

# **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 Pleadings*

## 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 displays the CM/ECF Bankruptcy Events screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the 'Miscellaneous' section. The case information is displayed: Case Number 6:09-bk-00293, Case Name Julia Altoo Common and James William Common, Type: bk, Chapter: 7 v, Office: 6 (Orlando), Assets: n, and Case Flag: DebtEdDue. A search box with the placeholder text 'Start typing to find an event.' is present. Below the search box is a list of 'Available Events (click to select events)'. The first event, '(NO PAPER) - Report of No Distribution - Ch 7 - Dismissed/Converted (some funds)', is selected and highlighted in blue. Other events in the list include '20 Largest Unsecured Creditors', 'Acceptance of Appointment of Chapter 11 Examiner', 'Addendum', 'Affidavit', 'Agreement', 'Amended Creditor Matrix (Fee)- Only use when no separate amendment is being filed', 'Amended Involuntary Petition', 'Amended Voluntary Petition', 'Amendment (Do Not Use for Amendment to Schedules-See SCHEDULES)', 'Application for Compensation', 'Appointment', 'Assignment', 'Assumption of Lease', 'Authorization and Irrevocable Assignment of Refund', 'Balance Sheet', and 'Brief'. To the right of the available events list is a section for 'Selected Events (click to remove events)', which is currently empty. At the bottom left of the screen are 'Next' and 'Clear' buttons.




**Figure 1**

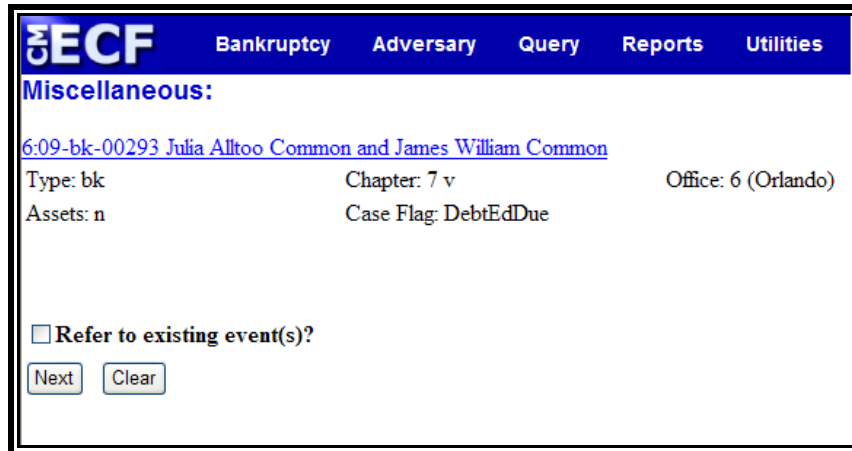
-  Verify the case name and case number that is displayed.
-  If the case name and number are incorrect, press the browser [**Back**] button to re-enter the case number.
-  Click the down arrow ▼ to reveal the list of miscellaneous events. You may also enter keywords into the event search box to search for the event. Highlight *SCHEDULES* (*all schedules, individual schedules or amended schedules*). It will then appear in the “Selected Events” box.
-  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.

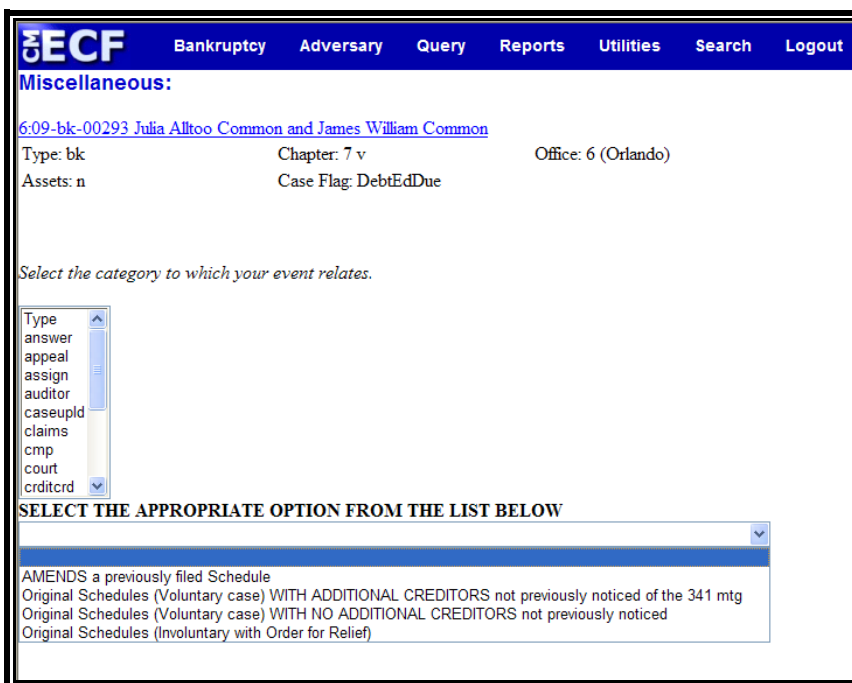
-  Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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 **Refer to Existing Events?** screen displays. (See **Figure 2**)**Figure 2**

Click inside the box next to **Refer to existing event(s)?** to indicate that this filing does refer to an existing document. This will allow you to choose the related document and a linkage will be created in the system.








Click **[Next]** to continue.

**STEP 8** The **Document Category/Schedule Amendment Options** screen displays. (See **Figure 3**)**Figure 3**

-  Click to highlight and select the category of the related documents.




**Note:** If you are unsure as to the category of the related documents, left click on *Type* and drag down to highlight and select all categories. The system will find and display all docket entries associated with the case.

-  Click the down arrow ▼ to select the appropriate option regarding the amended schedules. The amendment options are:

-  AMENDS a previously filed Schedule
-  Original Schedules (Voluntary case) WITH ADDITIONAL CREDITORS not previously noticed of the 341 mtg
-  Original Schedules (Voluntary case) WITH NO ADDITIONAL CREDITORS not previously noticed
-  Original Schedules (Involuntary with Order for Relief)

-  Click **[Next]** to continue.

## **STEP 9**     A **Document List** displays.

-  A list of documents filed in the case will be displayed. If you highlighted all category types, the entire docket will be displayed.
-  Click inside the box next to the document that contained the originally filed Schedule(s).
-  Click **[Next]** to continue.

**STEP 10** The **Schedule/Amendment Options** screen displays. (See **Figure 4**)

**Figure 4**



Click the down arrow ▼ to select the appropriate option regarding the amended schedules. (**Note:** If more than one option applies, you may hold the **Ctrl** key to make multiple selections.) The amendment options are:



Amended to Add Creditors or Amended to Delete Creditors or Amended to Change the Amount of a Debt or Amended to Change the Classification of a Debt



Second Amendment to Correct a Deficiency to a Previously Filed Amendment – fee previously paid



Second Amendment to Correct a Deficiency to a Previously Filed Amendment – payment of filing fee due



Amended to Change the Address of a Previously Listed Creditor only



Amended to Add an Attorney to a Previously Scheduled Creditor only



Schedule D, E or F Has Not Been Amended



Click **[Next]** to continue.

**STEP 11** The **Informational** screen displays.



Read the messages and click **[Next]** to continue.

**STEP 12** The **Add Creditors?** screen displays, if applicable. (See Figure 5)

**Figure 5**



Check the box if you wish to add creditors to the case during this event. (**Note:** You may choose to upload the additional creditors through Creditor Maintenance after completing the Schedules event. Refer to *Chapter 7 – Upload a Creditor Matrix or Individual Creditor* for detailed instructions.)








Click **[Next]** to continue.



If “Add new creditor(s)” is checked, the **Add Creditors** screen displays. (See Figure 6)

**Figure 6**

-  Enter the creditor's name and address in the text box. The name and address **must not** exceed five lines.
-  The **Type** field defaults to “**ALL TYPES**”. No action is necessary.
-  The **Creditor committee** field defaults to “**No**”. No action is necessary.
-  If there are additional creditors to enter, separate each creditor with a blank line.
-  Click the [**Next**] button to continue.

**STEP 13** The **Filing Fee** screen displays (See **Figure 7**)



**Figure 7**

-  Click the [**Next**] button to continue.



**STEP 14** The Enter Schedules Screen displays (See Figure 8)

**Figure 8**

Click the down arrow ▼ to select the schedules being filed. (**Note:** If you are filing more than one schedule, you may hold the **Ctrl** key to make multiple selections.)



Click [**Next**] to continue.

**STEP 15** The Summary Figures screen displays. (See Figures 9, 10)

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

**Figure 9 – If Filing / Amending All Schedules**

**ECF** Bankruptcy Adversary Query Reports Utilities Search



**Miscellaneous:**

[6:09-bk-00293 Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)  
Assets: n Case Flag: DebtEdDue

Enter the Total from Schedule F Unsecured Nonpriority Claims

**Figure 10 – If Filing / Amending Individual Schedules**

-  Input figures from the Summary of Schedules and Statistical Summary in the appropriate boxes. (**Note:** If you are amending Schedules A, B, D, E, F, I or J, an Amended Summary of Schedules and Statistical Summary is required.)
-  Click [**Next**] to continue.

**STEP 16** The **Modify Docket Text** screen displays. (See **Figure 11**)

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

**Miscellaneous:**

[6:09-bk-00293 Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)  
Assets: n Case Flag: DebtEdDue

Docket Text: Modify as Appropriate.

Schedule F, adding Chase Manhattan Bank (Verify Fee) Filed by Alyson Johnson on behalf of Joint Debtor James William Common , Debtor Julia Alltoo Common (related document(s)[1]). (Johnson, Alyson)

**Figure 11**



Click the down arrow ▼ to display the prefix options (if applicable). **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:

Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified



A supplemental text box window is provided to add more detail to the docket entry (i.e.: names of the added creditors).



Click **[Next]** to continue.

**STEP 17** The **Final Approval** screen displays. (See **Figure 12**)

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

**Miscellaneous:**

[6:09-bk-00293 Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)







Assets: n Case Flag: DebtEdDue

Docket Text: Final Text

**Amendment to Schedule F, adding Chase Manhattan Bank (Verify Fee) Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common (related document(s)[1]). (Johnson, Alyson)**

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

**Figure 12**

-  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 18** The **Electronic Payment** screen displays. (See Figure 13)  
[Note: This screen is a pop-up. In order for this to function properly, you will need to disable any pop-up blockers you may have enabled.]

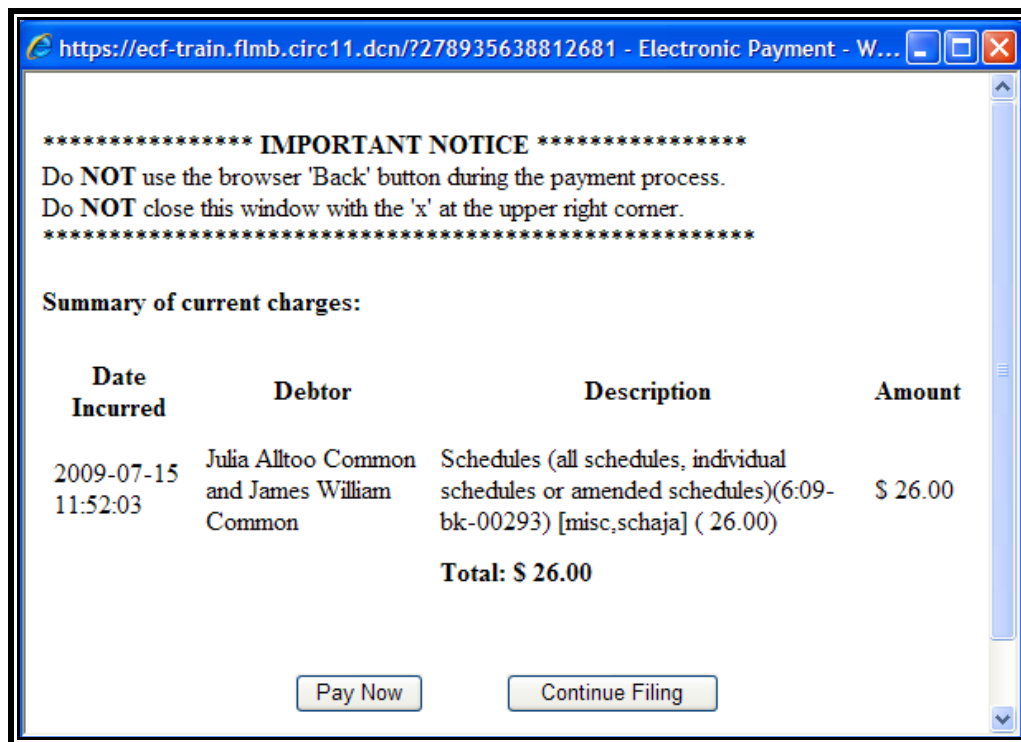





Figure 13

-  A summary of current charges appears showing the *date incurred, description and amount*.

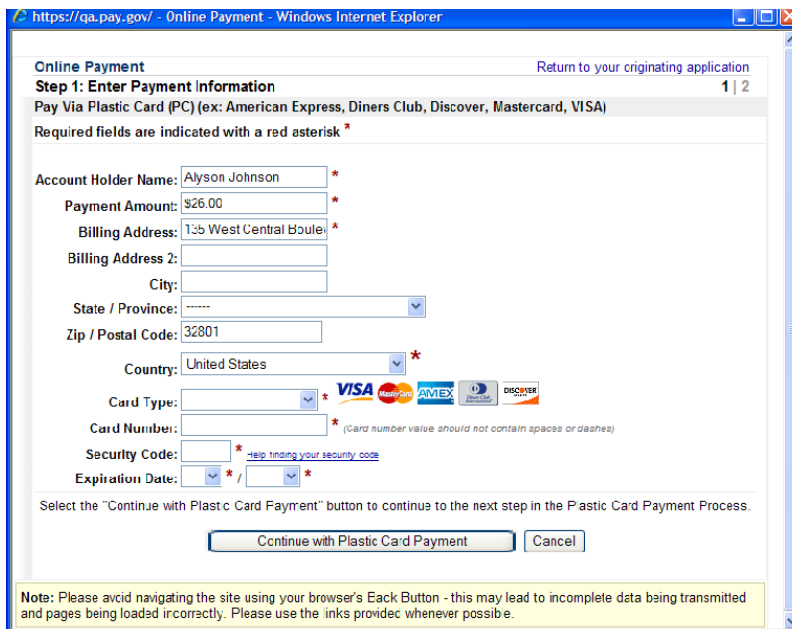
 The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.

**Note:** If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.

 Select **[Continue Filing]** if you are filing multiple fee-based events 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 21**.

 If you select **[Pay Now]**, proceed to **Step 18**.

## STEP 19 The **Payment Information** screen displays. (See Figure 14)



Online Payment Return to your originating application

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Alyson Johnson \*

Payment Amount: \$26.00 \*

Billing Address: 135 West Central Boule \*


Billing Address 2:

City:

State / Province: -----

Zip / Postal Code: 32801

Country: United States \*

Card Type: \* 

Card Number: \* (Card number value should not contain spaces or dashes)


Security Code: \* [help finding your security code](#)

Expiration Date: \* / \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Figure 14**

 The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account.

It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.

- Click the card type. The court accepts the following credit cards:

Visa  
Master Card  
American Express  
Discover

- Enter the credit card number.
- The security code is required. The transaction will fail if the security code from the back of the card is not entered correctly.
- Select the card's expiration month from the drop down list and enter the expiration year.
- Verify the amount being paid and click [**Continue with Plastic Card Payment**].

**STEP 20** The **Payment Summary and Authorization** screen displays. (See Figure 15)

Online Payment Step 2: Authorize Payment

Return to your originating application

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Alyson Johnson Billing Address: 135 West Central Boulevard Billing Address 2: City: State / Province: Zip / Postal Code: 32601 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount \$26.00 Transaction Date 07/15/2009 11:53 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma


Authorization and Disclosure


Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Figure 15

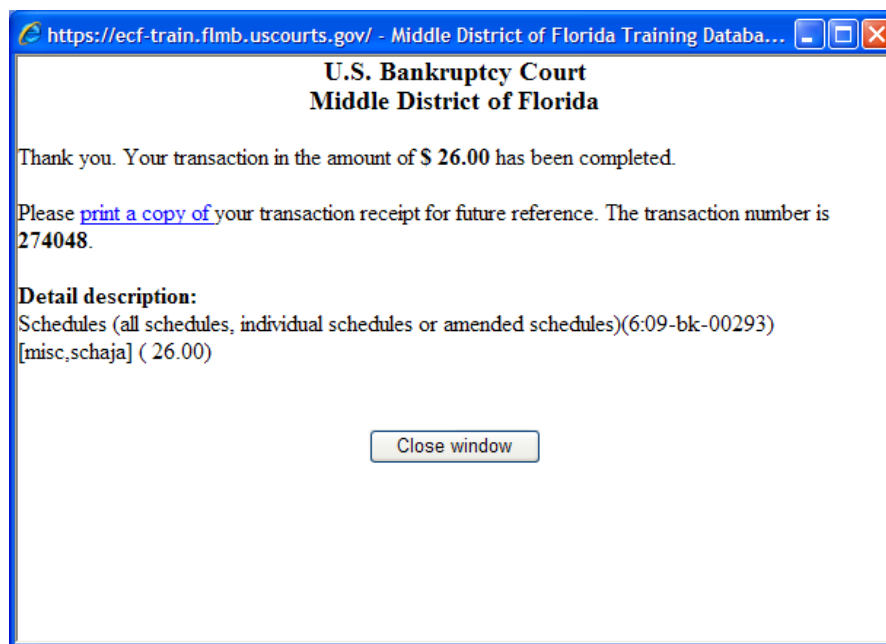
 Verify information and if acceptable, click the Authorization box.

 If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.


**Note:** In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.

 Click **[Submit Payment]**.

**STEP 21** The **Transaction Receipt** screen displays. (See **Figure 16**)










**Figure 16**


 You can print this screen by clicking on the **print a copy of** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.

 Click **[Close Window]** to continue.

**STEP 22** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  You may also save the notice through the browser **File/Save** option.

**STEP 23** Upload the added creditors

-  If you have elected to upload creditors rather than add them during the Amendment to Schedules Event, refer to *Chapter 7 – Upload a Creditor Matrix or Individual Creditor* for instructions on uploading the creditors addressed in the amendment.



## 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.








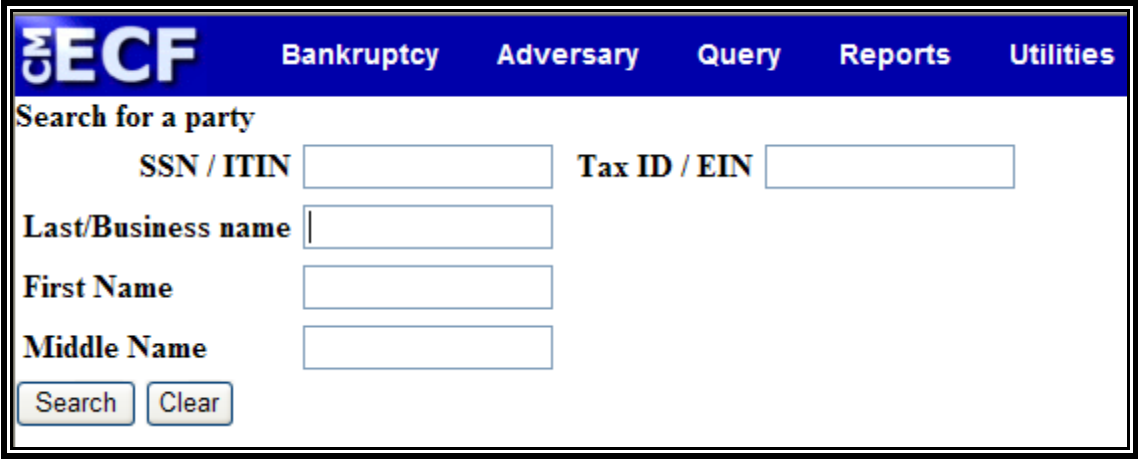
Click the down arrow ▼ to reveal the list of motion/application/objection events. You may also enter keywords into the event search box to search for the event. Highlight *Motion for Sanctions*. It will then appear in the “Selected Events” box.



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]** and proceed to **Step 9**.
-  If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See Figure 17)

**ECF** Bankruptcy Adversary Query Reports Utilities

**Search for a party**



SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Figure 17**

-  Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case. (The first name and/or middle name can be included to narrow down the search.)
-  Click **[Search]** to continue.

**STEP 7** The **Party Search Results** screen displays. (See **Figure 18**)

**ECF** Bankruptcy Adversary Query Reports Utilities

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name


First Name

Middle Name


**Party search results**

Jones, James  
Jones, James, 111 River Road, Jacksonville, FL  
Jones, James A, Jacksonville  
Jones, James A, Jacksonville  
Jones, James Earl, Jr., 3415 W. Hillsborough Ave., Tampa, FL  
Jones, James Earl, 3415 W. Hillsborough, Tampa, FL

**Figure 18**

-  If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

-  If the system does not find the party with the search criteria entered, it will display a message **No person found** (See **Figure 19**)

**ECF** Bankruptcy Adversary Query Reports Utilities

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

No person found.

**Figure 19**



Click **Create New Party** to add the party to the case.

**STEP 8** The **Party Information** screen displays (See **Figure 20**).

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

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN / ITIN  Tax ID / EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role

Party text

**Figure 20**

**Note:** If you have selected a party from the party list, you will not be able to edit the name or social security number/tax id number field; however, you will be able to modify other field information.



Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.





The **Role** type **must** be changed to reflect the correct party role for the party being added.



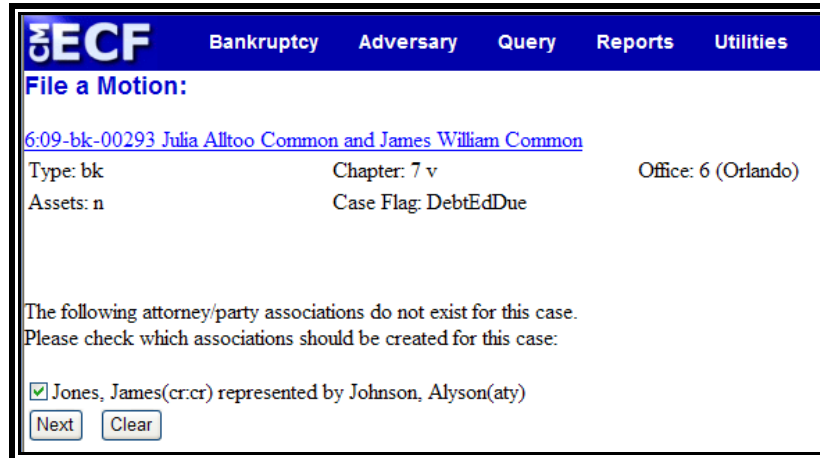
The **Party Text** box can be used to add an additional descriptive nature to the party's name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.



When all information is entered, click [**Submit**] to add the party to the case.



-  The **Select the Party** screen will display again, this time with the added party highlighted.
-  Click [**Next**] to continue.

**STEP 9** The **Attorney/Party Association** screen displays (if a new party was added or the attorney was not previously associated to the party selected). (See **Figure 21**)






The screenshot shows the CMECF web interface. At the top is a blue navigation bar with the CMECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the bar, the page title is "File a Motion:". The main content area displays case information: "6:09-bk-00293 Julia Altoo Common and James William Common". Below this, it shows "Type: bk", "Chapter: 7 v", "Office: 6 (Orlando)", "Assets: n", and "Case Flag: DebtEdDue". A message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below the message is a checkbox labeled "Jones, James(cr:cr) represented by Johnson, Alyson(aty)" which is checked. At the bottom are "Next" and "Clear" buttons.

**Figure 21**

-  If you are the attorney representing the party added, check the box.
-  Click [**Next**] to continue.



**STEP 10** 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, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file 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 11** The **Additional Clarification** screen may display (See **Figure 22**)



**Figure 22**



-  If the event you've selected requires additional clarification or information, such as the *Appropriate Type of Sanctions* pick list shown above (click the down arrow ▼ to display options), complete the information that pertains to your motion/application/objection.
-  Click **[Next]** to continue.

**STEP 12** The **Refer to Existing Event** screen displays.



-  This option allows you to relate the motion/application/objection to a previously filed document. Check the box if appropriate.
-  Click **[Next]** to continue.

**STEP 13** The **Final Docket Text** screen displays. (See Figure 23)







**Figure 23**

-  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:








Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified

-  A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Davy Jones Pirates Inc.” to indicate whom the motion for sanctions are against.
-  Click **[Next]** to continue.

**STEP 14** 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 15** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  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.








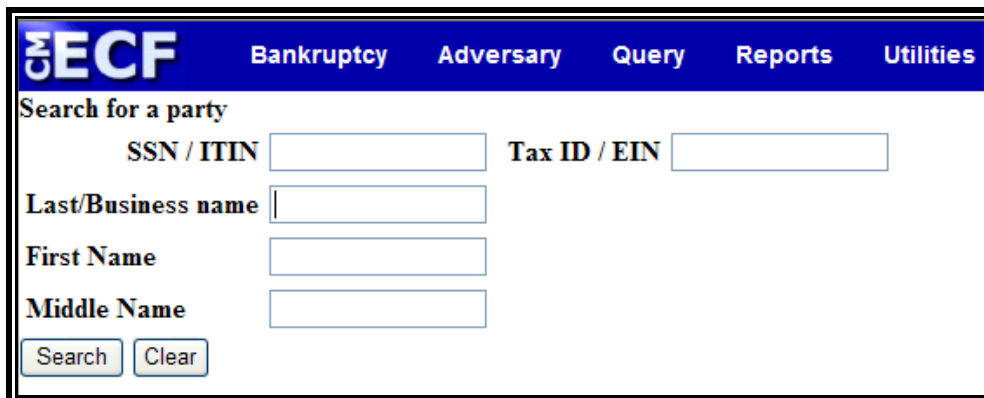
Click the down arrow ▼ to reveal the list of motion/application/objection events. You may also enter keywords into the event search box to search for the event. Highlight *Motion to Convert Case to Chapter 7*. It will then appear in the “Selected Events” box.





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**] and proceed to **Step 9**.
-  If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See **Figure 24**)**Figure 24**

-  Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case. (The first name and/or middle name can be included to narrow down the search.)
-  Click [**Search**] to continue.

**STEP 7** The **Party Search Results** screen displays. (See **Figure 25**)

**CMECF** Bankruptcy Adversary Query Reports Utilities

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

Jones, James  
Jones, James, 111 River Road, Jacksonville, FL  
Jones, James A, Jacksonville  
Jones, James A, Jacksonville  
Jones, James Earl, Jr., 3415 W. Hillsborough Ave., Tampa, FL  
Jones, James Earl, 3415 W. Hillsborough, Tampa, FL

**Figure 25**

If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.



If the system does not find the party with the search criteria entered, it will display a message **No person found** (See **Figure 26**)

Figure 26









Click **Create New Party** to add the party to the case.

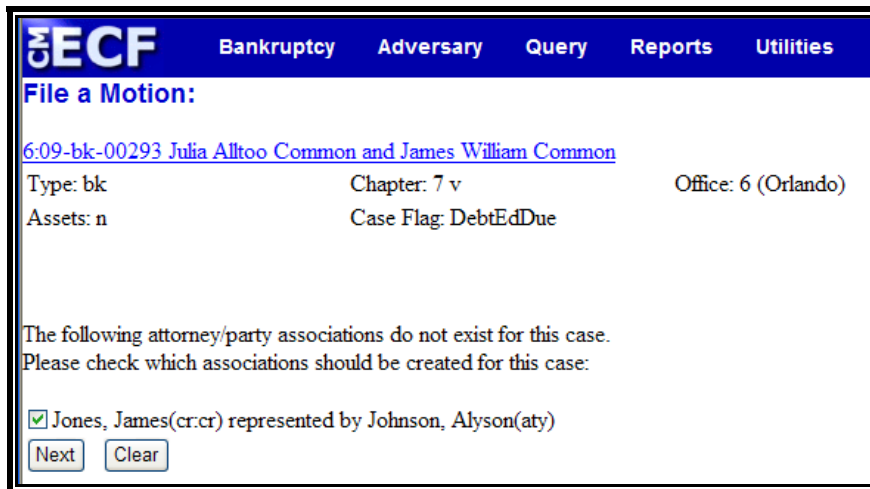
**STEP 8** The **Party Information** screen displays (See **Figure 27**).

Figure 27

**Note:** If you have selected a party from the party list, you will not be able to edit the name or social security number/tax id number field; however, you will be able to modify other field information.



-  Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
-  The **Role** type will default to “*blank:pty*” and **must** be changed to reflect the correct party role for the party being added.
-  The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
-  When all information is entered, click [**Submit**] to add the party to the case.
-  The **Select the Party** screen will display again, this time with the added party highlighted.
-  Click [**Next**] to continue.

**STEP 9** The **Attorney/Party Association** screen displays (if a new party was added or the attorney was not previously associated to the party selected). (See **Figure 28**)






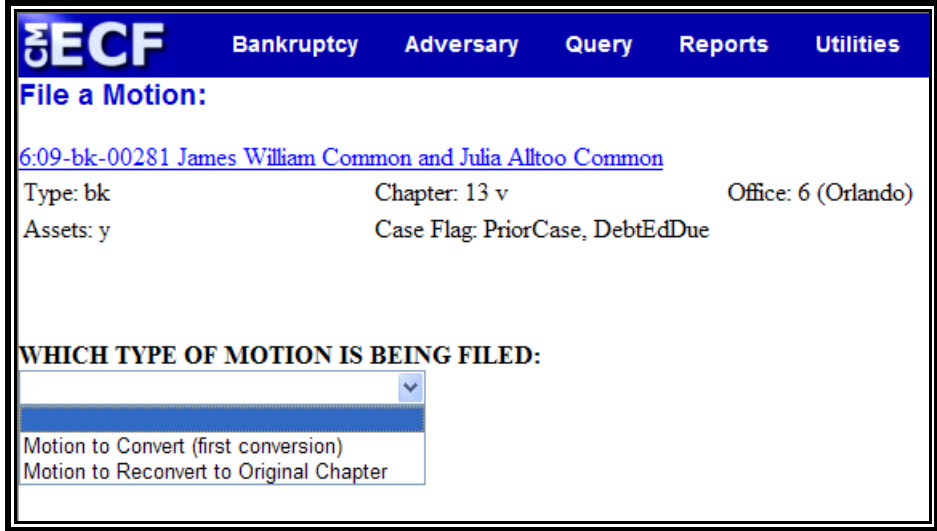
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below this, the main heading is "File a Motion:". The case information displayed includes: Case Number: 6:09-bk-00293, Parties: Julia Alltoo Common and James William Common, Type: bk, Chapter: 7 v, Office: 6 (Orlando), Assets: n, and Case Flag: DebtEdDue. A message states: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this message, there is a checkbox labeled "Jones, James(cr:cr) represented by Johnson, Alyson(aty)" which is checked. At the bottom, there are two buttons: "Next" and "Clear".




**Figure 28**

-  If you are the attorney representing the party added, check the box.
-  Click [**Next**] to continue.

**STEP 10** 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, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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 11** The **Type of Motion Selection** screen displays. (See **Figure 30**)**Figure 30**

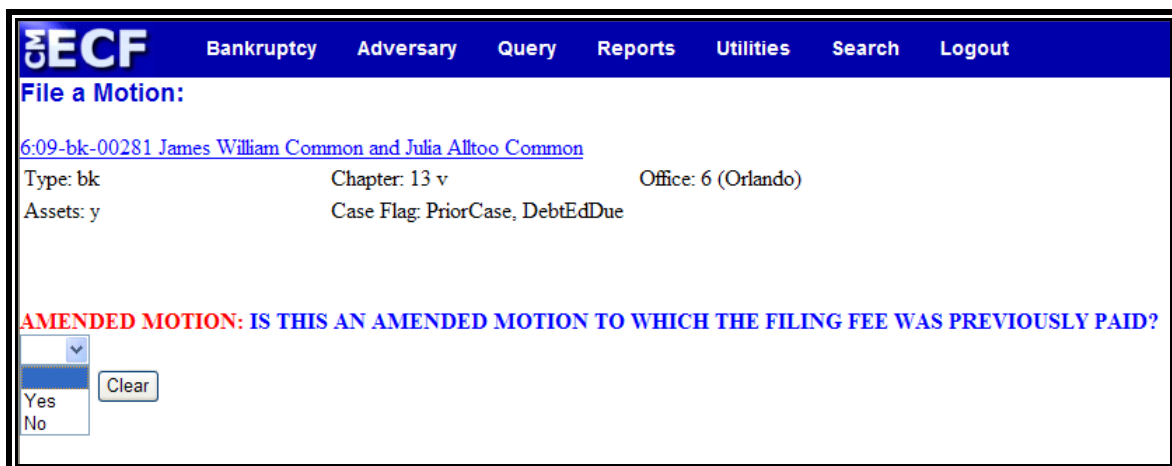
-  If the case is being converted to a new chapter for the first time, select **Motion to Convert (first conversion)**
-  If the case is converting back to the original chapter under which the case was filed, select **Motion to Reconvert to Original Chapter**.
-  Click **[Next]** to continue.

**STEP 12** The **Fee Information** screen displays. (See **Figure 31**)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the bar, the page title is "File a Motion:". The case information is displayed as follows: Case Number "6:09-bk-00281 James William Common and Julia Alltoo Common", Type "bk", Chapter "13 v", Office "6 (Orlando)", Assets "y", and Case Flag "PriorCase, DebtEdDue". A red "IMPORTANT:" notice asks if the filer is one of the following: Trustee, Attorney for Trustee, United States Trustee, or An Agency of the United States. Below this is a dropdown menu with "Yes" and "No" options, and a "Clear" button.



**Figure 31**

-  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 **[Next]** to continue.

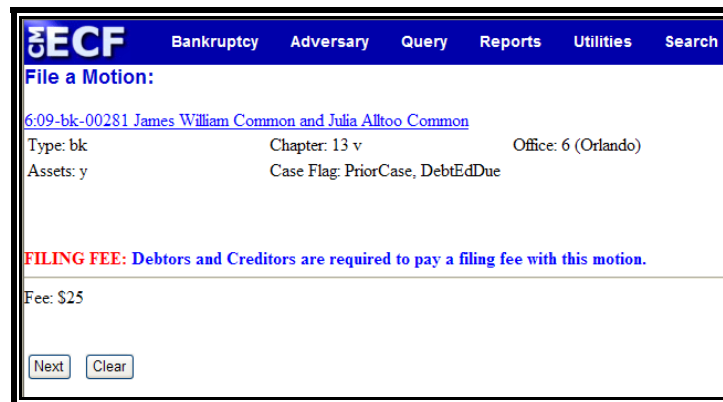
**STEP 13** The **Amended Motion?** screen displays (See **Figure 32**)

The screenshot shows the ECF interface for the "Amended Motion?" screen. The navigation bar is the same as in Figure 31, but it includes "Search" and "Logout" links. The case information is identical to Figure 31. The red "AMENDED MOTION:" notice asks "IS THIS AN AMENDED MOTION TO WHICH THE FILING FEE WAS PREVIOUSLY PAID?". Below this is a dropdown menu with "Yes" and "No" options, and a "Clear" button.

**Figure 32**

-  Click the down arrow ▼ to select “Yes” or “No” when asked if you are amending a previously filed motion and the fee was previously paid.
-  Click [Next] to continue.

**STEP 14** The **Required Fee** screen displays. (See Figure 33)





The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the bar, the page title is "File a Motion:". The case information is displayed as follows: Case Number: 6:09-bk-00281 James William Common and Julia Alltoo Common; Type: bk; Chapter: 13 v; Office: 6 (Orlando); Assets: y; Case Flag: PriorCase, DebtEdDue. A red text box states: "FILING FEE: Debtors and Creditors are required to pay a filing fee with this motion." Below this, the fee is listed as "Fee: \$25". At the bottom are two buttons: "Next" and "Clear".

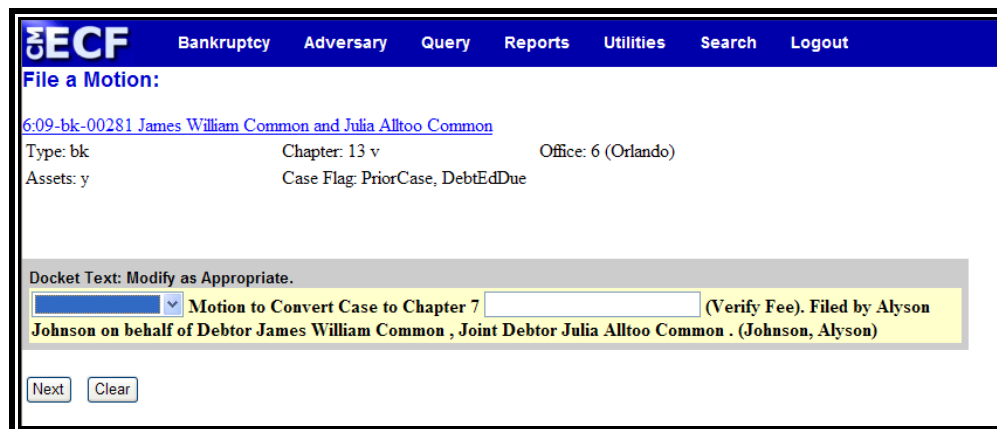
Figure 33

-  Click [Next] to continue.

**STEP 15** The **Refer to Existing Event** screen displays.

-  This option allows you to relate the motion/application/objection to a previously filed document.
-  Click [Next] to continue.



**STEP 16** The **Final Docket Text** screen displays. (See Figure 34)





The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the bar, the page title is "File a Motion:". The case information is displayed as follows: Case Number: 6:09-bk-00281 James William Common and Julia Alltoo Common; Type: bk; Chapter: 13 v; Office: 6 (Orlando); Assets: y; Case Flag: PriorCase, DebtEdDue. A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a blue arrow pointing down, followed by the text "Motion to Convert Case to Chapter 7 (Verify Fee). Filed by Alyson Johnson on behalf of Debtor James William Common , Joint Debtor Julia Alltoo Common . (Johnson, Alyson)". At the bottom are two buttons: "Next" and "Clear".

Figure 34









-  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:

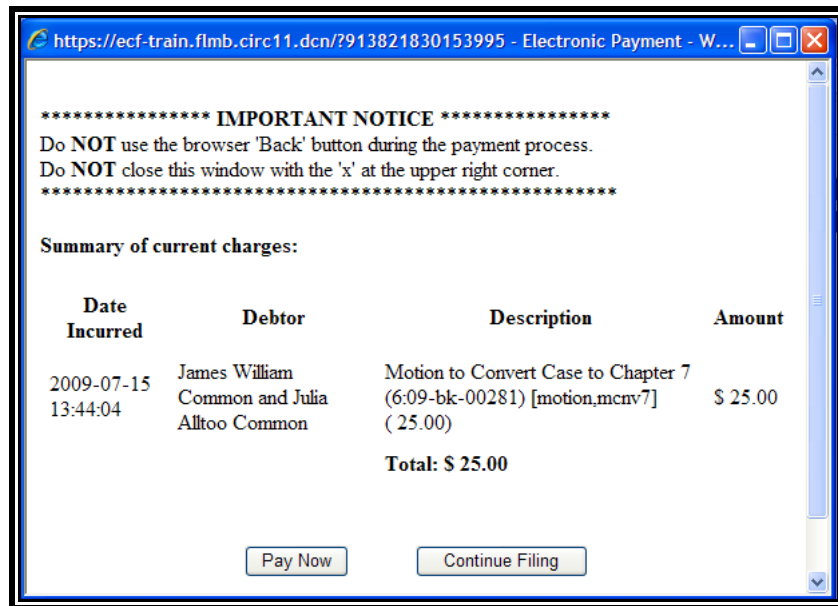
Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified

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





**STEP 16** 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 17** The **Electronic Payment** screen displays. (See **Figure 35**)  
 [Note: This screen is a pop-up. In order for this to function properly, you will need to disable any pop-up blockers you may have enabled.]



**Figure 35**

-  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.  
**Note:** If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.
-  Select **[Continue Filing]** if you are filing multiple fee-based events 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 21**.
-  If you select **[Pay Now]**, proceed to **Step 18**.

**STEP 18** The **Payment Information** screen displays. (See **Figure 36**)

https://qa.pay.gov/ - Online Payment - Windows Internet Explorer

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Alyson Johnson \*

Payment Amount: \$25.00 \*

Billing Address: 135 West Central Boulevard \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code: 32801

Country: United States \*

Card Type: \*

Card Number: \* (Card number value should not contain spaces or dashes)

Security Code: \* [Help finding your security code](#)

Expiration Date: \* /

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

**Figure 36**

The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account.

It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.



Click the card type. The court accepts the following credit cards:



Visa  
Master Card  
American Express  
Discover



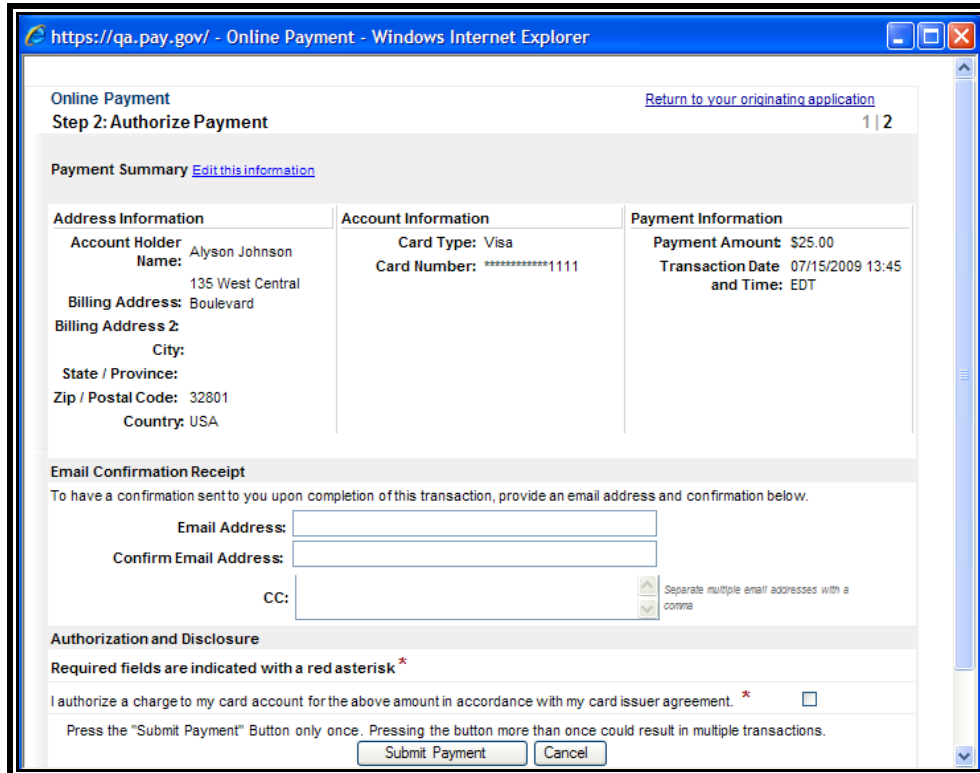
Enter the credit card number.



The security code is required. The transaction will fail if the security code from the back of the card is not entered correctly.

-  Select the card's expiration month from the drop down list and enter the expiration year.
-  Verify the amount being paid and click [**Continue with Plastic Card Payment**].

**STEP 19** The **Payment Summary and Authorization** screen displays.  
(See Figure 37)



Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Alyson Johnson	Card Type: Visa	Payment Amount: \$25.00
Billing Address: 135 West Central Boulevard	Card Number: *****1111	Transaction Date: 07/15/2009 13:45 and Time: EDT
Billing Address 2:		
City:		
State / Province:		
Zip / Postal Code: 32801		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:  Separate multiple email addresses with a comma




Authorization and Disclosure

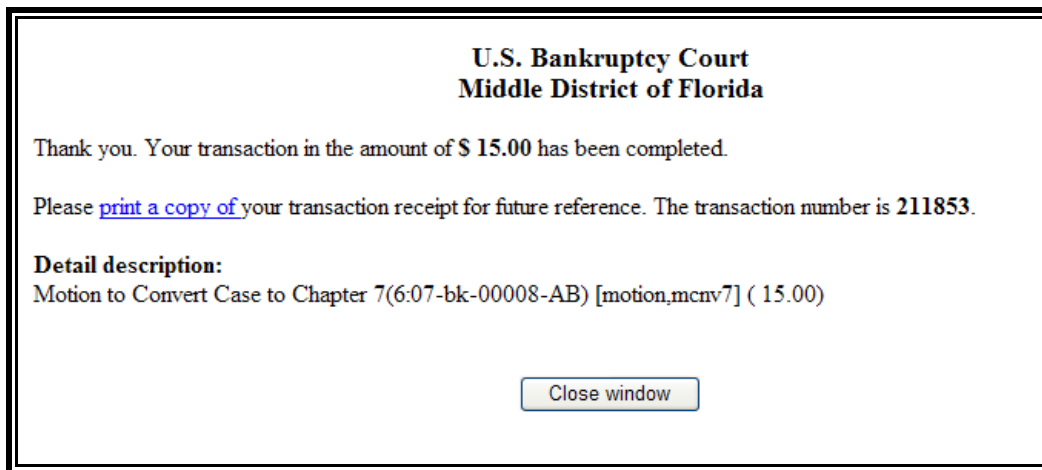
Required fields are indicated with a red asterisk \*



I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.








**Figure 37**

-  Verify information and if acceptable, click the Authorization box.
-  If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.  
**Note:** In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the [**Continue**] and [**Make Payment**] buttons with your mouse.
-  Click [**Submit Payment**].

**STEP 20** The **Transaction Receipt** screen displays. (See **Figure 38**)**Figure 38**

-  You can print this screen by clicking on the **print a copy of** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
-  Click **[Close Window]** to continue.

**STEP 21** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  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 Bar.

**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 39)

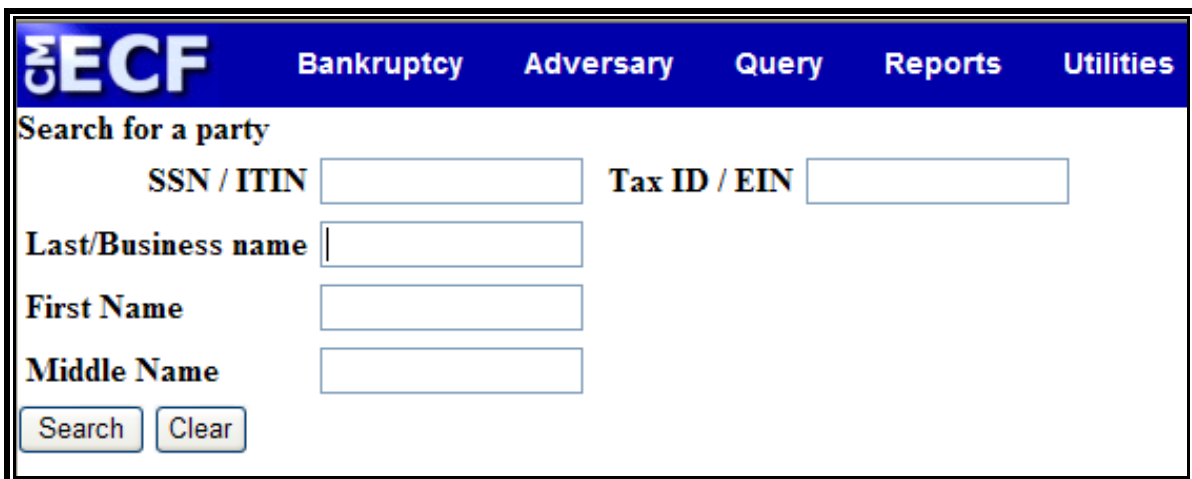
Figure 39

-  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.
-  You may also enter keywords into the event search box to search for the event. In this example, a *Response to a Motion for Sanctions* is being docketed. Highlight the *Response* option. It will then appear in the “Selected Events” box.
-  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**] and proceed to **Step 10**.
-  If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 7**.

**STEP 7** The **Search Party** screen displays. (See Figure 40)



**ECF** Bankruptcy Adversary Query Reports Utilities

Search for a party



SSN / ITIN  Tax ID / EIN

Last/Business name

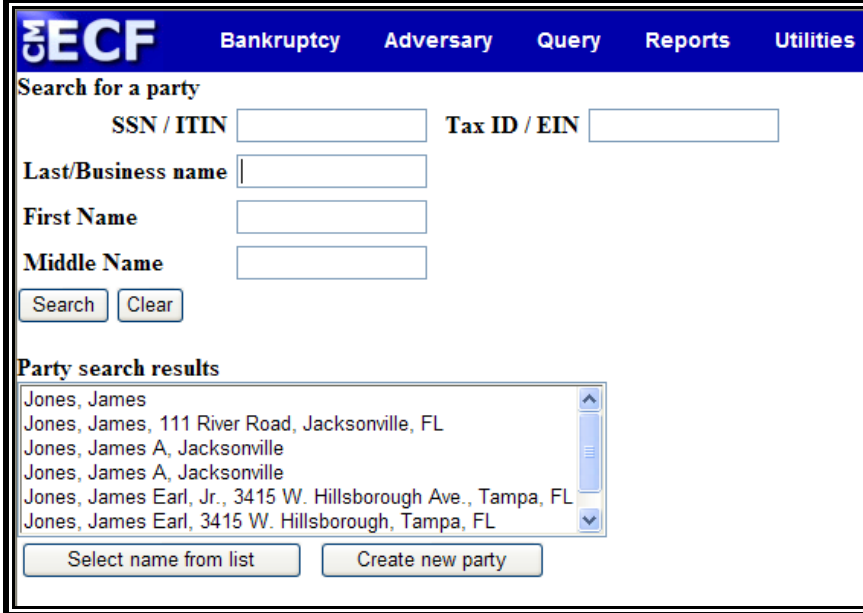
First Name

Middle Name


Figure 40

-  Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case. (The first name and/or middle name can be included to narrow down the search.)
-  Click **[Search]** to continue.

**STEP 8** The **Party Search Results** screen displays. (See **Figure 41**)



**Figure 41**

-  If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, click on each name until you find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.


-  If the system does not find the party with the search criteria entered, it will display a message **No person found** (See **Figure 42**)



Figure 42









Click **Create New Party** to add the party to the case.

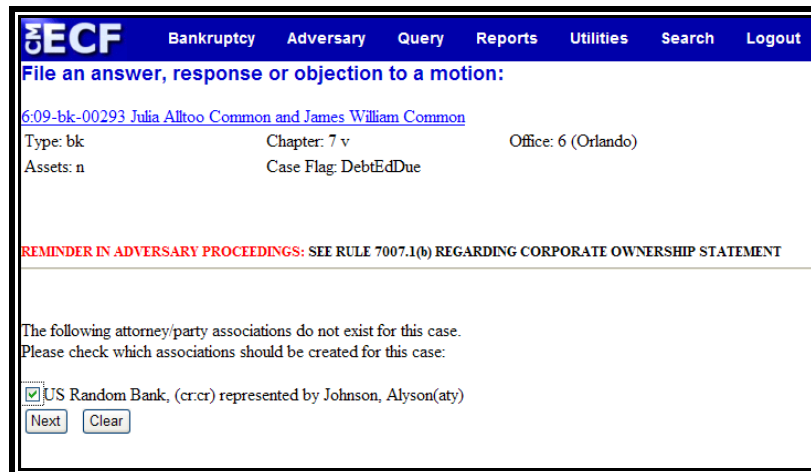
**STEP 9** The **Party Information** screen displays (See **Figure 43**).

Figure 43



**Note:** If you have selected a party from the party list, you will not be able to edit the name or social security number/tax id number field; however, you will be able to modify other field information.

-  Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.
-  The **Role** type will default to “*blank:pty*” and **must** be changed to reflect the correct party role for the party being added.
-  The **Party Text** box can be used to add an additional descriptive nature to the party’s name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.
-  When all information is entered, click [**Submit**] to add the party to the case.
-  The **Select the Party** screen will display again, this time with the added party highlighted.
-  Click [**Next**] to continue.




**STEP 10** The **Attorney/Party Association** screen displays (if a new party was added or the attorney was not previously associated to the party selected). (See **Figure 44**)




**Figure 44**

-  If you are the attorney representing the party added, check the box.
-  Click [**Next**] to continue.

**STEP 11** 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, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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 12** The **Pending Motions** screen displays. (See Figure 45)**Figure 45**

-  Select the motion you wish to respond to by clicking inside the radio box to place a checkmark next to the relevant motion. This will link the response to the motion.

**Helpful Hint:** You will need to provide the name of the document to which you are responding. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.



Click [Next] to continue.

**STEP 13** The **Final Docket Text** screen displays. (See Figure 46)

**Figure 46**





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:








Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor's	Second Amended	Verified

-  A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added, “*Motion For Sanctions for Violation of the Automatic Stay under 11 U.S.C. Sec. 362(k). against Davy Jones*”.
-  Click [**Next**] to continue.

**STEP 14** 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 15** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  You may also save the notice through the browser **File/Save** option.

## AMENDED DOCUMENTS

This module demonstrates the steps to amend documents. Although this example shows the amending of a Motion for Sanctions, the same steps would be followed to amend other types of documents. Refer to the module entitled “Amended Schedules D, E & F” for instructions on amending the debtor(s) schedules.

**Note:** If you are amending a document, use the original event and choose “amended” from the list of prefix options in the Final Docket Text screen. However, if you are amending a motion/application where the fee was paid with the initial filing, pay close attention to the display messages to avoid being charged a filing fee for the amended document where none is actually due. The exception to this module is the Amended Motion for Relief from Stay, which has its own event.

### Amended 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.

-  Click the down arrow ▼ to reveal the list of motion/application/objection events. You may also enter keywords into the event search box to search for the event. Highlight *Motion for Sanctions*. It will then appear in the “Selected Events” box.
-  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**] and proceed to **Step 9**.
-  If the party is not located in the **Select the Party** box, click **Add/Create New Party** and proceed to **Step 6**.

**STEP 6** The **Search Party** screen displays. (See Figure 47)

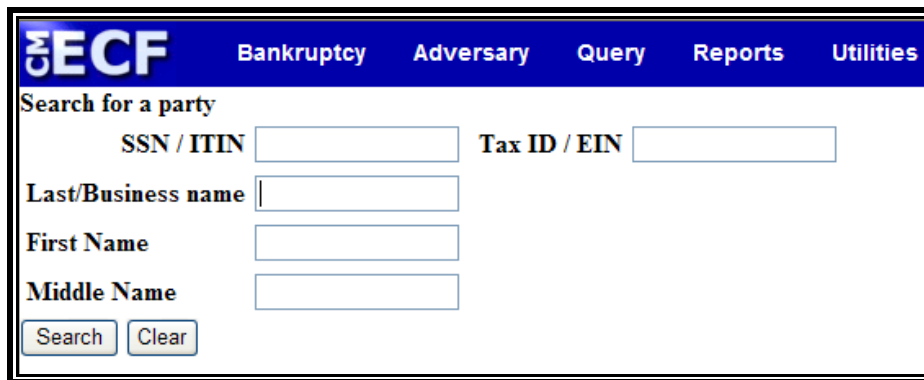




Figure 47

-  Enter a social security number, tax identification number, or last/business name to search for the party to be added to the case. (The first name and/or middle name can be included to narrow down the search.)
-  Click [**Search**] to continue.

**STEP 7** The **Party Search Results** screen displays. (See **Figure 48**)

**ECF** Bankruptcy Adversary Query Reports Utilities

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name


First Name

Middle Name


**Party search results**

Jones, James  
Jones, James, 111 River Road, Jacksonville, FL  
Jones, James A, Jacksonville  
Jones, James A, Jacksonville  
Jones, James Earl, Jr., 3415 W. Hillsborough Ave., Tampa, FL  
Jones, James Earl, 3415 W. Hillsborough, Tampa, FL

**Figure 48**

-  If the system finds the correct party, highlight the party's name in the **Party Search Results** window, and click **Select Name from List** to add the party to the case, and then proceed to **Step 8**.

**Note:** If numerous records are found, find the appropriate match. If no exact match is found, select a record that just contains the party's name and click **Select Name from List**. You will then be given the opportunity to input the correct information for the party.

-  If the system does not find the party with the search criteria entered, it will display a message **No person found** (See **Figure 49**)

**ECF** Bankruptcy Adversary Query Reports Utilities

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

No person found.

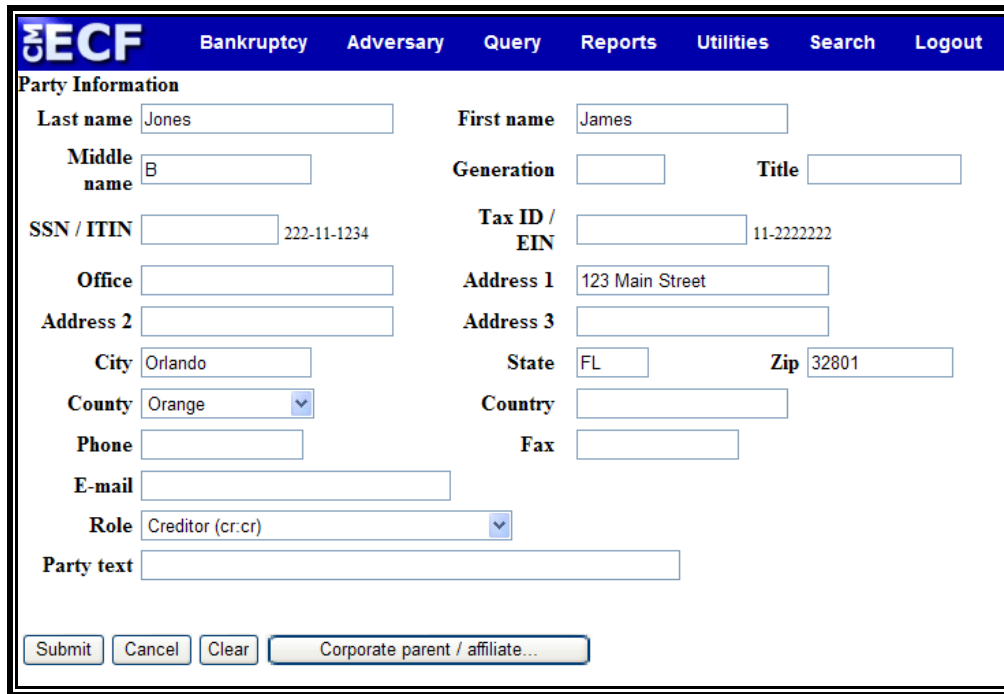
**Figure 49**





Click **Create New Party** to add the party to the case.

**STEP 8** The **Party Information** screen displays (See **Figure 50**).



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

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN / ITIN  Tax ID / EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role

Party text

**Figure 50**

**Note:** If you have selected a party from the party list, you will not be able to edit the name or social security number/tax id number field; however, you will be able to modify other field information.



Enter or verify the party name. It is important to include the complete mailing addresses of the party if available for noticing purposes.





The **Role** type **must** be changed to reflect the correct party role for the party being added.



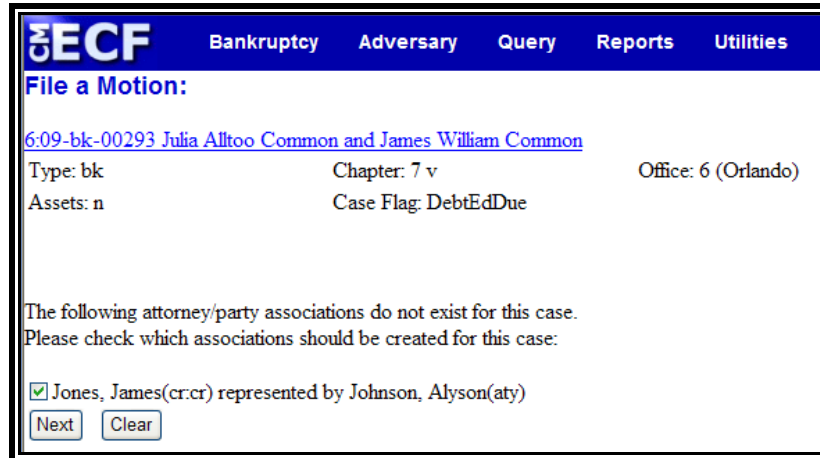
The **Party Text** box can be used to add an additional descriptive nature to the party's name. For example: If the plaintiff was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.





When all information is entered, click [**Submit**] to add the party to the case.

-  The **Select the Party** screen will display again, this time with the added party highlighted.
-  Click [**Next**] to continue.




**STEP 9** The **Attorney/Party Association** screen displays (if a new party was added or the attorney was not previously associated to the party selected). (See **Figure 51**)



**Figure 51**

-  If you are the attorney representing the party added, check the box.
-  Click [**Next**] to continue.



**STEP 10** 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, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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 11** The **Additional Clarification** screen may display (See **Figure 52**)

The screenshot shows the EECF (Electronic Entry and Case Filing) interface. At the top is a blue navigation bar with the EECF logo and tabs for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page is titled 'File a Motion:'. The main content area displays case information: '6:09-bk-00293 Julia Alltoo Common and James William Common'. Below this, it shows 'Type: bk', 'Chapter: 7 v', 'Office: 6 (Orlando)', 'Assets: n', and 'Case Flag: DebtEdDue'. A section titled 'Select the Appropriate Type of Sanctions' contains a dropdown menu. The dropdown is open, showing a list of options: 'Violation of the Automatic Stay under 11 U.S.C. Sec. 362(k)', 'Violation of Discharge Injunction under 11 U.S.C. Sec. 524(a)', 'Attorney for DEBTOR Misconduct under Fed R Bankr P 9011(c)', 'Title 28 U.S.C. Sec 1927 Liability of Counsel for Excessive Costs', and 'Motion for Sanctions - Other'.



**Figure 52**

-  If the event you've selected requires additional clarification or information, such as the *Appropriate Type of Sanctions* pick list shown above (click the down arrow ▼ to display options), complete the information that pertains to your motion/application/objection.
-  Click **[Next]** to continue.

**STEP 12** The **Refer to Existing Event** screen displays. (See **Figure 53**)

This screenshot shows the same EECF 'File a Motion' screen as Figure 52, but with the 'Refer to existing event(s)?' checkbox checked. The checkbox is located below the case information. Below the checkbox are two buttons: 'Next' and 'Clear'.

**Figure 53**

-  Click inside the box to place a checkmark and indicate that this filing does refer to an existing document. This will allow you to choose the document being amended. By referring to that document a linkage will be created in the system.
-  Click **[Next]** to continue.

**STEP 12** The **Document Category** screen displays. (See **Figure 54**)



**ECF** Bankruptcy Adversary Query Reports Utilities

**File a Motion:**

[6:09-bk-00293 Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)


Assets: n Case Flag: DebtEdDue

Select the category to which your event relates.

Type  
answer  
appeal  
assign  
auditor  
caseupld  
claims  
cmp  
court  
crditord

Next Clear



**Figure 54**

-  Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.

**Note:** If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

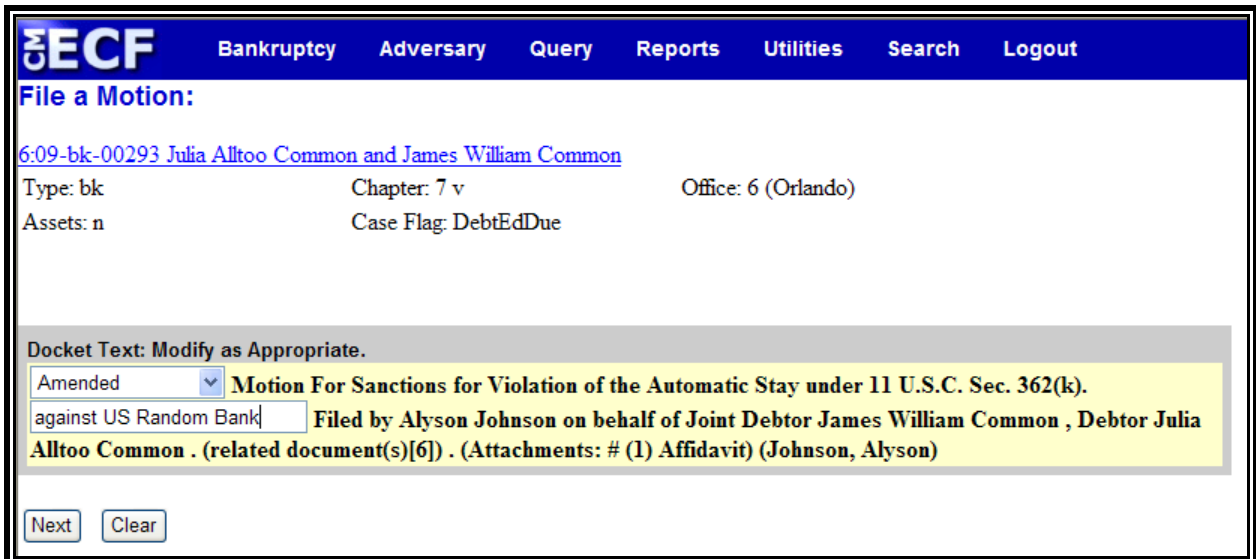
-  Click **[Next]** to continue.



**STEP 13** A **Document List** displays.

-  A list of motions filed in this case will be displayed. If you highlighted all category types, the entire docket will be displayed.
-  Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.



**Helpful Hint:** You may need to provide additional text. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

-  Click [**Next**] to continue.







**STEP 14** The **Final Docket Text** screen displays. (See **Figure 55**)

**Figure 55**

-  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:




Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor's	Second Amended	Verified





-  In this example, we have selected “Amended”.
-  A supplemental text box window is provided to add more detail to the docket entry. In this example, we have added: “against Davy Jones Pirates Inc.” to indicate whom the motion for sanctions are against.

**STEP 15** 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 16** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

-  Scroll down to see participants who have and 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**.
-  You may also save the notice through the browser **File/Save** option.

## ATTACHMENTS TO DOCUMENTS

This module demonstrates the steps to take when an electronically filed document has attachments. This will occur most frequently when a document, such as a motion, is typed in word processing and converted to PDF format. However, there are additional exhibits to be included with the filing. In this instance there will be more than one PDF file; the document itself converted to PDF format in the word processor, and one or more attachments scanned and saved in PDF format.

**STEP 1** Scan the attachment(s) and convert to *PDF* format. (See module: Converting to PDF Format - Scanned Documents for additional information) If you have multiple exhibits to attach to a document, you can scan them all at the same time and save them under one *PDF* filename.

**STEP 2** During the docketing process, the **PDF Document Selection** screen displays. (See **Figure 56**)





The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below this is the 'File a Motion' section. It displays case information: '6:09-bk-00293 Julia Altoo Common and James William Common'. Below the case name, it shows 'Type: bk', 'Chapter: 7 v', 'Office: 6 (Orlando)', 'Assets: n', and 'Case Flag: DebtEdDue'. A prompt asks the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a text field for the 'Filename' and a 'Browse...' button. Below this, there are radio buttons for 'Attachments to Document', with 'No' selected. At the bottom of the form are 'Next' and 'Clear' buttons.

**Figure 56**

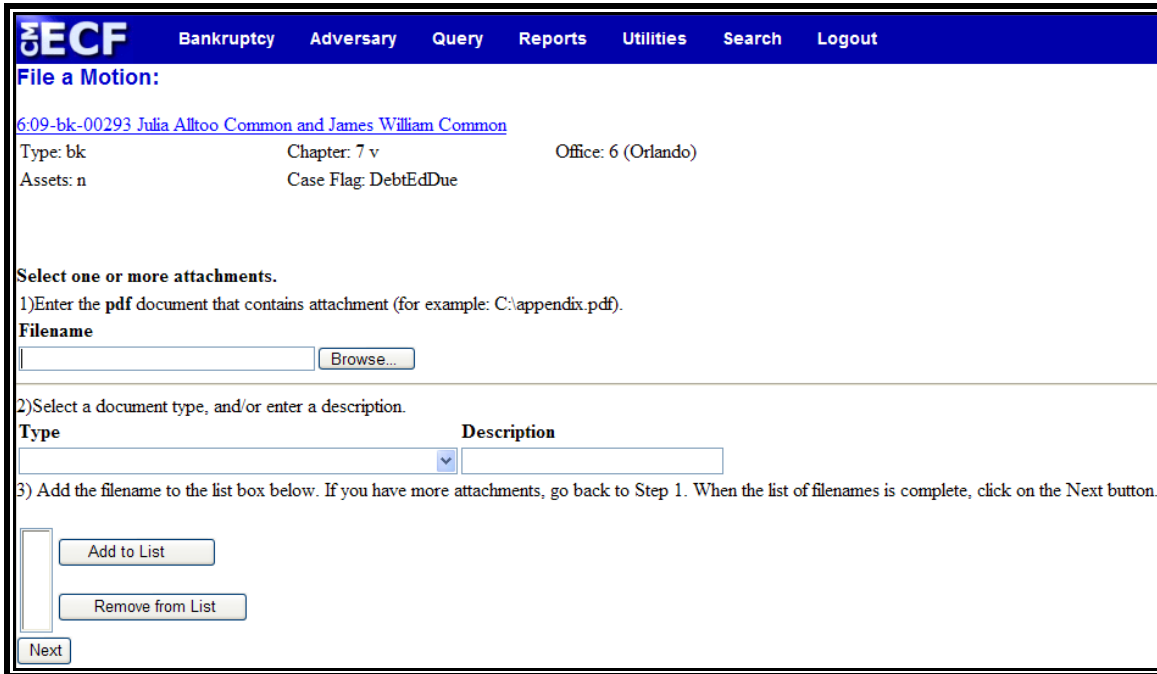


Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.




-  The **Attachments to Document** radio button defaults to **No**. Click to select **Yes**.
-  Click [**Next**] to continue.

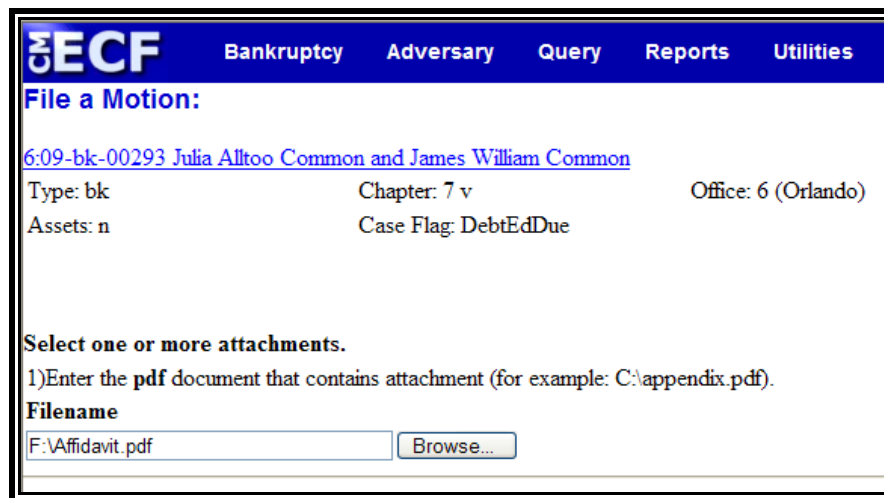
**STEP 3** The **Attachments to Document** screen displays. (See **Figure 57**)



**Figure 57**

-  In **Section 1**, click [**Browse**], then navigate to the directory where the **attachment** PDF file is located for the main document. View the document to verify the correct file has been selected. Double-click the PDF **attachment** file to select it and include it with the main document for this docket entry.

**STEP 4** The **attachment PDF** filename now displays in **Section 1**.  
(See **Figure 58**)



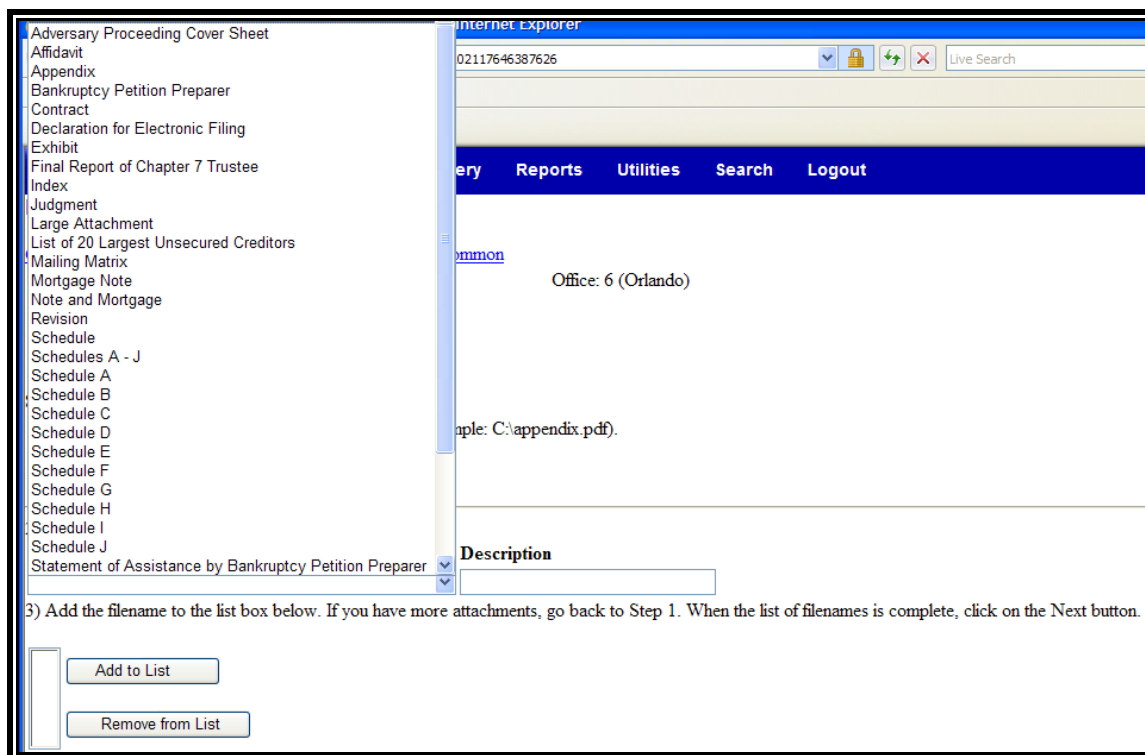
**Figure 58**






**Section 2** allows for descriptive information about this **attachment**.



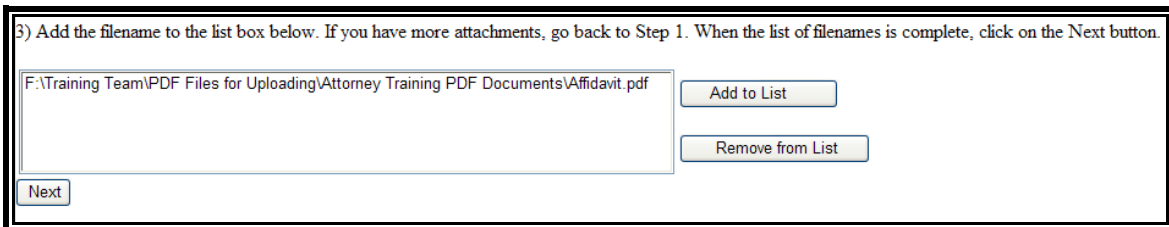
Click on the down arrow ▼ to reveal the list of options in the **Type** category. (See **Figure 59**)







**Figure 59**

-  Click to highlight a **Type** if appropriate for this **attachment**, or leave blank.
-  If you left the type field blank, you must click inside the Description field to type the name of the **attachment(s)**. As examples: *Deed of Trust and Promissory Note*; or *Security Agreement* (if only one attachment is included). Note that either **Type** or **Description** field must be filled in.
-  Click [**Add to list**] to include the **attachment** in the docket entry.

**STEP 5** The **Attachment Filename** displays in **Section 3**. (See **Figure 60**)



**Figure 60**

-  If the **attachment** filename displayed is incorrect, click to highlight the filename, then click **Remove from List**.
-  If there are additional attachments to include, repeat **Steps 3 and 4** until all attachments are displayed in **Section 3**.
-  When all attachments are displayed in **Section 3**, click [**Next**] to continue.
-  Proceed to docket the remainder of the event as usual.

## NOTICES

This module will demonstrate the steps to file a notice event in the [Notice](#) category. This example demonstrates a *Notice of Withdrawal of Pleadings*. The same steps would be followed for other types of notices.

### Notice of Withdrawal of Pleadings


**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 [Notices](#) 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 Notice** screen displays. (See Figure 61)

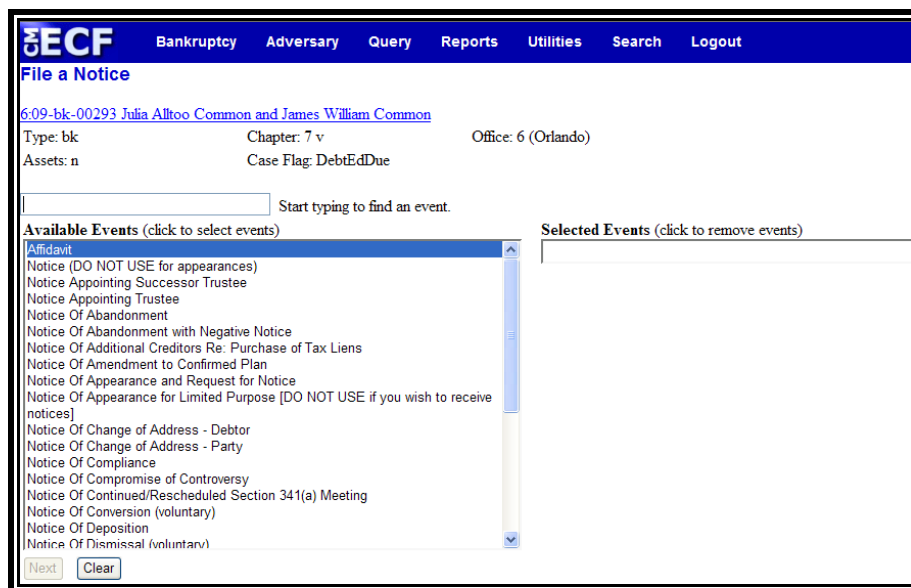








Figure 61

-  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.
-  Click the down arrow ▼ to reveal the list of notice events. You may also enter keywords into the event search box to search for the event. Highlight *Notice of Withdrawal of Pleadings*. It will then appear in the “Selected Events” box.
-  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/Related Document Category** screen displays. (See Figure 62)




**Figure 62**

-  Click to highlight and select the category of documents to which this amended document refers. The document being amended in this example is a Motion for Sanctions. That document was originally docketed by choosing the *Motion* category. Therefore, click the *Motion* category to highlight and select all the motions docketed in this case.



**Note:** If you are unsure as to the category the item you are amended was docketed under, left click on *Type* and drag down to highlight and select all categories of documents to which this amended document may refer. The system will find and display all docket entries associated with the case.

-  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, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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** A **Document List** displays.

-  A list of motions filed in this case will be displayed. If you selected all category types, the entire docket displays.
-  Click inside the box next to the document being amended to include (link) this *amended* document to the previously filed document.

**Helpful Hint:** You may need to provide additional text. To save keystrokes, copy the text from the **Pending Motions** screen and paste into the text box on the **Final Docket Text** screen.

-  Click [**Next**] to continue.

**STEP 8** A **Message** screen displays. Read the message displayed and click **[Next]** to continue

**STEP 9** The **Terminate Pending Document** screen displays. (See **Figure 63**)

**EECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Notice:**

6:09-bk-00293 [Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)

Assets: n Case Flag: DebtEdDue

**Terminate Pending Documents**

*All documents with a check mark will be terminated. It is not necessary to remove the date if a document will not be terminated.*

Filing Date #	Docket Text
07/15/2009 6	Motion For Sanctions for Violation of the Automatic Stay under 11 U.S.C. Sec. 362(k). <i>against US Random Bank</i> Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common. (Johnson, Alyson) <input type="checkbox"/> Motion for Sanctions Date Terminated: 7/15/2009
07/15/2009 8	Amended Motion For Sanctions for Violation of the Automatic Stay under 11 U.S.C. Sec. 362(k). <i>against US Random Bank</i> Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common. (related document(s) [6]). (Attachments: # (1) Affidavit) (Johnson, Alyson) <input type="checkbox"/> Motion for Sanctions Date Terminated: 7/15/2009

Select All

Next Clear

**Figure 63**



If the Document you are withdrawing appears on this screen, click the checkbox (as shown) to terminate the document. Do not change the date in the Date Terminated box.



Click **[Next]** to continue.

**STEP 10** The **Final Docket Text** screen displays. (See **Figure 64**)

**EECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Notice:**

6:09-bk-00293 [Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)



Assets: n Case Flag: DebtEdDue

**Docket Text: Modify as Appropriate.**


Notice of Withdrawal of Motion and Amended Motion For Sanctions for Violation of the Automatic Stay under 11 U.S.C. Sec. 362(k). against US Random Bank Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common (related document(s)[6], [8]). (Johnson, Alyson)

Next Clear







**Figure 64**

-  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:

Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified








-  A supplemental text box window is provided to add more detail to the docket entry.

**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 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 12** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  You may also save the notice through the browser **File/Save** option.

## MISCELLANEOUS PLEADINGS

This module will demonstrate the steps to file a document listed in the [Miscellaneous](#) category. This example demonstrates a *Notice of Change of Address*. The same steps would be followed for other types of miscellaneous pleadings contained in this category. The *Notice of Change of Address* events is also located under the [Notices](#) category.

**Note:** When preparing a Notice of Change of Address, be sure to include the old address and the new address of the affected party to allow the court to update correctly.

### Notice of Change of Address

**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 [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 **Miscellaneous** screen displays. (See **Figure 65**)

Figure 65

-  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.
-  Click the down arrow ▼ to reveal the list of miscellaneous events. You may also enter keywords into the event search box to search for the event. Highlight *SCHEDULES* (all schedules, individual schedules or amended schedules). It will then appear in the “Selected Events” box.
-  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, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file 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 **Final Docket Text** screen displays. (See Figures 66 and 67)

The screenshot shows the ECF Miscellaneous screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case number 6:09-bk-00293 is displayed, followed by the case name Julia Alltoo Common and James William Common. Case details include Type: bk, Chapter: 7 v, Office: 6 (Orlando), Assets: n, and Case Flag: DebtEdDue. The Docket Text section shows a dropdown menu with a blue arrow pointing down, followed by the text "Notice of Change of Address of the Debtor" and a text box containing "of US Random Bank". To the right of the text box is the text "Filed by Alyson Johnson on behalf of Joint Debtor James William Common , Debtor Julia Alltoo Common . (Johnson, Alyson)". At the bottom of the Docket Text section are two buttons: "Next" and "Clear".


**Figure 66**

The screenshot shows the ECF Miscellaneous screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case number 6:09-bk-00293 is displayed, followed by the case name Julia Alltoo Common and James William Common. Case details include Type: bk, Chapter: 7 v, Office: 6 (Orlando), Assets: n, and Case Flag: DebtEdDue. The Docket Text section shows a dropdown menu with a blue arrow pointing down, followed by the text "Notice of Change of Address" and a text box containing "of US Random Bank". To the right of the text box is the text "Filed by Alyson Johnson on behalf of Joint Debtor James William Common , Debtor Julia Alltoo Common . (Johnson, Alyson)". At the bottom of the Docket Text section are two buttons: "Next" and "Clear".







**Figure 67**

-  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:


Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified







-  A supplemental text box window is provided to add more detail to the docket entry. In **Figure 3** the names of the creditors with an address change have been added.

## **STEP 8** 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 9** The **Notice of Electronic Filing** screen displays.

-  The Notice of Electronic Filing certifies that the filing has been received electronically by the court.

-  Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
-  Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
-  Scroll down to see participants who have and 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**.
-  You may also save the notice through the browser **File/Save** option.