

U.S. Bankruptcy Court, Western District of Texas  
CM/ECF PROCEEDURE  
For Attorney Filers

ANSWER/RESPONSE

Answers and responsive type documents are often filed by parties in Bankruptcy and Adversary cases. The following instructions guide you through the process to successfully file a responsive pleading using the Court's CM/ECF System.

**STEP 1** Click *Obj/Resp/Invol Answer* in the Bankruptcy category types (see figure 1)



Figure 1

**STEP 2** Enter the Case Number.

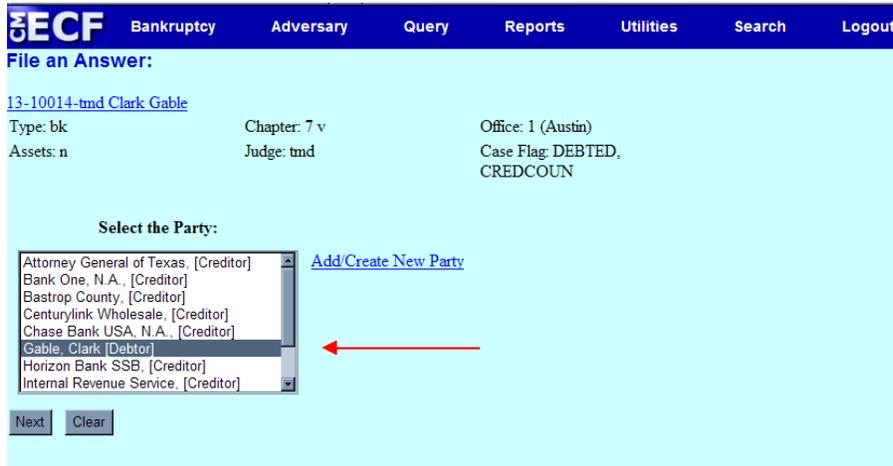
**STEP 3** Select the type of responsive pleading being filed by clicking on the appropriate option in the drop down box. Click Next. (see figure 2)



Figure 2

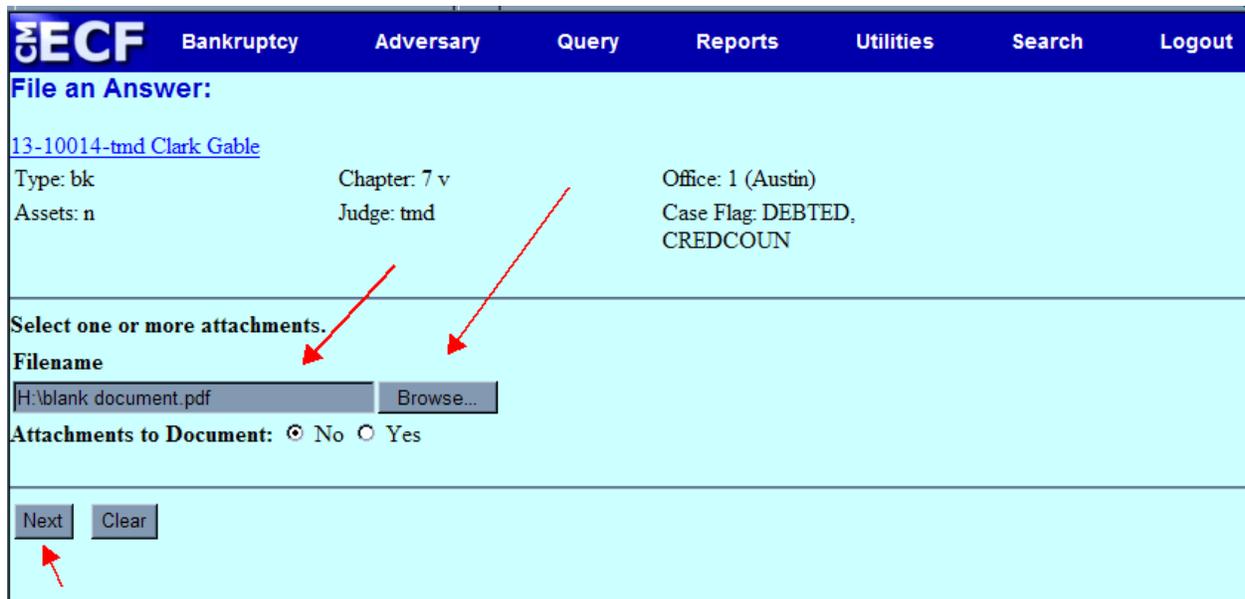
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**STEP 4**      **Select the party filer from the Party Filer Screen. If the party filer does not appear in the drop down box, select *Add/Create New Party* and follow instructions in the Motions/Applications Procedure. Click Next. (see figure 3)**



**Figure 3**

**STEP 5**      **The Browse for a Document screen appears. Browse your computer (where you saved your PDF) and select the appropriate document to be filed. Click Next. (see figure 4)**



**Figure 4**

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**STEP 6** When objections or responses are filed, a link should be created back to the document being objected to. This process also creates a hyperlink within the docket text in order to view the PDF document associated with the objection/response. Select the *type* of document which generated the responsive pleading. Additionally, a range of document file dates and/or document numbers *may* be entered to prevent the entire category of documents (in the entire case) from appearing. Click Next. (see figure 5)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an Answer:

[13-10014-tmd Clark Gable](#)

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

Select the category to which your event relates. To see all documents, hold Ctrl key down and click on all categories from the box below.

auditor  
caseupld  
cmp  
court  
crbatch  
crditerd  
crsingle  
misc  
motion  
order

Filed [calendar] to [calendar]

Documents [calendar] to [calendar]

Next Clear

Figure 5

**STEP 7** Select the *exact* document to which you are responding. If the document does not appear, the incorrect document type was selected. Use the BACK button to make corrections. Click Next. (see figure 6)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an Answer:

[13-10014-tmd Clark Gable](#)

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

Select the appropriate event(s) to which your event relates:

- 04/02/2013 3 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Loretta A. Sugarpham for Creditor Wells Fargo Bank Texas, N.A. (Sugarpham, Loretta)
- 04/09/2013 5 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Brian E. Riewe for Creditor Bastrop County (Riewe, Brian)
- 04/10/2013 7 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Herbert C. Shelton II for Creditor Attorney General of Texas (Shelton, Herbert)
- 04/11/2013 10 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Natalie Anne Taylor for Creditor Horizon Bank SSB (Taylor, Natalie)
- 04/17/2013 13 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by David F. Brown for Creditor Centurylink Wholesale (Brown, David)
- 04/19/2013 22 Motion to Dismiss Case (21 Day Objection Language) filed by Bryan Jason Dotson for Creditor Internal Revenue Service (Dotson, Bryan)
- 04/23/2013 25 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Frank R. Monroe for Creditor Chase Bank USA, N.A. (Monroe, Frank)
- 04/25/2013 28 Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Eric R. Hall for Creditor Bank One, N.A. (Hall, Eric)

Next Clear

Figure 6

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**STEP 8** The yellow Modify Text Window appears. Review text for errors. If the document needs further description (i.e., prefix word,) review the drop down box. Leave blank if unnecessary. Click Next. (see figure 7)

The screenshot shows the ECF 'File an Answer' interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the case information for '13-10014-tmd Clark Gable' is displayed, including Type: bk, Assets: n, Chapter: 7 v, Judge: tmd, Office: 1 (Austin), and Case Flag: DEBTED, CREDCOUN. A yellow box highlights the 'Docket Text: Modify as Appropriate.' section, which contains a dropdown menu and the text: 'Response Filed by Loretta A. Sugarplum for Debtor Clark Gable (Sugarplum, Loretta) (related document(s): [22] Motion to Dismiss Case (21 Day Objection Language) filed by Bryan Jason Dotson for Creditor Internal Revenue Service)'. At the bottom of the screen are 'Next' and 'Clear' buttons. A red arrow points to the dropdown menu in the yellow box.

Figure 7

**STEP 9** The yellow Final Docket Text Window appears. This is the last opportunity for you to review the text and make any necessary corrections. This can only be done by using the BACK button to return back to the screen where the error was committed. Clicking "Next" on this screen commits the transaction to the system. Only Court staff are allowed to edit once filed. Please make every effort to ensure your filing is correct *before* clicking the Next button. (see figure 8)

The screenshot shows the ECF 'File an Answer' interface, similar to Figure 7. The case information is the same. The yellow box now highlights the 'Docket Text: Final Text' section, which contains the text: 'Response Filed by Loretta A. Sugarplum for Debtor Clark Gable (Sugarplum, Loretta) (related document(s): [22] Motion to Dismiss Case (21 Day Objection Language) filed by Bryan Jason Dotson for Creditor Internal Revenue Service)'. Below this, a red arrow points to a blue warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' Below the warning is the question 'Have you redacted?' and 'Next' and 'Clear' buttons. Two red arrows point to the 'Next' and 'Clear' buttons.

Figure 8

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**STEP 10**      The Notice of Electronic Filing Screen appears which assigns a document number to the entry. Electronic notification information appears near the bottom of this screen as well. This completes your document submission. (see figure 9)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File an Answer:". The main content area displays case information for "13-10014-tmd Clark Gable". The case details include: Type: bk, Chapter: 7 v, Office: 1 (Austin); Assets: n, Judge: tmd, Case Flag: DEBTED, CREDCOUN. The court name is "U.S. Bankruptcy Court, Western District of Texas". A "Notice of Electronic Filing" section states: "The following transaction was received from Loretta A. Sugarplum entered on 5/3/2013 at 9:53 AM CDT and filed on 5/3/2013". Case details are listed: Case Name: Clark Gable, Case Number: 13-10014-tmd, and Document Number: 31. A red arrow points to the document number "31". Below this is the "Docket Text" section, which reads: "Response Filed by Loretta A. Sugarplum for Debtor Clark Gable (Sugarplum, Loretta) (related document(s): [22] Motion to Dismiss Case (21 Day Objection Language) filed by Bryan Jason Dotson for Creditor Internal Revenue Service)". The following document(s) are associated with this transaction: Document description: Main Document, Original filename: blank document.pdf, Electronic document Stamp: [STAMP bkecfStamp\_ID=988230274 [Date=5/3/2013] [FileNumber=198303-0] [9b3341785743134f73b22569a823770a3d9224818d4cd9604aec9263d8c80b47e7a9410458a112dd48d5b9ac94905f03ad313c76afcf1338e8f15b031b4a6fb8]]. At the bottom, it states "13-10014-tmd Notice will be electronically mailed to:" followed by contact information for Randolph N. Osherow (david\_h\_williams@txwb.uscourts.gov) and Loretta A. Sugarplum on behalf of Creditor Horizon Bank SSB (lina\_warren@txwb.uscourts.gov).

**Figure 9**