U.S. Bankruptcy Court Western District of Wisconsin

CM/ECF Filing Guide for Attorneys

(Revised December 1, 2003)

www.wiw.uscourts.gov/bankruptcy/pdf/Atty_Docketing_Guide.PDF

Table of Contents

Chapter 7 6
Voluntary Petition 6
Upload Creditors 6
Schedule 341 Meeting/Appoint Judge/Appoint Trustee 6
Amended Petition 6
Amended Matrix/Supplemental Matrix 7
Change of Address 7
Schedules and Statement of Affairs 7
Amendment to Schedules 8
Reaffirmation Agreement 8
Attorney Declaration Re: Reaffirmation Agreement 8
Notice of Appearance and Request for Notice 9
Add Attorney/Creditor to Creditor Mailing Matrix 9
Creditor's Request for Notice 9

Chapter 11 10
Voluntary Petition 10
Upload Creditors 10
Schedule 341 Meeting/Appoint Judge 10
Operating Report 10
Application to Employ Attorney for Debtor 10
Affidavit Re: Application to Employ 11
Application for Compensation by Attorney for Debtor 11
Disclosure Statement 11
Plan 11
Amended Disclosure Statement 11
Amended Plan 11
Notice of Disclosure Hearing 12
Objection to Disclosure Statement 12
Notice of Confirmation Hearing 12
Objection to Confirmation of Plan 12
Ballot Report 12
1129 Affidavit of Compliance 12
Application for Final Decree 12
Chapter 11 Final Report 13

Chapter 12 14
Voluntary Petition 14
Upload Creditors 14
Schedule 341 Meeting/Appoint Judge/Appoint Trustee 14
Operating Report 14

Notice to Convert Case to Chapter 7 14
Chapter 12 Plan 15
Chapter 12 Summary 15
Chapter 12 Supplement 15
Liquidation Analysis 15
Chapter 12 Amended Plan 15
Notice of Confirmation Hearing 15
Objection to Confirmation of Plan 15

Chapter 13 16
Voluntary Petition 16
Upload Creditors 16
Schedule 341 Meeting/Appoint Judge/Appoint Trustee 16
Notice to Convert to Chapter 7 16
Chapter 13 Plan 16
Chapter 13 Amended Plan 16
Notice of Confirmation Hearing 17
Objection to Confirmation of Plan 17

Motions/Applications 18
Motion/Application 18
Notice of Motion/Application 19
Affidavit in Support 19
Brief/Memorandum 19
Proposed Order 20
Proof of Service 20
Amended Motion/Application 20
Certification Regarding Request for Emergency Hearing 21

Objections/Hearings 22
Objection to Motion/Application 22
Notice of Hearing 22
Pre-Hearing Papers (Statement of the Case, List of Exhibits, etc.) 22
Withdrawal of Document 22
Stipulation 23

Claims 24
Filing Claim 24
Objection to Claim 25
Notice of Objection to Claim 25
Affidavit in Support of Objection to Claim 25
Request for Hearing Re: Objection to Claim 25
Withdrawal of Claim 25
Letter Satisfying Claim 26

Assignment/Transfer of Claim 26
Notice of Assignment/Transfer of Claim 26
Objection to Transfer of Claim 26

Adversaries 27
Complaint 27
Proof of Service 27
Answer 27
(Joint) Pretrial Statement 28
Motion 28
Notice of Motion 28
Notice of Hearing 28
Proposed Order 28
Withdrawal of Document 29
Pre-Trial Papers (Statement of Case, List of Exhibits, etc.) 29
Brief/Memorandum 29
Stipulation 29
Stipulation to Dismiss 30

Appeals 31
Notice of Appeal 31
Appeal Information Sheet 31
Appellant Designation 31
Appellee Designation 31
Statement of Issues on Appeal 31
Request for Transcript 31

Involuntary Petition 32
Involuntary Petition 32
Involuntary Petition (Add Party) 32
Answer 32
Pretrial Statement of Case 32
Consent to Order for Relief 33

Utilities/Reports 34
Corrective Entry 34
Change Password 34
Change Email Information 34
View Your Transaction Log 34
Internet Payment History 34
Internet Payments Due 35
Creditor Mailing Matrix 35
Docket Report 35

Claims Register 35
Cases Report 35
341 Meeting Calendar 35
Judge's Calendar 35

Help 36
Joint filing with another attorney(s) 36
Select the Party 36
Add Party 37
The following attorney/party associations do not exist... 38
Select the PDF document 39
Refer to existing event(s)? 40
Notice of Electronic Filing 40

Chapter 7		
Document:	**Select:**	**Notes:**
Voluntary Petition	**Bankruptcy > Open BK Case**	• Office: Refer to chart • Role Type: First party entered is "Debtor," second party entered is "Debtor." • Asset notice designation: Choose y (yes) or n (no) • Follow prompts on screen to pay filing fee via the Internet
Upload Creditors Note: Creditors must be uploaded the same day the case is filed and before running the Judge/Trustee Assign.	**Bankruptcy > Creditor Maintenance > Upload Creditors**	• Creditor Matrix must be in .txt format
Schedule 341 Meeting/Appoint Judge/Appoint Trustee Note: The Judge/Trustee Assign must be run the same day the case is filed.	**Bankruptcy > Judge/Trustee Assign**	• This event will assign the Judge, assign the Trustee, and schedule the 341 meeting.
Amended Petition	**Bankruptcy > Miscellaneous > Amended Voluntary Petition**	• Refer to Petition • Note in text box why Petition was amended

Amended Matrix/Supplemental Matrix	**Bankruptcy** > **Miscellaneous** > **Matrix Supplement (Filing Fee Required)** Note: If Amended Schedules are being filed, the Supplemental Matrix should be added as an attachment when filing the Amended Schedules...otherwise you will be prompted for a filing fee twice.	• Matrix must be in .pdf format • Follow prompts on screen to pay filing fee via the Internet • Clerk's office will add new creditors to matrix.
Change of Address	**Bankruptcy** > **Miscellaneous** > **Change of Address**	• Add name of party in text box, *e.g*., "(debtor, Joe Smith)" or "(creditor, GMAC)"
Schedules and Statement of Affairs	**Bankruptcy** > **Miscellaneous** > select appropriate documents such as **Schedules A-J; Statement of Affairs; Statement of Intent** OR (when **all** Schedules and Statements are being filed) **Bankruptcy** > **Miscellaneous** > **Schedules (All Schedules and Statements)**	• To select multiply events, hold down the *Ctrl* key and click on the events (remember to select all documents that you selected as deficient when case was opened). • Satisfies deadline(s)

Amendments to Schedules	**Bankruptcy > Miscellaneous > Amended Schedules (No filing fee required)** **OR** **Bankruptcy > Miscellaneous > Amended Schedules Adding Creditors on Schedule D, E and or F (filing fee required)** Note: Matrix Supplement and Proof of Service may be added as an attachment to this event.	• Enter which schedule you are amending when prompted, *e.g.*, "C" • Enter which schedule you are amending when prompted, *e.g.*, "F" • Follow prompts on screen to pay filing fee via the Internet
Reaffirmation Agreement	**Bankruptcy > Miscellaneous > Reaffirmation Agreement** **OR** **Bankruptcy > Miscellaneous > Reaffirmation Agreement with attorney declaration**	• Select the party that you represent as the party filer • Enter creditor's name in text box
Attorney Declaration Re: Reaffirmation Agreement	**Bankruptcy > Miscellaneous > Attorney Declaration** Note: Use this event when the Declaration is filed after the Reaffirmation Agreement.	• Refer to Reaffirmation

Notice of Appearance and Request for Notice (filed by an attorney representing a party)	**Bankruptcy > Miscellaneous > Notice of Appearance and Request for Notice**	• Select party from list or *Add/Create New Party* • After completing this event, add the attorney to the creditor mailing matrix. (Refer to **Add Attorney/Creditor to Creditor Mailing Matrix** instructions on page 9.)
Add Attorney/Creditor to Creditor Mailing Matrix	**Bankruptcy > Creditor Maintenance > Enter individual creditors** **OR** When filing a Proof of Claim, click on the Add Creditor link.	• Enter the attorney's/creditor's complete name and address • When filing a Notice of appearance, change *type* to Notice of Appearance; otherwise leave as creditor. • When completed, click on *Last Entry*. Click *Next* then *Submit*.
Creditor's Request for Notice (filed by a creditor)	**Bankruptcy > Miscellaneous > Creditor's Request for Notice**	• After completing this event, add the creditor to the creditor mailing matrix. (Refer to **Add Attorney/Creditor to Creditor Mailing Matrix** instructions on page 9.)

Chapter 11		
Document:	**Select:**	**Notes:**
Voluntary Petition	**Bankruptcy > Open BK Case**	• Office: Refer to chart • Role type: First party entered is “Debtor,” second party entered is “Debtor.” • Assets notice designation: Choose y (yes) • Follow prompts on screen to pay filing fee via the Internet
Upload Creditors Note: Creditors must be uploaded the same day the case is filed and before running the Judge/Trustee Assign.	**Bankruptcy > Creditor Maintenance > Upload Creditors**	• Creditor Matrix must be in .txt format
Schedule 341 Meeting/Assign Judge Note: The Judge/Trustee Assign must be run the same day the case is filed.	**Bankruptcy > Judge/Trustee Assign**	• For Chapter 11's, only the Judge will be assigned • Clerk’s office will schedule the 341 meeting
Operating Report	**Bankruptcy > Miscellaneous > Operating Report**	• Enter filing period, *e.g.*, “October 2003" or “period ending October 31, 2003"
Application to Employ Attorney for Debtor	**Bankruptcy > Motions/Applicatio ns > Employ** Note: Affidavit and Proof of Service may be added as an attachment to this event.	• Select Debtor as filer • Enter name of person to be employed when prompted, *e.g.*, “Bill Jones” • Enter type of position when prompted, e.g., “Attorney for Debtor”

Affidavit Re: Application to Employ	**Bankruptcy > Miscellaneous > Affidavit** Note: May be added as an attachment when filing the Application to Employ.	• Refer to Application (found in motion category) • Enter name of person when prompted, *e.g.*, "Bill Jones"
Application for Compensation by Attorney for Debtor	**Bankruptcy > Motions/Applications > Compensation** Note: The Application, Notice of Application, and Proof of Service may be a single PDF or the Notice and Proof of Service may be added as an attachment to this event. The Application **must** be the first document in your PDF.	• Check Attorney for Debtor as filer • Enter type as Debtor'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
Disclosure Statement	**Bankruptcy > Plan > Disclosure Statement**	• Satisfies *Disclosure Statement due date*
Plan	**Bankruptcy > Plan > Chapter 11 Plan**	• Satisfies *Plan due date*
Amended Disclosure Statement	**Bankruptcy > Plan > Amended Disclosure Statement**	• Refer to Disclosure Statement
Amended Plan	**Bankruptcy > Plan > Amended Chapter 11 Plan**	• Refer to Plan

Notice of Disclosure Hearing Note for Eau Claire cases: Contact the Clerk's Office for hearing date, time, and location before filing the Notice. Use the **Notice of Hearing on Disclosure Statement in Chapter 11** event. Note for Madison cases: File Notice with time and date blank. use the **Notice of Hearing in Blank** event.	**Bankruptcy > Notices > Notice of Hearing on Disclosure Statement in Chapter 11** OR **Bankruptcy > Notices > Notice of Hearing in Blank**	• Refer to Disclosure Statement
Objection to Disclosure Statement	**Bankruptcy > Plan > Objection to Disclosure Statement**	• Refer to Disclosure Statement
Notice of Confirmation Hearing	**Bankruptcy > Notices > Notice of Confirmation Hearing**	• Refer to Plan
Objection to Confirmation of Plan	**Bankruptcy > Plan > Objection to Confirmation**	• Refer to Plan
Ballot Report	**Bankruptcy > Plan > Ballot Summary**	• Refer to Plan
1129 Affidavit of Compliance	**Bankruptcy > Plan > Affidavit in Compliance with Section 1129**	• Refer to Plan
Application for Final Decree	**Bankruptcy > Motions/Application > Final Decree**	• Note: Clerk's office will enter Final Decree and close case if no objections are filed

Chapter 11 Final Report	**Bankruptcy > Miscellaneous > Chapter 11 Final Report**	• Refer to Plan

Chapter 12		
Document:	**Select:**	**Notes:**
Voluntary Petition	**Bankruptcy > Open BK Case**	• Office: Refer to chart • Role Type: First party entered is "Debtor," second party entered is "Debtor." • Asset notice designation: Choose y (yes) • Follow prompts on screen to pay filing fee via the Internet
Upload Creditors Note: Creditors must be uploaded the same day the case is filed and before running the Judge/Trustee Assign.	**Bankruptcy > Creditor Maintenance > Upload Creditors**	• Creditor Matrix must be in .txt format
Schedule 341 Meeting/Appoint Judge/Appoint Trustee Note: The Judge/Trustee Assign must be run the same day the case is filed.	**Bankruptcy > Judge/Trustee Assign**	• This event will assign the Judge, assign the Trustee, and schedule the 341 meeting.
Operating Report	**Bankruptcy Miscellaneous > Operating Report**	• Enter filing period, *e.g.*, "October 2003" or "period ending October 31, 2003"
Notice to Convert Case to Chapter 7	**Bankruptcy > Notices > Notice to Convert Case to 7**	• Follow prompts on screen to pay filing fee via the Internet • Change Chapter to 7 • Change Asset to N • Enter Date Converted (today's date) • Terminate Pending Deadlines (if appropriate)

Chapter 12 Plan	**Bankruptcy > Plan > Chapter 12 Plan**	• Satisfies *Plan due date*
Chapter 12 Summary	**Bankruptcy > Plan > Chapter 12 Summary**	• Refer to Plan (if filed)
Chapter 12 Supplement	**Bankruptcy > Plan > Chapter 12 Supplement**	• Refer to Plan
Liquidation Analysis	**Bankruptcy > Plan > Liquidation Analysis**	• Refer to Plan
Chapter 12 Amended Plan	**Bankruptcy > Plan > Amended Plan**	• Refer to Plan
Notice of Confirmation Hearing Note for Eau Claire cases: Contact the Clerk's Office for hearing date, time, and location before filing Notice. Use the **Notice of Confirmation Hearing** event. Note of Madison cases: Filing Notice with time and date blank. Use the **Notice of Hearing in Blank** event.	**Bankruptcy > Notices > Notice of Confirmation Hearing** OR **Bankruptcy > Notices > Notice of Hearing in Blank**	• Refer to Plan
Objection to Confirmation of Plan	**Bankruptcy > Plan > Objection to Confirmation**	• Refer to Plan

Chapter 13		
Document:	**Select:**	**Notes:**
Voluntary Petition	**Bankruptcy > Open BK Case**	• Office: Refer to chart • Role Type: First party entered is "Debtor," second party entered is "Debtor." • Asset notice designation: Choose y (yes) • Follow prompts on screen to pay filing fee via the Internet
Upload Creditors Note: Creditors must be uploaded the same day the case is filed and before running the Judge/Trustee Assign.	**Bankruptcy > Creditor Maintenance > Upload Creditors**	• Creditor Matrix must be in .txt format
Schedule 341 Meeting/Appoint Judge/Appoint Trustee Note: The Judge/Trustee Assign must be run the same day the case is filed.	**Bankruptcy > Judge/Trustee Assign**	• This event will assign the Judge, assign the Trustee, and schedule the 341 meeting.
Notice to Convert to Chapter 7	**Bankruptcy > Notices > Notice to Convert Case to 7**	• Follow prompts on screen to pay filing fee via the Internet • Change Chapter to 7 • Change Asset to N • Enter Date Converted (today's date) • Terminate Pending Deadlines (if appropriate)
Chapter 13 Plan	**Bankruptcy > Plan > Chapter 13 Plan**	• Satisfies *Plan due date*
Chapter 13 Amended Plan	**Bankruptcy > Plan > Amended Chapter 13 Plan**	• Refer to Plan

Notice of Confirmation Hearing	**Bankruptcy > Notices > Notice of Confirmation Hearing**	• Refer to Plan
Objection to Confirmation of Plan	**Bankruptcy > Plan > Objection to Confirmation of Plan**	• Refer to Plan

Motions/Applications

Document:	Select:	Notes:
Motion/Application	**Bankruptcy > Motions/Applications** > select appropriate motion/application 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. The Proposed Order **must** be filed separately using the Proposed Order event.	• Select the **most** appropriate motion/application from the list. Add additional text in text box if necessary. • Select party from list or *Add/Create New Party* • 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.
Notice of Motion/Application	**Bankruptcy > Notices > Notice of Motion** or **Notice of Application** 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.	• Refer to Motion/Application • Enter last day to object when prompted

Affidavit in Support	**Bankruptcy > Miscellaneous > Affidavit** Note: May be added as an attachment when filing the Motion/Application/Objection.	• Refer to Motion or related document • Enter name of person when prompted, *e.g.*, "Joe Smith"
Brief/Memorandum	**Bankruptcy > Miscellaneous > Brief/Memorandum** Note: May be added as an attachment when filing the Motion/Application/Objection.	• Refer to Motion or related document

Proposed Order	**Bankruptcy > Miscellaneous > Proposed Order** Note: Must be filed separately. NEVER file as an attachment.	• Refer to Motion or related document, *e.g.*, Plan, Disclosure Statement, 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 *Urgent* 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 *Routine* for all other orders.
Proof of Service	**Bankruptcy > Miscellaneous > Proof of Service** Note: May be filed as an attachment to any event.	• Refer to all documents sent (select multiple categories by holding down the *Ctrl* key and clicking on the categories in the list)
Amended Motion/Application	**Bankruptcy > Motions/Applications > Amended Motion** or **Amended Application**	• Refer to original Motion/Application

Certification Regarding Request for Emergency Hearing	**Bankruptcy > Miscellaneous > Certification re: Request for Emergency Hearing**	• Refer to Motion

Objections/Hearings		
Document:	**Select:**	**Notes:**
Objection to Motion/Application/ Document	**Bankruptcy > Answer (Invol. Or 304)/Objection/Response/Reply > Reference an Existing Motion**	• Select the party you represent from list or *Add/Create New Party* • Select *Objection* from drop down list • Refer to Motion or related document
Notice of Hearing	**Bankruptcy > Notices > Notice of Hearing**	• Refer to Motion
Pre-Hearing Papers (Statement of the Case, List of Exhibits, List of Witnesses)	**Bankruptcy > Miscellaneous > Statement of the Case, List of Exhibits, List of Witnesses**	• Refer to Motion or related document
Withdrawal of Document	**Bankruptcy > Miscellaneous > Withdrawal of Document**	• Refer to document being withdrawn, *e.g.*, motion, objection, etc. • Enter title of related document and/or a brief summary of document in text box, *e.g.*, "(Objection to Motion by GMAC for Relief from Stay)" • When the withdrawal removes a hearing from the calendar, also note in text box that the matter can be removed from the calendar, *e.g.*, "(Objection to Motion by GMAC for Relief from Stay - removes matter from Judge's calendar)"

Stipulation	**Bankruptcy > Motions/Applications > Stipulation** Note: The Order granting the Stipulation must be a separate document and filed separately using the "Proposed Order" event.	• Do not check "Joint filing with another attorney(s)" • Select the party that you represent • 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, *e.g.*, "(removes matter from Judge's calendar)"

Claims		
Document:	**Select:**	**Notes:**

File Claim	**Bankruptcy > File Claims**	• On *Search for Creditor* screen, enter case number and name of creditor for whom the proof of claim is being filed (optional); leave type as *All creditors*; click *Next*.
		• If creditor appears on screen, select creditor and click *Next*; if creditor does not appear, click on *Add Creditor* and follow the prompts.
		• On the *Proof of Claim Information Screen*, enter the following:
		  • Amends Claim # (if applicable)
		  • Duplicates Claim # (if applicable)
		  • Filed By: (select attorney)
		  • Late (select Yes or No)
		  • Amount Claimed
		  • Description (if necessary)
		  • Remarks (if necessary)

Objection to Claim	**Bankruptcy > Motions/Applications > Objection to Claim** 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.	• 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
Notice of Objection to Claim	**Bankruptcy > Claim Actions > Notice of Objection to Claim** Note: Use this event when the Notice is filed AFTER the Objection to Claim.	• Enter last day to object (defaults to 30 days; modify if necessary) • Refer to Objection to Claim
Affidavit in Support of Objection to Claim	**Bankruptcy > Claim Actions > Affidavit in Support of Objection to Claims** Note: May be filed as an attachment when filing the Objection to Claim.	• Refer to Objection to Claim
Request for Hearing/Objection Re: Objection to Claim	**Bankruptcy > Claim Actions > Request for Hearing re: Objection to Claim**	• Refer to Objection to Claim

Withdrawal of Claim	**Bankruptcy > Claim Actions > Expungement/Withdrawal of Claim**	• Enter Claim # when prompted • Add name of creditor in text box
Letter Satisfying Claim	**Bankruptcy > Claim Actions > Letter Satisfying Claim**	• Enter Claim # when prompted • Add name of creditor in text box
Assign/Transfer Claim	**Bankruptcy > Claim Actions > Assignment/Transfer of Claim**	• Select party from list or *Add/Create New Party*
Notice of Assignment/Transfer of Claim	**Bankruptcy > Claim Actions > Notice of Assignment/Transfer of Claim**	• Enter Last Day to File Objections/Request for Hearing • Refer to Assignment/Transfer of Claim
Objection to Transfer of Claim	**Bankruptcy > Claim Actions > Objection to Transfer of Claim**	• Refer to Transfer of Claim

Adversary		
Document:	**Select:**	**Notes:**

Adversary Complaint	**Adversary > Open an AP Case**
	
	Note: Cover Sheet is not required. If filed, it can be added as an attachment to this event.
		• 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
		    • 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, *e.g.*, “5" for $5,000
		• Follow prompts on screen to pay filing fee via the Internet

Proof of Service	**Adversary > Miscellaneous > Proof of Service**	• Refer to all documents sent (select multiple categories/events by holding down the *Ctrl* key and clicking on the categories/events in the list)
Answer	**Adversary > Answers/Objections > Answer to Complaint, Amended Complaint, 3rd, Cross, Counter**	• Select the party that you represent • 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**	• 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.	• 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.	• 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**	• Refer to Motion
Proposed Order (re: motion/complaint)	**Adversary > Miscellaneous > Proposed Order** Note: Must be filed separately. NEVER file as an attachment.	• 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 *Urgent* 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 *Routine* for all other orders.

Withdrawal of Document	**Adversary > Miscellaneous > Withdrawal of Document**	• 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, *e.g.*, "(removes matter from Judge's calendar)"
Pre-Trial Papers (Statement of Case, List of Exhibits, List of Witnesses)	**Adversary > Miscellaneous > Statement of Case, List of Exhibits, List of Witnesses**	• Refer to Complaint (or motion if applicable)
Brief/Memorandum	**Adversary > Miscellaneous Events > Brief/Memorandum**	• Refer to Complaint (or motion if applicable)
Stipulation	**Adversary > Motions > Stipulation** Note: The Order granting the Stipulation must be a separate document and filed separately using the "Proposed Order" event.	• Do not check "Joint Filing with another attorney(s)" • Select the party that you represent • 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, *e.g.*, "(removes matter from Judge's calendar)"

Stipulation to Dismiss Adversary	**Adversary > Motions > Stipulation Dismiss Case** Note: The Order granting the Stipulation must be a separate document and filed separately using the "Proposed Order" event.	• Do not check "Joint Filing with another attorney(s)" • Select the party that you represent • 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, *e.g.*, "(removes matter from Judge's calendar)"

Appeals		
Document:	**Select:**	**Notes:**
Notice of Appeal	**Bankruptcy > Appeal > Notice of Appeal**	• 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**	• Refer to Notice of Appeal
Appellant Designation	**Bankruptcy > Appeal > Appellant Designation**	• Refer to Notice of Appeal • Satisfies *Appellant Designation due date* • Court would suggest that copies of documents to be included in the record be filed conventionally
Appellee Designation	**Bankruptcy > Appeal > Appellee Designation**	• Refer to Notice of Appeal • Satisfies *Appellee Designation due date* • 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**	• Refer to Notice of Appeal
Request for Transcript	**Bankruptcy > Appeal > Request for Transcript**	• Refer to Notice of Appeal

Involuntary		
Document:	**Select:**	**Notes:**
Involuntary Petition	**Bankruptcy > Open of BK Case**	• Enter first Petitioning Creditor • Enter statistical information (change Voluntary to involuntary) • Select the event • Enter name of alleged debtor to text • After completing this entry, add alleged debtor and petitioning creditors. (Refer to **Involuntary Petition -Add Party** instructions below.)
Involuntary Petition - Add Party	**Bankruptcy > Miscellaneous > Involuntary Petition-Add Party**	• On first party selection screen, pick the petitioning creditor that was added when the case was filed. • On second search for party screen, search/add the additional petitioning creditors **and** the alleged debtor. • Role Type: Petitioning Creditor and Alleged Debtor • Click on *End Party selection* when all parties have been added.
Answer	**Bankruptcy > Answer (Invol. or 304) ... > Other Answers (Invol. Or 304) > Involuntary Answer**	• Refer to Involuntary Petition
Pretrial Statement of Case	**Bankruptcy > Miscellaneous > Pretrial Statement of the Case**	• Refer to Involuntary Petition

Consent to Order for Relief	**Bankruptcy Miscellaneous > Consent to Order for Relief**	• Refer to Involuntary Petition

Utilities/Reports		
Document:	**Select:**	**Notes:**
Corrective Entry	**Bankruptcy > Miscellaneous > Corrective Entry**	• 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**	• Scroll down to bottom of screen and click on *More user information*. After changing your password, click on *Return to Account Screen* then scroll down to bottom of screen and click *Submit* and *Submit* to have any changes recorded.
Change Email information	**Utilities > Maintain Your ECF Account**	• Scroll down to bottom of screen and click on *Email information*. After changing your e-mail settings, click on *Return to Account Screen* then scroll down to bottom of screen and click *Submit* and *Submit* to have any changes recorded.
View Your Transaction Log	**Utilities > View Your Transaction Log**	• Enter start date and end date
Internet Payment History	**Reports > Attorney Fee Report**	• 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**	• 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**	• The 1-column file can be saved as a text file on your computer with the *File/Save As* 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**	• Enter case number • Select criteria for generating the report • Click *Run Report*
Claims Register	**Reports > Claims Register**	• Enter case number • Click *Run Report*
Cases Report	**Reports > Cases**	• Select criteria for generating the report (select multiple categories by holding down the *Ctrl* key and clicking on the categories in the list) • Click *Run Report*
341 Meeting Calendar	**Reports > Deadlines/Hearings/ 341 Calendars** > Select **341 Meeting** from *Deadline/Hearing* list	• Select criteria for generating the report (select multiple categories by holding down the *Ctrl* key and clicking on the categories in the list) • Click *Run Report*
Judge's Calendar	**Reports > Calendar Events** > Select **All hearings** from *Calendar Event* list	• Select criteria for generating the report (select multiple categories by holding down the *Ctrl* key and clicking on the categories in the list) • Click *Run Report*

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 *Add/Create New Party* button and add party information. Refer to **Add Party to Case** instructions on page 37. For certain types of filings, you may also have the option of selecting a group of parties rather than individuals.

Add Party	1. Search for the party. 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 *Search* button. 2. Select a party already in the database or add a new one. a. If the party is already in the database, highlight the name on the party list, and click the *Select name from list* button. b. To add a new party to the database, click the *Create new party* button. In either instance, the *Party Information* screen will be displayed. 3. Enter the information about the party. 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 *Submit* only after all attorneys and aliases have been added. a. If the case being opened is a joint petition, the search screen will be displayed for the joint debtor, with a check box to copy the first debtor's address information. b. 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 *End party selection* button.

The following attorney/party associations do not exist...	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 *Back* button to change the selection. If your selection was correct, check the box for each new party/attorney combination that should be established. Trustees will not check this box unless they have been employed as attorney for Trustee.

<table>
<tr>
<td>Select the PDF document</td>
<td>Click on the Browse 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 does not have attachments, click next 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), e.g., financing papers, exhibits, supporting documents, etc., click Yes for "Attachments to Document." Click Next to see the attachments screen.
1. Enter the PDF document that contains the attachment.
Click on the Browse 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.
2. At your option, select a document type or enter a description.
If you press the down arrow to the right of the Type 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.
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.</td>
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Refer to existing event(s)?	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 *next*: • *Please select the category*...: A list of event categories is displayed. Select one or more categories from the list by highlighting the ones you need and clicking *Next*. A list of all the docket entries in those categories is shown. • *Include*: Check the box for each docket entry that should relate to the current filing. Click *Next*.
Notice of Electronic Filing	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. • 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 *Print* icon. • To save a copy of this notice, click *File* on the browser menu bar and select *Save Frame As*.