

CM-ECF GENERAL DOCKETING PROCEDURE

This module addresses the electronic filing of documents/pleadings **other** than petitions, complaints, proof of claims and matrices, etc.

Locating these *events* within the CM/ECF system is easy. Login to **CM/ECF System** with the password you were given as a user. There are two main menus of event categories which appear; **Bankruptcy and Adversary**. Click the hyperlink on the main tool bar depending on the nature of the pleading being filed.

Click **Bankruptcy** and the Bankruptcy Events menu will appear. This menu displays a list of categories from which the type of document being filed is selected. **Motions/Applications, Claims, Objections/Responses and Bankruptcy/Adversary Case Opening** have previously been covered under separate documentation. This module will provide information on **Appeals, Miscellaneous/Other** and the **Plan/Disclosure Statement** categories. All categories are shown in **figure 1** below:



Figure 1

APPEALS: To docket/file appeal related documents:

- Step 1** Click *“Appeal”* in either the Bankruptcy or Adversary category off the blue **CM/ECF Main Menu Bar**.
- Step 2** Instructions for “relating” documents appears on the next screen. Make note and click **next** (see **figure 2**)

**Figure 2**

- Step 3** Enter the **Case Number**.
- Step 4** Select the document type from the drop down menu.
- Step 5** **Browse** for the **PDF**.
- Step 6** Select the **Party Filer**.

Step 7

Select the Order being appealed by clicking in the box next to the correct document on the next screen. Financial Information also appears on this screen. Review and click **next**. (See figure 3)

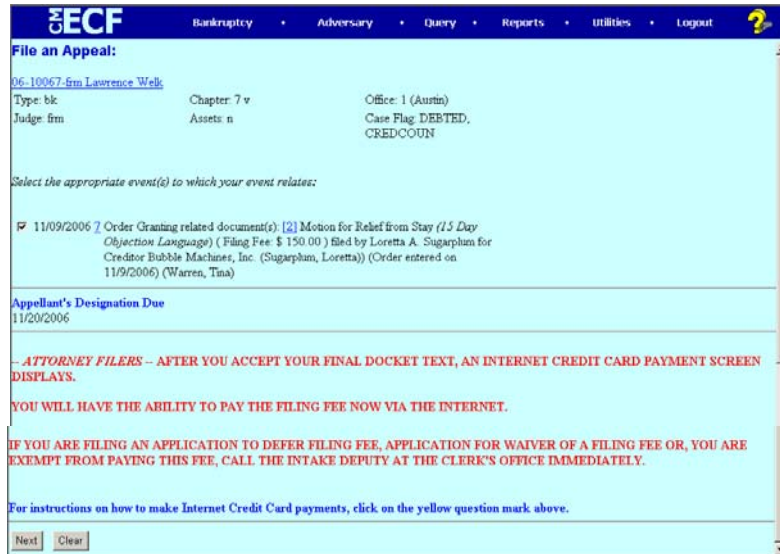


Figure 3

Step 8

The next screen shows the fee amount. Click **next**. (See figure 4)



Figure 4

Step 9

The *Modify Docket Text Window* screen appears. This screen provides a review of the entry being made. If you are satisfied that the entry is accurate, click Next. (See figure 5)

CM-ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an Appeal:

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

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

Docket Text: Modify as Appropriate.
 Notice of Appeal Filed by Loretta A. Sugarplum for Debtor Lawrence Welk (Filing Fee:\$ 255.00) (Sugarplum, Loretta) -Appellant Designation due by 11/20/2006 (related document(s): [7] Order Granting related document (s): [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)) (Order entered on 11/9/2006) (Warren, Tina)

Next Clear

Figure 5**Step 10**

The Final Text Window appears. This is your final review of your filing before you submit. Once you click Next on this screen you cannot use the BACK button to make any changes. If you realize any mistake in your entry, please contact the Clerk's office for assistance. (See figure 6)

CM-ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an Appeal:

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

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

Docket Text: Final Text
 Notice of Appeal Filed by Loretta A. Sugarplum for Debtor Lawrence Welk (Filing Fee:\$ 255.00) (Sugarplum, Loretta) -Appellant Designation due by 11/20/2006 (related document(s): [7] Order Granting related document(s): [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)) (Order entered on 11/9/2006) (Warren, Tina)

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

Next Clear

Figure 6

Step 11

On top of the Notice of Electronic Filing Receipt Screen is the fee payment pop-up box. Choose **Pay Now** to pay all pending filing fees or select **Continue Filing** to pay later. (See figure 7)

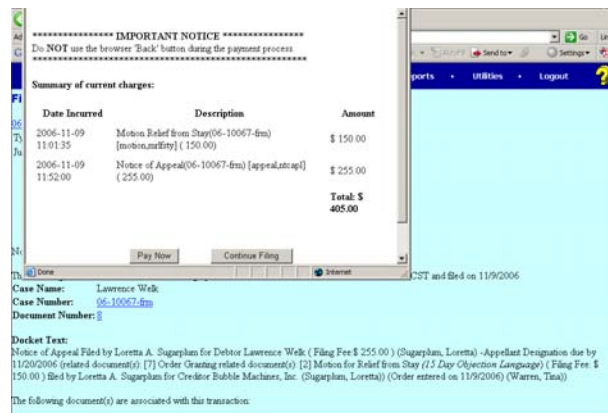


Figure 7

Step 12

If you choose **Pay Now**, you will need to insert the credit card information (card type, number and expiration date). Click **submit payment**. The next screen asks for your authorization for the charges. Click Continue with Plastic Card Payment. The charge is then processed and a screen indicating such will appear. Close the window and the full screen of your Notice of Electronic filing appears concluding your filing transaction.

OTHER/MISCELLANEOUS:

The “*Other*” category is utilized by both Court and external users. The Court uses this category to enter petitions filed over the counter or by mail (in paper form) along with other documents. Electronic filers use either “*Open a BK Case*” or special software to upload and file a new bankruptcy case but will choose the “*Other*” category when filing miscellaneous documents such as 20 Largest Unsecured Creditor List, Amended Schedules, Amended Matrix, Briefs, Schedules (not filed at the time of the petition), etc.

- Step 1** Select the “*Other*” category under either the Bankruptcy or Adversary hyperlink.
- Step 2** Enter the **case number**. Click **next**.
- Step 3** Review the drop down box and make a selection based on the document being filed. For this exercise, we will be filing a Brief In Support of Motion. Click **next**. (See **figure 8**)

Figure 8

- Step 4** Select the **Party Filer**. Click **next**.
- Step 5** **Browse** for the PDF. Click **next**.

Step 6

Many documents filed in the “**Other**” category such as the Brief being demonstrated “**refer**” to an existing document. Check the box if the document being filed refers to another document and complete the white text box with correct information. Click **next**. (See figure 9)



Figure 9

Step 7

The *Related Document Screen* appears. If the document being filed is related to a previously filed document, select the “**category type**” of the related document. You may also limit the amount of documents displayed by narrowing the search to include dates filed and document numbers. Click **next**. (See figure 10)



Figure 10

Step 8 Select the appropriate document to which your filing relates. Click **next**. (See figure 11)



Figure 11

Step 9 The *Modify Docket Text Window* screen appears. Review the text window for proper content. Corrections to the entry may be made by utilizing the **BACK** button. Once the text reads correctly, click **next**. (See figure 12)



Figure 12

- Step 10** The *Final Docket Text Window* screen appears. This is the final opportunity to make any changes to the entry before committing it to the system. No changes can be made to this entry after submitting this screen. Please notify the Clerk’s office staff if any errors exist *after* submission.
- Step 11** The *Notice of Electronic Filing Screen* appears completing the transaction. Refer to the **CM/ECF Main Menu Bar** to continue filing.

PLAN/DISCLOSURE STMT/OBJ TO PLAN:

- Step 1** Select the *Plan/Disclosure Stmt/Obj to Plan* category under the *Bankruptcy* hyperlink on the **CM/ECF Main Menu Bar**.
- Step 2** Enter the **case number**. Click **next**.
- Step 3** Review and select the appropriate option in the drop down box. (See **figure13**)



Figure 13

- Step 4** Select the **Party Filer** of the document.
- Step 5** **Browse** for the correct PDF document.
- Step 6** The **Related Document Screen** appears. If the plan or disclosure statement is being filed for the first time, there would be no linkage created, however if you are amending either, you would link back to the document you are amending. If so, check the box to create a linkage. The search for your document may be limited if filed date and document number of existing document are included in this search. Click **next** if no document is to be referenced. (See figure 14)

Figure 14

- Step 7** The next screen asks you to select the type plan being filed. (See figure 15)

Figure 15

- Step 8** The *Modify Text Window* screen appears. This screen provides an opportunity to review the entry and use the **BACK** button for any corrections necessary.
- Step 9** The *Final Text Window Screen* appears. This screen provides a final opportunity to make any corrections to the entry before committing it to the system. Once submitted, only Court personnel have the ability to edit this filing.
- Step 10** The *Notice of Electronic Filing* screen appears.
- Step 11** Make a selection on the **CM/ECF Main Menu Bar** to continue filing in the system.