

U.S. Bankruptcy Court
Western District of
Wisconsin

**CM/ECF Filing Guide
for Trustees**

(Revised December 1, 2003)

www.wiw.uscourts.gov/bankruptcy/ecf_TR_pdf/Trustee_Docketing_Guide.PDF

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Chapter 7

Document:	Select:	Notes:
Trustee's Rejection (virtual document)	Bankruptcy > Trustee/US Trustee > Appointment Rejection	<ul style="list-style-type: none"> Select Trustee to be removed
341 Proceeding Memo (Docket one at a time) (virtual document)	Bankruptcy > Trustee/US Trustee > Meeting of Creditors Held (Chapter 7) or Meeting of Creditors Not Held or Meeting of Creditors Continued	<ul style="list-style-type: none"> Satisfy pending meeting of creditors Enter new date, time, and location if meeting was continued
341 Filings - Proceeding Memos (Docket all at the same time) (virtual document)	Bankruptcy > Trustee's 341 Filings	<ul style="list-style-type: none"> No Action - Case will appear on this list again Trustee's Report of No Distribution - No asset case Trustee's Initial Report - Asset case or undetermined Continue to - Adjourned (enter new date, time, and location)
No Asset Report (virtual document)	Bankruptcy > Trustee/US Trustee > Ch. 7 Report of No Distribution/No Assets	
Request for Order to Show Cause (virtual document)	Bankruptcy > Trustee/US Trustee > Request for Order to Show Cause	<ul style="list-style-type: none"> Enter reason for Order to Show Cause when prompted (<i>e.g.</i>, "Schedules, Fees, Appearance") Court will issue the Order to Show Cause

<p>Objection to Exemptions</p>	<p>Bankruptcy > Trustee/US Trustee > Objection to Debtor’s Claim of Exemptions</p>	<ul style="list-style-type: none"> • Clerk’s office will schedule hearing/telephone conference
<p>Motion to Abandon</p>	<p>Bankruptcy > Motion/Application > Motion to Abandon</p> <p>Note: The Motion, Notice of Motion, and Proof of Service may be a single PDF or the Notice, supporting document, and Proof of Service may be added as an attachment to this event. The Motion must be the first document in your PDF.</p> <p>The Proposed Order must be filed separately using the Proposed Order event.</p>	<ul style="list-style-type: none"> • Enter the last day to object (defaults to 15 days; modify if necessary). Remove this date if you are not filing a Notice at this time. • When prompted for a fee, enter “exempt” in receipt field.
<p>Notice of Intent to Abandon</p>	<p>Bankruptcy > Trustee/US Trustee > Notice of Intent to Abandon (with no motion)</p>	<ul style="list-style-type: none"> • Enter last day to object (defaults to 15 days; modify if necessary)
<p>Application by Trustee to Employee Attorney for Trustee</p>	<p>Bankruptcy > Motions/Application > Employment</p> <p>or</p> <p>Bankruptcy > Batch Filings (enter case number(s)) > Employment (Trustees-batch)</p>	<ul style="list-style-type: none"> • Select yourself (trustee) as filer • Do NOT check the box for attorney/party association • Enter name of person to be employed when prompted (e.g., “Bill Jones”) • Enter type of position when prompted (e.g., “Attorney for Trustee”)

Affidavit Re: Application to Employ	Bankruptcy > Miscellaneous > Affidavit	<ul style="list-style-type: none"> Refer to Application (found under motion)
Trustee's Inventory	Bankruptcy > Trustee/US Trustee > Trustee's Inventory	
Rescind No Asset Report	Bankruptcy > Trustee/US Trustee > Chapter 7 Trustee's Revocation of Report of No Distribution/No Assets	<ul style="list-style-type: none"> Refer to Trustee's Report of No Distribution/No Assets It is not necessary to file a Motion and Order
Trustee's Request for Court to Issue Notice of Probable Assets (virtual document)	Bankruptcy > Trustee/US Trustee > Request for Court to Issue Notice of Probable Assets	<ul style="list-style-type: none"> Court will issue the Notice of Probable Assets
Trustee's Request for Court to Issue Notice of Surplus (virtual document)	Bankruptcy > Trustee/US Trustee > Request for Court to Issue Notice of Surplus	<ul style="list-style-type: none"> Court will issue the Notice of Surplus
Notice of Intent to Sell	Bankruptcy > Trustee/US Trustee > Notice of Intent to Sell	<ul style="list-style-type: none"> Enter last day to object (defaults to 20 days; modify if necessary)
Final Report (fka Final Account)	Bankruptcy > Trustee/US Trustee > Final Report (Chapter 7)	

<p>Notice of Final Report</p>	<p>Bankruptcy > Trustee/US Trustee > Notice of Chapter 7 Final Report</p>	<ul style="list-style-type: none"> • Enter Last Day to File Objections/Request for Hearing (accept default date set by system to allow for noticing by BNC) • Refer to Final Report • The clerk's office will send the notice to all creditors
<p>Application for Compensation by Attorney for Trustee</p>	<p>Bankruptcy > Motions/Applications > Compensation</p>	<ul style="list-style-type: none"> • Check attorney for Trustee as filer • Enter type as Trustee's Attorney • Enter dates from when, to when • Enter fees requested and expenses requested (e.g., 2000.00 and 125.00) • Skip second applicant if present on screen
<p>Final Account (fka Voucher)</p>	<p>Bankruptcy > Trustee/US Trustee > Final Account (fka Voucher) (Chapter 7)</p>	

Chapter 11

Document:	Select:	Notes:
341 Proceeding Memo	Bankruptcy > Trustee/US Trustee > Meeting of Creditors Held (Chapter 11) or Meeting of Creditors Not Held or Meeting of Creditors Continued	<ul style="list-style-type: none"> • Satisfy pending meeting of creditors • Enter new date, time, and location if meeting was continued
Statement of U.S. Trustee Concerning Appointment of Creditors' Committee (virtual document)	Bankruptcy > Trustee/US Trustee > Statement of U.S. Trustee concerning Appointment of Creditors' Committee (no committee appointed)	
Notice of Appointment of Creditors' Committee	Bankruptcy > Trustee/US Trustee > Notice of Appointment of Creditors' Committee	
Notice of Appointment of Trustee	Bankruptcy > Trustee/US Trustee > Notice Appointing Trustee (US Trustee only)	<ul style="list-style-type: none"> • Clerk's office will add Trustee to case
Objection to Disclosure Statement	Bankruptcy > Plan > Objection to Disclosure Statement	<ul style="list-style-type: none"> • Refer to Disclosure Statement

Objection to Confirmation of Plan	Bankruptcy > Trustee/US Trustee > Objection to Confirmation	• Refer to Plan
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Chapter 12/13

Document:	Select:	Notes:
341 Proceeding Memo	Bankruptcy > Trustee/US Trustee > Meeting of Creditors Held (Chapter 12 or Chapter 13) or Meeting of Creditors Not Held or Meeting of Creditors Continued	<ul style="list-style-type: none"> • Satisfy pending meeting of creditors • Enter new date, time, and location if meeting was continued
Chapter 12/13 Trustee's Report/341 Meeting Held	Bankruptcy > Trustee/US Trustee > Meeting of Creditors Held (Chapter 12) or Meeting of Creditors Held/Trustee's Report (Chapter 13) or Bankruptcy > Batch Filings (enter case number(s)) > Meeting of Creditors Held (concluding 341)/Trustee's Report (Chapter 13 - Batch)	<ul style="list-style-type: none"> • Satisfy pending meeting of creditors

Order to Pay Wages	Bankruptcy > Trustee/US Trustee > Proposed Order to Pay Wages or Bankruptcy > Batch Filings (enter case number(s)) > Proposed Order to Pay Wages (batch)	
Trustee's Recommendation	Bankruptcy > Trustee/US Trustee > Trustee's Recommendation	<ul style="list-style-type: none"> • Refer to appropriate document • Enter recommendation in text box (<i>e.g.</i>, "recommend confirmation")
Objection to Confirmation of Plan	Bankruptcy > Trustee/US Trustee > Objection to Confirmation of Plan	<ul style="list-style-type: none"> • Refer to Plan
Letter from Trustee, Plan Completed	Bankruptcy > Trustee/US Trustee > Letter from Trustee, Plan Completed	<ul style="list-style-type: none"> • Refer to Plan
Chapter 12 Final Report and Account and Notice	Bankruptcy > Trustee/US Trustee > Final Report and Account (Chapter 12) or Bankruptcy > Batch Filings (enter case number(s)) > Final Report and Account (Chapter 12 - batch)	<ul style="list-style-type: none"> • The clerk's office will send the notice to all creditors.

<p>Chapter 13 Final Report and Account and Notice</p>	<p>Bankruptcy > Trustee/US Trustee > Final Report and Account (Chapter 13)</p> <p>or</p> <p>Bankruptcy > Batch Filings (enter case number(s)) > Final Report and Account (Chapter 13 - batch)</p>	<ul style="list-style-type: none"> • The clerk's office will send the notice to all creditors.
<p>Notice of Distribution</p>	<p>Bankruptcy > Trustee/US Trustee > Notice of Distribution</p>	

Motions/Applications		
Document:	Select:	Notes:
<p>Motion/Application</p> <p>Note: See separate instructions for Motion by UST to Convert/Dismiss on page 17.</p>	<p>Bankruptcy > Motions/Applications > select appropriate motion/application</p> <p>Note: The Motion, Notice of Motion, and Proof of Service may be a single PDF or the Notice, supporting documents, and Proof of Service may be added as an attachment to this event. The Motion must be the first document in your PDF.</p> <p>The Proposed Order must be filed separately using the Proposed Order event.</p>	<ul style="list-style-type: none"> • Select the most appropriate motion/application from the list. Add additional text in text box if necessary. • Select party from list or <i>Add/Create New Party</i> • If prompted, enter the last day to object (defaults to 15 or 20 days; modify if necessary). Remove this date if you are not filing a Notice at this time. • If prompted for a receipt number, follow prompts on screen to pay filing fee via the Internet.
<p>Notice of Motion/Application</p>	<p>Bankruptcy > Notices > Notice of Motion or Notice of Application</p> <p>Note: Use this event when the Notice is filed AFTER the motion or when the motion event didn't prompt for the last day to object.</p>	<ul style="list-style-type: none"> • Refer to Motion/Application • Enter last day to object when prompted

<p>Affidavit in Support</p>	<p>Bankruptcy > Miscellaneous > Affidavit</p> <p>Note: May be added as an attachment when filing the Motion/Application/Objection.</p>	<ul style="list-style-type: none"> • Refer to Motion or related document • Enter name of person when prompted, <i>e.g.</i>, “Joe Smith”
<p>Brief/Memorandum</p>	<p>Bankruptcy > Miscellaneous > Brief/Memorandum</p> <p>Note: May be added as an attachment when filing the Motion/Application/Objection.</p>	<ul style="list-style-type: none"> • Refer to Motion or related document

Proposed Order	<p>Bankruptcy > Miscellaneous > Proposed Order</p> <p>Note: Must be filed separately. NEVER file as an attachment.</p>	<ul style="list-style-type: none"> • Refer to Motion or related document, <i>e.g.</i>, Plan, Objection to Exemptions, or Objection to Claim • Enter date order to be signed on. Eau Claire Cases: Generally, enter three days after the last day to object or five days after the order was filed; whichever date is later. Madison cases: Generally, enter one day after the last day to object or the same day the order was filed; whichever date is later. • Notify Court by phone if Order should be signed immediately. • Enter the Order Type. Select <i>Urgent</i> only when the proposed order needs to be signed as soon as possible (i.e., there is a verifiable emergency or other situation necessitating immediate signature). Select <i>Routine</i> for all other orders.
Proof of Service	<p>Bankruptcy > Miscellaneous > Proof of Service</p> <p>Note: May be filed as an attachment to any event.</p>	<ul style="list-style-type: none"> • Refer to all documents sent (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)
Amended Motion/Application	<p>Bankruptcy > Motions/Applications > Amended Motion or Amended Application</p>	<ul style="list-style-type: none"> • Refer to original Motion/Application

<p>Certification Regarding Request for Emergency Hearing</p>	<p>Bankruptcy > Miscellaneous > Certification re: Request for Emergency Hearing</p>	<ul style="list-style-type: none"> Refer to Motion
<p>Motion by UST to Dismiss/Convert Case to 7</p>	<p>Bankruptcy > Motions/Application > Dismiss</p> <p>Or</p> <p>Bankruptcy > Motions/Application > Convert Case to 7</p> <p>Or</p> <p>Hold down the <i>Ctrl</i> key and click on Dismiss and Convert to 7</p>	<ul style="list-style-type: none"> If prompted for fee, enter “exempt” in receipt field. Electronically file your Notice of Motion next

<p>Notice of Motion by UST to Dismiss/Convert</p>	<p>Bankruptcy > Trustee/US Trustee > Notice of US Trustee’s Motion to Dismiss (UST ONLY)</p> <p>OR</p> <p>Notice of US Trustee’s Motion to Convert (UST ONLY)</p> <p>OR</p> <p>Notice of US Trustee’s Motion to Dismiss or Convert (UST ONLY)</p>	<ul style="list-style-type: none"> • Refer to Motion • Enter last day to object when prompted • Court will send Notice to all creditors
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Objections/Hearings		
Document:	Select:	Notes:
Objection to Motion/Application/Document	Bankruptcy > Answer (Invol. Or 304)/Objection/Response/Reply > Reference an Existing motion/application	<ul style="list-style-type: none"> • Select Objection from drop down list • Refer to Motion (found under motion) or related document
Notice of Hearing (filed after Clerk's Office has scheduled the hearing/telephone conference)	Bankruptcy > Notices > Notice of Hearing	<ul style="list-style-type: none"> • Refer to Motion (found under motion) or related document
Pre-Hearing Papers (Statement of the Case, List of Exhibits, List of Witnesses)	Bankruptcy > Miscellaneous > Statement of the Case, List of Exhibits and List of Witnesses	<ul style="list-style-type: none"> • Refer to Motion (found under motion) or related document
Withdrawal of Document	Bankruptcy > Miscellaneous > Withdrawal of Document	<ul style="list-style-type: none"> • Refer to document being withdrawn, e.g., motion, objection, etc. • Enter title of related document and/or a brief summary of the document in text box, e.g., "(Objection to Exemptions)" • When a withdrawal removes a hearing from the calendar, also note in text box that the matter can be removed from the calendar <i>e.g.</i>, ("Objection to Exemptions - removes matter from Judge's calendar")

<p>Stipulation</p>	<p>Bankruptcy > Motions/Applications > Stipulation</p> <p>Note: The Order granting the Stipulation must be a separate document and filed separately using the “Proposed Order” event.</p>	<ul style="list-style-type: none"> • Do not check “Joint filing with another attorney(s)” • Select yourself (trustee) as filer the party • Enter with whom in text box • Refer to Motion or related document if applicable • When the Stipulation removes a hearing from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”
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Claims

Document:	Select:	Notes:
File Claim	Bankruptcy > File Claims	<ul style="list-style-type: none"> • On <i>Search for Creditor</i> screen, enter case number and name of creditor for whom the proof of claim is being filed (optional); leave type as <i>All creditors</i>; click <i>Next</i>. • If creditor appears on screen, select creditor and click <i>Next</i>; if creditor does not appear, click on <i>Add Creditor</i> and follow the prompts. • On the <i>Proof of Claim Information Screen</i>, enter the following: <ul style="list-style-type: none"> • Amends Claim # (if applicable) • Duplicates Claim # (if applicable) • Filed By: (select Trustee) • Late (select Yes or No) • Amount Claimed • Description (if necessary) • Remarks (if necessary)

<p>Objection to Claim</p>	<p>Bankruptcy > Motions/Applications > Objection to Claim</p> <p>Note: The Objection to Claim, Notice of Objection to Claim, Affidavit, and Proof of Service may be a single PDF or the Notice, Affidavit, and Proof of Service may be added as an attachment to this event. The Objection to Claim must be the first document in your PDF.</p>	<ul style="list-style-type: none"> • Enter Claim # when prompted • Enter the last day to object (defaults to 30 days; modify if necessary). Remove this date if you are not filing a Notice as this time. • Enter name of creditor in text box • Docket each objection separately
<p>Notice of Objection to Claim</p>	<p>Bankruptcy > Claim Actions > Notice of Objection to Claim</p> <p>Note: Use this event when the Notice is filed AFTER the Objection to Claim.</p>	<ul style="list-style-type: none"> • Enter last day to object (defaults to 30 days; modify if necessary) • Refer to Objection to Claim
<p>Affidavit in Support of Objection to Claim</p>	<p>Bankruptcy > Claim Actions > Affidavit in Support of Objection to Claims</p> <p>Note: May be filed as an attachment when filing the Objection to Claim.</p>	<ul style="list-style-type: none"> • Refer to Objection to Claim
<p>Request for Hearing/Objection Re: Objection to Claim</p>	<p>Bankruptcy > Claim Actions > Request for Hearing re: Objection to Claim</p>	<ul style="list-style-type: none"> • Refer to Objection to Claim

Claim Recommendation	Bankruptcy > Trustee/US Trustee > Claim Recommendation	<ul style="list-style-type: none"> • Enter recommendation in text box, <i>e.g.</i>, (“recommend that claim be allowed”)
Withdrawal of Claim	Bankruptcy > Claim Actions > Expungement/Withdrawal of Claim	<ul style="list-style-type: none"> • Enter Claim # when prompted • Add name of creditor in text box

Adversaries

Document:	Select:	Notes:
Adversary Complaint	<p>Adversary > Open an AP Case</p> <p>Note: Cover Sheet is not required. If filed, it can be added as an attachment to this event.</p>	<ul style="list-style-type: none"> • Enter lead case (main bankruptcy case number) • Enter Plaintiff(s) first (do not include address for plaintiff) • Enter Attorney for Plaintiff • Enter Defendants(s) but do NOT add attorney for Defendant(s) (do not include address for defendant) • Enter statistical case information taken from the Adversary Cover Sheet <ul style="list-style-type: none"> • Select only one nature of suit (If 727 objection to discharge, you must select 424 as the nature of suit) • Enter demand to the nearest thousand, <i>e.g.</i>, "5" for \$5,000 • When prompted for fee, enter "exempt" in receipt field
Proof of Service	<p>Adversary > Miscellaneous > Proof of Service</p>	<ul style="list-style-type: none"> • Refer to all documents sent (select multiple categories/events by holding down the <i>Ctrl</i> key and clicking on the categories/events in the list)
Answer	<p>Adversary > Answers/Objections > Answer to Complaint, Amended Complaint, 3rd, Cross, Counter</p>	<ul style="list-style-type: none"> • Select yourself (trustee) as filer the party • Check the box to make attorney/party association • Refer to Complaint • Check the appropriate box if this filing includes a third-party complaint, cross-claim, or counterclaim

(Joint) Pretrial Statement	Adversary > Miscellaneous > Pretrial Statement of the Case	<ul style="list-style-type: none"> • Refer to Complaint • If joint, select joint from prefix list
Motion	Adversary > Motions Note: Supporting documents may be added as attachments to this event. The Proposed Order must be filed separately using the “Proposed Order” event.	<ul style="list-style-type: none"> • Add additional text in text box if necessary • Clerk’s office will contact you to schedule a hearing/telephone conference
Notice of Motion	Adversary > Notices > Notice of Filing Note: May be added as an attachment when filing the motion.	<ul style="list-style-type: none"> • Refer to Motion • This event does not allow you to set a last day to object. Most adversary motions are set for hearing.
Notice of Hearing	Adversary > Notices > Notice of Hearing	<ul style="list-style-type: none"> • Refer to Motion
Proposed Order (re: motion/complaint)	Adversary > Miscellaneous > Proposed Order Note: Must be filed separately. NEVER file as an attachment.	<ul style="list-style-type: none"> • Refer to Complaint (or motion if appropriate) • Set date Order to be signed on (Eau Claire cases: usually five working days after Order is filed. Madison cases: same day order is filed). • Enter the Order Type. Select <i>Urgent</i> only when the proposed order needs to be signed as soon as possible (i.e., there is a verifiable emergency or other situation necessitating immediate signature). Select <i>Routine</i> for all other orders.

<p>Withdrawal of Document</p>	<p>Adversary > Miscellaneous > Withdrawal of Document</p>	<ul style="list-style-type: none"> • Refer to document being withdrawn • When the withdrawal removes a hearing from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”
<p>Pre-Trial Papers (Statement of Case, List of Exhibits, List of Witnesses)</p>	<p>Adversary > Miscellaneous > Statement of Case, List of Exhibits, List of Witnesses</p>	<ul style="list-style-type: none"> • Refer to Complaint (or motion if applicable)
<p>Brief/Memorandum</p>	<p>Adversary > Miscellaneous Events > Brief/Memorandum</p>	<ul style="list-style-type: none"> • Refer to Complaint (or motion if applicable)
<p>Stipulation</p>	<p>Adversary > Motions > Stipulation</p> <p>Note: The Order granting the Stipulation must be a separate document and filed separately using the “Proposed Order” event.</p>	<ul style="list-style-type: none"> • Do not check “Joint Filing with another attorney(s)” • Select yourself (trustee) as filer the party • Refer to Complaint (or Motion if applicable) • Enter with whom in text box • When the Stipulation removes a hearing/trial from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”

<p>Stipulation to Dismiss Adversary</p>	<p>Adversary > Motions > Stipulation Dismiss Case</p> <p>Note: The Order granting the Stipulation must be a separate document and filed separately using the “Proposed Order” event.</p>	<ul style="list-style-type: none"> • Do not check “Joint Filing with another attorney(s)” • Select yourself (trustee) as filer the party • Refer to Complaint • Enter with whom in text box • When the Stipulation removes a hearing/trial from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”
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Appeals		
Document:	Select:	Notes:
Notice of Appeal	Bankruptcy > Appeal > Notice of Appeal	<ul style="list-style-type: none"> • Refer to Order being appealed and related Motion • Follow prompts on screen to pay filing fee via the Internet
Appeal Information Sheet	Bankruptcy > Appeal > U.S. District Court Appeal Information Sheet	<ul style="list-style-type: none"> • Refer to Notice of Appeal
Appellant Designation	Bankruptcy > Appeal > Appellant Designation	<ul style="list-style-type: none"> • Refer to Notice of Appeal • Satisfies <i>Appellant Designation due date</i> • Court would suggest that copies of documents to be included in the record be filed conventionally
Appellee Designation	Bankruptcy > Appeal > Appellee Designation	<ul style="list-style-type: none"> • Refer to Notice of Appeal • Satisfies <i>Appellee Designation due date</i> • Court would suggest that copies of documents to be included in the record be filed conventionally
Statement of Issues on Appeal	Bankruptcy > Appeal > Statement of Issues on Appeal	<ul style="list-style-type: none"> • Refer to Notice of Appeal
Request for Transcript	Bankruptcy > Appeal > Request for Transcript	<ul style="list-style-type: none"> • Refer to Notice of Appeal

Utilities/Reports		
Document:	Select:	Notes:
Corrective Entry	Bankruptcy > Miscellaneous > Corrective Entry	<ul style="list-style-type: none"> • Refer to document filed in error • Enter brief explanation of error in text box • If necessary, re-file the pleading • Contact Clerk's Office if you have questions
Change Password	Utilities > Maintain Your ECF Account	<ul style="list-style-type: none"> • Scroll down to bottom of screen and click on <i>More user information</i>. After changing your password, click on <i>Return to Account Screen</i> then scroll down to bottom of screen and click <i>Submit</i> and <i>Submit</i> to have any changes recorded.
Change Email information	Utilities > Maintain Your ECF Account	<ul style="list-style-type: none"> • Scroll down to bottom of screen and click on <i>Email information</i>. After changing your e-mail settings, click on <i>Return to Account Screen</i> then scroll down to bottom of screen and click <i>Submit</i> and <i>Submit</i> to have any changes recorded.
View Your Transaction Log	Utilities > View Your Transaction Log	<ul style="list-style-type: none"> • Enter start date and end date
Internet Payment History	Reports > Attorney Fee Report	<ul style="list-style-type: none"> • Enter start date and end date • This report will display a full accounting of online payments for the user according to the dates you specify

Internet Payments Due	Reports > Credit Card Payment	<ul style="list-style-type: none"> • Enter start date and end date • This report will show any outstanding balances for internet filings for the registered user
Creditor Mailing Matrix	Reports > Creditor Mailing Matrix or Utilities > Mailings	<ul style="list-style-type: none"> • The 1-column file can be saved as a text file on your computer with the <i>File/Save As</i> browser option. The saved file can then be edited and printed on labels or you can use the cut and paste option.
Docket Report	Reports > Docket Report	<ul style="list-style-type: none"> • Enter case number • Select criteria for generating the report • Click <i>Run Report</i>
Claims Register	Reports > Claims Register	<ul style="list-style-type: none"> • Enter case number • Click <i>Run Report</i>
Cases Report	Reports > Cases	<ul style="list-style-type: none"> • Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) • Click <i>Run Report</i>
341 Meeting Calendar	Reports > Deadlines/Hearings/341 Calendars > Select 341 Meeting from <i>Deadline/Hearing</i> list	<ul style="list-style-type: none"> • Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) • Click <i>Run Report</i>
Judge's Calendar	Reports > Calendar Events > Select All hearings from <i>Calendar Event</i> list	<ul style="list-style-type: none"> • Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list) • Click <i>Run Report</i>

Help

Screen:	Instructions for Attorneys and Trustees:
Joint filing with another attorney(s)	You will see this check box if you are an attorney. Check it if this is a joint filing. You will be able to select the attorney(s) on another screen. Do not check if you are filing a Stipulation or Reaffirmation Agreement.
Select the Party	Select the party that you represent from the list; Trustees will select themselves as trustee. If the party is not listed, select the <i>Add/Create New Party</i> button and add party information. Refer to Add Party to Case instructions on page 32. For certain types of filings, you may also have the option of selecting a group of parties rather than individuals.

<p>Add Party</p>	<ol style="list-style-type: none"> 1. Search for the party. <ol style="list-style-type: none"> a. Begin by searching to see whether the party is already in the database. b. To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the <i>Search</i> button. 2. Select a party already in the database or add a new one. <ol style="list-style-type: none"> a. If the party is already in the database, highlight the name on the party list, and click the <i>Select name from list</i> button. b. To add a new party to the database, click the <i>Create new party</i> button. In either instance, the <i>Party Information</i> screen will be displayed. 3. Enter the information about the party. <ol style="list-style-type: none"> a. For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) To change address information just for this case for a party already in the database, type over the existing address information. b. For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed. 4. Click <i>Submit</i> only after all attorneys and aliases have been added. <ol style="list-style-type: none"> a. If the case being opened is an adversary proceeding, or if a party is being added after the case has been opened, the search screen will be displayed for the next party. When the last party has been added, click the <i>End party selection</i> button.
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<p>The following attorney/party associations do not exist...</p>	<p>If you see these words: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case," you have selected an attorney and a party who were not previously associated. You may have checked the wrong person on the party list. If so, use the <i>Back</i> button to change the selection. If your selection was correct, check the box for each new party/attorney combination that should be established.</p> <p>Note: Trustee filers will never check this box.</p>
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Select the PDF document	<p>Click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). To make certain that you are about to associate the correct PDF file for this entry, right-click on the file name with your mouse and select open.</p> <ul style="list-style-type: none">• If your filing does not have attachments, click <i>next</i> to continue. Note: The Notice of Motion, Proof of Service and/or supporting documents may be added as attachments. A Proposed Order must always be filed separately using the “Proposed Order” event.• If your filing has attachment(s), <i>e.g.</i>, financing papers, exhibits, supporting documents, etc., click <i>Yes</i> for "Attachments to Document." Click <i>Next</i> to see the attachments screen.<ol style="list-style-type: none">1. Enter the PDF document that contains the attachment.<p>Click on the <i>Browse</i> button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). To make certain that you are about to associate the correct PDF file for this entry, right-click on the file name with your mouse and select open. If your filing has more attachments, first continue labeling this attachment following the instructions below.</p>2. At your option, select a document type or enter a description.<p>If you press the down arrow to the right of the <i>Type</i> box, you see a list of available attachment types. Select the one you want by highlighting it or type a short description of your attachment.</p>3. Add the filename to the list box below. Add the attachment you have entered to this list by clicking the Add to List button. If you have more attachments, go back to Step 1. Continue until all your attachments are on this list.
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<p>Refer to existing event(s)?</p>	<p>Check the box if you would like to relate this event to an earlier event in this case. Two more screens may display after you click <i>next</i>:</p> <p><i>Please select the category...:</i> A list of event categories is displayed. Select one or more categories from the list by highlighting the ones you need and clicking <i>Next</i>. A list of all the docket entries in those categories is shown.</p> <p><i>Include:</i> Check the box for each docket entry that should relate to the current filing. Click <i>Next</i>.</p>
<p>Notice of Electronic Filing</p>	<p>The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court’s database. It certifies that this is now an official court document.</p> <ul style="list-style-type: none"> • Clicking on the case number hyperlink will present the docket report for this case. Note that you will be prompted for your PACER login and password. Users must be registered with the PACER system to have a login and password. • Clicking on the document number hyperlink will present the PDF image of the document just filed. Note that you will be prompted for your PACER login and password. • Note: To get your free look, you must click on the document number hyperlink from the Notice of Electronic Filing that you receive <u>via e-mail</u>...not the Notice of Electronic Filing that you see at the conclusion of the filing process. • Scroll down to see participants who have or have not registered for electronic noticing on this case. • To print a copy of this notice, click the browser <i>Print</i> icon. • To save a copy of this notice, click <i>File</i> on the browser menu bar and select <i>Save Frame As</i>.