

CHAPTER 10

TYPES OF FILINGS

Amended/Amendment to Schedules D, E and F

**Motions/Applications/Objections
(No Fee and Fee Based)**

Answers/Responses/Objections

Amended Documents

Attachments to Documents

Notices

Miscellaneous Proceedings

Amended Schedules D, E & F

This module demonstrates the steps to amend Schedules D, E & F. These are **fee-based amendments**. If the amended schedules are filed at one time there is one fee. If they are filed at separate times, the same fee is charged for each schedule.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** screen displays.

- ◆ Click the Miscellaneous hypertext link.

STEP 3 The **Case Number** screen displays.

- ◆ Enter the complete case number (office code-yy-bk-nnnnn).
- ◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 1)

The screenshot shows the 'Document Selection' screen in the CM/ECF system. The top navigation bar is blue with the 'ECF' logo on the left and 'Bankruptcy' and 'Adversary' links on the right. Below the navigation bar, the page title 'Miscellaneous' is displayed in blue. Underneath the title, the case number '6:03-bk-00005-AB Joe Ellis' is shown in blue. A list box contains the following options: Addendum, Affidavit, Agreement, Amended Creditor Matrix (Fee), Amended Voluntary Petition, Amended/Amendment to Schedule D, E or F (Fee), Amendment, and Appointment. At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

Figure 1

- ◆ Verify the case name and case number that is displayed.
 - ◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Click the down arrow ▼ to reveal the list of miscellaneous events. Highlight *Amended/Amendment to Schedules D, E, or F (Fee)*.
- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to the document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for instructions, if necessary).
- ◆ Click **[Next]** to continue.

STEP 7 The **Enter Schedules** screen displays. (See Figure 2)

ECF Bankruptcy • Adversary • Query

Miscellaneous:
[6:03-bk-00005-AB Joe Ellis](#)

Which schedules are being amended (D, E, or F)?

Fee: \$26

Figure 2

- ◆ Enter the schedule or schedules being amended where prompted.
- ◆ Click **[Next]** to continue.

STEP 8 The **Display Message** screen displays.

- ◆ Click **[Next]** to continue.

STEP 9 The **Final Docket Text** screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:
[6:03-bk-00005-AB Captain Jack Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Schedule F. Filing Fee Paid. Filed by
 Christine Baker on behalf of Debtor Joe Ellis . (Baker, Christine)

Figure 3

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.

- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

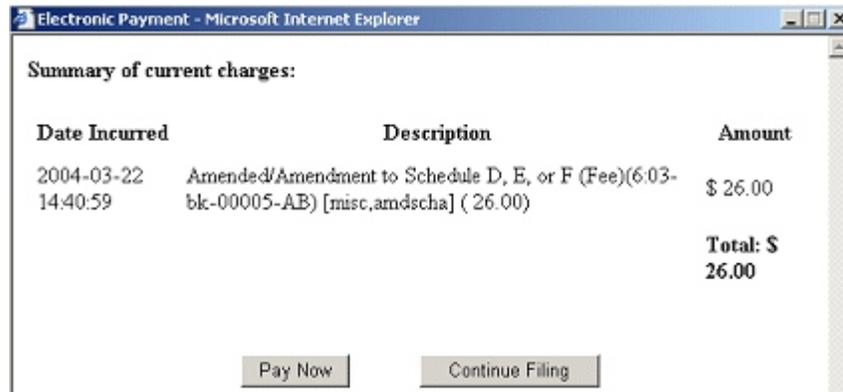
[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective
Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenor’s
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended

Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click [**Next**] to continue.

STEP 10 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click [**Next**] to continue and officially submit the document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser [**Back**] button to find the error(s) and proceed with the event.
 - ◆ To abort the event and begin again, return to **Step 1**.

STEP 11 The **Electronic Payment** screen appears. (See Figure 4)**Figure 4**

- ◆ A summary of current charges appears showing the *date incurred*, *description* and *amount*.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.
- ◆ Select **[Continue Filing]** if you are filing multiple documents and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 13**.

Note: The system will not remind the user that there are fees to be paid. If you **[Continue Filing]** the charges will accumulate until you are ready to pay. To pay at the end of the CM/ECF session, refer to module "Internet Payments Due".

- ◆ If you select **[Pay Now]** proceed to **Step 11**

STEP 12 The **Payment Collections** screen will display. (See Figure 5).



Please enter your credit card information below. Please do not enter dashes or spaces:

Name: Steffanie Sibio
Total: \$26.00
Card Type: Visa
Card Number: 4111111111111111
Expiration Date: 03 2004

Submit Payment

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

Figure 5

- ◆ Your name and the total filing fees will appear.
- ◆ Click the card type. The court accepts the following credit cards:
 - American Express
 - Discover
 - Master Card
 - Visa
 - Diners Club
- ◆ Enter the credit card number.
- ◆ Enter the expiration date.
- ◆ Click **[Submit Payment]**.

STEP 13 The **Transaction Receipt** screen displays. (See **Figure 6**).**Figure 6**

- ◆ Keep a copy of your transaction receipt for future reference. It will provide you with your transaction number.
- ◆ 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**.
- ◆ You may also save the notice through the browser **File/Save** option.
- ◆ Click **[Close Window]**.

STEP 14 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that that document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the Docket Report for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ 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**.

- ◆ You may also save the notice through the browser **File/Save** option.

Motions/Applications/Objections

This module demonstrates the steps to file a motion/application/objection in the CM/ECF system. This example demonstrates the electronic filing of a Motion for Sanctions. The same steps would be followed for other types of motions/applications/objections. Motions/applications will be found in the Motions/Applications/Objections category.

Motion for Sanctions

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the document is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Motions/Applications/Objections hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

- ◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions or “o” for objections. Highlight *Motion for Sanctions*.

Note: You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.
- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays.

- ◆ This option allows you to relate the motion/application/objection to a previously filed document. Most motions/applications/objections will not relate to a previously filed document.
- ◆ Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. (See Figure 7)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Motion For Sanctions against Blackbeard Industrie Filed by Joint Debtor Elizabeth Sparrow , Debtor Jack Sparrow . (Baker, Christine)

Next Clear

Figure 7

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
Addendum to
Agreed
Alias
Amended
Amendment to
Certified
Corrective

Cross
Emergency
Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Blackbeard Industries” to indicate whom the motion for sanctions are against.

- ◆ Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click [**Next**] to continue and officially submit document.
- ◆ If the Final Docket text is incorrect:
 - ◆ Click the browser [**Back**] button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- ◆ 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**.
- ◆ You may also save the notice through the browser **File/Save** option.

Fee Based Motions/Applications

This module demonstrates the steps to file a fee based motion/application in the CM/ECF system. This example demonstrates the electronic filing of a Motion to Convert to Chapter 7. The same steps would be followed for other types of fee based motions/applications. Fee Based motions/applications will be found in the Motions/Applications/Objections category.

Motion to Convert Case to Chapter 7

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

Note: If the document is in an adversary proceeding, choose the Adversary hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Motions/Applications/Objections hypertext link.

STEP 3 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 4 The **File a Motion** screen displays.

◆ Verify the case name and case number that is displayed.

◆ If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.

◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

◆ Click the down arrow ▼ to reveal the list of motions/applications/objections or press the “a” for applications, “m” for motions and “o” for objections. Highlight *Motion to Convert Case to Chapter 7*.

Note: You may continue to press the “a”, “m” or “o” until the motion/application/objection you are filing is highlighted.

- ◆ Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click **[Next]** to continue.

STEP 7 The **Fee Information** screen displays. (See **Figure 8**)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

FILING FEE: Debtors and Creditors are required to pay a filing fee with this motion.

IMPORTANT: Are you the Trustee, Attorney for Trustee, or United States Trustee? [y/n]

Figure 8

- ◆ Debtors and Creditors are required to pay the \$15.00 filing fee. The filing fee for Trustees, Attorneys for Trustees and the United States Trustee are deferred.
- ◆ Click **[Y/N]** as appropriate.
- ◆ Click **[Next]** to continue

STEP 8 The **Required Fee** screen displays. (**Figure 9**)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

Fee: \$15

Figure 9

- ◆ Click **[Next]** to continue.

STEP 9 The **Refer to Existing Event** screen displays.

- ◆ This option allows you to relate the motion/application/objection to a previously filed document. Most motions/applications/objections will not relate to a previously filed document.
- ◆ Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen displays. (See Figure 10)

File a Motion:
[6:03-bk-00005-ABB Jack Sparrow and Elizabeth Sparrow](#)

NOTE: Only text in the white boxes can be modified

Docket Text: Modify as Appropriate.

Motion to Convert Case to Chapter 7 Filing
 Fee Paid: \$15. Filed by Christine Baker on behalf of Joint Debtor Elizabeth Sparrow ,
 Debtor Jack Sparrow (Baker, Christine)

Figure 10

- ◆ A prefix box and supplemental text box window are available to add more detail to the docket text.
- ◆ Click the down arrow ▼ to display the prefix options. **Note:** You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type “v”). Prefix Options to choose from are:

[none]
 Addendum to
 Agreed
 Alias
 Amended
 Amendment to
 Certified
 Corrective
 Cross
 Emergency

Ex Parte
Expedited
Fifth
Final
First
First Amended
Fourth
Fourth Amended
Interim
Intervenors
Joint
Limited
Modified
Omnibus
Opposition
Pluries
Pre-Trial
Proposed
Sealed
Second
Second Amended
Sixth
Status
Supplemental
Supporting
Third
Third Amended
Third Party
Trial
Unilateral
Verified

- ◆ A supplemental text box window is provided to add more detail to the docket entry.
- ◆ Click [**Next**] to continue.

STEP 11 The **Final Approval** screen displays.

- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct,
 - ◆ Click **[Next]** to continue and officially submit document.
- ◆ If the Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 12 The **Electronic Payment** screen displays. (Figure 11)

Summary of current charges:		
Date Incurred	Description	Amount
2003-08-11 13:20:21	Motion to Convert Case to Chapter 7(6:03-bk-00005- ABB) [motion,mcnv7] (15.00)	\$ 15.00
		Total: \$ 15.00
<input type="button" value="Pay Now"/>		<input type="button" value="Continue Filing"/>

Figure 11

- ◆ A summary of current charges displays showing the *date incurred*, *description*, and *amount*.
- ◆ The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

- ◆ Select **[Continue Filing]** if you are filing multiple documents and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 15**.

Note: The system will not remind the user that there are fees to be paid. If you **[Continue Filing]** the charges will accumulate until you are ready to pay. To pay at the end of the CM/ECF session, refer to module “Internet Payments Due”.

- ◆ If you select **[Pay Now]** proceed to **Step 13**.

STEP 13 The **Payment Collections** screen displays. (**Figure 12**)



Please enter your credit card information below:

Name:	Christine Baker
Total:	\$15.00
Card Type:	Please select a card type ▾
Card Number:	<input type="text"/>
Expiration Date:	08 ▾ 2003 ▾

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

Figure 12

- ◆ Click the card type. The court accepts the following credit cards:
 - American Express
 - Discover
 - MasterCard
 - Visa
 - Diners Club
- ◆ Enter the credit card number.
- ◆ Enter the expiration date.

- ◆ Click [**Submit Payment**] to complete the transaction.

STEP 14 The **Transaction Receipt** screen displays. (**Figure 13**)

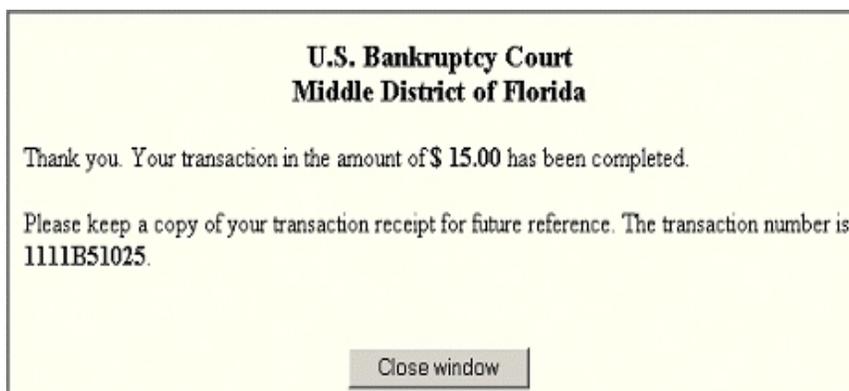


Figure 13

- ◆ Keep a copy of your transaction receipt for future reference.
- ◆ 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**.
- ◆ You may also save the notice through the browser **File/Save** option.
- ◆ Click [**Close window**].

STEP 15 The **Notice of Electronic Filing** screen displays.

- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.

- ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

- ◆ 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**.

- ◆ You may also save the notice through the browser **File/Save** option.

Answers/Responses

This module demonstrates the steps to file an answer or response in the CM/ECF system. This example demonstrates a Response to a Motion for Sanctions. The same steps would be followed for any other type of answer or response.

Response to Motion for Sanctions

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

Note: If the document is in an adversary proceeding, choose the [Adversary](#) hypertext link.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the [Answer/Response](#) hypertext link.

STEP 3 The **Answer/Response** screen displays.

◆ Click the [Reference an Existing Motion/Application](#) hypertext link.

STEP 4 The **Case Number** screen displays.

◆ Enter the complete case number (office code-yy-bk-nnnnn).

◆ Click **[Next]** to continue.

STEP 5 The **Document Type** screen displays. (See **Figure 14**)

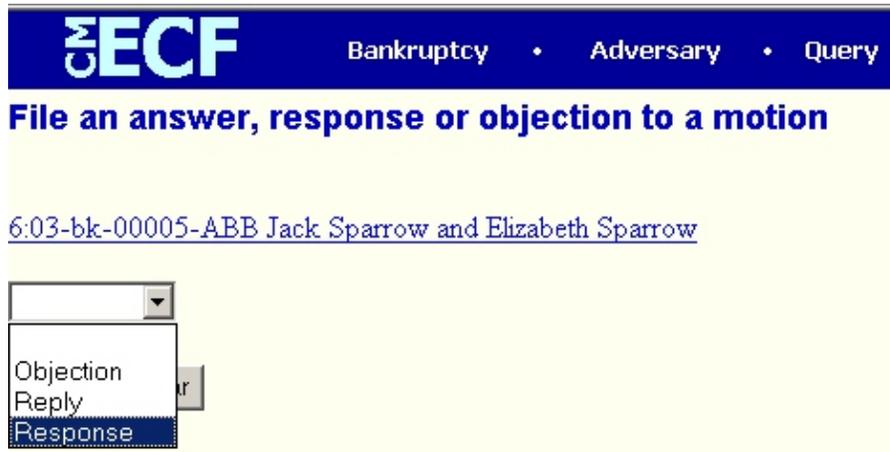


Figure 14

- ◆ Verify the case number and case name.
 - ◆ If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.
 - ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the **[Back]** button at any time during this docketing process to verify former screens until the final submission.
- ◆ Click the down arrow ▼ in the **Document Type** pick list to reveal the list of events. The options are:
 - Objection
 - Reply
 - Response
- ◆ Click to highlight the **Response** option. In this example, a *Response to a Motion for Sanctions* is being docketed.
- ◆ Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

- ◆ Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- ◆ Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the “**Ctrl**” key down and click to highlight the remaining party or parties.

- ◆ Click [**Next**] to continue

STEP 7 The **PDF Document Selection** screen displays.

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- ◆ Click [**Next**] to continue.