

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

Transcriber – ECF Docketing Guide

May 28, 2015

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Transcribers must register as an ECF Limited Filer. Registration forms are available on the court's website: www.mssb.uscourts.gov. Click Electronic **Case Filing** tab.

The screenshot shows the 'Electronic Case Filing' section of the court's website. The navigation menu includes Home, Bankruptcy Basics, Electronic Case Filing, Calendars/Case Information, Rules/Orders/Procedures, Bankruptcy Forms/Fees, Judges, Other Resources, and Contact Us. The 'Electronic Case Filing' menu is expanded, showing options like ECF Login, Public Access, ECF Registration, Administrative Procedures for Electronic Case Filing, ECF Docketing Guide, E-Order Attorney Guide, ECF Attorney Guide, ECF Limited User Guide, Flowcharts, Emergency Filing Procedures, and ECF e-Orders Material. The main content area is titled 'ECF Registration' and includes a 'Registration Forms:' section with links for 'Attorney Filer' and 'Limited Filer (Creditor, Personal Financial Management Course Provider, Auditor or Transcriber)'. A note states that the completed registration form should be sent via email to MSSB_IT@mssb.uscourts.gov and that the court can be reached at 601-608-4660 for assistance.

CM/ECF Log In Instructions

- A. Go to: <https://ecf.mssb.uscourts.gov>
- B. Click ECF hyperlink: [Southern District of Mississippi – Document Filing System](#)

The screenshot shows the homepage of the U.S. Bankruptcy Court for the Southern District of Mississippi. At the top center is the court's seal. Below the seal, the text reads: 'Welcome to the U.S. Bankruptcy Court for the Southern District of Mississippi'. Underneath is a link: '[Southern District of Mississippi - Document Filing System](#)'. A mouse cursor is pointing at the text 'There are no specific notices at this time.' in the lower section of the page. In the bottom left corner, there is a date 'June 2013' and a link '[Court Information](#)'.

C. Log In Instructions

1. Enter your ECF login.
2. Enter ECF password .
3. Check box acknowledging you have read the redaction notice and understand redaction rules.
4. Click Login button.

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized ent

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If yo

Instructions for filing:
Enter your CME/ECF filer login and password if you are electronically filing some

Authentication

Login: stranscriber ← 1

Password: ← 2

Client code: [] ← 2

I understand that, if I file, I must comp ← 3

← 4

IMPORTANT NOTICE OF REDACTI
compliance with [Fed. R. Bankr. P. 9037](#).

Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment,
Service Center at (800) 676-6856.

CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.

Transcript Related to an Appeal

Upon receiving a transcript request related to an appeal, the transcriber must file an acknowledgment of the transcript order with the bankruptcy court.

Fed. R. Bankr. P. 8010(a)(2)(A) requires that the transcriber's acknowledgment provide:

- When the request was received and
- When the transcriber expects to have the transcript completed.

Filing Acknowledgment of Transcript Order Related to an Appeal

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

Enter case number. Click **Next**.

Step 4

Select **Acknowledgement of Request for Transcript Re: Appeal**

Click **Next**.

Step 5

Click **Next**.

File a Transcript:
[11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014](#)
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 6

Click check box for the related transcript order.

Click **Next**.

File a Transcript:
[11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014](#)
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

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

03/13/2015 [25](#) Notice of Appeal to District Court. Receipt Number cc, Fee Amount \$298 Filed by Debtor Aaron D. Clark (RE: related document(s) [21](#) Order (Generic), [22](#) Opinion). Appellant Designation due by 03/27/2015. (Derouen, Collette)

3/13/2015 [26](#) Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s) [25](#) Notice of Appeal). (Derouen, Collette)

Step 7

1. Enter date you received the transcript request.
2. Enter date you expect to have the transcript completed.
3. Click **Next**

Enter the Date the Transcript Request was Received in the format **mm/dd/yyyy** 3/13/2015 1

Enter the Date You Expect to Have the Transcript Completed in the Format **mm/dd/yyyy** 4/13/2015 2

3

Step 8

Click **Next**.

File a Transcript:
[11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014](#)
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 9

Review docket text for accuracy.

Enter additional information (if applicable). Click **Next**.

File a Transcript:
 11-00011-ee Aaron Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Modify as Appropriate.
 Acknowledgment of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

Next

Step 10

Final Docket Text. Click **Next**.

File a Transcript:
 11-00011-ee Aaron Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Docket Text: Final Text
 Acknowledgment of Transcript Request. Request received on 4/23/2015. The reporter expects to have the transcript completed by 5/14/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

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

Next

Step 11

Notice of Electronic Filing (filing receipt)

File a Transcript:
 11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PinDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court (TEST)
 Southern District of Mississippi

Notice of Electronic Filing
 The following transaction was received from Transcriber, Susie entered on 3/13/2015 at 10:02 AM CDT and filed on 3/13/2015
Case Name: Aaron D. Clark
Case Number: 11-00011-ee
Document Number: 27

Docket Text:
 Acknowledgment of Request for Transcript of Testimony received on 3/13/2015. The reporter expects to have the transcript completed by 4/13/2015. (RE: related document(s) [26] Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25] Notice of Appeal)). (Transcriber, Susie)

~~The following document(s) were associated with this transaction:~~

11-00011-ee Notice will be electronically mailed to:
 Collette Derouen on behalf of Debtor Aaron D. Clark
 collette_derouen@msdb.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:
 J. Thomas Ash on behalf of Debtor Aaron D. Clark
 P.O. Box 124
 Jackson, MS 39225
 James L. Henley, Jr.
 P.O. Box 2659
 Jackson, MS 39207-2659
 Eeri Lowery-aty on behalf of Debtor Aaron D. Clark
 P.O. Box 654
 Gulfport, MS 39501
 Dale Henry McDevitt on behalf of Creditor HOUSEHOLD FINANCE
 PO Box 1403
 McComb, MS 39649-1403
 United States Trustee
 901 East Court Street
 Suite 6-430
 Jackson, MS 39201

Filing a Transcript

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

Enter case number. Click **Next**.

The image shows the 'File a Transcript' form. It has a title 'File a Transcript' and a 'Case Number' field containing '11-00011'. To the right of the field is a 'Find This Case' button. Below the field are 'Next' and 'Clear' buttons. The 'Case Number' field and the 'Next' button are highlighted with a red border.

Step 4

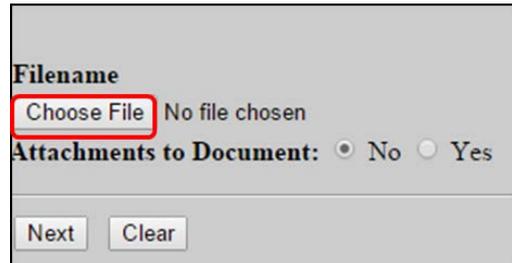
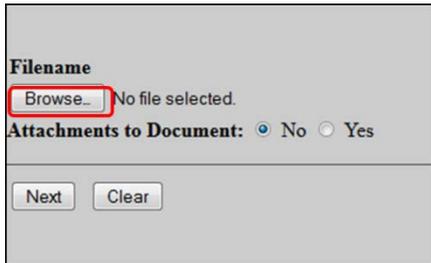
Select **Transcript**. Click **Next**.

The image shows the 'Available Events' selection screen. It has a title 'Available Events (click to select an event)' and a 'Selected Event' field containing 'Transcript'. Below the title is a list of events: 'Acknowledgement of Request for Transcript of Testimony Re: Appeal', 'Redacted Transcript', and 'Transcript'. The 'Transcript' event is selected and highlighted in blue. Below the list are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red border.

Step 5

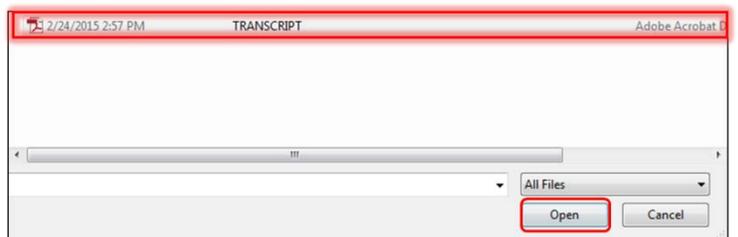
Upload Transcript.

Internet Explorer or Firefox - Click **Browse** Chrome – Click **Choose File**

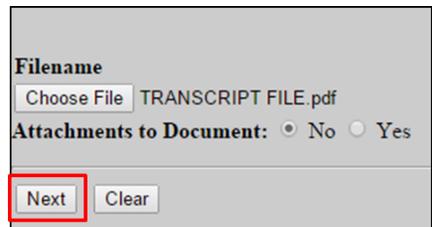


Select PDF file from filer's computer, etc...

Click **Open**.



Click **Next**.



Step 6

Display Warning Message. Click **Next**.



Step 7

Refer to existing event(s)? Click **check box**. Click **Next**.

File a Transcript:

[11-00011-ee Aaron D. Clark](#) Debtor dismissed 08/26/2014

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

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Refer to existing event(s)?

Step 8

Click **check box** next to related transcript order (docket entry). Click **Next**.

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

03/13/2015 [26](#) Transcript Ordered Filed by Debtor Aaron D. Clark (RE: related document(s)[25](#) Notice of Appeal). (Derouen, Collette)

Step 9

Enter transcript information:

1. Date Proceeding Heard
2. Matter Being Heard
3. Transcriber's Name
4. Transcriber's Address
5. Transcriber's Phone Number

Click **Next**.

Enter Hearing Date Example: MM/DD/YY 1

Enter the Matter Being Heard 2

Court Reporter/Transcriber 3

Court Reporter/Transcriber Address 4

Court Reporter/Transcriber Phone 5

Note: This information will appear in the docket text.

Step 10

Redaction Deadlines. Click **Next**.

Notice of Intent to Request Redaction Due Date: 03/24/2015

Redaction Request Due Date: 04/7/2015

Redacted Transcript Submission Due Date: 04/17/2015

End of the transcript access restriction period 06/15/2015

Step 11

Click **Next**.

File a Transcript:

11-0001-ee Aaron D. Clark Debtor dismissed 08/26/2014

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

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueNST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 12

Review docket text for accuracy.

Click **Next**.

Docket Text: Final Text

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569] [RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE [RE: related document(s) [18] Hearing Set.]. Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015, Redaction Request Due to Transcriber By 04/7/2015, Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

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 (filing receipt).

File a Transcript:

11-0001-ee Aaron D. Clark Debtor dismissed 08/26/2014

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

Assets: y Debtor disposition: Standard Discharge Judge: ee

Case Flag: PlnDue, CrsUpld, FeeDueNST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

U.S. Bankruptcy Court (TEST)
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 1:54 PM CDT and filed on 3/17/2015

Case Name: Aaron D. Clark
Case Number: 11-0001-ee
Document Number: 31

Docket Text:

Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569] [RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE [RE: related document(s) [18] Hearing Set.]. Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015, Redaction Request Due to Transcriber By 04/7/2015, Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015. (Transcriber, Susie)

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

Document description: Main Document
Original filename: REDACTED TRANSCRIPT.pdf
Electronic document Stamp: ESTAMP:fileID=59912727 [Dates: 3/17/2015] [FileNumber: 50111-0] F70021587e9a33605e5748600e665994d25049ae8b6c4a4e99771d18831c6c9f75f699e46fa787fa1ce33657f8b4875ca3b9f23a769f044059427d0852d1]

11-0001-ee Notice will be electronically mailed to:
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collette_derouen@msdb.uscourts.gov

11-0001-ee Notice will not be electronically mailed to:
J. Thomas Ash on behalf of Debtor Aaron D. Clark
P.O. Box 124
Jackson, MS 39225
James L. Hinley, Jr.
P.O. Box 2659
Jackson, MS 39207-2659
Lori Lowery-atty on behalf of Debtor Aaron D. Clark
P.O. Box 654
Gulport, MS 39501
Dale Henry McDavitt on behalf of Creditor HOUSEHOLD FINANCE
PO Box 1403
McComb, MS 39649-1403
United States Trustee
501 East Court Street
Suite 6-410
Jackson, MS 39201

Filing a Redacted Transcript

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 2

Click **File a Transcript**.



Step 3

Enter case number. Click **Next**.

The screenshot shows the 'File a Transcript' form. The 'Case Number' field contains '11-00011'. There is a 'Find This Case' button to the right of the field. Below the field are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red border.

Step 4

Select **Redacted Transcript**.

Click **Next**.

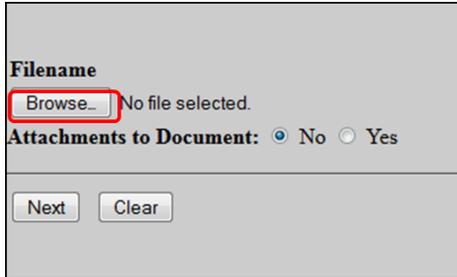
The screenshot shows the case details page for '11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014'. The page includes case information such as Type: bk, Chapter: 13 v, Office: 3 (Jackson-3 Divisional Office), Assets: y, Debtor disposition: Standard Discharge, and Judge: ee. Below this is a table of 'Available Events' (click to select an event) and a 'Selected Event' column. The 'Redacted Transcript' event is selected and highlighted with a red border. A mouse cursor is pointing at the 'Next' button.

Available Events (click to select an event)	Selected Event
Acknowledgement of Request for Transcript of Testimony Re: Appeal	
Redacted Transcript	Redacted Transcript
Transcript	

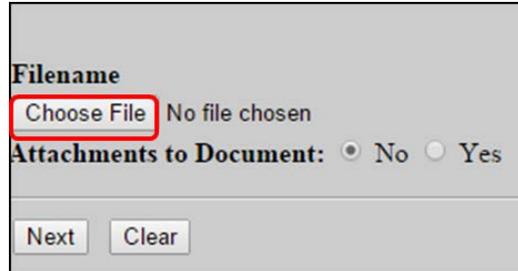
Step 5

Upload Redacted Transcript.

Internet Explorer or Firefox - Click **Browse**

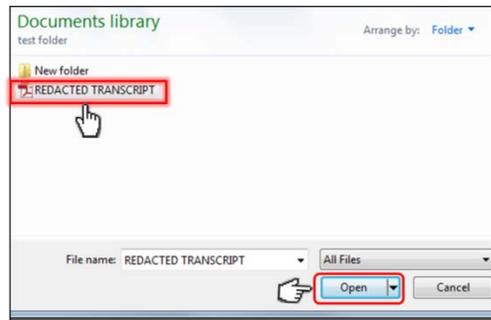


Chrome – Click **Choose File**

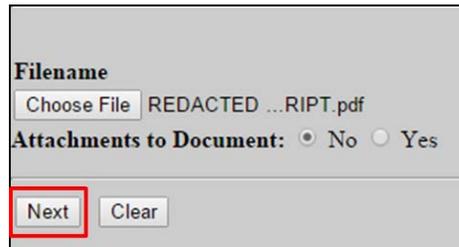


Select PDF file from filer's computer etc...

Click **Open**



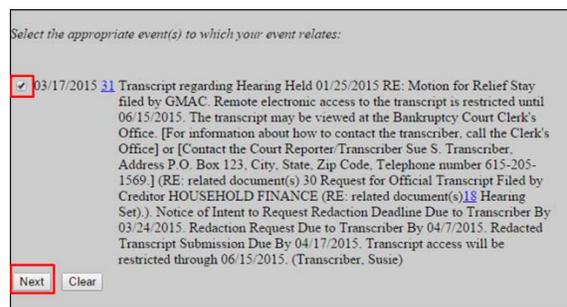
Click **Next**.



Step 6

Check the box next to the related original transcript.

Click **Next**.



Step 7

Click **Next**.

File a Transcript:
[11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014](#)
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL

Step 8

Review docket text for accuracy.

Click **Next**.

Docket Text: Final Text
Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set).), Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015.). (Transcriber, Susie)
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

Step 9

Notice of Electronic Filing (filing receipt).

File a Transcript:
[11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014](#)
 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office)
 Assets: y Debtor disposition: Standard Discharge Judge: ee
 Case Flag: PlnDue, CrsUpld, FeeDueINST, TRANSOUT, NODISMISS, DISMISSED, APPEAL
 U.S. Bankruptcy Court [TEST]
 Southern District of Mississippi

Notice of Electronic Filing
 The following transaction was received from Transcriber, Susie entered on 3/17/2015 at 2:06 PM CDT and filed on 3/17/2015
Case Name: Aaron D. Clark
Case Number: [11-00011-ee](#)
Document Number: 32

Docket Text
 Redacted Transcript (RE: related document(s) [31] Transcript regarding Hearing Held 01/25/2015 RE: Motion for Relief Stay filed by GMAC. Remote electronic access to the transcript is restricted until 06/15/2015. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber, Address P.O. Box 123, City, State, Zip Code, Telephone number 615-205-1569.] (RE: related document(s) [30] Request for Official Transcript Filed by Creditor HOUSEHOLD FINANCE (RE: related document(s)[18] Hearing Set).), Notice of Intent to Request Redaction Deadline Due to Transcriber By 03/24/2015. Redaction Request Due to Transcriber By 04/7/2015. Redacted Transcript Submission Due By 04/17/2015. Transcript access will be restricted through 06/15/2015.). (Transcriber, Susie)

The following document(s) are associated with this transaction:
Document description:Main Document
Original filename:REDACTED TRANSCRIPT.pdf
Electronic document Stamp:
 [STAMP lccs:EStamp_ID=1059593737 [Date=3/17/2015] [FileNumber=50114-0] [748b72399b026db10108e91e5c2476c302100865c0fe65440a9c3eb26451cc5236c7 473c4d8477d2631380d3b5e23def15247f21a292b954486647399f0980]]

11-00011-ee Notice will be electronically mailed to:
 Collette Derouen on behalf of Debtor Aaron D. Clark
 collette_derouen@msvb.uscourts.gov

11-00011-ee Notice will not be electronically mailed to:
 J. Thomas Ash on behalf of Debtor Aaron D. Clark
 P.O. Box 124
 Jackson, MS 39225
 James L. Henley, Jr.
 P.O. Box 2659
 Jackson, MS 39207-2659
 Lori Lowery-atry on behalf of Debtor Aaron D. Clark
 P.O. Box 654
 Gulfport, MS 39501
 Dale Henry McDevitt on behalf of Creditor HOUSEHOLD FINANCE
 PO Box 1403
 McComb, MS 39649-1403
 United States Trustee
 501 East Court Street
 Suite 6-430
 Jackson, MS 39201