

CM-ECF GENERAL DOCKETING PROCEDURE

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

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

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



Figure 1

APPEALS: To docket/file appeal related documents:

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

**Figure 2**

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

Step 7 The Financial Information screen appears. Review and click **next**. (See **figure 3**)



Figure 3

Step 8 Select the Order being appealed by clicking in the box next to the correct document on the next screen. Click **next**. (See **figure 4**)



Figure 4

Step 9 A screen appears in which no data is required. Click **next**.

Step 10 The **Final Docket Text Window** screen appears. This screen provides a final review of the entry being made. Once this screen is committed to the system, the entry cannot be modified or corrected by the filer. Be sure the entry is correct *before* submitting this transaction. If an error is realized after transmission, contact the clerk’s office immediately. If you are satisfied after final review, click **next**. (See figure 5)



Figure 5

Step 11 On top of the Notice of Electronic Filing Receipt Screen is the fee payment pop-up box. Choose to **Pay Now** or **Continue Filing** (See figure 6)

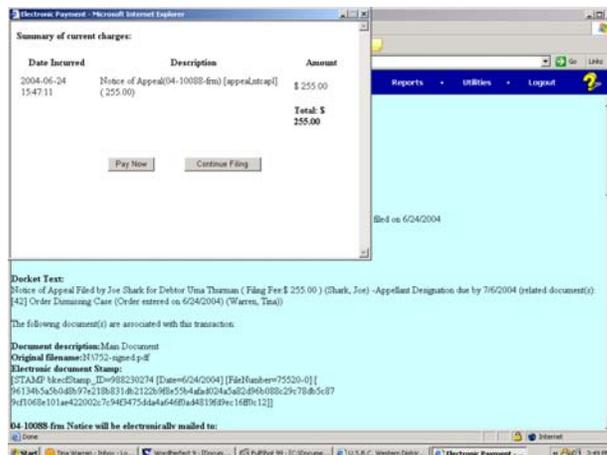


Figure 6

Step 12

If you choose **Pay Now**, you will need to insert the credit card information (card type, number and expiration date). Click **submit payment**. (See figure 7)

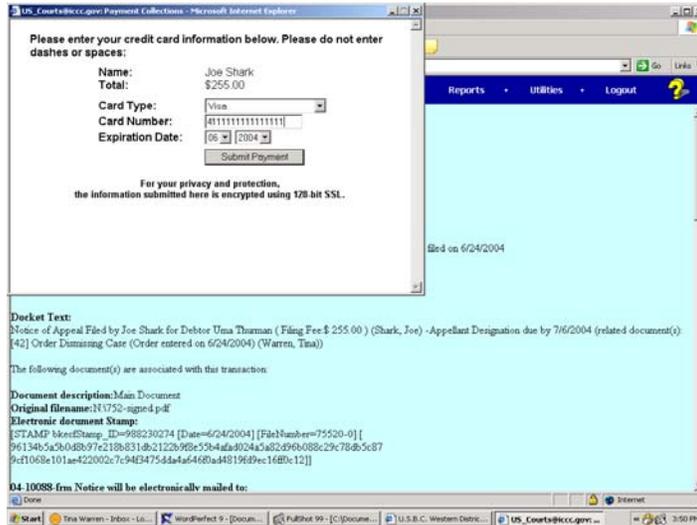


Figure 7

Step 13

You will see that your payment is being processed. In a few seconds, you will see that the transaction has been completed and click **close window**. (See figure 8)

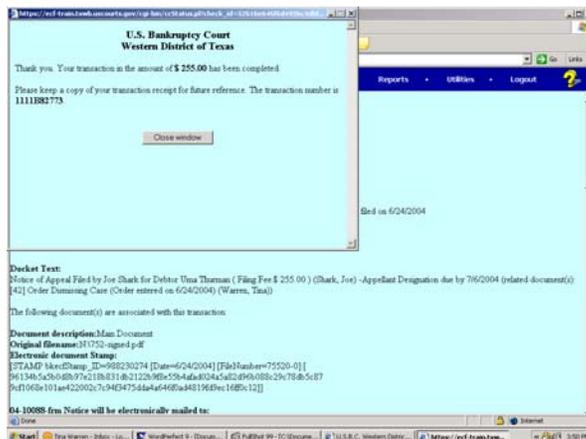


Figure 8

- Step 14** When you close the financial pop-up screen the **Notice of Electronic Filing Screen** appears and confirms that the filing of the document has been completed.

OTHER/MISCELLANEOUS:

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

- Step 1** Select the **“Other”** category under either the Bankruptcy or Adversary hyperlink.
- Step 2** Enter the **case number**. Click **next**.
- Step 3** Review the drop down box and make a selection based on the document being filed. For this exercise, we will be filing a Brief In Support of Motion. Click **next**. (See **figure 9**)



Figure 9

- Step 4** Select the **Party Filer**. Click **next**.
- Step 5** **Browse** for the PDF. Click **next**.
- Step 6** Many documents filed in the “**Other**” category such as the Brief being demonstrated “**refer**” to an existing document. Check the box if the document being filed refers to another document and complete the white text box with correct information. Click **next**. (See **figure 10**)



Figure 10

- Step 7** The *Related Document Screen* appears. If the document being filed is related to a previously filed document, select the “**category type**” of the related document. You may also limit the amount of documents displayed by narrowing the search to include dates filed and document numbers. Click **next**. (See **figure 11**)



Figure 11

Step 8 Select the appropriate document to which your filing relates. Click **next**. (See figure 12)

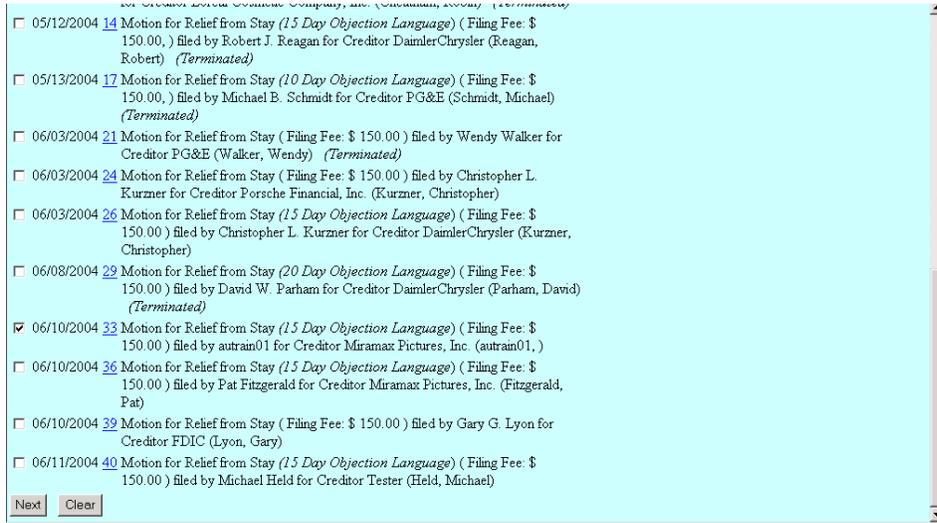


Figure 12

Step 9 The *Modify Docket Text Window* screen appears. Review the text window for proper content. Corrections to the entry may be made by utilizing the **BACK** button. Once the text reads correctly, click **next**. (See figure 13)

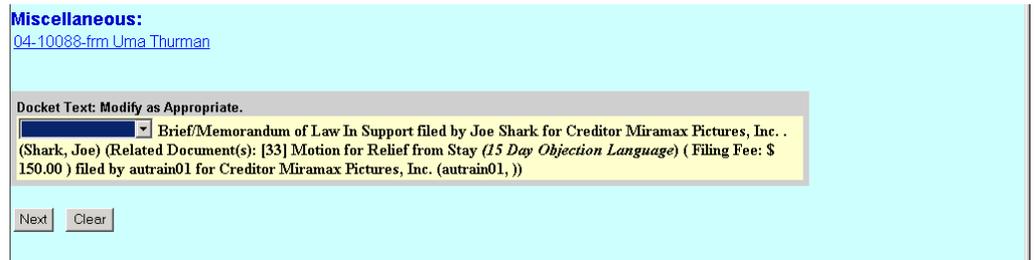


Figure 13

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

PLAN/DISCLOSURE STMT/OBJ TO PLAN:

- Step 1** Select the *Plan/Disclosure Stmt/Obj to Plan* category under the *Bankruptcy* hyperlink on the **CM/ECF Main Menu Bar**.
- Step 2** Enter the **case number**. Click **next**.
- Step 3** Review and select the appropriate option in the drop down box. (See **figure 14**)



Figure 14

- Step 4** Select the **Party Filer** of the document.
- Step 5** **Browse** for the correct PDF document.
- Step 6** The **Related Document Screen** appears. If the plan or disclosure statement is being filed for the first time, there would be no linkage created, however if you are amending either, you would link back to the document you are amending. Check the box to create a linkage. The search for your document may be limited if filed date and document number of existing document are included in this search. Click **next** if no document is to be referenced. (See figure 15)



The screenshot shows the 'File a Plan' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. The main content area has a title 'File a Plan: 04-10009-fm Joseph L. Jackson'. Below the title is a checkbox labeled 'Refer to existing event(s)?'. Underneath the checkbox are two rows of input fields: 'Filed' followed by a date input field and 'to' followed by another date input field; and 'Documents' followed by a number input field and 'to' followed by another number input field. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 15

- Step 7** The **Modify Text Window** screen appears. This screen provides an opportunity to review the entry and use the **BACK** button for any corrections necessary.
- Step 8** The **Final Text Window Screen** appears. This screen provides a final opportunity to make any corrections to the entry before committing it to the system. Once submitted, only Court personnel have the ability to edit this filing.
- Step 9** The **Notice of Electronic Filing** screen appears.
- Step 10** Make a selection on the **CM/ECF Main Menu Bar** to continue filing in the system.