UNITED STATES BANKRUPTCY COURT DISTRICT OF ARIZONA

ATTORNEY/TRUSTEE CM/ECF VERSION 3.2 CHANGES 7/14/2008

1. Menus. Both traditional menus and new cascading menus may be used.



Bankruptcy Events	
Answer/Response/Objection	Trustee's 341 Filings
<u>Appeal</u>	
<u>Batch Filings</u>	Unclaimed Funds
Claim Actions	
Creditor Maintenance	<u>Case Upload</u>
<u>File Claims</u>	Judge/Trustee Assignment
Motions/Applications	<u>Order Upload</u>
Notices	
Notice of Hearing	
<u>Open a BK Case</u>	
<u>Open Involuntary BK Case</u>	
Other	
<u>Plan</u>	
Trustee/US Trustee	

2. Find Case. When the case number is input, these is a new Find Case button that will display all the cases that have that number.

Case Number	
06/1	Find This Case
Next Clear	

0:06-ap-1	Hide Case List
⊙ 0:06-ap-1 PITT	v. PITT
○2:06-ap-1 SMIT	H v. PITTS
○4:06-ap-1 Lincol	n v. CARSON et al
🔘 0:06-bk-1	
○ 2:06-bk-1 JEFF	REY LEE CAMPBELL
○4:06-bk-1 BE M	IY VALENTINE
○ 2:06-mp-1 DOC) v. BUNNY
○4:06-mp-1 Burge	ers

3. Search. There is a new Search feature at the top of the menu bar that permits you to search both the Menus and the Filing Entries by key words. For example, if you want to know all the filing entries for Relief From Stay, when a search is made for those key words, the results will show all entries with those words and which Menus they are located under.

	Search results for 'Relief From Stay'	Search Menus and Events	X
ľ	i events jouna	Relief From Stay	Q
F	Bankruptcy Events → Motions/Applications		
	Relief from Stay (Amended Motion for) Relief from Stay (Motion for) (150.00 fee) Relief from Co-Debtor <mark>Stay</mark> (Motion for)		
F	Bankruptcy Events → Notices		
	Motion for Relief from Stay (Notice of)		
F	Bankruptcy Events → Other		
	Stipulation for Relief from Automatic Stay		

A search may also be made within a particular Menu. For example, if filing a Motion, at the top of the Available Events is a search box. Start typing and the events that contain those words will be shown.

1Relief From	Click your selection, or
Available Events (click to select e	vents)
Relief from Co-Debtor Stay (Motion for Relief from Judgment/Order (Motion for Relief from Stay (Amended Motion for Relief from Stay (Motion for) (150.00	or) for) r) fee)
Next Clear	

The Selected Events box will display the entry or entries you have selected.

Selected Events (click to remove events)
Relief from Co-Debtor Stay (Motion for)
Relief from Judgment/Order (Motion for)
Reclamation (Motion for)

4. Docket Report. The docket now contains links to associated cases, jointly administered cases or adversary proceedings related to that case. The adversary case docket also includes a link to the lead bankruptcy case docket.

Assigned to: Judge James M. Marlar Lead BK Case: <u>06-00012</u> Lead BK Title: William Ryan Mortimer Porterhouse and Annabelle Lead BK Chapter: 13 <u>Show Associated Cases</u>

When running a docket report, you now have three new options.

	Docket She	et		
	Case number	0:06-bk-12]
	⊙ Filed ○ Entered	3/12/2008	to 6/10/2	006
	Documents	to]
	Include:			Document options:
ł	Terminated ;	parties		Include headers when displaying PDF documents
	Links to Not	tices of Electron	nic Filing	View multiple documents
				Create Appendix
				Format
				• HTML
				O Text
	Sort by Oldest	t date first	~	
	Run Report	Clear		

a. Include headers when displaying PDF documents.



When this option is selected, the PDF documents when displayed will contain the following header information at the bottom of the document.

Case 0:06-bk-00012-JMM Doc 2 Filed 05/05/06 Entered 05/05/06 11:59:57 Desc Main Document Page 1 of 3

b. View multiple documents. If you want the documents to have the header, click on Include headers also.

Document options: Include headers when displaying PDF documents View multiple documents

🗌 Create Appendix

When this option is selected, you have the ability to view more than one document. But you will also be charged the 8 cents per page PACER fee for all pages in all the documents selected.

Filing Date	#	<u>clear</u>	
2 1 1 1 1 2 05/05/2006	<u>1</u>	V	Chapter 13 Voluntary Petition, if not uploaded when the petitio of the petition. In an individual application to waive credit cou the date of the filing of the petit without further notice. Electron CORNERSTONE COMPUT Marie Porterhouse (HARVIE,
05/05/2006	<u>2</u>	V	Chapter 13 Plan filed by CAR Annabelle Marie Porterhouse, 05/05/2006)

You can either view them or download them. If View Selected is chosen, a PDF file with all the documents associated with the selected entries is displayed. If Download Selected is chosen, a compressed (.zip) file which can be saved is produced and each document within the compressed file is a separate PDF. A PACER billing receipt for the selected documents is shown before the PDF files are displayed or downloaded. If the size of the file to be displayed/downloaded exceeds 10 megabytes, the display/download will not occur and file size info is shown so that you can make different selections that will be within the total limit.

c. Create Appendix. This option permits you to create an appendix of those documents that you will be including in the appendix to your brief in an appeal to either the BAP or District Court. The documents will automatically include the headers, you do not need to click on that box.

Document options: Include headers when displaying PDF documents View multiple documents Create Appendix

When this option is selected, you will be able to select those documents you want to include in your appendix. This option produces a single PDF file that includes both a copy of the case docket and images of all the documents that you selected (with PDF headers.) Again, you will be charged the PACER fee of 8 cents per page for all pages of the documents selected and for the number of pages of the docket generated. In a case with a very large docket, you may not want to use this option and instead assemble your appendix using the view multiple documents option above and thus eliminate the docket from the package.

You are given the further option to have the pages consecutively numbered, leave the Footer format at the following default. You may also type in other text, but each page will then include this text..

Footer format:	<pagenum></pagenum>
(Numbers, lette	ers, spaces, and <pagenum> only)</pagenum>

d. Multiple Documents. If a particular docket entry has attachments, you now are able to view the main document and all attachments at once, instead of having to view each document separately, just click on View All. You will be charged the 8 cents per page PACER fee for each page of all the documents. The file size restrictions stated above also apply to this option.

Part	Description	
<u>1</u>	Main Document	2 pages
<u>2</u>	Exhibit	1 page
View All	or Download All	3 pages

Select the document you wish to view.

5. Notice Recipients. Any notice or order that is mailed by the bankruptcy clerk's office through the Bankruptcy Noticing Center (BNC) will now include an attached document that shows what attorneys, parties and/or creditors are to be sent the notice or order. This new document is called Notice Recipients. In the following example, the docket entry for the 341 notice includes both the 341 notice and the second document called the Notice Recipients.

Select the do	cument you wish to view.	
Part	Description	
<u>1</u>	b9a - Ch 7 Indiv/Joint	2 pages
2	b9a - Ch 7 Indiv/Joint: Notice Recipients	1 page
View All	or Download All	3 pages

The Notice Recipients shows Recipients submitted without an address (which cannot be mailed); Recipients of Notice of Electronic Filing (who received e-mail notification from ECF and will not receive a paper copy); and Recipients submitted to the BNC (who will receive a paper copy or other electronic copy through agreement with the BNC.) This document will not automatically be the same as the certificate of service that is filed by the BNC. For example, attorneys who receive the 341 notice through the ECF Notice of Electronic Filing sent by e-mail will not also receive a paper notice, so their names and addresses will not be included in the Certificate of Mailing filed by the BNC.

		Notice Rec	ipients	
District/Of	f: 0970-2	User: christens	Date Created: 6/10/2	008
Case: 2:08	-bk-00031-CGC	Form ID: b9a	Total: 13	
Recipients	submitted to the BNC (Bar	akruptcy Noticing Center) witho	ut an address:	
tr	TEST 2 TRUSTEE			TOTAL
				IOTAL
Recipients	submitted to the BNC (Bar	akruptcy Noticing Center):		
db	JOE HENRY SILICON	10 S. MAIN ST. PHOE	NIX, AZ 85067	
n.	CADA MARCILICOM	10 C MADICE DUOES	TV 17 05067	
Jab	SAKA MAE SILICON	10.5. IVIALIN 51. PROED	NLA, AZ 80007	
aty	BEST CASE SOLU	TIONS, INC. PO BOX 32	EVANSTON, IL 60204-00	32
aty smg	AZ DEPARTMENT OF R FL. PHOENIX, AZ	TIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007–2650	EVANSTON, IL 60204-003 &LITIGATION 1600 W. N	32 MONROE, 7TH
aty smg smg	AZ DEPARTMENT OF R FL. PHOENIX, AZ IRS INTERNAL RE 85012	TTIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007-2650 EVENUE SERVICE 210 EA	EVANSTON, IL 60204-00: EVANSTON, IL 60204-00: &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX	32 MONROE, 7TH PHOENIX, AZ
aty smg 67784	BEST CASE SOLU AZ DEPARTMENT OF R FL. PHOENIX, AZ IRS INTERNAL RE 85012 Chase Bank 1900 Ce	TTIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007–2650 EVENUE SERVICE 210 EA entral St. Phoenix AZ 85067	EVANSTON, IL 60204-00: EVANSTON, IL 60204-00: &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX	32 IONROE, 7TH PHOENIX, AZ
aty smg 67784 67785	BEST CASE SOLU AZ DEPARTMENT OF R FL PHOENIX, AZ IRS INTERNAL RE 85012 Chase Bank 1900 Ce Credit Agency 125 V	TIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007-2650 EVENUE SERVICE 210 EA entral St. Phoenix AZ 85067 W. Smith St. Phoenix AZ 85067	EVANSTON, IL 60204-00: EVANSTON, IL 60204-00: &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX	32 IONROE, 7TH PHOENIX, AZ
aty smg 67784 67785 67786 67786	BEST CASE SOLU AZ DEPARTMENT OF R FL. PHOENIX, AZ IRS INTERNAL RE 85012 Chase Bank 1900 Ce Credit Agency 125 V Ctibiank Visa PO B: David Lower 1240 C	TIONS, INC. PO BOX 32 EVENUE BANKRUPTCY \$5007-2650 EVENUE SERVICE 210 EA entral St. Phoenix AZ \$5067 W. Smith St. Phoenix AZ \$5067 Son Page Paged	EVANSTON, IL 60204-00 EVANSTON, IL 60204-00 &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX 067	32 IONROE, 7TH PHOENIX, AZ
aty smg 67784 67785 67786 67787 67787 67787	BEST CASE SOLU BEST CASE SOLU AZ DEPARTMENT OF R FL. PHOENIX, AZ IRS INTERNAL RE 85012 Chase Bank 1900 Cc Credit Agency 125 V Ctibiank Visa PO Bo Don's Lawns 1340 C	TIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007-2650 EVENUE SERVICE 210 EA entral St. Phoenix AZ 85067 W. Smith St. Phoenix AZ 85 ox 198 Phoenix AZ 85067 ireen Bay Road Suite 963 Suite 963	EVANSTON, IL 60204-00: EVANSTON, IL 60204-00: &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX 067 Phoenix AZ 85067	32 IONROE, 7TH PHOENIX, AZ
aty smg 67784 67785 67786 67786 67788 67788 67789	BEST CASE SOLU AZ DEPARTMENT OF R FL. PHOENIX, AZ IRS INTERNAL RE 85012 Chase Bank 1900 Cc Credit Agency 125 V Ctibiank Visa PO B Don's Lawns 1340 C Honda Finance 1323 IRS 230 S. Dearbory	TIONS, INC. PO BOX 32 EVENUE BANKRUPTCY 85007–2650 EVENUE SERVICE 210 EA entral St. Phoenix AZ 85067 W. Smith St. Phoenix AZ 85067 ireen Bay Road Suite 963 Santa Vista Orosi CA 9364 Phoenix AZ 85067	EVANSTON, IL 60204-00: EVANSTON, IL 60204-00: &LITIGATION 1600 W. N ST EARLL DR, MS 5014 PX	32 MONROE, 7TH PHOENIX, AZ

6. Claims Register. The claims register has been enhanced to show more details of the claim history. The History includes Details which show the below information when initially filed and changes made to that information.

Creditor: (62245) ABCD	Claim No: 4 Original Filed Date: 09/28/2006 Original Entered Date: 09/28/2006 Last Amendment Filed: 06/10/2008 Last Amendment Entered: 06/10/2008	Status: Filed by: CR Entered by: Fouche, Cindy Modified:				
Secured claimed: \$99.00						
Priority claimed: \$10.00						
Total claimed: \$109.00						
History :						
Details 🔮 <u>41</u> 09/28/2006 Claim #4 filed by ABCD, total	09/28/2006 Claim #4 filed by ABCD, total amount claimed: \$10 (Fouche, Cindy.)					
50 11/08/2006 Objection to Claim 4 filed by	11/08/2006 Objection to Claim 4 filed by cindy fouche on behalf of ABC BANKING CORP. (Fouche, Cindy)					
Details 🔮 42 06/10/2008 Amended Claim #4 filed by A	2 06/10/2008 Amended Claim #4 filed by ABCD, total amount claimed: \$109 (TEMPLE, SHIRLEY)					
Description:						
Remarks:						

In the above example, the details for 4-1 shows the information input when the claim was filed and the Details for 4-2 shows the changes made to that information.

Claim History					
Detailed Description of Claim Activity 4-1					
Date of Change Change Made by	Description of Change				
09/28/2006 Fouche, Cindy	Created Priority Claimed Amount: \$10.00				
	Created <i>Filed By:</i> Creditor Created <i>Date Filed:</i> 09/28/2006				

Detailed Description of Claim Activity 4-2				
Date of Change	Change Made by	Description of Change Changed Secured Claimed Amount FROM: NULL TO: \$99.00		
06/10/2008	TEMPLE, SHIRLEY	Changed Date Filed FROM: 09/28/2006 TO: 06/10/2008		
		Created <i>Description</i> : NULL Created <i>Remarks</i> : NULL		

7. Transcripts. When a transcript is ordered and filed, for 90 days from the date of filing of the transcript, the transcript is not available on ECF. It may be viewed online at the public terminals at the clerk's office, but a copy cannot be printed during this 90 day period. A copy can only be obtained from AV Tronics at the contract copy rates stated below. After 90 days has passed, the restriction is lifted and the transcript can then be viewed and downloaded from the docket using your PACER access. See attached announcement for further details.

	Original	First Copy to Each Party	Each Add'l Copy to the Same Party
Ordinary Transcript	\$ 3.20	\$.80	\$.50
Expedited Transcript	\$ 4.30	\$.80	\$.50
Daily Transcript	\$ 5.40	\$ 1.00	\$.80
Hourly Transcript	\$ 6.50	\$ 1.10	\$.80

Once you have paid for either the original transcript or a first copy, then you may have access to the transcript on the ECF docket before the 90 day period expires. If you want such access, call the ECF Help Line at 602-682-4900 and one of our clerks will be able to remove the restriction as it applies to you.

8. Corporate Parent /Affiliate. Before Version 3.2, if a corporate party had a corporate parent or affiliate, that parent or affiliate could be input and referenced to only the debtor or a party to an adversary proceeding. With Version 3.2, when adding a corporate creditor or other party filing a motion or other document in a bankruptcy case, you are now able to input any corporate parent or affiliate of your corporate client. It is important to add this information, because the ECF conflict checking software will now check those parents and affiliates against the conflict lists for each judge for possible conflicts. A corporate parent/affiliate is defined as any corporation, other than a governmental unit, that directly or indirectly owns 10 percent or more of any class of the corporation's equity interests. See the attached detailed instructions on inputting a corporate parent/affiliate when your client corporation has such a parent/affiliate.