



CM/ECF Training Material

Attorney for Creditor

(Revised April 15, 2024)



**United States Bankruptcy Court
Northern District of Mississippi**

Please contact the Clerk's Office at 662-369-2596 to schedule a training session.

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GENERAL COURT INFORMATION

Location and Contact Information

<p><u>Office Location and Mailing Address:</u></p> <p>Thad Cochran U. S. Bankruptcy Courthouse 703 Hwy. 145 North Aberdeen, MS 39730</p> <p style="text-align: center;"><u>Hearing Locations</u></p> <p>Cochran U. S. Bankruptcy Courthouse 703 Hwy. 145 North Aberdeen, MS 39730</p> <p>Federal Building 911 Jackson Avenue Oxford, MS 38655</p> <p>Federal Building 305 Main Street Greenville, MS 38701</p>	<p style="text-align: center;"><u>Phone Numbers:</u></p> <p>Clerk’s Office: (662) 369-2596</p> <p>Judge Woodard:</p> <ul style="list-style-type: none"> ▪ Chambers Line: (662) 369-2624 ▪ Settlement Line: (662) 369-2619 <p>Judge Maddox:</p> <ul style="list-style-type: none"> ▪ Chambers Line: (662) 369-8147 ▪ Settlement Line: (662) 369-9380
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Resources Available on Court’s Website (www.msnb.uscourts.gov)

- Bankruptcy Forms (Local Forms and Templates)
- Administrative Procedures for Electronic Case Filing
- Local Rules of U. S. Bankruptcy Courts for Northern and Southern Districts
- Standing Orders
- Court Calendars (PDF of Docket, Interactive Calendar, ChapMobile App Info)
- How to Report Settlements and Request Continuances

GENERAL CM/ECF INFORMATION

CM/ECF and PACER

PACER (Public Access to Court Electronic Records) allows users to view/print documents while the CM/ECF system allows users to e-file documents with the court. All users must have an individual PACER account to register to e-file and to e-file in the court's CM/ECF system.

How to Access Court's CM/ECF System

- Go to <https://ecf.msnb.uscourts.gov>. (From www.pacer.uscourts.gov > **Find a Case/File Electronically** > **Court CM/ECF Lookup**.)
- Click on the **Northern District of Mississippi – Document Filing System** link.
- Login using your PACER username and password.
 - An important notice concerning redaction responsibility will appear on the next screen. Prior to clicking **Login**, a user must check the box to indicate that (s)he understands compliance with the redaction rules.
- The CM/ECF Main Menu Bar below will appear at the top of the screen.



Each menu item (tab) is a hyperlink to another set of options allowing users to file documents, query, view or print reports.

Maintain Your ECF Account

ECF user is responsible for updating account information in PACER (at www.pacer.uscourts.gov) and in the ECF System (under **Utilities** > **Maintain Your ECF Account**).

Payment of Fees

Fees are due the same day as the ECF filing. Failure to timely pay or seek alternate payment arrangements will result in a notification to the user that the ECF account has been disabled. Access to the ECF system will be limited until the user pays the delinquent fee(s). Once delinquent fees are paid, the ECF system will automatically enable the user's filing privileges.

Redaction Responsibilities

Most ECF filing are immediately available for public access. The filing party is responsible for redacting private information prior to filing. A party may request redaction of private information by filing a **Motion to Redact Document** and submitting a proposed order (see forms on court's website). The Clerk's Office may restrict public access upon filing of the motion.

Format and Size Requirements for CM/ECF

Documents filed electronically must be submitted in PDF format and conform to 8½ x 11 standard size. All CM/ECF users are required to comply with the Court’s local rules and administrative procedures.

General Filing Information

Docket Event

The docket event is the order of CM/ECF menu selections for each filing. For example, the docket event for a Motion for Relief from Stay is *Bankruptcy > Motions/Applications > Relief From Stay (Fee)*.

<u>To Search and Select Event(s):</u>	<u>Multiple Events:</u>
Type a key word in the search field to find an event. Click on the name to select the event. The event will show in the “Selected Events” list.	If the pleading requests multiple or alternative relief(s), select all that apply. Hold the Ctrl key and click the additional event(s) to add to the list of Selected Events. <u>Note:</u> Some events must be filed separately.

File a Motion
 23-10008-SDM John Doe and Susan Karen Baker
 Type: bk Chapter: 7 v Office: 1 (Aberdeen)
 Assets: n Judge: SDM

stay Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Extend Automatic Stay Impose Automatic Stay Relief from Stay (Agreed with DB Relinquish/TR Abandon) Relief from Stay (Agreed, No Fee & No Objection Deadline) Relief from Stay (Codebtor or Child Support, No Fee) Relief from Stay (Fee) Sanctions for Violation of the Automatic Stay Stay Stay Pending Appeal	Relief from Stay (Fee) Abandon (No Fee) Relief from Stay (Codebtor or Child Support, No Fee)

Next Clear

Select the Party: Choose or add the party—usually the party represented by the filing attorney. If the party is not listed, select **Add/Create New Party** to search for the party.

File a Motion:

[20-10098-SDM Ima Testin](#)

Type: bk Chapter: 11 v Office: 1 (Aberdeen)
Assets: y Judge: SDM Case Flag: Subchapter_V, SmBus, PlnDue

Select the Party:

- Testin, Ima [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

[Next](#) [Clear](#)

- If the search yields an exact match, select the party in the search results box and click **Select Name from List**. Choose the Role Type (e.g., creditor) and click Submit.
- If the search does not yield an exact match, click **Add/Create New Party**, input the Name, Address, Role Type (e.g., creditor), and click Submit.

Notice of Electronic Filing: Upon completion of a filing, a Notice of Electronic Filing (“NEF”) is automatically generated and emailed to registered ECF parties in the case. The NEF will include:

- A hyperlink to the case along with other case data;
- The document (docket) number of the filing;
- The docket text of the filing;
- A list of parties receiving (and not receiving) electronic notice.

File a Motion:

[18-10044-SDM Johnny B Appleseed](#)

Type: bk	Chapter: 13 v	Office: 1 (Aberdeen)
Assets: y	Judge: SDM	Case Flag: FeeDuelNST

U.S. Bankruptcy Court
Northern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Eight Attorney entered on 3/3/2021 at 4:56 PM CST and filed on 3/3/2021

Case Name: Johnny B Appleseed

Case Number: [18-10044-SDM](#)

Document Number: [72](#)

Docket Text:
Application to Employ Eight Attorney as Special Counsel for *Johnny Appleseed* Filed by Eight Attorney on behalf of Eight Attorney. (Attorney, Eight)

The following document(s) are associated with this transaction.

Document description:Main Document
Original filename:Sample Complaint.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1009998712 [Date=3/3/2021] [FileNumber=112018-0]
[a2c fbaece2609a2771276842d5f180553b77789a30c3d4745dedb8337fc609659a456
5d1646c11623edc3d2667da51c6a072e6289b5919207ee00922ba1812da]]

18-10044-SDM Notice will be electronically mailed to:

Janine Sickmeyer on behalf of Debtor Johnny B Appleseed
janine@nextchapterbk.com, notices@nextchapterbk.com

18-10044-SDM Notice will not be electronically mailed to:

Eight Attorney on behalf of Spec. Counsel Eight Attorney
Eight Attorney Lane
Aberdeen, MS 39730

Five Attorney on behalf of Creditor Bank of Okolona
Five Attorney Lane
Aberdeen, MS 39730

Five Attorney on behalf of Creditor Example Creditor
Five Attorney Lane
Aberdeen, MS 39730

COMMON MOTIONS/APPLICATIONS

Motion to Shorten Time

Docket Event: *Bankruptcy > Motions/Applications > Extend/Shorten Time*

Filing Requirements and Instructions: Motion to Shorten Time and Certificate of Service required. Also upload e-order and relate it to the Motion. See court's website for required form order.

Note: The related pleading must be filed immediately prior to the Motion to Shorten Time. The filer will be prompted to relate/link the motion to the related pleading.

A hearing notice is not generally issued. Proposed orders are immediately routed to chambers as the Court may consider these motions *ex parte*.

Motion to Extend Time

Docket Event: *Bankruptcy > Motions/Applications > Extend/Shorten Time*

Filing Requirements and Instructions: Motion to Extend Time and Certificate of Service required. Also upload e-order and relate it to the Motion.

A hearing notice is not generally issued. Proposed orders are immediately routed to chambers as the Court may consider these motions *ex parte*.

Motion for Relief from Stay

Docket Event: *Bankruptcy > Motions/Applications > Relief From Stay (Fee)*

Filing Requirements: Motion for Relief from Stay and Certificate of Service required. Also upload e-order and relate it to the Motion.

Filing Instructions:

- Select or Add the party requesting relief from the stay.
- Browse for PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.
- The Court will issue a hearing notice to interested parties in chapters 7, 12 and 13 cases. The filer must serve the hearing notice in chapter 11 cases pursuant to the *Standing Order Delegating Certain Noticing Responsibilities*.

Motion for Relief from Stay (Codebtor or Child Support, No Fee)

Docket Event: *Bankruptcy > Motions/Applications > Relief From Stay (CoDebtor or Child Support, No Fee)*

Filing Requirements: Motion for Relief from Stay (CoDebtor or Child Support) and Certificate of Service required. Also upload e-order and relate it to the Motion.

Note: If the motion seeks to lift the Codebtor stay, the Codebtor must be listed on the certificate of service.

Filing Instructions:

- Select or Add the party requesting relief from stay.
- Browse for PDF, add any attachments, and click Next.
- For **Child Support**, choose End Party Selection. For **Codebtor Stay**, the Filer **MUST** select or add the Codebtor as a party. To add the Codebtor:
 - From the **Party Information** screen, input the Codebtor's Name and Address. The Role Type for the Codebtor will be **Interested Party**.

The screenshot shows a 'Party Information' form with the following fields and values:

Last name	Randle	First name	David
Middle name		Generation	
SSN/ITIN	999-99-9999	Title	
Office		Tax Id/EIN	12-1234567
Address 2		Address 1	123 Main St
City	Tupelo	Address 3	
County		State	MS
Phone		Zip	38801
E-mail		Country	
Role	Interested Party (intp.pty)	Fax	
Party text			

Buttons at the bottom: Alias..., Corporate parent / affiliate..., Review... (Add all aliases and corporate parents or affiliates before clicking the Submit button.), Submit, Cancel, Clear.

- Click Submit. Then select **End Party Selection**.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.
- The Court will issue and serve a Hearing Notice to all interested parties. **Do not file an additional Certificate of Service after this notice is issued.**

Motion to File Claim After Bar Date

Docket Event: *Bankruptcy > Motions/Applications > File Claim After Claims Bar Date*

Filing Requirements:

- **Chapter 7 Asset Case or Chapter 13 Case:** Motion to File Claim After Claims Bar Date and Certificate of Service required. Also upload e-order and relate it to the Motion.
- **Chapter 11 Case:** Motion to File Claim After Claims Bar Date required.

Filing Instructions:

- Select or Add the party seeking to file the claim.
- Browse for PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.
- In a Chapter 7 Asset or Chapter 13 Case: The court will issue a hearing notice to interested parties.
- In a Chapter 11 Case:
 - The Court will issue a Hearing Notice to the Filer. The Court will also issue an Order Directing the Filer to File A Certificate of Service providing two deadlines: (1) the deadline to serve all parties and (2) the deadline to file the certificate of service.
 - The filer must **serve** the **Hearing Notice and Motion to File Claim After Claims Bar Date** to all creditors. The filer must **file/docket** the Certificate of Service with a copy of the Hearing Notice and the Motion attached.

Note: Failure to comply with the two deadlines in the Order Directing the Filer to File a Certificate of Service may result in an order striking the filing.

Application to Employ

Docket Event: *Bankruptcy > Motions/Applications > Employ*

Filing Requirements: Application/Motion to Employ with Affidavit of Disinterested Party Pursuant to Bankruptcy Rule 2014(a) included or filed as an attachment. Also upload e-order and relate it to the Application.

Filing Instructions:

- **Select the Party –**
 - Only bankruptcy counsel for the debtor should select the debtor as the represented party on this screen.
 - All other filers must add the professional (e.g., attorney, accountant, special counsel, realtor, etc.) to be employed as a party using the **Add/Create New Party**. Then select the professional as the represented party.
- Browse for PDF, add any attachments, and click Next.
- Input the Name of Person to be Employed and the Type of Position (e.g., Special Counsel, Accountant, Auctioneer) when prompted.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

The Court will issue a Hearing Notice to the Filer. The Court will also issue an Order Directing the Filer to File a Certificate of Service providing two deadlines: (1) the deadline to serve all parties and (2) the deadline to file the certificate of service.

The filer must serve the **Hearing Notice and Application to Employ with the Affidavit of Disinterested Party** to all creditors. The filer must file/docket the Certificate of Service with a copy of the Hearing Notice and Application to Employ attached.

Note: Failure to comply with the two deadlines in the Order Directing the Filer to File a Certificate of Service may result in an order striking the filing.

Application to Compromise Controversy

Docket Event: *Bankruptcy > Motions/Applications > Compromise Controversy*

Filing Requirements: Application to Compromise Controversy with terms of the settlement included or attached as an exhibit required. Also upload e-order and relate it to the Application.

Note: Entry of an order approving employment (if applicable) is generally required prior to consideration of an application to compromise controversy.

Filing Instructions:

- **Select the Party** – Select or Add the professional who negotiated and is seeking approval of the settlement.
Note: Only bankruptcy counsel for the debtor should select the debtor as the represented party on this screen.
- Browse for PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

The Court will issue a Hearing Notice to the Filer. The Court will also issue an Order Directing the Filer to File a Certificate of Service providing two deadlines: (1) the deadline to serve all parties and (2) the deadline to file the certificate of service.

The filer must **serve** the **Hearing Notice and Application to Compromise Controversy** to all creditors. The filer must **file/docket** the Certificate of Service with a copy of the Hearing Notice and Application to Compromise Controversy attached.

Note: Failure to comply with the two deadlines in the Order Directing the Filer to File a Certificate of Service may result in an order striking the filing.

Application for Compensation

Docket Event: *Bankruptcy > Motions/Applications > Compensation*

Filing Requirements: Application for Compensation required. (The application must specify the person to receive compensation and the amount(s) requested.) Also upload e-order and relate it to the Application.

Note: Entry of an order approving employment (if applicable) is generally required prior to consideration of an application for compensation.

Filing Instructions:

- Select or Add the party seeking compensation.
- Browse for PDF, add any attachments, and click Next.
- The Filer **MUST** enter the Fee and Expense amounts when prompted.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

The Court will issue a Hearing Notice to the Filer. The Court will also issue an Order Directing the Filer to File a Certificate of Service providing two deadlines: (1) the deadline to serve all parties and (2) the deadline to file the certificate of service.

The filer must **serve** the **Hearing Notice and Application for Compensation** to all creditors. The filer must **file/docket** the Certificate of Service with a copy of the Hearing Notice and Application for Compensation attached.

Note: Failure to comply with the two deadlines in the Order Directing the Filer to File a Certificate of Service may result in an order striking the filing.

RESPONSES AND OBJECTIONS

Response

Docket Event: *Bankruptcy > Answer/Response > Reference an Existing Motion/Application*

Filing Requirements: Response and Certificate of Service required.

Filing Instructions:

- Choose Response (not Objection) when responding to a pending motion or other pleading.
- Select or Add the party responding.
- Browse for PDF, add any attachments, and click Next.
- Select the filing to which the response relates.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

Objection to Confirmation of Plan

Docket Event: *Bankruptcy > Plan > Objection to Confirmation of 13 Plan*

Filing Requirements: Objection to Confirmation of Plan and Certificate of Service.

Note: Certificate of Service must include the name of debtor(s) and/or attorney for debtor(s), case trustee and US Trustee.

Filing Instructions:

- Select or Add the party objecting to confirmation.
- Browse for PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

OTHER COMMON FILINGS

Certificate of Service

Docket Event: *Bankruptcy > Other > Certificate of Service*

Filing Requirements: Certificate of Service including the Names and Addresses of the parties served and the Manner of Service (by mail or electronically) required.

- The Certificate of Service should be dated the date the documents were served.
- A copy of all documents served (e.g. the motion/pleading and court notice issued) must be included.
- When asked if the Certificate of Service is related to an event, select the event to which the Certificate of Service corresponds.

Reaffirmation Agreement

If Signed by Counsel for Debtor(s):

Docket Event: *Bankruptcy > Other > Reaffirmation Agreement*

Filing Requirements and Instructions: Reaffirmation Agreement including Coversheet required. All parties involved must sign and date the reaffirmation agreement. All parts must be completed and submitted.

If NOT Signed by Counsel for Debtor(s):

Docket Event: *Bankruptcy > Other > Reaffirmation Agreement (Pro Se)*

Filing Requirements and Instructions: Reaffirmation Agreement including Coversheet required. All parties involved must sign and date the reaffirmation agreement. All parts (except attorney certification) must be completed and included.

Notice of Default or Noncompliance Pursuant to Order

Docket Event: *Bankruptcy > Notices > Notice of Default or Noncompliance Pursuant to Order*

Filing Requirements: Notice and Certificate of Service required.

Filing Instructions:

- Select or Add the party providing notice.
- Browse for PDF, add any attachments, and click Next.
- Refer/Link the Notice to the related Order.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

Notice of Appearance and Request for Notice

Docket Event: *Bankruptcy > Notices > Notice of Appearance and Request for Notice*

Filing Requirements: Notice of Appearance and Request for Notice required.

Filing Instructions:

- Select or Add the party appearing and requesting notice.
- Browse for PDF, add any attachments, and click Next.
- A reminder to update the creditor record (aka the matrix) will appear. Click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.
- Go to ***Bankruptcy > Creditor Maintenance***.
 - Select ***Enter Individual Creditors*** and input the **Name and Address** of the party requesting notice. The name and address of both the Filer and the party represented by the Filer may be listed for separate noticing if desired.
 - Leave the **Creditor Type** at its default setting.
 - Click Next/Submit until you receive a Creditors Receipt.

PROOF OF CLAIM AND OTHER CLAIM ACTIONS

Proof of Claim

Docket Event: *Bankruptcy > File Claims*

Filing Requirements: Completed Proof of Claim required.

Filing Instructions:

- Enter the Case Number and click Next.
- Use the **Select a Creditor** drop-down to choose creditor and click Next.
 - If the creditor is not listed, click **Add Creditor**, input the name and address of the creditor, click Next, then select **File a Proof of Claim**. You may search by name or click Next to return to the Select a Creditor screen.
- On the Proof of Claim input screen, you may indicate whether the claim is being amended, the total amount claimed, and what portion of the claim is secured or priority.

Proof Of Claim Information For		
<div style="border: 1px solid red; padding: 2px;"> 23328 - Example Creditor 123 Main Street Sample, MS 38111 </div>		
Case Number: 18-10044-SDM	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▾
Last Date To File: 07/26/2018	Date Filed: 01/27/2021	
Last Date To File(Govt): 11/13/2018		
Claimed		
Amount Claimed <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</small>	Secured <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</small>
Description: <input type="text"/>		
Remarks: <input type="text"/>		
Amend options: <input type="radio"/> Clear All Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- Click Next to browse for PDF, add attachments, and click Next to submit the Proof of Claim.

Note: Creditors may file, amend, and withdraw a proof of claim electronically using the Electronic Proof of Claim (ePOC) system. A PACER account is not required. ePOC information is available at www.msnc.uscourts.gov/epoc-electronic-proof-claim.

Withdrawal of Claim

Docket Event: **Bankruptcy > Claim Actions > Withdrawal of Claim**

Filing Requirements: Completed Withdrawal of Claim Form or Letter required.

Filing Instructions:

- Select or Add the party withdrawing the claim.
- Browse for PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

Transfer of Claim

Docket Event: **Bankruptcy > Claim Actions > Transfer of Claim**

Filing Requirements: Completed Transfer of Claim Form or Letter required.

Filing Instructions:

- Select the party whose claim is being transferred.
- Browse for PDF, add any attachments, and click Next.
- On the Transferor/Transferee input screen, you may search existing creditors by selecting **Search Creditors**.

File a Claim action:

18-10044-SDM Johnny B Appleseed

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee

Transferee selected

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

- If the creditor is not listed, select **Add New Creditor**. A pop-up screen will appear for the Filer to input the creditor's name and address. Click Submit.

Add new creditor name and address
 Name may be 50 characters. Address may be 5 lines, 40 characters each.

New Example Creditor
 111 Sample Lane
 Example, DE 11111

Submit
Close

- Follow the same process to add the Transferor(s). Once all Transferors have been added, click Next until you receive a Notice of Electronic Filing.

[Notice of Mortgage Payment Change](#)

Docket Event: *Bankruptcy > Claim Actions > Notice of Mortgage Payment Change (B10 Supplement 1)*

Filing Requirements: Completed Notice of Mortgage Payment Change required.

Filing Instructions:

- Select party providing Notice of Mortgage Payment Change.
- When asked if a Notice of Mortgage Forbearance is being filed, select **No**.
- When prompted, indicate whether a Proof of Claim has been filed with the Court.
 - If “Yes” a future screen will allow the filer to select the correct Proof of Claim.
- Browse for correct PDF, add any attachments, and click Next.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

Note: The procedure above also applies to **Notice of Postpetition Mortgage Fees, Expenses and Changes**. *Docket Event: Bankruptcy > Claim Actions > Notice of Postpetition Mortgage Fees, Expenses and Changes (B10 Supplement 2)*.

Withdrawal of Notice of Mortgage Payment Change

Docket Event: *Bankruptcy > Claim Actions > Withdrawal of Mortgage Payment Change/Postpetition Fees*

Filing Requirements: Completed Withdrawal of Mortgage Payment Change or Letter.

Filing Instructions:

- Select party withdrawing the notice.
- Browse for correct PDF, add any attachments, and click Next.
- Select **Notice of Mortgage Payment Change** from the drop-down menu.
- Choose/Link the correct Notice of Mortgage Payment Change to be withdrawn.
- Review the docket text for accuracy and click Next until you receive a Notice of Electronic Filing.

SUBMITTING PROPOSED ORDERS

Proposed Order Upload (e-Orders)

Docket Event: *Bankruptcy > Order Upload*

Local Bankruptcy Rules require ECF users to submit a proposed order when a motion/application is filed. (See Miss. Bankr. L. R. 5005-1(a)(2)(D)).

Order Requirements: All proposed orders must be in PDF format and comply with the following:

Document Size: 8½ x 11 standard paper size; not to exceed 30 MB.

<u>Margins:</u>	<u>First Page</u>	<u>Subsequent Pages</u>
	3" Top	1" Top
	1" Bottom	1" Bottom

End of Order: Leave one blank line after the last paragraph in the order. The next line should only contain **##END OF ORDER##** in the center.

Only signatures (if applicable) and the submitter's information should be below this text. Do not include a signature line for the judge.

No Attachments: Orders must be submitted as one PDF. Do not upload attachments/exhibits to orders.

Order Upload Options

Single Order Upload – Use when the proposed order is related to a document/pleading filed in the case. Always use if the order will resolve a pending matter.

Sua Sponte Order Upload – Use when the proposed order is not related to a document/pleading filed in the case. This is often used when agreed orders are submitted in lieu of filing a motion (e.g., agreed orders lifting the automatic stay).

Order Types

ORDER TYPES	
Ex Parte (No Hearing Required)	Proposed order on a pleading that does not require a hearing;
Agreed Order	Proposed order signed by all parties. Hearing was not scheduled or not held;
Noticed/No Response	Pleading and response/objection deadline were properly noticed and no response was filed;
Hearing Held	Proposed order results from a hearing held on the pleading;
Hearing Scheduled	Proposed order resolves pleading set for hearing;
Other	Any other type of order;

Single Order Upload

- If the related document number is unknown, leave blank and click Next to search for the document.
- You must select at least one **Category**. Use the Ctrl key to select more than one category.
 - You may also search within a range of **Dates Filed** and/or **Document Numbers**.
- Check the box next to the related document.
- Select **Order Type** (see table above) and **Hearing Date** (if applicable).
- If you receive a **Warning** that an order already exists for the document, select **Replace the Order**. Do not upload another order if the subsequent order should be entered instead.

Sua Sponte Order Upload

- Select **Order Type** (see table above) and **Hearing Date** (if applicable).
- **Order Description** = **Sua Sponte** (unless other option is applicable).

Check Status of Proposed Order

From CM/ECF Menu select **Utilities > Order Query**.

ORDER STATUS	
Being Processed	Order awaiting review and/or entry;
Docketed	Order has been signed and docketed;
No Action Taken	Order was replaced or disapproved;

ADVERSARY PROCEEDINGS

File a Complaint

Filing Requirements and Instructions: Complaint, Filing Fee (if applicable) and Corporate Ownership Statement (if applicable) required.

Follow these steps to open an adversary proceeding and file a complaint:

1. **Docket Event: Adversary > Open Adversary Proceeding.**
2. Input Case Data: **Complaint** value = **y**.
3. Input Associated Case information:
 - **Lead Case Number:** Input related bankruptcy case number.
 - **Association Type** = Adversary.
4. The Judge Assignment screen appears. Click Next.
5. Select or Add the **Plaintiff(s) Information**.
 - The Plaintiff's **Name** and **Role in Bankruptcy Case** are required (e.g., debtor, creditor, trustee, etc.).
 - i. Do not input information in the County, Phone, Fax, Email or Party Text fields.
 - If applicable, select *Alias* and/or *Corporate Parent/Affiliate* to enter information.
 - Click Submit and repeat steps above until all Plaintiffs have been added. Then click *End Plaintiff Selection*.
6. Select or Add the **Defendant(s) Information**.
 - The Defendant's **Name** and **Role in Bankruptcy Case** are required (e.g., debtor, creditor, trustee, etc.).
 - i. Do not input information in the County, Phone, Fax, Email or Party Text fields.
 - If applicable, select *Alias* and/or *Corporate Parent/Affiliate* to enter information.
 - Click Submit and repeat steps above until all Defendants have been added. Then click *End Defendant Selection*.
7. Input **Adversary Statistical information**:
 - Select the appropriate **Party Code**, **Rule 23 (class action)**, **Jury Demand** and **State Law** options from the drop-down lists.
 - **Demand** – If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, 5 = \$5000; 50 = \$50,000.
 - **Primary Nature of Suit** – Select up to five from the drop-down list.

8. Browse for PDF, add any attachments, and click Next.
9. Two questions will appear regarding **Fee Deferment/Exemption**. Read these questions carefully. If the plaintiff is not eligible for deferment or exemption, leave the default of **n** (no) and click Next.

Note: A motion must be filed to seek deferment of the filing fee. No motion is required if the plaintiff is eligible for an exemption.

10. The **Filing Fee** screen will appear (unless you answered y in 9 above).
11. Review the docket text for accuracy and click Next until you receive a **Notice of Electronic Filing**.
 - The adversary proceeding number assigned will appear on this screen along with the main bankruptcy case number.
 - The adversary proceeding filing information will automatically populate to the main bankruptcy case.

Issuance and Service of Summons

The Clerk's Office will issue ONE Summons to the Filer to be used for all Defendants.

- A copy of the Summons and Complaint must be served upon each named Defendant (and any other parties required to be served) within **7 days** of issuance of the summons.
 - Review Fed. R. Bankr. P. 7004 for service requirements.
 - If service does not comply with Rule 7004, the filer should file a **Request for Alias Summons** for issuance of a subsequent (alias) summons. (See procedure below.)
- Complete the certificate of service (2nd page) issued with the summons. Copies may be used as needed to indicate proof of service to each party served.
 - Indicate clearly on the certificate of service if the defendant was served by serving an officer, registered agent, or attorney for defendant (e.g., John Doe c/o Jane Doe, Registered Agent, P. O. Box 1, City, ST Zip).
- File a copy of both pages of the summons for each defendant. See **Summons Service Executed**.

Summons Service Executed

Docket Event: *Adversary > Summons Executed & Other Actions > Summons Service Executed*

Filing Requirements:

- Copy of Summons with Completed Certificate of Service.

Filing Instructions:

File a copy of both pages of the Summons as follows:

1. Browse for PDF, add any attachments, and click Next.
2. Select the **Defendant/Party** to whom the summons was served/executed and click Next.
3. Input the **Date** on which the party was served and click Next. (This date should match the service date on the certificate of service.)
4. Review the docket text for accuracy and click Next until you receive a **Notice of Electronic Filing**.

Note: If an Alias Summons was served, select “Alias” in the prefix dropdown menu of the docket text.

Request for Alias Summons

Docket Event: *Adversary > Other > Request for Alias Summons*

Filing Instructions:

- Select the party requesting the Alias Summons (this is not the party to be served) and click Next until you receive a Notice of Electronic Filing. No document is required.

Application to Clerk for Entry of Default

Docket Event: *Adversary > Motion > Clerk's Entry of Default*

Filing Requirements and Instructions: Application to Clerk of Entry of Default is required. See court's website for required form.

A Clerk's Entry of Default will be docketed if the record reflects default by the defendant(s). A Notice of Deficiency and Denial of Application for Entry of Default will be docketed if the record does not clearly indicate default.

Motion for Default Judgment

Docket Event: *Adversary > Motion > Default Judgment*

Filing Requirements and Instructions: Motion/Application for Default Judgment is required. See court's website for template (but not required) form. Also upload e-order and relate it to the Motion.

The Court will review and determine whether a hearing is necessary.