United States Bankruptcy Court
Southern District of Mississippi

Electronic Case Filing Guide for Attorneys

Rev. April 1, 2016

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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:

Guides available for download:

- Administrative Procedures for Electronic Case Filing
- ECF e-Orders Attorney Guide
- ECF Attorney Guide
- ECF Limited User Guide
- ECF Docketing Guide – Transcribers
- Email Notification to Debtors

Additional Filing Resources:

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

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.

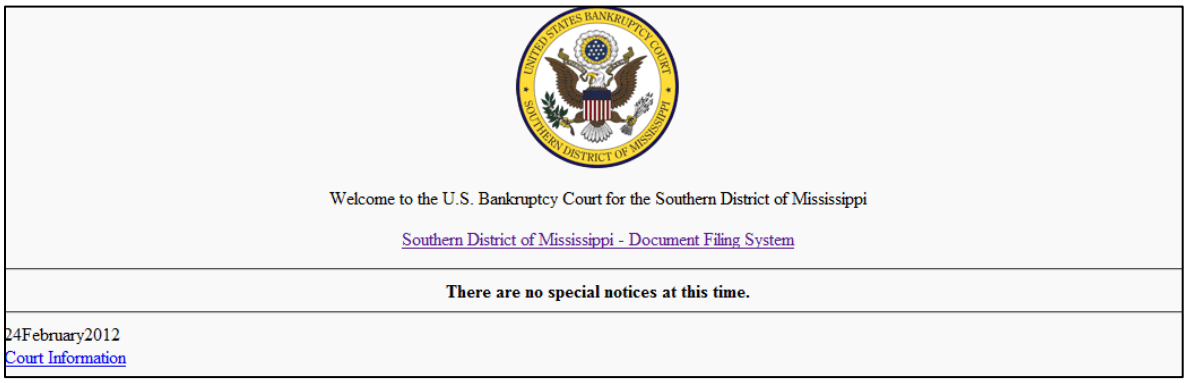
For training purposes the Court may provide potential users with a login and password to access the Training Data at: https://ecf-train.mssb.uscourts.gov

Section 2

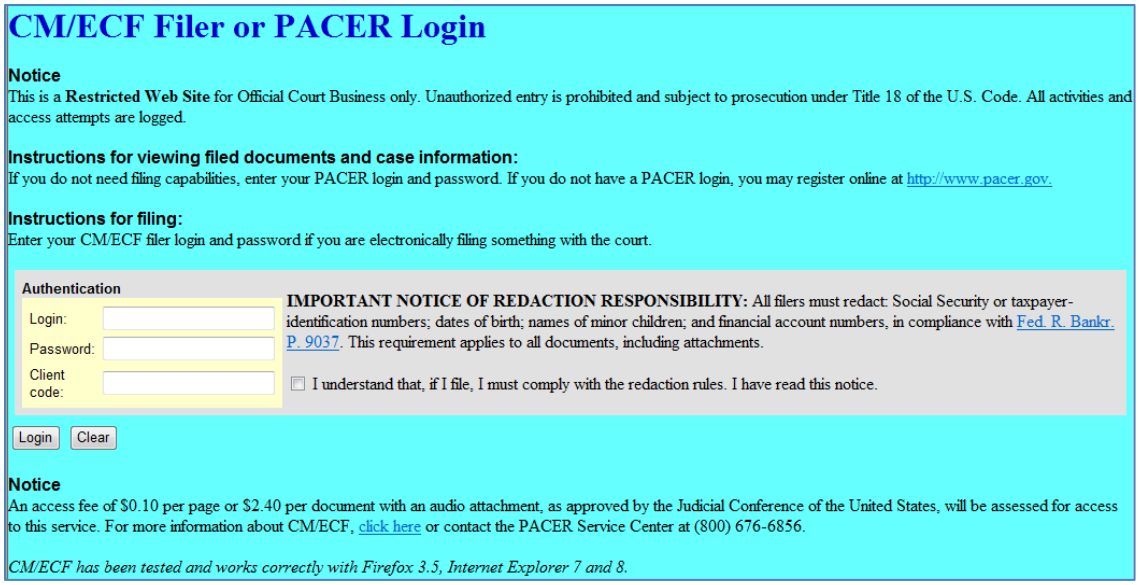
Logging into ECF

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

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



CM/ECF Filer or PACER Login

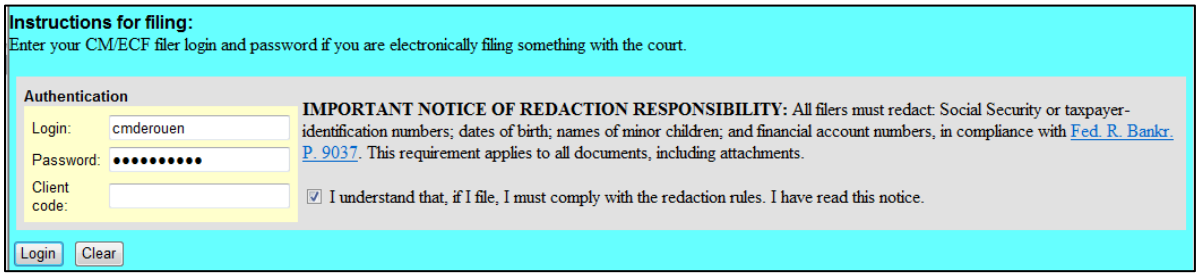


*Remember: Enter your **ECF** login and password to file documents in a case. Do not enter **a Client code**.*

*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**



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:	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. *ECF redirects you to the PACER login page*.
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.

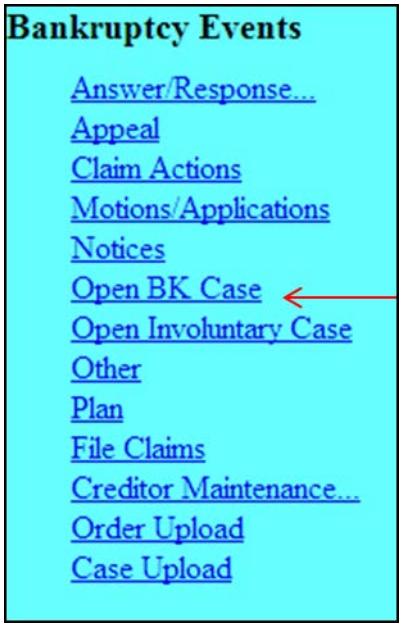
Section 3

Bankruptcy Case Opening

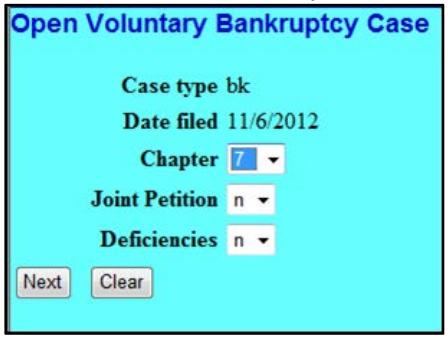
A. Conventional Bankruptcy Case Opening

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.)*

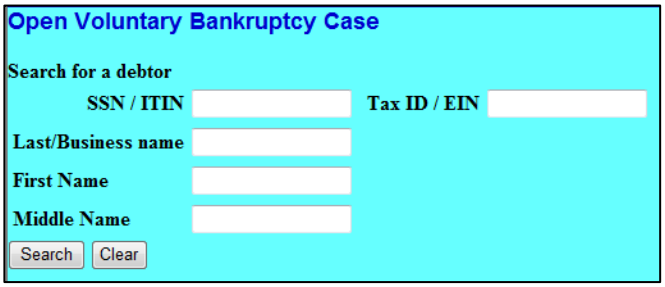


- **Joint Petition** box defaults to **n** for no*. (If the case is a joint filing, click on the drop down arrow in the Joint Petition Box, and click on **y** for yes.)*

- **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.



- 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.

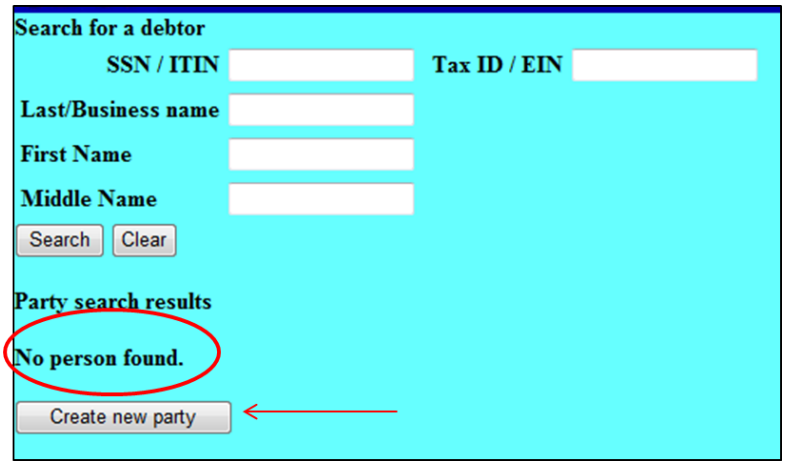
- **Do not select** a party record for a debtor when:

  - Social Security number is missing

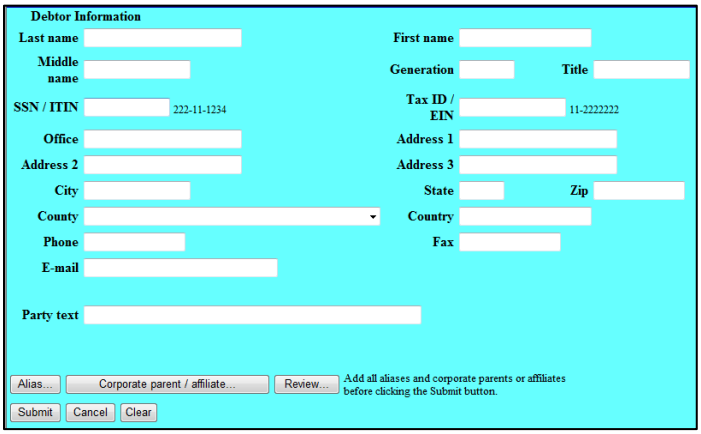
  - Name or Social Security number is different than your client's.

- If no party record <u>exists</u> 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**.

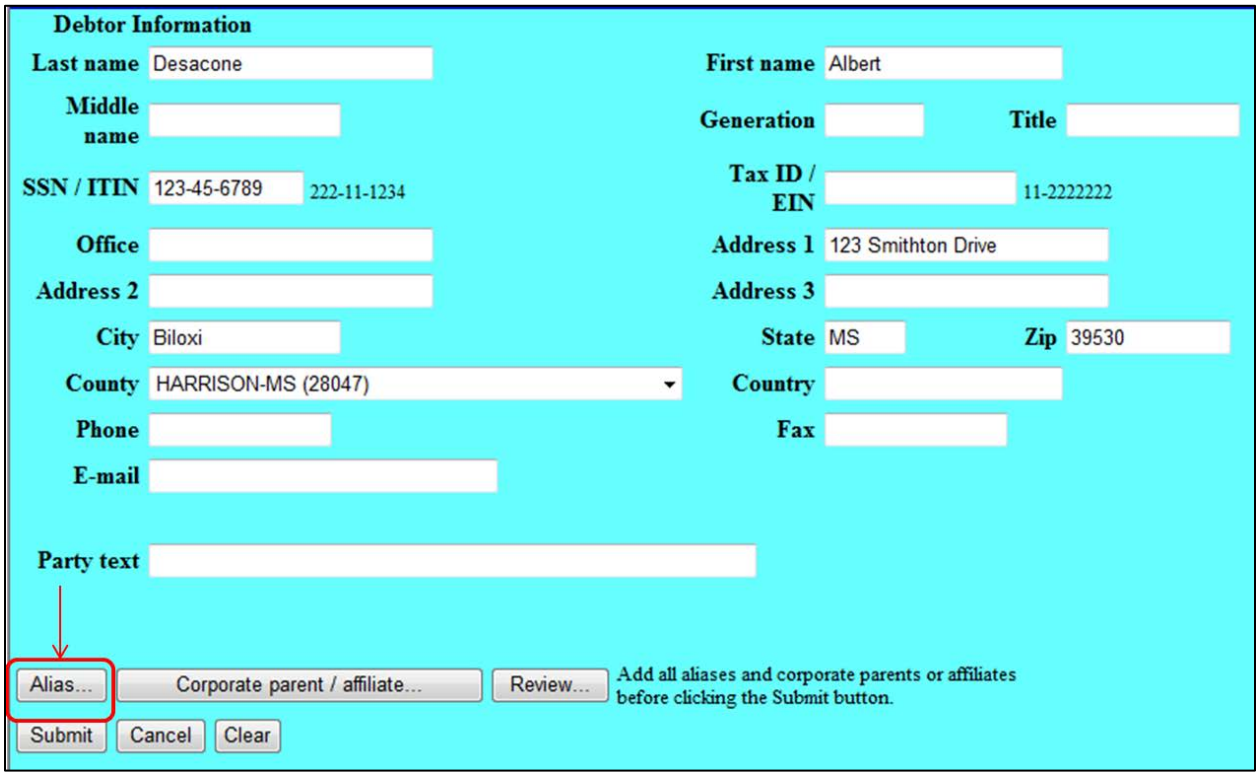


Step 6 The **Debtor Information** screen displays:



- 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.

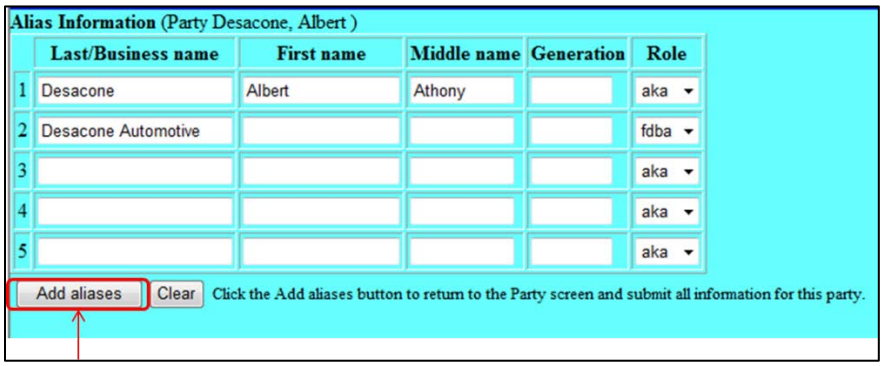
If the debtor has an alias, click **Alias**



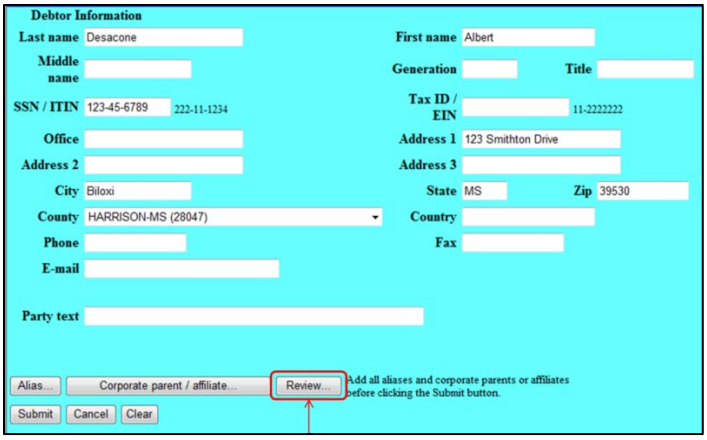
You may enter up to five (5) alias records per screen. If you have more than five (5), enter the initial five aliases and click on **Add aliases**. You will return to the Debtor **Party Information** screen. Click **Alias…** again to add more alias records.

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

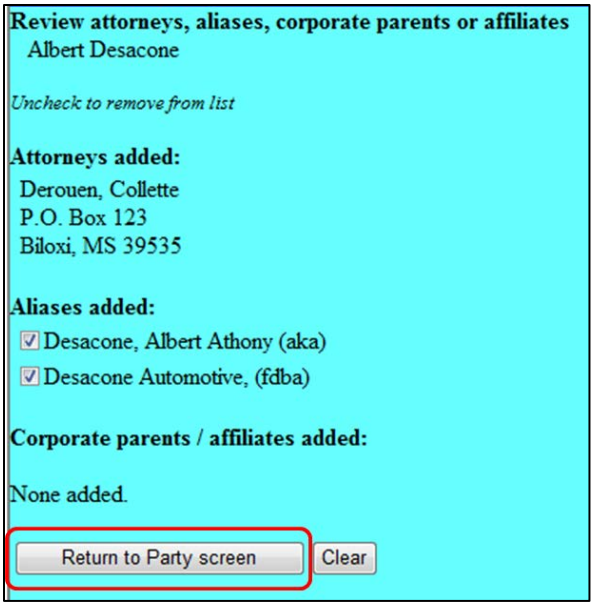
After entering alias information click **Add Aliases**



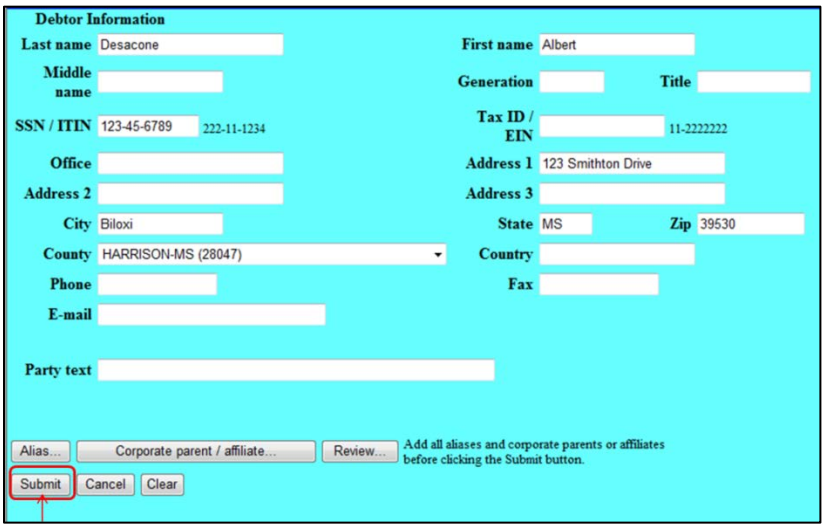
Step 7 Click **Review** to review and verify debtor's information entered.



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



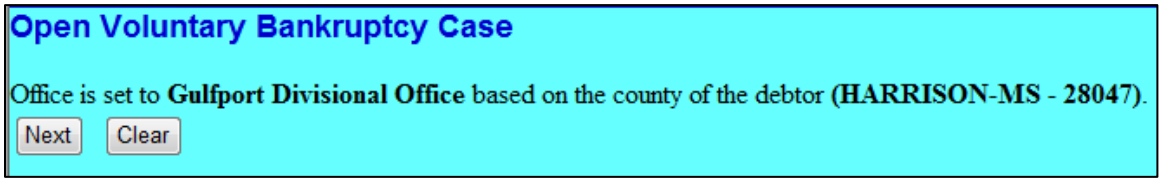
To save the debtor's information click **Submit.** You will receive warning messages for missing information.



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.

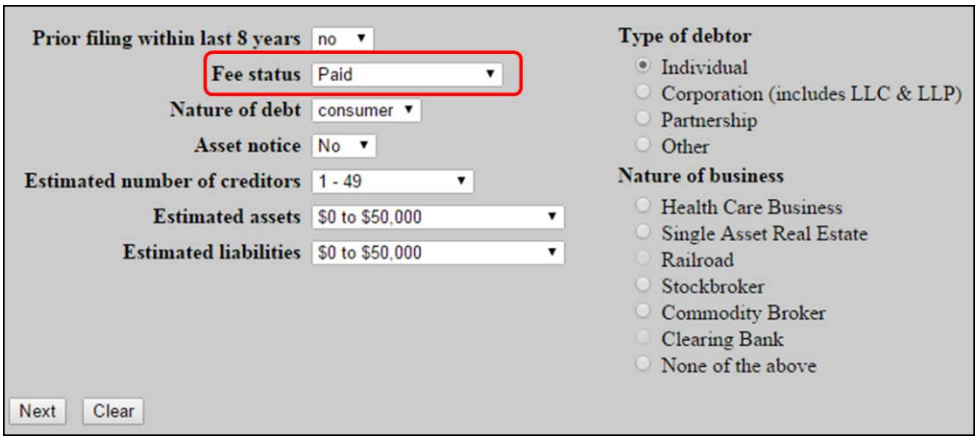


Step 9 Make the applicable options on the statistical data screen; click **Next**.

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

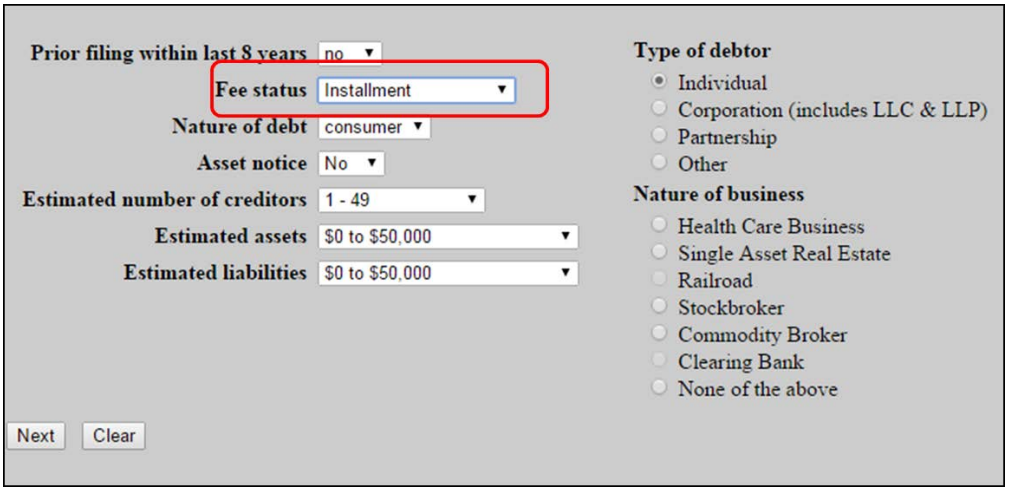
Fee status options:

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



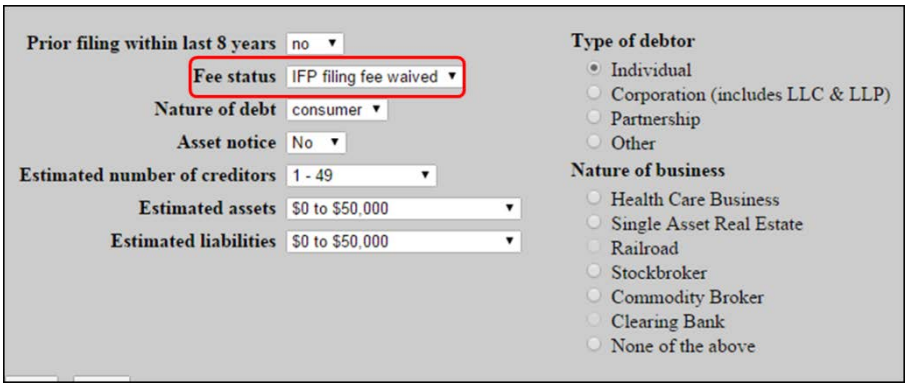
- **Installment** - select when the fee is to be paid in installments. This allows entry of an initial installment amount being paid with the petition.

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



- **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 103B)* immediately after the bankruptcy case is opened. *(Only applicable for individual chapter 7 cases)*



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

Asset notice options:

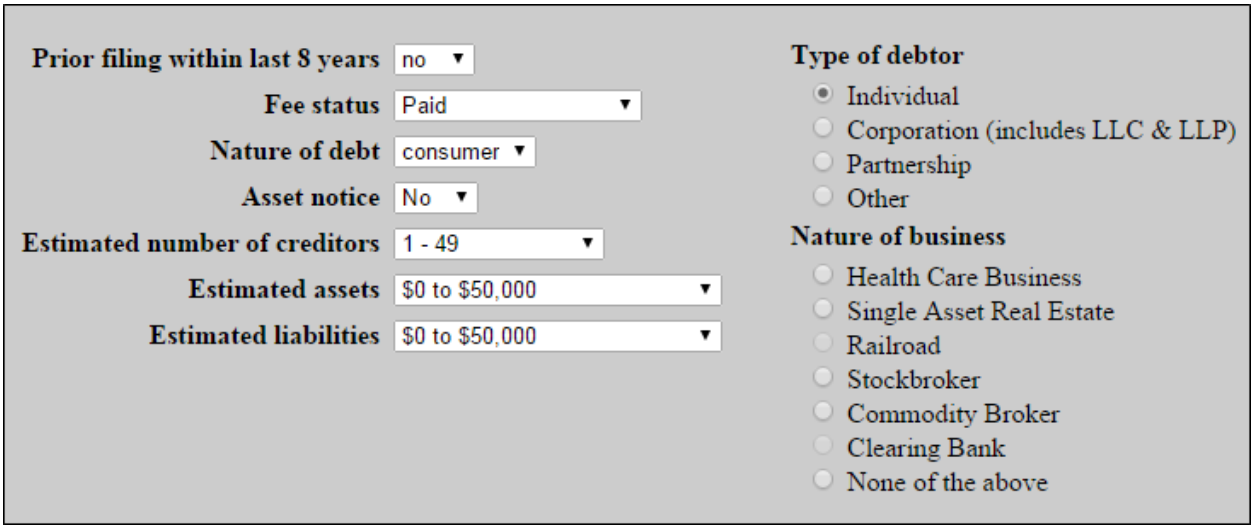
- Select **No** for all chapter 7 cases
- Select **Yes** for chapter 11 or 13 cases

***Estimated number of creditors**
***Estimated assets**
***Estimated liabilities**

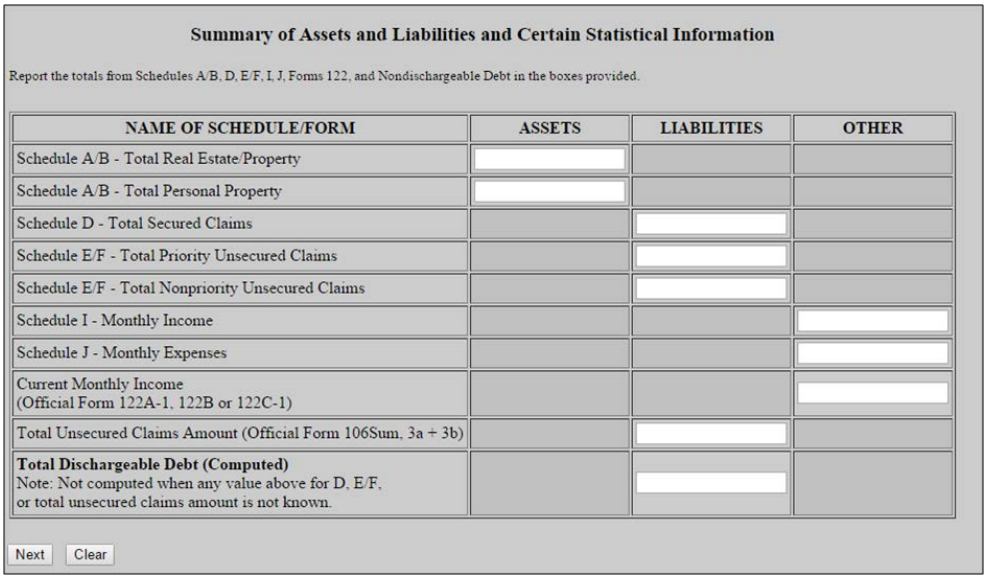
***NOTE**: The selections you choose should be reflected on the voluntary petition.

Type of debtor

- The term "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.



Step 10 The **Summary of Assets and Liabilities and Certain Statistical Information** screen. Part 1, enter the amounts in the appropriate fields, click **Next**



Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

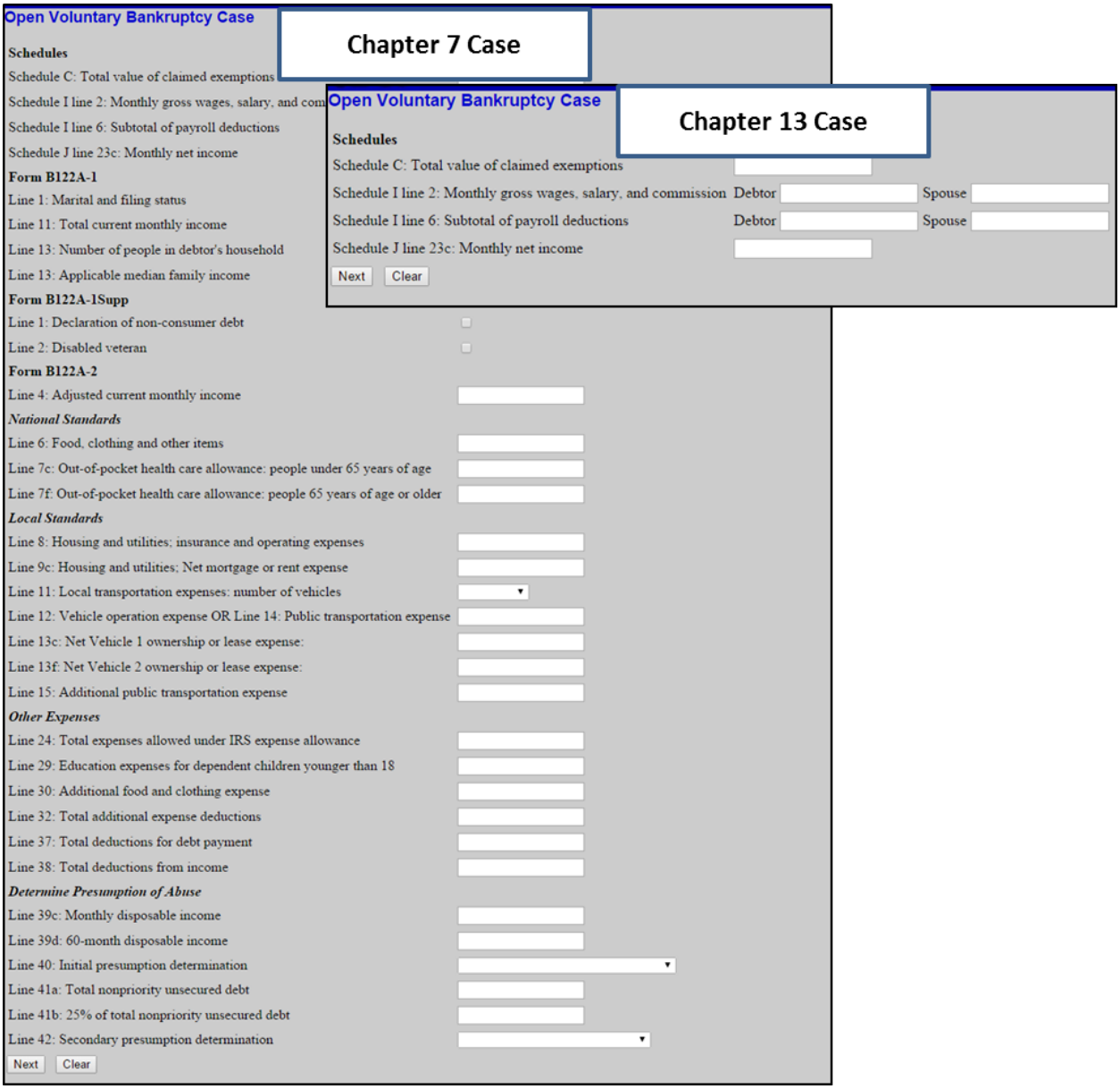
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property			
Schedule A/B - Total Personal Property			
Schedule D - Total Secured Claims			
Schedule E/F - Total Priority Unsecured Claims			
Schedule E/F - Total Nonpriority Unsecured Claims			
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.			

Next Clear

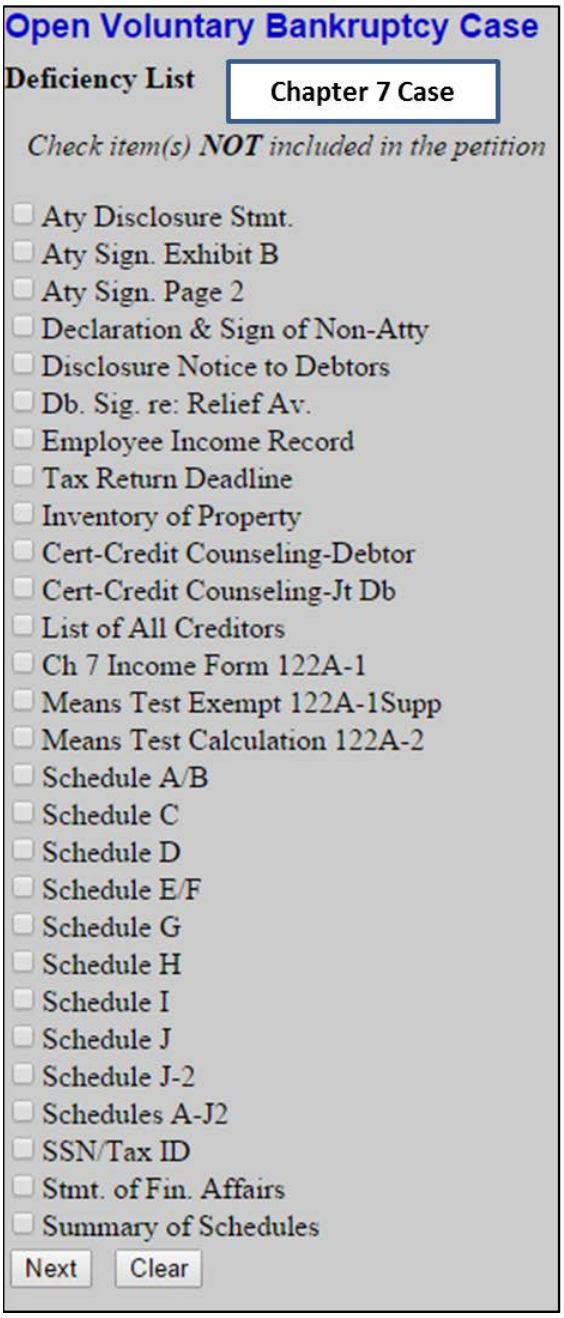
Note: Schedules A/ B and E/F have multiple value fields:

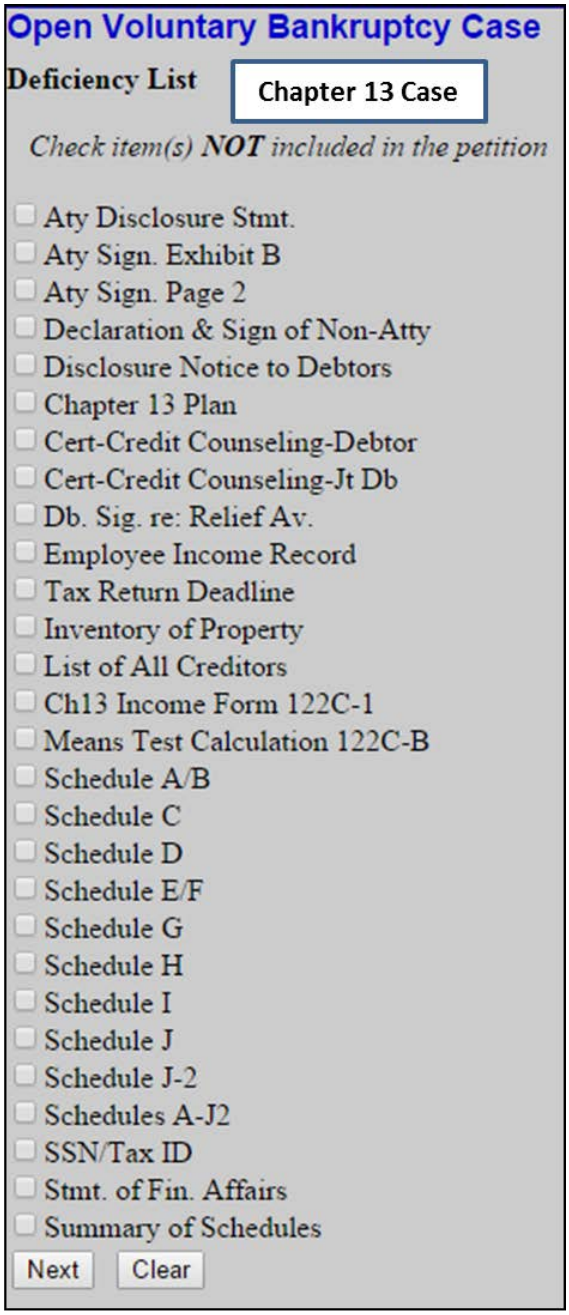
Schedule	Field	Value
A/B	1 2	Real estate/property Personal property
E/F	1 2	Priority unsecured claims Non-Priority unsecured claims

Step 11 The **Summary of Assets and Liabilities and Certain Statistical Information** screen. Part 2, enter the amounts in the appropriate fields, click **Next.** *A warning message will appear when all fields left are blank.*



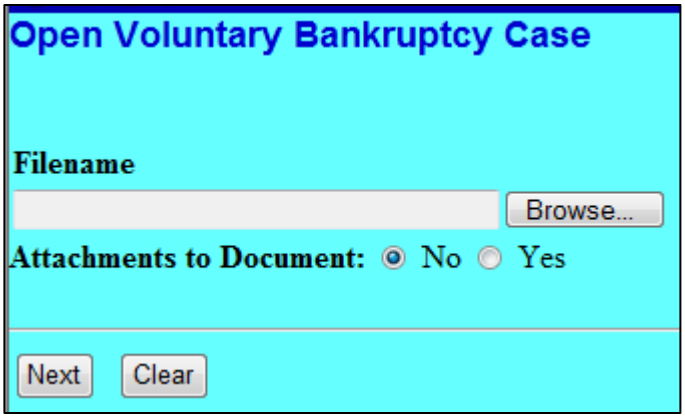
When opening a case with deficiencies the next screen will display a deficiency list according to the chapter. If you selected **y** (yes) for Deficiencies, a check list will appear. With the exception of ***Employee Income Record***, place a check mark in the appropriate box for each item that is not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





**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.*

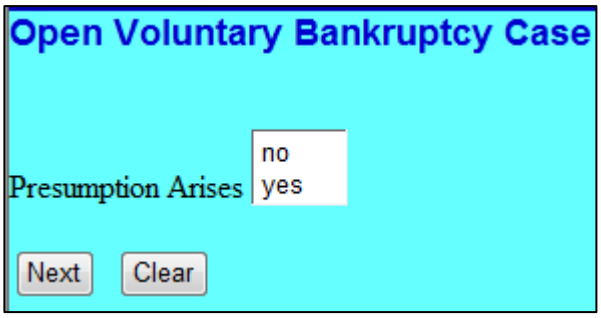
Step 12 Browse and attach the **Voluntary Petition**, click **Next**



Note: Always review PDF documents before uploading in the system. Schedules and statements must be filed as a separate document.

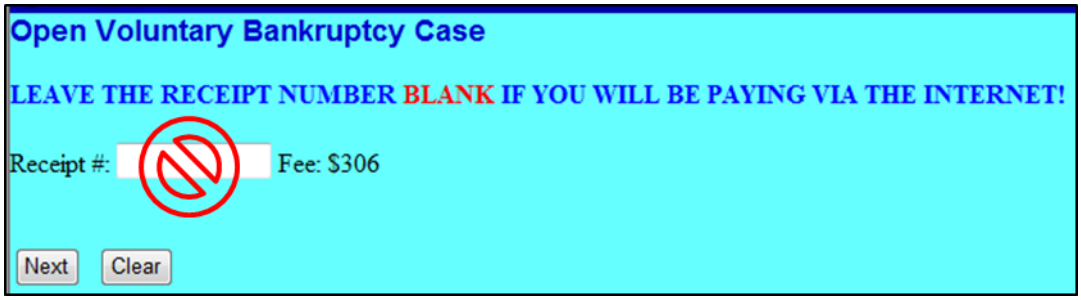
If you selected **y** (yes) for Deficiencies, the next screen will give the deadline, then click **Next.**

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



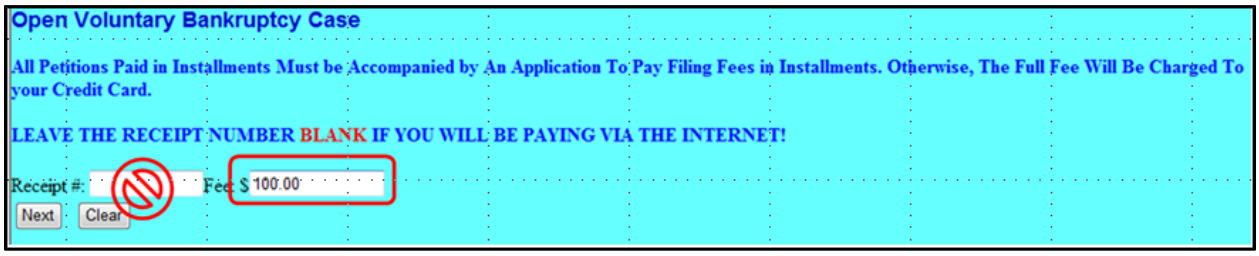
Step 14 a **Filing Fee** screen. – **Paying fee**. When paying full filing fee, leave the **Receipt #:** field blank. You are required to pay the filing fee via the Internet though Pay.Gov.

Click **Next**



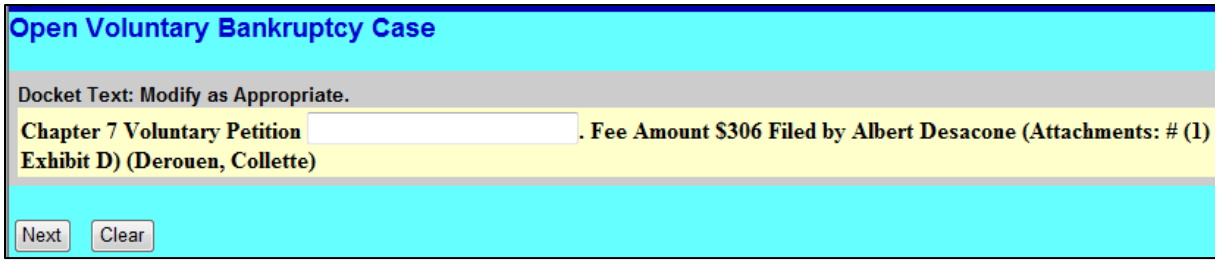
Step 14 b **Filing Fee** screen. – **Paying installments**. When paying in installments, leave the **Receipt #** field blank. Change the amount to the amount of the payment being paid with the voluntary petition. When not making a payment with the petition change the amount to 0.00.

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 abort the process and start over. *To abort this transaction, click on any option from the CM/ECF main menu bar.*

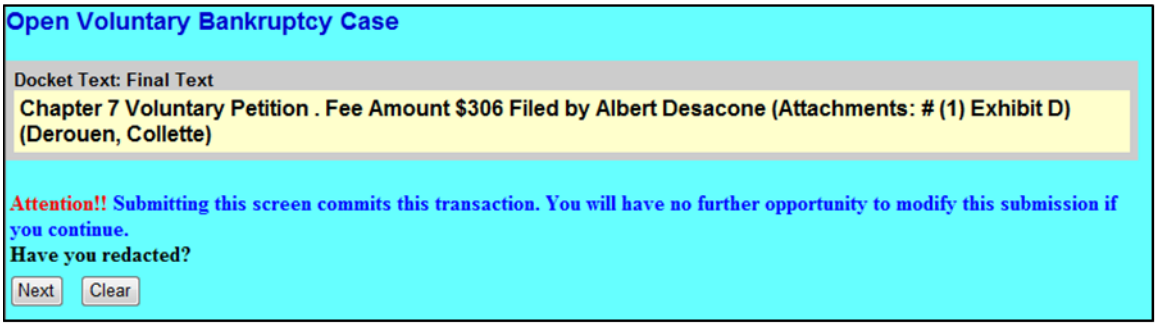
Click **Next**



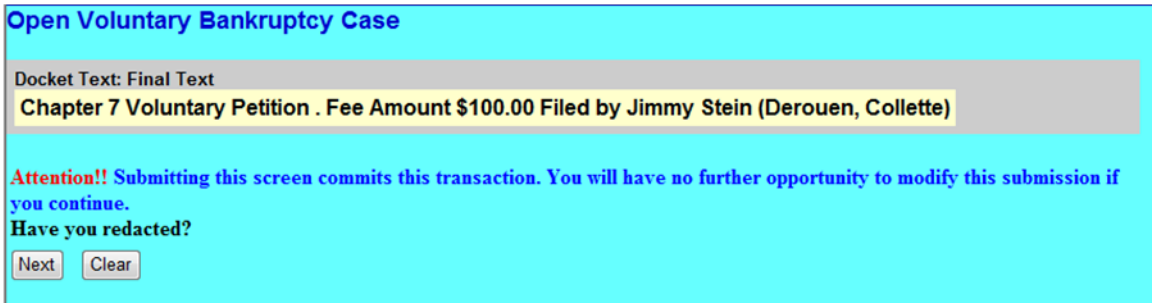
Step 16 **Final Docket Text** screen. Proof this screen carefully, this is your last chance to abort this transaction. *To abort this transaction, click on any option from the CM/ECF main menu bar.*

Verify information is correct, click **Next**

Final Docket Text - Filing Fee Paid



Final Docket Text – Installment Payment

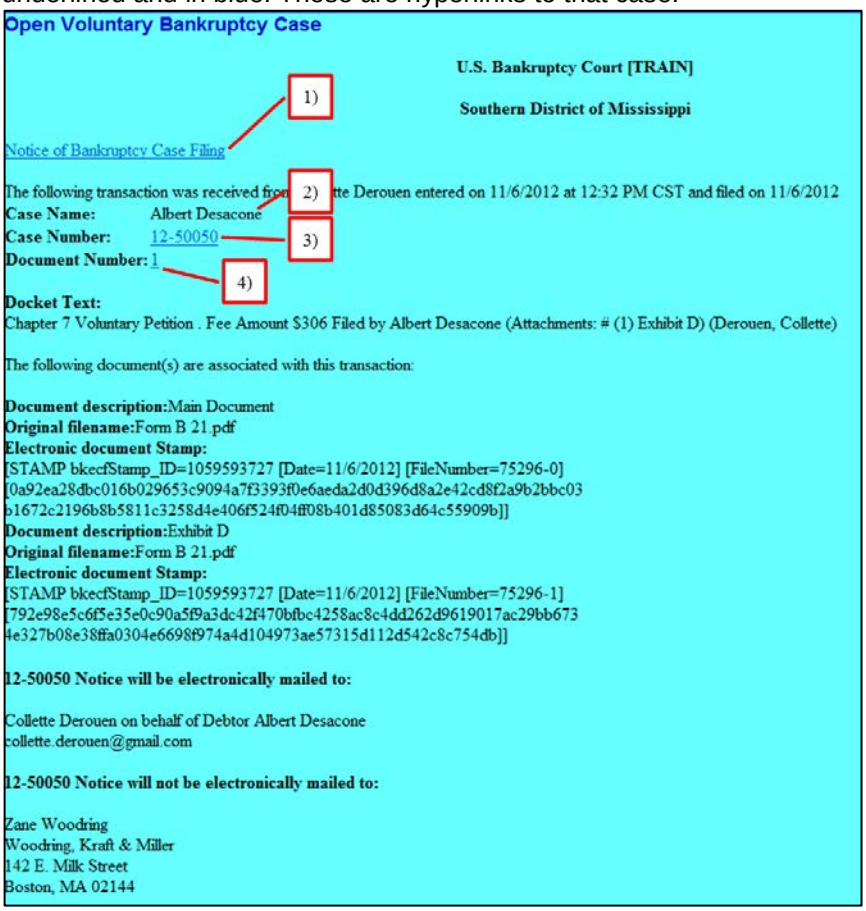


Step 17 The Notice of Electronic Filing screen provides:

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

1)

Notice of Bankruptcy Case Filing

The following transaction was received from 2) tte Derouen entered on 11/6/2012 at 12:32 PM CST and filed on 11/6/2012

Case Name: Albert Desacone

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.

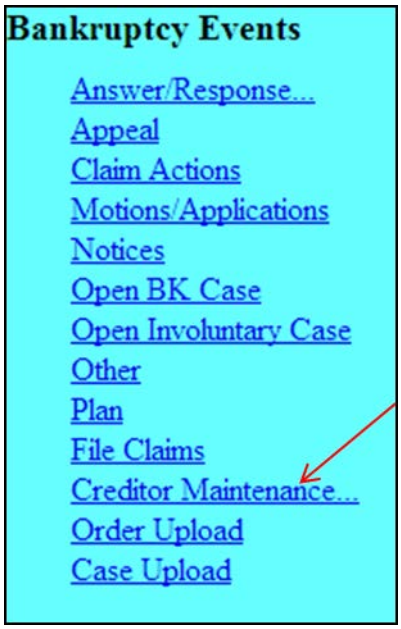
B. Filing Required List, Schedules, Statements and Documents

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.)*

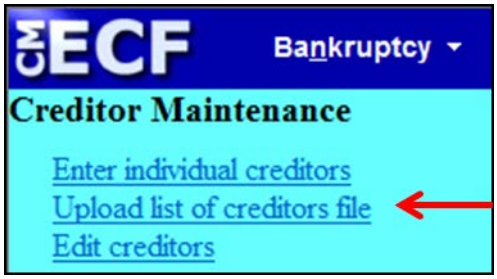
1) Uploading List of Creditors – Process

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

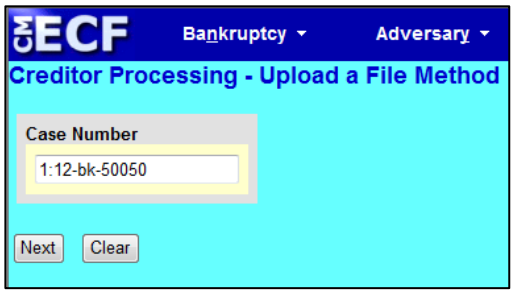
Step 1 Under Bankruptcy Event Category select Creditor Maintenance



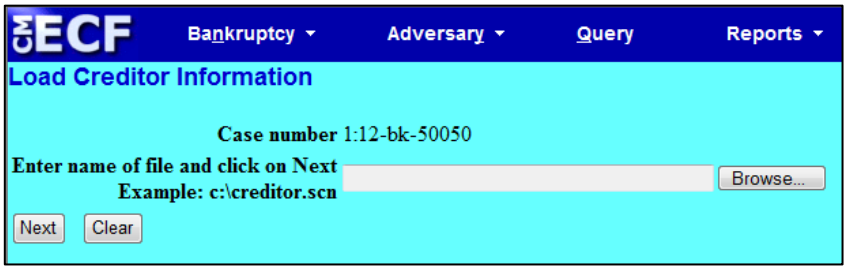
Step 2 Click **Upload list of creditors file**



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

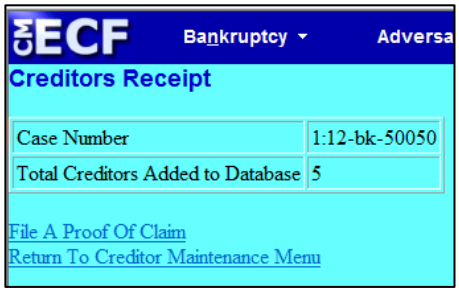


Step 4 **Load Creditor Information.** Use the browse button to locate the file, click **Next**



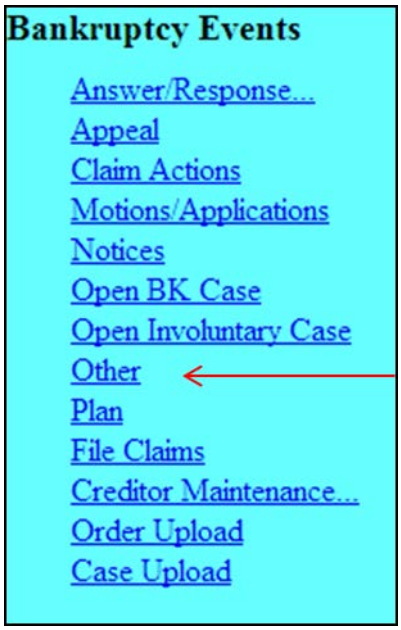
Step 5 The Add Creditor(s) screen shows the number of creditors added to the case. If the number added is correct, click the **Submit** button, otherwise, go back and check the name of the file you loaded.

Step 6 **Creditors Receipt**

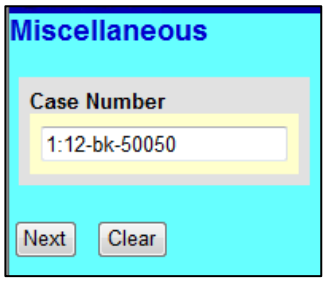


2) Docketing Creditors Uploaded in CM/ECF

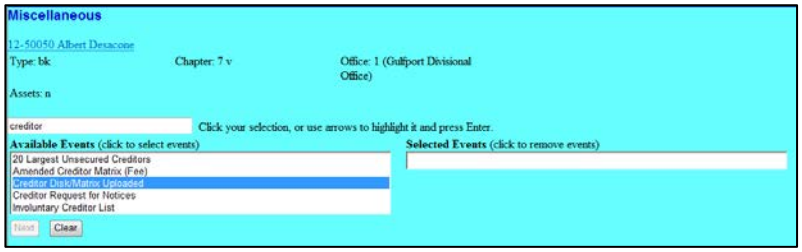
Step 1 Under Bankruptcy Event Category select **Other**



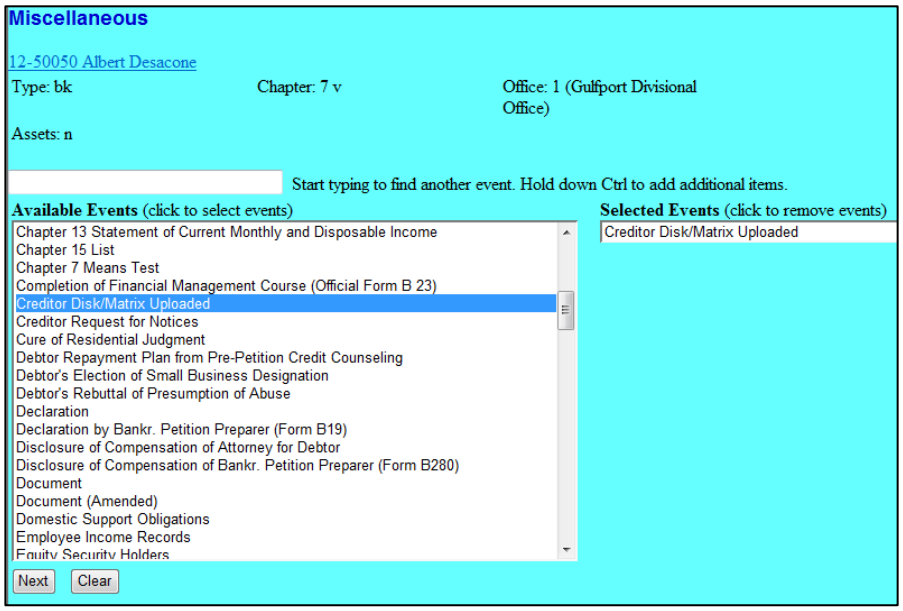
Step 2 Input Case Number, click **Next**



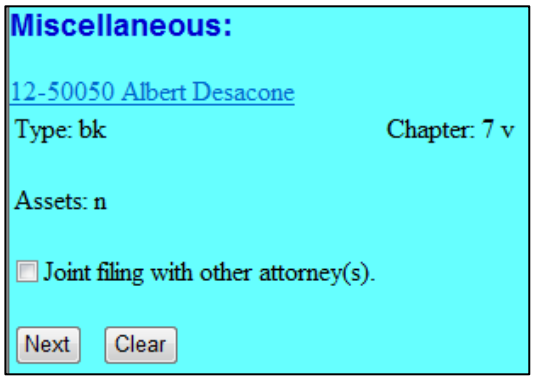
Step 3 Search for event, by entering the first couple of letters in the search field. Select **Creditor Disk/Matrix Uploaded**



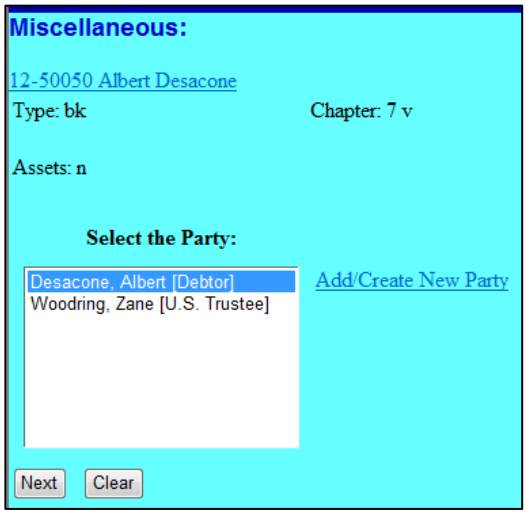
Step 4 Click the event under **Available Events**. The event will appear under the **Selected Events** column on the right. Click **Next**



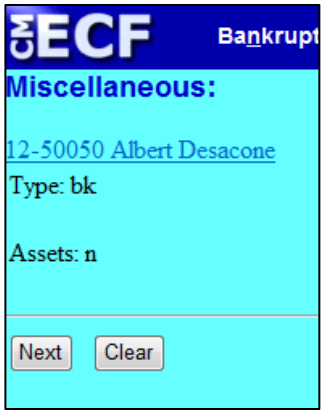
Step 5 Joint filing with other attorney(s). Only check this box if this is a joint filing. Click **Next**



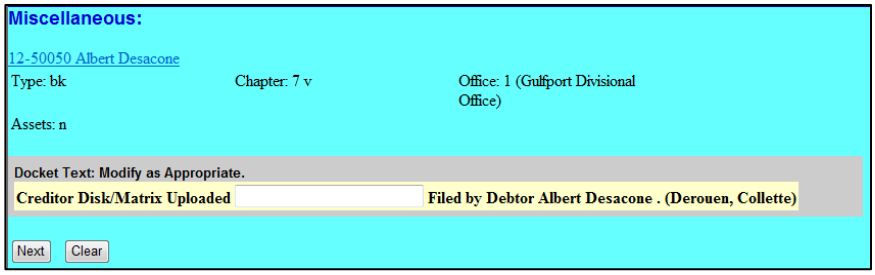
Step 6 **Select the Party** (Debtor) and click **Next**



Step 7 Click **Next**

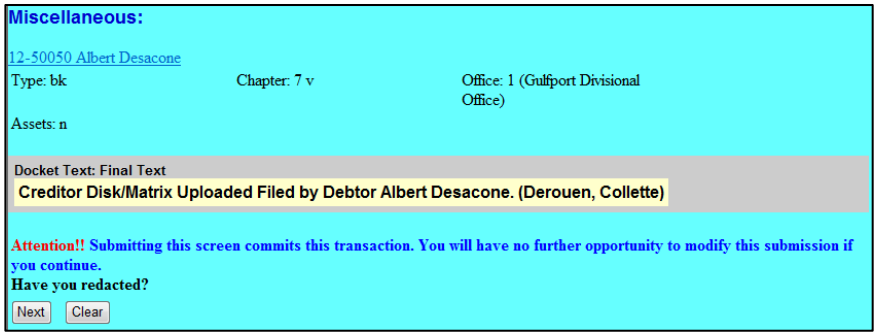


Step 8 **Docket Text Screen**. Review docket text and add any additional information in the text box. Click **Next**.



Step 9 **Final Docket Text**. Review the final docket text. Click **Next** to continue.

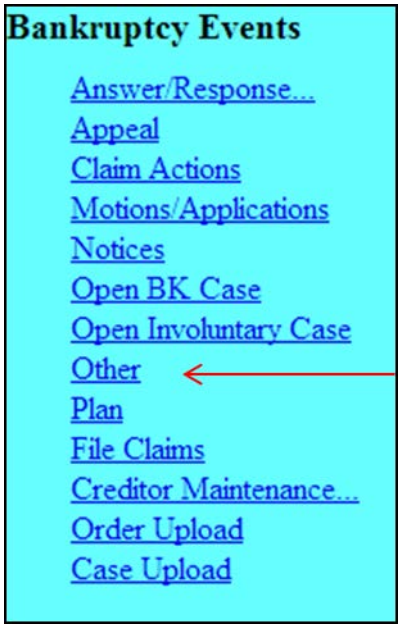
If it is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.



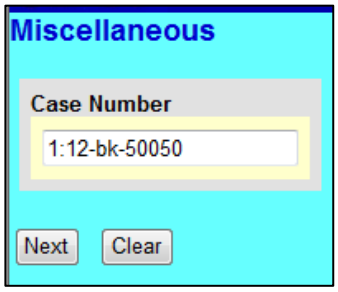
Step 10 **Notice of Electronic** Filing screen

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

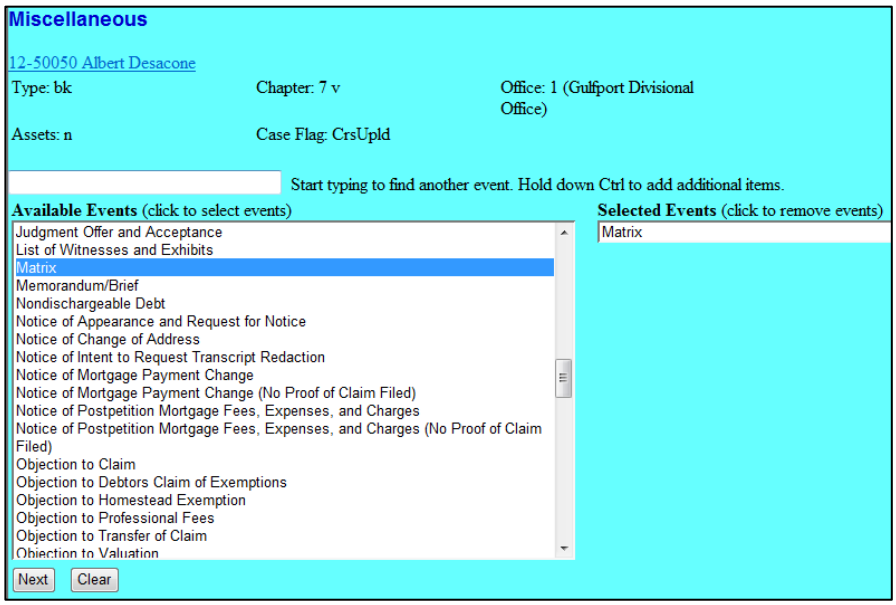
Step 1 Under Bankruptcy Event Category select Other



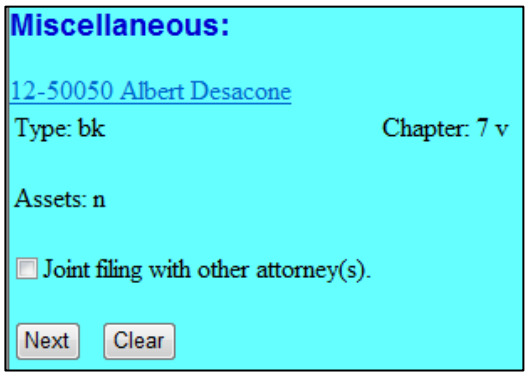
Step 2 Input Case Number, click **Next**



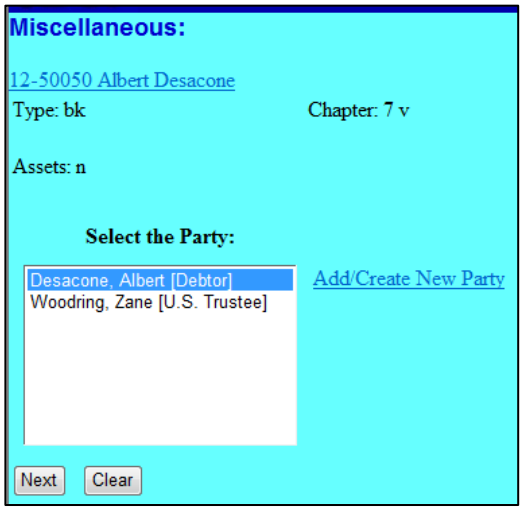
Step 3 Search for event, by entering the **matrix** in the search field. Select **Matrix**, click **Next**



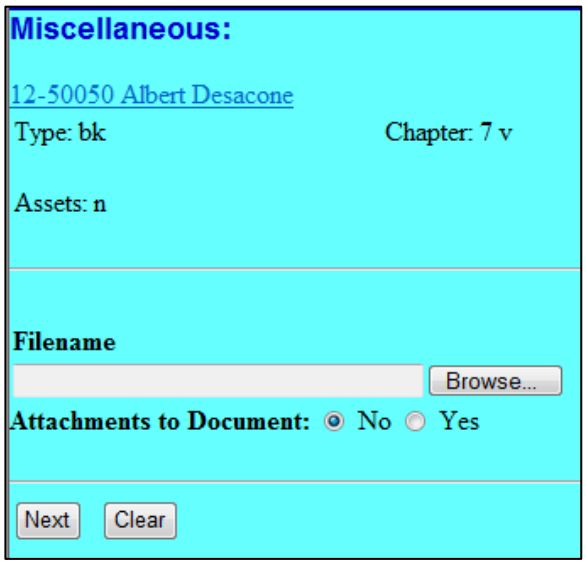
Step 4 **Joint filing with other attorney(s)**. Only check this box if this is a joint filing. Click **Next**



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

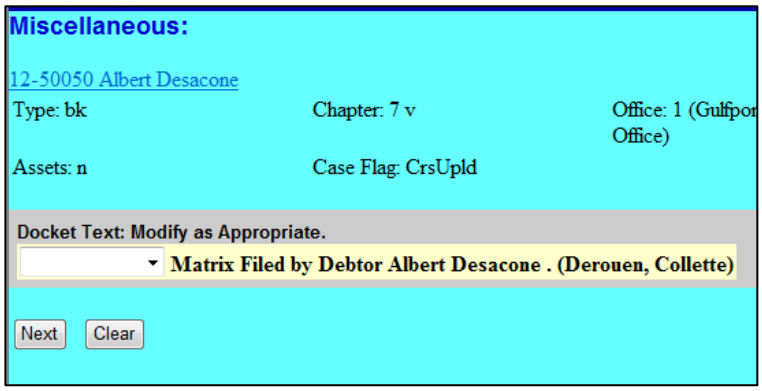


Step 6 Browse and attach the list of creditors/mailing matrix (PDF document), click **Next**



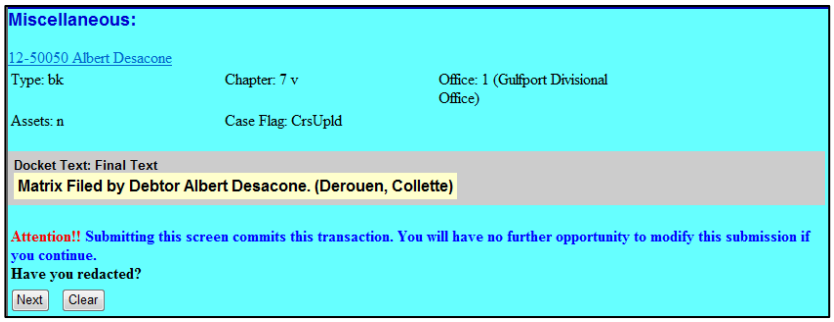
Step 7 **Docket Text**. Review the generated docket text, click **Next**

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)*

<u>Docket Event</u>:
Bankruptcy> Other> Social Security Number (Form 121)

2) Certificate of Credit Counseling

<u>Docket Event</u>:
Bankruptcy> Other> Certificate of Credit Counseling

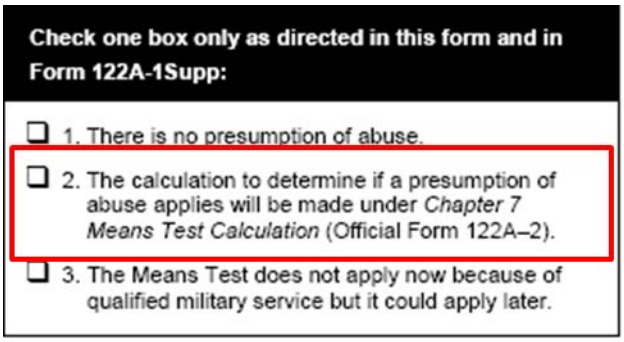
3) Means Test

Chapter 7: Chapter 7 Statement of Your Current Monthly Income *(Official Form 122A-1)*

Docket Event:

Bankruptcy> Other> Chapter 7 Statements – Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp)

Note: On Official Form 122A-1 if box 2 is checked the debtor must complete and file Official Form 122A-2 *Chapter 7 Means Test Calculation*



Check one box only as directed in this form and in Form 122A-1Supp:

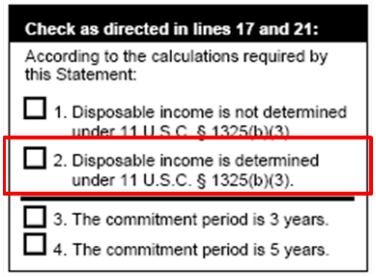
- ☐ 1. There is no presumption of abuse.
- ☐ 2. The calculation to determine if a presumption of abuse applies will be made under *Chapter 7 Means Test Calculation* (Official Form 122A–2).
- ☐ 3. The Means Test does not apply now because of qualified military service but it could apply later.

Docket Event:
Bankruptcy> Other> Chapter 7 Means Test Calculation (Form 122A-2)

Chapter 13: Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period *(Official Form 122C-1)*

Docket Event:
Bankruptcy> Other> Chapter 13 Statement of Monthly Income (Form 122C-1)

Note: On Official Form 122C-1 if box 2 is checked the debtor must complete and file Official Form 122C-2 *Chapter 13 Calculation of Your Disposable Income*.



Check as directed in lines 17 and 21:

According to the calculations required by this Statement:

- ☐ 1. Disposable income is not determined under 11 U.S.C. § 1325(b)(3).
- ☐ 2. Disposable income is determined under 11 U.S.C. § 1325(b)(3).
- ☐ 3. The commitment period is 3 years.
- ☐ 4. The commitment period is 5 years.

Docket Event:
Bankruptcy> Other> Chapter 13 Calculation of Disposable Income (Form 122C-2)

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)* All chapter 13 plans must be typewritten. *See Miss. Bankr. L. R. 3015-1(b)*

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

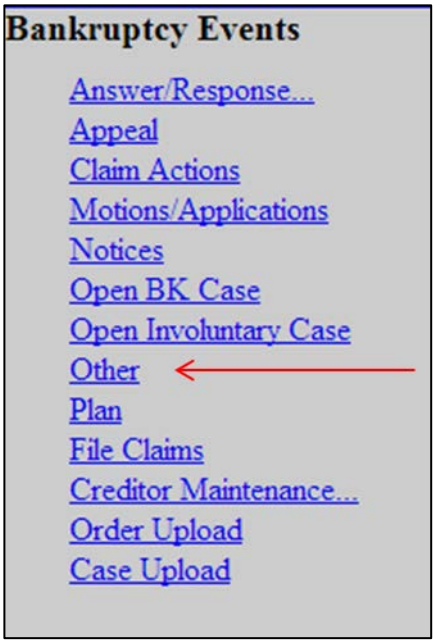
Making Installment Payment

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.

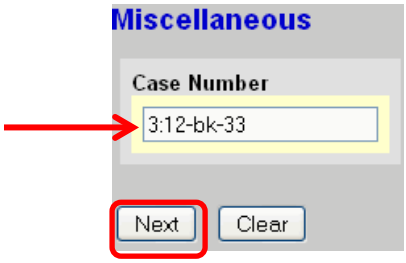
General Instructions for Making an Installment Payment

Step 1 Click Bankruptcy from CM/ECF menu bar

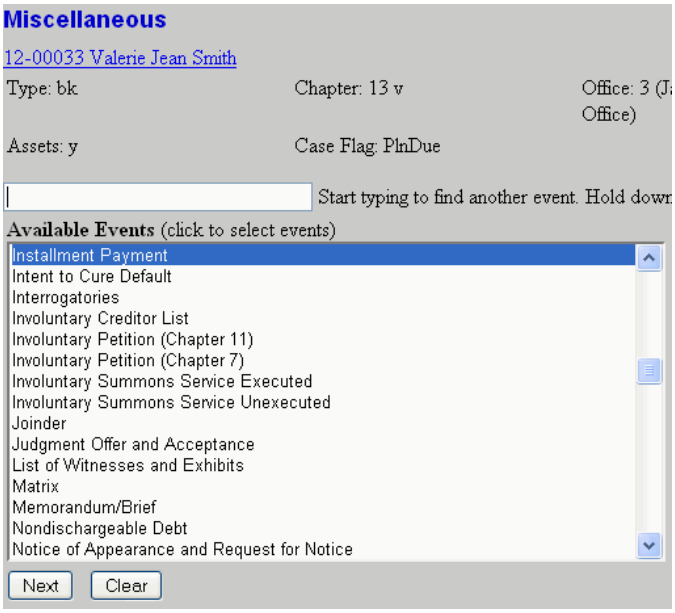
Step 2 Select **Other** from the Bankruptcy Events list



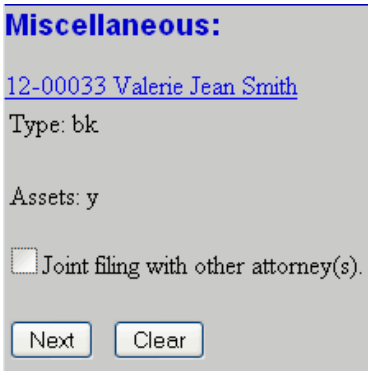
Step 3 Enter **Case Number**, click **Next**



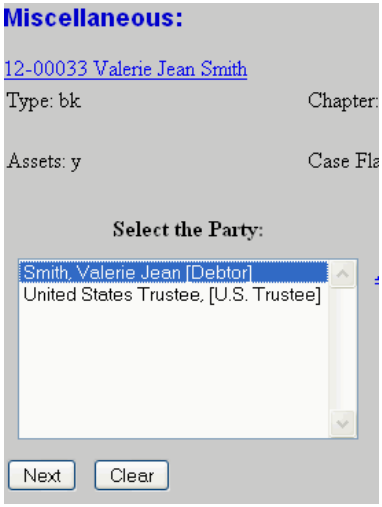
Step 4 Select **Installment Payment**, click **Next**



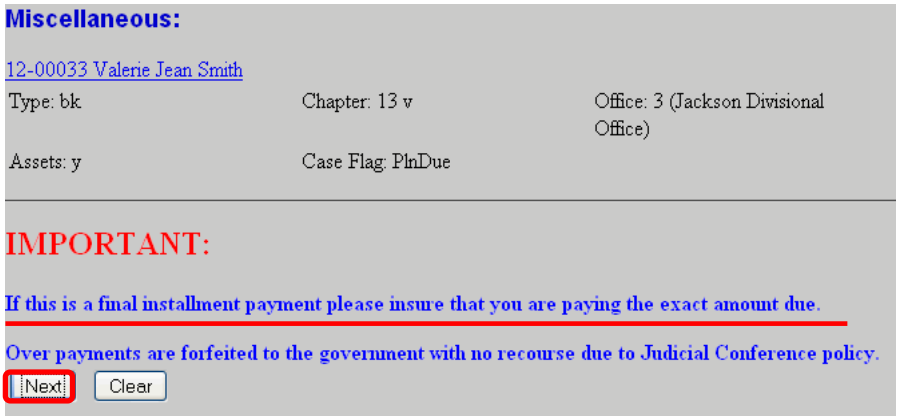
Step 5 DO NOT check the **Joint filing with other attorney(s)** box, click **Next**



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

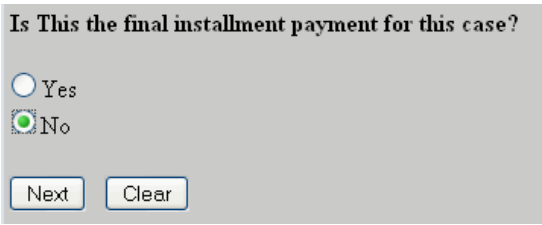


Step 7 IMPORTANT MESSAGE – Please notice the warning shown in the following screen shot. When paying the final installment payment, make sure the payment is the exact amount due. Click **Next**

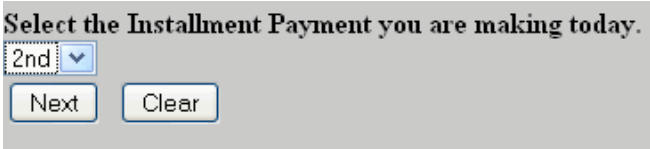


Making 1st, 2nd, or 3rd Installment Payment (Step 8-12)

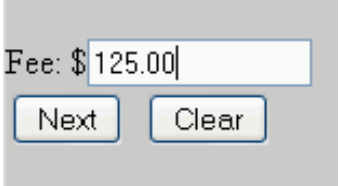
Step 8 When the payment is not the final installment, select **No** then click **Next**



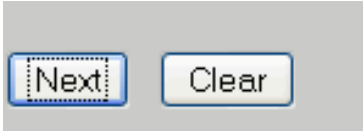
Step 9 From the drop down list, select the installment type (1st, 2nd, or 3rd) , click **Next**



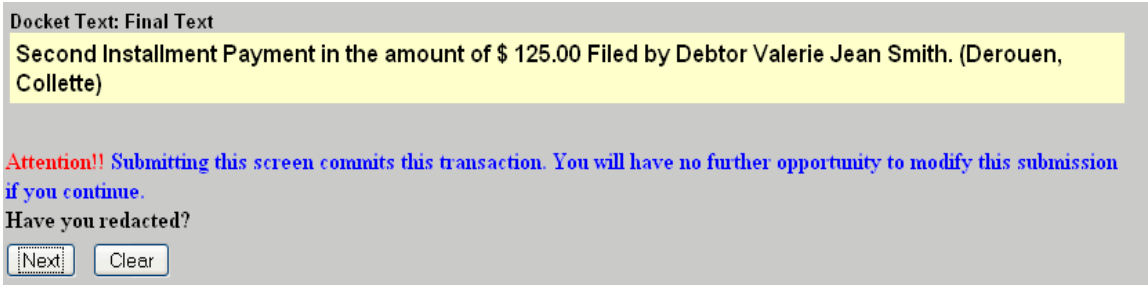
Step 10 In the **Fee** field input the payment amount, click **Next**



Step 11 Click **Next** to continue

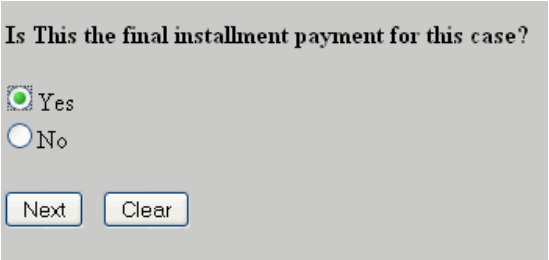


Step 12 **Docket Text: Final Text** screen – Verify the installment type (1st, 2nd, or 3rd) and payment amount are correct. If not correct, abort the event and start over. If correct, click **Next** to complete the installment payment transaction.

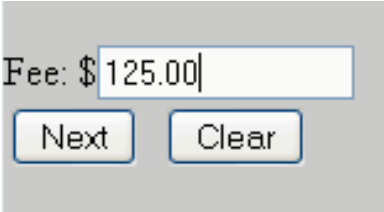


Final Installment Payment (Step 13-16)

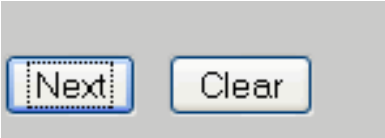
Step 13 Final Installment Payment, select **Yes**, click **Next**



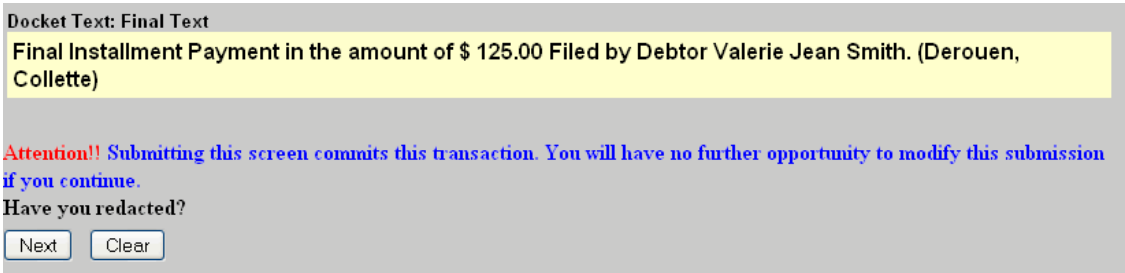
Step 14 In the **Fee** field input the payment amount. Important: Verify the amount is correct. Over payments are non-refundable, click **Next**



Step 15 Click **Next** to Continue



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.



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.

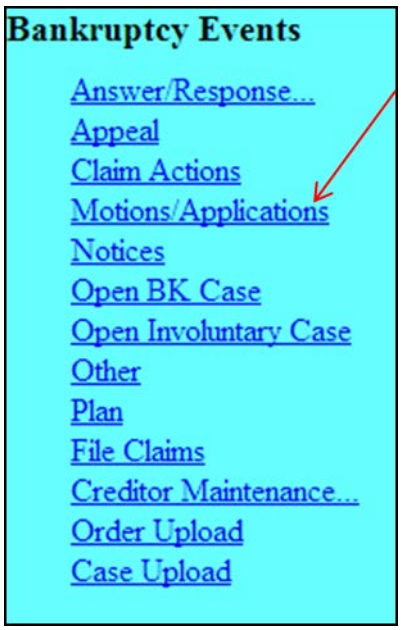
Section 5

Filing a Motion

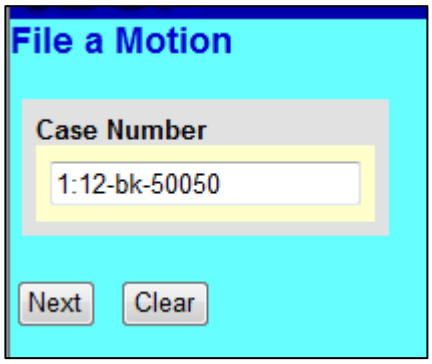
When filing a motion, regardless of the type of motion, the user will see that most of the screens will be the same. Filing a motion that seeks multiple reliefs may require the filer to select multiple docket events.

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

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



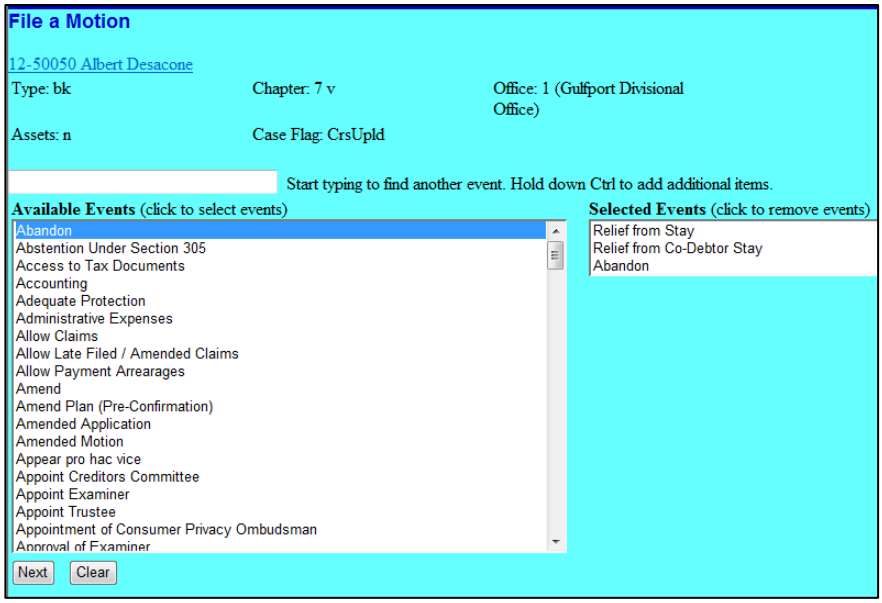
Step 2 Input **Case Number**, click **Next**



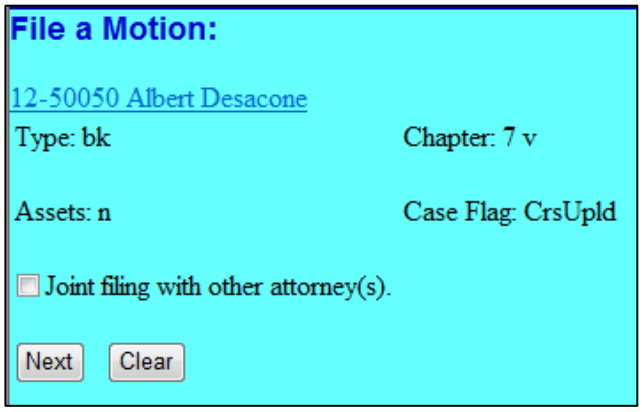
Step 3 Select multiple events: When clicking on each event, make sure to press and hold down the Control (Ctrl) key. Select the events in the following order:

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

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

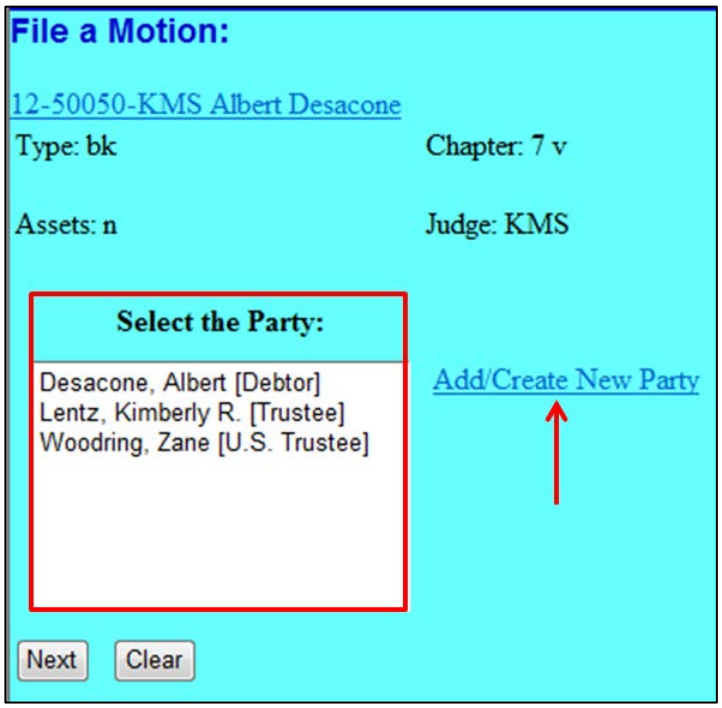


Step 4 **Joint filing with other attorney(s)**. Only check this box if this is a joint filing. Click **Next**



Step 5

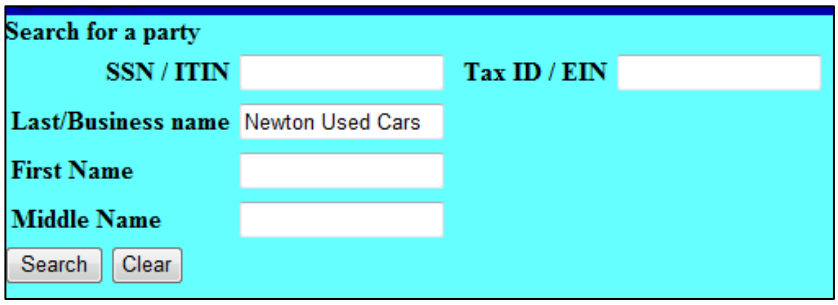
Select the Party: Select the party represented by the filing attorney from the list. If the party is not listed, select **Add/Create New Party**. For training purposes select the link to add the party.



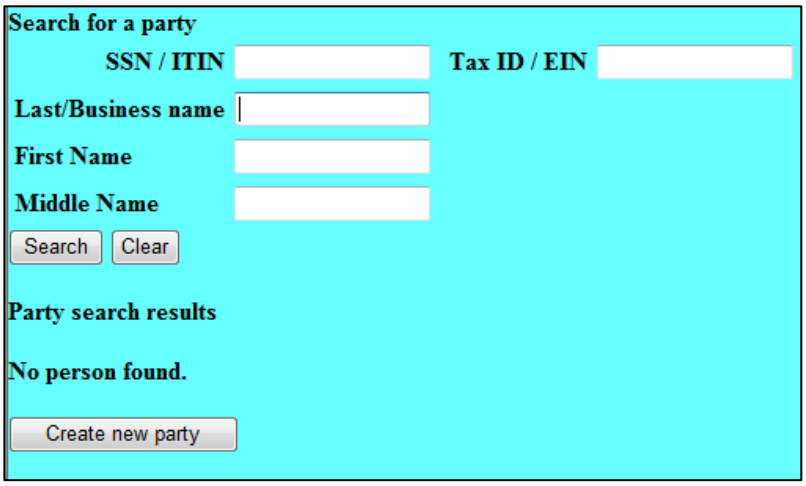
Step 6

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**

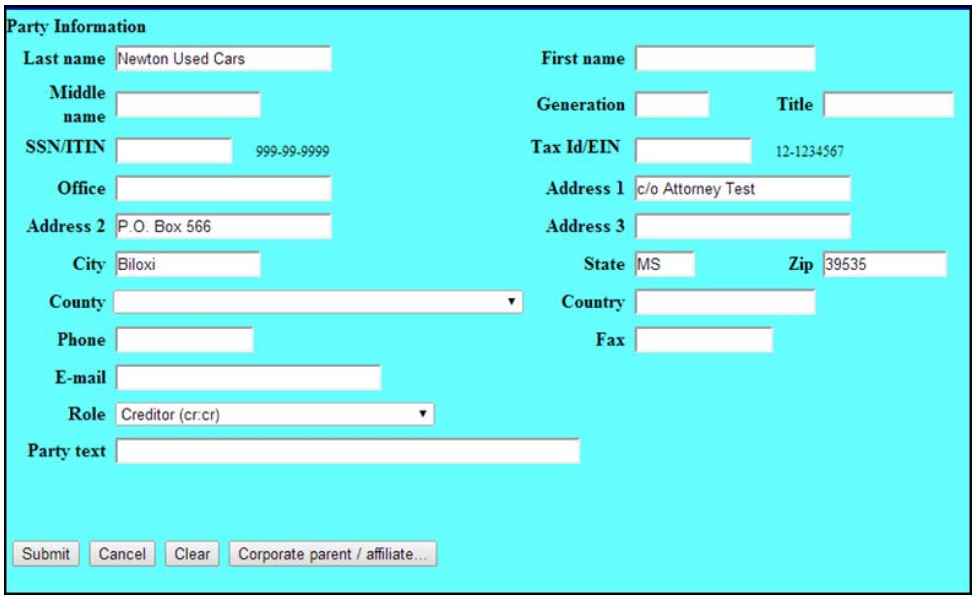
DO NOT USE a party record when the name is not an exact match as your client's.



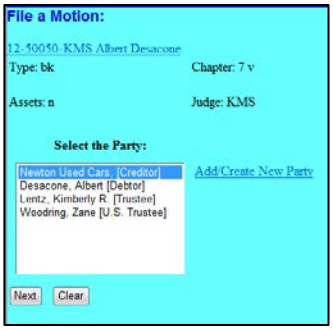
Step 7 When party search results **No person found**, click **Create New Party**



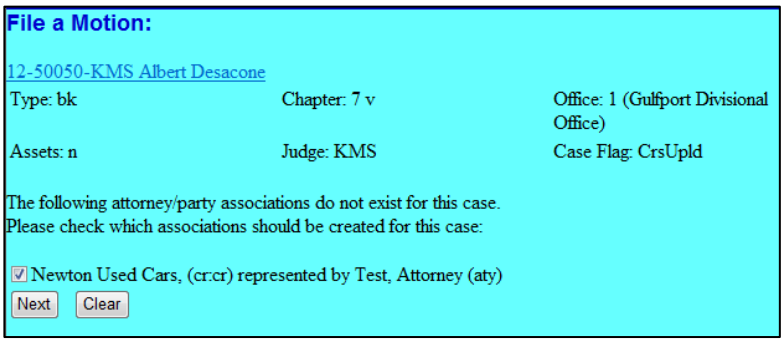
Step 8 For the party's address enter your mailing address – care of yourself. (See below example). Change **Role** to **Creditor**, click **Submit**



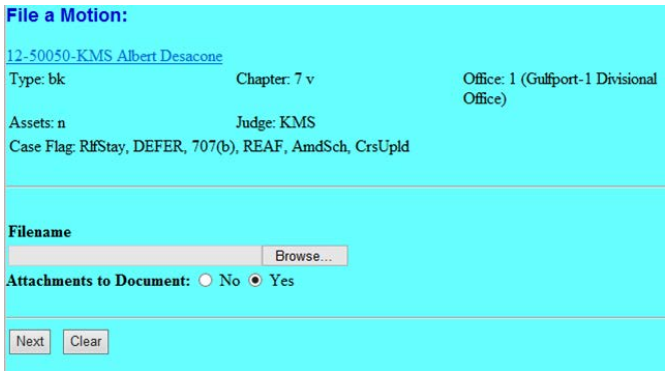
Step 9 **Select the Party:** Select the party you represent *(the party should be highlighted)*, click **Next**.



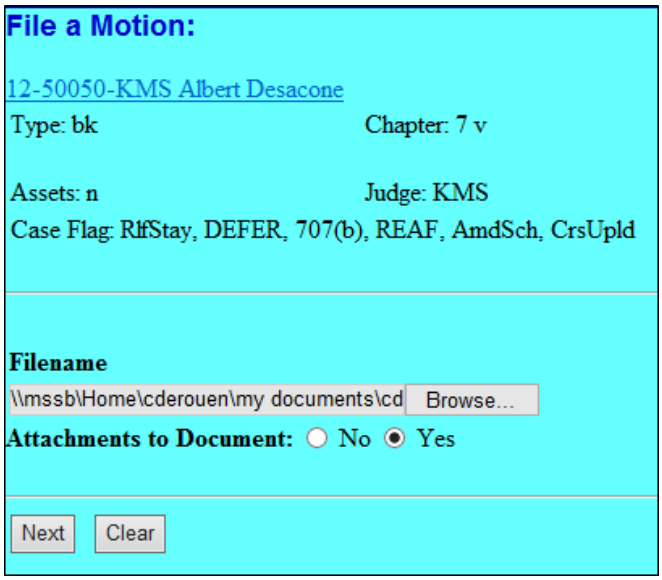
Step 10 **Party/Attorney Association:** To make the party/attorney association check the box. Click **Next**



Step 11a **Filename**: Browse and attach the PDF document associated with the motion.



Step 11b **Attachments to Document**: Select "**Yes**". Click **Next**

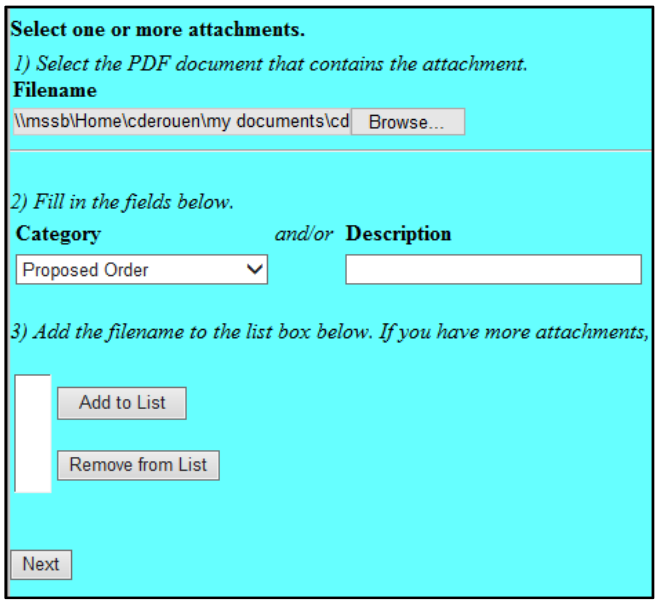


Filename:

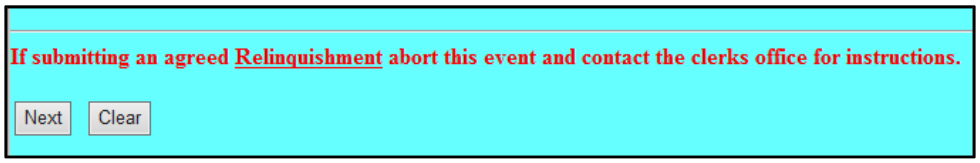
1) Browse and attach the PDF document associated with the proposed order.

2) Category – select "Proposed Order"

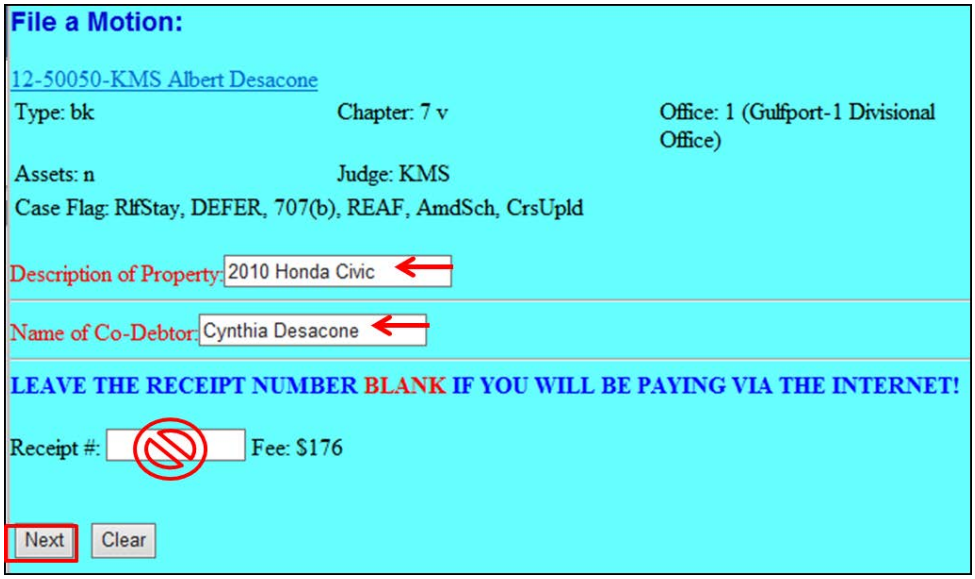
3) Click **Add to List**. Click **Next**



Step 12 Message regarding Relinquishments. Click **Next**



Step 13 **Description of Property**: Enter property;
Name of Co-Debtor: Enter co-debtor's name.
Filing Fee: 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**.



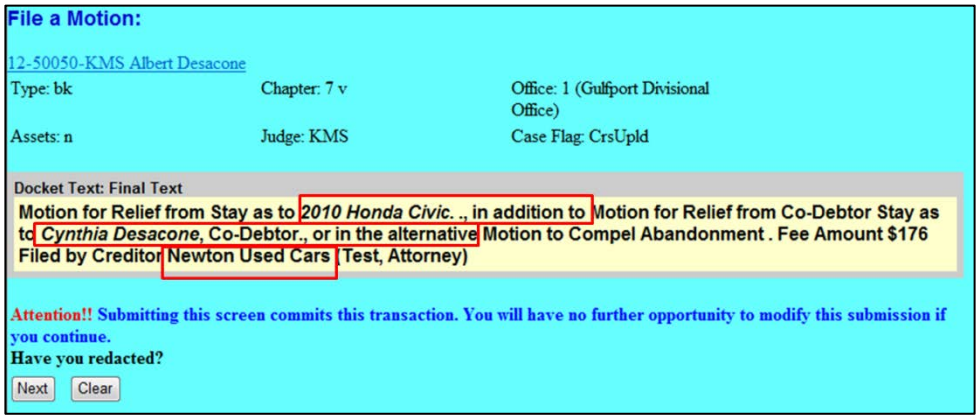
Step 14 **Docket Text**: Because three events were selected there are three docket text fields to review. Review docket text and add additional information needed.

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***.

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.

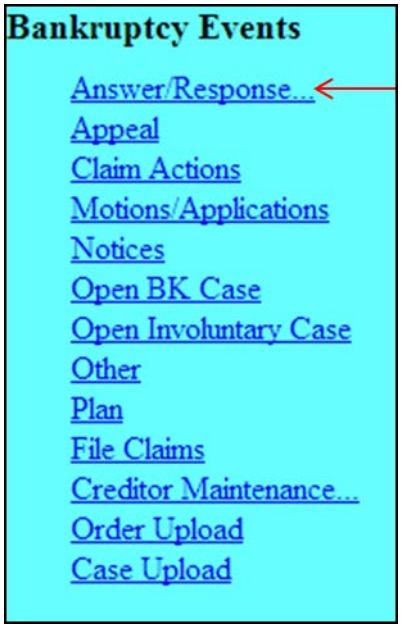


Step 16 **Notice of Electronic Filing** screen

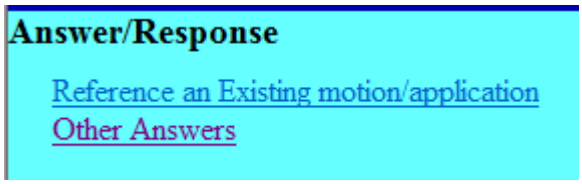
Section 6

Filing a Response

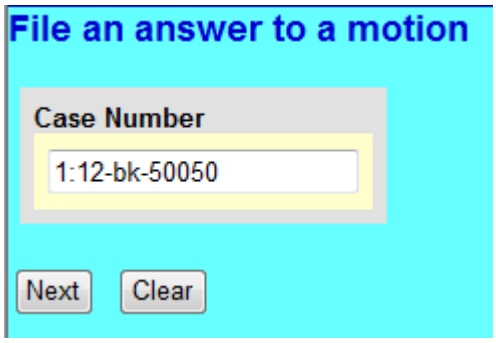
Step 1 Under Bankruptcy Event Category select **Answer/Response**



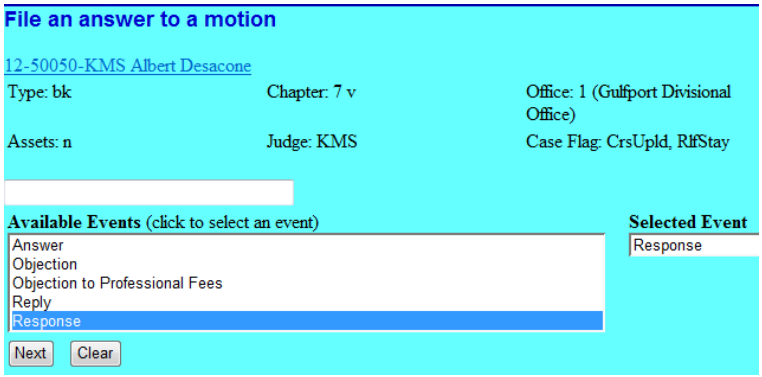
Step 2 Click **Reference an Existing motion/application**
Other Answers is selected when filing an answer to an involuntary petition.



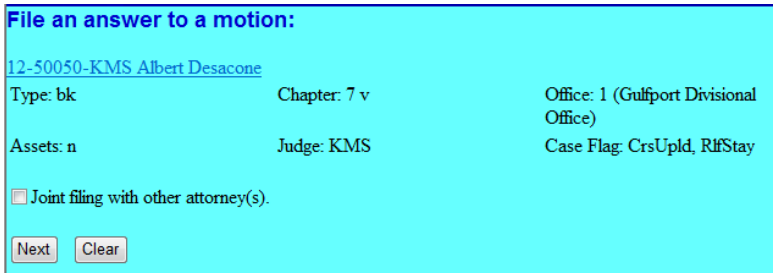
Step 3 Input **Case Number**, click **Next**.



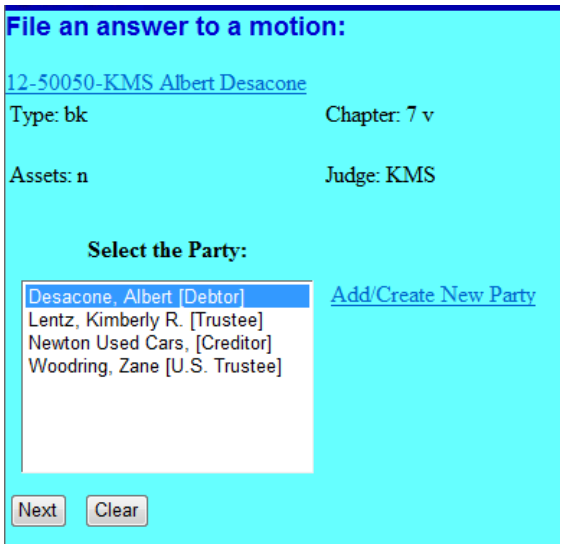
Step 4 Select the applicable docket event, click **Next**



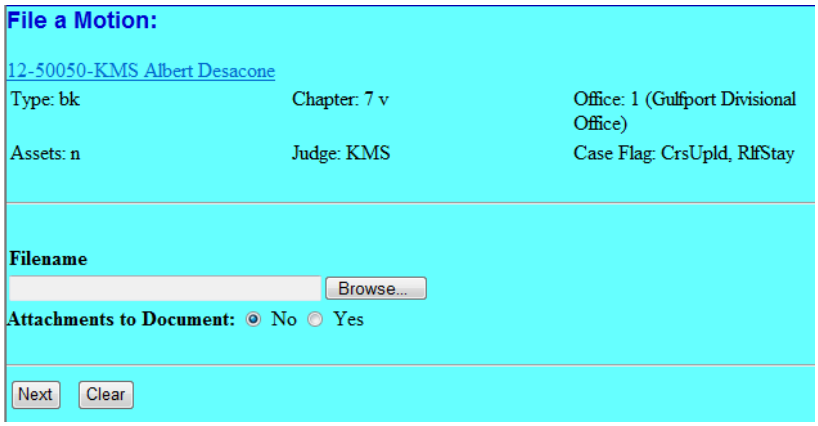
Step 5 **Joint filing with other attorney(s)**. Only check this box if this is a joint filing, click **Next**



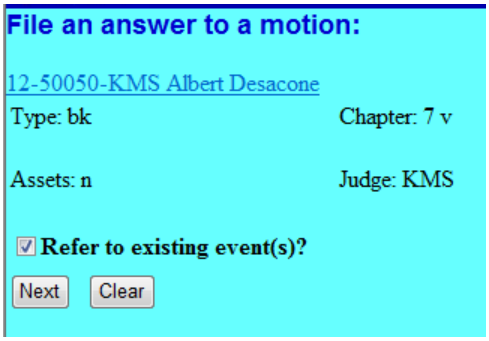
Step 6 **Select the Party:** Select the party filing the answer/response. If the party is not listed, select **Add/Create New Party**.



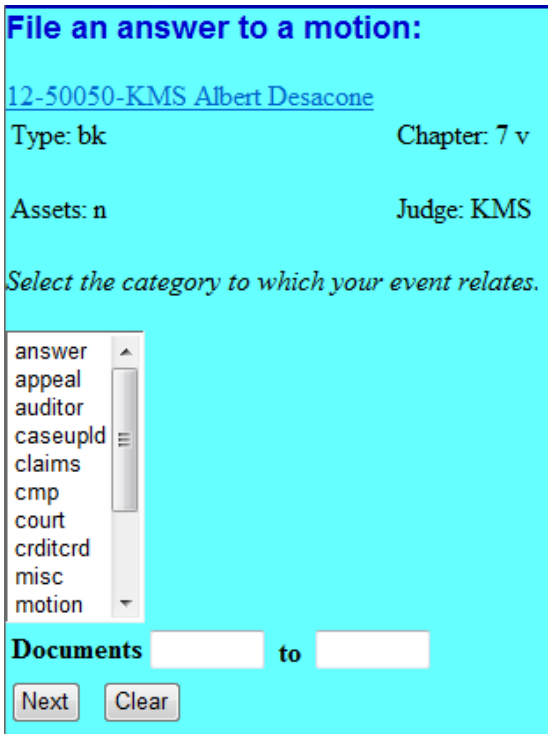
Step 7 **Filename**: Attach the PDF document associated with the answer/response, click **Next**



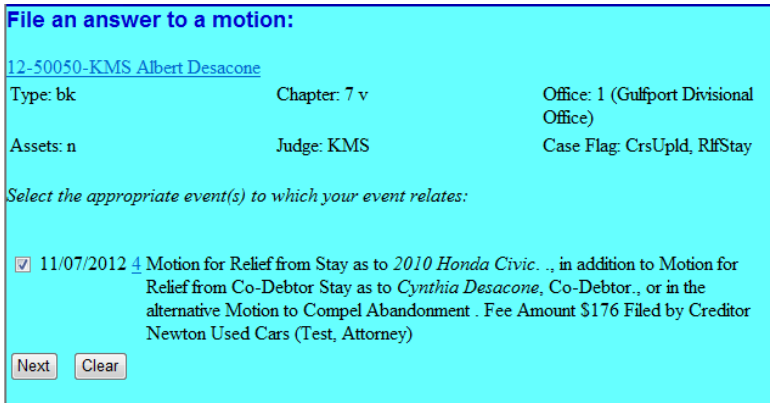
Step 8 Check the box to **Refer to existing event(s)?**, **c**lick **Next**



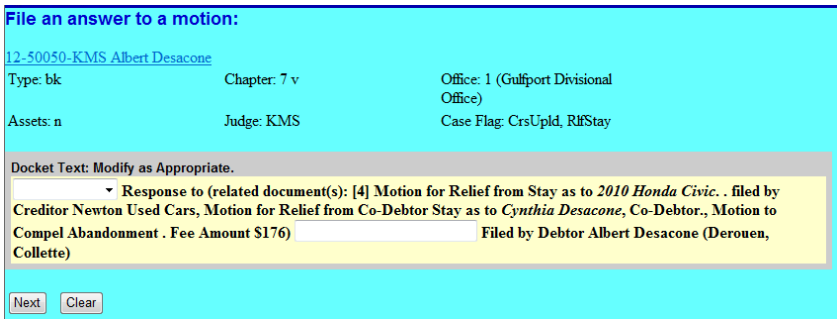
Step 9 **Select the category to which you event relates**. If you are unsure of the category, select all the categories, click **Next**.



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

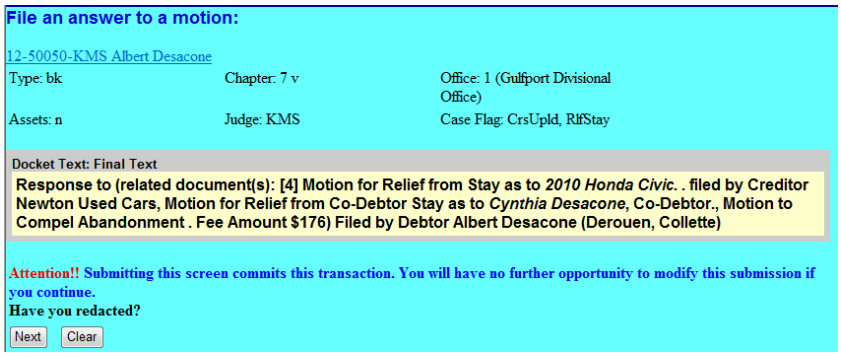


Step 11 **Docket Text.** Prefix drop down list and a text field to include any additional information, click **Next**.



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.



Step 13 **Notice of Electronic Filing** screen

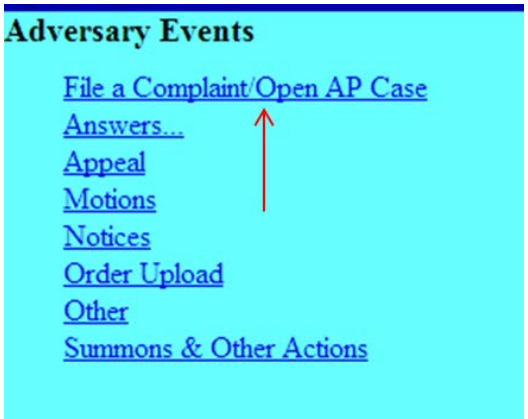
Section 7

Opening an Adversary Proceeding

Step 1 Log into ECF. See Section 2

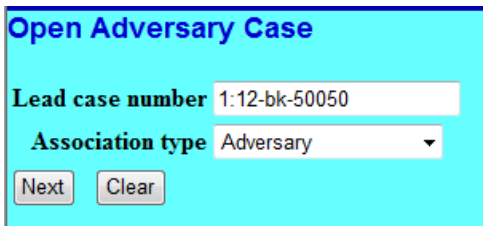
Step 2 From the main menu bar, click **Adversary**

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

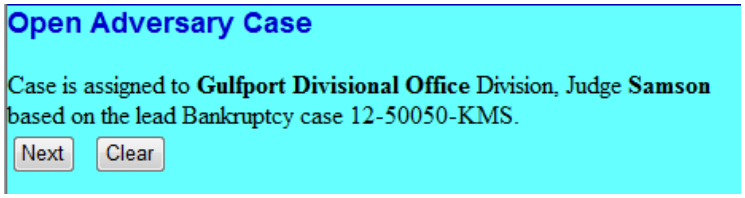


Step 4 Select **y** for Complaint or **n** for pleading other than Complaint, such as a Notice of Removal, click **Next**

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



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



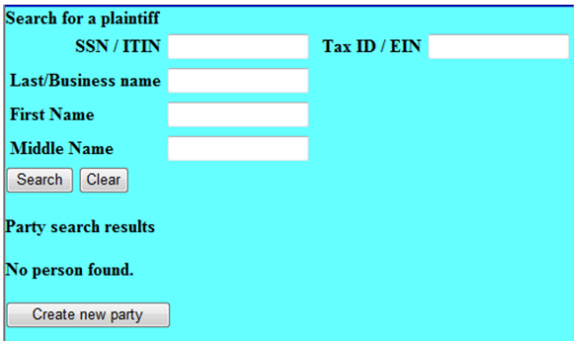
Note: The adversary is assigned based on the lead bankruptcy case.

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**

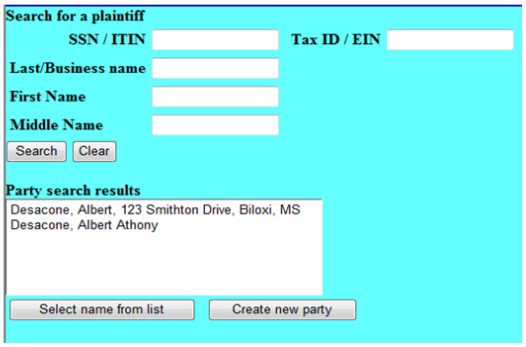
When the information does not match the complaint or a **No person found** message is displayed, click **Create a new party.**

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

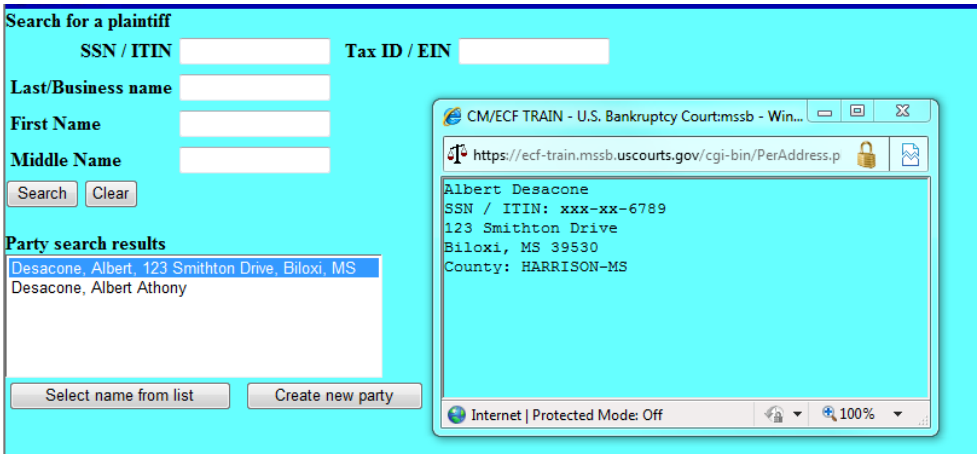
Search for plaintiff no record found



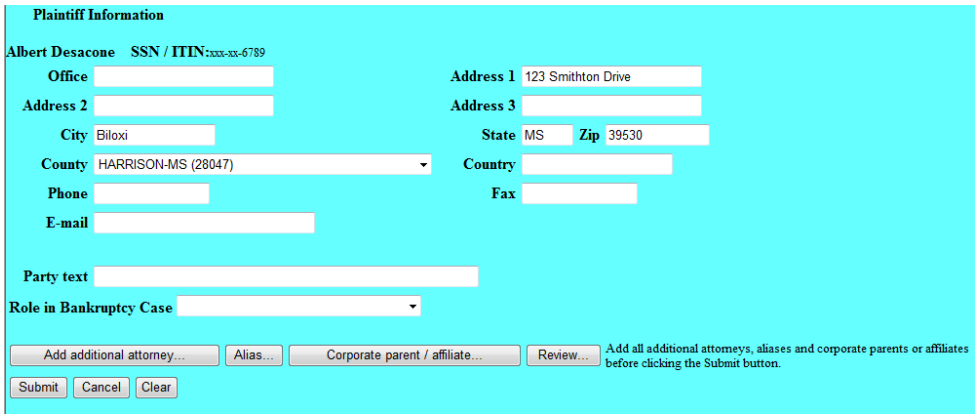
Search for plaintiff party record found



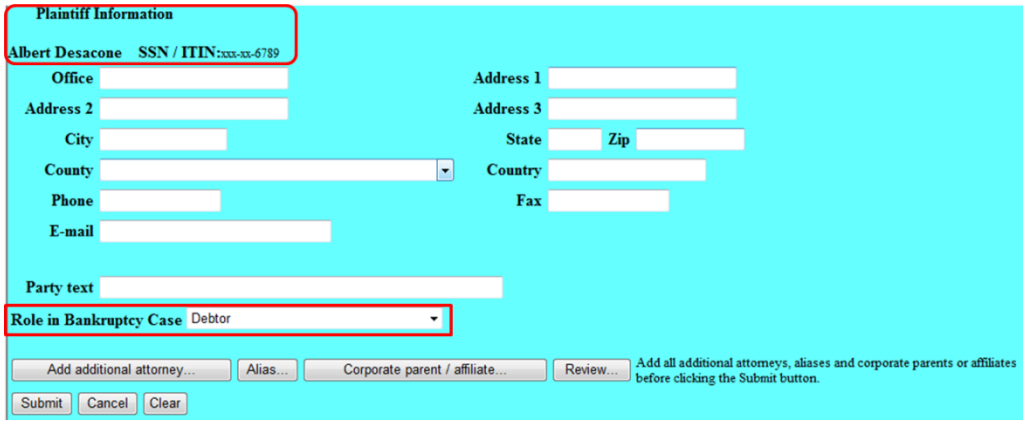
If the search results in a party record found, click on the name (highlighting the name) and verify the information is correct in the pop-up box. If it is an exact match from the complaint, click **Select Name from list.**



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.



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



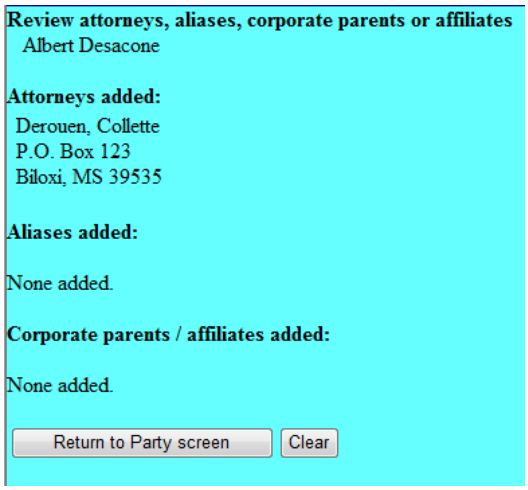
Role in Bankruptcy Case: you must select a role type;

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

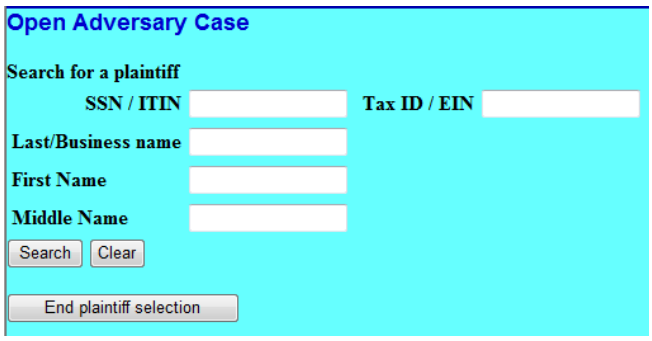
Alias: If the party has an alias, click add the alias;

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**

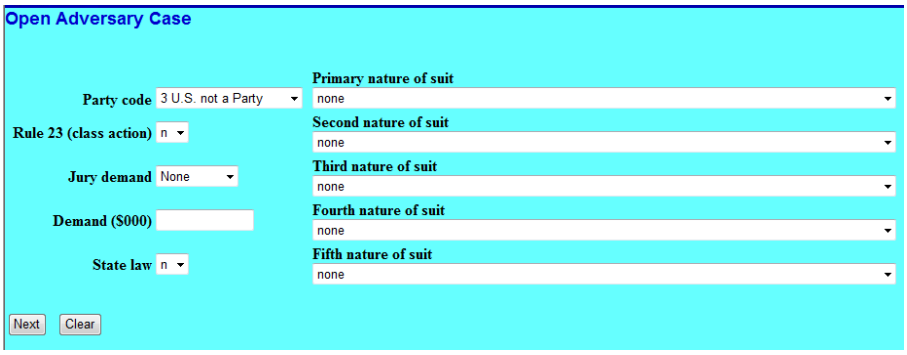


The computer will again ask for another plaintiff. At this point, you may either add another plaintiff or click **End plaintiff selection**.



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.



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**.

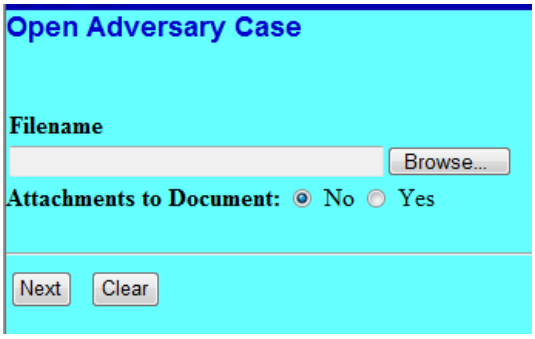
In the **Demand (000)** box, enter the amount of damages the complaint is seeking. The numbers you enter will represent thousands of dollars. For example entering “50” in the box will represent $50,000.

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

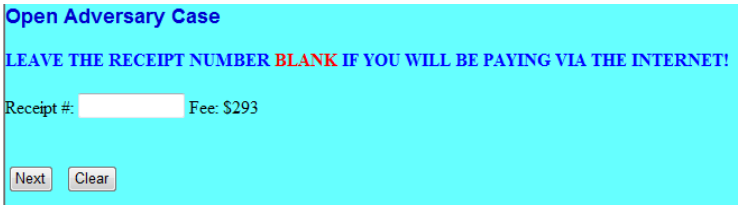
For **Nature of suits**, the user may select up to five different natures of suits. When the complaint is filed with multiple “nature of suits” and one suit is regarding objection or revocation of discharge, always select **41 (Objection / revocation of discharge – 727(c), (d), (e))** as the primary 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 (Form 1040)



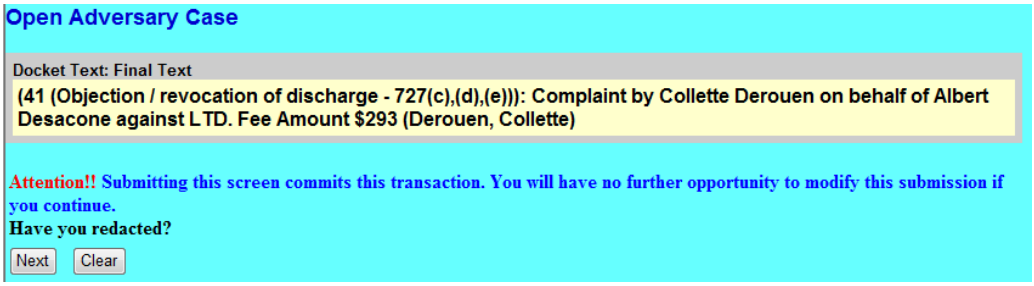
Step 11 The next screen will display a message for a receipt number. The screen will instruct you to leave the receipt number box blank if you are paying via the internet (Pay.gov). (You will pay through Pay.gov during the course of your filing.). Click **Next**.



**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.*

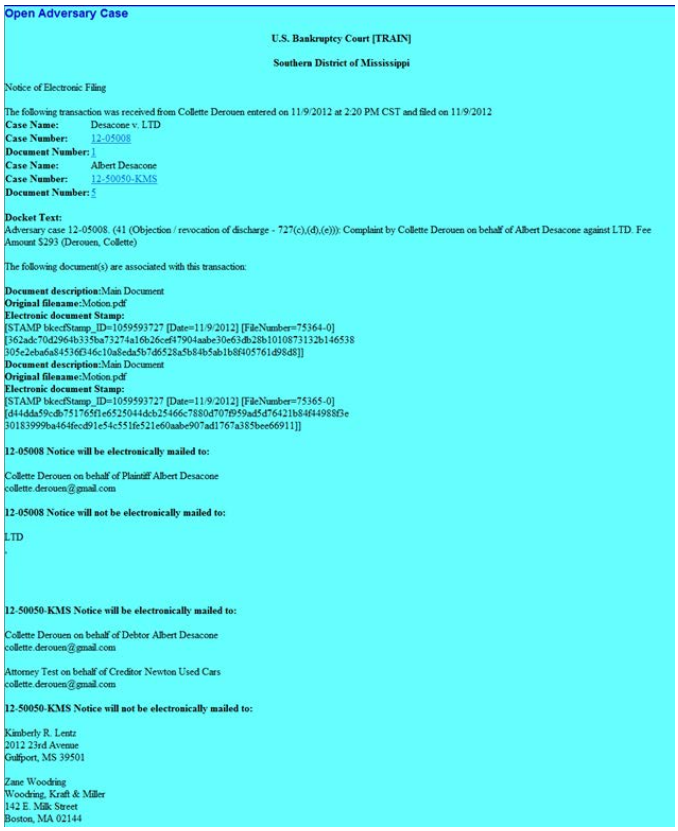
Step 12 On the next screen, click **Next**.

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



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 bkecfStamp_ID=1059593727 [Date=11/9/2012] [FileNumber=75364-0]
[362adc70d2964b335ba73274a16b26cef47904aabe30e63db28b1010873132b146538
305e2eba6a84536f346c10a8eda5b7d6528a5b84b5ab1b8f405761d98d8]]
Document description: Main Document
Original filename: Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=11/9/2012] [FileNumber=75365-0]
[d44dda59cdb75176 5f1e6525044dcb25466c7880d707f959ad5d76421b84f44988f3e
30183999ba464fecd91e54c551fe521e60aabe907ad1767a385bee66911]]

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:

Kimberly R. Lentz
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

	First Page	Subsequent Pages
	Top 3"	Top 1"
	Bottom 1"	Bottom 1"

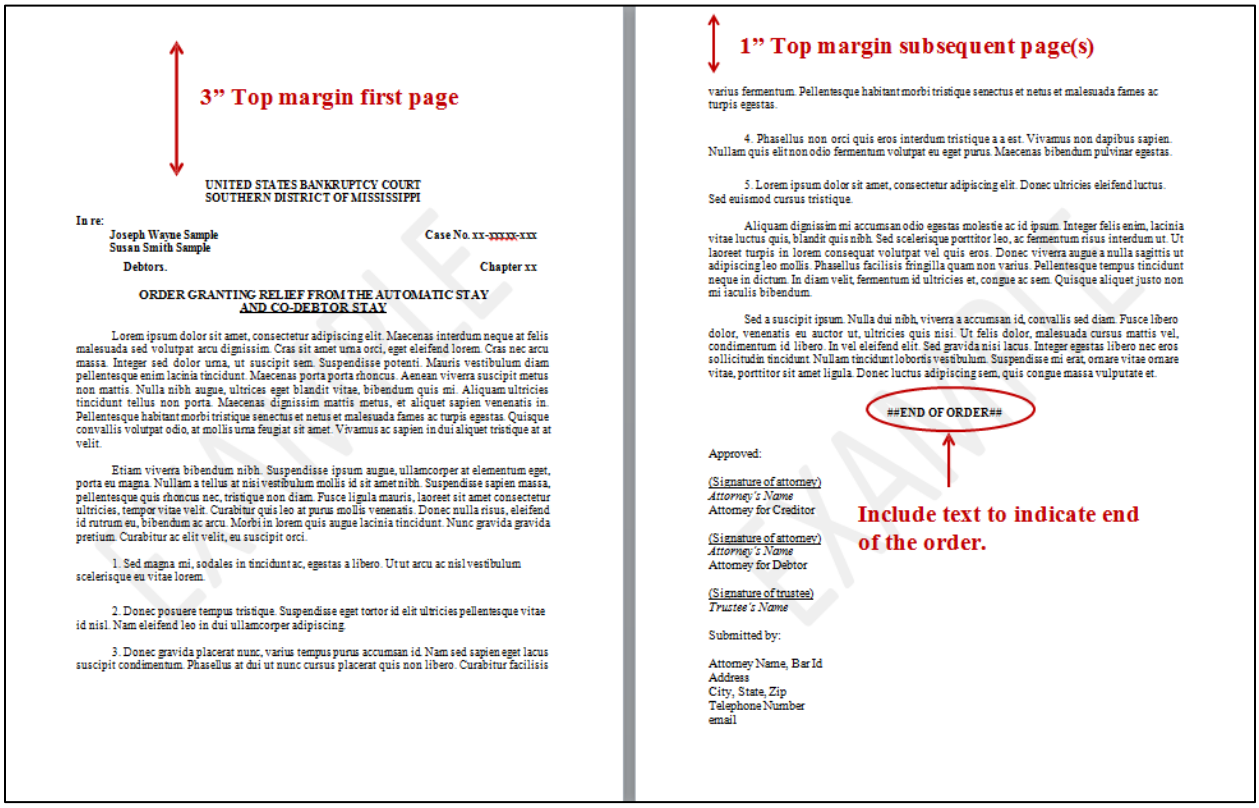
3. End of Order:

   - 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 <u>all</u> exhibits must be uploaded as one PDF document.

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

Example



3" Top margin first page

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re:
Joseph Wayne Sample
Susan Smith Sample
Debtors.

Case No. xx-xxxxx-xxx
Chapter xx

ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY

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, ultrices 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 at velit.

Etiam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus at 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.

1. Sed magna mi, sodales in tincidunt ac, egestas a libero. Ut ut arcu ac nisl vestibulum scelerisque eu vitae lorem.

2. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultricies pellentesque vitae id nisl. 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

1" Top margin subsequent page(s)

varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

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.

5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultricies eleifend luctus. Sed euismod cursus tristique.

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.

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.

##END OF ORDER##

Include text to indicate end of the order.

Approved:

(Signature of attorney)
Attorney's Name
Attorney for Creditor

(Signature of attorney)
Attorney's Name
Attorney for Debtor

(Signature of trustee)
Trustee's Name

Submitted by:

Attorney Name, Bar Id
Address
City, State, Zip
Telephone Number
email

Attorney Order Upload Options

Order Types

Single Orders:

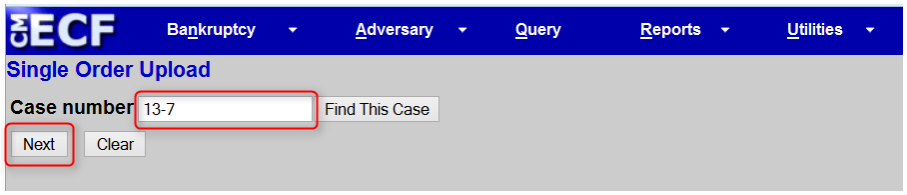
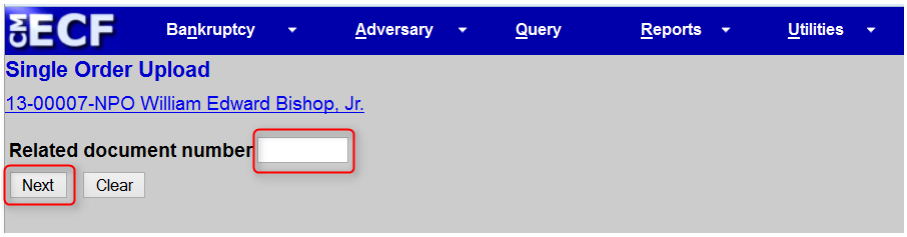
Proposed orders related to a document / pleading filed in a case and is the disposing/final order.

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.

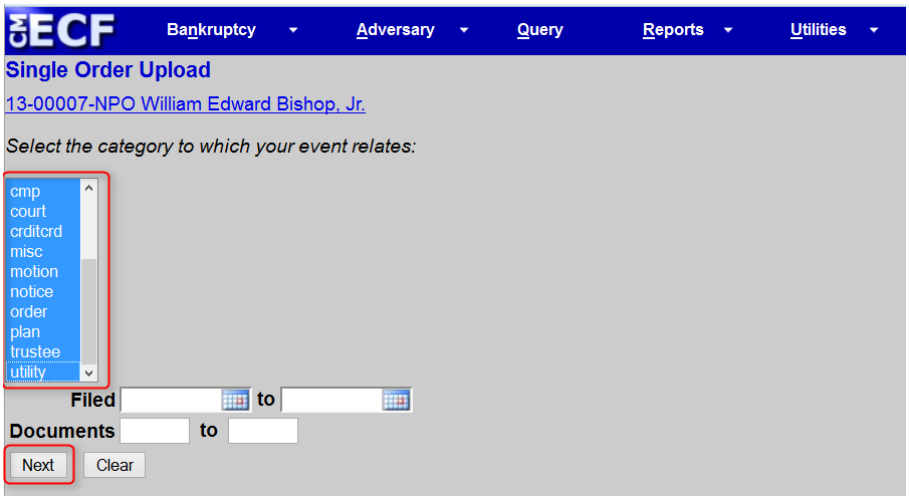
1. Select **Bankruptcy** > **Order Upload** Adversary proceeding select **Adversary** > **Order Upload**	
2. Select **Single Order Upload**	
3. Input case number; click **Next**	
4a. Input related document number; click **Next** *If unknown leave blank.*	

4b.

A related document number is required. The search screen displays when Step 4a is blank.

*Select a document category; click **Next**

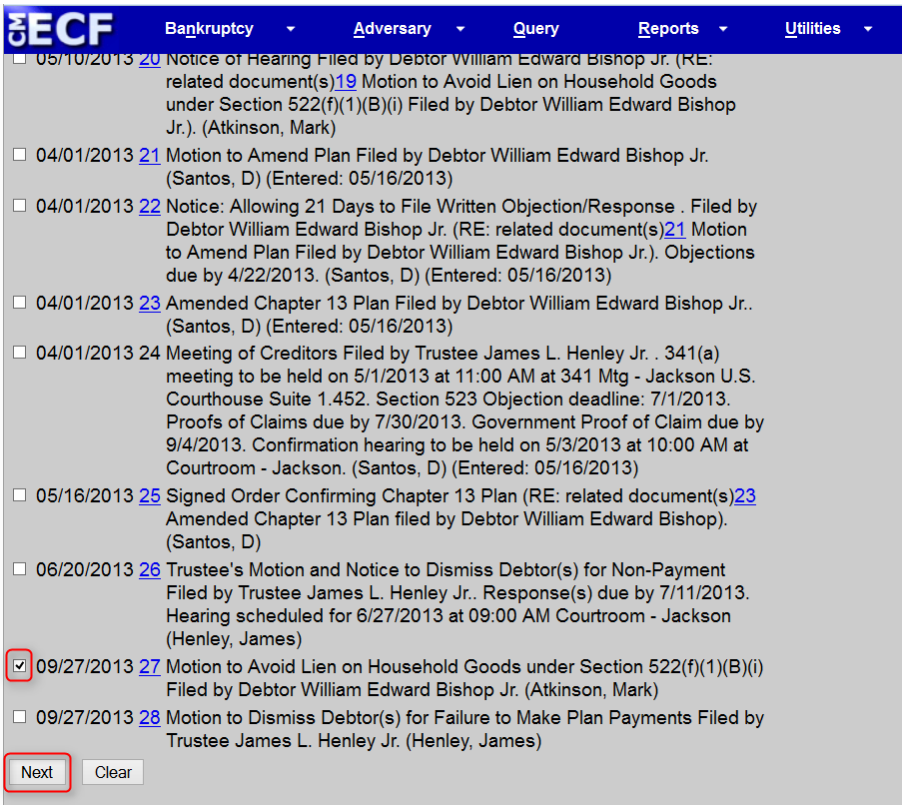
If the category is unknown select all categories.

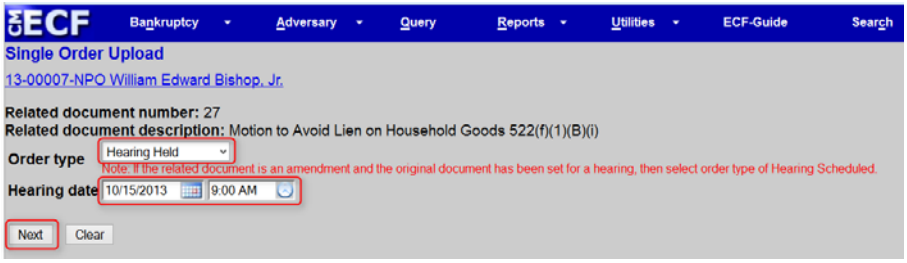
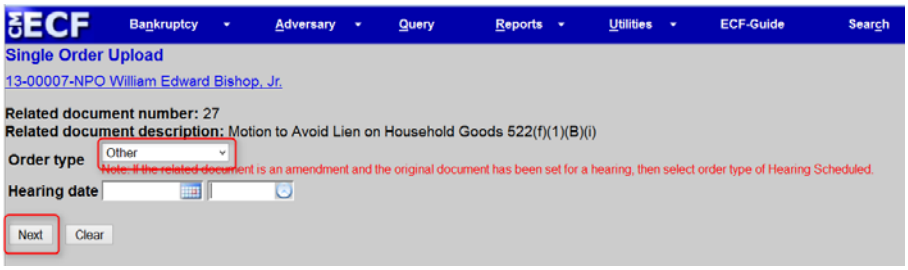
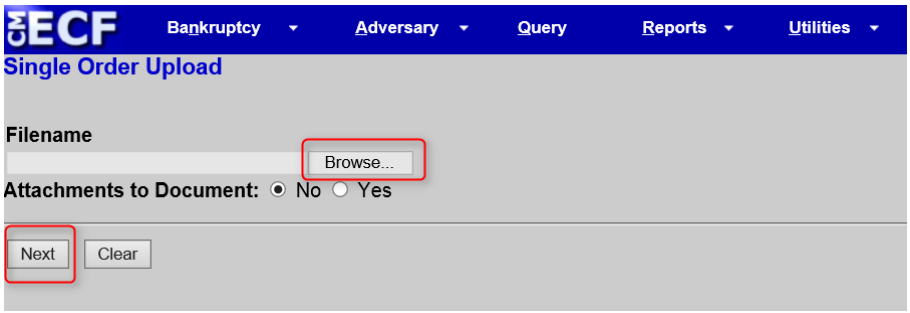


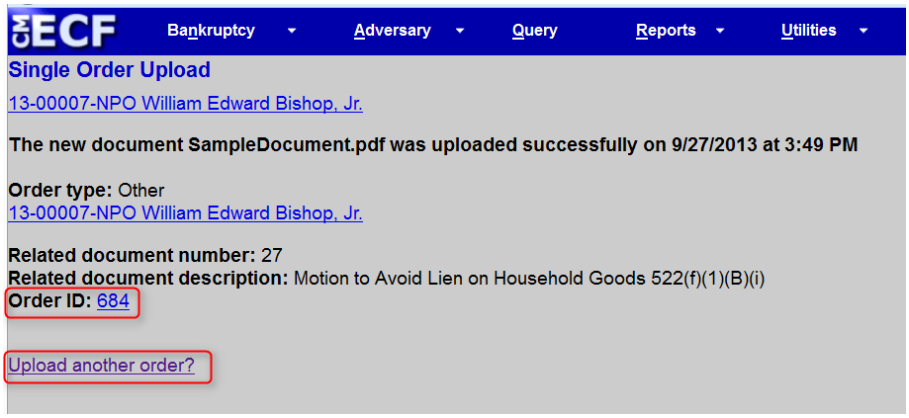
4c.

*Click the box next to the related document; click **Next**

Select one entry.



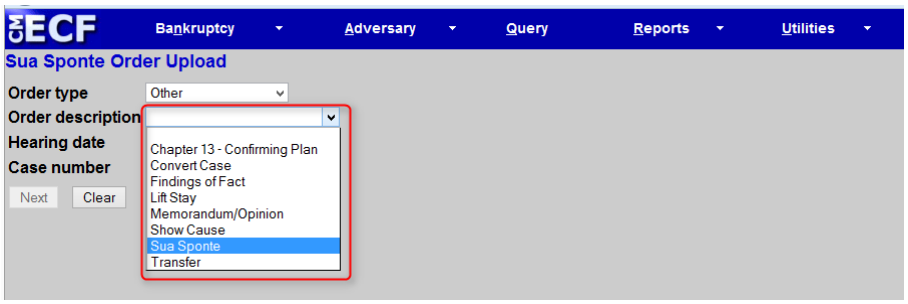
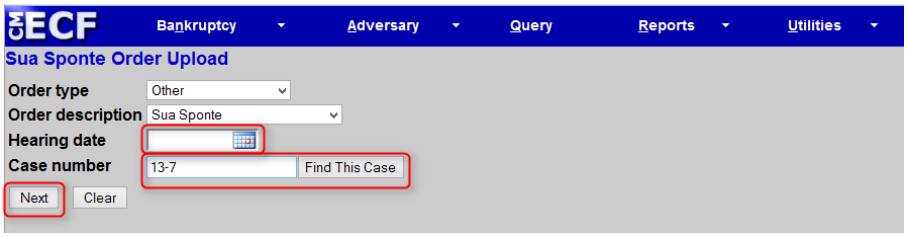
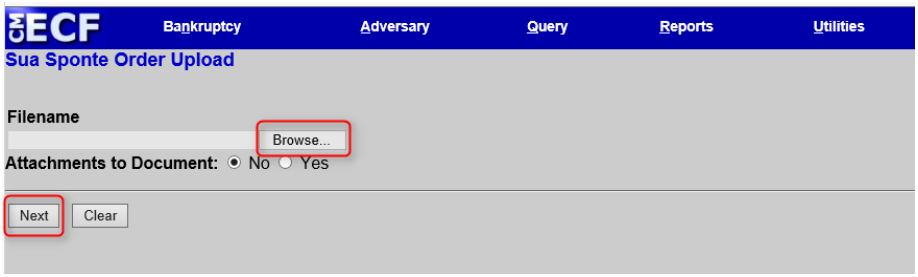
5. Select **Order type** Input a hearing date and time when the **Order type** is *Hearing Scheduled* **or** *Hearing Held* Click **Next**	Example with hearing information  Example without hearing information 
Order types	**Agreed Order** – Proposed order signed by all parties and a hearing was not scheduled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

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

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.

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

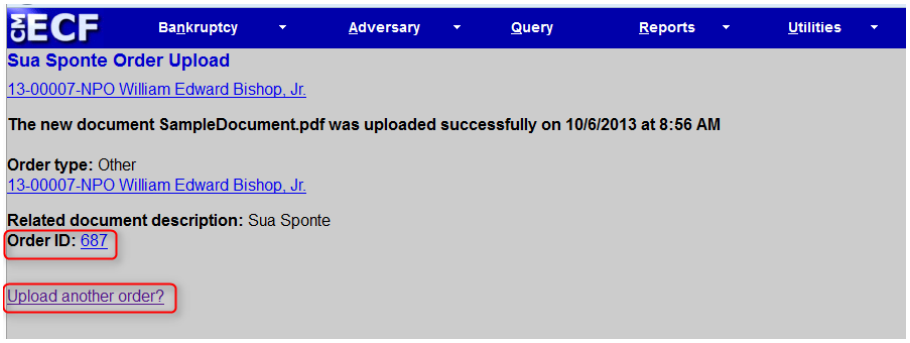
	Other – Any other type of proposed order.
3b. Select **Order Description**	
3c. Input hearing date *(if applicable)* Input case number; click **Next**	
4. Click **Next**	
5. Click **Browse** to attach proposed order; click **Next** ***Do not upload attachments**	

6.

The order upload confirmation screen displays with **Order Id #** assigned to the proposed order.

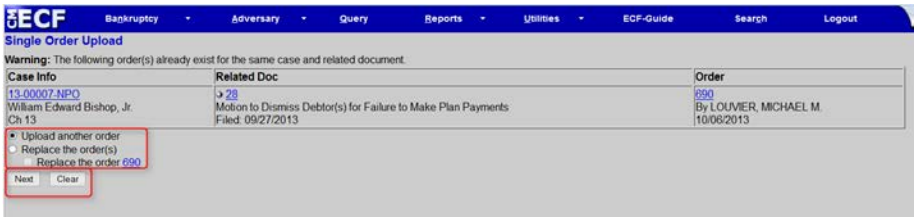
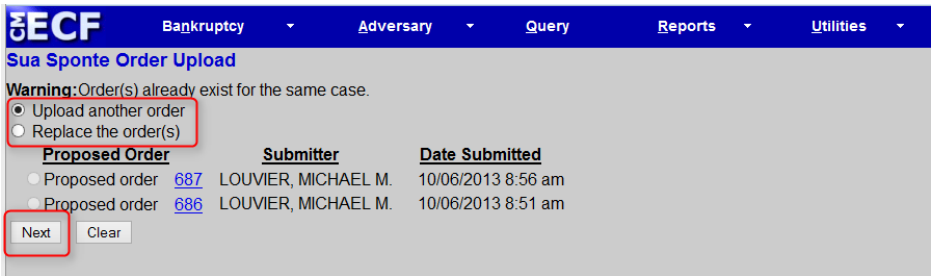
To view the proposed order click the order ID number.

To upload another order click **Upload another order?**



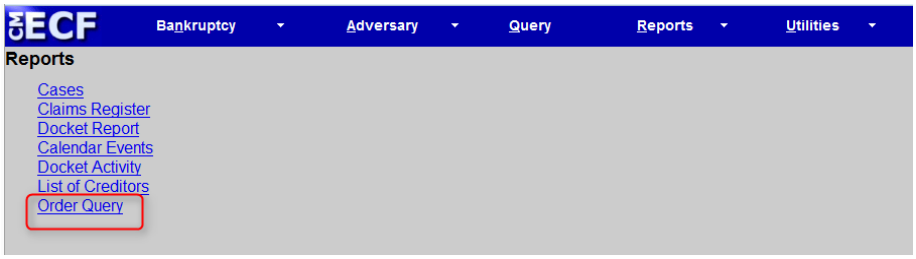
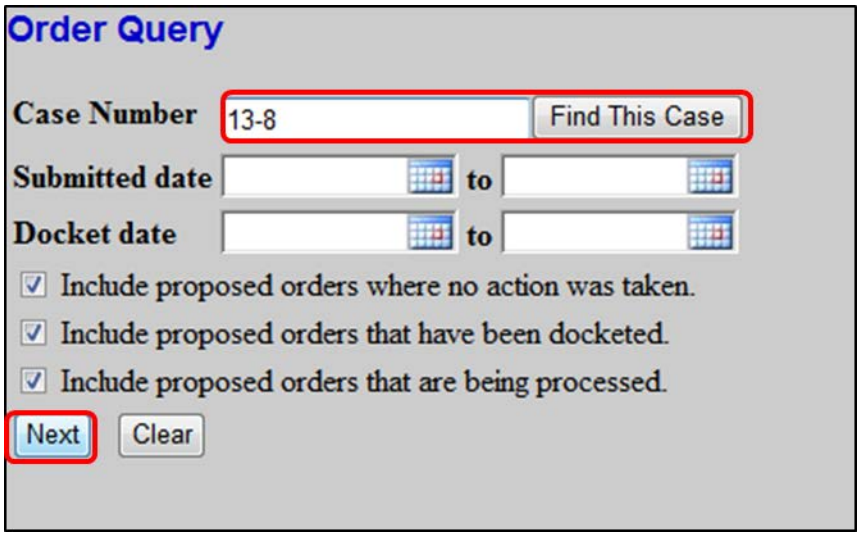
Replacing or Uploading an Additional Order

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.

Single Order Upload	After the related docket entry is selected and when a proposed order already exists related to the same entry, the screen below displays.
Select **Upload another order** or **Replace the order(s)** *selecting proposed order(s) to replace*; click **Next**	
Sua Sponte Order Upload	The below screen displays after inputting the case number. Although the *Upload another order* and *Replace the order(s)* look slightly different, the basic operation is the same.
Select **Upload another order** or **Replace the order(s)** *proposed order(s) to replace*; click **Next**	

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.

Select **Reports > Order Query**	
Criteria Options: • Case Number • Submitted date range • Docket date range Select options; click **Next**	
Order Query Options:	**Include proposed orders where no action was taken** - displays replaced or rejected orders. **Include proposed orders that have been docketed** - displays orders that were signed and docketed. **Include proposed order that are being processed** - displays submitted orders awaiting review or signature and entry.

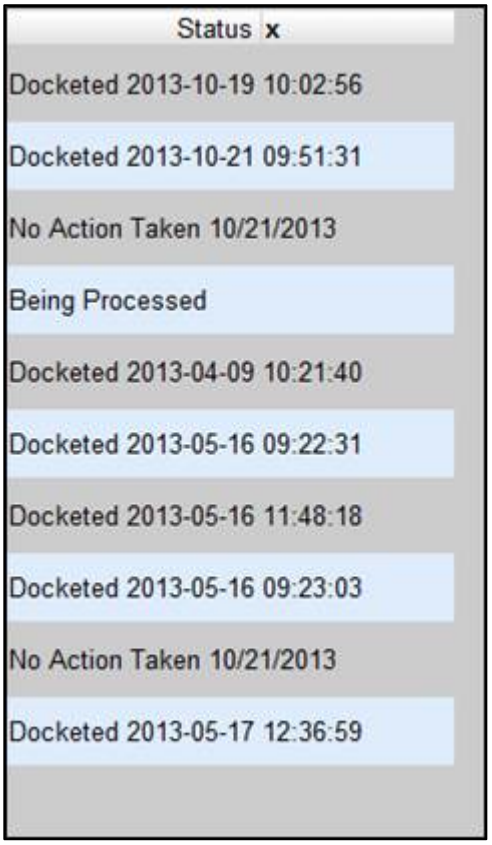
Report Information:

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	08-00005-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-NPO 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	05/16/2013	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)

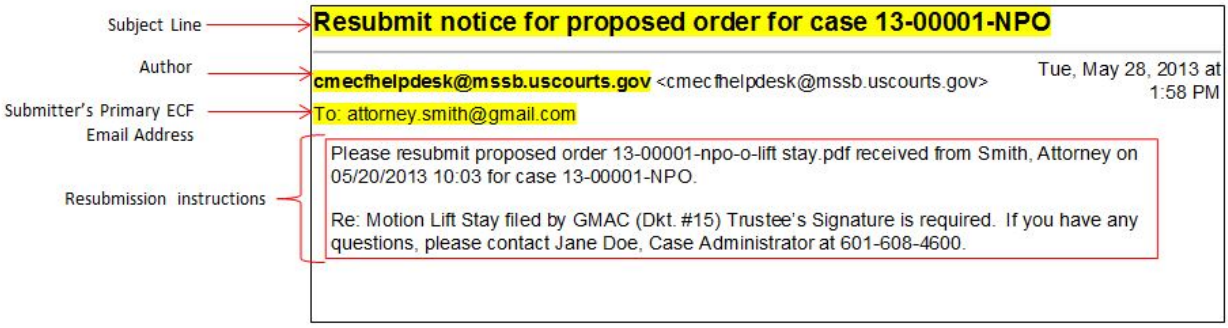


Resubmission Notification

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.



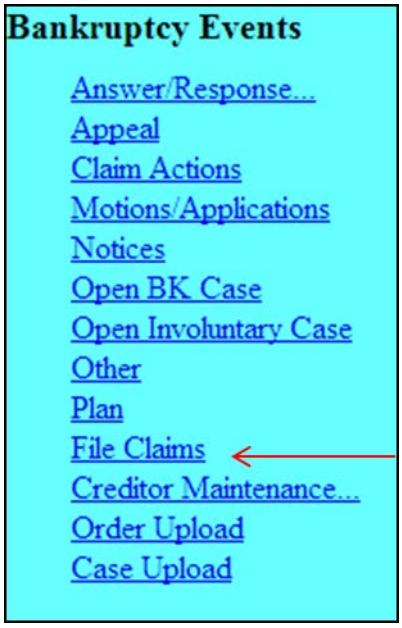
Section 9

Filing Proof of Claim

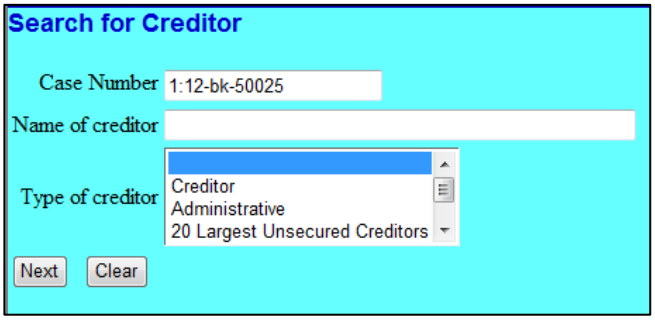
Step 1 Log into ECF. See Section 2

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

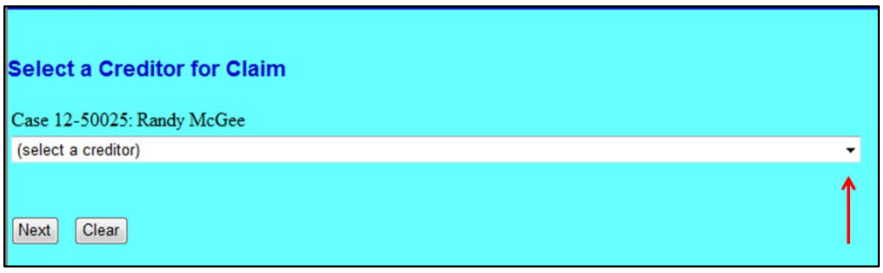
Step 3 Click **File Claims**

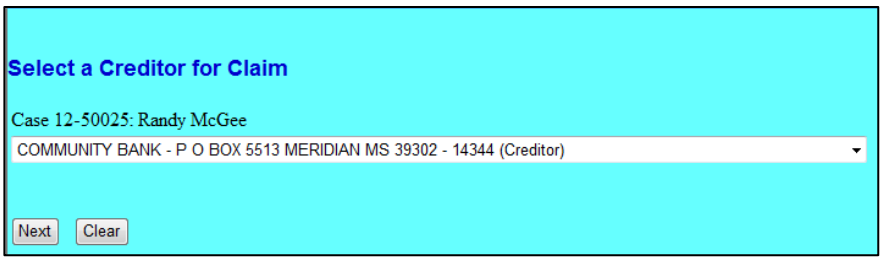


Step 4 **Search for Creditor:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** and **Type of creditor** fields blank, click **Next.**

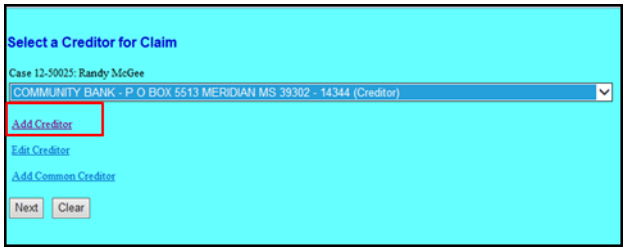


Step 5 **Select Creditor**: Click the down arrow to view all creditors that have been added to that case. Click the creditor for which you are filing this claim and click **Next**.

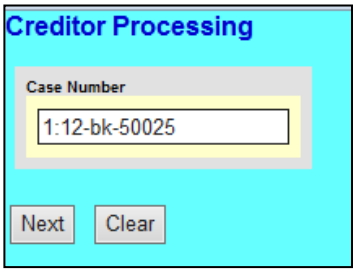




If the creditor's name or address is not listed **exactly** as it appears on your proof of claim, click **Add Creditor** (See 5a to add a creditor).

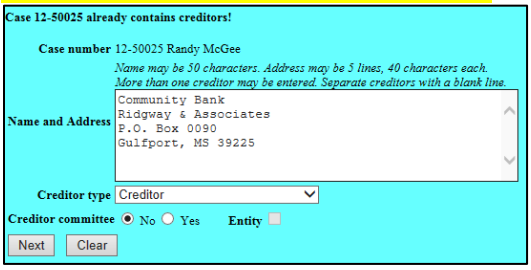


Step 5a On next screen enter case number, click **Next**.

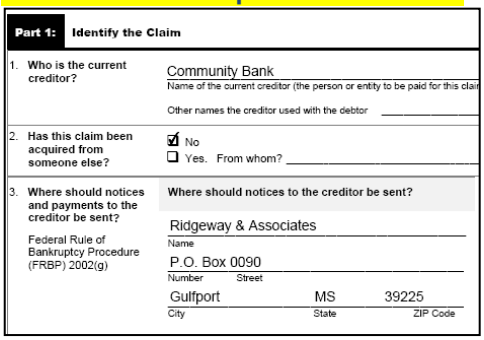


Enter the Creditor's name (from claim form Part 1 Line 1). Below the creditor's name enter the **noticing** information (from claim form Part 1 Line 3) and click **Next**.

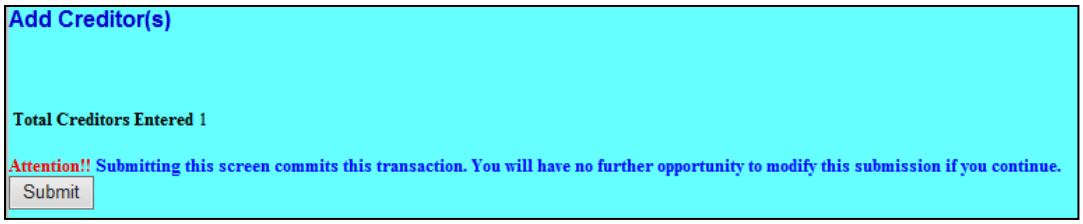
Creditor information added to the case



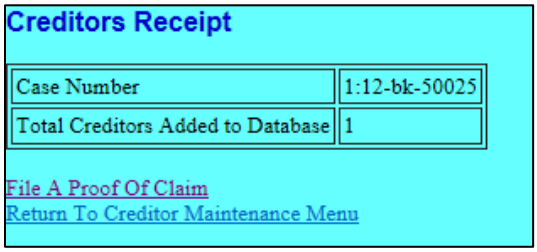
Claim information provided on claim



Click **Submit** on the next screen to add the creditor.

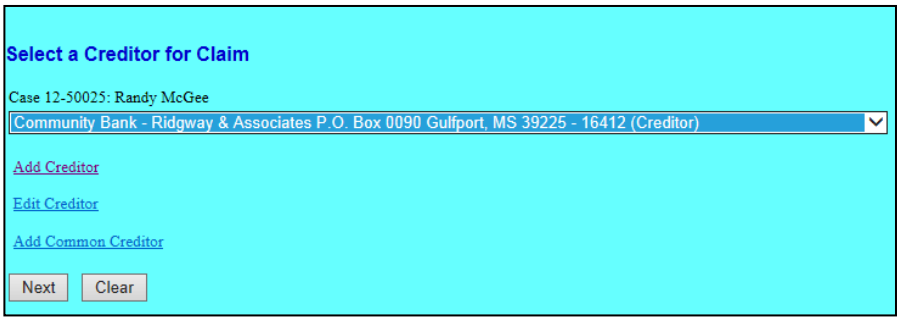


The Creditor Receipt screen appears; click on **File a Proof of Claim**.

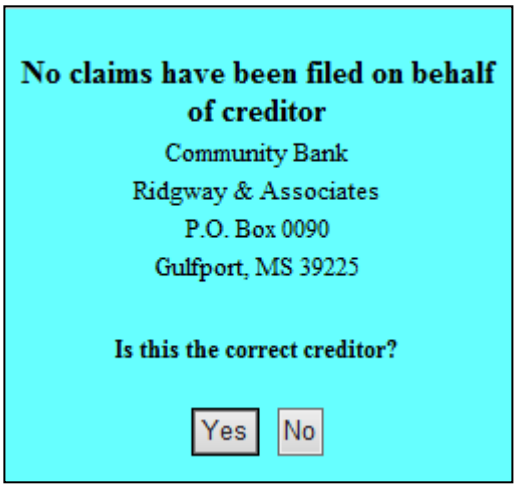


At the next screen (Search for a Creditor) verify case number; click Next

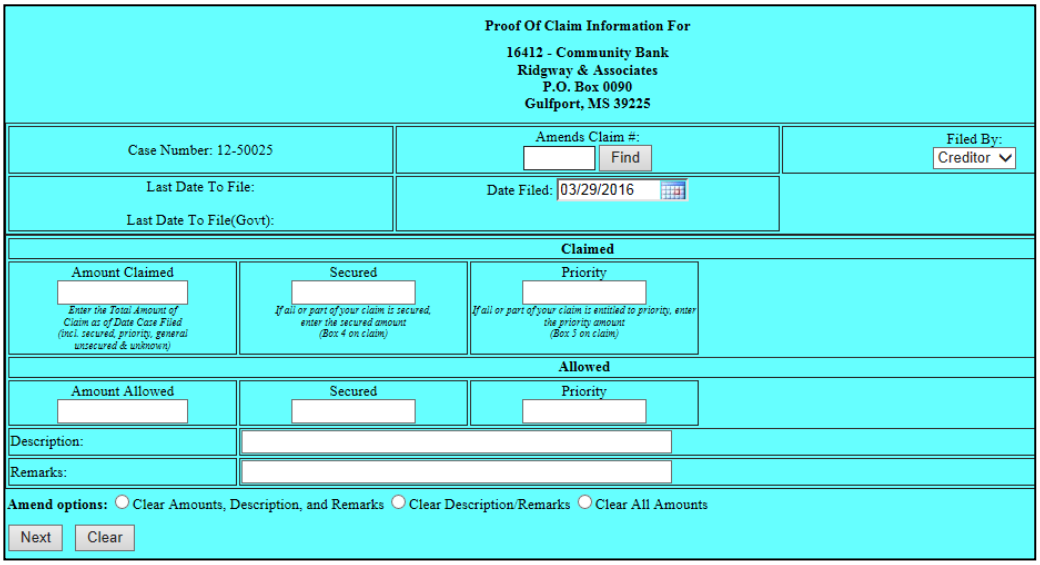
Step 6 **Select Creditor**: Select the creditor for which you are filing this claim and click **Next**.



Creditor Verification screen. A dialog box appears asking if the selected creditor is correct, click **Yes**.



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



Amends Claim #: <u>When filing an amended claim</u>, click **Find** to display filed claims. To view the creditor's address hover the cursor over the creditor's name or claim; select the creditor by name or claim number. The values from the original claim will populate on the next screen; update the information provided on the amended claim.

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

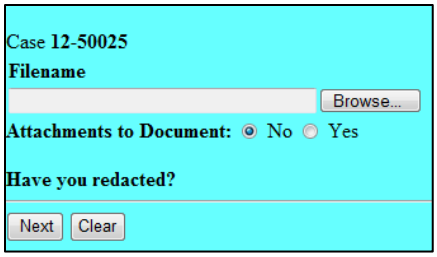
Claimed: Enter the appropriate amounts.

Description: Enter a short description of the claim *(optional)*.

Remarks: Enter any remark *(optional)*.

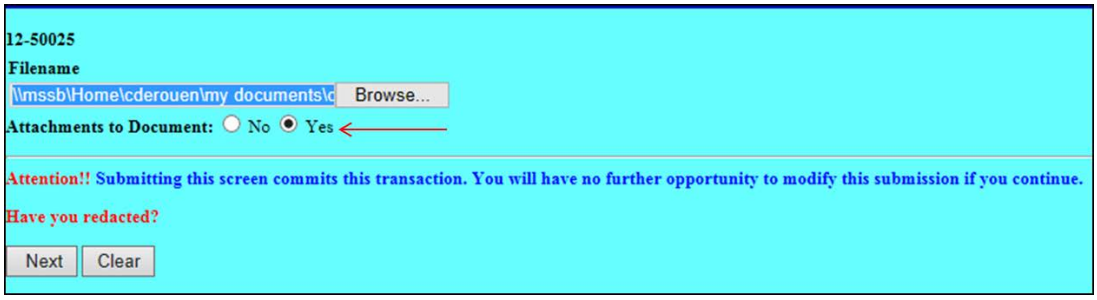
Amend options: Click a radio button to clear the values.

Step 7 On the next screen, click *Browse* and attach the PDF document of the proof of claim. If there are no additional attachments, click **Next.** (See Step 7a to add attachments).



Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.

Step 7a *Attachments to Document*: If there are additional attachments click the **Yes** radio button; then **Next.**



1) Browse and select the PDF document for the additional attachment.
2) Select a *Category* from the drop down list and/or input a description in the *Description* field.
3) Click *Add to list*. Repeat the process for additional attachments and click **Next** when all attachments are uploaded.

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 3/29/2016 at 12:35 PM CDT

File another claim

Case Name: Randy McGee
Case Number: 12-50025
Creditor Name: Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225
Claim Number: 8 Claims Register
Amount Claimed: $500.00
Amount Secured:
Amount Priority:

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

12-50025 Notice will be electronically mailed to:

12-50025 Notice will not be electronically mailed to:

Citibank
,

Citizens Bank
Post Office Box 829
Columbia, MS 39429

Attorney Htwo on behalf of Debtor Randy McGee
,

MONEY NOW GPT
412-A PASS RD
GULFPORT,

Money Now
10068 Central Ave.
D'Iberville, MS 39540

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

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.

Filing Fee - Displays the original case filing fee (if available), as well as information about any payments made toward the fee. If a balance is due (for a filing fee to be paid in installments or deferred), the amount due is 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

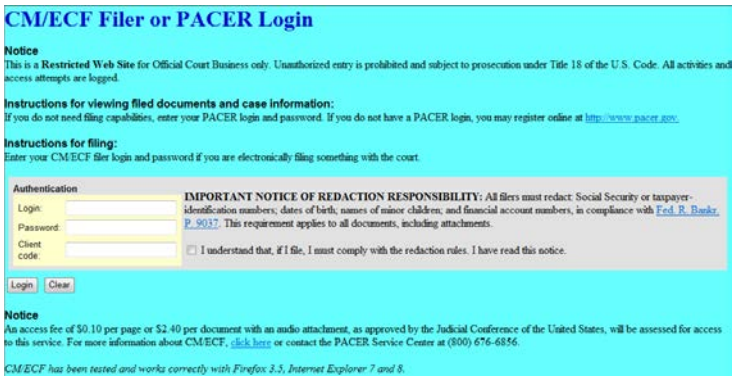
Change Your ECF Password

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* !@#$%^&*() +_=+) ;

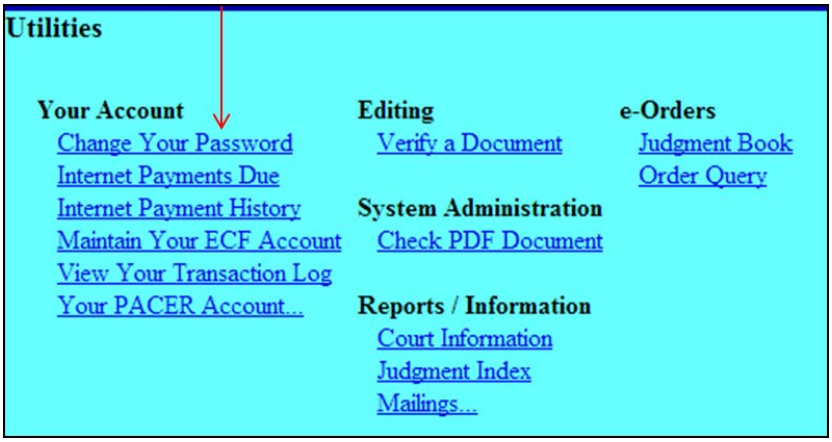
Note: The character order is not relevant.

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

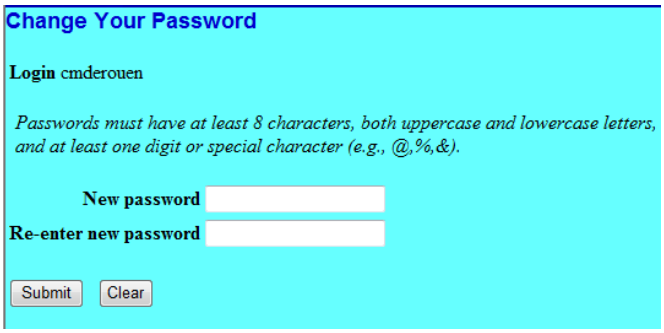


Step 2 Click, “Utilities” from the blue menu bar

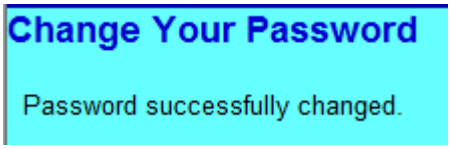
Step 3 Click, **Change Your Password**



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



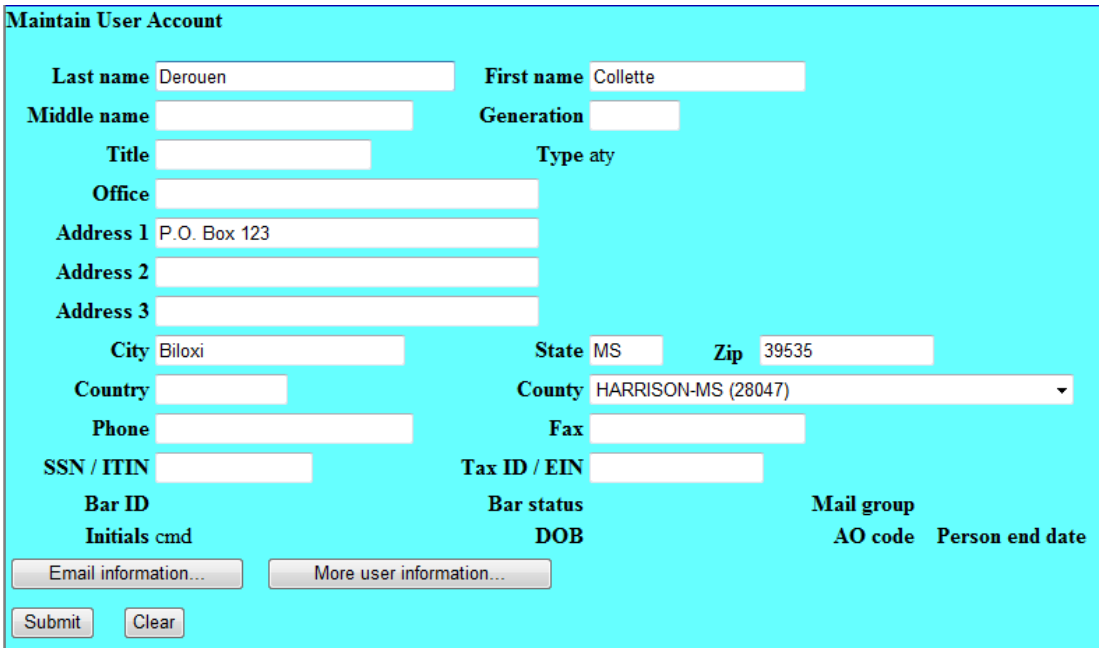
Step 5 A screen will appear confirming your password was changed



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.



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:

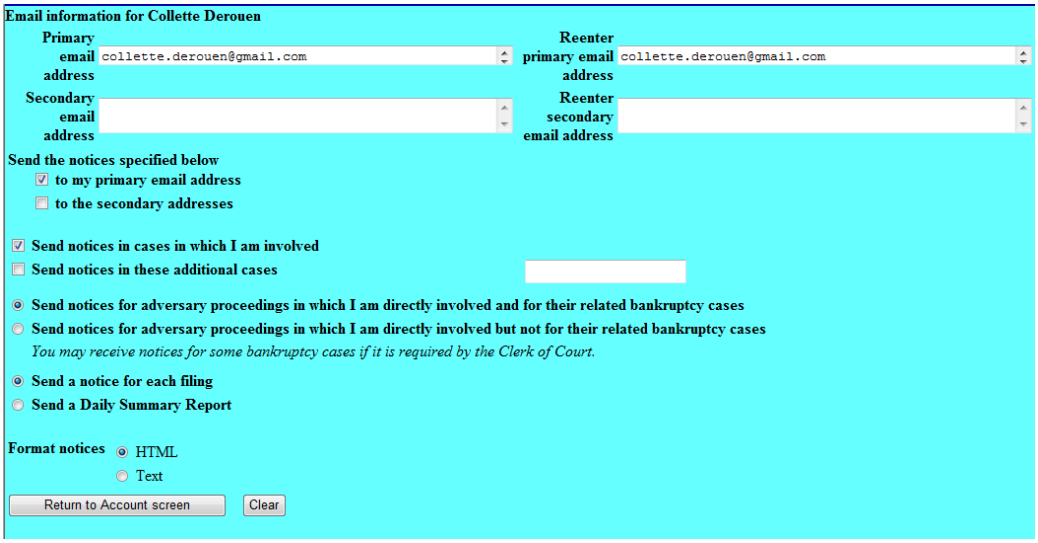
- **Send a notice for each filing** - choose this option if you would like to receive an email for each NEF. These emails are sent immediately throughout the day.
- **Send a Daily Summary Report** - choose this option if you would like to get a listing of all NEFs for your cases for the day. This email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

Select only one option:

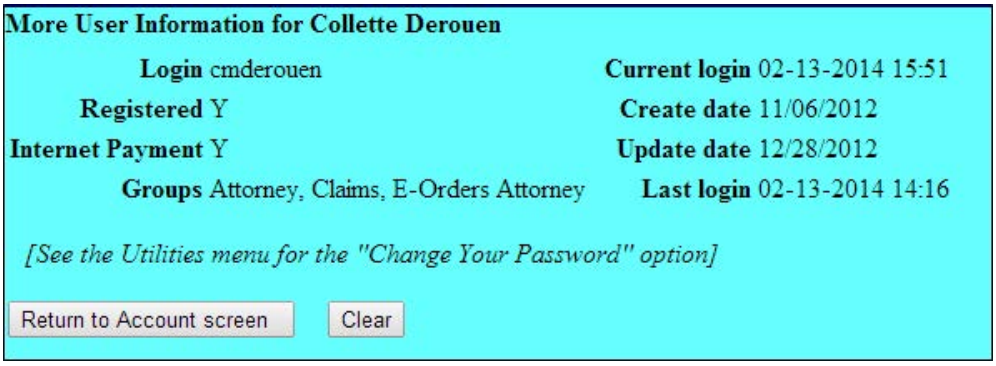
Format notices:

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.



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.



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

- ☐ **$335.00 Filing Fee** *($245 filing fee + $75 Administrative fee + $15 trustee surcharge)*
  See requirement below when paying in installments or requesting filing fee be waived.
- ☐ **Voluntary Petition** (Official Form 101)

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

- ☐ **List of Creditors** *(list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G and H)*.
- ☐ **Statement of Social Security Number** *(Official Form 121)*
- ☐ **Certificate of Credit Counseling** (provided by Credit Counseling Agency)
- ☐ **Application for Individuals to Pay the Filing Fee in Installments** – *(Official Form 103A)*
  (required when an individual debtor requests to pay the filing fee in installments).
- ☐ **Application to Have the Chapter 7 Filing Fee Waived** – *(Official Form 103B)*
  (required when an individual debtor request the court waive the filing fee).

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

- ☐ **Chapter 7 Statement of Your Currently Monthly Income** *(Official Form 122A-1)*
- ☐ **Statement of Exemption from Presumption of Abuse Under §707(b)(2)**
  (Official Form 122A-1Supp) (If applicable)

- ☐ **Schedules and Statements** file the following documents as one PDF document:
  - Summary of Your Assets and Liabilities and Certain Statistical Information *(Official Form 106Sum)*
  - Schedule A/B: Property *(Official Form 106A/B)*
  - Schedule C: The Property You Claim as Exempt *(Official Form 106C)*
  - Schedule D: Creditors Who Have Claims Secured by Property *(Official Form 106D)*
  - Schedule E/F: Creditors Who Have Unsecured Claims *(Official Form 106E/F)*
  - Schedule G: Executory Contracts and Unexpired Leases *(Official Form 106G)*
  - Schedule H: Your Codebtors *(Official Form 106H)*
  - Schedule I: Your Income *(Official Form 106I)*
  - Schedule J: Your Expenses *(Official Form 106J)*
  - Schedule J-2: Expenses for Separate Household of Debtor 2 *(Official Form 106J-2)* (If applicable)
  - Declaration About an Individual Debtor's Schedules *(Official Form 106Dec)*
  - Statement of Financial Affairs for Individuals Filing for Bankruptcy *(Official Form 107)*.
  - Statement of Intention for Individuals Filing Under Chapter 7 *(Official Form 108)*
  - Disclosure of Compensation of Attorney Debtor *(Director's Form 2030)*

Appendix B

Required Lists, Schedules, Statements, and Fees

Non-Individual Chapter 7 Voluntary Case

- ☐ **$335.00 Filing Fee** *($245 filing fee + $75 Administrative fee + $15 trustee surcharge)*
  See requirement below when paying in installments or requesting filing fee be waived.
- ☐ **Voluntary Petition** (Official Form 201)

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

- ☐ **List of Creditors** *(list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G, and 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 Assets and Liabilities for Non-Individuals *(Official Form 206Sum)*
  - Schedule A/B: Assets – Real and Personal Property *(Official Form 206A/B)*
  - Schedule D: Creditors Who Have Claims Secured by Property *(Official Form 206D)*
  - Schedule E/F: Creditors Who Have Unsecured Claims *(Official Form 206E/F)*
  - Schedule G: Executory Contracts and Unexpired Leases *(Official Form 206G)*
  - Schedule H: Codebtors *(Official Form 206H)*
  - Declaration Under Penalty of Perjury for Non-Individual Debtors *(Official Form 202)*
  - Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy *(Official Form 207)*.
  - Disclosure of Compensation of Attorney Debtor *(Director's Form 2030)*

Appendix C

Required, Lists, Schedules, Statements, and Fees

Individual Chapter 13 Voluntary Case

- ☐ **$310.00 Filing Fee** *($235 filing fee + $75 Administrative fee)* See requirement below when paying in installments.
- ☐ **Voluntary Petition** (Official Form 101)

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

- ☐ **List of Creditors** *(list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G, and H)*.
- ☐ **Statement of Social Security Number** *(Official Form 121)*
- ☐ **Certificate of Credit Counseling** (provided by Credit Counseling Agency)
- ☐ **Application for Individuals to Pay the Filing Fee in Installments** – *(Official Form 103A)* (required when an individual debtor requests to pay the filing fee in installments).

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

- ☐ **Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period** *(Official Form 122C-1)*.
- ☐ **Chapter 13 Calculation of Your Disposable Income** *(Official Form 122C-2)* (If applicable)
- ☐ **Chapter 13 Plan** *(Local Form MSSB-13-Plan)* Plan must be typewritten. *See Miss. Bankr. L. R. 3015-1(b)*

- ☐ **Schedules and Statements** file the following documents as one PDF document:
  - Summary of Your Assets and Liabilities and Certain Statistical Information *(Official Form 106Sum)*
  - Schedule A/B: Property *(Official Form 106A/B)*
  - Schedule C: The Property You Claim as Exempt *(Official Form 106C)*
  - Schedule D: Creditors Who Have Claims Secured by Property *(Official Form 106D)*
  - Schedule E/F: Creditors Who Have Unsecured Claims *(Official Form 106E/F)*
  - Schedule G: Executory Contracts and Unexpired Leases *(Official Form 106G)*
  - Schedule H: Your Codebtors *(Official Form 106H)*
  - Schedule I: Your Income *(Official Form 106I)*
  - Schedule J: Your Expenses *(Official Form 106J)*
  - Schedule J-2: Expenses for Separate Household of Debtor 2 *(Official Form 106J-2)* (If applicable)
  - Declaration About an Individual Debtor's Schedules *(Official Form 106Dec)*
  - Statement of Financial Affairs for Individuals Filing for Bankruptcy *(Official Form 107)*.
  - Disclosure of Compensation of Attorney Debtor *(Director's Form 2030)*

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