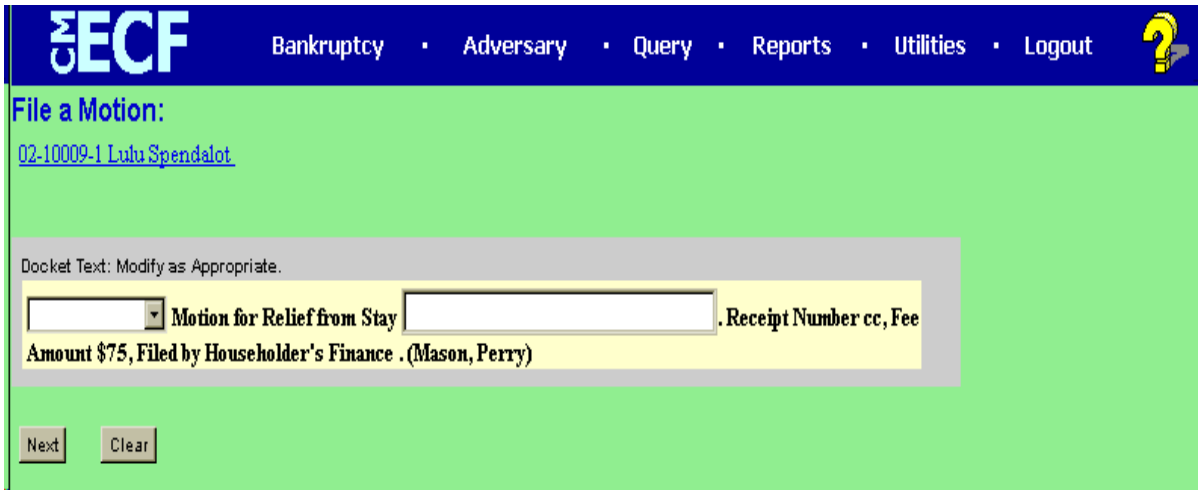


Figure 1

Sometimes, this screen will provide you with a "Pre-Text" drop down box. Under certain circumstances, you may wish to further define your document by selecting one of the items on this list. (See figure 2 - next page.)

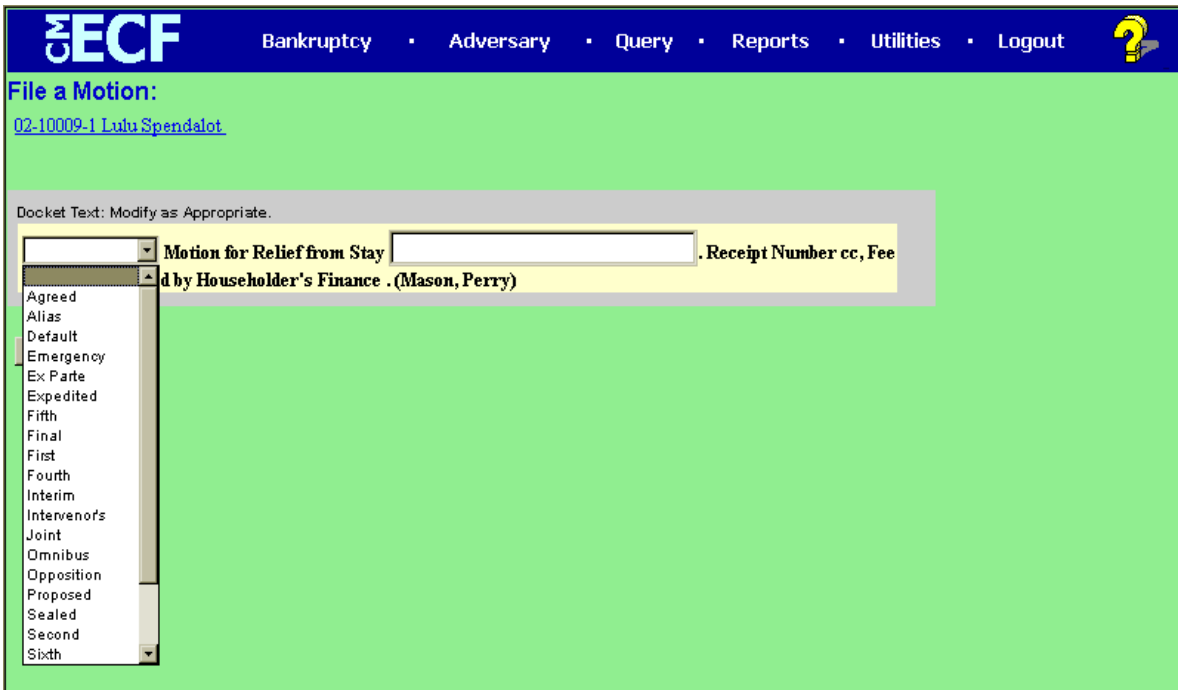


Figure 2

Other times, you'll be given an "Edit-Text" box, wherein you may enter additional descriptive language so as to more specifically describe the nature of your document. (See figure 3)

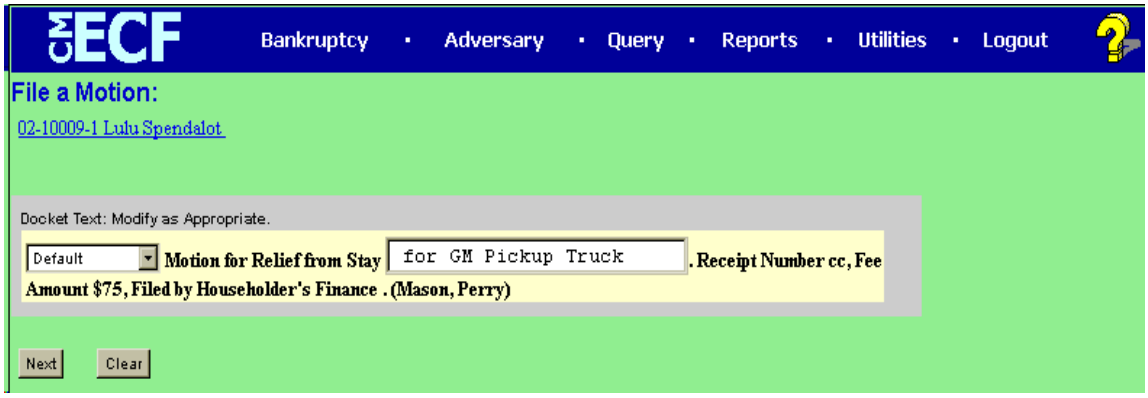


Figure 3

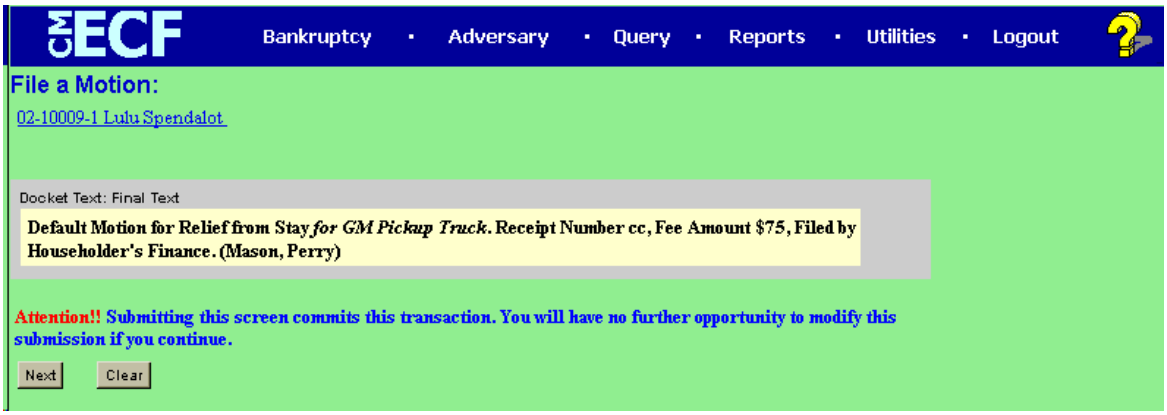
There is no known character limit when using the Edit-Text box. However, bear in mind that everything entered here will be made a part of the Court's official record.

IMPORTANT: Also, the name of the person to whom your log-in and password were assigned will appear in parenthesis. Perry Mason is the filer of the document used in the figure 3 example.

Click **[Next]** when you are satisfied with the text.

The Final Docket Text Screen

Review the docket text carefully. This is your last opportunity to make any changes before this entry becomes an official part of the case docket!



IMPORTANT: A transaction can be aborted at any time up to this point by clicking one of the hyperlinks on the blue Main Menu bar.

If the information is correct, click **[Next]** to continue.

The Notice of Electronic Filing Screen

CM ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout

Notice of Electronic Filing

The following transaction was received from Mason, Perry entered on 10/21/2002 at 4:37 PM EDT and filed on 10/21/2002
Case Name: Lulu Spendalot
Case Number: 02-10009-1
Document Number: 4

Docket Text:
Default Motion for Relief from Stay *for GM Pickup Truck*. Receipt Number cc, Fee Amount $75, Filed by Householder's Finance. (Mason, Perry)

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

Document description: Main Document
Original filename:C:\Documents and Settings\TOMZ\Desktop\CM ECF\Local Training\PDF Demo Documents\Motion.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=1007484561 [Date=10/21/2002] [FileNumber=7690-0]
[7674588eafe875cbdb9c244b9faab829fd6680c32a824f0e52d82068a86ce995b1464
25c0e2df8babceab1abf2062840830d3e0e47fd395d2aa5ba93476f585c]]

02-10009-1 Notice will be electronically mailed to:

02-10009-1 Notice will not be electronically mailed to:

Simon R. Barrister
Barrister & Burgermeister, P.C.
12 Pond Lane
Heathrow,

G. Verner Edlund
Ballston Spa, NY

Perry Mason
Raymond Burr Appartments
Ironsides, NY 12207

Features of the CM/ECF Notice of Electronic Filing:

Date and time stamp information;

Hyperlink to docket sheet; (execute by clicking on the case number hyperlink)

Hyperlink to PDF document; (execute by clicking on the document number)

The docket text produced by the transaction (with annotations in italics).

Also shown are a document description, the full directory path from the filer's PC and a unique electronic document stamp for the main document (and first attachment, if any).

Notice will be electronically mailed to: any party on the case who has registered their e-mail address with the court.

Recipients of electronic notices may view filed documents once without charge. Subsequent viewing will be charged and will require a PACER login & password.

Notice will not be electronically mailed to: parties on the case who are unregistered.

To print a copy of this electronic receipt click the browser **[Print]** icon.
To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

Section Two:

Events, Event Locations and Unique Screens (General)

Bankruptcy Events (General)

ANSWERS AND RESPONSES (BK)

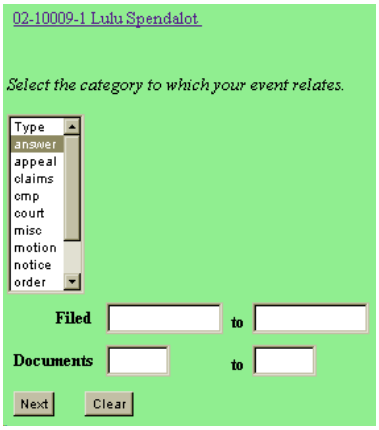
Location: Bankruptcy<>Answer/Response<>**Reference an Existing motion/application**

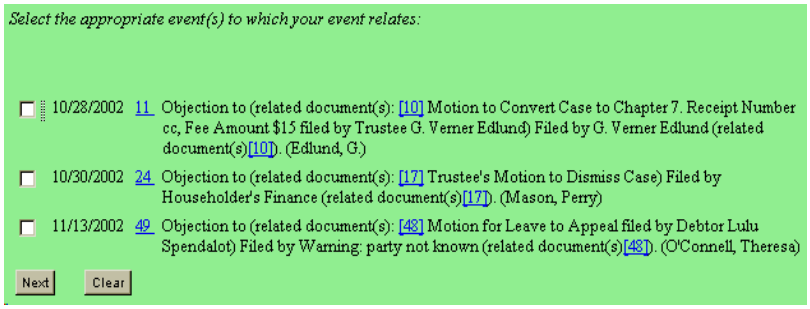
Event(s): **OBJECTION**
REPLY
RESPONSE

Screen Listing:

Bankruptcy Events Screen (pg. 5)
Answer/Response sub-menu
Reference an Existing motion/application sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Case Confirmation Screen (pg. 18)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Unique Screens: Related Event Screen





Special Instructions: Highlight the category to which your answer relates. If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case. (You may further narrow your related-document-selection-criteria by entering a date range in the "Filed" boxes and/or entering a document number range in the "Document" boxes.) Click "Next".

When the list of events displays, use the check boxes to select the event(s) to which your answer relates. Click "Next".

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.

APPEAL EVENTS

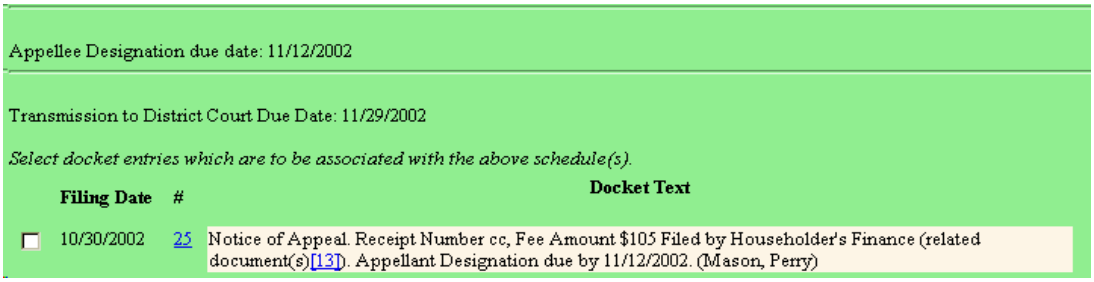
Location: Bankruptcy<>Appeal

Event(s): ADDENDUM TO RECORD ON APPEAL (Court Use Only)
APPELLANT DESIGNATION
APPELLEE DESIGNATION
CROSS APPEAL
NOTICE OF APPEAL
NOTICE OF DOCKETING RECORD ON APPEAL (Court Use Only)
REQUEST FOR TRANSCRIPT RE: APPEAL (Court Use Only)
STATEMENT OF ISSUES ON APPEAL
TRANSCRIPT RE: APPEAL (Court Use Only)
TRANSMITTAL OF RECORD ON APPEAL (Court Use Only)

Screen Listing: Bankruptcy Events Screen (pg. 5)
Appeal sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Case Confirmation Screen *[Appellee Designation only]* (pg. 18)
Final Text Editing Screen *[except Appellee Designation* (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Appellant Designation

Unique Screens: Related Event Screen


Appellee Designation due date: 11/12/2002

Transmission to District Court Due Date: 11/29/2002

Select docket entries which are to be associated with the above schedule(s).

	Filing Date	#	Docket Text
☐	10/30/2002	25	Notice of Appeal. Receipt Number cc, Fee Amount $105 Filed by Householder's Finance (related document(s)[13]). Appellant Designation due by 11/12/2002. (Mason, Perry)

The Related Event Screen in the Appellant Designation event automatically sets and displays the Appellee Designation due date AND the Transmission to District Court due date.

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Appellant Designation relates.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Appellee Designation

Unique Screens: Related Event Screen

Select the appropriate event(s) to which your event relates:

☐ 10/30/2002 25 Notice of Appeal. Receipt Number cc, Fee Amount $105 Filed by Householder's Finance (related document(s)[13]). Appellant Designation due by 11/12/2002. (Mason, Perry)

Next Clear

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Appellee Designation relates.

Cross Appeal

Unique Screens: Related Event Screen (with Filing Fee field)

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Receipt #: CC Fee: $100

Select the appropriate event(s) to which your event relates:

☑ 10/30/2002 25 Notice of Appeal. Receipt Number cc, Fee Amount $105 Filed by Householder's Finance (related document(s)[13]). Appellant Designation due by 11/12/2002. (Mason, Perry)

Next Clear

Special Instructions: Enter "CC" in the Receipt # box and use the check boxes to select the Notice of Appeal to which your Cross Appeal relates (as shown in the sample screen above).

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Notice of Appeal

Unique Screens: Related Event Screen (with Filing Fee field)

Select the appropriate event(s) to which your event relates:

☑ 10/28/2002 13 Order Granting Motion For Relief From Stay (Related Doc # [4]) Signed on 10/28/2002. (Zdanowicz, Thomas)

Appellant Designation due date: 11/12/2002

Receipt #: CC Fee: $105

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Next Clear

Special Instructions: Use the check boxes to select the Order to which your Notice of Appeal relates and enter "CC" in the Receipt # box (as shown in the sample screen above).

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Statement of Issues on Appeal

Unique Screens: Related Event Screen

Select the appropriate event(s) to which your event relates:

☑ 10/30/2002 25 Notice of Appeal. Receipt Number cc, Fee Amount $105 Filed by Householder's Finance (related document(s)[13]). Appellant Designation due by 11/12/2002. (Mason, Perry)

Next Clear

Special Instructions: Using the check boxes (shown in the sample screen above) select the Notice of Appeal to which your Statement of Issues on Appeal relates.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

CLAIM ACTIONS

Location: Bankruptcy<>Claim Actions

Event(s):

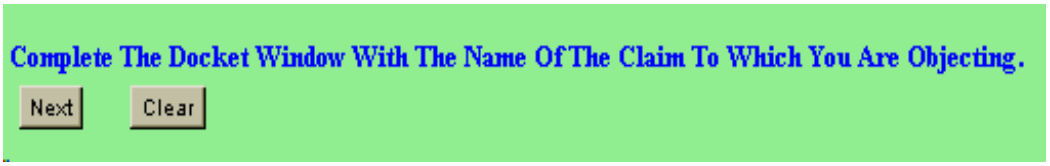
OBJECTION TO CLAIM
OBJECTION TO TRANSFER OF CLAIM
RECLASSIFY CLAIMS
TRANSFER OF CLAIM
WITHDRAWAL OF CLAIM

Screen Listing:

Bankruptcy Events Screen (pg. 5)
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Objection to Claim

Unique Screens: Message Screen

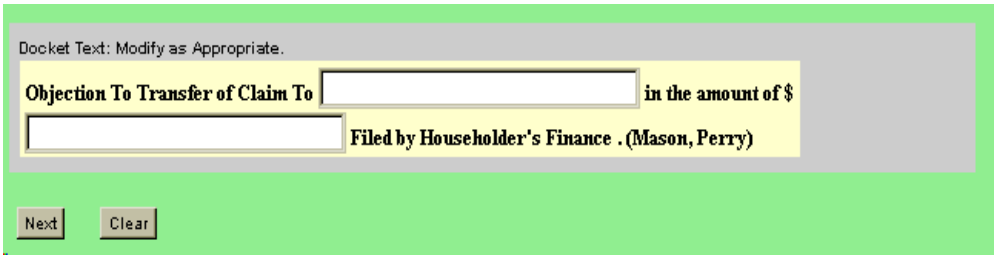


Special Instructions: As stated in the message shown in the sample screen above, the Final Text Editing Screen will provide an edit text box, wherein the name of the claimant should be entered as shown in the example below.

Example: Objection to Claim <*of Householder's Finance*> Filed by Lulu Spendalot .

Objection to Transfer of Claim

Unique Screens: none

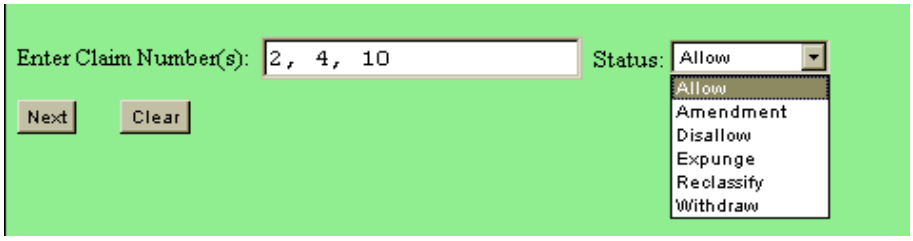


Special Instructions: As shown in the sample above, the Final Text Editing Screen will provide 2 edit text boxes. Enter the claim recipient's name in the first box and the amount of the claim being transferred in the second box as shown in the example below.

Example: Objection to Transfer of Claim to <*Jack's Recovery*> in the amount of $ <*10.00*> Filed by Householder's Finance .

Reclassify Claims

Unique Screens: Claim Number and Status Screen



Special Instructions: As shown in the sample screen above, enter the number(s) of the claim(s) that you are attempting to reclassify and a select status action that you would like applied to the claim(s). Only one type of reclassification status can be chosen per transaction. A separate event is required if additional claims are to receive different statuses.

The Final Text Editing Screen provides an edit text box for entering descriptive language.

Transfer of Claim

Unique Screens: Transfer Information Screen

Transfer Type ○ 3001 (e) 1 ○ 3001 (e) 2 ○ 3001 (e) 3 ○ 3001 (e) 4

Transferred To:			
Transferred From:			
Claim Number:		Amount: $	
Transferred From:			
Claim Number:		Amount: $	
Transferred From:			
Claim Number:		Amount: $	

Next Clear

Special Instructions: Click the radio button the corresponds with the type of Rule 3001 transfer that you are filing. Only one type of transfer can be chosen per transaction. A separate event is required if additional claims are to be transferred under a different rule.

Enter the name of the party to whom the claim is being transferred (generally the filer) in the "Transferred To:" field. This name need only be entered once per transaction.

Enter the transferor's name, the claim number and the dollar amount of each claim being transferred and click **'Next'** to continue. .

The Final Text Editing Screen provides a pretext box for entering descriptive language (as shown in the example below).

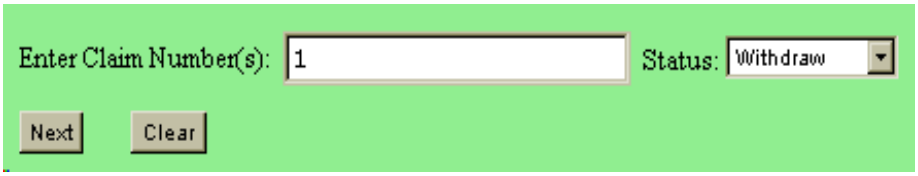
Docket Text: Modify as Appropriate.

Transfer of Claim. Transfer Agreement 3001 (e) 2 Transferors:Householder's Finance(Claim No.2, Amount 10.00) To Jack's Recovery Filed by Jack's Recovery . (Mason, Perry)

Next Clear

Withdrawal of Claim

Unique Screens: Claim Number and Status Screen



Special Instructions: Enter the number(s) of the claim(s) that you are withdrawing and a select "Withdraw" from the "Status:" drop-down menu as shown in the sample screen above. (See the section on "Reclassify Claims" if you are attempting to apply a status other than "Withdraw".)

The Final Text Editing Screen provides an edit text box for entering descriptive language.

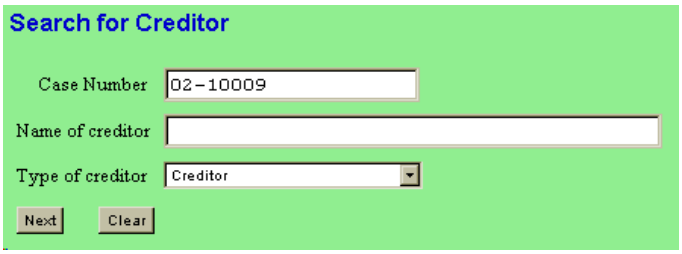
FILE CLAIM

Location: Bankruptcy<>File Claims

Screen Listing:

Bankruptcy Events Screen (pg. 5)
Unique Screen - See Below
Unique Screen - See Below
Unique Screen - See Below
PDF Document Selection Screen (pg. 12)
Notice of Electronic Filing Screen (pg. 21)

Unique Screens: Search For Creditor Screen



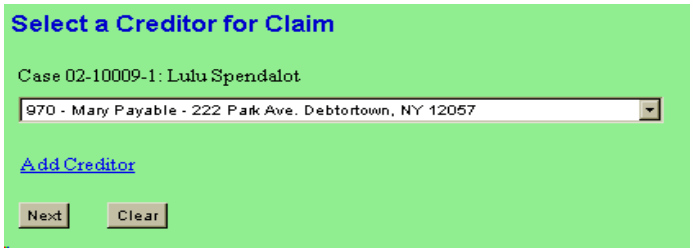
Special Instructions: Enter the case number to which your proof of claim applies. This is a required field.

To search for the creditor for whom the claim is being filed, enter a portion of the parties name in the "Name of creditor" box. You may enter as little as one character to conduct your search, however broader searches may return a larger number of possible "matches".

You may leave the "Name of creditor" field blank, however doing so will result in ALL creditors on the case being displayed.

Leave the "Type of creditor" box set at 'Creditor'.

Unique Screens: Select a Creditor Screen



Special Instructions: Use the drop-down arrow to select the correct creditor. If the creditor is not listed, click your browsers 'Back' button and try your search again. If your creditor is still not found, contact your Court representative.
The Add Creditor hyperlink is available for court users only.

Unique Screens: Proof of Claim Information Screen

Proof Of Claim Information For

970 - Mary Payable
222 Park Ave.
Debtortown, NY 12057

Case Number: 02-10009-1	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 11/05/2002	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
				Total (Display Only)
Description:				
Remarks:				

Next Clear

Special Instructions: Enter data in the appropriate fields for the claim.

Enter the Amount Claimed under the appropriate category. Amounts will total automatically and should **NOT** be entered in the 'Total' field. Do not use the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

The Filed By field offers the options of creditor, debtor, attorney or trustee.

The optional Status field displays the Claim status of Allow, Amend, Disallow, Expunge, Reclassify and Withdraw.

Information entered in the Description and Remarks fields will appear on the Claims Register. Both fields will allow up to 255 characters.

When you have completed this screen, click **'Next'**.

MOTIONS AND APPLICATIONS

Location: Bankruptcy<>Motions/Applications

Screen Listing: (The following screens are common to each relief listed)

Bankruptcy Events Screen (pg. 5)
Motions/Applications sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Final Text Editing Screen w/pretext & edit text boxes (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Event(s): **Bolded** relief choices listed below include *Unique Screens* and/or special instructions. This information is provided on the pages that follow.

707b dismissal
Abandon
Accounting
Adequate Protection
Administrative Expenses
Allow Claims
Allow Payment Arrearages
Amend
Amended Application
Amended Motion
Appear pro hac vice
Appoint Creditors Committee
Appoint Trustee
Assume/Reject
Avoid Lien
Borrow
Compel
Compensation
Consolidate
Contempt
Continue Hearing
Continue Meeting of Creditors
Convert Case 7 to 11
Convert Case to 12
Convert Case to 13
Convert Case to 7
Deconsolidate Case Assoc.
Defer Fee
Deferral of Discharge
Dep. Funds into Court Registry
Deposit Unclaimed Funds
Determine Claims
Determine Post-Petition Int. Rate
Determine Value
Determine Tax Liability
Disallow Claims
Dismiss Case
Dismiss Party
Dismiss/Withdraw Document
Employ
Examination
Expunge Claims
Expediting Hearing
Extend Exclusivity Period
Extend Plan Payments
Extend Time
Final Decree
Generic Application
Generic Motion
Hardship Discharge
Joint Administration
Leave to Appeal
Limit Notice
Limited Admissions
Modify Plan
Moratorium
More Definite Statement
Pay
Pay Filing Fee in Installments
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Pursuant to 11 U.S.C. Sec. 110
Quash
Reaffirmation
Reclassify Claims
Reconsider
Recusal
Redeem
Reinstate Case
Relief from Co-Debtor Stay
Relief from Stay
Relief from Stay/Abandonment
Remand
Remove Debtor as DIP
Reopen Case
Sanctions
Sell
Set Hearing
Set Last Day to File Claim
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 7/13 Case
Stay
Stay Pending Appeal
Substitute Attorney
Transfer Case
Transfer Case (Intra-District)
Turnover
Use Cash Collateral
Vacate
Vacate Discharge
Waive Appearance (at 341 Mtg.)
Waive Pay Order
Waiver of Discharge
Withdraw as Attorney
Withdrawal of Reference
Writ

MOTIONS AND APPLICATIONS (Continued)

Unique Screen(s) and Special Instruction:

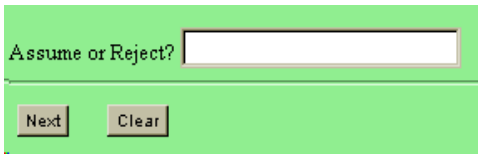
Abandon The event includes the Filing Fee Screen. (pg. 15)

Amend The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document being amended.
The event does not include a pretext edit box.

Amended Application The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the application being amended.
The event does not include a pretext edit box.

Amended Motion The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the motion being amended.
The event does not include a pretext edit box.

Assume/Reject The event includes the following *unique screen:*



Type either the word "assume" or the word "reject" in the box.

Compensation At the Party Screens, you will add and/or select parties based upon your role in the case, the party or parties you are filing on behalf of and whether or not those parties appear in the pick-list

If the Application is filed by... [one scenario below will apply]

...you as Trustee for yourself as Trustee:
Select your name from the party screen and click **'Next'**.

...you as the Attorney for Trustee on behalf of the Trustee:
Select the trustee from the party screen and click **'Next'**.

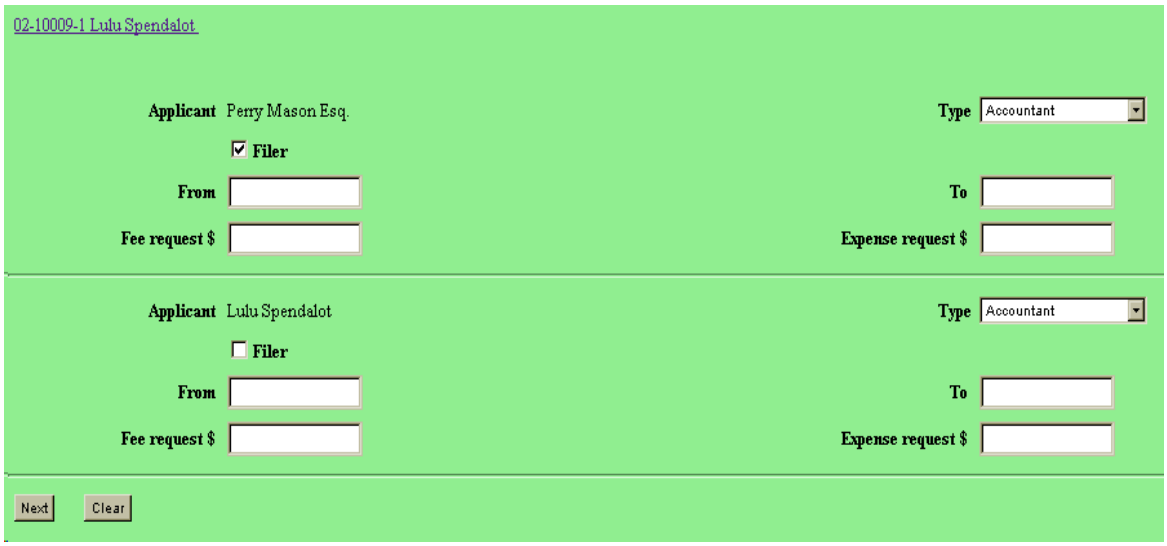
...you as Trustee on behalf of other professional(s):
Add the other professional(s) if not listed; (Choose the correct Role Type.)
Select both yourself & the other professional(s) and click **'Next'**.

...you as an Atty. or Atty. for Trustee on behalf of other professional(s):
Add the other professional(s) if not listed; (Choose the correct Role Type.)
Select the other professional(s) from the party screen and click **'Next'**.

...you as an attorney on own behalf:
Select the party(s) that you represent from the party screen (ex: debtors) and click **'Next'**.

NOTE: Multiple selections can be made from a single list by holding down the Ctrl key as you click on each.

The event includes an Atty./Party Association Screen (pg. 12)
The event includes a Case Confirmation Screen (pg. 18)
The event includes a variation of the following *unique screen:*



Each party selected from the party list appears on this screen - each noted as "applicant."

IMPORTANT: If either a trustee or attorney name appears in more than one section, enter the type, date, fee & expense information in one section only and always leave debtor and creditor records blank.

If not already done, checkmark the **'filer'** box under your name as filer of the document and select your corresponding **'Type'** from the Role Type drop-down list.

Enter the **'From'** & **'To'** dates under the name of the fee recipient(s). Enter the **'Fees'** & **'Expenses'** amounts requested under the name of the recipient(s). Do not use dollar signs of commas when entering amounts requested.

Select the recipient(s) corresponding 'type' from the Role Type drop-down list.

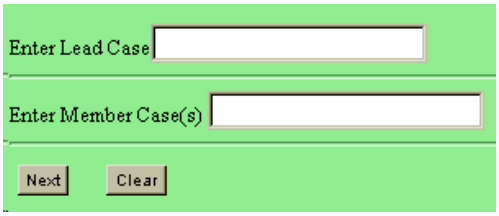
Checking a '**Party**' box will cause that party to be added to the case & future party lists. If the party is already on the case, a 'Party' checkbox will not appear.

IMPORTANT: If the final docket text is incorrect, click your browser's 'Back' button and make adjustments there.

More Examples...

If the filer is...	Then you should...
Trustee filing on behalf of another professional.	1) Check filer box below trustee and select type. Don't include date/fee/expense info. 2) Select professional(s) type(s), check party box only and record date/fee/expense info.
Debtor's attorney filing on his/her own or firm's behalf.	1) Check filer box below attorney and select type. Record date/fee/expense info. for attorney. 2) Leave debtor(s) record(s) blank.
Trustee filing on his/her own behalf.	1) Check filer box below trustee and select type. Record date/fee/expense info. in one trustee record

Consolidate The event includes the following *unique screen*:



Type the lead case and member case numbers in the boxes.
The event does not include an edit text box.

Continue Hearing The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document that is the subject of the hearing.

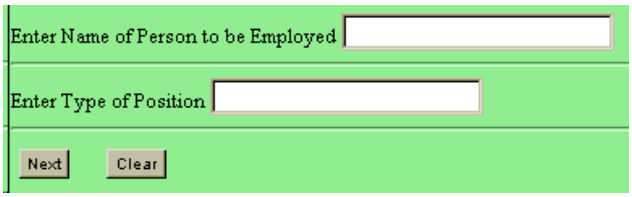
Convert Case 7 to 11 The event includes the Filing Fee Screen. (pg. 15)

Convert Case to 7 The event includes the Filing Fee Screen. (pg. 15)

Defer Fee The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document for which the fee is being deferred.

Dismiss/Withdraw Doc. The event includes a case confirmation screen. (pg. 18)
The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document(s) to be dismissed or withdrawn.
The event includes two pretext and two edit text screens.

Employ The event includes the following *unique screen*:



Type the name and the position of the person to be employed.

Expediting Hearing The event includes a Refer to Existing Event(s) screen. (pg. 16)
Link to the document that is the subject of the hearing.

Generic Application Describe the application using the pretext and edit text boxes.

Generic Motion Describe the motion using the pretext and edit text boxes.

Reclassify Claims The event includes the following *unique screen*:

Type the claim number(s) of the claim(s) to be reclassified and select the “Reclassify” status using the drop-down menu.

Reconsider The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) to be reconsidered.

Recusal The event does not include an edit text box.

Relief from Stay The event includes the Filing Fee Screen. (pg. 15)

Rlf. from Stay/Abandon The event includes the Filing Fee Screen. (pg. 15)

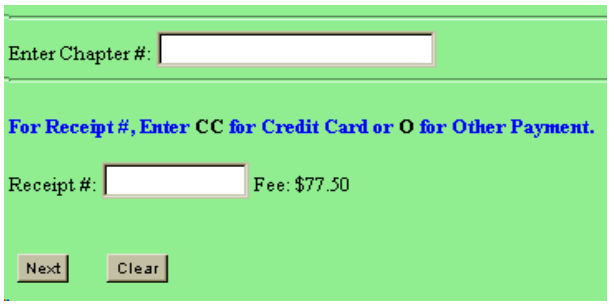
Reopen Case The event includes the Filing Fee Screen. (pg. 15)

Set Hearing The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a hearing should be set.

Sever Ch. 11 Case The event includes the Filing Fee Screen. (pg. 15)

Sever Ch. 12 Case The event includes the Filing Fee Screen. (pg. 15)

Sever Ch 7/13 Case The event includes the Filing Fee Screen. (pg. 15)



The Filing Fee Screen includes an additional field for Chapter. Type in the current chapter of the case to be severed.

Stay The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a stay should be imposed.

Stay Pending Appeal The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) upon which a stay should be imposed.

Vacate The event includes a Refer to Existing Event(s) screen. (pg. 16) Link to the document(s) to be vacated.

Withdrawal of Reference The event includes the Filing Fee Screen. (pg. 15)

NOTICES

Location: Bankruptcy<>Notices

Event(s):

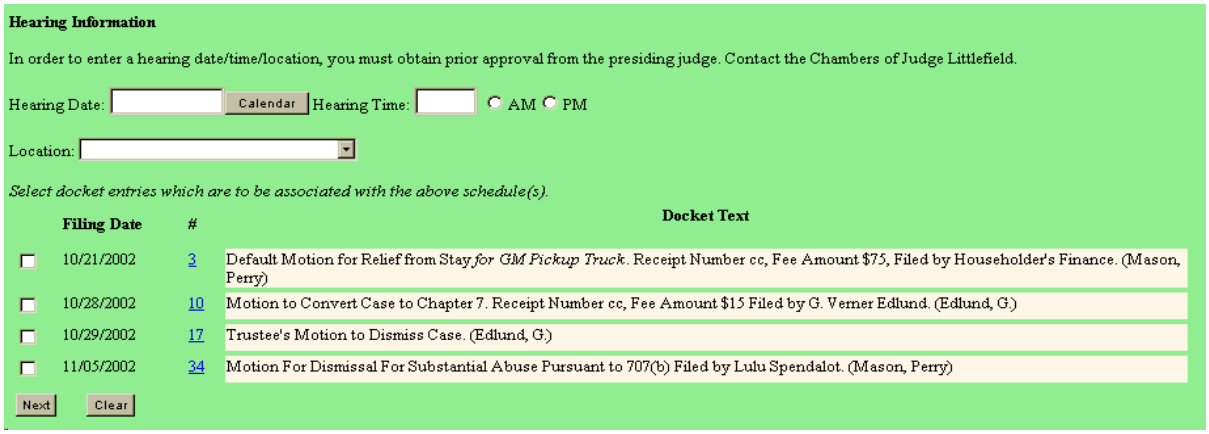
NOTICE OF HEARING
NOTICE OF HEARING ON DEFAULT MOTION
NOTICE OF VOLUNTARY CONVERSION TO CHAPTER 7
NOTICE OF VOLUNTARY DISMISSAL

Screen Listing:

Bankruptcy Events Screen (pg. 5)
Notices sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Notice of Hearing

Unique Screen(s) Related Event Screen (with hearing Information fields)



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 Littlefield.

Hearing Date: Calendar Hearing Time: AM PM

Location:

Select docket entries which are to be associated with the above schedule(s).

	Filing Date	#	Docket Text
☐	10/21/2002	3	Default Motion for Relief from Stay *for GM Pickup Truck*. Receipt Number cc, Fee Amount $75, Filed by Householder's Finance. (Mason, Perry)
☐	10/28/2002	10	Motion to Convert Case to Chapter 7. Receipt Number cc, Fee Amount $15 Filed by G. Verner Edlund. (Edlund, G.)
☐	10/29/2002	17	Trustee's Motion to Dismiss Case. (Edlund, G.)
☐	11/05/2002	34	Motion For Dismissal For Substantial Abuse Pursuant to 707(b) Filed by Lulu Spendalot. (Mason, Perry)

Next Clear

Special Instructions Type in the **date** of the hearing or use the calendar-picker.
Type in the **time** of the hearing and select either **AM or PM**.
(You must select both a date and time or leave both fields blank.)
Select the **location** for the hearing using the drop-down menu.

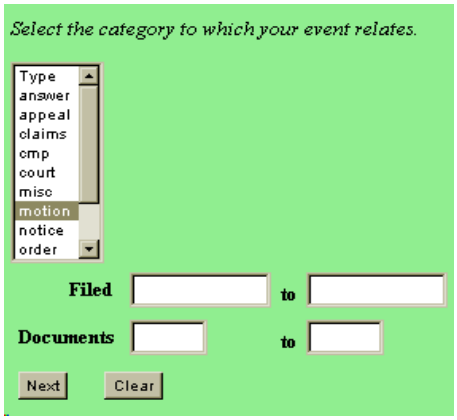
Using the check boxes, **select the document(s)** upon which the hearing is being scheduled.

The edit text box must be completed to reflect the type of motion(s) being scheduled.
This information can be typed in the edit text box or you can use your browser's **Back** button to return to the previous screen, **block** and **copy** the appropriate text for insertion, click your browser's **Forward** button and **paste** the selection into the edit text box.

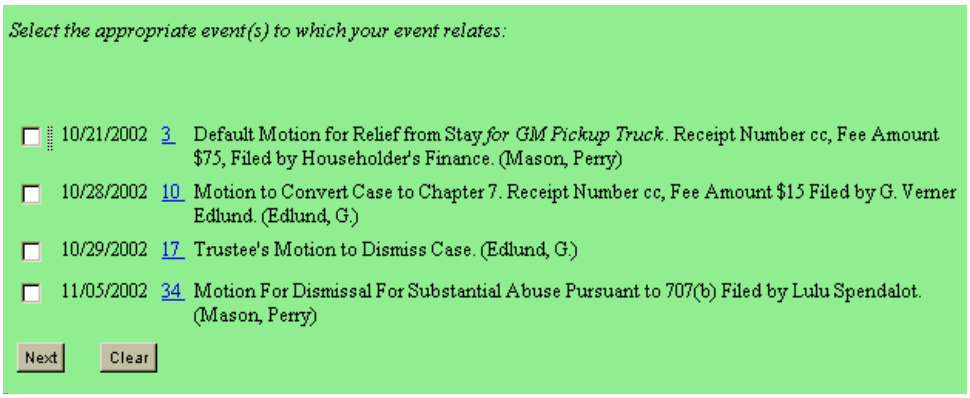
Notice of Hearing on Default Motion

Unique Screen(s): Related Event Screen

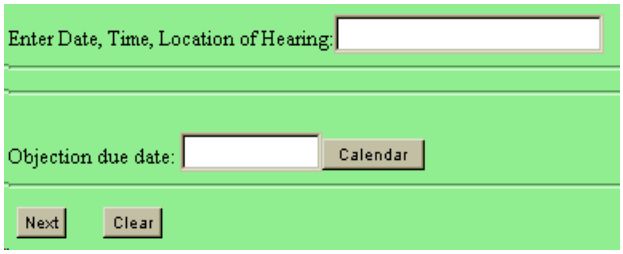
Special Instructions: Highlight the category to which your notice relates. If you are unsure, multiple categories can be selected by holding the Ctrl key. Selecting every category will display a list of every document filed in the case. (You may further narrow your related-document-selection-criteria by entering a date range in the "Filed" boxes and/or entering a document number range in the "Document" boxes.) Click "Next".



Use the check boxes to select the document(s) upon which the hearing is being "scheduled" (as shown in the sample screen below).



At the bottom of the screen, type in the date, time and location of the default matter. Type in the objection due date or use the calendar-picker.



The Final Text Editing Screen provides a pretext box for entering descriptive language.

PLAN

Location: Bankruptcy<>Plan

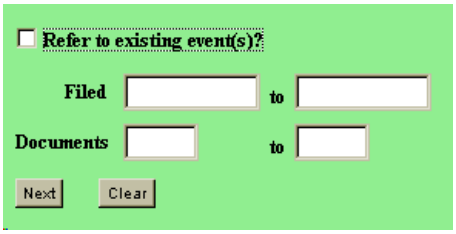
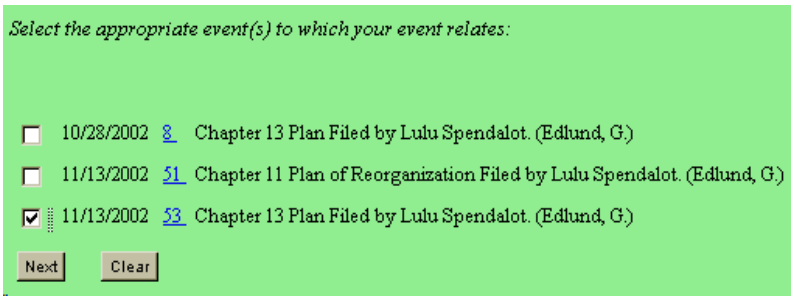
Event(s): **OBJECTION TO CONFIRMATION OF PLAN**

Screen Listing:

Bankruptcy Events Screen (pg. 5)
Plan sub-menu
Case Number Screen (pg. 7)
Event Selection Screen (pg. 7)
Joint Filing Screen (pg. 8)
Party Screen (pg. 8)
PDF Document Selection Screen (pg. 12)
Unique Screen - See Below
Final Text Editing Screen (pg. 18)
Final Docket Text Screen (pg. 20)
Notice of Electronic Filing Screen (pg. 21)

Objection to Confirmation of Plan

Unique Screens: Related Event Screens

Special Instructions: Check the "Refer to existing event(s) box. You may also enter date and/or document ranges to narrow your search (for the plan to which your objection relates). Click "Next", checkmark the appropriate plan and click "next" again.

The Final Text Editing Screen provides a pretext box and an edit text box for entering descriptive language.