

U. S. Bankruptcy Court, Western District of Texas  
**CM/ECF PROCEDURE**  
**For Attorneys**

**ANSWER/RESPONSE**

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**Answers and Responsive type documents are often filed by parties in Bankruptcy and Adversary cases. The following instructions guide you through the process to successfully file a responsive pleading in the CM/ECF system.**

**STEP 1**      **Click *Obj/Resp/Invol Answer* in the Bankruptcy category types (see figure 1)**



**Figure 1**

**STEP 2**      **Enter the case number. Click Next.**

**STEP 3**      **Select the type of responsive pleading being filed by clicking on the appropriate option in the drop down box. Click Next. (see figure 2)**



**Figure 2**

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**STEP 4**      **Select the Party Filer from the Party Filer Screen. If the party filer does not appear in the drop down box, select *Add/Create New Party* and follow instructions in the Motions/Applications Procedure. (see figure 3)**



**Figure 3**

**STEP 5**      **The Browse for a Document Screen appears. Browse and select the appropriate document to be filed. Click Next.**

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**STEP 6** When objections, responses, amended motions/documents are filed a link should be created for reporting purposes and to create hypertext links within docket entries. Select the *type* of document which generated the responsive pleading. Additionally, a range of document file dates AND/OR document numbers *may* be entered to prevent the entire category of documents from appearing. Click Next. (see figure 4)

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

**File an Answer:**

[06-10067-fm Lawrence Welk](#)

Type: bk Chapter: 7 v Office: 1 (Austin)  
Judge: frm Assets: n Case Flag: DEBTED, CREDOUN, APPEAL, OBJDSC

Select the category to which your event relates. To see all documents, hold Ctrl key down and click on all categories in the box below.

auditor  
caseupld  
cmp  
court  
crbatch  
creditrd  
misc  
**motion**  
order  
plan

Filed  to

Documents  to

Next Clear

**Figure 4**

U. S. Bankruptcy Court, Western District of Texas  
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**STEP 7**      Select the *exact* document to which you are responding. If the document does not appear, the incorrect document type was selected. Use the **BACK** button to make corrections. Click **Next**. (see figure 5)

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

**File an Answer:**

06-10067-fm Lawrence Welk  
Type: bk      Chapter: 7 v      Office: 1 (Austin)  
Judge: frm      Assets: n      Case Flag: DEBTED, CREDCOUN, APPEAL, OBJDSC

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

09/28/2006 2 Motion for Relief from Stay (15 Day Objection Language) ( Filing Fee: \$ 150.00 ) filed by Loretta A. Sugarplum for Creditor Bubble Machines, Inc. (Sugarplum, Loretta) (Terminated)

11/09/2006 6 Motion for Relief from Stay (15 Day Objection Language) ( Filing Fee: \$ 150.00 ) filed by Loretta A. Sugarplum for Creditor Dancing With the Stars, Inc. (Sugarplum, Loretta)

**Figure 5**

**STEP 8**      The Modify Text Window Screen appears. Review text for errors. If the document needs further description review the drop down box. Leave blank if unnecessary. Click **Next** (see figure 6)

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

**File an Answer:**

06-10067-fm Lawrence Welk  
Type: bk      Chapter: 7 v      Office: 1 (Austin)  
Judge: frm      Assets: n      Case Flag: DEBTED, CREDCOUN, APPEAL, OBJDSC

**Docket Text: Modify as Appropriate.**

▼ Response Filed by Loretta A. Sugarplum for Debtor Lawrence Welk (Sugarplum, Loretta) (related document(s): [6] Motion for Relief from Stay (15 Day Objection Language) ( Filing Fee: \$ 150.00 ) filed by Loretta A. Sugarplum for Creditor Dancing With the Stars, Inc. (Sugarplum, Loretta)

**Figure 6**

U. S. Bankruptcy Court, Western District of Texas  
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**STEP 9**      **The Final Docket Text Window Screen appears. This is the last opportunity to make any corrections using the *BACK* button. Clicking (Next) on this screen commits the transaction to the system and can only be modified by Court staff. Please make sure the entry is correct *before* clicking Next (see figure 7)**

**CM/ECF**      Bankruptcy   •   Adversary   •   Query   •   Reports   •   Utilities   •   Logout   ?

**File an Answer:**

[06-10067-fm Lawrence Welk](#)

Type: bk	Chapter: 7 v	Office: 1 (Austin)
Judge: fm	Assets: n	Case Flag: DEBTED, CREDCOUN, APPEAL, OBJDSC

Docket Text: Final Text

**Response Filed by Loretta A. Sugarplum for Debtor Lawrence Welk (Sugarplum, Loretta) (related document(s): [6] Motion for Relief from Stay (15 Day Objection Language) ( Filing Fee: \$ 150.00 ) filed by Loretta A. Sugarplum for Creditor Dancing With the Stars, Inc. (Sugarplum, Loretta)**

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

 

**Figure 7**

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**STEP 10**      **The Notice of Electronic Filing Screen appears which assigns a document number to the entry. Electronic notification information also appears on this screen along with hypertext links to the docket sheet and the document filed in this entry. This completes your document submission (see figure 8)**

The screenshot displays the 'File an Answer' interface on the CM/ECF system. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is light blue and contains the following information:

- File an Answer:** A link to the case entry: [06-10067-fm Lawrence Welk](#)
- Case Details:**
  - Type: bk      Chapter: 7 v      Office: 1 (Austin)
  - Judge: fm      Assets: n      Case Flag: DEBTED, CREDCOUN, APPEAL, OBIDSC
- Court Information:**

U.S. Bankruptcy Court  
Western District of Texas
- Notice of Electronic Filing:**

The following transaction was received from Sugarplum, Loretta A. entered on 11/17/2006 at 10:10 AM CST and filed on 11/17/2006

**Case Name:** Lawrence Welk  
**Case Number:** [06-10067-fm](#)  
**Document Number:** [12](#)
- Docket Text:**

Response Filed by Loretta A. Sugarplum for Debtor Lawrence Welk (Sugarplum, Loretta) (related document(s) [6] Motion for Relief from Stay (15 Day Objection Language) ( Filing Fee: \$ 150.00 ) filed by Loretta A. Sugarplum for Creditor Dancing With the Stars, Inc. (Sugarplum, Loretta))
- Document Description:**

The following document(s) are associated with this transaction.  
**Document description:** Main Document  
**Original filename:** N\752-signed.pdf
- Electronic document Stamp:**

[STAMP bkccfStamp\_ID=988230274 [Date=11/17/2006] [FileNumber=112327-0]  
[20cfbffa0d1a3affE3d8518c65f2e9e15346601db84a8b6477d540e90136dc1bf651  
8a5b483ac8b37feb110adebf7fbac54c6167eb9d0ac6d5980fe27c5b91c0]]
- 06-10067-fm Notice will be electronically mailed to:**

Loretta A. Sugarplum    tina\_warren@txwb.uscourts.gov
- 06-10067-fm Notice will not be electronically mailed to:**

Marsha G Milligan  
PO Box 92408  
Austin, TX 78709-2408

United States Trustee-AU  
United States Trustee  
903 San Jacinto Blvd, Suite 230  
Austin, TX 78701

**Figure 8**