United States Bankruptcy Court
Southern District of Mississippi

Electronic Case Filing Guide for Limited Users

Rev. August 31, 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 the tab 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:

- Judge's Chambers
- Case Administrators by Chapter
- Adversary Case Administrators
- Operations Managers
- Administrative Staff
- Clerk's Office Locations

ECF System and PACER System

Electronic Filing System (ECF) allows registered users to perform the following functions:

- File documents in cases electronically
- Maintain user account information

Public Access to Court Electronic Records (PACER) system 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 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, users must be registered to use both the court's ECF and the PACER system. Users with an existing PACER account may continue to use it and need only register with the court to use ECF.

Users 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 by 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

ECF Account Information

Registered users are responsible for updating their mailing addresses and email addresses on-line through the ECF system. (See Section 6 Utilities, Maintain Your ECF Account.)

Passwords

The court will assign each registered user a system password. Users may change their password. The password is case sensitive, and 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 website 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, the user's name under whose login and password the document is submitted must be displayed as an image of a signature or by a "/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.

CM/ECF System Access

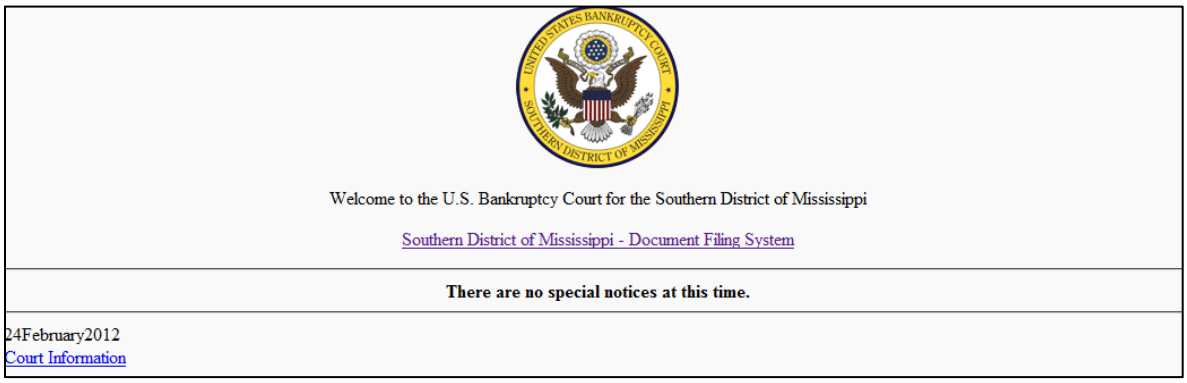
Users may access the system via the Internet (https://ecf.mssb.uscourts.gov), or the Court's website (www.mssb.uscourts.gov) by selecting the menu headings Electronic Case Filing> ECF Login.

Section 2

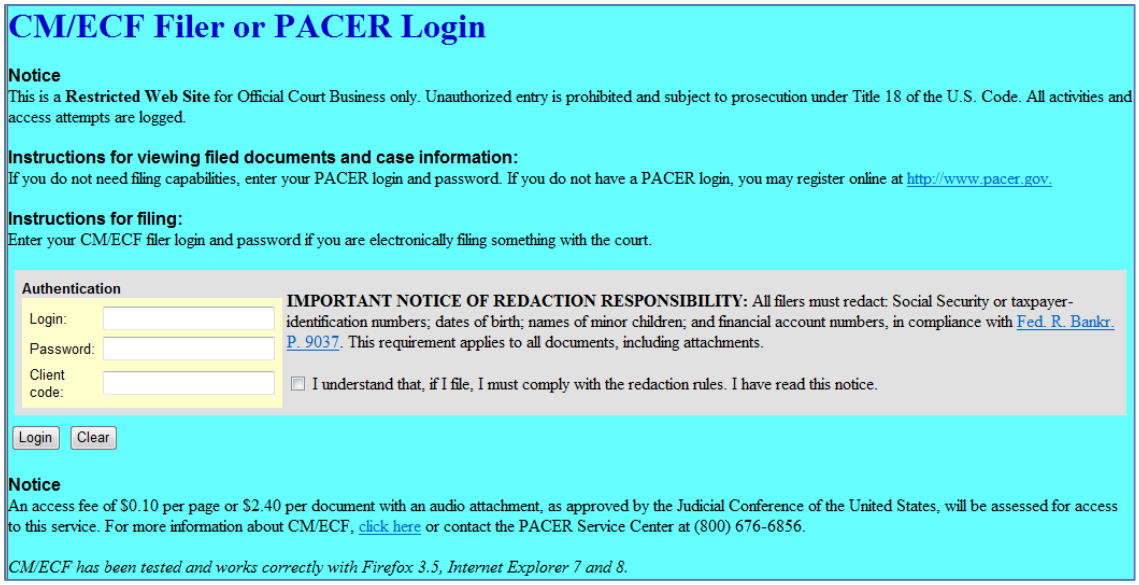
Logging into ECF

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

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



CM/ECF Filer or PACER Login

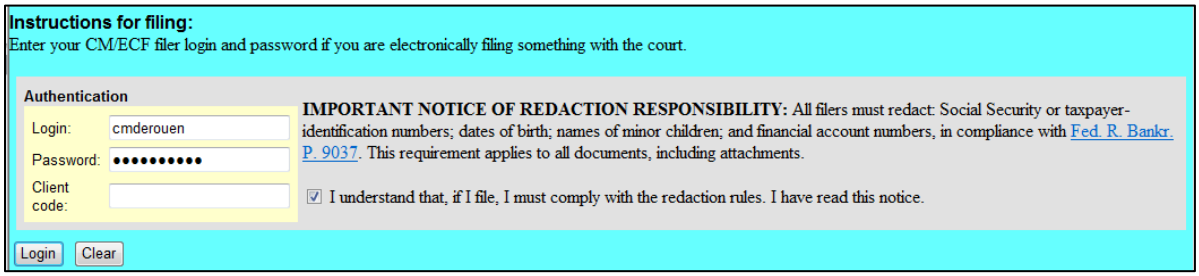


Remember: Enter your ECF login and password to file documents in a case. Do not enter a Client code.

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 claim and other creditor-related documents in a bankruptcy case electronically.
Adversary:	No options available for Creditors.
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 claims registers. *ECF redirects you to the PACER login page*.
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

Common Filings

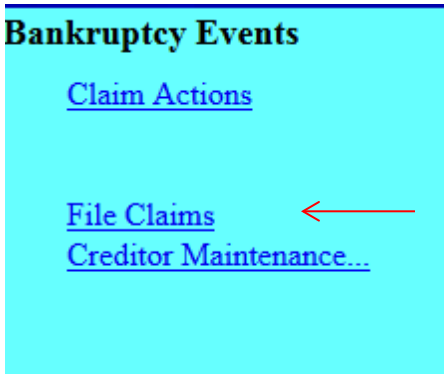
Proof of Claim

A proof of claim filed by a creditor that designates a mailing address constitutes a filed request to mail notices to that address. *Fed. R. Bankr. P. 2002(g)(1)(A)*

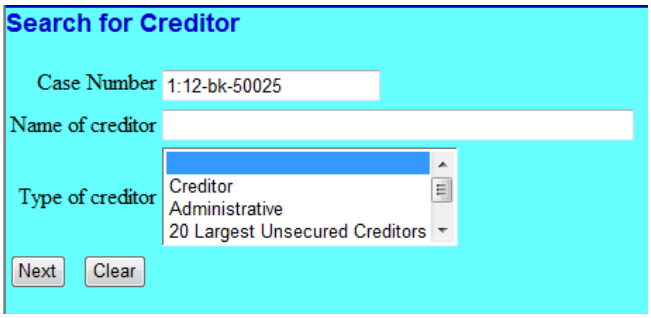
Step 1 Log into ECF. See Section 2

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

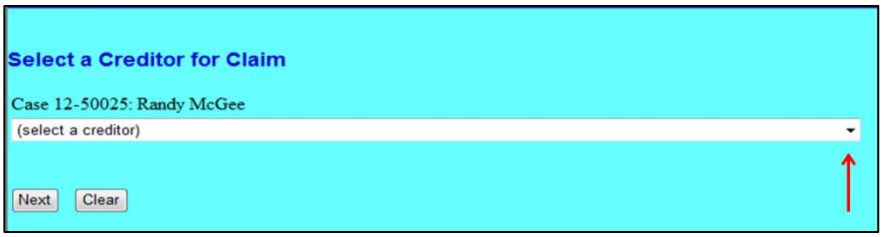
Step 3 Click **File Claims**

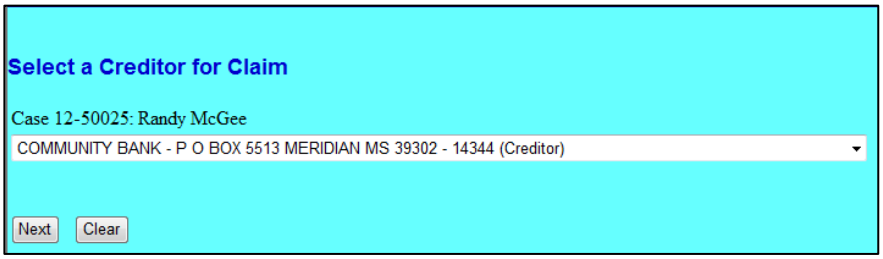


Step 4 **Search for Creditor:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** and **Type of creditor** fields blank; click **Next.**

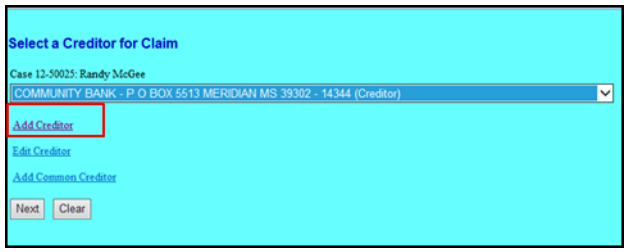


Step 5 **Select Creditor**: Click the down arrow to view all creditors that have been added to that case. Click the creditor for which you are filing this claim; click **Next**.

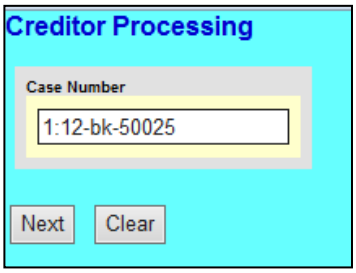




If the creditor's information is not listed **exactly** as it appears on your proof of claim, click **Add Creditor**. (See 5a to add a creditor).

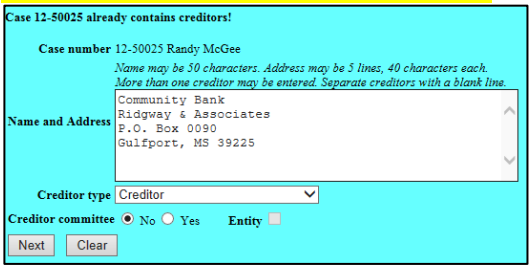


Step 5a On next screen enter case number, click **Next**.

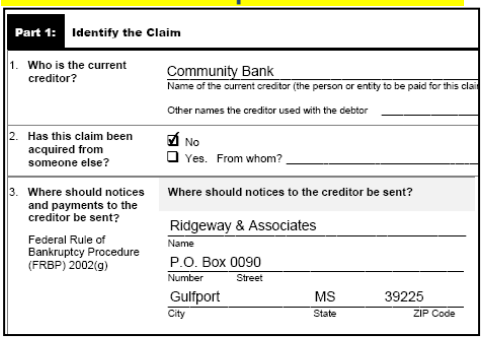


Enter the Creditor's name (from claim form Part 1 Line 1). Below the creditor's name enter the **noticing** information (from claim form Part 1 Line 3) and click **Next**.

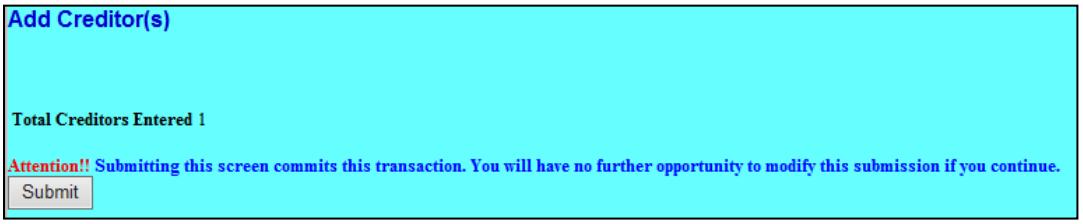
Creditor information added to the case



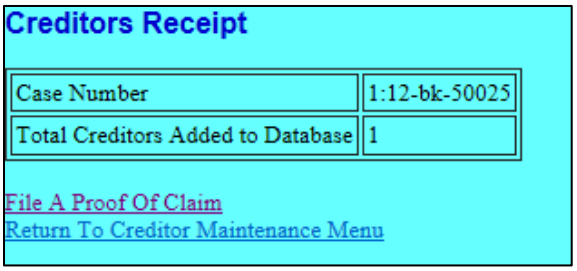
Claim information provided on claim



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

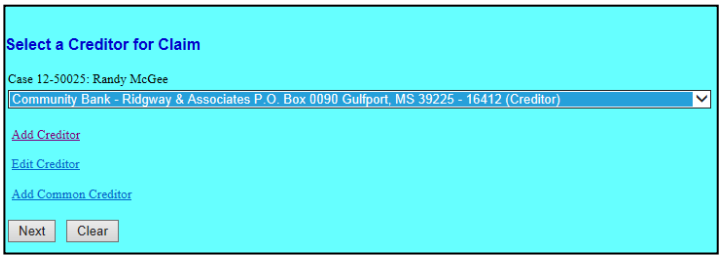


The Creditors Receipt screen appears; select **File A Proof Of Claim**.

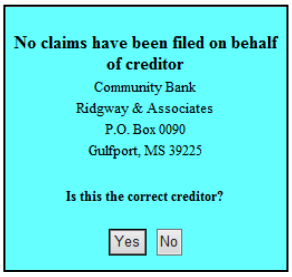


At the next screen (Search for a Creditor) verify case number; click Next

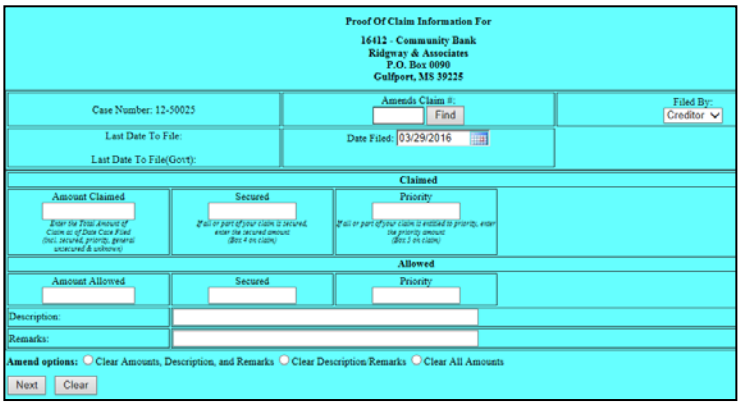
Step 6 **Select Creditor:** Select the creditor for which you are filing this claim and click **Next**.



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



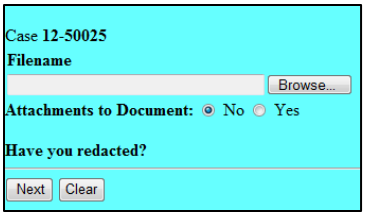
Proof of Claim Information screen. Enter the information that is provided on the claim; click **Next**.



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 a remark *(optional)*.
Amend options: Click a radio button to clear the values.

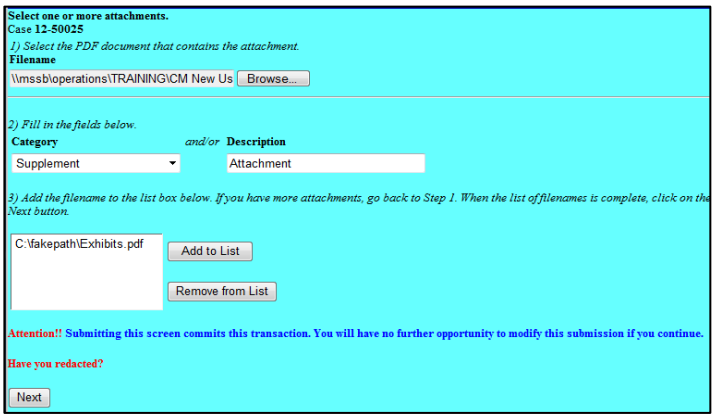
Step 7 On the next screen, click *Browse* and attach the PDF document of the proof of claim. If there are no additional attachments click **Next**. (See Step 7a to add attachments).



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

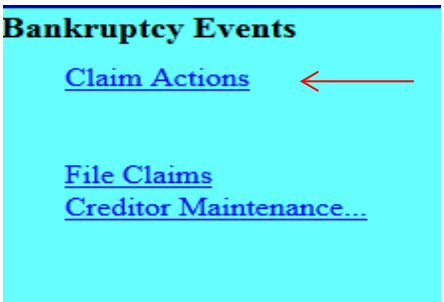
Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
Boston, MA 02144

Withdrawing a Proof of Claim

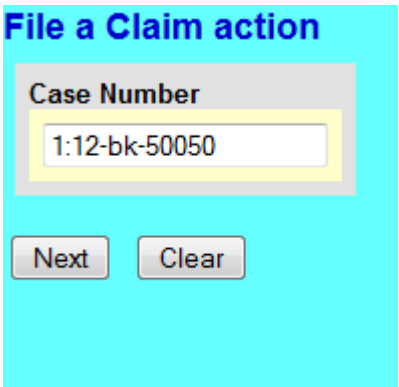
Step 1 Log into ECF. See Section 2

Step 2 From the main menu bar click Bankruptcy

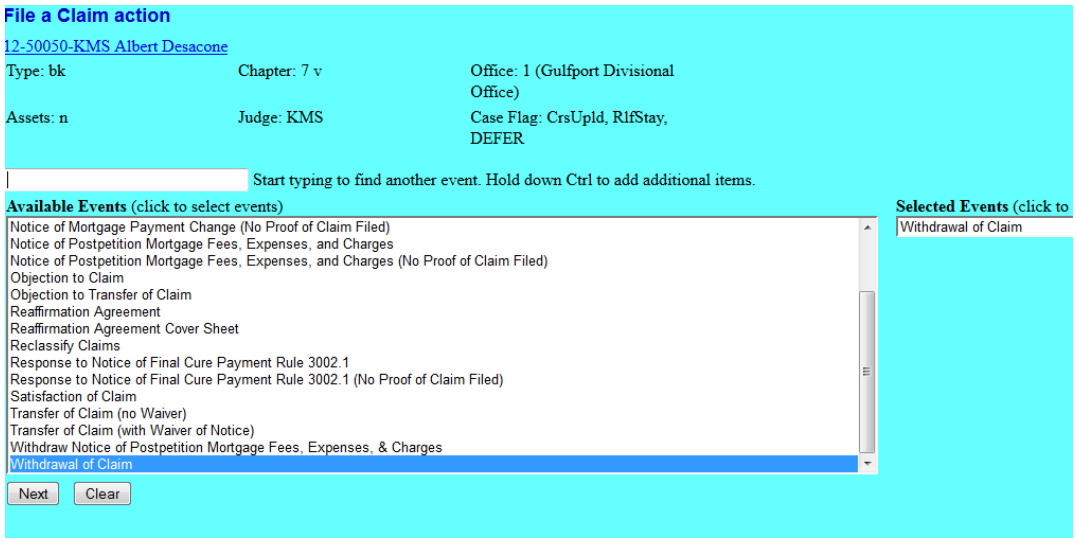
Step 3 Under Bankruptcy event category select **Claim Actions**



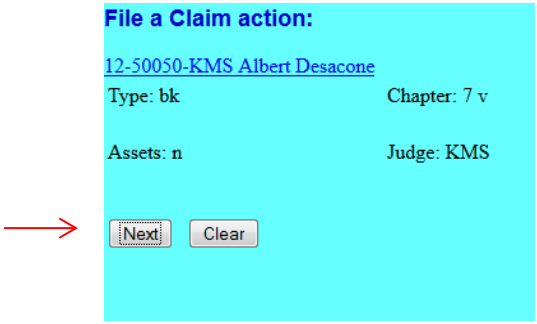
Step 4 Input Case Number, click **Next**

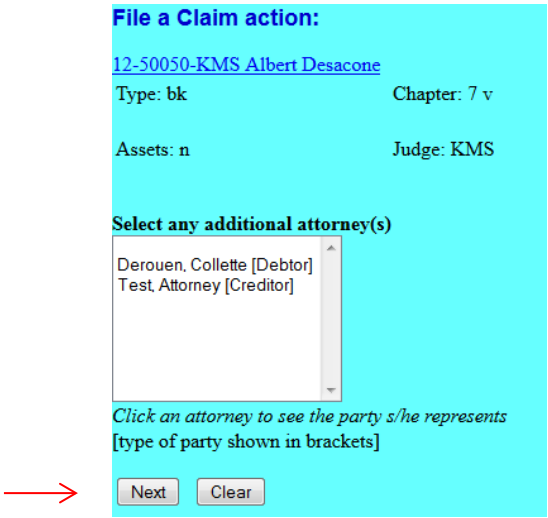


Step 5 Select Withdrawal of Claim; click **Next**.



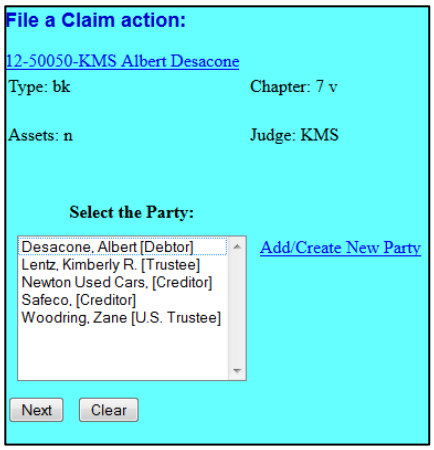
Step 6 Click **Next** twice



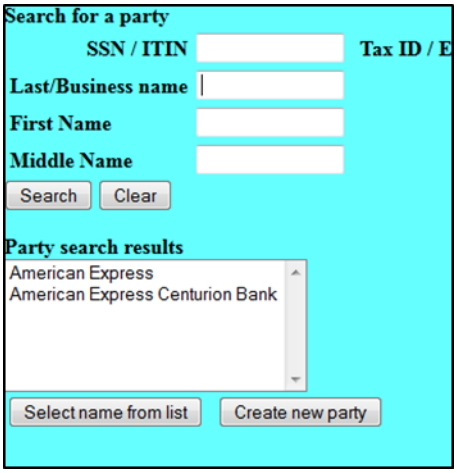


Pop up dialog box appears, stating you have not selected an attorney, click **OK**, then Next.

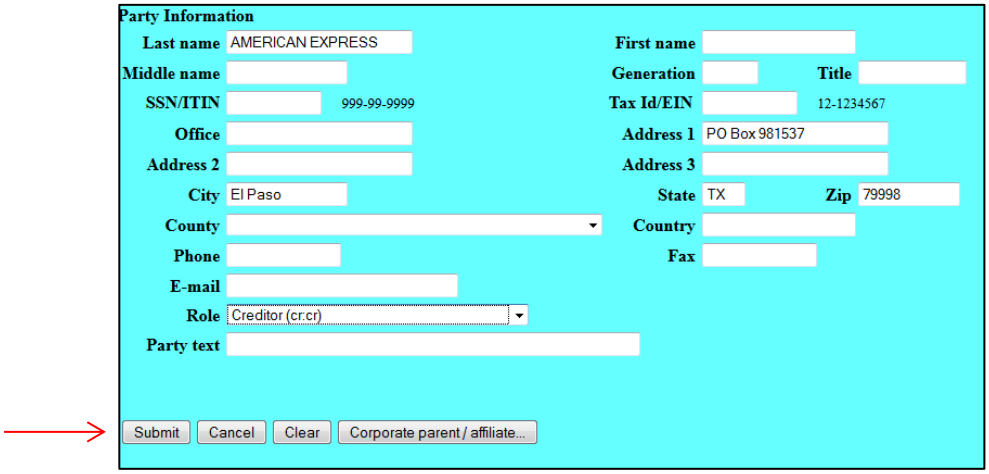
Step 7 Select the creditor that filed the original claim and click **Next** or click **Add/Create New Party**.



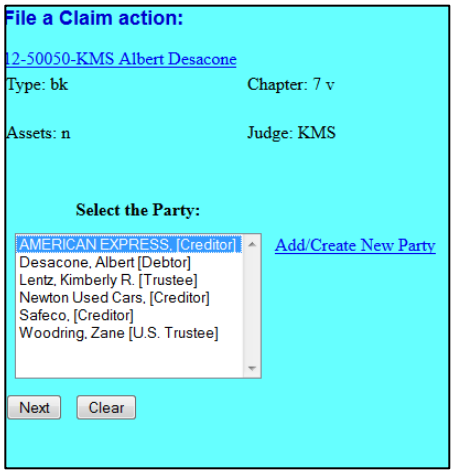
Add/Create New Party: Search for party name. If the creditor is not listed exactly as it appears on the original claim, click **Create a New Party**.



Create a New Party. Enter the Creditor's name and address and select **Creditor (cr:cr)** from the Role pick list. Click **Submit**.

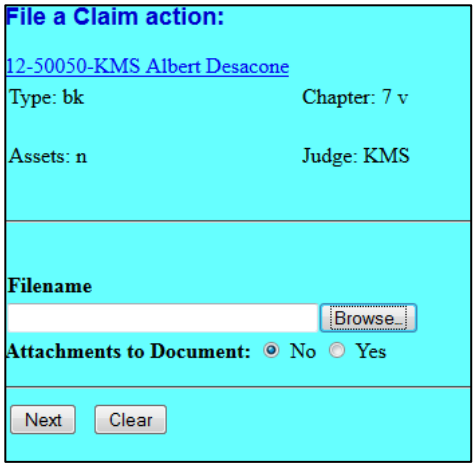


Step 8 Select the creditor; click **Next**

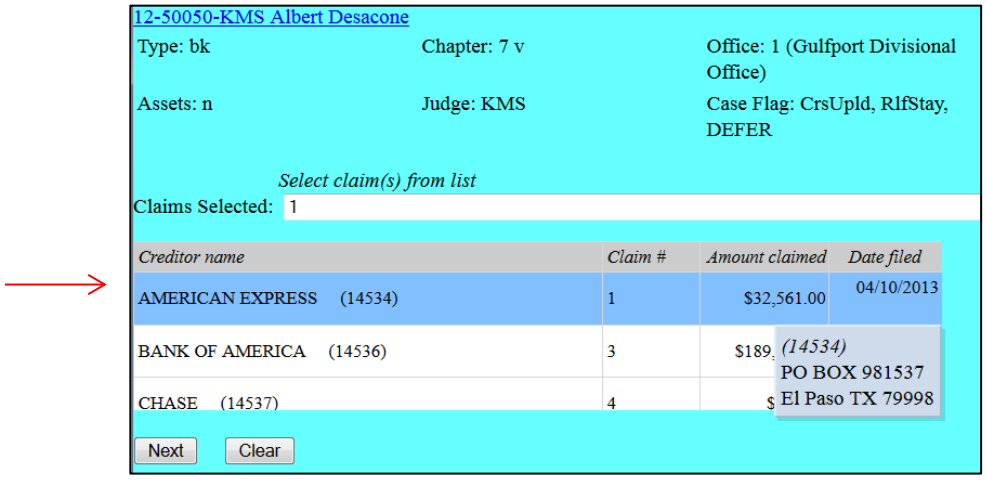


Click **Browse** and attach your PDF.

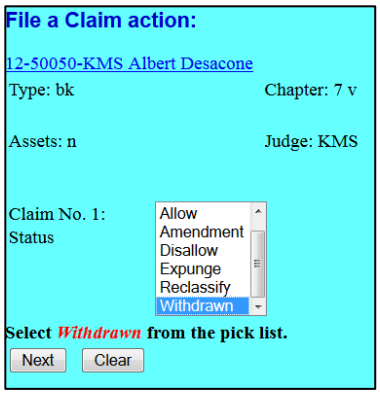
Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.



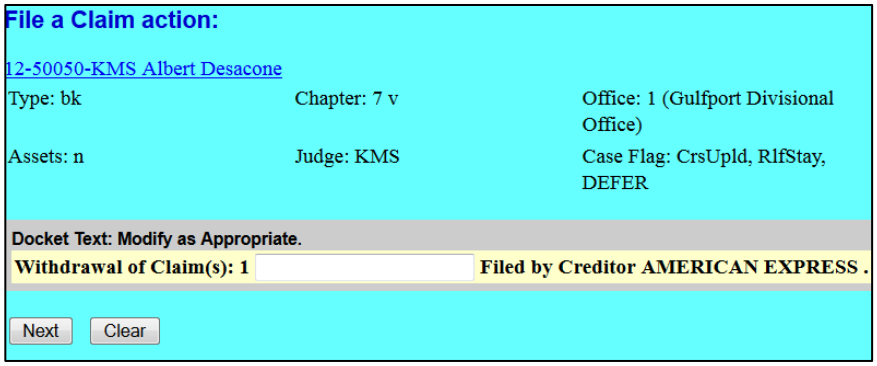
Select the claim you are withdrawing; click **Next**.



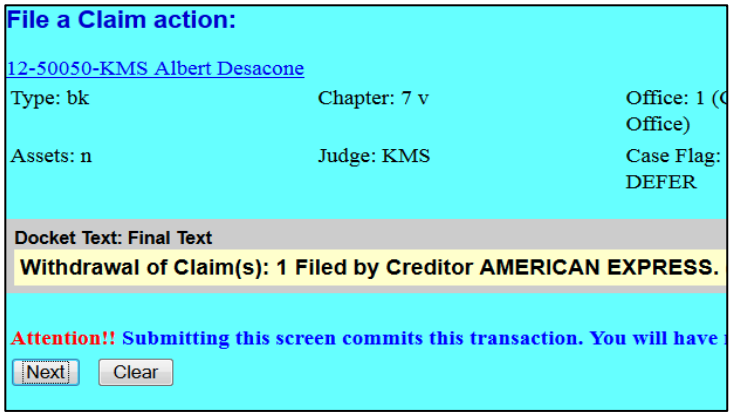
Step 9 Select **Withdrawn** from the pick list; click **Next.**



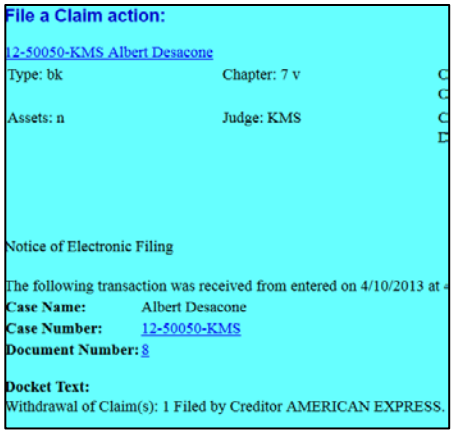
Step 10 Review docket text and add any additional text as needed. If the docket text is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.
Click **Next** to continue.



Final Docket Text. Review the Final Docket Text; click **Next**.



Step 11 Notice of Electronic Claims Filing screen: Provides a link to the document and case docket.

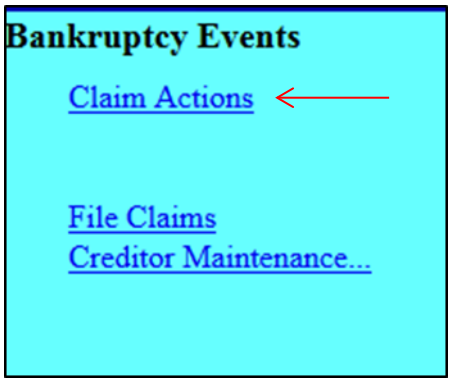


Assignment/Transfer of Claim

Step 1 Log into ECF. See Section 2

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

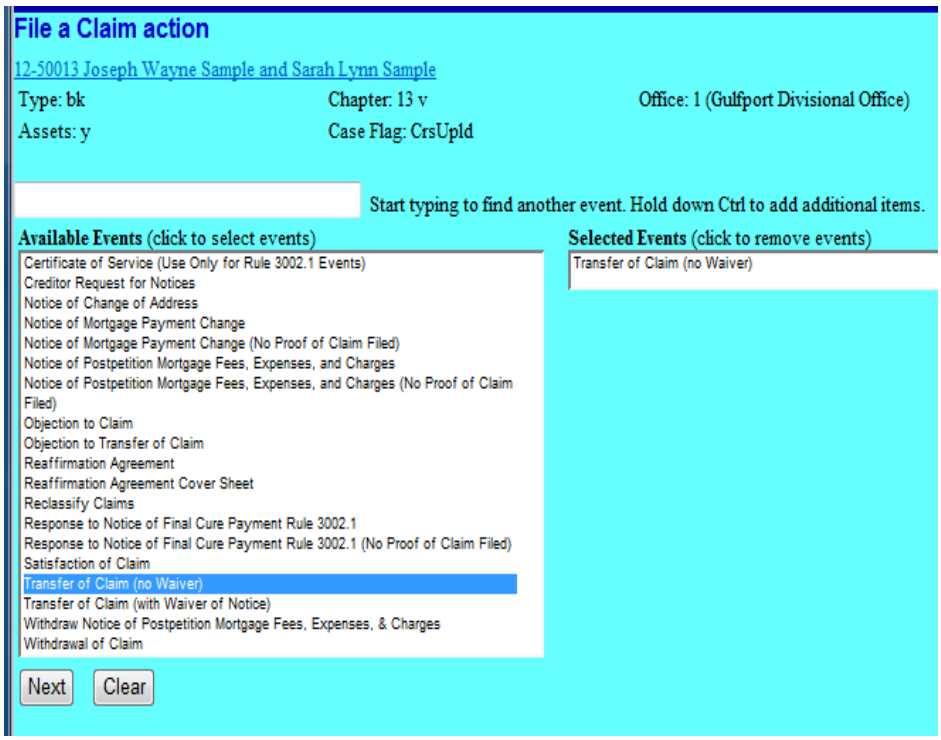
Step 3 Under Bankruptcy event category select **Claim Actions**



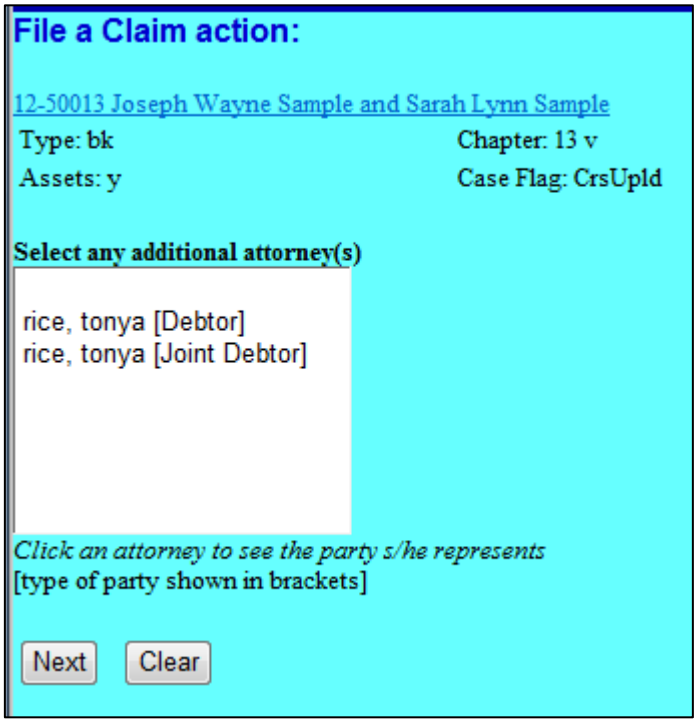
Step 4 Select **Transfer of Claim (no Waiver)** when the agreement is not signed by the transferor and transferee or when a waiver is not attached.

Select **Transfer of Claim (with Waiver of Notice)** when transferor and transferee signed the transfer or when a signed waiver is attached to the transfer.

Click **Next**.

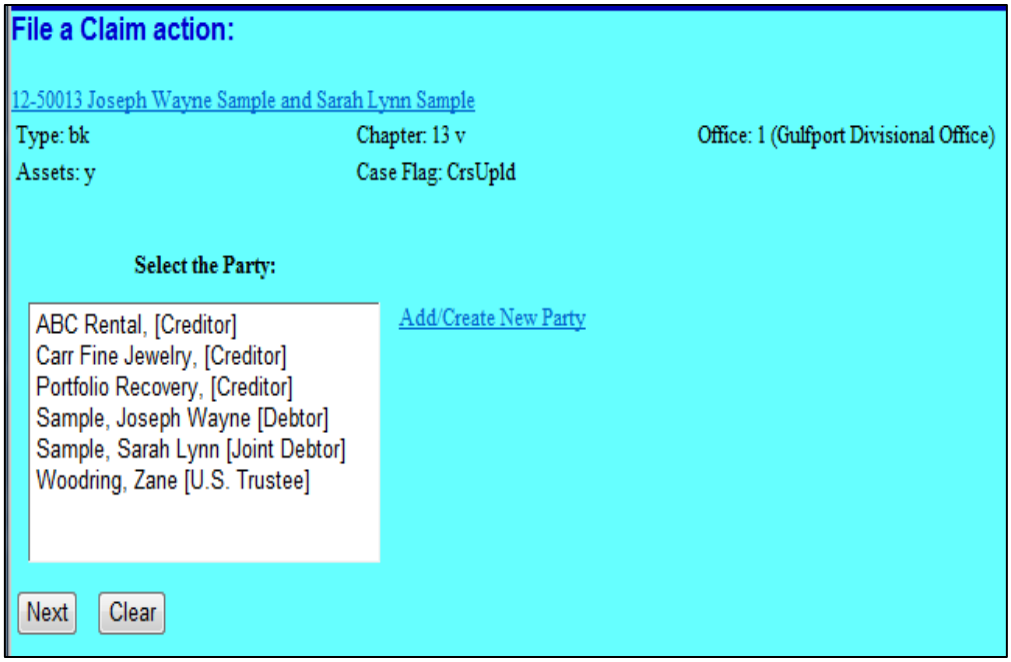


Step 5 Do not select an attorney; Click **Next**



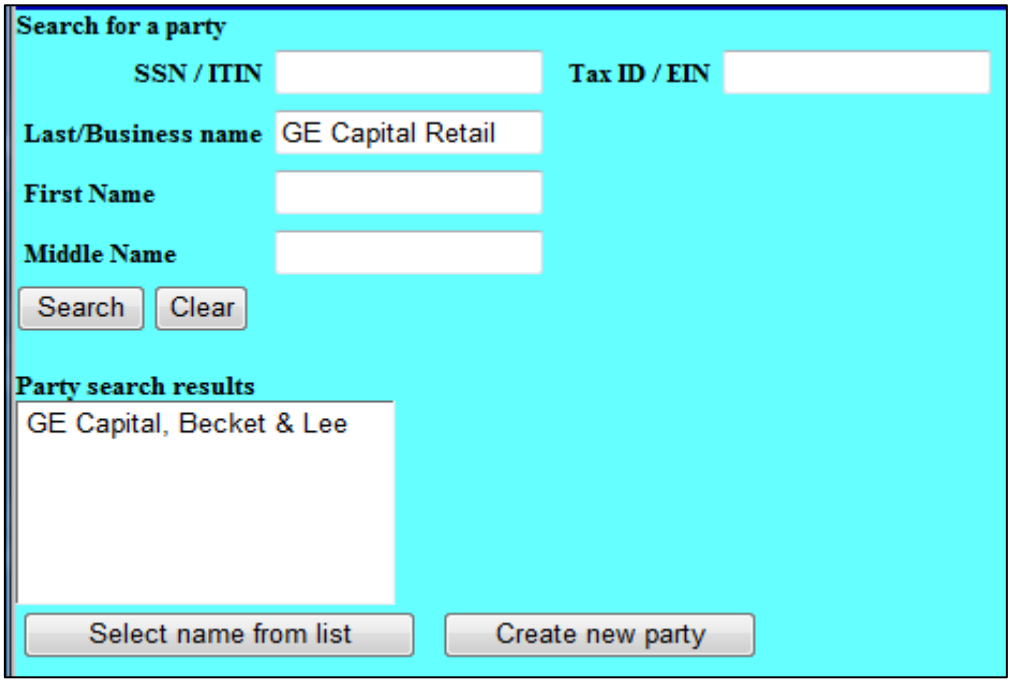
Pop up dialog box appears, stating you have not selected an attorney, click **OK**.

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



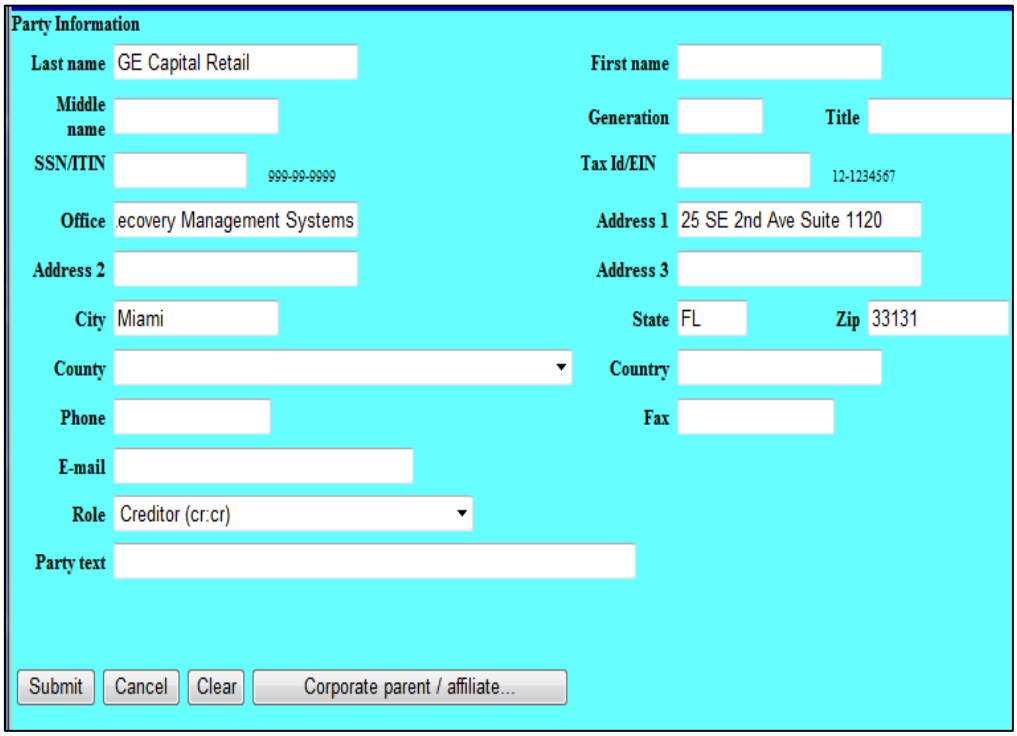
Step 7 **Add/Create New Party**: Search for party name.

If the creditor is not listed exactly as it appears on your transfer of claim, click **Create new party**.

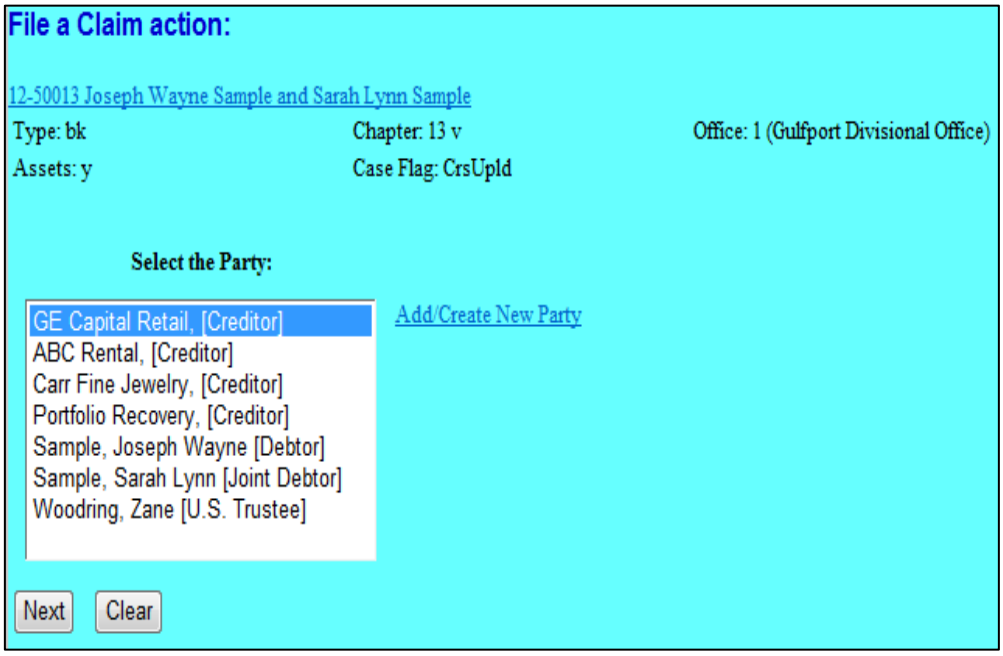


Step 8 **Create a new party**. Enter the creditor's *name and address; select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

*always input the business name in the "last name" field.

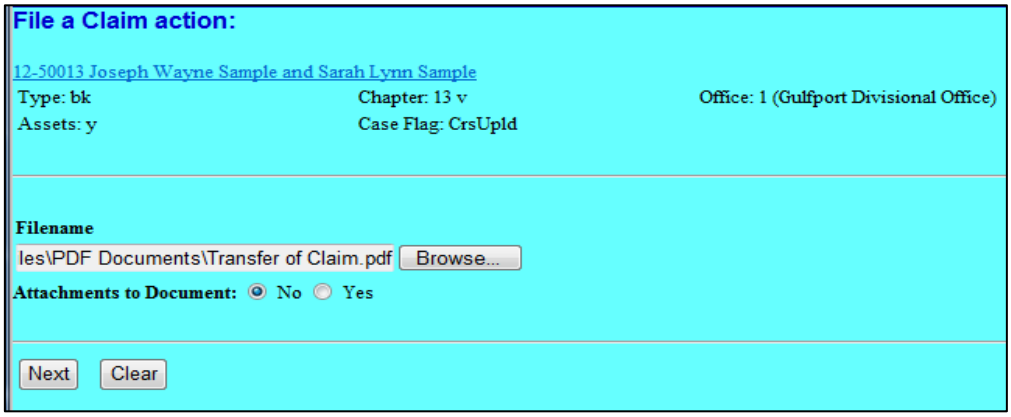


Step 9 **Select the Party**: Select the party filing the transfer of claim, click **Next**.

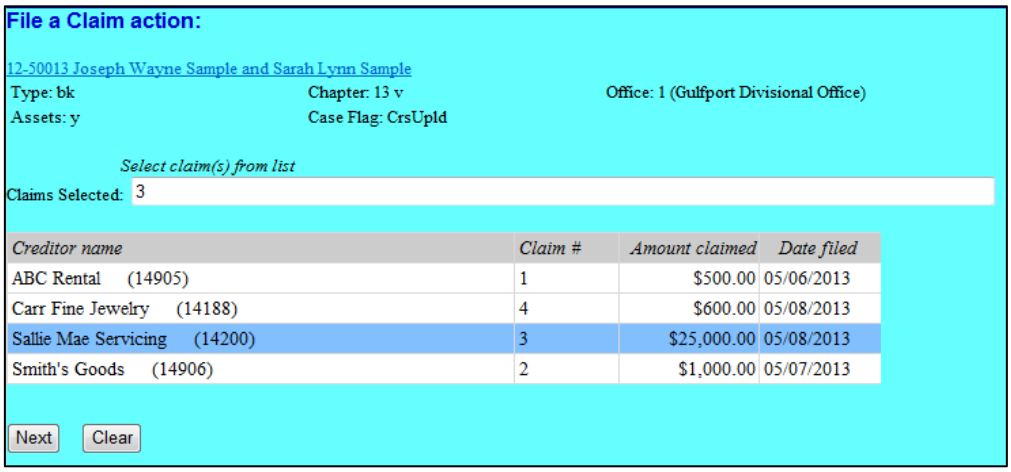


Step 10 Browse and attach the PDF document associated with the transfer of claim; click **Next**.

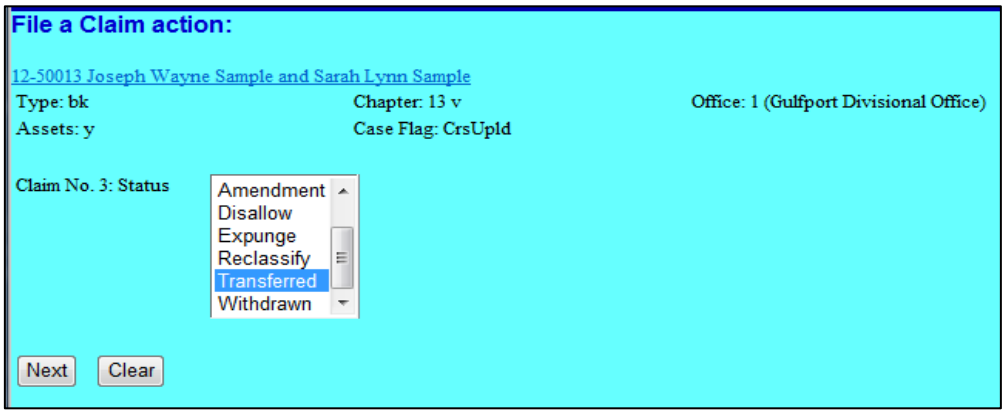
Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.



Step 11 Select the claim being transferred; click **Next**.

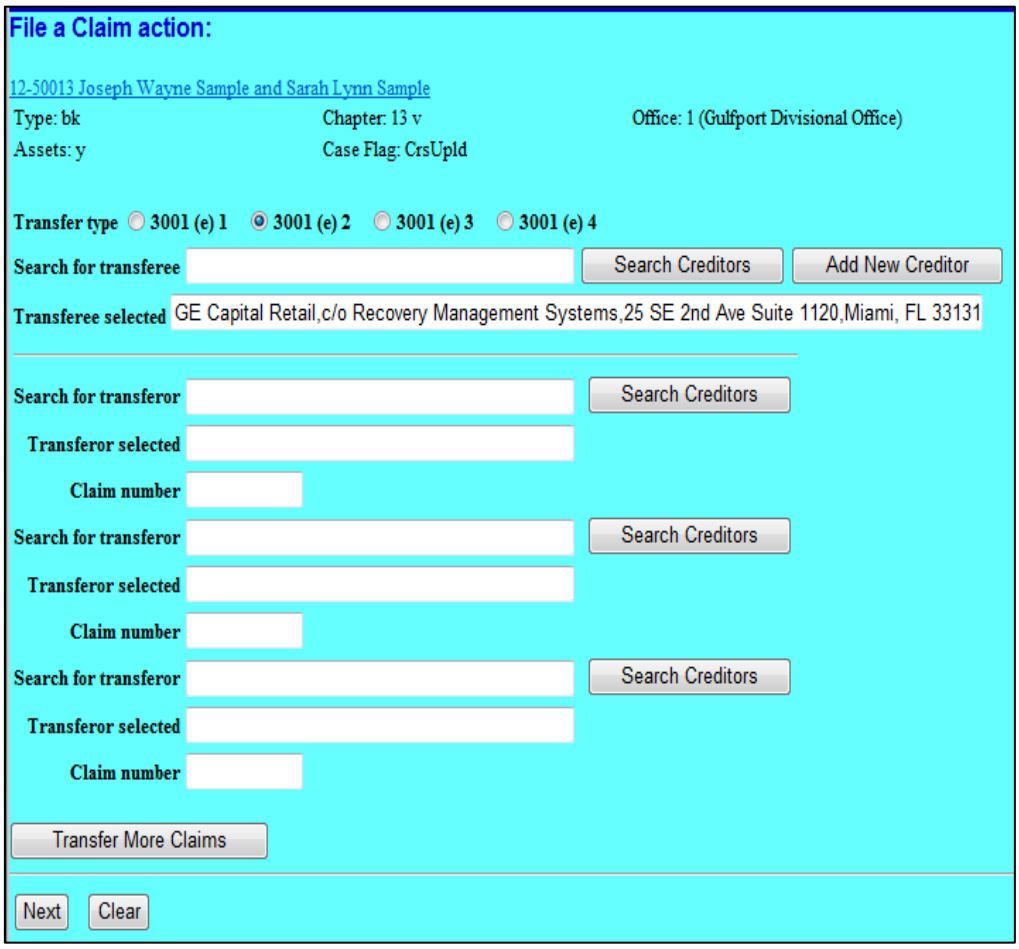


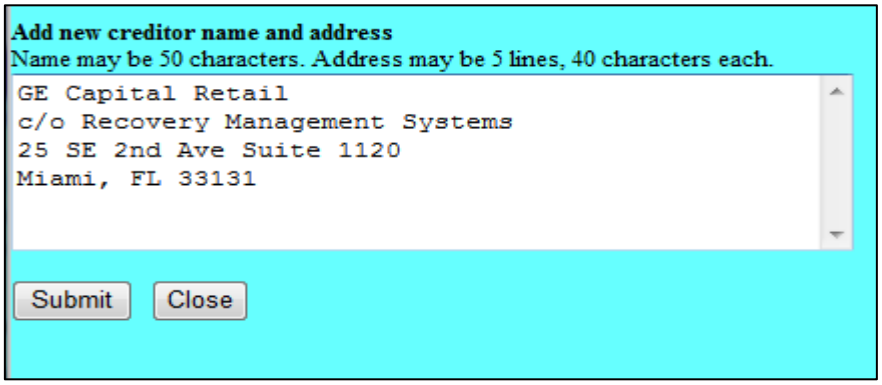
Step 12 Select **Transferred** from the pick list; click **Next**.



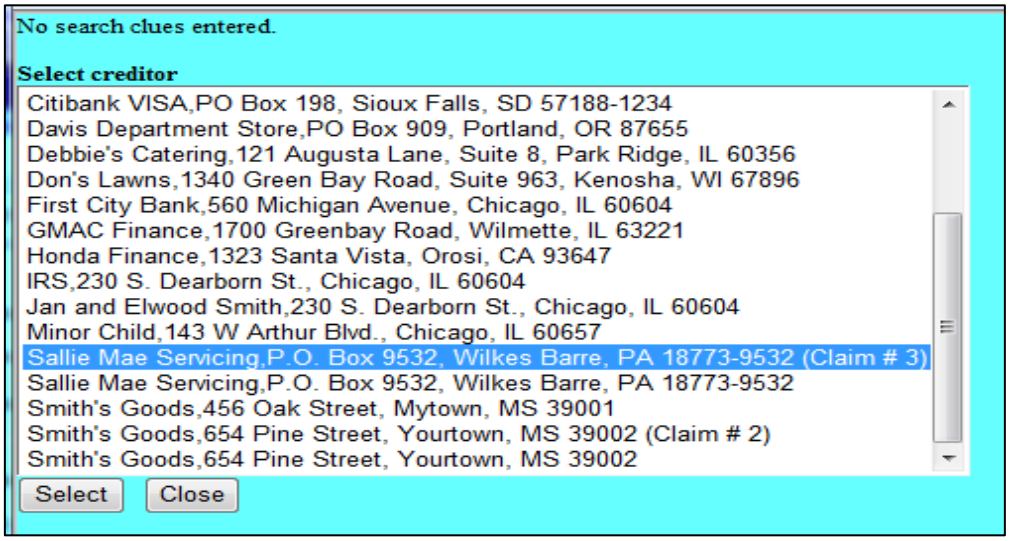
Step 13 **Transfer type**. Select the Rule 3001 type from the Transfer of Claim.

Search for transferee. Click **Search Creditors**, if the creditor is not listed exactly as you entered in Step 8 and as listed on the Transfer of Claim, select **Add New Creditor**.

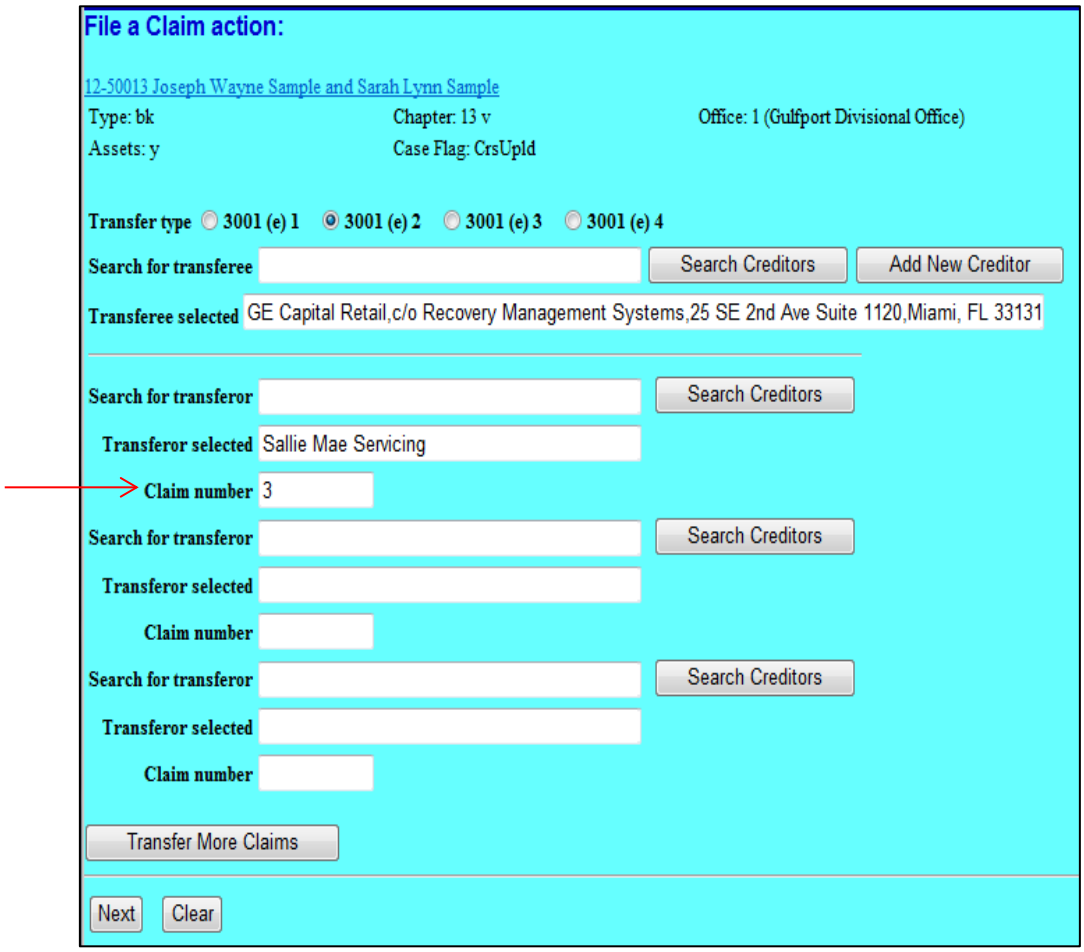




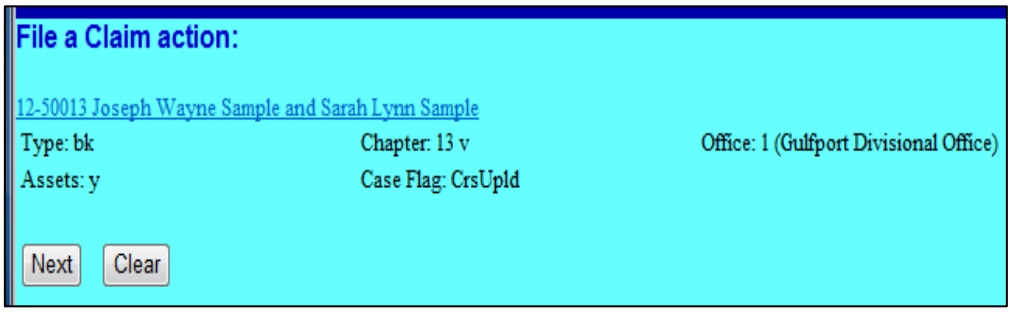
Step 14 **Search for transferor**. Click **Search Creditors**. Select the creditor/owner of the claim being transferred. *(Claim number appears at the end of the creditor's address)*



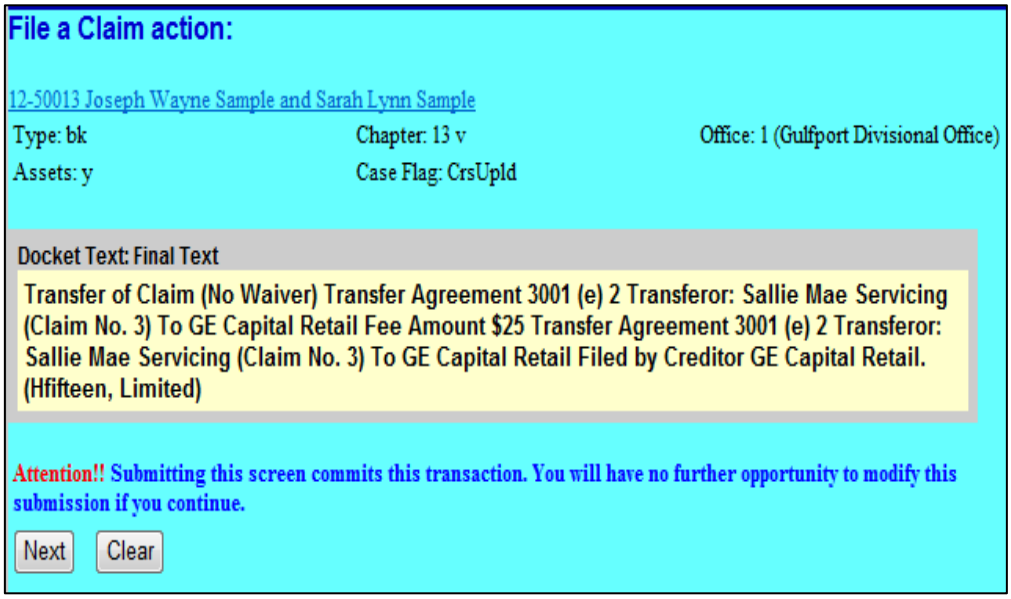
The claim number automatically populates when the transferor is selected. Click **Next**.



Step 15 Click **Next** to continue.

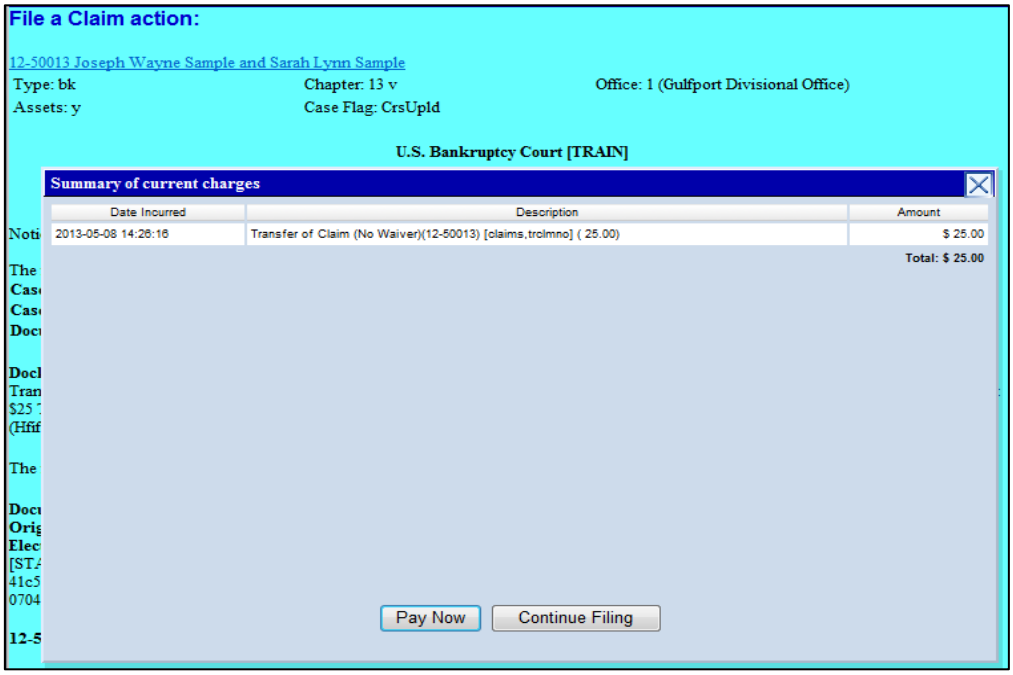


Step 16 Final Docket Text. Review the Final Docket Text, click **Next** to continue.

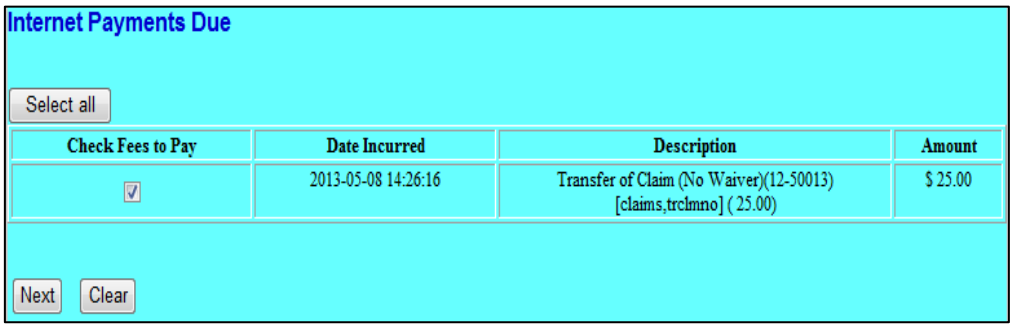


Step 17 **Summary of current charges Screen**: Screen displays a summary of current charges incurred. You may select **Pay Now** to pay or select **Continue Filing** to pay all incurred filing fees at the end of the day.

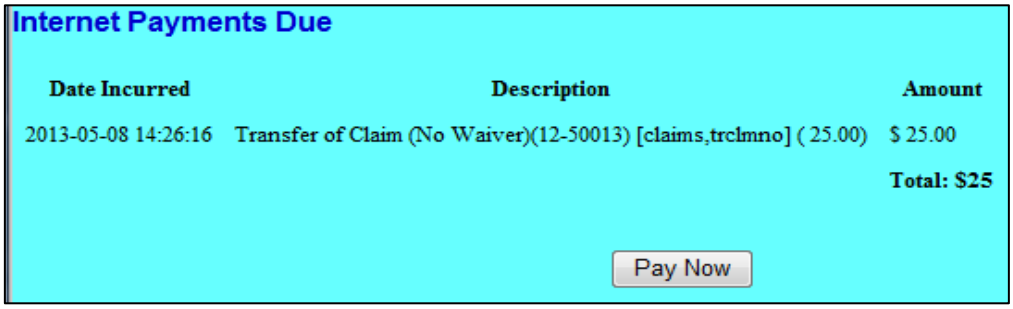
Note: Until all fees are paid, the "Summary of current charges" window will appear each time a document is filed.



To pay now, check the box for the fee; click **Next**.



Click Pay Now.



See Section 4 ECF Payment of Filing Fees to review the process for paying filing fee online.

Step 18 Notice of Electronic Filing. Provides a link to the document and to the case docket.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 2:26 PM CDT and filed on 5/8/2013
Case Name: Joseph Wayne Sample and Sarah Lynn Sample
Case Number: 12-50013
Document Number: 10

Docket Text:
Transfer of Claim (No Waiver) Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Fee Amount $25 Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Filed by Creditor GE Capital Retail. (Hfifteen, Limited)

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

Document description: Main Document
Original filename: Transfer of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76439-0] [
41c54791898dc6c7fbd0f8593bf681f38826ef8d410dda9e2b246bc41ab7a18d81c4d2
0704a39e54f4d65a1908f5d2fc970c98e80dc1752684ae525284eb54f9]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

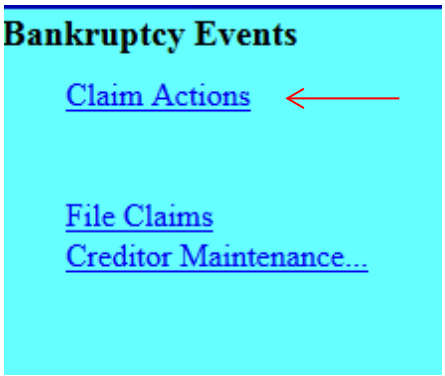
tonya rice on behalf of Joint Debtor Sarah Lynn Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

Reaffirmation Agreements

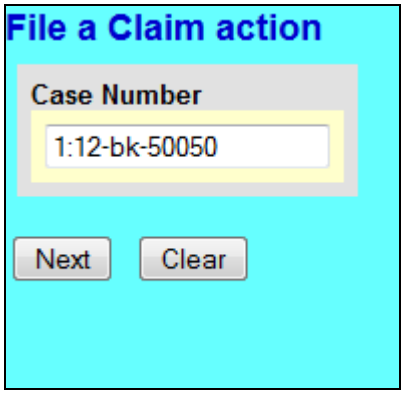
Step 1 Log into ECF. See Section 2

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

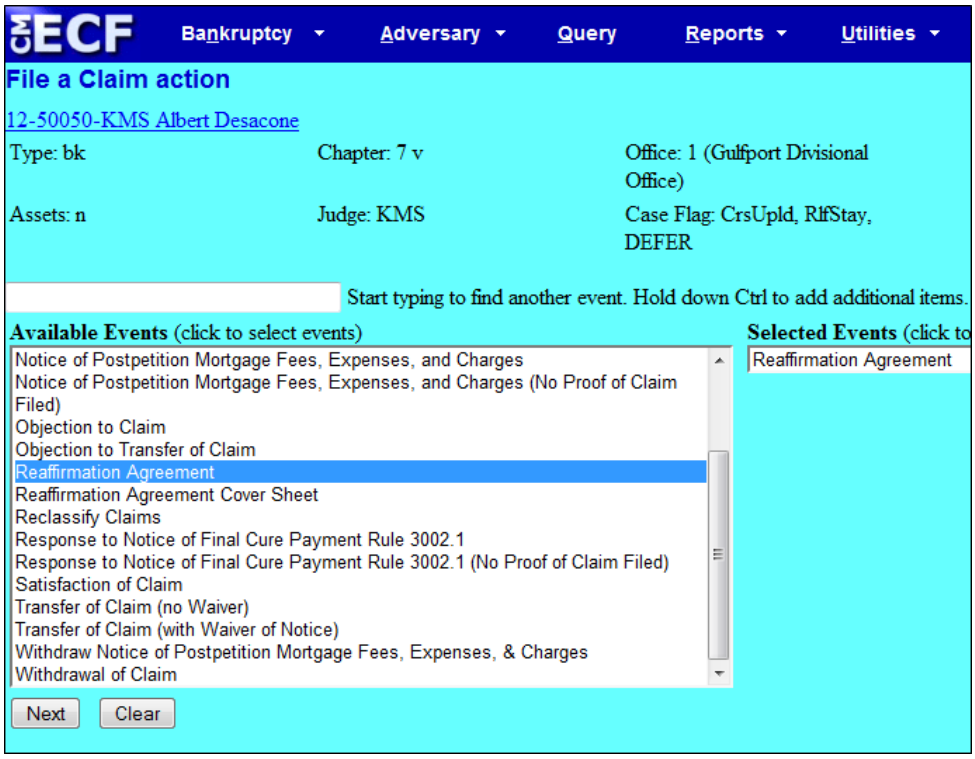
Step 3 Under Bankruptcy event category select **Claim Actions**



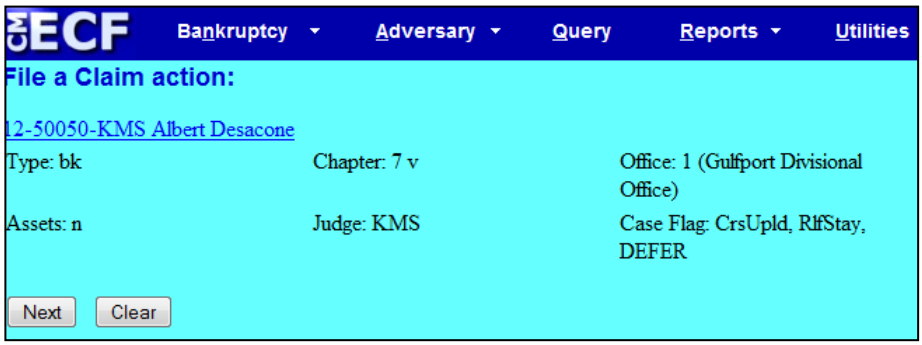
Step 4 Input Case Number, click **Next**



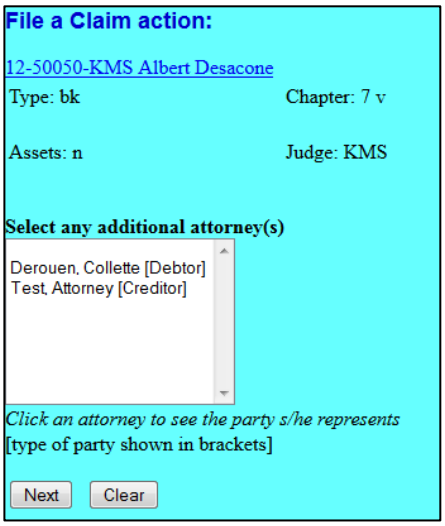
Step 5 Select **Reaffirmation Agreement**; click **Next**.



Step 6 Click **Next**.

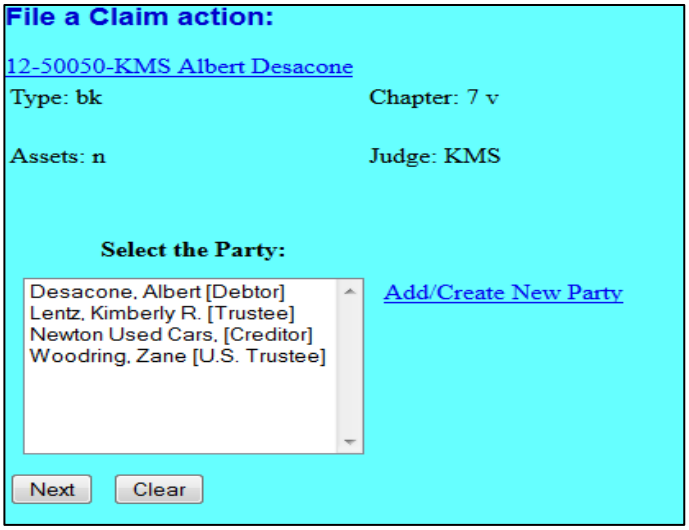


Step 7 Do not select an attorney; click **Next**



Pop up dialog box appears, stating you have not selected an attorney, click **OK.**

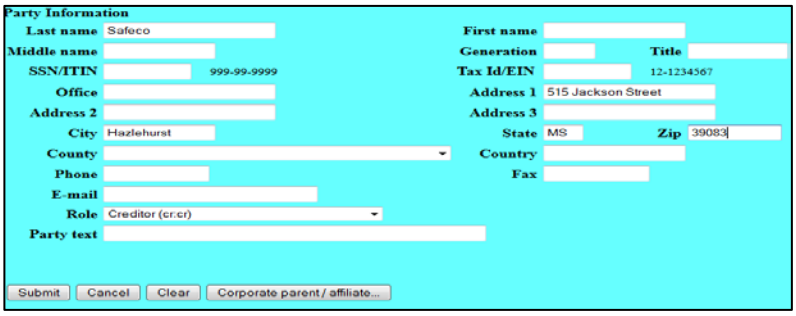
Step 8 **Select the Party**: Select the creditor/party filing the reaffirmation agreement. If the creditor/party is not listed, select **Add/Create New Party**.



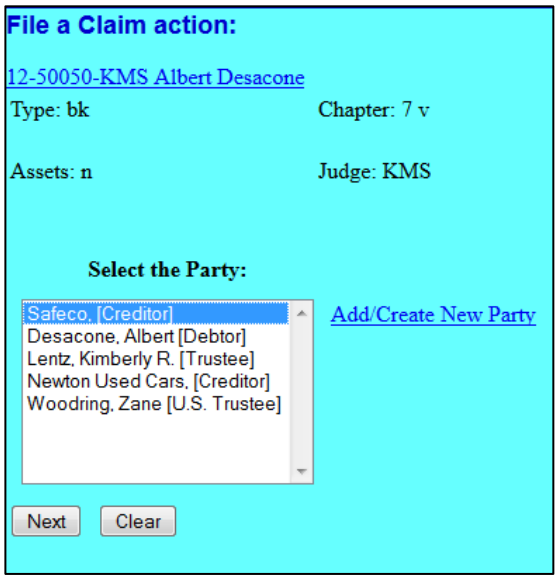
Step 9 **Add/Create New Party**: Search for party name. If the creditor is not listed exactly as it appears on the reaffirmation agreement click **Create a New Party.**

Step 10 **Create a new party**. Enter the creditor's *name and address and select ***Creditor (cr:cr)*** from the Role pick list; click **Submit**.

*Always input the business name in the "Last name" field.



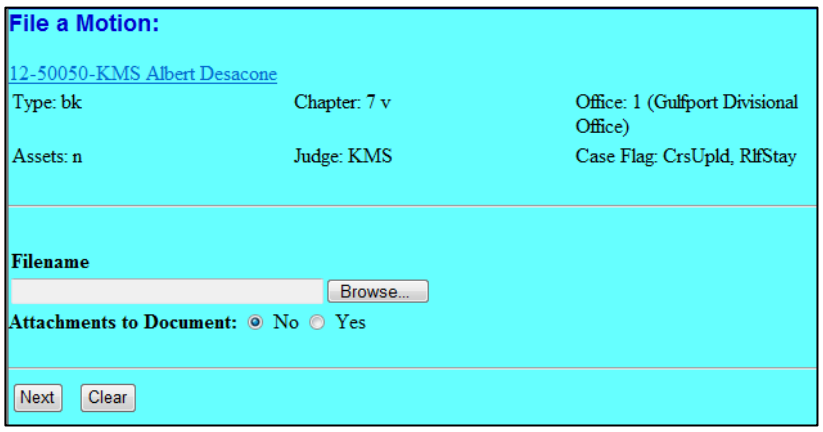
Step 11 **Select the Party**: Select the creditor/party filing the reaffirmation agreement, click **Next**.



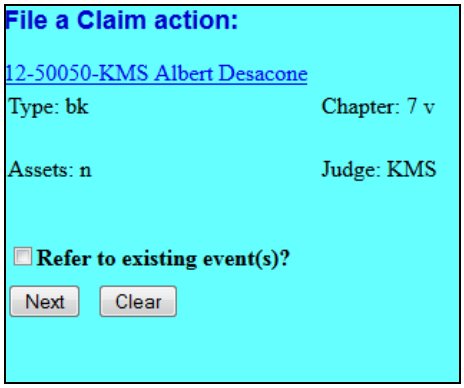
Browse and attach the PDF document* associated with the reaffirmation agreement; click **Next**.

*A reaffirmation agreement cover sheet is required to be filed at the time the reaffirmation agreement is filed. The cover sheet may be included with the reaffirmation agreement PDF document as the first two pages or filed as an attachment to the reaffirmation agreement.

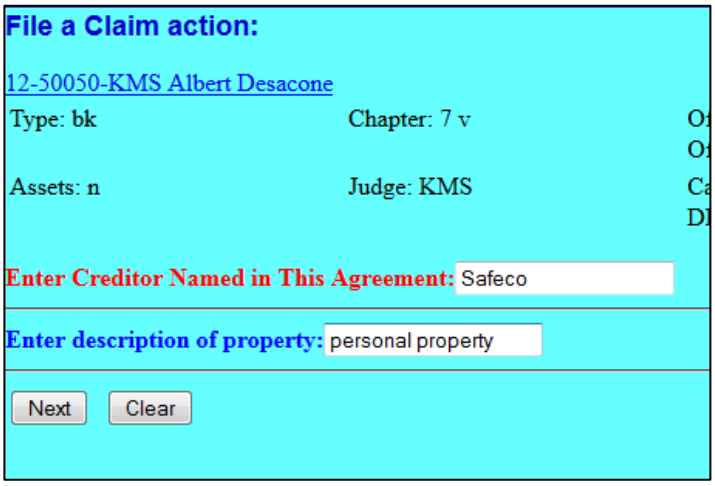
Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.



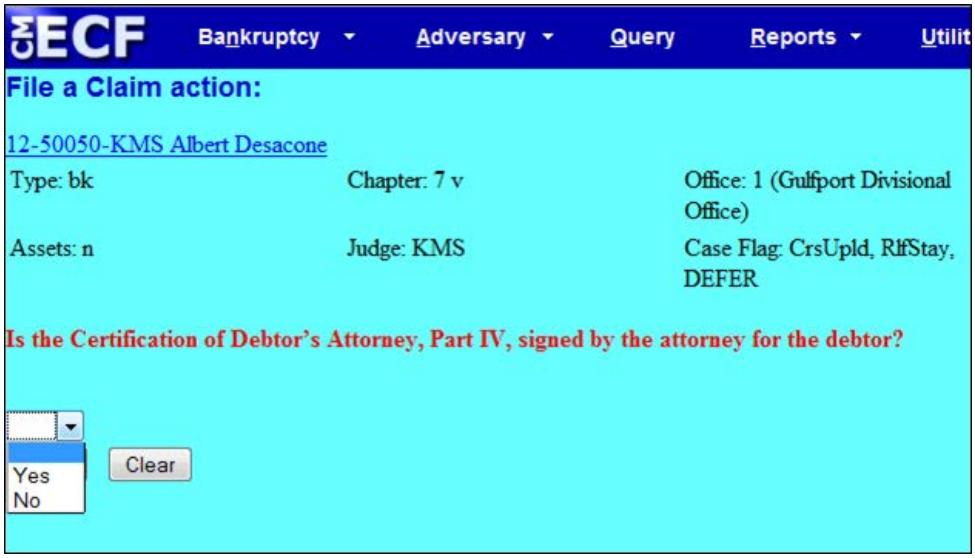
Step 12 Refer to existing event(s): Check this box if this is an Amended Reaffirmation Agreement; click **Next**.



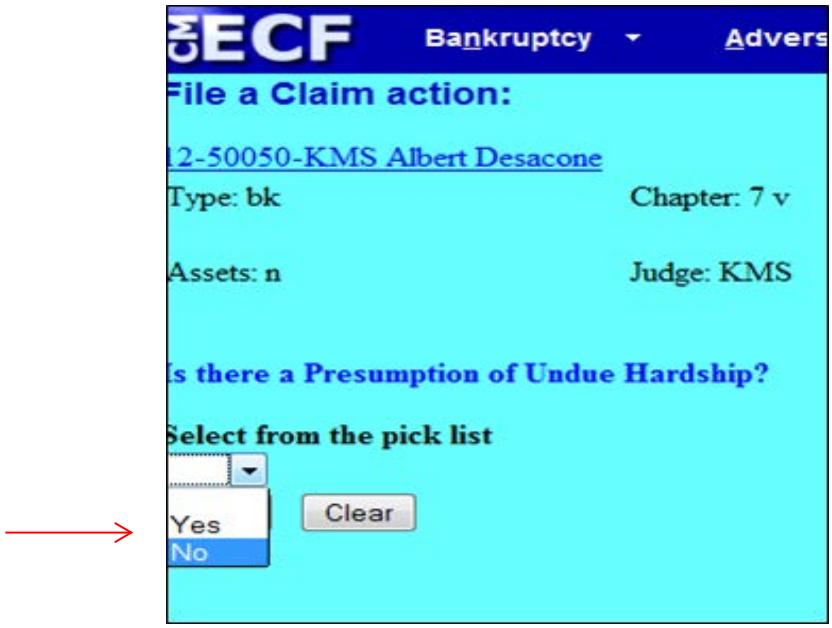
Step 13 Enter the Creditor name and description of property being reaffirmed; click **Next**.



Step 14 **Is the Certification of Debtor's Attorney, Part IV, signed by the attorney for the debtor?** Review part IV and make the appropriate selection; click **Next**.

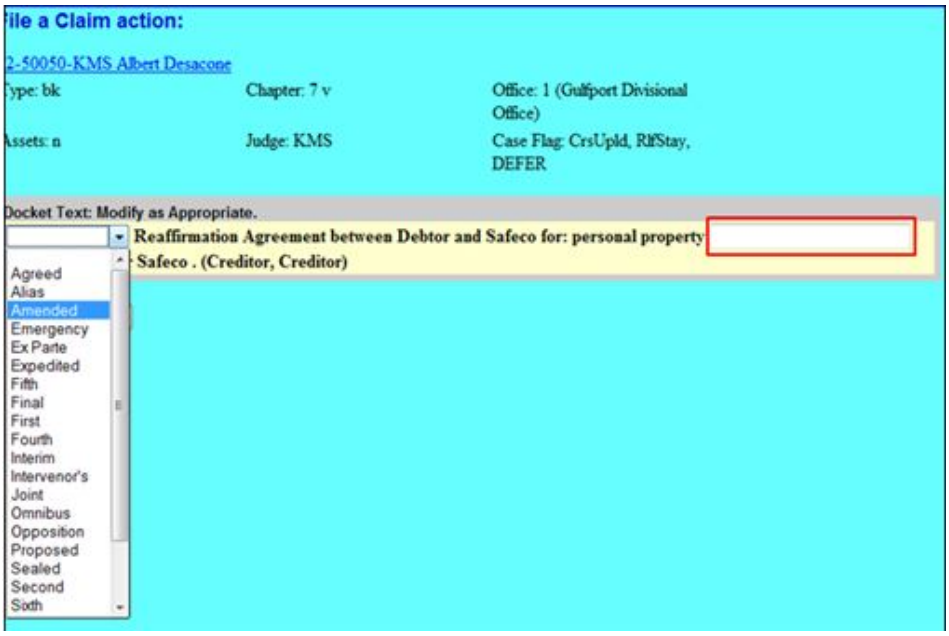


Step 15 **Is there a Presumption of Undue Hardship?** Select Yes or No; click **Next**.

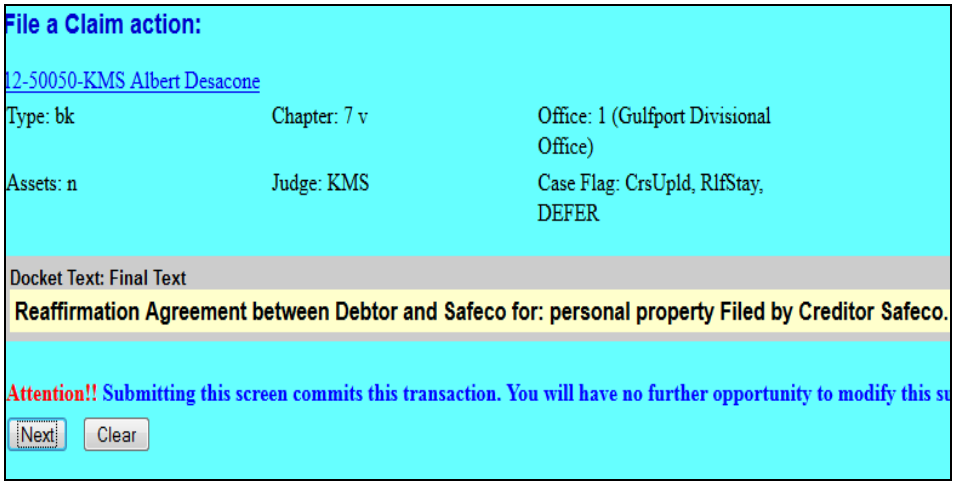


Step 16 Docket Text. Review the docket text. If any information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

When filing an amended reaffirmation agreement select "**Amended**" from the drop down list. You may include any additional text in the text box; click **Next** to continue.



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



Step 17 Notice of Electronic Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

12-50050-KMS Albert Desacone

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

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 3:17 PM CDT and filed on 4/10/

Case Name: Albert Desacone
Case Number: 12-50050-KMS
Document Number: 7

Docket Text:
Reaffirmation Agreement between Debtor and Safeco for: personal property Filed by Creditor Safeco.

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

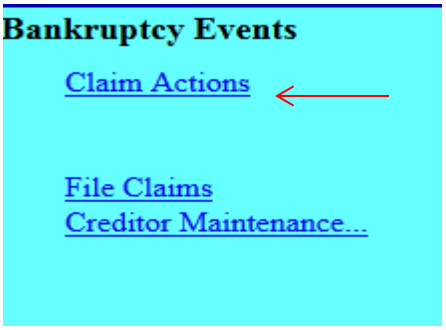
Document description: Main Document
Original filename: Test doc.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=4/10/2013] [FileNumber=76154-0] [6d370c2514518b6bac3c20d55aa9af25eeeadf9fd1b0f37f8cad0f6f6293a8f1c82ff fadc932ad125fc1aa3ed41bb1b293426a20f55058dc6d7cecee9ef07124]]

Creditor Request for Notices

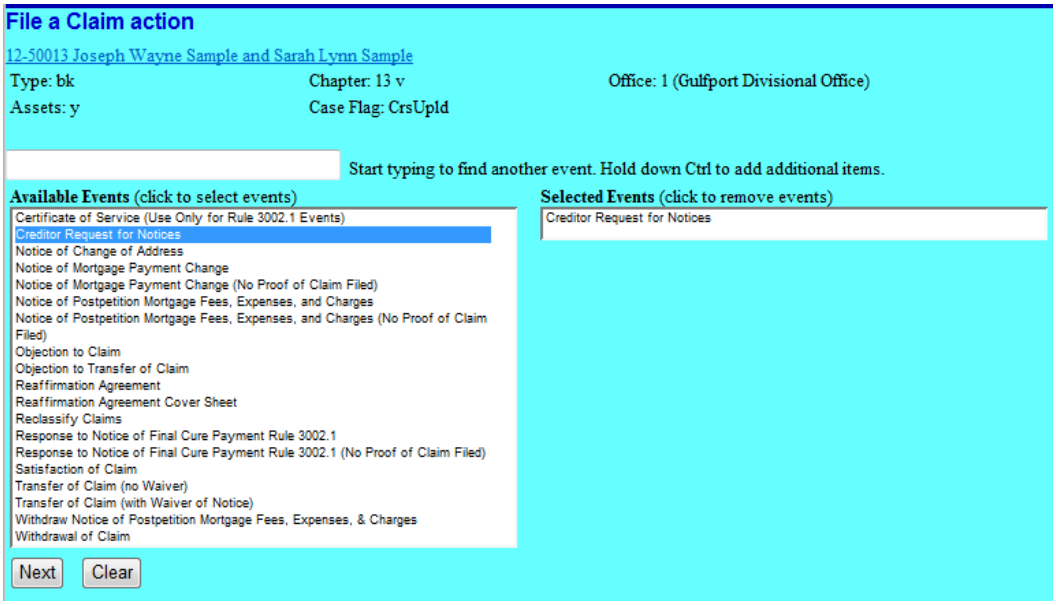
Step 1 Log into ECF. See Section 2

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

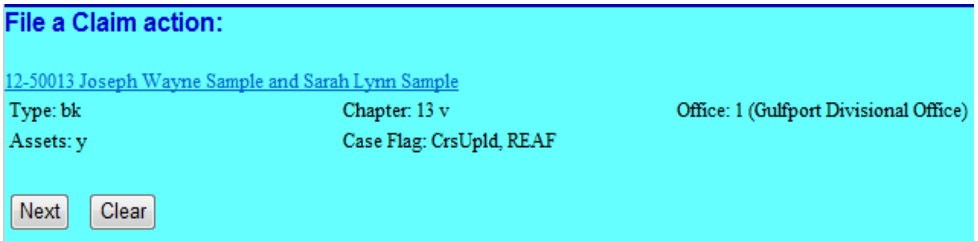
Step 3 Under Bankruptcy event category select Claim Actions



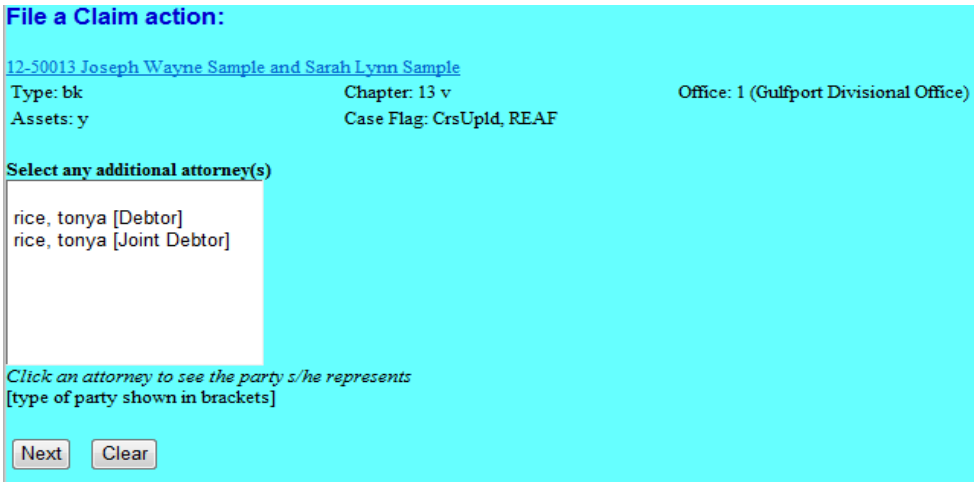
Step 4 Select **Creditor Request for Notices; c**lick **Next**.



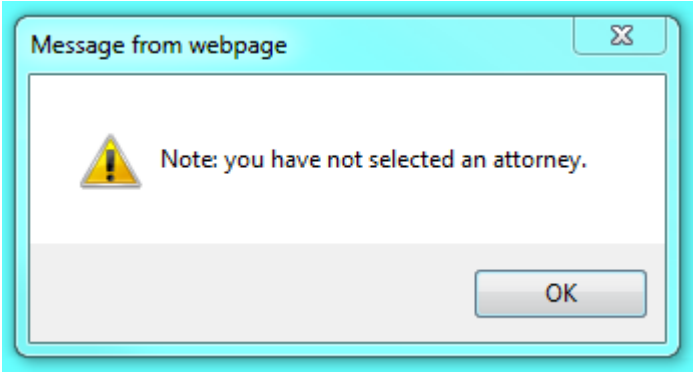
Step 5 Click **Next**.



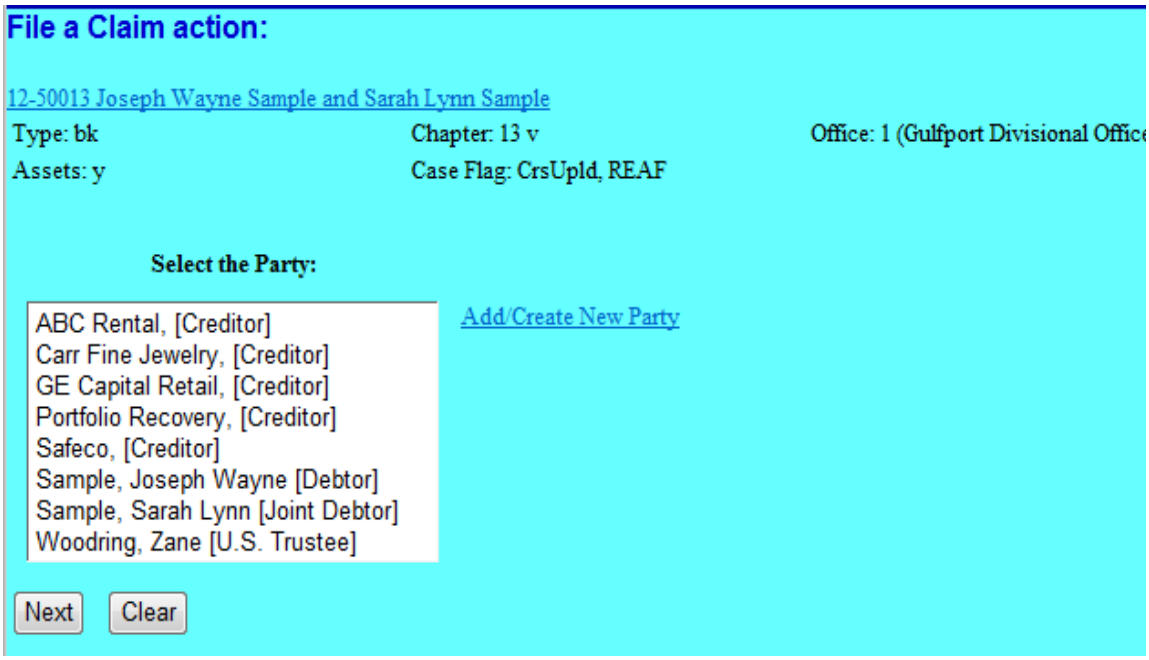
Do not select an attorney; click **Next**.



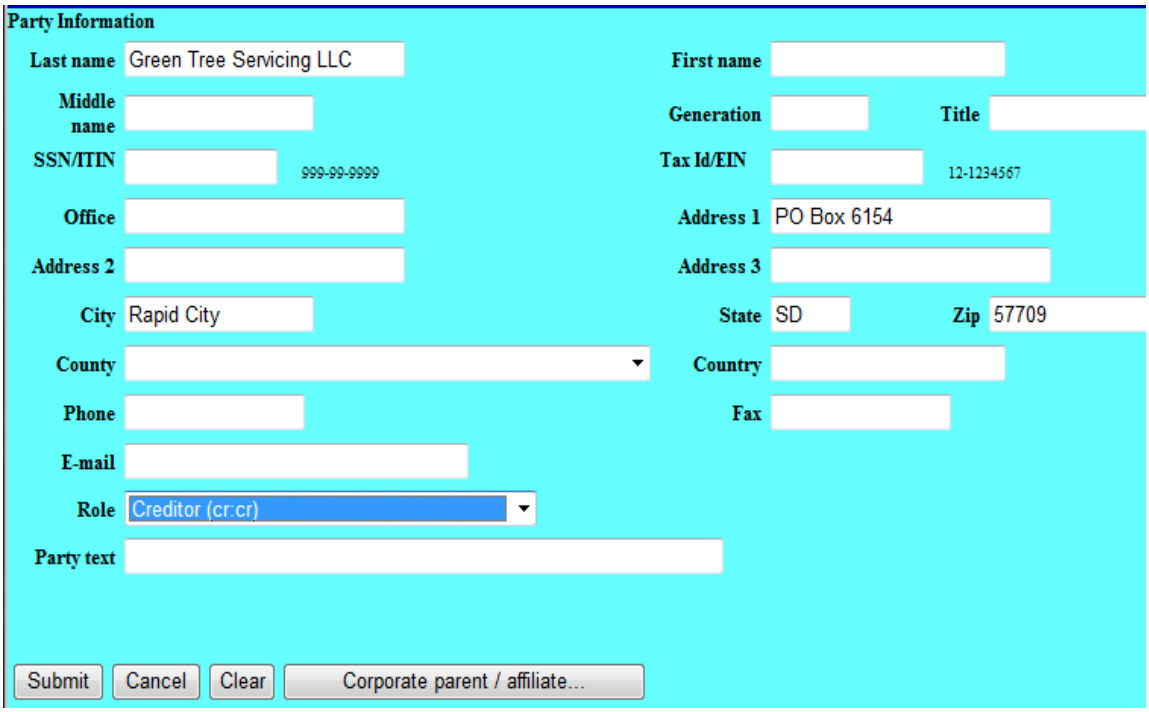
A pop up dialog box appears stating you have not selected an attorney; click **OK**.



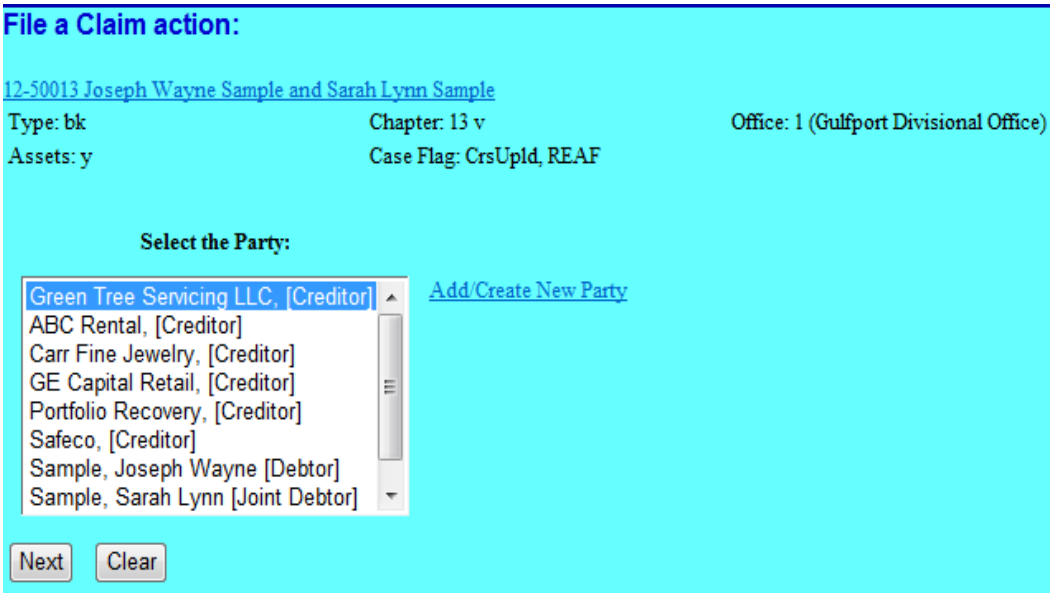
Step 6 **Select the Party**. Select the party filing the request for notices. If the party is not listed, select **Add/Create New Party**.



Step 7 **Add/Create New Party**: Search for party name. If the creditor is not listed exactly as it appears on the request click **Create a New Party**. Enter the creditor's name and address and select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

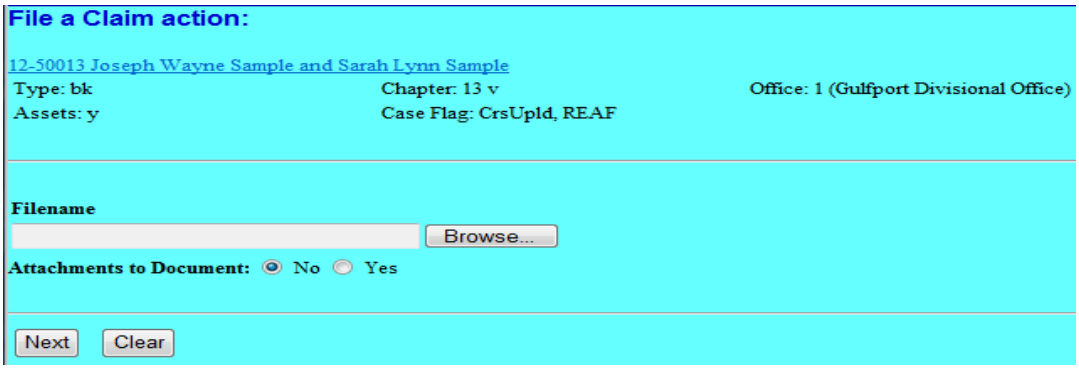


Select the Party: Select the party filing the request; click **Next**.

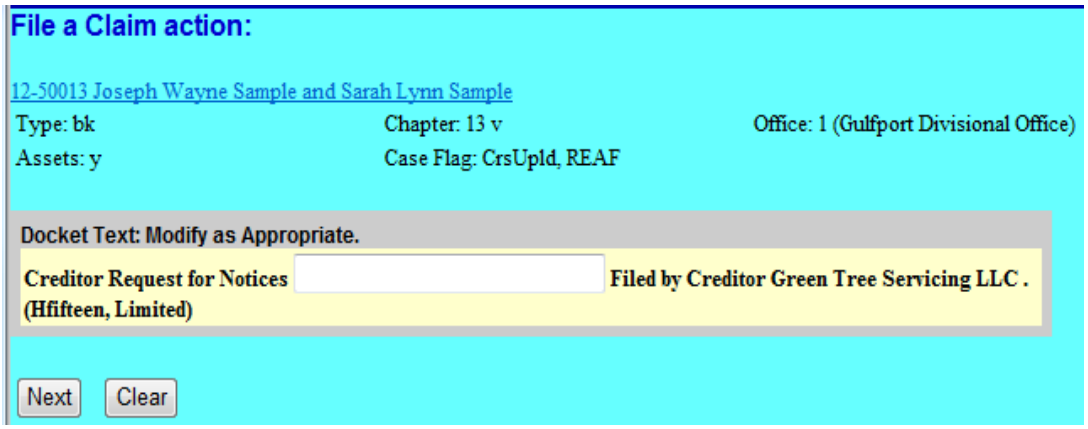


Step 8 Attach the PDF document associated with the request; click **Next**.

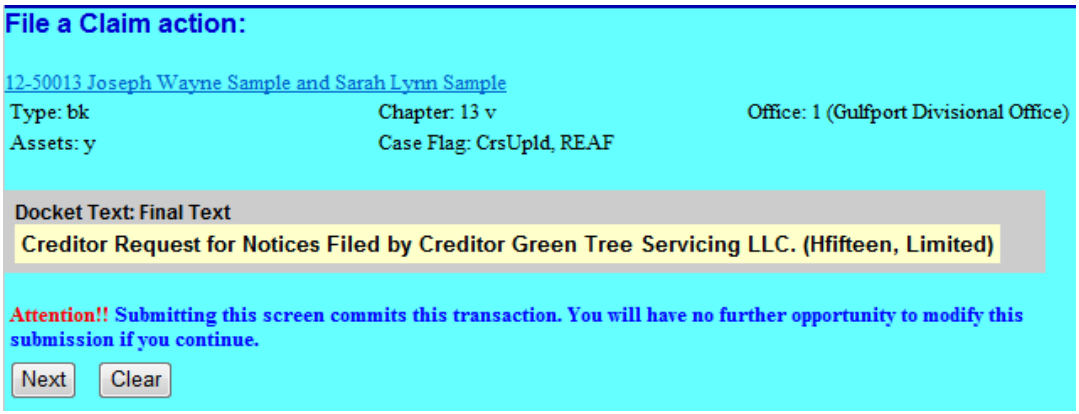
Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.



Step 9 Docket Text. Review the 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 10 Final Docket Text. Review the Final Docket Text, click **Next** to continue.



Step 11 Notice of Electronic Claims Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld, REAF

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 3:19 PM CDT and filed on 5/8/2013
Case Name: Joseph Wayne Sample and Sarah Lynn Sample
Case Number: 12-50013
Document Number: 12

Docket Text:
Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC. (Hfifteen, Limited)

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

Document description: Main Document
Original filename: Exhibits.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76445-0] [
b1f6143af835c316d30ee31ab5c514dbd823650da0254ff423898ccc4bdbeb696bab1d
58f67aa88ad3bf989d3c82dcd2efcd0c8c2eac431cd5479672eab0c0fb]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

tonya rice on behalf of Joint Debtor Sarah Lynn Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

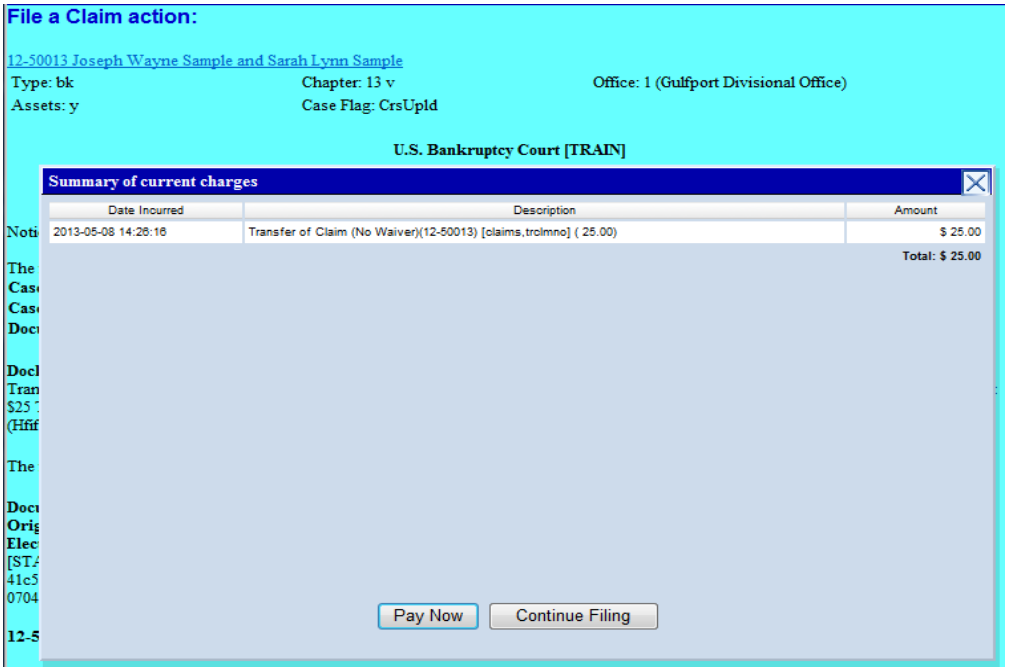
Section 4

ECF Payment of Filing Fees (Pay.gov)

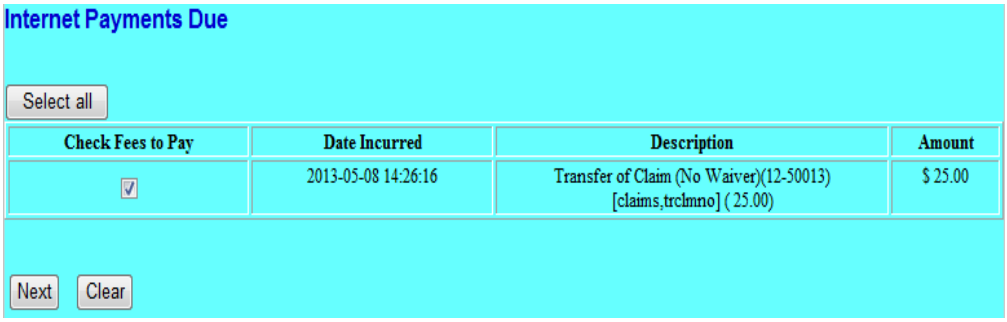
Registered ECF Users must pay filing fees for all ECF transactions through Pay.gov, an online payment portal for public access to federal agency services.

Filing fees must be paid the same day the ECF filing transaction is submitted. If a registered ECF user's account balance is not settled by midnight, the ECF system will prevent the user from filing until the outstanding balance is paid.

Summary of current charges Screen: Click **Pay Now**



Check the box for fees to pay; click **Next**.



A. Bank Account (ACH) Process

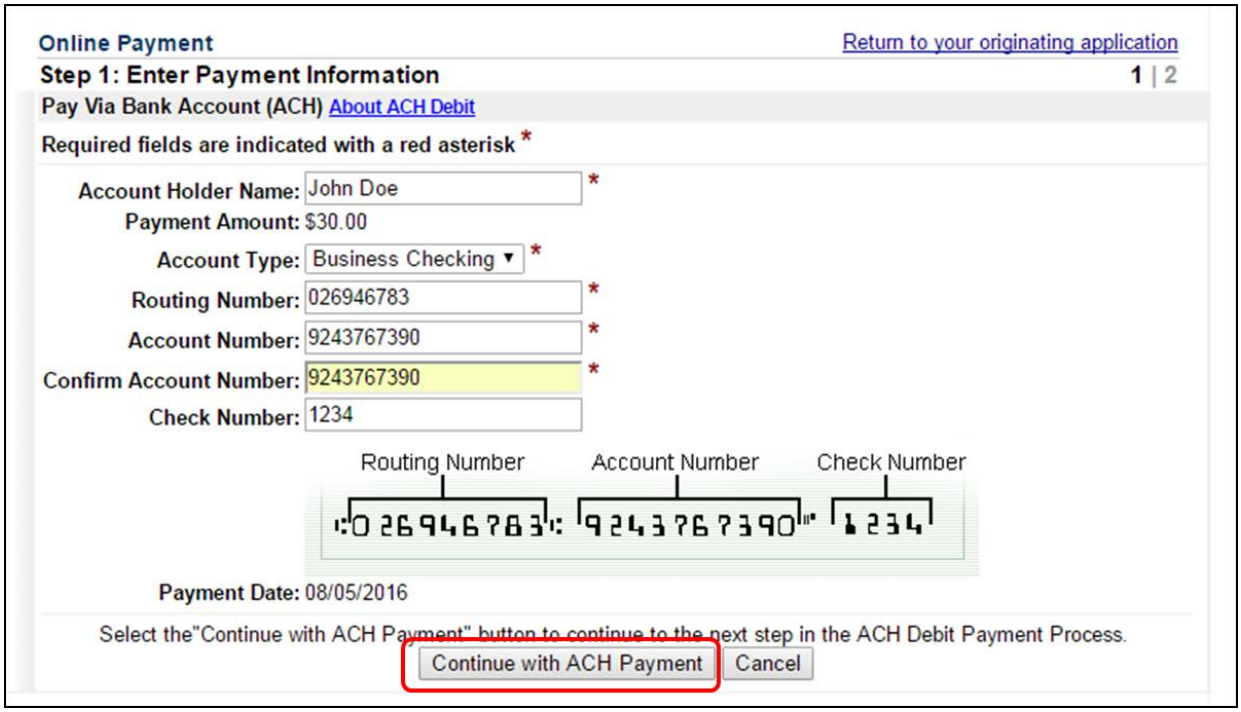
ACH payments may be made from the following types of bank accounts:

- Business Checking
- Business Savings
- Personal Checking
- Personal Savings

Note: A fee will be assessed for a payment returned or denied due to insufficient funds. *See Bankruptcy Miscellaneous Fee Schedule - Item 13*

Step 1 – Payment Process

- Fields followed by an asterisk (*****) are required.
- "Account Holder Name," "Billing Address," and "Zip Code" default to the user account information in ECF.
- Changing the information in any of these fields does not change the user's ECF account.



After entering the required information, click the "**Continue with ACH Payment**" button. The "**Authorize Payment"** window will be displayed.

Step 2 – Authorize Payment

1. Payment Summary:

   Review information for accuracy. Click "**Edit this Information**" to make changes.

2. Email Confirmation Receipt (Optional):

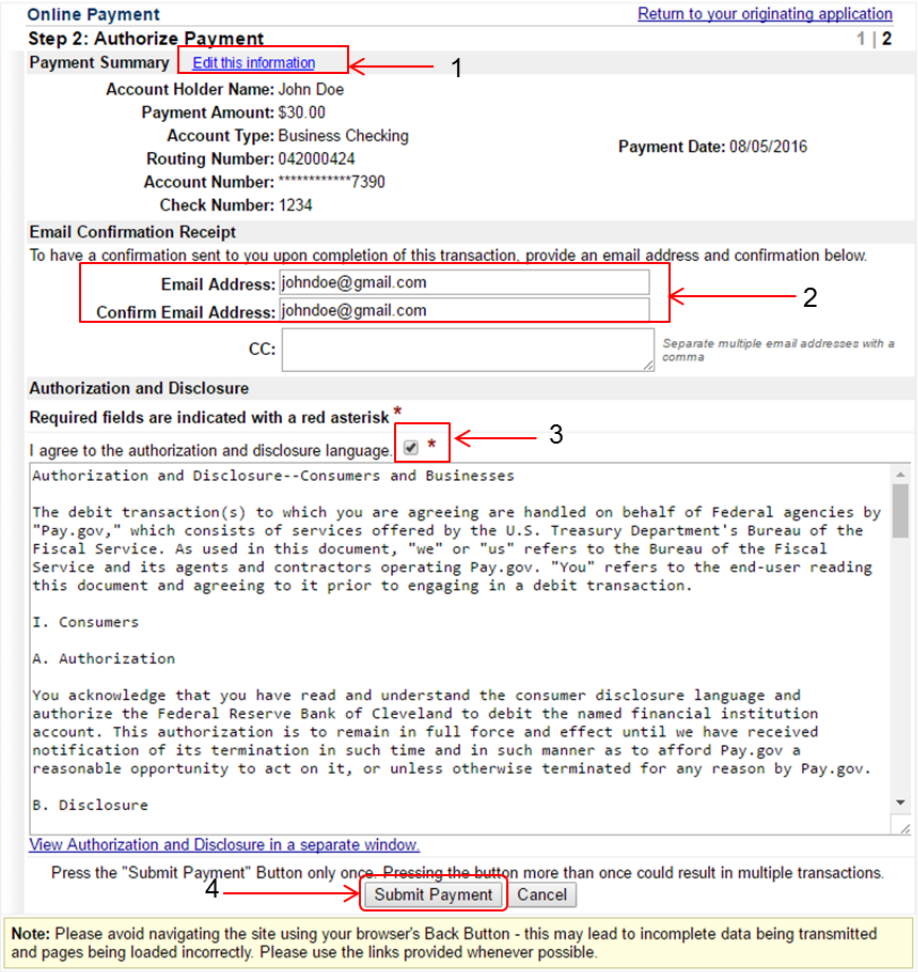
   Enter an email address to receive confirmation receipt of payment. Enter the same email address in the "Confirm Email Address" field.

3. Authorization and Disclosure:

   Select the check box to authorize debit transaction to your bank account.

4. Submit Payment:

   Click the "**Submit Payment**" button once. **Pressing the button more than once could result in multiple charges to your bank account**.

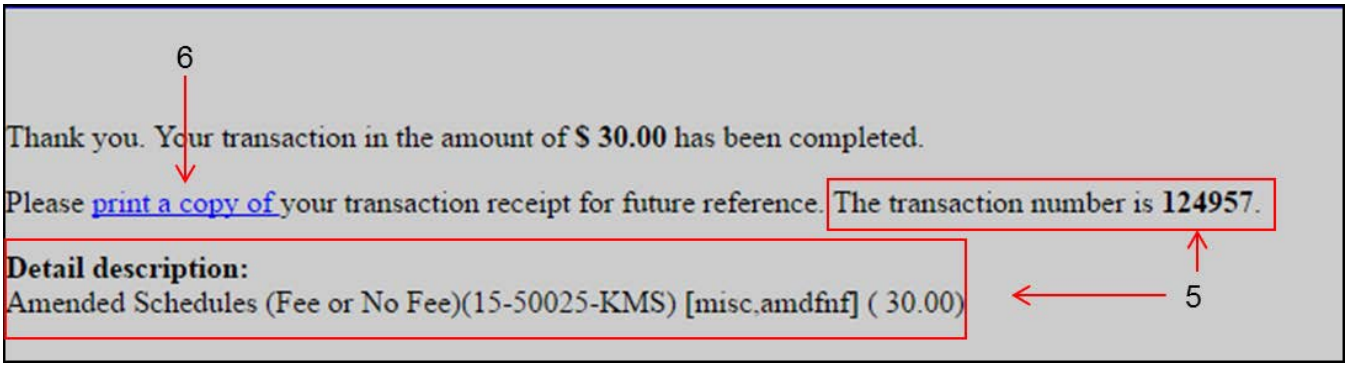


5. Payment Confirmation:

   After the transaction has processed, a transaction confirmation screen will appear that provides the transaction number and description of the fee paid. ECF will automatically docket the filing fee receipt to the case docket.

6. Printing a Receipt:

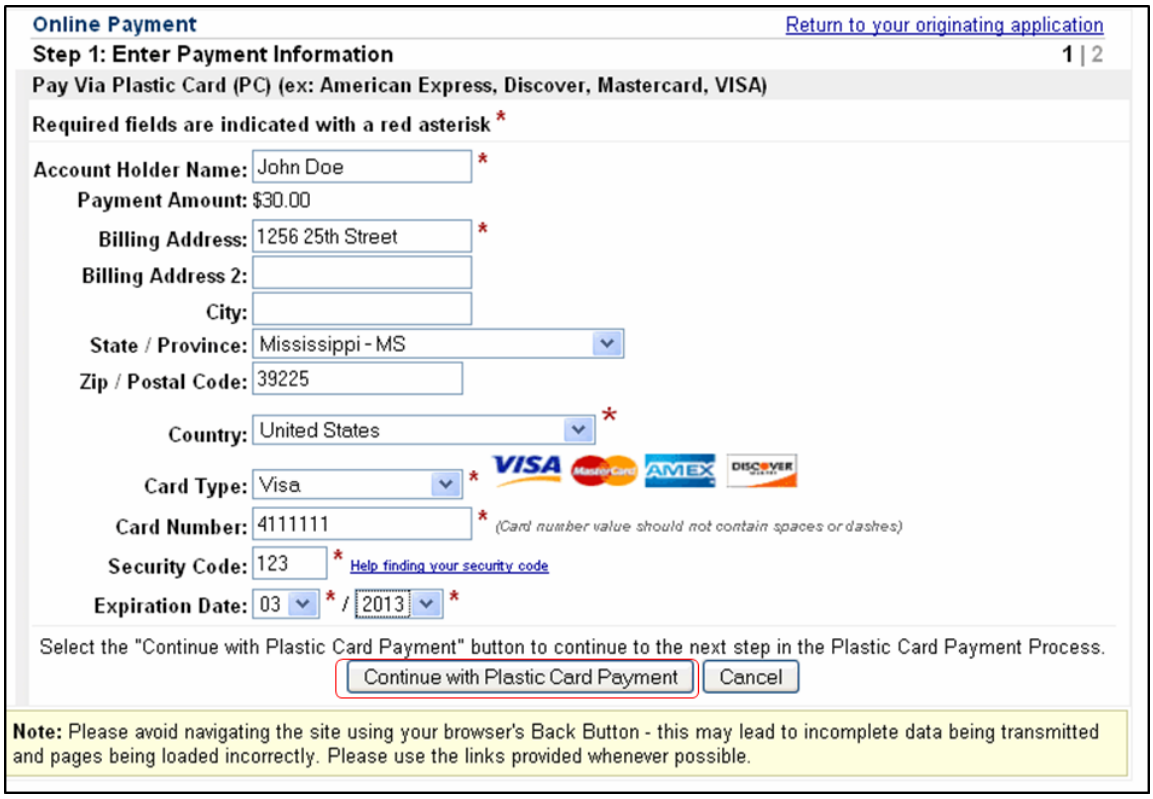
   The transaction screen has a link for printing the receipt. Printing a copy of the receipt for your records is recommended. If you provided an email address in the "Email Confirmation Receipt" section, you will receive a receipt via email from Pay.gov.



B. Debit/Credit Card Process Steps

Step 1 – Payment Process

- Fields followed by an asterisk (*****) are required.
- "Account Holder Name," "Billing Address," and "Zip Code" default to the user account information in ECF.
- Changing the information in any of these fields does not change the user's ECF account.



- After entering the required information, click the "**Continue with Plastic Card Payment**" button. The "**Authorize Payment"** window will be displayed.

Step 2 – Authorize Payment

1. Payment Summary:

   Review information for accuracy. Click "**Edit this Information**" to make changes.

2. Email Confirmation Receipt (Optional):

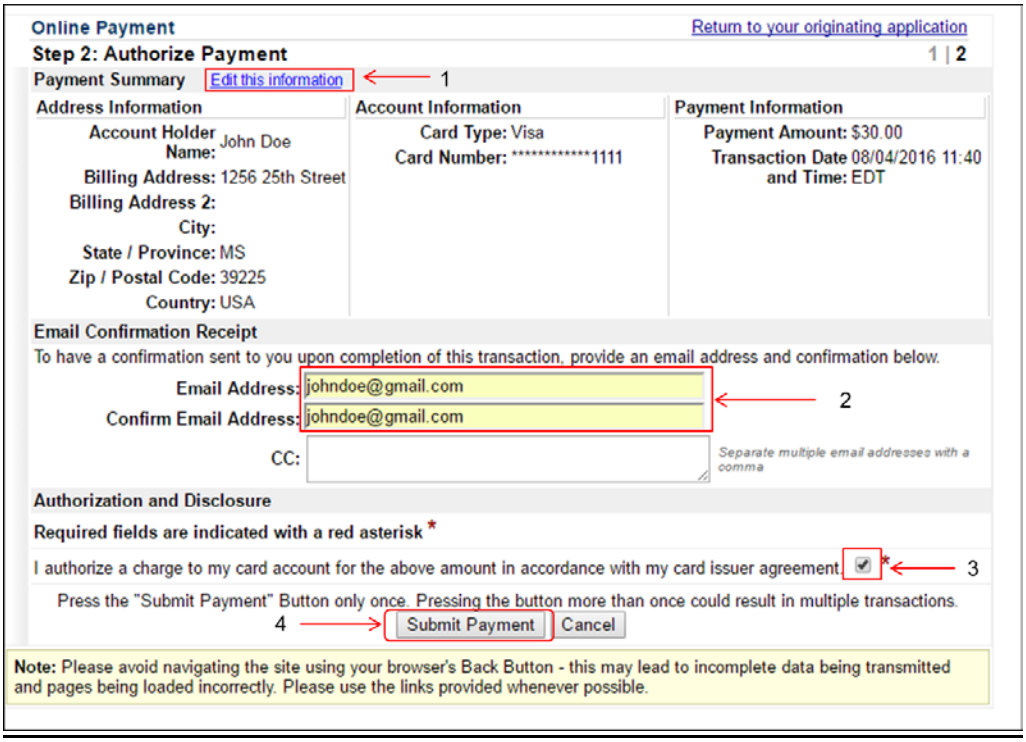
   Enter an email address to receive confirmation receipt of payment. Enter the same email address in the "Confirm Email Address" field.

3. Authorization and Disclosure:

   Select the check box to authorize charges to your credit card.

4. Submit Payment:

   Click the "**Submit Payment**" button once. **Pressing the button more than once could result in multiple charges to your credit card**.

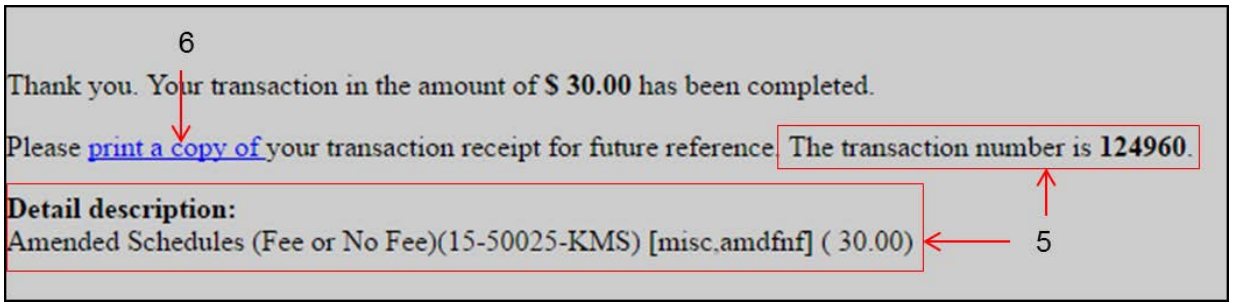


5. Payment Confirmation:

   After the transaction has processed, a transaction confirmation screen will appear that provides the transaction number and description of the fee paid. ECF will automatically docket the filing fee receipt to the case docket.

6. Printing a Receipt:

   The transaction screen has a link for printing the receipt. Printing a copy of the receipt for your records is recommended. If you provided an email address in the "Email Confirmation Receipt" section, you will receive a receipt via email from Pay.gov.



Section 5

Query

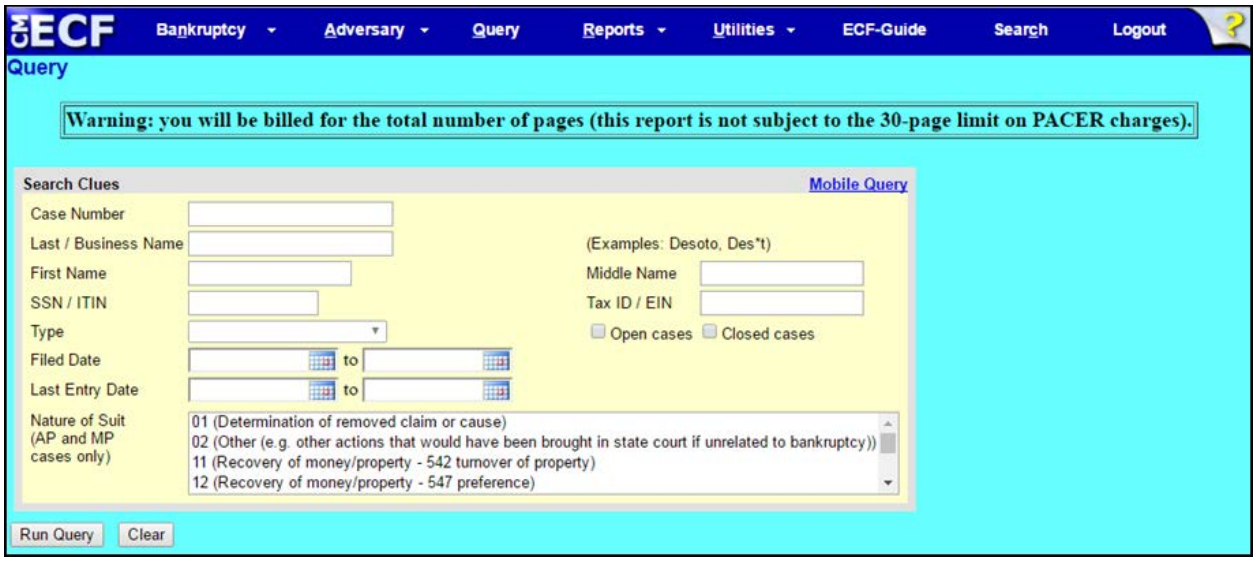
The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases. Note: Searching by name is NOT case sensitive.

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

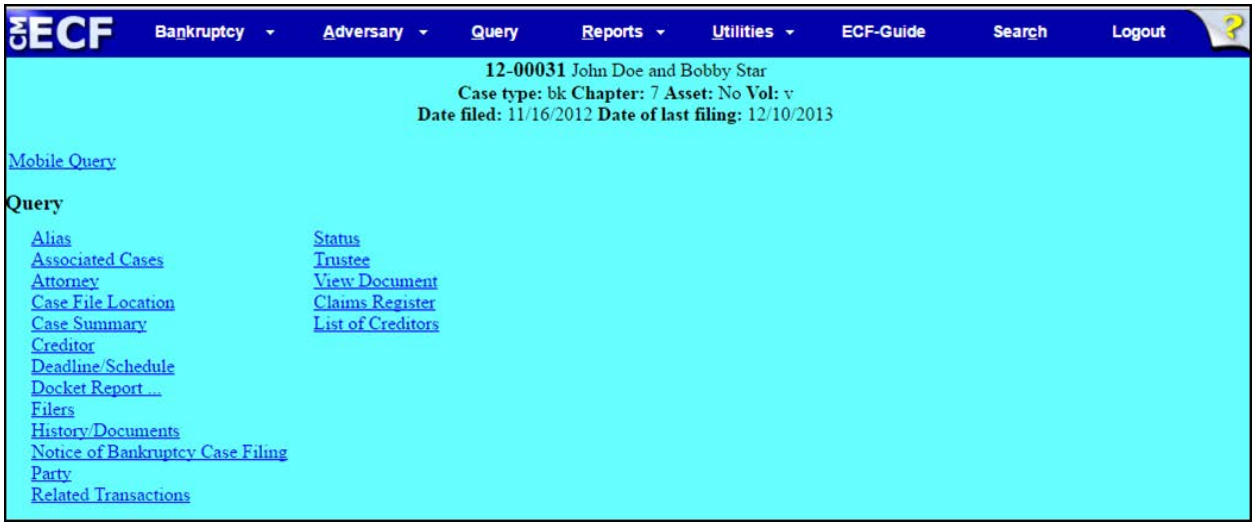
To Search by Case Number:

- 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 – 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 docket report and display it in a window. Click the document number to view the associated PDF.

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

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

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

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

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

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

Related Transactions - Make your selections from the following:

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

  filed date;
  entered date;
  document number

Status - Displays a list of pending or terminated status.

Trustee -Displays the case trustee's information.

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

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006 were filed with the case trustee therefore may be unavailable for viewing in the ECF system.
List of Creditors - Displays the name and address of the parties listed on the mailing matrix. **This query should be used for noticing purposes.**

Section 6

Reports

The Reports feature of ECF provides access to the Claims Register. 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 the Claims Register.

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.

Section 7

Utilities

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

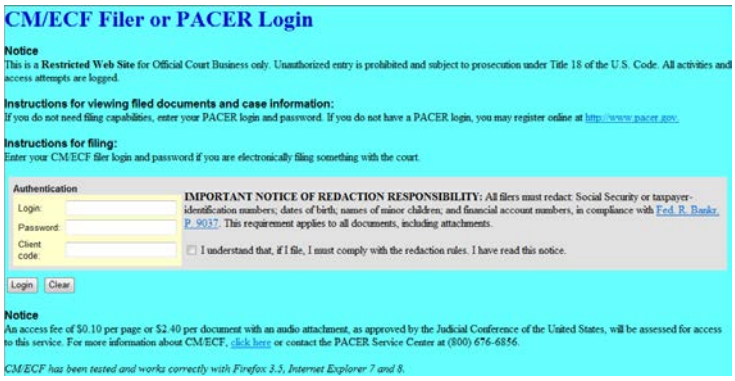
Change Your ECF Password

Password Requirements:

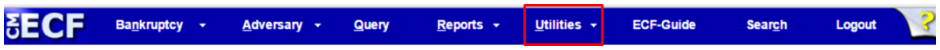
- minimum of eight characters;
- minimum of one lower case character (a-z);
- minimum of one upper case character (A-Z);
- minimum of one numeric or special character (1-9, *or* !@#$%^&*() +_=+) ;

Note: The character order is not relevant.

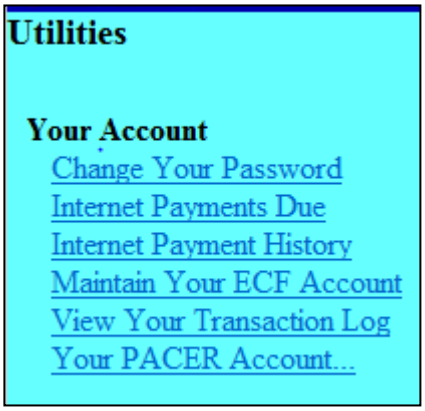
Step 1 Login into CM/ECF. See Section 2



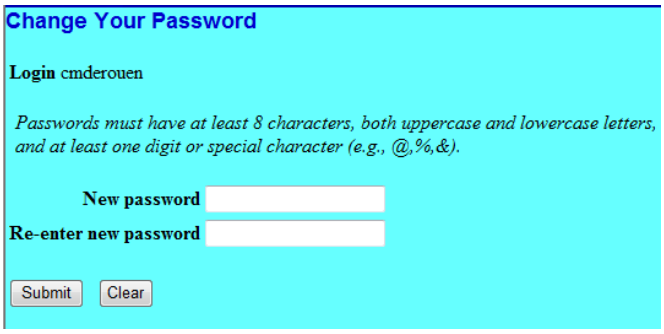
Step 2 Click, “Utilities” from the main menu bar



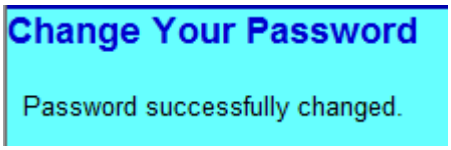
Step 3 Click, **Change Your Password**



Enter a new password based on the requirements defined in “Password Requirements.” Click **Submit**

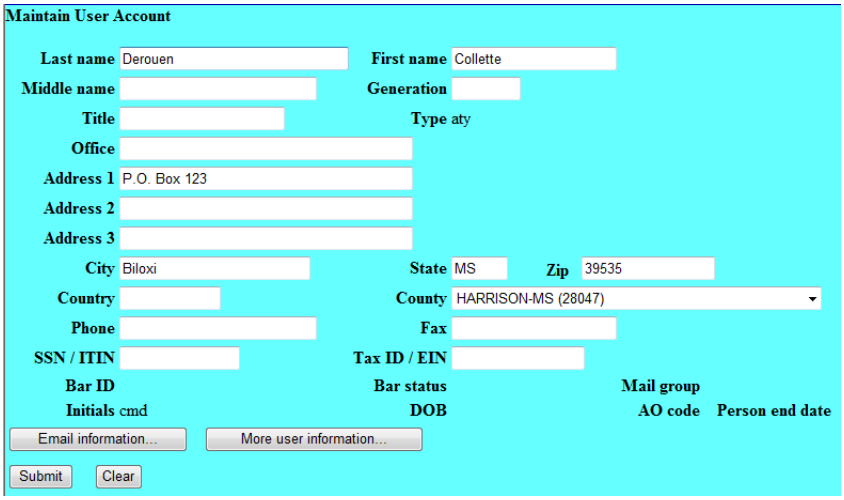


Step 4 A screen will appear confirming your password was changed

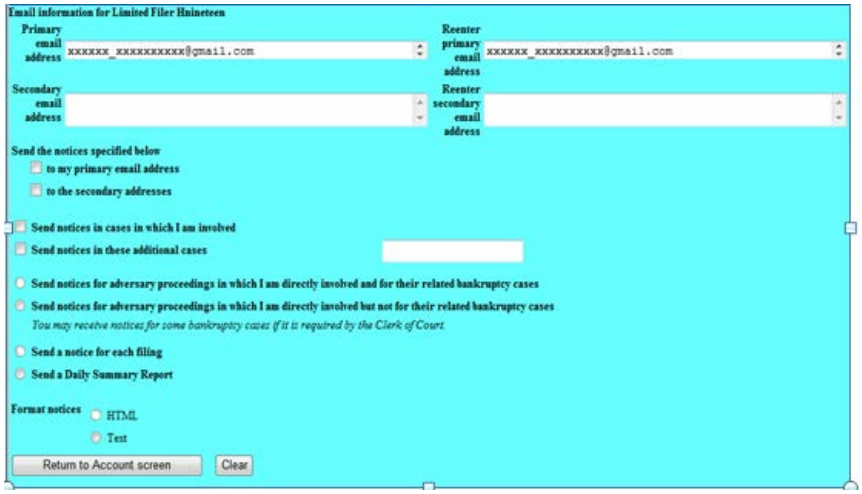


Maintain Your ECF Account

The initial screen displays the user's basic demographic information such as name, address, etc.

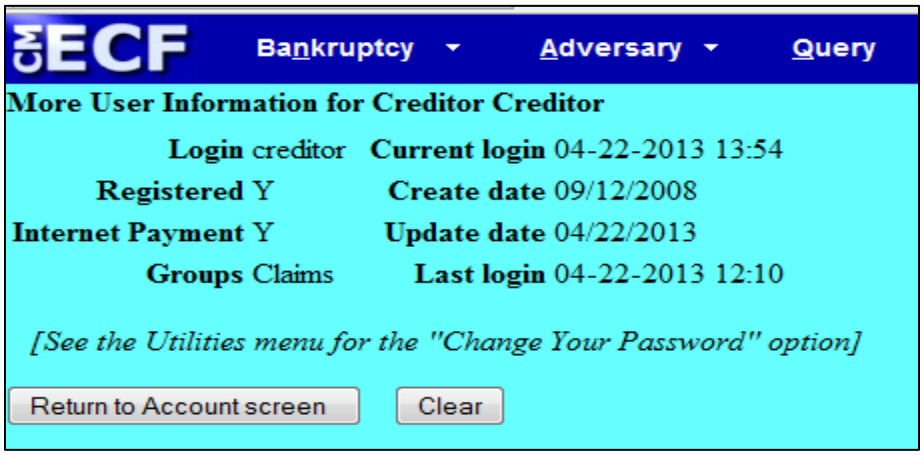


"**Email information**" is a utility option used to maintain the registered user's email address of record. ECF registered Users are required to maintain a primary email address.

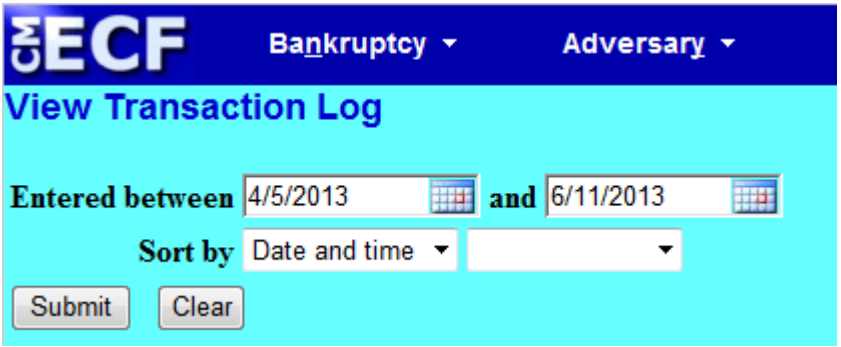


Note: Notices of Electronic Filing (NEF's) notification option is not available to ECF limited users.

"**More User Information**" displays basic user information.



Select **Submit** on the "**Maintain User Account**" screen to save changes to your ECF account information.

View Your Transaction Log

The Transaction Log displays transactions made with your ECF account for a specific calendar period. The information may be sorted by date and time or by case number.