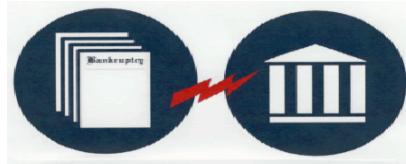


U.S. Bankruptcy Court  
Western District of Wisconsin

CM/ECF



Version 2 Highlights  
October 2003

The following explains the major changes or enhancements of CM/ECF's Version 2. Note: Some features may become effective AFTER Version 2 has been implemented.

1. **Internet Payment of Fees.** **NOTE: This feature will be added AFTER version 2 has been implemented. More information will follow when the Court implements this module.**

- ☞ A new feature of Version 2 is the capability for attorneys to make credit card payments via the Internet.
- ☞ All attorneys who are certified users of CM/ECF in the Western District of Wisconsin can, and should, pay their filing fees by credit card authorization or (in the future) via the Internet. You should use an Internet browser that is set to 128-bit encryption for any documents that require a fee, such as a new petition, motion for relief, etc. **Note: Filing fees are required by the Western District of Wisconsin to be paid in full when paying by credit card and/or the Internet.**
- ☞ When filing an event that entails a fee, you will see in Figure 1 one screen that has changed slightly:

Figure 1

**File a Motion:**  
[3-03-10019 Alley M. Debtor](#)

**15-Day Notice**  
If you are filing a Notice and Proof of Service, modify the date below to reflect the date given in your Notice. Otherwise, remove the date.  
Last Day to File Objections/Request for Hearing:

If paying by credit card, leave the receipt filed blank and select NEXT to continue filing. Credit Card information will be verified at conclusion entry.  
If filing fee is exempt under 28 USC Sec. 1930, type EXEMPT in receipt field and select NEXT to continue filing.

Receipt #:  Fee: \$75

As Figure 1 indicates, do NOT enter anything in the receipt field if you will be paying with your credit card. Proceed with filing. **NOTE: AT PRESENT, CONTINUE TO ENTER “CC” IN THE RECEIPT NUMBER FIELD UNTIL YOU RECEIVE FURTHER INFORMATION ABOUT THIS FEATURE.**

After receiving your Notice of Electronic Filing, another screen will pop up as follows:

Figure 2

**File a Motion:**  
[3-03-10019 Alley M. Debtor](#)

**Notice of Electronic Filing**  
The following transaction was received from I  
**Case Name:** Alley M. Debtor  
**Case Number:** [3-03-10019](#)  
**Document Number:** [5](#)

**Docket Text:**  
Motion for Relief from Stay Fee Amount \$75)  
- Last Day to File Objections/Request for Hea

The following document(s) are associated with

**Document description:**Main Document  
**Original filename:**Document.pdf  
**Electronic document Stamp:**

Date	Description	Amount
2003-09-29 09:37:44	Motion for Relief From Stay(3-03-10019) [motion,mrlfsty] ( 75.00)	\$ 75.00
2003-09-29 09:38:53	Motion for Relief From Stay(3-03-10023-rdm) [motion,mrlfsty] ( 75.00)	\$ 75.00
2003-09-29 09:39:54	Motion for Relief From Stay(3-03-10023-rdm) [motion,mrlfsty] ( 75.00)	\$ 75.00
2003-09-29 09:40:50	Motion for Relief From Stay(3-03-10019) [motion,mrlfsty] ( 75.00)	\$ 75.00
2003-09-29 09:42:20	Motion for Relief From Stay(3-03-10019) [motion,mrlfsty] ( 75.00)	\$ 75.00
<b>Total:</b>		<b>\$4585.00</b>

- ☞ If you choose to continue filing, CM/ECF records the charge and displays it each time you docket an event. This feature is helpful when you are filing documents for several cases. When entering the last pleading, you can make one payment for all outstanding filing fees. This screen will pop up for each filing until the fees are paid.
- ☞ When you choose to “pay now,” you will be prompted for your credit card information - type, card number and expiration date. After submitting this information, the final screen you see will verify that your transaction has been completed and give you a transaction number.

US\_Courts@iccc.gov: Payment Collections - Microsoft Internet Explorer

**Please enter your credit card information below:**

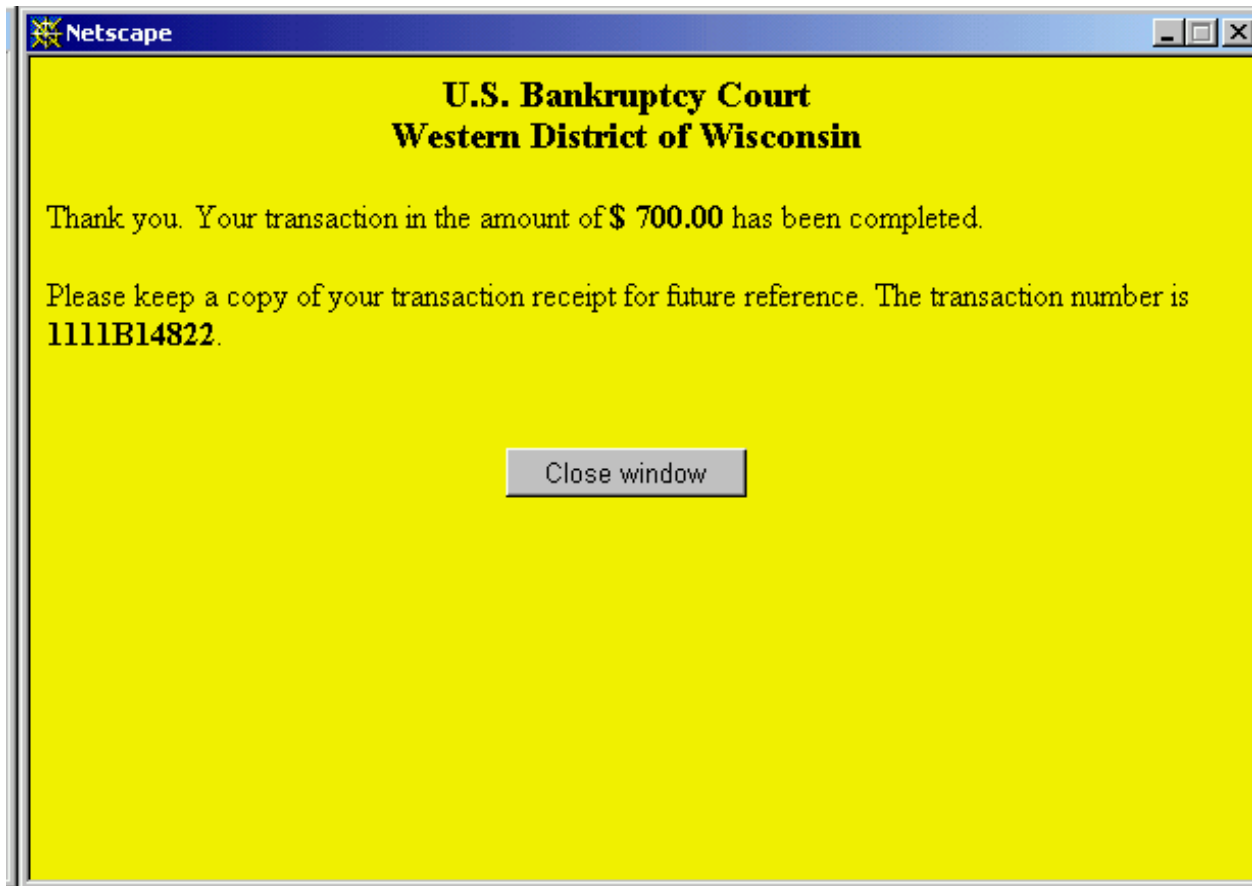
**Name:** Donald Testattorney2\_MD  
**Total:** \$225.00

**Card Type:**

**Card Number:**

**Expiration Date:**

**For your privacy and protection,  
the information submitted here is encrypted using 128-bit SSL.**



## 2. Linking/Referencing Existing Documents

- ☞ Linking/referencing has been streamlined so that in certain transactions, you are presented with the list of potential documents immediately rather than having to select the category to which your document relates. For example, because the motion to modify plan always links to the plan, you will not have to select the plan category in order to see the plan(s) in the case. The list of plans will be presented to you are part of the docket transaction.
- ☞ Certain events make linking mandatory. Let's look at the new behavior of the "Objection" code. You will no longer be asked, "Does this filing refer to an existing document in this case?" Instead, you will need to select the applicable category(ies) before the system will proceed as follows:

Figure 3

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow header area with the text "File an objection/response/reply to a motion:" and a link "3-03-10018 Moneyless L. Debtor". The main content area is white and contains the instruction "Select the category to which your event relates." Below this is a dropdown menu labeled "Type" with a list of categories: W/WBApi, answer, appeal, batch, caseupld, claims, cmp, court, and crditord. At the bottom of the dropdown menu are two buttons: "Next" and "Clear".

Linking to some documents will be optional. See Figure 4: “Refer to existing event(s)?” If you do not want to link to another document, simply select “Next.” If you check the box, you will then be asked to choose the event category of the document you wish to refer (see Figure 3 above).

Figure 4

The screenshot shows the ECF system interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow header area with the text "Miscellaneous:" and a link "3-03-10011-rdm Test Debtor". The main content area is white and contains a checkbox labeled "Refer to existing event(s)?". Below the checkbox are two buttons: "Next" and "Clear".


 Certain documents will automatically bring up the appropriate documents to which the current document applies. For example, when filing a Notice of Objection to Claim, the system will display all the Objections to Claims currently on file as follows:

Figure 5

**30-Day Notice**

Modify the date below to reflect the date given in your Notice.

Last Day to Request a Hearing:

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

- 06/30/2003 [2](#) Objection to Claim of *Mickey Mouse Inc. for \$500.00*, Claim number 1 filed by Donald Testattorney1\_MD on behalf of Moneyless L. Debtor. (Testattorney1\_MD, Donald)
- 07/09/2003 [9](#) Objection to Claim of *George Jetson*, Claim number 2 filed by Donald Testattorney1\_MD on behalf of Moneyless L. Debtor. (Testattorney1\_MD, Donald)
- 07/23/2003 [15](#) Objection to Claim of, Claim number 1, filed by Donald Testattorney1\_MD on behalf of Moneyless L. Debtor. Notice/Proof of Service - Last Day to Request a Hearing: 8/22/2003 (Testattorney1\_MD, Donald)

### 3. Related Docket Text

- ➡ Another enhanced feature of Version 2 is that the system will now add in related document text. This means no more copying/pasting/typing the name of the previously-filed document! For example, when filing a Brief/Memorandum that is linked to a previously filed Motion for Relief from Stay and Abandonment, the system automatically adds in “Motion for Relief from Stay and Abandonment” to the docket text as follows:

Figure 6

**Miscellaneous:**  
[3-03-10018 Moneyless L. Debtor](#)

**Docket Text: Final Text**  
Brief/Memorandum filed by Donald Testattorney1\_MD on behalf of Great Lakes Higher Education. Related document(s)[26] Motion for Relief from Stay and Abandonment Fee Amount \$75) filed by Creditor Great Lakes Higher Education. (Testattorney1\_MD, Donald)

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

#### 4. Combined Filing Events

- ☞ You have been asking for combined filing events - and with Version 2 you get them!
- ☞ In Figure 7 a Motion for Relief from Stay is being filed. (note: system enters a default date which you can change based on the objection time given in your notice):

Figure 7

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "3-03-10018 Moneyless L. Debtor". The main content area is yellow and contains the following text: "20-Day Notice" followed by a instruction: "If you are filing a Notice and Proof of Service, modify the date below to reflect the date given in your Notice. Otherwise, remove the date." Below this, there is a label "Last Day to File Objections/Request for Hearing:" followed by a text input field containing "10/20/2003" and a "Calendar" button. At the bottom of the form, there are "Next" and "Clear" buttons.

NOTE: The Motion should always be the first document listed in the PDF document for your Motion, Notice, and Proof of Service OR file the Motion first and attach the Notice and Proof of Service as attachments. Each PDF document should be 50 pages or less for more efficient uploading/downloading.

- ☞ ECF will now automatically add in text "Notice/Proof of Service - Last Day to File Objections/Request for Hearing: 9/9/03" as shown in Figure 8:

Figure 8

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "3-03-10018 Moneyless L. Debtor". The main content area is yellow and contains the following text: "Docket Text: Final Text" followed by a text box containing the text: "Motion for Relief from Stay Fee Amount \$75) filed by Donald Testattorney1\_MD on behalf of Great Lakes Higher Education. Notice of Motion/Proof of Service - Last Day to File Objections/Request for Hearing: 10/20/2003. (Testattorney1\_MD, Donald)". Below this, there is a warning message: "Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form, there are "Next" and "Clear" buttons.

- ☞ If you are filing a Motion WITHOUT a Notice and Proof of Service, remove the date that appears in the “Last Day to File Objections/Request for Hearing” (leave blank) as follows:

Figure 9

The screenshot shows the ECF interface for filing a motion. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "File a Motion:" and a link to "3-03-10018 Moneyless L. Debtor". The main content area is also yellow and contains the text "15-Day Notice" and a blue instruction: "If you are filing a Notice and Proof of Service, modify the date below to reflect the date given in your Notice. Otherwise, remove the date." Below this instruction is the label "Last Day to File Objections/Request for Hearing:" followed by an empty text input field and a "Calendar" button. At the bottom of the form are "Next" and "Clear" buttons.

- ☞ By removing the date for the “Notice,” the system will delete the added text of “Notice/Proof of Serve - Last Day to File Objections/Request for Hearing: 9/9/03” as displayed in Figure 10:

Figure 10

The screenshot shows the ECF interface after the date has been removed. The navigation bar and header are the same as in Figure 9. The main content area is yellow and contains the text "Docket Text: Final Text" in a grey box, followed by the text: "Motion to Extend Time to File Schedules and Statements. filed by Donald Testattorney1\_MD on behalf of Moneyless L. Debtor.. (Testattorney1\_MD, Donald)". Below this is a red warning message: "Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.



## 5. Terminated Parties on Party Pick List

- ☞ Terminated parties will now appear in the party filer pick list. This is helpful when a party has been terminated in the instance of a withdrawal or conversion, but the terminated party still needs to file a document as shown in Figure 11.

Figure 11

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**Trustee action:**  
3-03-10012-rdm Dudley D. Debtor

Please select the filer.

Select the Party:

Anchor Bank S.S.B., [Creditor] [Add/Create New Party](#)  
Debtor, Dudley D. [Debtor]  
Gennrich, Peter M. [Trustee] (T)  
US Trustee's Office, [U.S. Trustee]

(T) indicates a terminated party

Next Clear

## 6. Automatic Assignment

- ☞ Version 2 will now assign the judge, the trustee, and the 341 meeting date/time for all chapters!
- ☞ Remember, opening a bankruptcy case is a 3-step process:
  - 1) Open bankruptcy case
  - 2) Upload creditor matrix (.txt) \*\*
  - 3) Judge/Trustee Assign

**\*\* NOTE: Cases without creditor uploads will error and prevent automatic assignment of all cases filed as shown in Figure 12\*\*:**

Figure 12

The screenshot shows a dark blue header bar with the logo 'MECF' on the left and a navigation menu on the right containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities', each followed by a small white dot. Below the header, a yellow message box contains the text: 'This may take a few minutes...Please be patient. A confirmation screen will appear.' Below this message, another yellow message box displays the error: 'Case 3-03-10074 is missing creditor.'