

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

Electronic Case Filing Guide for Attorneys

Revised February 2014

Table of Contents

Section 1	4
Introduction	4
Assistance	4
Resources	4
ECF System and PACER System	5
Hardware and Software Requirement	5
ECF Registration	5
ECF Account Information	6
Passwords	6
Documents Filed in Error	7
Signatures	7
Submitting Proposed Orders	7
Sealed Documents	8
CM/ECF System Access	8
Section 2	9
Logging into ECF	9
CM/ECF Menu Bar	10
Section 3	11
Bankruptcy Case Opening	11
A. Conventional Bankruptcy Case Opening	11
B. Filing Required List, Schedules, Statements and Documents	26
1) Uploading List of Creditors – Process	26
2) Docketing Creditors Uploaded in CM/ECF	28
3) File List of Creditors/Mailing Matrix (PDF document)	31
C. Filing Subsequent Documents Required after Filing Voluntary Petition:	34
1) Statement of Social Security Number	34
2) Certificate of Credit Counseling	34
3) Means Test	35
4) Schedules and Statements	35
5) Chapter 13 Plan	35

Section 4	36
Making Installment Payment	36
General Instructions for Making an Installment Payment	36
Making 1 st , 2 nd , or 3 rd Installment Payment (Step 8-12).....	38
Final Installment Payment (Step 13-16)	40
Section 5	42
Filing a Motion.....	42
Section 6	49
Filing a Response	49
Section 7	54
Opening an Adversary Proceeding	54
Section 8	61
ECF e-Orders.....	61
Technical Requirements.....	61
Formatting Requirements.....	61
Example	62
Attorney Order Upload Options	62
Order Types	62
Single Order Upload.....	63
Sua Sponte Order Upload.....	67
Replacing or Uploading an Additional Order	70
Proposed Order Status.....	71
Resubmission Notification	73
Section 9	74
Filing Proof of Claim.....	74
Section 10	78
Query	78

Section 11	81
Reports.....	81
Section 12	83
Utilities.....	83
Your Account.....	83
Editing	88
System Administration.....	88
Reports / Information.....	88
e-Orders	88
Appendix A.....	89
Appendix B.....	90
Appendix C.....	91
Appendix D.....	92

Section 1

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (ECF) to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Microsoft Internet Explorer or Mozilla Firefox and a Portable Document Format (PDF) program (e.g., Adobe Acrobat), as well as their word processing software and file management.

Assistance

The court's operating hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. For help regarding pending cases, contact the Case Administrator assigned to the case. Case Administrator assignments may be found on the court's website (www.mssb.uscourts.gov) under Contact Us > Contact Information.

Resources (www.mssb.uscourts.gov)

Electronic Case Filing tab:

Manuals available for download:

- Administrative Procedures for Electronic Case Filing
- ECF e-Orders Attorney Guide
- ECF Attorney Guide
- ECF Limited User Guide

Additional Filing Resources:

- ECF Login
- Public Access
- ECF Registration
- ECF Docketing Guide
- Procedural Flowcharts
- Emergency Filing Procedures

Contact Us tab:

Contact Information:

- Case Administrator by Chapter & Digits
- Adversary Case Administrators & Chambers Staff
- Supervisors & Administrative Staff

ECF System and PACER System

Electronic filing system (ECF) allows registered users to perform the following functions:

- File pleadings and documents in cases electronically
- Maintain user account information

Public Access to Court Electronic Records System (PACER) provides registered PACER users access to:

- Query and Report features in ECF system
- View and print documents filed in the ECF system

To register for a PACER account, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 or online at www.pacer.gov for additional information.

Hardware and Software Requirement

The hardware and software needed to file, view, and retrieve case documents electronically are:

- A personal computer running a standard platform such as Windows or Macintosh operating system;
- An Internet service provider;
- Microsoft Internet Explorer version 7 or 8;
- Firefox 3.5;
- A word processing application such as WordPerfect or Microsoft Word;
- Portable Document Format (PDF) software (such as Adobe Acrobat) to convert documents from the word processor format to PDF;
- Adobe Acrobat Reader, which is available for free, for viewing PDF documents; and,
- A scanner to convert paper documents to electronic format.

ECF Registration

To utilize the ECF system fully, attorneys must be registered to use both the court's ECF and the PACER system. Attorneys with an existing PACER account may continue to use it and need only register with the court to use ECF.

Attorneys must register with the court to receive a login and password for the ECF system, by completing the registration form available for download from the court's website (www.mssb.uscourts.gov) and either emailing the signed form to MSSB_IT@mssb.uscourts.gov or mailing or hand delivering the form to:

Mailing Address:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
P. O. Box 2448
Jackson, MS 39225-2448

Physical Location:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
501 E Court Street, Suite 2.300
Jackson, MS 39201

Mailing Address & Physical Location:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite 244
Gulfport, MS 39501

Pursuant Miss. Bankr. L. R. 5005-1(a)(2)(A) registration as an attorney CM/ECF user constitutes consent to receive electronic service or notice of documents filed in the CM/ECF system, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004 for adversary proceedings.

[ECF Account Information](#)

Registered users are responsible for updating their mailing addresses and email addresses on-line through the ECF system.

[Passwords](#)

The court will assign each registered user a system password. Users may change their password.

The password is case sensitive. The password must have a minimum of eight characters, including upper and lower case characters and one number or special character (e.g. !@#\$%). Once registered, the user is responsible for all documents filed with his/her password.

Documents Filed in Error

A document incorrectly filed in a case may result from:

1. Posting the wrong PDF file to a docket entry;
2. Filing documents in the wrong case;
3. Selecting the wrong event

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by the Court and/or the Clerk's office. The system will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted, and the filer should not attempt to re-file the document(s).

As soon as possible after an error is discovered, the filing party should contact the Case Administrator assigned to the case in the Clerk's office (601) 608-4600 for Jackson and (228) 563-1790 for Gulfport with the case number and document number for which the correction is being requested. A complete list of Case Administrator assignments can be found on our web site at www.mssb.uscourts.gov under Contact Us > Contact Information. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken to correct the error.

Signatures

Pursuant to Miss. Bankr. L. R. 9011-1(a)(2), the attorney's name under whose login and password the document is submitted must be displayed as an image of a signature or by an "/s/" and typed in the space where the signature would otherwise appear. (e.g. /s/ Jane Doe).

Documents filed that require an original signature under any rule or statute; must be filed electronically, with originally executed copies maintained by the ECF filer for one year after the case is closed in the bankruptcy court.

Submitting Proposed Orders

Judge Ellington:

Upload proposed orders to the ECF system using the designated ECF event "Order Upload".

Judge Olack:

Proposed Orders must be uploaded in ECF as an attachment to the pleading being filed. The final order for entry should then be uploaded to the ECF system using the

designated ECF event “Order Upload”.

Judge Samson:

Proposed Orders must be uploaded in ECF as an attachment to the pleading being filed. The final order for entry should then be uploaded to the ECF system using the designated ECF event “Order Upload”.

Sealed Documents

File sealed documents at the Bankruptcy Court Clerk’s office in accordance with the existing practices and procedures for conventional filing.

CM/ECF System Access

User may access the system via the Internet (<https://ecf.mssb.uscourts.gov>) or the Court’s website (www.mssb.uscourts.gov) and click the menu headings Electronic Case Filing> ECF Login.

For training purposes the Court may provide potential users with a login and password to access the Training Data at: <https://ecf-train.mssb.uscourts.gov>

Section 2

Logging into ECF

Go to: <https://ecf.mssb.uscourts.gov>

Click the ECF hyperlink: Southern District of Mississippi - Document Filing System

 <p>Welcome to the U.S. Bankruptcy Court for the Southern District of Mississippi</p> <p>Southern District of Mississippi - Document Filing System</p>
<p>There are no special notices at this time.</p>
<p>24February2012 Court Information</p>

CM/ECF Filer or PACER Login

CM/ECF Filer or PACER Login

Notice
 This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
 If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Instructions for filing:
 Enter your CM/ECF filer login and password if you are electronically filing something with the court.

<p>Authentication</p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Client code: <input type="text"/></p>	<p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
--	---

Notice
 An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8.

Remember: Enter your **ECF** login and password to file documents in a case. Do not enter a **Client code**.

Enter your **PACER** login and password to view or print a document from a case. You may enter your PACER client code to organize your PACER monthly bills.

Enter your ECF login and password in the appropriate fields (*login and passwords are case sensitive*).

Next to the login and password fields, read the redaction notice; check the box acknowledging you understand the redaction rules and you have read the notice; click **Login**

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

<p>Authentication</p> <p>Login: <input type="text" value="cmderouen"/></p> <p>Password: <input type="password" value="*****"/></p> <p>Client code: <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p>	<p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.</p> <p><input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
---	--

CM/ECF Menu Bar

ECF provides the following features that are accessible from the ECF blue main menu bar at the top of the screen.

Bankruptcy Adversary Query Reports Utilities ECF-Guide Search Logout 	
Bankruptcy:	File a petition, pleadings, motions, or other documents in a bankruptcy case electronically.
Adversary:	File an adversary complaint, adversary pleadings, motions, or other documents electronically.
Query:	Search by specific case number, party name, Social Security number or tax I.D. and to retrieve documents that are relevant to the case. <i>ECF redirects you to the PACER login page.</i>
Reports:	Retrieve case information, claims registers, docket reports, calendar events, creditor mailing matrices, docket activities, and written opinions.
Utilities:	View your ECF account information and maintain your ECF account information.
ECF-Guide	Link to the ECF Docketing Guide. A guide providing information concerning the operations of the Court.
Search:	Search Menus and Events by entering key words.
Logout:	Exit from ECF. ALWAYS log out after completing a session
	Clicking the help icon will display a help box with additional information for the particular screen you are viewing.

Section 3

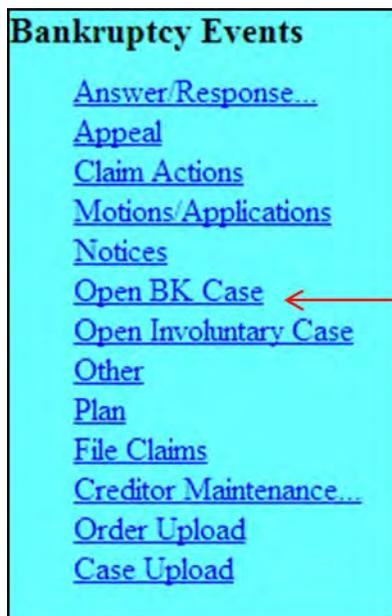
Bankruptcy Case Opening

A. Conventional Bankruptcy Case Opening

Step 1 From the main menu bar, click **Bankruptcy**



Step 2 Click **Open BK Case**



Step 3 Select the **Chapter**, whether you are filing a **joint petition**, and if there are **deficiencies**. Click **Next**. (*The **Case Type** and **Date Filed** cannot be changed.*)

A screenshot of the 'Open Voluntary Bankruptcy Case' form. The form fields are: Case type bk, Date filed 11/6/2012, Chapter 7, Joint Petition n, and Deficiencies n. There are 'Next' and 'Clear' buttons at the bottom.

- **Joint Petition** box defaults to **n** for no. (If the case is a joint filing, click on the drop down arrow in the Joint Petition Box, and click on **y** for yes.)
- **Deficiencies** box defaults to **n** for no. – If you are filing a petition with all schedules and statements keep the deficiencies box on **n**. If you are missing any schedule, statement, or Chapter 13 plan (if applicable), you **MUST** change the default to **y** for yes. Later you will be prompted to identify the missing documents.

Note: The case number, division, Judge and trustee assignment are generated after the case is opened.

- Step 4 The **Search for a debtor** screen displays. You may search by Social Security number, tax identification number, last name or business name.

Open Voluntary Bankruptcy Case

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

- Enter the debtor's last name or Social Security number, including hyphens, in the correct field. (***The Court recommends searching for individuals by Social Security number because when searching by name only, the Social Security number cannot be verified.***)
- For business filings, enter the entire name of the entity in the **Last/Business name** field.
- **Do not select** a party record for a debtor when:
 - Social Security number is missing
 - Name or Social Security number is different than your client's.
- If no party record exists OR there is no **"exact"** match (name and SSN), click **Create a new party**.

- Step 5 When there are no matches found, a **No person found** message is displayed, click **Create a new party**.

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

- Step 6 The **Debtor Information** screen displays:

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Add all aliases and corporate parents or affiliates before clicking the Submit button.

- Enter the debtor's information (*name, mailing address, and county. Take the information from the voluntary petition*).
- Use upper and lower case letters.
- Do not use special characters such as () { } [] * %, etc.
- You may enter up to five social security numbers and/or tax identification numbers for each debtor and joint debtor.
- Select the debtor's county of residence from the drop down list. *Note: For a faster search type the first letter of the county.*
- Do not enter a **Phone** number, **Fax** number, **E-mail** address or **Party text** information for a debtor.

If the debtor has an alias, click **Alias**

Debtor 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

Party text

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

You may enter up to five (5) alias records per screen. If you have more than five (5), enter the initial five aliases and click on **Add aliases**. You will return to the Debtor **Party Information** screen. Click **Alias...** again to add more alias records.

Alias Role selections include **aka** (also known as), **dba** (doing business as), **fdba** (formally doing business as), and **fka** (formerly known as)

After entering alias information click **Add Aliases**

Alias Information (Party Desacone, Albert)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text" value="Desacone"/>	<input type="text" value="Albert"/>	<input type="text" value="Athony"/>	<input type="text"/>	<input type="text" value="aka"/>
2	<input type="text" value="Desacone Automotive"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="fdba"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="aka"/>

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

Step 7 Click **Review** to review and verify debtor's information entered.

The screenshot shows a form titled "Debtor Information" with the following fields and values:

- Last name: Desacone
- First name: Albert
- Middle name: (empty)
- Generation: (empty)
- Title: (empty)
- SSN / ITIN: 123-45-6789 222-11-1234
- Tax ID / EIN: 11-2222222
- Office: (empty)
- Address 1: 123 Smithton Drive
- Address 2: (empty)
- Address 3: (empty)
- City: Biloxi
- State: MS
- Zip: 39530
- County: HARRISON-MS (28047)
- Country: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Party text: (empty)

At the bottom of the form, there are several buttons: "Alias...", "Corporate parent / affiliate...", "Review..." (highlighted with a red box and an arrow), "Submit", "Cancel", and "Clear". A tooltip for the "Review..." button reads: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

If information is correct, click **Return to Party screen**

The screenshot shows a review screen titled "Review attorneys, aliases, corporate parents or affiliates" for "Albert Desacone".

- Text: "Uncheck to remove from list"
- Attorneys added:**
 - Derouen, Collette
 - P.O. Box 123
 - Biloxi, MS 39535
- Aliases added:**
 - Desacone, Albert Athony (aka)
 - Desacone Automotive, (fdba)
- Corporate parents / affiliates added:**
 - None added.

At the bottom, there are two buttons: "Return to Party screen" (highlighted with a red box) and "Clear".

To save the debtor's information click **Submit**. You will receive warning messages for missing information.

Debtor Information

Last name <input type="text" value="Desacone"/>	First name <input type="text" value="Albert"/>
Middle name <input type="text"/>	Generation <input type="text"/> Title <input type="text"/>
SSN / ITIN <input type="text" value="123-45-6789"/> <input type="text" value="222-11-1234"/>	Tax ID / EIN <input type="text" value="11-2222222"/>
Office <input type="text"/>	Address 1 <input type="text" value="123 Smithton Drive"/>
Address 2 <input type="text"/>	Address 3 <input type="text"/>
City <input type="text" value="Biloxi"/>	State <input type="text" value="MS"/> Zip <input type="text" value="39530"/>
County <input type="text" value="HARRISON-MS (28047)"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Party text <input type="text"/>	

Add all aliases and corporate parents or affiliates before clicking the Submit button.

Note: If filing on behalf of joint debtors, a **Joint Debtor Party** screen would appear next.

When opening a new bankruptcy case, the attorney (ECF filer) is automatically linked as the attorney for the debtor and joint debtor.

Step 8 The **Divisional office** screen appears, simply click Next to continue.

Open Voluntary Bankruptcy Case

Office is set to **Gulfport Divisional Office** based on the county of the debtor (**HARRISON-MS - 28047**).

Step 9 Make the applicable options on the statistical data screen; click **Next**.

Prior filing within last 8 years options: **no** or **yes**

Fee status options:

- **Paid** – select **Paid** when the debtor is paying the full filing fee.

The screenshot shows the 'Open Voluntary Bankruptcy Case' form. The 'Fee status' dropdown menu is highlighted with a red box and set to 'Paid'. Other fields include 'Prior filing within last 8 years' (no), 'Nature of debt' (consumer), 'Asset notice' (No), 'Estimated number of creditors' (1 - 49), 'Estimated assets' (\$0 to \$50,000), and 'Estimated liabilities' (\$0 to \$50,000). The 'Type of debtor' section has radio buttons for Individual, Corporation (includes LLC & LLP), Partnership, and Other. The 'Nature of business' section has radio buttons for Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, Other, and Tax-Exempt Entity. 'Next' and 'Clear' buttons are at the bottom left.

- **Installment** - select when the fee is to be paid in installments. This allows entry of an initial installment amount being paid with the petition.

Note: The debtor must file an *Application to Pay Filing Fee in Installments* immediately after the case is opened.

The screenshot shows the 'Open Voluntary Bankruptcy Case' form. The 'Fee status' dropdown menu is highlighted with a red box and set to 'Installment'. Other fields are identical to the previous screenshot: 'Prior filing within last 8 years' (no), 'Nature of debt' (consumer), 'Asset notice' (No), 'Estimated number of creditors' (1 - 49), 'Estimated assets' (\$0 to \$50,000), and 'Estimated liabilities' (\$0 to \$50,000). The 'Type of debtor' and 'Nature of business' sections are also identical. 'Next' and 'Clear' buttons are at the bottom left.

- **fee not paid** – **DO NOT** select this option without contacting the Clerk's office.

- **IFP filing fee waived** – select when filing application to waive Chapter 7 filing fee for individual (*Official Form 3B*) immediately after the bankruptcy case is opened. (*Only applicable for individual chapter 7 cases*)

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Nature of debt options: **consumer** or **business**

Asset notice options:

- Select **No** for all chapter 7 cases
- Select **Yes** for chapter 11 or 13 cases

*Estimated number of creditors

*Estimated assets

*Estimated liabilities

***NOTE:** The selections you choose should be reflected on the voluntary petition.

Type of debtor

- Individual does not refer to how many debtors but that the debtor(s) are persons and not an entity such as a corporation or partnership.

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Step 10 The **SUMMARY OF SCHEDULES** screen. Part 1, enter the amounts in the appropriate fields, click **Next**

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

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

Step 11

The **Summary of Schedules** screen. Part 2, enter the amounts in the appropriate fields, click **Next**. A warning message will appear when all fields left are blank.

Chapter 7

Open Voluntary Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor Spouse

Schedule J line 20c: Monthly net income

Form B22A

Line 1A: Veteran's declaration

Line 1B: Declaration of non-consumer debts

Line 2: Marital filing status

Line 11: Subtotal of current monthly income Debtor Spouse

Line 14B: Debtor's household size

Line 14: Applicable median family income

Line 18: Current monthly income

Line 19A: National standards: food, clothing and other items

Line 19B: National standards: health care for persons under 65 years of age (Subtotal C1)

Line 19B: National standards: health care for persons 65 years of age or older (Subtotal C2)

Line 20A: Local standards: housing and utilities; non-mortgage expenses

Line 20B: Local standards: housing and utilities; mortgage/rent expenses

Line 22A: Local standards: transportation; vehicle operation/public transportation expense Number of vehicles used Amount

Line 22B: Local standards: transportation; additional public transportation expense

Line 23: Local standards: transportation ownership/lease expense Number of vehicles owned

Line 23c and 24c: Local standards: Net transportation ownership/lease expense Vehicle 1 Vehicle 2

Line 33: Total expenses allowed under IRS standards

Line 38: Education expenses for dependent children under 18

Line 39: Additional food and clothing expense

Line 41: Total additional expense deductions

Line 46: Total deductions for debt payment

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income

Line 51: 60-month disposable income

Line 52: Initial presumption determination

Line 53: Total non-priority unsecured debt

Line 54: Threshold debt payment amount

Line 55: Secondary presumption determination

Chapter 13

Open Voluntary Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor Spouse

Schedule J line 20c: Monthly net income

When opening a case with deficiencies the next screen will display a deficiency list according to the chapter. If you selected **y** (yes) for Deficiencies, a check list will appear. With the exception of ***Employee Income Record**, place a check mark in the appropriate box for each item that is not being filed at this time.

Chapter 7

Open Voluntary Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- Atty Disclosure Stmt.
- Atty Sign. Exhibit B
- Atty Sign. Page 2
- Declaration & Sign of Non-Atty
- Disclosure Notice to Debtors
- Db. Sig. re: Relief Av.
- Employee Income Record
- Tax Return Deadline
- Inventory of Property
- Cert-Credit Counseling-Debtor
- Cert-Credit Counseling-Jt Db
- List of All Creditors
- Chapter 7 Means Test
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedules A-J

Warning Unable to retrieve deadline record - ssn
Warning Unable to retrieve deadline record - taxid

- Stmt. of Fin. Affairs
- Summary of Schedules

Next Clear

Chapter 13

Open Voluntary Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- Atty Disclosure Stmt.
- Atty Sign. Exhibit B
- Atty Sign. Page 2
- Declaration & Sign of Non-Atty
- Disclosure Notice to Debtors
- Chapter 13 Plan
- Cert-Credit Counseling-Debtor
- Cert-Credit Counseling-Jt Db
- Db. Sig. re: Relief Av.
- Employee Income Record
- Tax Return Deadline
- Inventory of Property
- List of All Creditors
- Stmt-Income/Disposable Income
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedules A-J

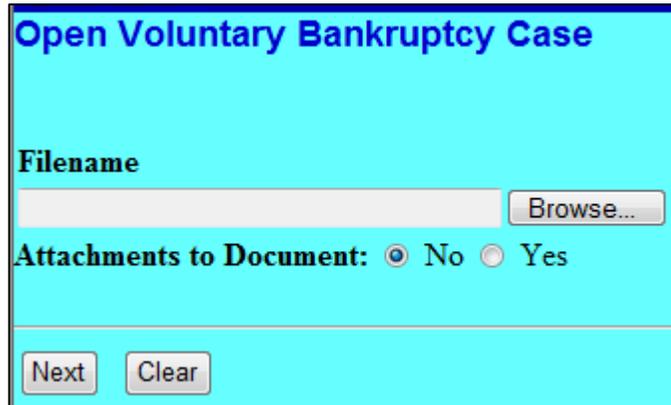
Warning Unable to retrieve deadline record - ssn
Warning Unable to retrieve deadline record - taxid

- Stmt. of Fin. Affairs
- Summary of Schedules

Next Clear

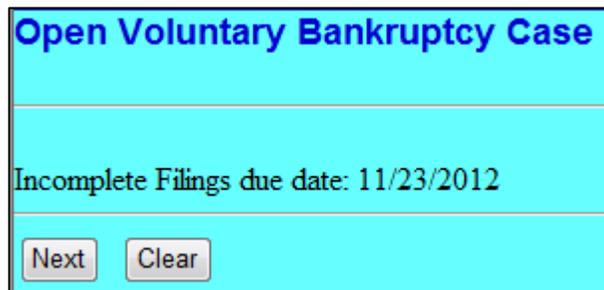
**Pursuant Standing Order Regarding Filing Payment Advices Pursuant to 11 U.S.C. §521(a)(1)(B)(iv) and Federal Rule of Bankruptcy Procedure 1007(b), the debtor(s) is required to submit copies of his/her pay advices to the case trustee and NOT filed with the court.*

Step 12 Browse and attach the **Voluntary Petition and Exhibit D**, click **Next**

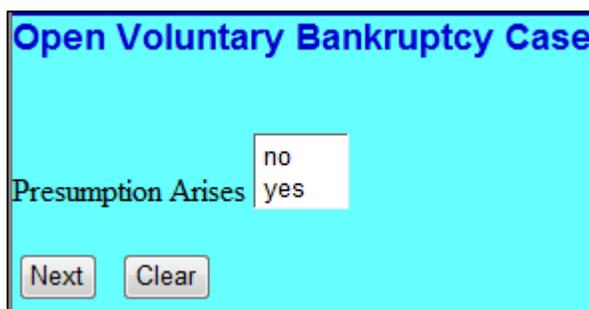


Note: Always review PDF documents before uploading in the system. The PDF should only contain the Voluntary Petition and Exhibit D. Schedules and statements must be filed as a separate document.

If you selected **y** (yes) for Deficiencies, the next screen will give the deadline, then click **Next**.



Step 13 **Presumption Arises: no or yes** (Chapter 7 cases only). Make appropriate selection, click **Next**.



Step 14 a **Filing Fee** screen. – **Paying fee.** When paying full filing fee, leave the **Receipt #:** field blank. You are required to pay the filing fee via the Internet though Pay.Gov.

Click **Next**

Step 14 b **Filing Fee** screen. – **Paying installments.** When paying in installments, leave the **Receipt #** field blank. Change the amount to the amount of the payment being paid with the voluntary petition. When not making a payment with the petition change the amount to 0.00.

Click **Next**

Step 15 **Docket Text** screen. Verify text is correct. Use the text field to input any additional information necessary. If any information is incorrect about the process and start over. *To abort this transaction, click on any option from the CM/ECF main menu bar.*

Click **Next**

Step 16 **Final Docket Text** screen. Proof this screen carefully, this is your last chance to abort this transaction. *To abort this transaction, click on any option from the CM/ECF main menu bar.*

Verify information is correct, click **Next**

Final Docket Text - Filing Fee Paid

Open Voluntary Bankruptcy Case

Docket Text: Final Text
Chapter 7 Voluntary Petition . Fee Amount \$306 Filed by Albert Desacone (Attachments: # (1) Exhibit D)
(Derouen, Collette)

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

Final Docket Text – Installment Payment

Open Voluntary Bankruptcy Case

Docket Text: Final Text
Chapter 7 Voluntary Petition . Fee Amount \$100.00 Filed by Jimmy Stein (Derouen, Collette)

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

Step 17 The Notice of Electronic Filing screen provides:

- 1) A link to the ***Notice of Bankruptcy Case Filing**
- 2) **Case Name**
- 3) **Case Number**
- 4) **Document Number** for Voluntary Petition

**The notice has the official court seal, date/time and case number. You may use this notice to send to creditors as an official automatic stay notification.*

You may print this page for your records. Note that the case number and document number are underlined and in blue. These are hyperlinks to that case.

Open Voluntary Bankruptcy Case

U.S. Bankruptcy Court [TRAIN]
Southern District of Mississippi

[Notice of Bankruptcy Case Filing](#) 1)

The following transaction was received from Collette Derouen entered on 11/6/2012 at 12:32 PM CST and filed on 11/6/2012

Case Name: Albert Desacone 2)

Case Number: 12-50050 3)

Document Number: 1 4)

Docket Text:
Chapter 7 Voluntary Petition . Fee Amount \$306 Filed by Albert Desacone (Attachments: # (1) Exhibit D) (Derouen, Collette)

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

Document description:Main Document
Original filename:Form B 21.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=11/6/2012] [FileNumber=75296-0]
[0a92ea28dbc016b029653c9094a7f3393f0e6aeda2d0d396d8a2e42cd8f2a9b2bbc03
b1672c2196b8b5811c3258d4e406f524f04ff08b401d85083d64c55909b]]

Document description:Exhibit D
Original filename:Form B 21.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=11/6/2012] [FileNumber=75296-1]
[792e98e5c6f5e35e0c90a5f9a3dc42f470bfbc4258ac8c4dd262d9619017ac29bb673
4e327b08e38ffa0304e6698f974a4d104973ae57315d112d542c8c754db]]

12-50050 Notice will be electronically mailed to:

Collette Derouen on behalf of Debtor Albert Desacone
collette.derouen@gmail.com

12-50050 Notice will not be electronically mailed to:

Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
Boston, MA 02144

Step 18 The **Summary of current charges** window will pop up. The filing fee may be paid now or you may continue filing and pay accumulated fees all-at-once by the end of the day.

Click **Pay Now** to pay filing fee or click **Continue Filing** to continue filing and pay accumulated at the end of the day.

COURT POLICY: Payment of all filing fees for CM/ECF transactions must be made online through the Pay.gov application. All payment of fees for CM/ECF transactions must be made the same day the transaction is submitted. If your account is not settled by midnight, the system will prevent you from filing until the outstanding balance has been paid.

B. Filing Required List, Schedules, Statements and Documents

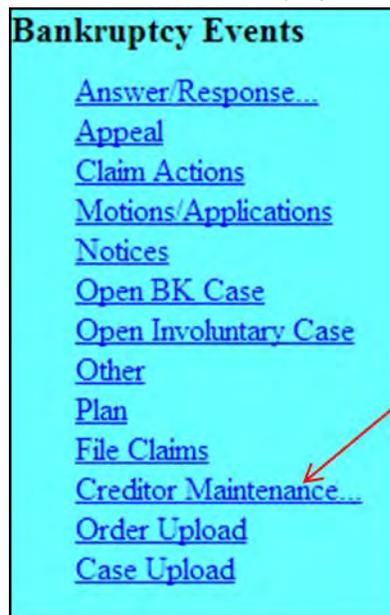
After filing the voluntary petition (*case opening process*) you must file additional documents as required by the Federal Rules and upload creditors in CM/ECF. (See *Appendix A-C for list of required documents by chapter.*)

1) Uploading List of Creditors – Process

When uploading creditors in the system, the file must be in .txt format. See Appendix D for creditor list specifications.

Step 1

Under Bankruptcy Event Category select Creditor Maintenance



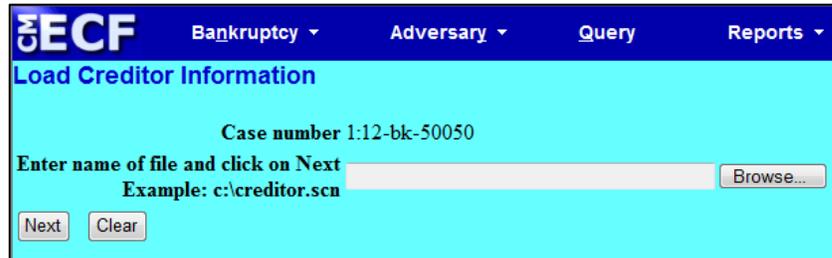
Step 2 Click **Upload list of creditors file**



Step 3 **Creditor Processing – Upload a File Method.** Input Case Number, click **Next**.



Step 4 **Load Creditor Information.** Use the browse button to locate the file, click **Next**



Step 5 The Add Creditor(s) screen shows the number of creditors added to the case. If the number added is correct, click the **Submit** button, otherwise, go back and check the name of the file you loaded.



Step 6

Creditors Receipt

Case Number	1:12-bk-50050
Total Creditors Added to Database	5

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

2) Docketing Creditors Uploaded in CM/ECF

Step 1

Under Bankruptcy Event Category select **Other**

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open BK Case](#)
- [Open Involuntary Case](#)
- [Other](#) ←
- [Plan](#)
- [File Claims](#)
- [Creditor Maintenance...](#)
- [Order Upload](#)
- [Case Upload](#)

Step 2

Input Case Number, click **Next**

Miscellaneous

Case Number

1:12-bk-50050

Next Clear

Step 3 Search for event, by entering the first couple of letters in the search field. Select **Creditor Disk/Matrix Uploaded**

Step 4 Click the event under **Available Events**. The event will appear under the **Selected Events** column on the right. Click **Next**

Step 5 Joint filing with other attorney(s). Only check this box if this is a joint filing. Click **Next**

Step 6 **Select the Party (Debtor) and click Next**

Miscellaneous:
[12-50050 Albert Desacone](#)
 Type: bk Chapter: 7 v
 Assets: n

Select the Party:

Desacone, Albert [Debtor] [Add/Create New Party](#)
 Woodring, Zane [U.S. Trustee]

Next Clear

Step 7 **Click Next**

ECF Bankruptcy
Miscellaneous:
[12-50050 Albert Desacone](#)
 Type: bk
 Assets: n

Next Clear

Step 8 **Docket Text Screen.** Review docket text and add any additional information in the text box. Click **Next**.

Miscellaneous:
[12-50050 Albert Desacone](#)
 Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)
 Assets: n

Docket Text: Modify as Appropriate.
 Creditor Disk/Matrix Uploaded Filed by Debtor Albert Desacone . (Derouen, Collette)

Next Clear

Step 9

Final Docket Text. Review the final docket text. Click **Next** to continue.

If it is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

Miscellaneous:

12-50050 Albert Desacone

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n

Docket Text: Final Text

Creditor Disk/Matrix Uploaded Filed by Debtor Albert Desacone. (Derouen, Collette)

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

Have you redacted?

Step 10

Notice of Electronic Filing screen

3) File List of Creditors/Mailing Matrix (PDF document)

Step 1

Under Bankruptcy Event Category select Other

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open BK Case](#)
- [Open Involuntary Case](#)
- [Other](#) ←
- [Plan](#)
- [File Claims](#)
- [Creditor Maintenance...](#)
- [Order Upload](#)
- [Case Upload](#)

Step 2 Input Case Number, click **Next**

Miscellaneous

Case Number
1:12-bk-50050

Next Clear

Step 3 Search for event, by entering the **matrix** in the search field. Select **Matrix**, click **Next**

Miscellaneous

[12-50050 Albert Desacone](#)
Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)
Assets: n Case Flag: CrsUpd

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Judgment Offer and Acceptance	Matrix
List of Witnesses and Exhibits	
Matrix	
Memorandum/Brief	
Nondischargeable Debt	
Notice of Appearance and Request for Notice	
Notice of Change of Address	
Notice of Intent to Request Transcript Redaction	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)	
Objection to Claim	
Objection to Debtors Claim of Exemptions	
Objection to Homestead Exemption	
Objection to Professional Fees	
Objection to Transfer of Claim	
Objection to Valuation	

Next Clear

Step 4 **Joint filing with other attorney(s)**. Only check this box if this is a joint filing. Click **Next**

Miscellaneous:

[12-50050 Albert Desacone](#)
Type: bk Chapter: 7 v
Assets: n

Joint filing with other attorney(s).

Next Clear

Step 5 **Select the Party (Debtor) and click Next**

Miscellaneous:
[12-50050 Albert Desacone](#)
Type: bk Chapter: 7 v
Assets: n

Select the Party:

[Add/Create New Party](#)

Step 6 Browse and attach the list of creditors/mailling matrix (PDF document), click **Next**

Miscellaneous:
[12-50050 Albert Desacone](#)
Type: bk Chapter: 7 v
Assets: n

Filename

Attachments to Document: No Yes

Step 7 **Docket Text.** Review the generated docket text, click **Next**
Do not make a selection from the prefix drop down list

Step 8 **Final Docket Text.** Review the final docket text. Click **Next** to continue.
If it is not correct, abort the transaction by clicking any option from the CM/ECF main menu bar.

Step 9 **Notice of Electronic Filing** screen

C. Filing Subsequent Documents Required after Filing Voluntary Petition:

1) Statement of Social Security Number *(Only required for individual debtors)*

Docket Event:

Bankruptcy> Other> Social Security Number/Form B21

2) Certificate of Credit Counseling

Docket Event:

Bankruptcy> Other> Certificate of Credit Counseling

3) Means Test

Chapter 7: Statement of Current Monthly Income and Means Test Calculation (Chapter 7) (*Official Form B22A*) required for individual debtor.

Docket Event:

Bankruptcy> Other> Chapter 7 Means Test

Chapter 13: Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Chapter 13) (*Official Form B22C*) required for individual debtor.

Docket Event:

Bankruptcy> Other> Chapter 13 Statement of Current Monthly and Disposable Income

4) [Schedules and Statements](#) (see appendix A for list of schedules to be filed as one PDF document)

Docket Event:

Bankruptcy> Other > Schedules/Statements

5) [Chapter 13 Plan](#) (if applicable)

Docket Event:

Bankruptcy> Plan > Chapter 13 Plan

See Appendix A – Required Documents Re: Chapter 7 - Individual Debtor

See Appendix B - Required Documents Re: Chapter 7 - Business Debtor

See Appendix C - Required Documents Re: Chapter 13 - Individual Debtor

Section 4

Making Installment Payment

Debtors' attorneys have access to make online installment payments using the court's CM/ECF system. Non ECF attorneys and pro-se debtors are required to pay installment payments via mail or in person at the clerk's office.

General Instructions for Making an Installment Payment

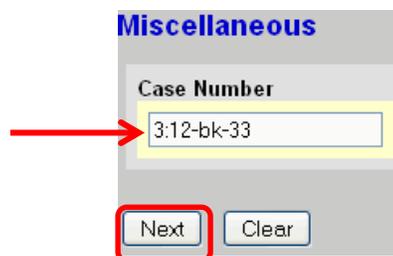
Step 1 Click Bankruptcy from CM/ECF menu bar



Step 2 Select **Other** from the Bankruptcy Events list



Step 3 Enter **Case Number**, click **Next**



Step 4 Select **Installment Payment**, click **Next**

Miscellaneous

[12-00033 Valerie Jean Smith](#)

Type: bk Chapter: 13 v Office: 3 (J
Office)

Assets: y Case Flag: PlnDue

Start typing to find another event. Hold down

Available Events (click to select events)

- Installment Payment**
- Intent to Cure Default
- Interrogatories
- Involuntary Creditor List
- Involuntary Petition (Chapter 11)
- Involuntary Petition (Chapter 7)
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted
- Joinder
- Judgment Offer and Acceptance
- List of Witnesses and Exhibits
- Matrix
- Memorandum/Brief
- Nondischargeable Debt
- Notice of Appearance and Request for Notice

Step 5 DO NOT check the **Joint filing with other attorney(s)** box, click **Next**

Miscellaneous:

[12-00033 Valerie Jean Smith](#)

Type: bk

Assets: y

Joint filing with other attorney(s).

Step 6 Select the debtor (If joint case select both debtors), click **Next**

Miscellaneous:

[12-00033 Valerie Jean Smith](#)

Type: bk Chapter:

Assets: y Case Fla

Select the Party:

Smith, Valerie Jean [Debtor]
United States Trustee, [U.S. Trustee]

Next Clear

Step 7 **IMPORTANT MESSAGE** – Please notice the warning shown in the following screen shot. When paying the final installment payment, make sure the payment is the exact amount due. Click **Next**

Miscellaneous:

[12-00033 Valerie Jean Smith](#)

Type: bk Chapter: 13 v Office: 3 (Jackson Divisional Office)

Assets: y Case Flag: PInDue

IMPORTANT:

If this is a final installment payment please insure that you are paying the exact amount due.

Over payments are forfeited to the government with no recourse due to Judicial Conference policy.

Next Clear

Making 1st, 2nd, or 3rd Installment Payment (Step 8-12)

Step 8 When the payment is not the final installment, select **No** then click **Next**

Is This the final installment payment for this case?

Yes

No

Next Clear

Step 9 From the drop down list, select the installment type (1st, 2nd, or 3rd), click **Next**

Select the Installment Payment you are making today.

2nd

Next Clear

Step 10 In the **Fee** field input the payment amount, click **Next**

Fee: \$ 125.00

Next Clear

Step 11 Click **Next** to continue

Next Clear

Step 12 **Docket Text: Final Text** screen – Verify the installment type (1st, 2nd, or 3rd) and payment amount are correct. If not correct, abort the event and start over. If correct, click **Next** to complete the installment payment transaction.

Docket Text: Final Text

Second Installment Payment in the amount of \$ 125.00 Filed by Debtor Valerie Jean Smith. (Derouen, Collette)

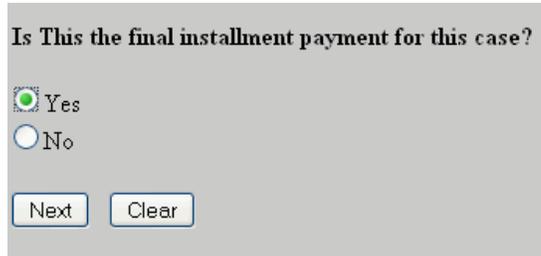
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Final Installment Payment (Step 13-16)

Step 13 Final Installment Payment, select **Yes**, click **Next**

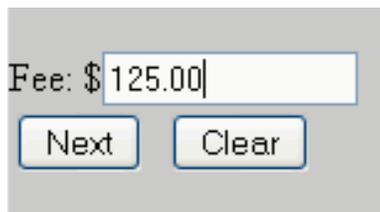


Is This the final installment payment for this case?

Yes
 No

Next Clear

Step 14 In the **Fee** field input the payment amount. **Important: Verify the amount is correct.** Over payments are non-refundable, click **Next**



Fee: \$125.00

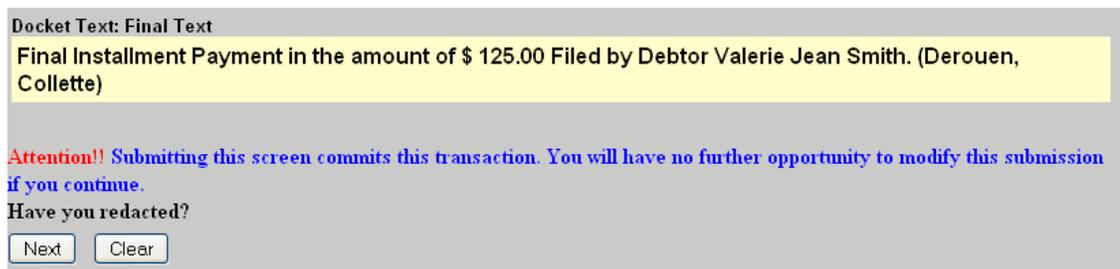
Next Clear

Step 15 Click **Next** to Continue



Next Clear

Step 16 **Docket Text: Final Text** screen – Verify the final payment amount is correct. If not correct, abort the event and start over. If correct, click **Next** to finish the installment payment transaction.



Docket Text: Final Text

Final Installment Payment in the amount of \$ 125.00 Filed by Debtor Valerie Jean Smith. (Derouen, Collette)

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

Have you redacted?

Next Clear

At the end of the docketing process, a “Summary of current charges” window will appear. You may pay the fee now or you may continue filing and pay accumulated fees all-at-once by the end of the day.

See *Chapter 2 ECF Payment of Filing Fees (Pay.gov)* in the *Administration Procedures for Electronic Case Filing*. The Administrative Procedures is available for download from the Court’s Web site www.mssb.uscourts.gov under the Electronic Case Filing tab.

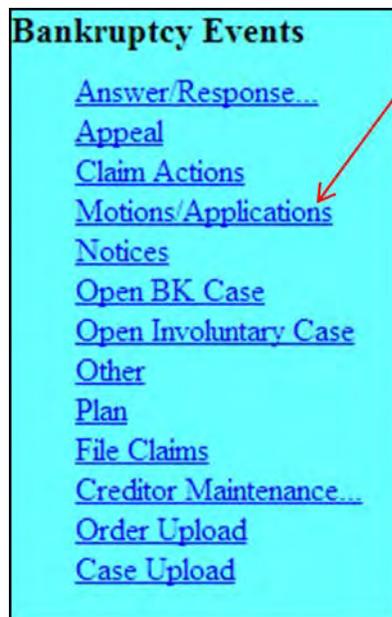
Section 5

Filing a Motion

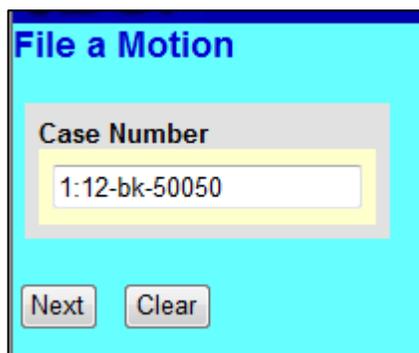
When filing a motion, regardless of the type of motion, the user will see that most of the screens will be the same. Filing a motion that seeks multiple reliefs may require the filer to select multiple docket events.

Example: Motion for Relief from Stay, Co-Debtor Stay, and Abandonment.

Step 1 Under Bankruptcy Event Category select **Motions/Applications**



Step 2 Input **Case Number**, click **Next**

A screenshot of a web application interface titled "File a Motion". The page has a light blue background. It features a "Case Number" input field with a yellow border containing the text "1:12-bk-50050". Below the input field are two buttons: "Next" and "Clear".

Step 3 Select multiple events: When clicking on each event, make sure to press and hold down the Control (Ctrl) key. Select the events in the following order:

- Relief from Stay
- Relief from Co-Debtor Stay
- Abandon

The events will appear under the **Selected Events** column on the right. Click **Next**

The screenshot shows a web interface titled "File a Motion" for case 12-50050 Albert Desacone. It displays case details: Type: bk, Chapter: 7 v, Office: 1 (Gulfport Divisional Office), Assets: n, and Case Flag: CrsUpld. Below this is a search bar with the instruction "Start typing to find another event. Hold down Ctrl to add additional items." There are two columns of event options: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Abandon, Abstention Under Section 305, Access to Tax Documents, Accounting, Adequate Protection, Administrative Expenses, Allow Claims, Allow Late Filed / Amended Claims, Allow Payment Arrearages, Amend, Amend Plan (Pre-Confirmation), Amended Application, Amended Motion, Appear pro hac vice, Appoint Creditors Committee, Appoint Examiner, Appoint Trustee, Appointment of Consumer Privacy Ombudsman, and Approval of Examiner. The "Selected Events" list contains: Relief from Stay, Relief from Co-Debtor Stay, and Abandon. At the bottom are "Next" and "Clear" buttons.

Step 4 **Joint filing with other attorney(s).** Only check this box if this is a joint filing. Click **Next**

The screenshot shows the "File a Motion" interface for case 12-50050 Albert Desacone. It displays the same case details as the previous screenshot: Type: bk, Chapter: 7 v, Assets: n, and Case Flag: CrsUpld. Below the details is a checkbox labeled "Joint filing with other attorney(s)". At the bottom are "Next" and "Clear" buttons.

Step 5 **Select the Party:** Select the party represented by the filing attorney from the list. If the party is not listed, select **Add/Create New Party**. For training purposes select the link to add the party.

The screenshot shows a web interface titled "File a Motion:". At the top, it displays the case number "12-50050-KMS Albert Desacone". Below this, there are fields for "Type: bk", "Chapter: 7 v", "Assets: n", and "Judge: KMS". A dropdown menu titled "Select the Party:" is highlighted with a red border. The dropdown list contains three entries: "Desacone, Albert [Debtor]", "Lentz, Kimberly R. [Trustee]", and "Woodring, Zane [U.S. Trustee]". To the right of the dropdown is a blue link labeled "Add/Create New Party" with a red arrow pointing to it. At the bottom of the interface are two buttons: "Next" and "Clear".

Step 6 For a business entity, using upper case and lower case letters, enter the name of the entity in the **Last/Business name** field, click **Submit**

DO NOT USE a party record when the name is not an exact match as your client's.

The screenshot shows a form titled "Search for a party". It contains several input fields: "SSN / ITIN" (empty), "Tax ID / EIN" (empty), "Last/Business name" (containing "Newton Used Cars"), "First Name" (empty), and "Middle Name" (empty). At the bottom of the form are two buttons: "Search" and "Clear".

Step 7 When party search results **No person found**, click **Create New Party**

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

Step 8 For the party’s address enter your mailing address – care of yourself. (See below example). Change **Role** to **Creditor**, click **Submit**

Party Information

Last name <input type="text" value="Newton Used Cars"/>	First name <input type="text"/>
Middle name <input type="text"/>	Generation <input type="text"/> Title <input type="text"/>
SSN/ITIN <input type="text" value="999-99-9999"/>	Tax Id/EIN <input type="text" value="12-1234567"/>
Office <input type="text"/>	Address 1 <input type="text" value="c/o Attorney Test"/>
Address 2 <input type="text" value="P.O. Box 566"/>	Address 3 <input type="text"/>
City <input type="text" value="Biloxi"/>	State <input type="text" value="MS"/> Zip <input type="text" value="39535"/>
County <input type="text"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Role <input type="text" value="Creditor (cr.cr)"/>	
Party text <input type="text"/>	

Step 9 **Select the Party:** Select the party you represent (*the party should be highlighted*), click **Next**.

The screenshot shows the 'File a Motion' interface. At the top, it displays '12-50050-KMS Albert Desacone'. Below this, it shows 'Type: bk', 'Chapter: 7 v', 'Assets: n', and 'Judge: KMS'. A section titled 'Select the Party:' contains a dropdown menu with the following options: 'Newton Used Cars, (cr:cr) [Creditor]', 'Desacone, Albert [Debtor]', 'Lentz, Kimberly R. [Trustee]', and 'Woodring, Zane [U.S. Trustee]'. A link 'Add/Create New Party' is visible to the right of the dropdown. At the bottom, there are 'Next' and 'Clear' buttons.

Step 10 **Party/Attorney Association:** To make the party/attorney association check the box. Click **Next**

The screenshot shows the 'File a Motion' interface with the following details: '12-50050-KMS Albert Desacone', 'Type: bk', 'Chapter: 7 v', 'Office: 1 (Gulfport Divisional Office)', 'Assets: n', 'Judge: KMS', and 'Case Flag: CrsUpld'. Below this, a message states: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. A checkbox is checked for 'Newton Used Cars, (cr:cr) represented by Test, Attorney (aty)'. At the bottom, there are 'Next' and 'Clear' buttons.

Step 11 **Filename:** Attach the PDF document associated with the motion. Click the Browse button to review and select the PDF document. Click **Next**

The screenshot shows the 'File a Motion' interface with the same case details as Step 10. Below the details, there is a 'Filename' section with a text input field and a 'Browse...' button. Underneath, the 'Attachments to Document:' section has radio buttons for 'No' (which is selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

Step 12 **Description of Property:** Enter property;
Name of Co-Debtor: Enter co-debtor's name. Click **Next**

File a Motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Description of Property:

Name of Co-Debtor:

Step 13 **Filing Fee** screen: Verify one fee is being charged. Leave the **Receipt #** field blank; you are required to pay the filing fee via the internet (*Pay.Gov*). Click **Next**.

File a Motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpld

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$176

Step 14

Docket Text: Because three events were selected there are three docket text fields to review. Review docket text and add additional information needed. Click **Next**

*Note: Prefix drop down list, no selection for original motions
Additional text drop down box at the end of the event; select the appropriate relief request:
in addition to or **or in the alternative**.*

File a Motion:
[12-50050-KMS Albert Desacone](#)
 Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)
 Assets: n Judge: KMS Case Flag: CrsUpd

Docket Text: Modify as Appropriate.

- ▼ Motion for Relief from Stay as to *2010 Honda Civic.* , in addition to ▼
- ▼ Motion for Relief from Co-Debtor Stay as to *Cynthia Desacone, Co-Debtor.,* or in the alternative ▼
- ▼ Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor Newton Used Cars (Test, Attorney)

Next Clear

Step 15

Final Docket Text. Review the final docket text. Click **Next** to continue.
If any of the information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

File a Motion:
[12-50050-KMS Albert Desacone](#)
 Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)
 Assets: n Judge: KMS Case Flag: CrsUpd

Docket Text: Final Text

Motion for Relief from Stay as to *2010 Honda Civic.* , in addition to Motion for Relief from Co-Debtor Stay as to *Cynthia Desacone, Co-Debtor.,* or in the alternative Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor *Newton Used Cars* (Test, Attorney)

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

Next Clear

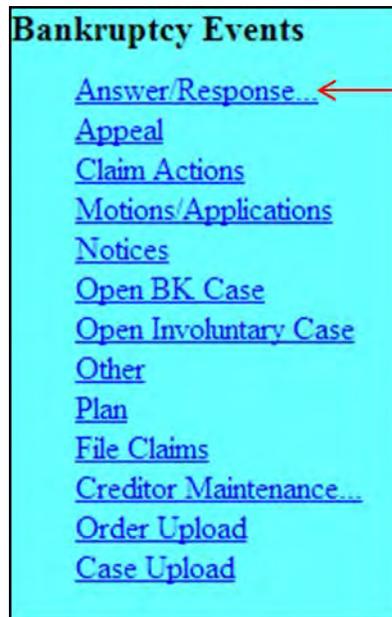
Step 16

Notice of Electronic Filing screen

Section 6

Filing a Response

Step 1 Under Bankruptcy Event Category select **Answer/Response**



Step 2 Click **Reference an Existing motion/application**
Other Answers is selected when filing an answer to an involuntary petition.



Step 3 Input **Case Number**, click **Next**.

Step 4 Select the applicable docket event, click **Next**

Step 5 **Joint filing with other attorney(s)**. Only check this box if this is a joint filing, click **Next**

Step 6 **Select the Party:** Select the party filing the answer/response. If the party is not listed, select **Add/Create New Party**.

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the Party:

Desacone, Albert [Debtor] [Add/Create New Party](#)

Lentz, Kimberly R. [Trustee]

Newton Used Cars, [Creditor]

Woodring, Zane [U.S. Trustee]

Next Clear

Step 7 **Filename:** Attach the PDF document associated with the answer/response, click **Next**

File a Motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpld, RfStay

Filename

Attachments to Document: No Yes

Next Clear

Step 8 Check the box to **Refer to existing event(s)?**, click **Next**

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Refer to existing event(s)?

Next Clear

Step 9 **Select the category to which you event relates.** If you are unsure of the category, select all the categories, click **Next**.

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the category to which your event relates.

answer
 appeal
 auditor
 caseupld
 claims
 cmp
 court
 crditcrd
 misc
 motion

Documents to

Step 10 **Select the appropriate event(s) to which your event relates,** click **Next**

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpld, RlfStay

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

11/07/2012 [4](#) Motion for Relief from Stay as to *2010 Honda Civic* ., in addition to Motion for Relief from Co-Debtor Stay as to *Cynthia Desacone, Co-Debtor*., or in the alternative Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor Newton Used Cars (Test, Attorney)

Step 11 **Docket Text.** Prefix drop down list and a text field to include any additional information, click **Next**.

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RfStay

Docket Text: Modify as Appropriate.

▼ Response to (related document(s): [4] Motion for Relief from Stay as to *2010 Honda Civic.* . filed by Creditor Newton Used Cars, Motion for Relief from Co-Debtor Stay as to *Cynthia Desacone, Co-Debtor.*, Motion to Compel Abandonment . Fee Amount \$176) Filed by Debtor Albert Desacone (Derouen, Collette)

Step 12 **Final Docket Text.** Review the final docket text, click **Next** to continue. *If any of the information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.*

File an answer to a motion:

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RfStay

Docket Text: Final Text

Response to (related document(s): [4] Motion for Relief from Stay as to *2010 Honda Civic.* . filed by Creditor Newton Used Cars, Motion for Relief from Co-Debtor Stay as to *Cynthia Desacone, Co-Debtor.*, Motion to Compel Abandonment . Fee Amount \$176) Filed by Debtor Albert Desacone (Derouen, Collette)

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

Have you redacted?

Step 13 **Notice of Electronic Filing** screen

Section 7

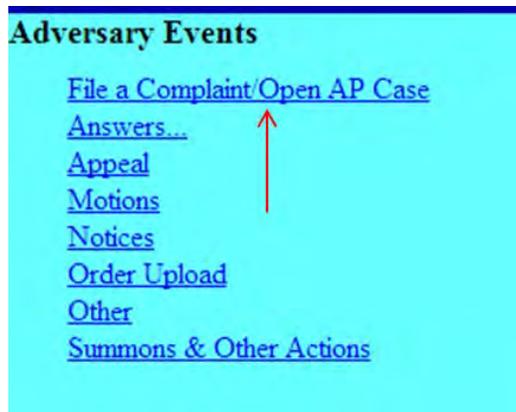
Opening an Adversary Proceeding

Step 1 Log into ECF. See Section 2

Step 2 From the main menu bar, click **Adversary**



Step 3 Click **File a Complaint/Open AP Case**



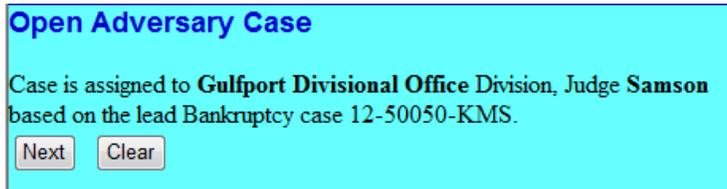
Step 4 Select **y** for Complaint or **n** for pleading other than Complaint, such as a Notice of Removal, click **Next**

 A screenshot of the 'Open Adversary Case' form. The fields are: Case type ap, Date filed 11/8/2012, and Complaint y. There are 'Next' and 'Clear' buttons at the bottom.

Step 5 Enter the lead bankruptcy case number; the **Association type** will remain as Adversary, click **Next**

 A screenshot of the 'Open Adversary Case' form. The fields are: Lead case number 1:12-bk-50050, Association type Adversary, and 'Next' and 'Clear' buttons at the bottom.

Step 6 The **Divisional office and Judge assignment** screen appears, click **Next**



Note: The adversary is assigned based on the lead bankruptcy case.

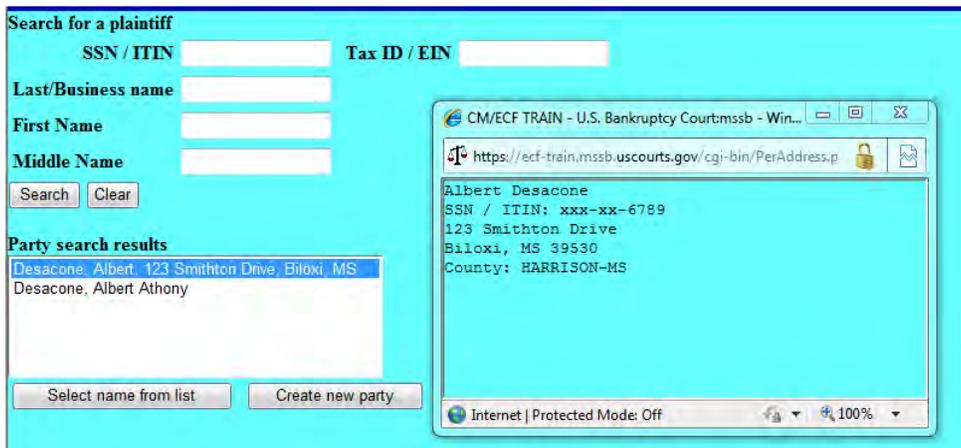
Step 7 The **Search for a plaintiff** screen displays. In the **Last/Business name** field enter the Last Name or Business Name of the plaintiff. (*Search using upper and lower case letters, i.e., Doe, John M. Do not use special characters such as parentheses, brackets, or percent symbols*), click **Search**

When the information does not match the complaint or a **No person found** message is displayed, click **Create a new party**.

If the party is found, click on the party's name and verify the information in the pop up box.



If the search results in a party record found, click on the name (highlighting the name) and verify the information is correct in the pop-up box. If it is an exact match from the complaint, click **Select Name from list**.



If a party is selected with address information (e.g., address, phone number, email), remove the information (including the county code). The Clerk’s Office maintains addresses.

Plaintiff Information

Albert Desacone SSN / ITIN: xxx-xx-6789

Office Address 1 123 Smithton Drive

Address 2 Address 3

City Biloxi State MS Zip 39530

County HARRISON-MS (28047) Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case

Add additional attorney... Alias... Corporate parent / affiliate... Review... Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Select the **Role in Bankruptcy Case** from the drop down menu.

Plaintiff Information

Albert Desacone SSN / ITIN: xxx-xx-6789

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Role in Bankruptcy Case Debtor

Add additional attorney... Alias... Corporate parent / affiliate... Review... Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Role in Bankruptcy Case: you must select a role type;

Add additional attorney: If you are filing the complaint joint with another attorney, click to add the attorney association;

Alias: If the party has an alias, click add the alias;

Corporate parent/affiliate...: If the plaintiff is a corporation and has a corporate parent or affiliate, click to add the corporate information.

Review after entering the information click review to verify that information is correct then click **Return to Party screen**

Review attorneys, aliases, corporate parents or affiliates
Albert Desacone

Attorneys added:
Derouen, Collette
P.O. Box 123
Biloxi, MS 39535

Aliases added:
None added.

Corporate parents / affiliates added:
None added.

The computer will again ask for another plaintiff. At this point, you may either add another plaintiff or click **End plaintiff selection**.

Open Adversary Case

Search for a plaintiff

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Step 8 When the **Search for a defendant** screen appears; follow the same steps for searching for a defendant as searching for a plaintiff. Once you are finished, review and click **Submit**. After you have entered all defendants, click **End defendant selection**.

Step 9 On the next screen, select the appropriate information for each box. It is very important that you select the Party code and Nature of suit. Click "Next."

The screenshot shows a web form titled "Open Adversary Case". It has a light blue background. On the left side, there are five rows of input fields: "Party code" with a dropdown menu showing "3 U.S. not a Party"; "Rule 23 (class action)" with a dropdown menu showing "n"; "Jury demand" with a dropdown menu showing "None"; "Demand (\$000)" with a text input field; and "State law" with a dropdown menu showing "n". On the right side, there are five rows of dropdown menus labeled "Primary nature of suit", "Second nature of suit", "Third nature of suit", "Fourth nature of suit", and "Fifth nature of suit", all showing "none". At the bottom left, there are two buttons: "Next" and "Clear".

For the **Party code** drop down box, the system defaults to **3 U.S. not a Party**; make the appropriate selection: **1US is a Plaintiff**; **2US is a Defendant**; **3US is not a Party**

For the **Rule 23 (class action)** drop down box, the system defaults to **n**. The options are: **n(o)** or **y(es)**.

For the **Jury demand** drop down box, the system defaults to **None**. Options are: **both**; **defendant**; **none**; **plaintiff**.

In the **Demand (000)** box, enter the amount of damages the complaint is seeking. The numbers you enter will represent thousands of dollars. For example entering "50" in the box will represent \$50,000.

For the **State law** drop-down box, the system defaults to **n**. Options: are **n(o)** or **y(es)**.

For **Nature of suits**, the user may select up to five different natures of suits. When the complaint is filed with multiple "nature of suits" and one suit is regarding objection or revocation of discharge, always select **41 (Objection / revocation of discharge – 727(c), (d), (e))** as the primary nature of suit.

- Step 10 The system will prompt the user to upload the complaint (PDF document.), click **Next**.
Note: The adversary cover sheet should be filed as an attachment. If the cover sheet is omitted, file the cover sheet as a separate document using the docket event: Adversary> Other> Adversary Cover Sheet B104

Open Adversary Case

Filename

Attachments to Document: No Yes

- Step 11 The next screen will display a message for a receipt number. The screen will instruct you to leave the receipt number box blank if you are paying via the internet (Pay.gov). (You will pay through Pay.gov during the course of your filing.). Click **Next**.

Open Adversary Case

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$293

**Note: If the plaintiff is exempted or qualifies for fee deferments enter "Deferred" or "Exempt" in the receipt field. If you are unsure contact the Clerk's office.*

- Step 12 On the next screen, click **Next**.

- Step 13 **Final Docket Text** screen. Proof this screen carefully, this is your last chance to abort this transaction. To abort this transaction, click on any option from the CM/ECF main menu bar. Verify information is correct, click Next

Open Adversary Case

Docket Text: Final Text

(41 (Objection / revocation of discharge - 727(c),(d),(e))): Complaint by Collette Derouen on behalf of Albert Desacone against L TD. Fee Amount \$293 (Derouen, Collette)

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

Have you redacted?

- Step 14a The **Summary of current charges** window will pop up. The filing fee may be paid now or you may continue filing and pay accumulated fees all-at-once by the end of the day. Click Pay Now to pay filing fee or click Continue Filing to continue filing and pay accumulated at the end of the day.
- Step 14b The **Notice of Electronic Filing** screen provides the new Adversary case number. You can print this page for your records. The case numbers and document numbers are hyperlinks to the specific case and document.

Open Adversary Case

U.S. Bankruptcy Court [TRAIN]
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Collette Derouen entered on 11/9/2012 at 2:20 PM CST and filed on 11/9/2012

Case Name: Desacone v. LTD
Case Number: [12-05008](#)
Document Number: [1](#)
Case Name: Albert Desacone
Case Number: [12-50050-KMS](#)
Document Number: [5](#)

Docket Text:
Adversary case 12-05008. (41 (Objection / revocation of discharge - 727(c),(d),(e))) Complaint by Collette Derouen on behalf of Albert Desacone against LTD. Fee Amount \$293 (Derouen, Collette)

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

Document description:Main Document
Original filename:Motion.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1059593727 [Date=11/9/2012] [FileNumber=75364-0]
[362adc70d2964b335ba73274a16b26cfd7904aa8e30e65db28b1010873132b146538
305e2a8fa884536814610a8bda5b7d6528a5b485ab1b8805761d9848]]
Document description:Main Document
Original filename:Motion.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=1059593727 [Date=11/9/2012] [FileNumber=75365-0]
[444d4a59c8b75178451e6520444d4b25466c7880d7070959a85d76421b84f449887e
50183999ba646fed891e54e551fe521e60aabe907ad1767a385bee66911]]

12-05008 Notice will be electronically mailed to:
Collette Derouen on behalf of Plaintiff Albert Desacone
collette.derouen@gmail.com

12-05008 Notice will not be electronically mailed to:
LTD
.

12-50050-KMS Notice will be electronically mailed to:
Collette Derouen on behalf of Debtor Albert Desacone
collette.derouen@gmail.com

Attorney Test on behalf of Creditor Newton Used Cars
collette.derouen@gmail.com

12-50050-KMS Notice will not be electronically mailed to:
Kinberly R. Leutz
2012 23rd Avenue
Gulfport, MS 39501

Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
Boston, MA 02144

Section 8

ECF e-Orders

Technical Requirements

Proposed orders uploaded in ECF must be submitted in PDF format. No security should be applied to the PDF file. It is recommended that orders be created using a word processing application such as Word or WordPerfect and saved to PDF rather than scanning a copy of the document. This makes the order legible and results in a text-searchable document.

Formatting Requirements

1. 8 ½ x 11 standard paper size.

The ECF system will not accept a PDF document with one or more pages exceeding the standard page size limit. The ECF system will return a failure message ending the upload process.

“FAILURE: Your PDF document has one or more pages that exceeds the standard page size limit, and cannot be accepted until fixed.”

- | | | |
|------------|-------------------|-------------------------|
| 2. Margins | <u>First Page</u> | <u>Subsequent Pages</u> |
| | Top 3” | Top 1” |
| | Bottom 1” | Bottom 1” |

3. End of Order:

- Include an ending notation signifying the entire body of the proposed order is included. Below the last paragraph:
 - Insert one blank line
 - Insert **##END OF ORDER##** and center it.
- Do not include the text “*So Ordered*”
- Do not include judge’s signature line (*See example on next page*).

4. Proposed order and all exhibits must be uploaded as one PDF document.

5. PDF document file size must not exceed 5MB.

Example

<p style="text-align: center;">3" Top margin first page</p> <p style="text-align: center;">UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> <p>In re: Case No. XX-XXXX-XXX Joseph Wayne Sample Chapter XX Susan Smith Sample Debtors. Chapter XX</p> <p style="text-align: center;">ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas interdum neque at felis malesuada sed volutpat arcu dignissim. Cras sit amet urna orci, eget eleifend lorem. Cras nec arcu massa. Integer sed dolor urna, ut suscipit sem. Suspendisse potenti. Mauris vestibulum diam pellentesque enim lacinia tincidunt. Maecenas porta porta rhoncus. Aenean viverra suscipit metus non mattis. Nulla nibh augue, ultricies eget blandit vitae, bibendum quis mi. Aliquam ultricies tincidunt tellus non porta. Maecenas dignissim mattis metus, et aliquet sapien venenatis in. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Quisque convallis volutpat odio, at mollis urna feugiat sit amet. Vivamus ac sapien in dui aliquet tristique at velit.</p> <p> Etiam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus a nisi vestibulum mollis id sit amet nibh. Suspendisse sapien massa, pellentesque quis rhoncus nec, tristique non diam. Fusce ligula mauris, laoreet sit amet consectetur ultricies, tempor vitae velit. Curabitur quis leo at purus mollis venenatis. Donec nulla risus, eleifend id rutrum eu, bibendum ac arcu. Morbi in lorem quis augue lacinia tincidunt. Nunc gravida gravida pretium. Curabitur ac elit velit, eu suscipit orci.</p> <ol style="list-style-type: none"> 1. Sed magna mi, sodales in tincidunt, ac, egestas a libero. Utur arcu ac nisi vestibulum scelerisque eu vitae lorem. 2. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultricies pellentesque vitae id nisi. Nam eleifend leo in dui ullamcorper adipiscing. 3. Donec gravida placerat nunc, varius tempus purus accumsan id. Nam sed sapien eget lacus suscipit condimentum. Phasellus at dui ut nunc cursus placerat quis non libero. Curabitur facilisis 	<p style="text-align: center;">1" Top margin subsequent page(s)</p> <p>varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.</p> <p>4. Phasellus non orci quis eros interdum tristique a a est. Vivamus non dapibus sapien. Nullam quis elit non odio fermentum volutpat eu eget purus. Maecenas bibendum pulvinar egestas.</p> <p>5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultricies eleifend luctus. Sed euismod cursus tristique.</p> <p>Aliquam dignissim mi accumsan odio egestas molestie ac id ipsum. Integer felis enim, lacinia vitae luctus quis, blandit quis nibh. Sed scelerisque porttitor leo, ac fermentum risus interdum ut. Ut laoreet turpis in lorem consequat volutpat vel quis eros. Donec viverra augue a nulla sagittis ut adipiscing leo mollis. Phasellus facilisis fringilla quam non varius. Pellentesque tempus tincidunt neque in dictum. In diam velit, fermentum id ultricies et, congue ac sem. Quisque aliquet justo non mi iaculis bibendum.</p> <p>Sed a suscipit ipsum. Nulla dui nibh, viverra a accumsan id, convallis sed diam. Fusce libero dolor, venenatis eu auctor ut, ultricies quis nisi. Ut felis dolor, malesuada cursus mattis vel, condimentum id libero. In vel eleifend elit. Sed gravida nisi, lacus. Integer egestas libero nec eros sollicitudin tincidunt. Nullam tincidunt lobortis vestibulum. Suspendisse mi erat, ornare vitae ornare vitae, porttitor sit amet ligula. Donec luctus adipiscing sem, quis congue massa vulputate et.</p> <p style="text-align: center;">##END OF ORDER##</p> <p>Approved:</p> <p>(Signature of attorney) Attorney's Name Attorney for Creditor</p> <p>(Signature of attorney) Attorney's Name Attorney for Debtor</p> <p>(Signature of trustee) Trustee's Name</p> <p>Submitted by:</p> <p>Attorney Name, Bar Id Address City, State, Zip Telephone Number email</p> <p style="text-align: center;">Include text to indicate end of the order.</p>
--	---

Attorney Order Upload Options

Order Types

Single Orders:

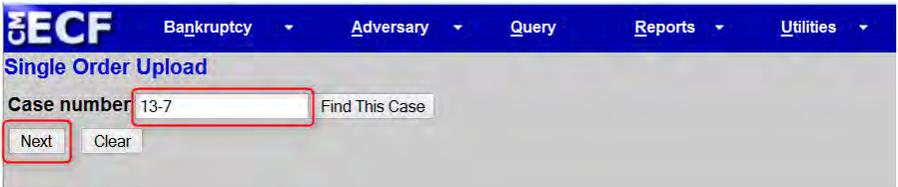
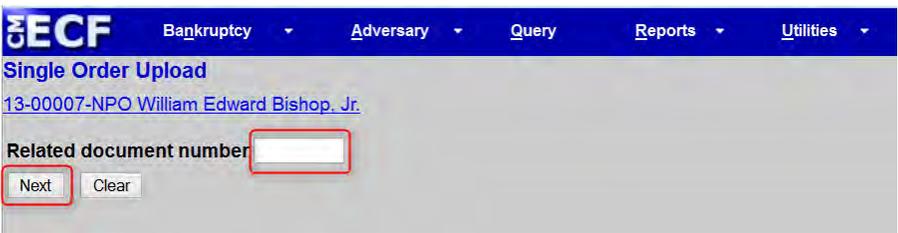
Proposed orders related to a document / pleading filed in a case and is the disposing/final order.

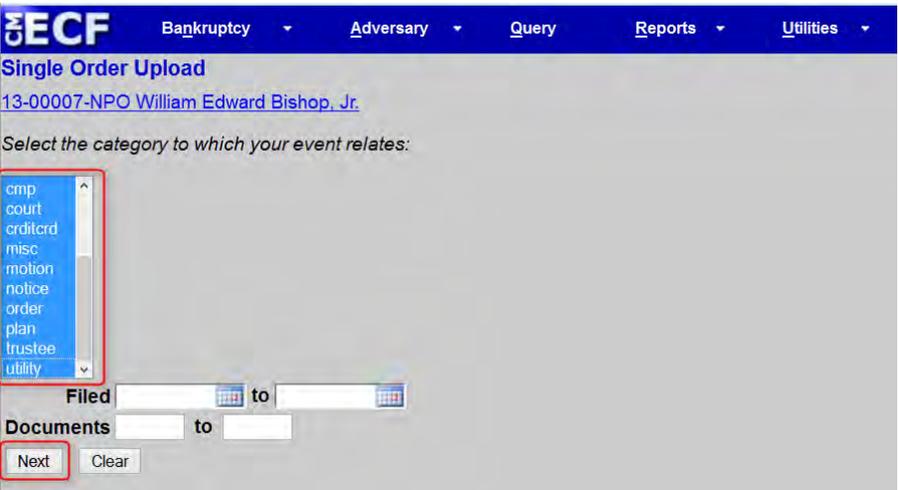
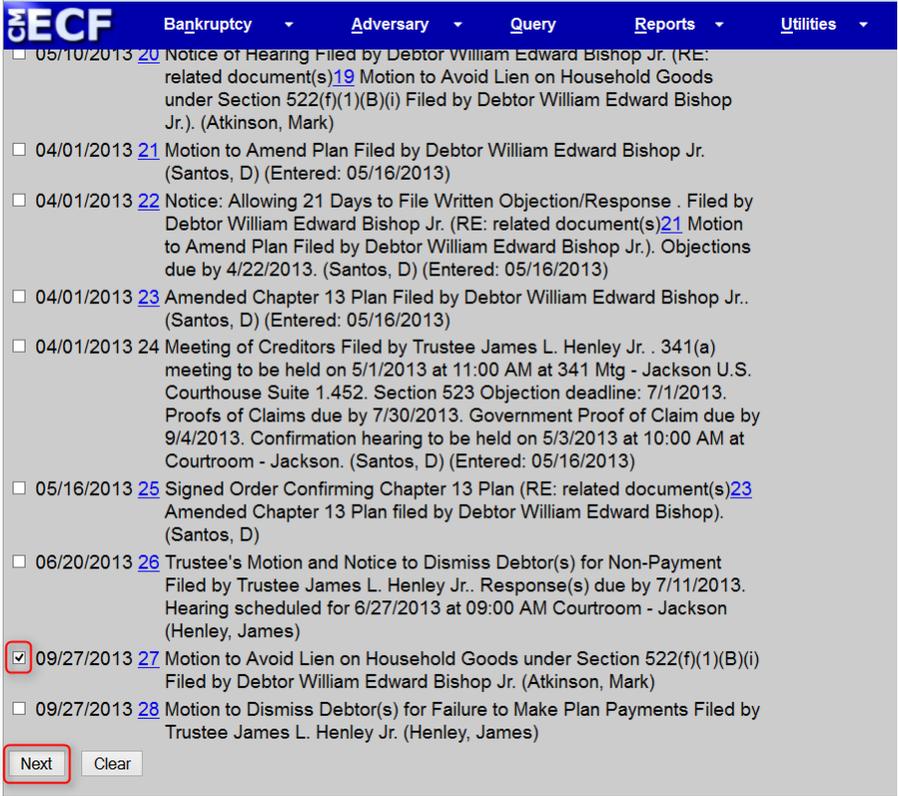
Sua Sponte Orders:

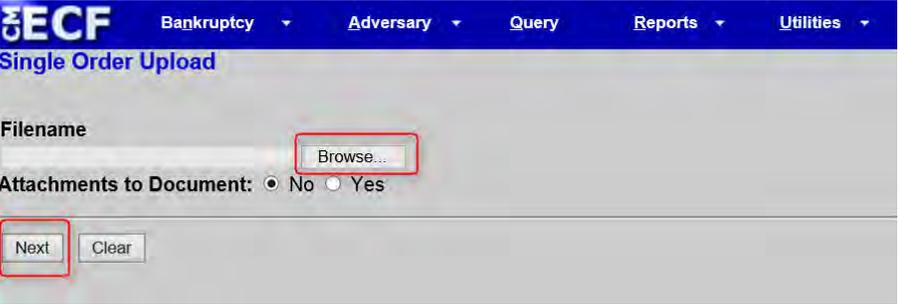
Proposed orders not related to a document / pleading in a case, when a proposed order relates to litigation filed in a case, but is not the disposing/final order.

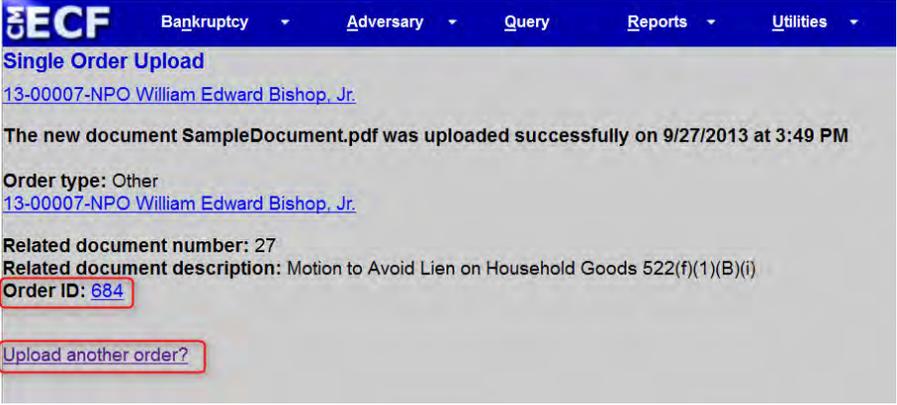
Single Order Upload

- Available under **Bankruptcy** and **Adversary** menus
- Requires the proposed order be related to a matter/pleading filed in a case.
- Use when the proposed order is the final order concluding a related matter/pleading filed in a case.

<p>1.</p> <p>Select Bankruptcy > Order Upload</p> <p>Adversary proceeding select Adversary > Order Upload</p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other visible links include Answer/Response..., Case Upload, Appeal, Claim Actions, Motions/Applications, Notices, Open BK Case, Open Involuntary Case, Other, Plan, File Claims, and Creditor Maintenance...</p>
<p>2.</p> <p>Select Single Order Upload</p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Single Order Upload' link is highlighted with a red box. Another link, 'Sua Sponte Order Upload', is also visible.</p>
<p>3.</p> <p>Input case number; click Next</p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Case number' field contains '13-7' and is highlighted with a red box. The 'Next' button is also highlighted with a red box. A 'Clear' button is visible next to it.</p>
<p>4a.</p> <p>Input related document number; click Next</p> <p><i>If unknown leave blank.</i></p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Related document number' field is highlighted with a red box. The 'Next' button is also highlighted with a red box. A 'Clear' button is visible next to it.</p>

<p>4b.</p> <p>A related document number is required. The search screen displays when Step 4a is blank.</p> <p>*Select a document category; click Next</p> <p><i>*If the category is unknown select all categories.</i></p>	
<p>4c.</p> <p>*Click the box next to the related document; click Next</p> <p><i>*Select one entry.</i></p>	

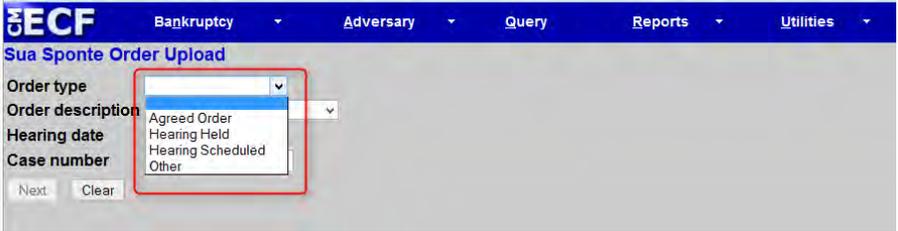
<p>5.</p> <p>Select Order type</p> <p>Input a hearing date and time when the Order type is <i>Hearing Scheduled</i> or <i>Hearing Held</i></p> <p>Click Next</p>	<p>Example with hearing information</p>  <p>Example without hearing information</p> 
<p>Order types</p>	<p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order.</p>
<p>6.</p> <p>Click Browse to attach proposed order; click Next</p> <p><i>*Do not upload attachments</i></p>	

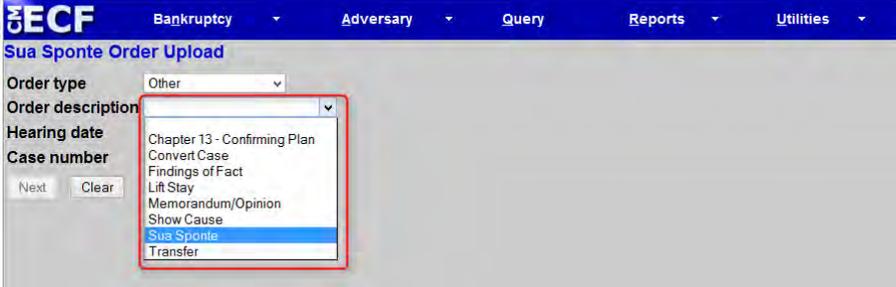
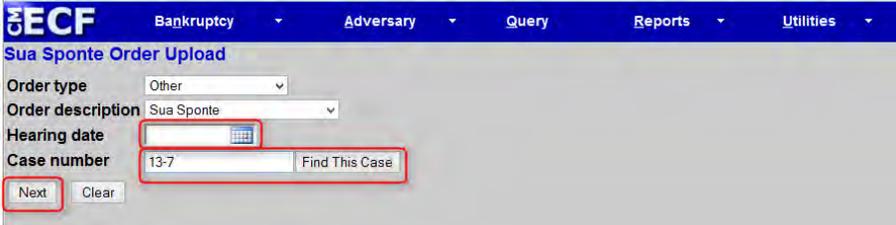
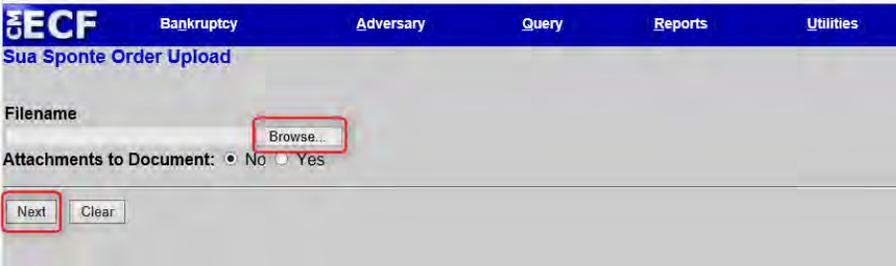
<p>7.</p> <p>The order upload confirmation screen displays the Order Id # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To submit another order click Upload another order?</p>	
---	--

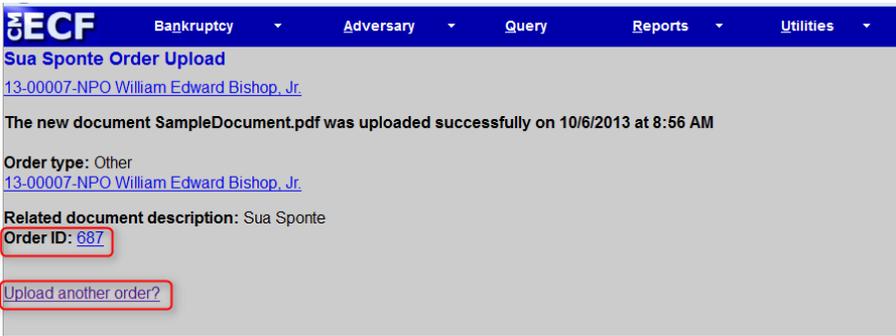
Sua Sponte Order Upload

Available under **Bankruptcy** and **Adversary** menus

The proposed order does not relate to a document/pleading filed in the case or the proposed order relates to a document/pleading filed in a case but is not the final order concluding the proceeding.

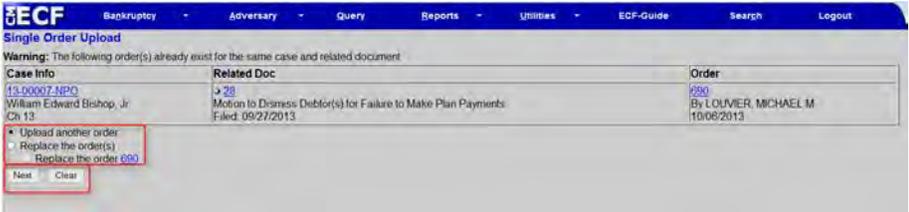
<p>1.</p> <p>Select Bankruptcy > Order Upload</p> <p>Adversary proceeding select Adversary > Order Upload</p>	
<p>2.</p> <p>Select Sua Sponte Order Upload</p>	
<p>3a.</p> <p>Select Order type</p>	
<p>Order types</p>	<p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p>

	<p>Other – Any other type of proposed order.</p>
<p>3b. Select Order Description</p>	
<p>3c. Input hearing date <i>(if applicable)</i> Input case number; click Next</p>	
<p>4. Click Next</p>	
<p>5. Click Browse to attach proposed order; click Next <i>*Do not upload attachments</i></p>	

<p>6.</p> <p>The order upload confirmation screen displays with Order Id # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To upload another order click Upload another order?</p>	
--	--

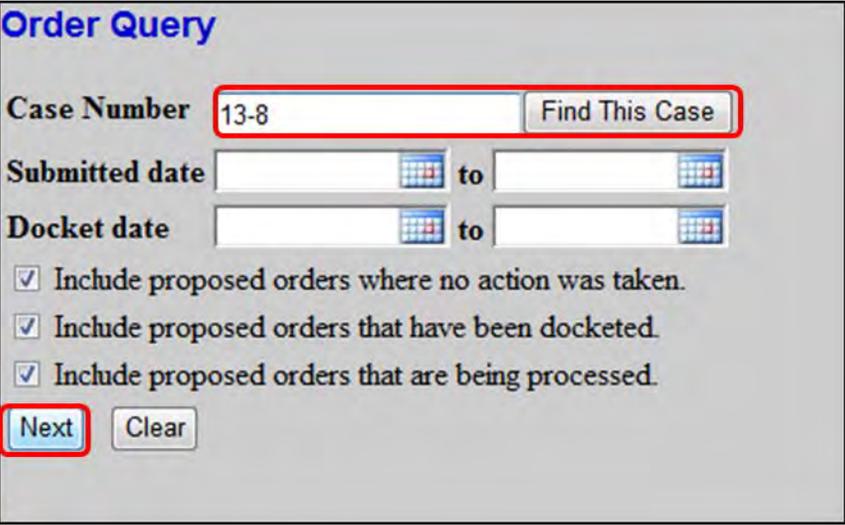
Replacing or Uploading an Additional Order

Occasionally you may need to replace a proposed order or submit a second order. The replacement and upload another order process is similar to the standard upload process with an additional step outlined below.

<p><u>Single Order Upload</u></p>	<p>After the related docket entry is selected and when a proposed order already exists related to the same entry, the screen below displays.</p>
<p>Select Upload another order or Replace the order(s) selecting <i>proposed order(s) to replace</i>; click Next</p>	 <p>The screenshot shows the ECF 'Single Order Upload' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'ECF-Guide', 'Search', and 'Logout'. Below the navigation bar, a warning message states: 'Warning: The following order(s) already exist for the same case and related document'. A table displays 'Case Info' and 'Related Doc'. Under 'Case Info', it lists '13-00007-MPG' and 'William Edward Bishop, Jr. Ch 13'. Under 'Related Doc', it lists '28' and 'Motion to Dismiss Debtor(s) for Failure to Make Plan Payments Filed: 09/27/2013'. Below the table, there are radio button options: 'Upload another order', 'Replace the order(s)', and 'Replace the order 600'. The 'Next' and 'Clear' buttons are at the bottom.</p>
<p><u>Sua Sponte Order Upload</u></p>	<p>The below screen displays after inputting the case number. Although the <i>Upload another order</i> and <i>Replace the order(s)</i> look slightly different, the basic operation is the same.</p>
<p>Select Upload another order or Replace the order(s) <i>proposed order(s) to replace</i>; click Next</p>	 <p>The screenshot shows the ECF 'Sua Sponte Order Upload' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the navigation bar, a warning message states: 'Warning: Order(s) already exist for the same case.'. There are radio button options: 'Upload another order' and 'Replace the order(s)'. Below the options, there is a table with columns 'Proposed Order', 'Submitter', and 'Date Submitted'. The table contains two rows: 'Proposed order 687' by 'LOUVIER, MICHAEL M.' on '10/06/2013 8:56 am' and 'Proposed order 686' by 'LOUVIER, MICHAEL M.' on '10/06/2013 8:51 am'. The 'Next' and 'Clear' buttons are at the bottom.</p>

Proposed Order Status

The *Order Query* report is used to check the status of a proposed order uploaded to ECF. Note: The status report displays proposed orders uploaded by the specific ECF user generating the report.

<p>Select Reports > Order Query</p>	
<p>Criteria Options:</p> <ul style="list-style-type: none"> • Case Number • Submitted date range • Docket date range <p>Select options; click Next</p>	
<p>Order Query Options:</p>	<p>Include proposed orders where no action was taken - displays replaced or rejected orders.</p> <p>Include proposed orders that have been docketed - displays orders that were signed and docketed.</p> <p>Include proposed order that are being processed - displays submitted orders awaiting review or signature and entry.</p>

Report Information:

Case Number
 Related Document
 Order ID #
 Order Type

Order Description
 Date uploaded
 Name of Submitter
 Status

	Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
1	08-0005-ee Wendy Smith	15	476	Suspense (21-day obj)	Motion to Increase/Decrease Payment Into Plan	04/25/2013	Henley, James L. Jr.	Docketed 2013-10-19 10:02:56
2	11-00036-11PO Fred K. C. Price		548	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Docketed 2013-10-21 09:51:31
3	11-00199-ee Henry Bennett		550	Other	Wage Order - Amended	05/14/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
4	11-00211-ee Angelica Brown		549	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Being Processed
5	12-00001-ee MACK KENNINGTON, JR and Mary J Kennington		345	Other	Wage Order - Amended	04/02/2013	Henley, James L. Jr.	Docketed 2013-04-09 10:21:40
6	12-00004-ee ALICE MARCELLA BROWN		553	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:22:31
7	12-00004-ee ALICE MARCELLA BROWN		593	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	Docketed 2013-05-16 11:48:18
8	12-00009-ee Almeia Bolden Woods		552	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:23:03
9	12-00108-ee DORIS ANN COLEMAN		592	Other	Wage Order - Amended	05/18/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
10	12-00108-ee DORIS ANN COLEMAN		610	Other	Chapter 13 - Confirming Plan	05/17/2013	Henley, James L. Jr.	Docketed 2013-05-17 12:36:59

Status Categories:

- Being Processed (pending approval)
- Docketed (signed and processed)
- No Action taken (replaced or rejected)

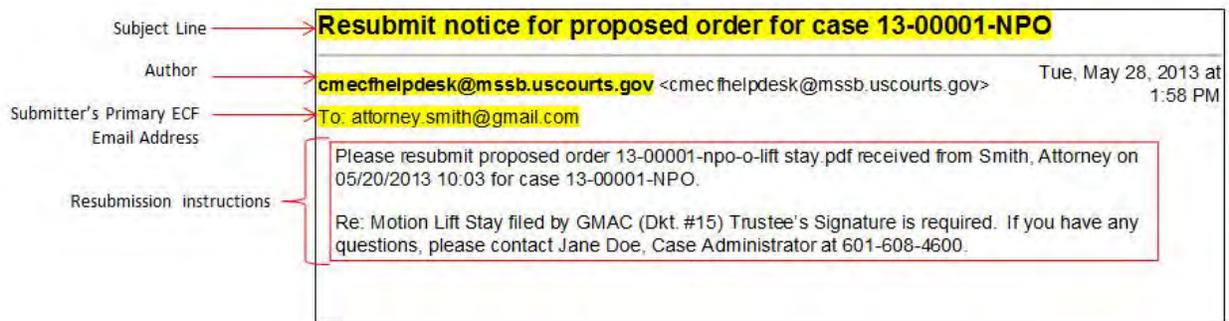
Status x
Docketed 2013-10-19 10:02:56
Docketed 2013-10-21 09:51:31
No Action Taken 10/21/2013
Being Processed
Docketed 2013-04-09 10:21:40
Docketed 2013-05-16 09:22:31
Docketed 2013-05-16 11:48:18
Docketed 2013-05-16 09:23:03
No Action Taken 10/21/2013
Docketed 2013-05-17 12:36:59

Resubmission Notification

When a new or revised order is required, the ECF system will generate an email to the individual that uploaded the proposed order to the ECF system. The resubmission notification is emailed to the individual's ECF **primary** email address associated with his/her ECF user account.

Important: Any secondary email address associated with the ECF user's account **will not** receive resubmission email notifications.

As with all emails from the Court, ECF users are responsible for monitoring resubmission notifications; expeditiously taking action to satisfy the request; and making certain deadlines for submitting proposed orders are met.



Section 9

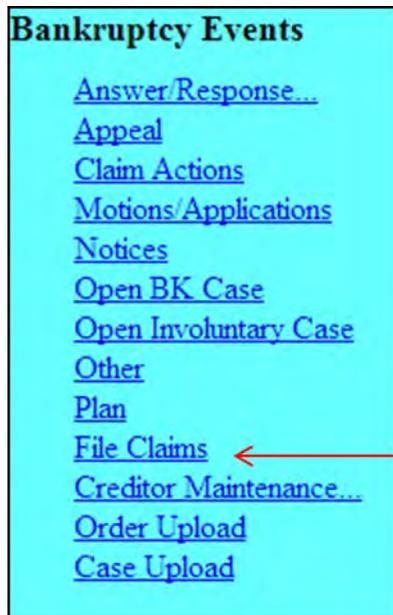
Filing Proof of Claim

Step 1 Log into ECF. See [Section 2](#)

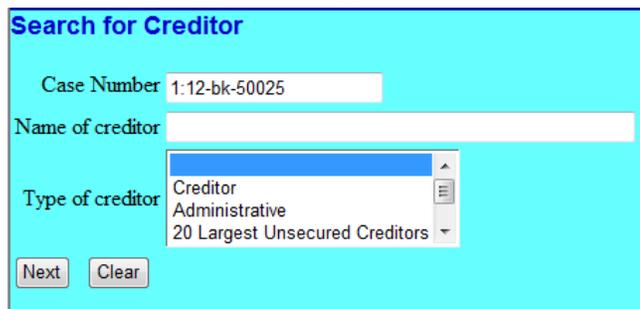
Step 2 From the main menu bar, click **Bankruptcy**



Step 3 Click **File Claims**



Step 4 **Case Number:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** field blank. For a thorough search, leave the **Name of creditor** and **Type of creditor** fields blank, click **Next**.



Step 5a On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click the down arrow to view all creditors.) Click the creditor for which you are filing this claim and click **Next**.

Step 5b If the creditor is not listed **exactly** as it appears on your proof of claim, click **Add Creditor**. Enter the Creditor's name and address and click **Next**.

Click **Submit** on the next screen to add the creditor. The creditor receipt screen will appear, enter the case number and click **Next**.

You will then return to the **Search for Creditor** screen, enter the case number and click **Next**.

On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click the down arrow to view all creditors.) Click the creditor for which you are filing this claim and click **Next**.

Step 6 **Proof of Claim Information** screen. Enter the information that is provided on the claim and then click **Next**.

Proof Of Claim Information For		
14345 - DISCOVER P O BOX 30395 SALT LAKE CITY UT 84130		
Case Number: 12-50025	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: Creditor ▾
Last Date To File:	Date Filed: 11/09/2012	
Last Date To File(Govt):		
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 4 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 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"/>		

Amends Claim #: If applicable, click **Find** to display previously-filed claims in a separate window; if you first type the original claim number, only that claim appears. Hold your cursor over creditor name or claim number to see the creditor's address and ID; click the name or number to copy the values from the original claim into the current screen so they can be edited.

Filed by: Select the type of person filing the claim.

Claimed: Enter the appropriate amounts.

Description: Enter a short description of the claim

Remarks: Enter any remark.

Amend options: Click a radio button to clear the values.

Step 7 On the next screen, attach the PDF document of the proof of claim. If there are no additional attachments, click **Next**.

Case 12-50025
Filename <input type="text"/> <input type="button" value="Browse..."/>
Attachments to Document: <input checked="" type="radio"/> No <input type="radio"/> Yes
Have you redacted? <input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>

Step 8 **Notice of Electronic Claims Filing** screen: Provides a link to the document, case docket, and claims register.

U.S. Bankruptcy Court [TRAIN]
Southern District of Mississippi

Notice of Electronic Claims Filing

The following transaction was received from Derouen, Collette on 11/9/2012 at 3:10 PM CST

[File another claim](#)

Case Name: Randy McGee
Case Number: [12-50025](#)
DISCOVER
Creditor Name: P O BOX 30395
SALT LAKE CITY UT 84130
Claim Number: [1](#) [Claims Register](#)
Amount Claimed: \$5000.00
Amount Secured: \$500.00
Amount Priority:

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

Document description:Main Document
Original filename:Matrix.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=11/9/2012] [FileNumber=75394-0]
[6d02658a18a1a232836e12d1b1c6fd27cbfad4dd59817d5391f3b9ed69bc844e0b7a5
c4a5a86d207d11d69542cb8d4fb3821ffee6834caa1ed285802d8fba2f]]

Section 10

Query

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases. Note: Searching by name is NOT case sensitive.

To enter a query, click **Query** from the ECF Menu bar.

ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.

After you enter your PACER login and password, ECF opens a Query data entry screen.

You may query the ECF database by:

- case number
- last name
- Social Security number
- Tax ID Number or Employer Identification Number

To Search by Case Number:

- If you know the case number, enter the number in the Case Number field (formatted xx-xxxxx) and click the {Find This Case} button. Then click the {Run Query} button. ECF displays the Query screen.

To Search by Name:

Enter the last name of the person in the Last/Business Name field. At least two letters are required unless the person whose name is being searched has a single-character last name, in which case only exact matches are returned. If the individual is a party to more than one case, ECF will display a screen listing all of the party's cases. Click the case number and ECF displays the query screen.

Query Screen:

Alias - Displays aliases for debtor or joint debtor.

Associated Cases – Displays associated cases and other filings by the same debtor(s).

Attorney - Displays information for attorney who represents parties to the case.

Case File Location - Displays information on the location of the case file at the Federal Record Center; Query RMS/FRC Location of Case Files (s). S.D. Miss. Bankruptcy does not currently use this option.

Case Summary - Displays case-specific information (i.e., office location, pending status, date filed, trustee, and attorney)

Creditor - Allows for query by Creditor type. Do not use this list for noticing. Use the “List of Creditors” option for noticing purposes.

Deadlines/Schedule - Displays a list of deadlines for the case. You may sort by using different fields.

Docket Report - You may select a date range for your docketing report (filed or entered), as well as a range of document numbers. If you leave the date range fields blank, ECF will default to the entire docket report. After you have selected the parameters for your report, click the [Run Report] button. ECF will run your custom docketing report and display it in a window. Click the document number to view the associated PDF.

Filers - This query lists all filers in the case. Click a filer’s name to display a list of documents filed by that filer. Click the Doc. No. to view the associated PDF. Click the silver ball to display “Docket Information and Related Docket Entries.”

History/Documents - This selection queries the database for case event history. You may search by all events (history) or by only events with documents.

- Searching by “all events (history)” will display the entire history report of entries on the docket.
- Searching by “only events with documents” will only display events with a document attached.
- Checking the box “Display docket text”, displays the entries and associated docket text.

After making your selections, click [Run Query]. To view the PDF document, click the “Doc. No.” hyperlink.

Notice of Bankruptcy Case Filing - Displays the Notice of Bankruptcy Case Filing, commonly referred to as the “Automatic Stay.”

Party - Displays parties to the case and the name of each party's attorney.

Related Transactions - Make your selections from the following:

- date range for filed documents (if no date entered, all documents will be listed);
- document number range (if no document number range entered, all documents will be listed);
- type of document from the drop down list (if no type of document selected, all documents will be listed);
- pending or terminated documents sorted by:

filed date;
entered date;
document number.

Status - Displays a list of pending or terminated status.

Trustee - Displays the case trustee's information.

View Document - Allows you to view a document or search by a specific document number. If the document number does not contain a PDF, information will not be displayed.

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006 were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

List of Creditors - Displays the name and address of the parties listed on the mailing matrix. This query should be used for noticing purposes.

Section 11

Reports

The Reports feature of ECF provides several report options. After the user selects the Reports feature from the ECF Menu bar, the Reports screen is displayed.

When you click Reports, the PACER screen will appear. Enter your PACER login and password. You may now run various reports.

Reports

Cases - Displays a summary list of cases selected by numerous criteria. The report may be pulled by the following criteria:

- Office
- Case type
- Chapter
- Trustee
- Attorney
 - attorneys for:
 - debtor;
 - plaintiffs;
 - defendants;
 - creditors;
 - all;
- Date Type - (the date range cannot exceed 31 days)
 - filed date;
 - entered date;
 - discharged date;
 - dismissed date;
 - closed date;
 - converted date.

The report may be sorted by choosing up to three priority levels:

- filed date;
- entered date;
- case number;
- chapter;
- case type;
- office;
- trustee.

Click the case number to view the docket sheet.

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006, were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

Docket Report - The Docket Report displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries that do not have an associated document will not be displayed.

Calendar Events - Calendar Events displays a date range of case(s) and calendar items matching the selection criteria.

Docket Activity – Docket Activity displays a summary of docketed events by selected criteria. Click on the case to go to the docket sheet. Click on the “Doc Id” to view the associated PDF.

List of Creditors – The List of Creditors displays the name and address of each party listed on the mailing matrix. This should be used for noticing purposes.

Written Opinions - This report allows for searching for opinions by selected criteria. Click on the case to go to the docket sheet. Click on the “Doc. #” to view the associated PDF.

Order Query – This report displays the status of a proposed order uploaded to ECF.

Section 12

Utilities

Note: The utility options will differ if you are logged in ECF or PACER.

Your Account

Change Your ECF Password

Password Requirements:

- minimum of eight characters;
- minimum of one lower case character (a-z);
- minimum of one upper case character (A-Z);
- minimum of one numeric or special character (1-9, or !@#\$%^&*() +_-=) ;

Note: The character order is not relevant.

Step 1 Login in CM/ECF <https://ecf.mssb.uscourts.gov>

CM/ECF Filer or PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:

Password:

Client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact Social Security or taxpayer-identification numbers, dates of birth, names of minor children, and financial account numbers, in compliance with [Fed. R. Bankr. P. 9032](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

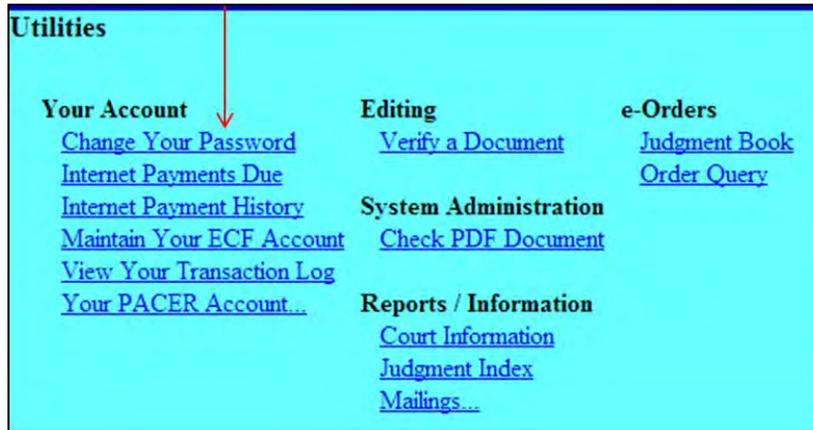
Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6836.

CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8.

Step 2 Click, "Utilities" from the blue menu bar



Step 3 Click, **Change Your Password**



Step 4 Enter a new password based on the requirements defined in "Password Requirements." Click **[Submit]**

The screenshot shows the 'Change Your Password' form with the following elements:

- Change Your Password** (Title)
- Login
- Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).
- New password
- Re-enter new password
- Submit Clear

Step 5 A screen will appear confirming your password was changed



Internet Payments Due - This screen displays fees for which the filer did not complete the payment process during docketing. This is the same screen displayed when the filer clicks Pay Now at the end of a docketing transaction.

Internet Payment History - This listing includes all payments for charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The attorney may request to see payments made within a specified date range.

Maintain Your ECF Account - The initial screen displays the user's basic demographic information such as name, address, etc.

Maintain User Account

Last name First name

Middle name Generation

Title Type aty

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN / ITIN Tax ID / EIN

Bar ID Bar status Mail group

Initials DOB AO code Person end date

The “**Email Information**” button will take the user to a screen where the primary email address and associated noticing information is maintained. The Notices of Electronic Filing (NEF’s) are emailed to the address information provided on the “Email information” screen.

- **Primary email address:** enter the primary email address to which NEFs are received (email required). This should be the email address of the attorney associated with the account.
- **Secondary email address:** enter additional email addresses for which you want to receive NEFs (optional). Multiple email addresses can be entered. Each email address should be separated by a comma.
- **Send the notices specified below:**
to my primary email address (required)
to the secondary addresses in order for recipients defined in the Secondary email address above, this box must be checked.
- **Send notice in cases in which I am involved:** required
- **Send notice in these additional cases:** optional to receive notices in a case you are not a party. Each case number should be separated by a comma.

Select only one option:

- **Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases.** – Default selection.
- **Send notices for adversary proceedings in which I am directly involved but**

not for their related bankruptcy cases.

Select only one option:

- **Send a notice for each filing** - choose this option if you would like to receive an email for each NEF. These emails are sent immediately throughout the day.
- **Send a Daily Summary Report** - choose this option if you would like to get a listing of all NEFs for your cases for the day. This email is generated in the evening.

NOTE: The option chosen here applies to both the Primary and Secondary email addresses.

Select only one option:

Format notices:

HTML Default selection

Text - Some email programs require text only emails (these emails do not have any formatting such as bold, graphics, color and the font tends to be Courier). Most email providers prefer HTML. If you are not sure, check with your email provider.

Email information for Collette Derouen

Primary email	collette.derouen@gmail.com	Reenter primary email	collette.derouen@gmail.com
address		address	
Secondary email		Reenter secondary	
address		email address	

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML
 Text

The **“More User Information”** button will take the user to a screen with basic account information such as Login ID, whether the user is set up for internet payments, and the security groups with which the user is associated.

More User Information for Collette Derouen	
Login cmderouen	Current login 02-13-2014 15:51
Registered Y	Create date 11/06/2012
Internet Payment Y	Update date 12/28/2012
Groups Attorney, Claims, E-Orders Attorney	Last login 02-13-2014 14:16
<i>[See the Utilities menu for the "Change Your Password" option]</i>	
<input type="button" value="Return to Account screen"/>	<input type="button" value="Clear"/>

To make modifications on the **“Email Information”** or **“More user information”** screens that are to be saved, the user must click **“Submit”** on the **“Maintain User Account”** screen.

View Your Transaction Log-The Transaction Log displays details of all transactions docketed for a specific period. Report information may be sorted by Date/Time or Case Number

Your PACER Account

NOTE: All questions regarding your PACER account should be directed to the PACER Service Center. Users may obtain PACER Service Center contact information from the website www.pacer.gov.

This feature allows you to go to the CM/ECF Login screen, change your PACER account, review your Billing History, and view PACER Account Information.

- Clear Default PACER Login - This option removes the association between the user’s ECF account and a default PACER account so that a new default PACER account may be set.
- Your PACER Account
 - CM/ECF Login
 - Change Your Client Code
 - Change Your PACER Account
 - Review Billing History
 - View PACER Account Information

Editing

Verify a Document

System Administration

Check PDF Document

Reports / Information

Court Information - Provides general information for users, such as:

- court details;
- court locations;
- PACER details;
- flag definitions.

Judgment Index - This report lists judgment(s) for selected criteria with links to the associated document(s).

Mailings

- List of Creditors - allows access to the list of creditors/ mailing matrix via PACER.
- Mailing Information for a Case - provides mailing information for a specific case. Provides access to the "Creditor List" and "List of Creditors" via PACER.
- Mailing Matrix by Case - Displays a name/address data in label format for a single case.
- Mailing Labels by Recipient Type - Displays name/address data for a category of people in label format.

e-Orders

Judgment Book

Order Query

Appendix A

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES

Individual Chapter 7 Voluntary Case (Represented by Counsel)

- **\$306.00 Filing Fee** (\$245 filing fee + \$46 Administrative fee + \$15 trustee surcharge)
See requirement below when paying in installments or requesting filing fee be waived.
- **Voluntary Petition** (Official Form B1) with **Exhibit D** *Individual Debtor's Statement of Compliance with Credit Counseling Requirement*

Documents required to be filed **WITH** the voluntary petition as a separate document:

- **List of Creditors** (*list providing names and addresses of all creditors/parties listed or to be listed on Schedules A-H*).
- **Statement of Social Security Number** (Official Form B21) required for individual debtor.
- **Certificate of Credit Counseling** (*Certificate provided by Credit Counseling Agency*) required for individual debtor.
- **Application and Order to Pay Filing Fee in Installments** – (Official form B3A) required when an individual debtor requests to pay filing fee in installments.
- **Application for Waiver of Chapter 7 Filing Fee** – (Official form B3B) required when an individual debtor request the court waive the chapter 7 filing fee be waived.

The following documents to be filed with the voluntary petition **or** within 14 days:

- **Statement of Current Monthly Income and Means Test Calculation (Chapter 7)** (Official Form B22A) required for individual debtor.
- **Schedules and Statements** file the following documents as one PDF document:
 - Summary of Schedules and Statistical Summary of Certain Liabilities (Official Form B6)
 - Schedule A - Real Property (Official Form B6A)
 - Schedule B - Personal Property (Official Form B6B)
 - Schedule C - Property Claimed as Exempt (Official Form B6C)
 - Schedule D - Creditors Holding Secured Claims (Official Form B6D)
 - Schedule E - Creditors Holding Unsecured Priority Claims (Official Form B6E)
 - Schedule F - Creditors Holding Unsecured Nonpriority Claims (Official Form B6F)
 - Schedule G - Executory Contracts and Unexpired Leases (Official Form B6G)
 - Schedule H – Codebtors (Official Form B6H)
 - Schedule I - Current Income of Individual Debtor(s) (Official Form B6I)
 - Schedule J - Current Expenditures of Individual Debtors(s) (Official Form B6J)
 - Declaration Concerning Debtor's Schedules (Under Penalty of Perjury) (Form B6 – Declaration)
 - Statement of financial affairs (Official Form B7).
 - Chapter 7 Individual Debtor's Statement of intention (Official Form B8)
 - Disclosure of Compensation of Attorney Debtor (Director's Form B203)

Appendix B

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES

Chapter 7 Voluntary Case (Business Debtor) (Represented by Counsel)

- **\$306.00 Filing Fee** (\$245 filing fee + \$46 Administrative fee + \$15 trustee surcharge)
See requirement below when paying in installments or requesting filing fee be waived.
- **Voluntary Petition** (Official Form B1)

Documents required to be filed **WITH** the voluntary petition as a separate document:

- **List of Creditors** (*list providing names and addresses of all creditors/parties listed or to be listed on Schedules A-H*).
- **Corporate Ownership Statement** - required if the debtor is a corporation.

The following documents to be filed with the voluntary petition **or** within 14 days:

- **Schedules and Statements** file the following documents as one PDF document:
 - Summary of Schedules and Statistical Summary of Certain Liabilities (Official Form B6)
 - Schedule A - Real Property (Official Form B6A)
 - Schedule B - Personal Property (Official Form B6B)
 - Schedule C - Property Claimed as Exempt (Official Form B6C)
 - Schedule D - Creditors Holding Secured Claims (Official Form B6D)
 - Schedule E - Creditors Holding Unsecured Priority Claims (Official Form B6E)
 - Schedule F - Creditors Holding Unsecured Nonpriority Claims (Official Form B6F)
 - Schedule G - Executory Contracts and Unexpired Leases (Official Form B6G)
 - Schedule H – Codebtors (Official Form B6H)
 - Declaration Concerning Debtor’s Schedules (Under Penalty of Perjury) (Official Form B6 – Declaration)
 - Statement of financial affairs (Official Form B7).
 - Disclosure of Compensation of Attorney Debtor (Director’s Form B203)

Appendix C

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES

Individual Chapter 13 Voluntary Case (Represented by Counsel)

- **\$281.00 Filing Fee** (\$245 filing fee + \$46 Administrative fee) See requirement below when paying in installments.
- **Voluntary Petition** (Official Form B1) with **Exhibit D** *Individual Debtor's Statement of Compliance with Credit Counseling Requirement*

Documents required to be filed **WITH** the voluntary petition as a separate document:

- **List of Creditors** (*list providing names and addresses of all creditors/parties listed or to be listed on Schedules A-H*).
- **Statement of Social Security Number** (Official Form B21) required for individual debtor.
- **Certificate of Credit Counseling** (*Certificate provided by Credit Counseling Agency*) required for individual debtor.
- **Application and Order to Pay Filing Fee in Installments** – (Official form B3A) required when an individual debtor requests to pay filing fee in installments.

The following documents to be filed with the voluntary petition **or** within 14 days:

- **Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income** (Chapter 13) (Official Form B22C) required for individual debtor.
- **Chapter 13 Plan** (Local form)
- **Schedules and Statements** file the following documents as one PDF document:
 - Summary of Schedules and Statistical Summary of Certain Liabilities (Official Form B6)
 - Schedule A - Real Property (Official Form B6A)
 - Schedule B - Personal Property (Official Form B6B)
 - Schedule C - Property Claimed as Exempt (Official Form B6C)
 - Schedule D - Creditors Holding Secured Claims (Official Form B6D)
 - Schedule E - Creditors Holding Unsecured Priority Claims (Official Form B6E)
 - Schedule F - Creditors Holding Unsecured Nonpriority Claims (Official Form B6F)
 - Schedule G - Executory Contracts and Unexpired Leases (Official Form B6G)
 - Schedule H – Codebtors (Official Form B6H)
 - Schedule I - Current Income of Individual Debtor(s) (Official Form B6I)
 - Schedule J - Current Expenditures of Individual Debtors(s) (Official Form B6J)
 - Declaration Concerning Debtor's Schedules (Under Penalty of Perjury) (Official Form B6 – Declaration)
 - Statement of financial affairs (Official Form B7).
 - Disclosure of Compensation of Attorney Debtor (Director's Form B203)

Appendix D

Specifications for a List of Creditors

- Creditors alphabetized by last name. Business names are to be in the alphabetized list.
- The name and address five lines or less.
- First line must be the creditor's name - 50 characters or less (including spaces)
- Additional lines 40 characters or less (including spaces)
- Names and addresses left justified (flush to the left margin, no leading spaces)
- No account numbers
- "Attention" line on below the creditor's name (second line)
- City, state and zip code on last line
- Nine-digit zip codes – separate two groups of digits with hyphen
- Use two-letter abbreviations for the state
- Separate each address by one blank line
- Do not include page numbers, headers, footers, etc.
- Save list of creditors in two formats (2 files):
 - 1) text format (.txt)
 - 2) PDF format (.pdf)

AMERICAN EXPRESS
PO BOX 981537
EL PASO TX 79998-1537

ANN TAYLOR
PO BOX 182273
COLUMBUS OH 43218-2273

CAPITAL ONE
PO BOX 85167
RICHMOND VA 23285-5167

CEDAR LAKE SURGERY CENTER
1720 MEDICAL PARK DR
BILOXI MS 39532-2131

CHASE
PO BOX 15299
WILMINGTON DE 19850-5299

CITI CARDS
PO BOX 6013
SIOUX FALLS SD 57117-6013