United States Bankruptcy Court
Southern District of Mississippi

Electronic Case Filing Guide for Limited Users

September 2013

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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:

Manuals available for download:

- Administrative Procedures for Electronic Case Filing
- ECF Guide for Attorneys

Additional Filing Resources:

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

Contact Us tab:

Contact Information:

- Case Administrator by Chapter and Digits
- Supervisors and Chambers Staff
- Administrative Staff

ECF System and PACER System

<u>Electronic Filing System (ECF)</u> allows registered users to perform the following functions:

- File documents in cases electronically
- Maintain user account information

<u>Public Access to Court Electronic Records (PACER)</u> 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: **Physical Location:**

Clerk, U.S. Bankruptcy Court   Clerk, U.S. Bankruptcy Court
Southern District of Mississippi   Southern District of Mississippi
Attention: ECF Registration   **Attention: ECF Registration**
P. O. Box 2448   501 E Court Street, Suite 2.300
Jackson, MS 39225-2448   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

Welcome to the U.S. Bankruptcy Court for the Southern District of Mississippi

Southern District of Mississippi - Document Filing System

There are no special notices at this time.

24February2012
Court Information

CM/ECF Filer or PACER Login

CM/ECF Filer or PACER Login

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

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

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

Authentication

Login:

Password:

Client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.

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

Login   Clear

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

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

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

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

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

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

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

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

Login   Clear

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.

CM ECF	Bankruptcy ▾	Adversary ▾	Query	Reports ▾	Utilities ▾	Search	Logout	

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.
Search:	Search Menus and Events by entering key words.
Logout:	Exit from ECF. <u>ALWAYS</u> 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
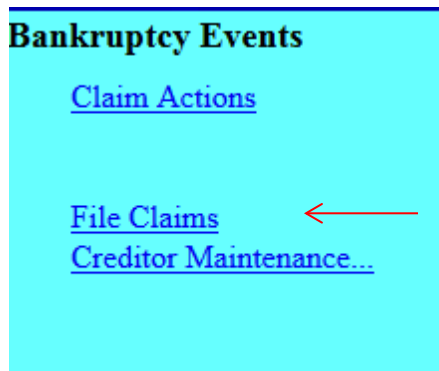
Common Filings

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**

| CM ECF | Bankruptcy ▾ | Adversary ▾ | Query | Reports ▾ | Utilities ▾ | Search | Logout | ? |

Step 3   Click **File Claims**

Bankruptcy Events

Claim Actions

File Claims ←
Creditor Maintenance...

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

Search for Creditor

| Case Number | 1:12-bk-50025 |
| Name of creditor | |

Type of creditor
Creditor
Administrative
20 Largest Unsecured Creditors

Next   Clear

Step 5   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**.

Select a Creditor for Claim

Case 12-50025: Randy McGee

(select a creditor) ▼

Next   Clear

Select a Creditor for Claim

Case 12-50025: Randy McGee

COMMUNITY BANK - P O BOX 5513 MERIDIAN MS 39302 - 14344 (Creditor) ▼

Next   Clear

Step 5a   If the creditor is not listed <u>exactly</u> as the <u>Noticing Address</u> on your proof of claim, click **Add Creditor**. Enter the Creditor's name and address; click **Next**.

Add Creditor(s)

Case 12-50025 already contains creditors!

Case number 12-50025 Randy McGee

Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.

Name and Address
```
ABC Rental
123 Main Street
Anywhere, MS 39501
```

Creditor type   Creditor ▼

Creditor committee   ⦿ No   ○ Yes   Entity ☐

Next   Clear

Click **Submit** on the next screen to add the creditor. The Creditors Receipt screen will appear; select **File A Proof Of Claim** and verify the case number; click **Next**.

At the next screen, **Search for Creditor**, see Step 5 above, and select the creditor you just added.

A pop-out box will indicate if any claims have been filed on behalf of the creditor; verify the correct creditor was selected; click **Yes.**

No claims have been filed on behalf of creditor
ABC Rental
123 Main Street
Anywhere, MS 39501

Is this the correct creditor?

Yes   No

Step 6   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: Clears the amounts in the *Amount Claimed*, *Secured*, and *Priority fields*.

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 include additional attachments.

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

Attachment to Proof of Claim

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

Case 12-50025

Filename

Documents\Proof of Claim Form B10.pdf Browse...

Attachments to Document: ○ No ⦿ Yes ⟵

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

Have you redacted?

Next Clear

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.

Select one or more attachments.
Case 12-50025
1) Select the PDF document that contains the attachment.
Filename

\\mssb\operations\TRAINING\CM New Us Browse...

2) Fill in the fields below.

Category	*and/or*	**Description**
Supplement ▼		Attachment

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\fakepath\Exhibits.pdf Add to List

          Remove from List

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

Have you redacted?

Next

Step 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 Hnineteen, Limited on 8/12/2013 at 3:17 PM CDT

File another claim

Case Name:	Randy McGee
Case Number:	12-50025
	FORD MOTOR CREDIT
Creditor Name:	P O BOX 689007
	FRANKLIN TN 37068
Claim Number:	5 Claims Register

Amount Claimed: $100.00
Amount Secured: $100.00
Amount Priority:

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

Document description: Main Document
Original filename: Proof of Claim Form B10.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=8/12/2013] [FileNumber=76763-0]
[273dcb7e8b66414cd15b45e5007a3f3ea291155026f316f0c8a7946d9ed71979c8829
230d09f3ff26a2029d940075e08149bac1ec4ac5c95863472aa5b88559d]]
Document description: Exhibit Exhibit
Original filename:C:\fakepath\Exhibits.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=8/12/2013] [FileNumber=76763-1]
[755ffc036c75873320a73e8bd6146b84c028715d5e470857afdb25548a6fc095bb1bd
579d605a53427f9dd8a52b31123a2435c6fb8c6cd452cf14da66bf52fce]]
Document description: Supplement Attachment
Original filename:C:\fakepath\Sample Doc.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=8/12/2013] [FileNumber=76763-2]
[a2e28c39ee8370d04fca90572d4d39c3b7d9de37fa5a5868a3d36e5ada3326ffe876e
7e101500aaacac0660bca7ce4ef90dcb2ecdb6c92a010d47f78885c2eef]]

Withdrawing a Proof of Claim

Step 1   Log into ECF. See Section 2

Step 2   From the main menu bar click Bankruptcy

CM/ECF	Bankruptcy ▾	Adversary ▾	Query	Reports ▾	Utilities ▾	Search	Logout

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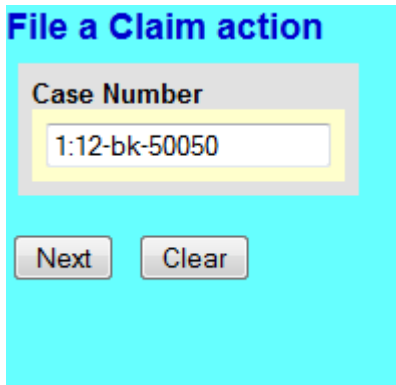
Bankruptcy Events

Claim Actions   ←

File Claims
Creditor Maintenance...

Step 4   Input Case Number, click **Next**
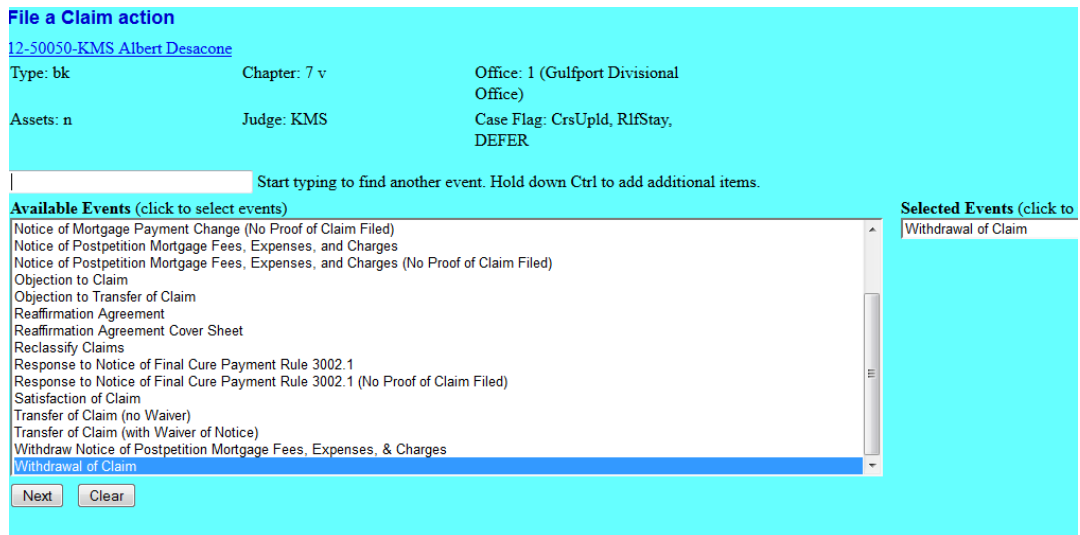
Step 5   Select Withdrawal of Claim; click **Next**.

Step 6   Click **Next** twice

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

    [Next]   [Clear]

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test, Attorney [Creditor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

    [Next]   [Clear]

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

The page at https://ecf-train.mssb.uscourts.gov says: [X]

⚠ Note: you have not selected an attorney.

                    [OK]

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Desacone, Albert [Debtor]   Add/Create New Party
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Safeco, [Creditor]
Woodring, Zane [U.S. Trustee]

Next   Clear

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

Search for a party

SSN / ITIN _____   Tax ID / E

Last/Business name _____

First Name _____

Middle Name _____

Search   Clear

Party search results

American Express
American Express Centurion Bank

Select name from list   Create 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**.

Party Information

Last name AMERICAN EXPRESS   First name _____
Middle name _____   Generation ____   Title _____
SSN/ITIN _____ 999-99-9999   Tax Id/EIN _____ 12-1234567
Office _____   Address 1 PO Box 981537
Address 2 _____   Address 3 _____
City El Paso   State TX   Zip 79998
County _____   Country _____
Phone _____   Fax _____
E-mail _____
Role Creditor (cr:cr)
Party text _____

Submit   Cancel   Clear   Corporate parent / affiliate...

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

         Select the Party:

AMERICAN EXPRESS, [Creditor]   Add/Create New Party
Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Safeco, [Creditor]
Woodring, Zane [U.S. Trustee]

Next   Clear

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.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Filename

[   ] Browse...
Attachments to Document: ◉ No ○ Yes

Next   Clear

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

12-50050-KMS Albert Desacone

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

              Select claim(s) from list
Claims Selected: 1

Creditor name	Claim #	Amount claimed	Date filed
AMERICAN EXPRESS (14534)	1	$32,561.00	04/10/2013
BANK OF AMERICA (14536)	3	$189. *(14534)* PO BOX 981537 El Paso TX 79998	
CHASE (14537)	4	$	

Next   Clear

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Claim No. 1:   Allow
Status   Amendment
                 Disallow
                 Expunge
                 Reclassify
                 Withdrawn

Select *Withdrawn* from the pick list.
[Next]   [Clear]

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.

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

Docket Text: Modify as Appropriate.
Withdrawal of Claim(s): 1 [   ] **Filed by Creditor AMERICAN EXPRESS .**

[Next]   [Clear]

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   Office: 1 (C Office)

Assets: n   Judge: KMS   Case Flag: DEFER

Docket Text: Final Text
Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.

Attention!! Submitting this screen commits this transaction. You will have
[Next]   [Clear]

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   C
                                      C
Assets: n   Judge: KMS   C
                                      D

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 4
Case Name: Albert Desacone
Case Number: 12-50050-KMS
Document Number: 8

Docket Text:
Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.
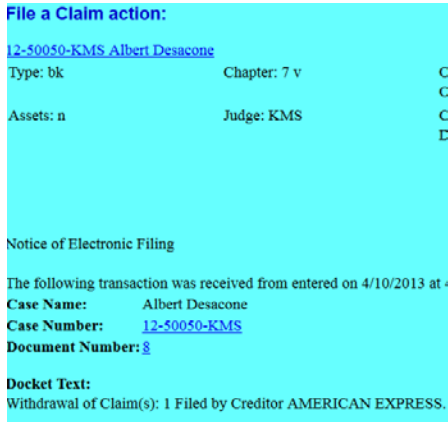
Assignment/Transfer of Claim

Step 1   Log into ECF. See Section 2

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

CM**ECF**   Ba**n**kruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Search   Logout   ?

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

Bankruptcy Events

Claim Actions   ←

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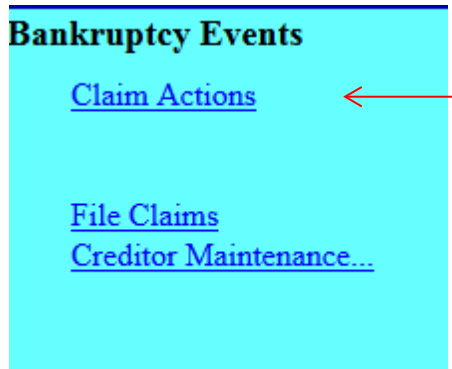
Step 4   Select **Transfer of Claim (no Waiver)** when the agreement is not signed by the transferor and transferee or when a waiver is not attached.

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**

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v
Assets: y   Case Flag: CrsUpld

Select any additional attorney(s)

rice, tonya [Debtor]
rice, tonya [Joint Debtor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

Next   Clear

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

The page at https://ecf-train.mssb.uscourts.gov says:

⚠   Note: you have not selected an attorney.

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 <u>exactly</u> 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.

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

Filename
les\PDF Documents\Transfer of Claim.pdf [Browse...]
Attachments to Document: ● No ○ Yes

[Next] [Clear]

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

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

       Select claim(s) from list
Claims Selected: 3

Creditor name	Claim #	Amount claimed	Date filed
ABC Rental (14905)	1	$500.00	05/06/2013
Carr Fine Jewelry (14188)	4	$600.00	05/08/2013
Sallie Mae Servicing (14200)	3	$25,000.00	05/08/2013
Smith's Goods (14906)	2	$1,000.00	05/07/2013

[Next] [Clear]

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

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

Claim No. 3: Status
```
Amendment  ▲
Disallow
Expunge
Reclassify    ≡
Transferred
Withdrawn  ▼
```

[Next] [Clear]

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**.

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

Transfer type ○ 3001 (e) 1   ◉ 3001 (e) 2   ○ 3001 (e) 3   ○ 3001 (e) 4

Search for transferee [   ] [Search Creditors] [Add New Creditor]

Transferee selected [GE Capital Retail,c/o Recovery Management Systems,25 SE 2nd Ave Suite 1120,Miami, FL 33131]

Search for transferor [   ] [Search Creditors]

Transferor selected [   ]

Claim number [   ]

Search for transferor [   ] [Search Creditors]

Transferor selected [   ]

Claim number [   ]

Search for transferor [   ] [Search Creditors]

Transferor selected [   ]

Claim number [   ]

[Transfer More Claims]

[Next] [Clear]

Add new creditor name and address
Name may be 50 characters. Address may be 5 lines, 40 characters each.

```
GE Capital Retail
c/o Recovery Management Systems
25 SE 2nd Ave Suite 1120
Miami, FL 33131
```

[Submit] [Close]

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)*

No search clues entered.

Select creditor

Citibank VISA,PO Box 198, Sioux Falls, SD 57188-1234
Davis Department Store,PO Box 909, Portland, OR 87655
Debbie's Catering,121 Augusta Lane, Suite 8, Park Ridge, IL 60356
Don's Lawns,1340 Green Bay Road, Suite 963, Kenosha, WI 67896
First City Bank,560 Michigan Avenue, Chicago, IL 60604
GMAC Finance,1700 Greenbay Road, Wilmette, IL 63221
Honda Finance,1323 Santa Vista, Orosi, CA 93647
IRS,230 S. Dearborn St., Chicago, IL 60604
Jan and Elwood Smith,230 S. Dearborn St., Chicago, IL 60604
Minor Child,143 W Arthur Blvd., Chicago, IL 60657
Sallie Mae Servicing,P.O. Box 9532, Wilkes Barre, PA 18773-9532 (Claim # 3)
Sallie Mae Servicing,P.O. Box 9532, Wilkes Barre, PA 18773-9532
Smith's Goods,456 Oak Street, Mytown, MS 39001
Smith's Goods,654 Pine Street, Yourtown, MS 39002 (Claim # 2)
Smith's Goods,654 Pine Street, Yourtown, MS 39002

[Select] [Close]

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

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

Transfer type ○ 3001 (e) 1   ⊙ 3001 (e) 2   ○ 3001 (e) 3   ○ 3001 (e) 4

Search for transferee [   ] [Search Creditors] [Add New Creditor]

Transferee selected GE Capital Retail,c/o Recovery Management Systems,25 SE 2nd Ave Suite 1120,Miami, FL 33131

Search for transferor [   ] [Search Creditors]

Transferor selected Sallie Mae Servicing

Claim number 3

Search for transferor [   ] [Search Creditors]

Transferor selected [   ]

Claim number [   ]

Search for transferor [   ] [Search Creditors]

Transferor selected [   ]

Claim number [   ]

[Transfer More Claims]

[Next] [Clear]

Step 15   Click **Next** to continue.

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

Next   Clear

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

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

Docket Text: Final 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)

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

Next   Clear

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 <u>Section 4 ECF Payment of Filing Fees</u> 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**
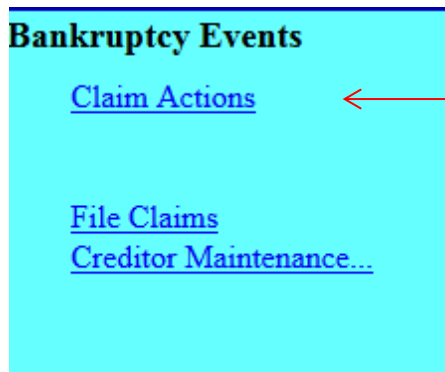
Step 4   Input Case Number, click **Next**
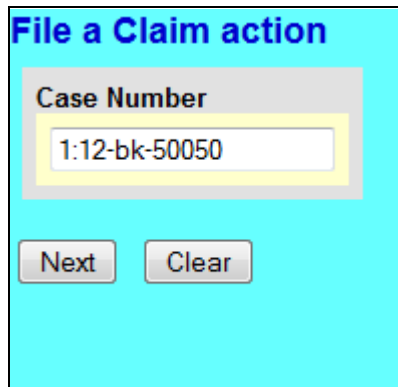
Step 5   Select **Reaffirmation Agreement**; click **Next**.

Step 6   Click **Next**.

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

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test, Attorney [Creditor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

[Next]   [Clear]

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

The page at https://ecf-train.mssb.uscourts.gov says:

⚠ Note: you have not selected an attorney.

[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**.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Desacone, Albert [Debtor]   Add/Create New Party
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

Next   Clear

Step 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.**

Search for a party

SSN / ITIN
Last/Business name   Safeco
First Name
Middle Name

Search   Clear

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.

Party Information

Last name	Safeco	First name	
Middle name		Generation	Title
SSN/ITIN	999-99-9999	Tax Id/EIN	12-1234567
Office		Address 1	515 Jackson Street
Address 2		Address 3	
City	Hazlehurst	State	MS Zip 39083
County		Country	
Phone		Fax	
E-mail			
Role	Creditor (cr:cr)		
Party text			

Submit   Cancel   Clear   Corporate parent / affiliate...

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

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Safeco, [Creditor]   Add/Create New Party
Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

Next   Clear

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.

File a Motion:

12-50050-KMS Albert Desacone

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

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

Filename

[   ] Browse...
Attachments to Document: ⦿ No ○ Yes

Next   Clear

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

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

☐ **Refer to existing event(s)?**

Next   Clear

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

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v   O:
                                                      O:
Assets: n   Judge: KMS   C
                                                      D

Enter Creditor Named in This Agreement: Safeco

Enter description of property: personal property

Next   Clear

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.
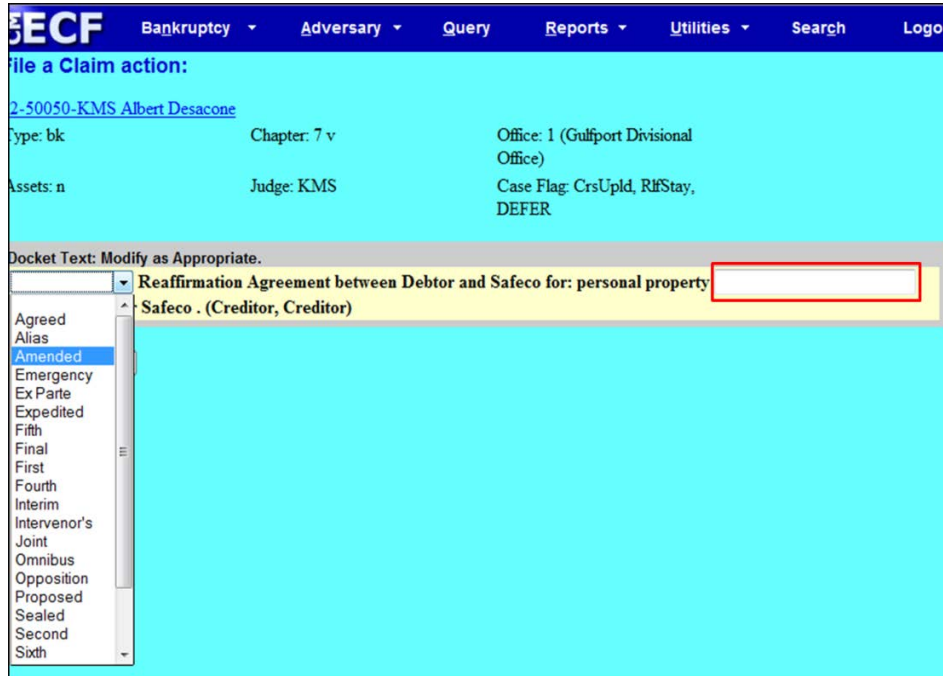
Final Docket Text. Review the final docket text; click **Next** to continue.
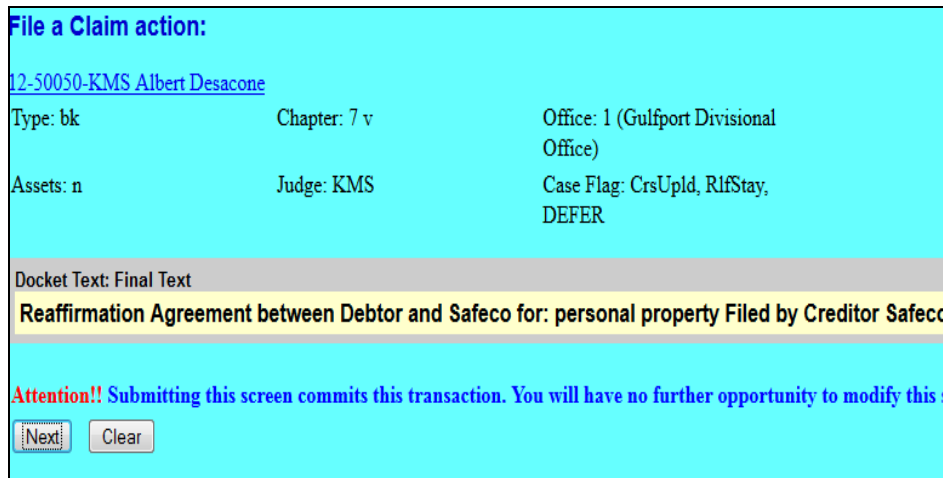
Step 17   Notice of Electronic Filing screen: Provides a link to the document and to the case docket.

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
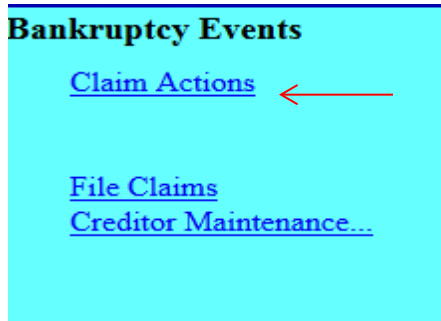
Step 4   Select **Creditor Request for Notices; c**lick **Next**.
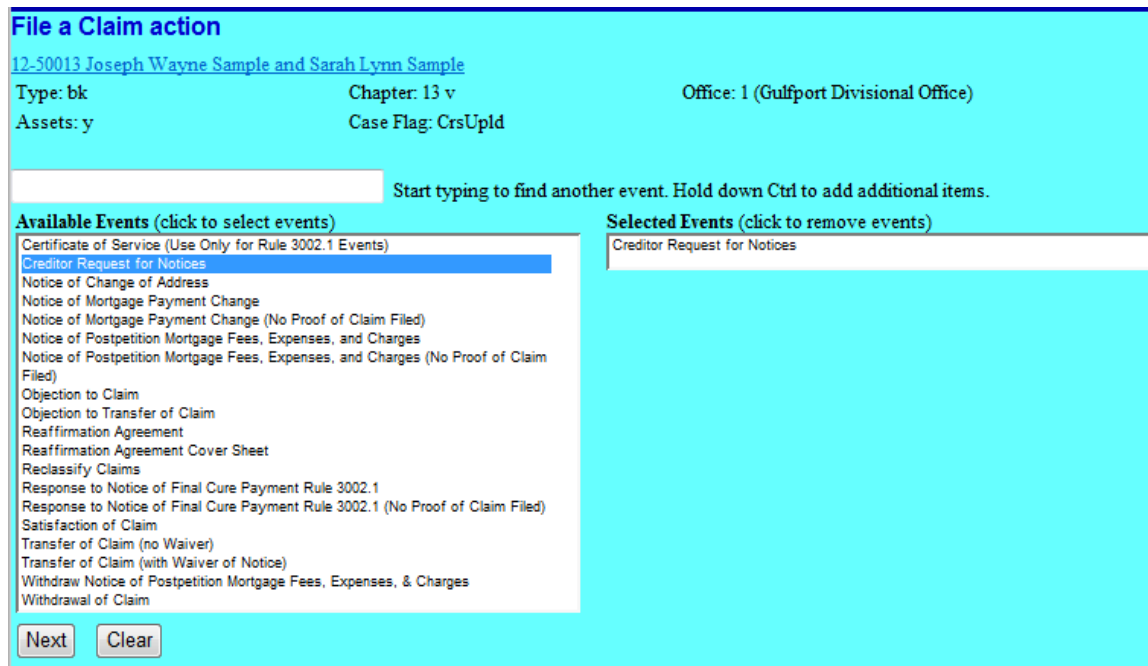
Step 5   Click **Next**.

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

[Next]   [Clear]

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

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

Select any additional attorney(s)

rice, tonya [Debtor]
rice, tonya [Joint Debtor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

[Next]   [Clear]

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

Message from webpage

⚠ Note: you have not selected an attorney.

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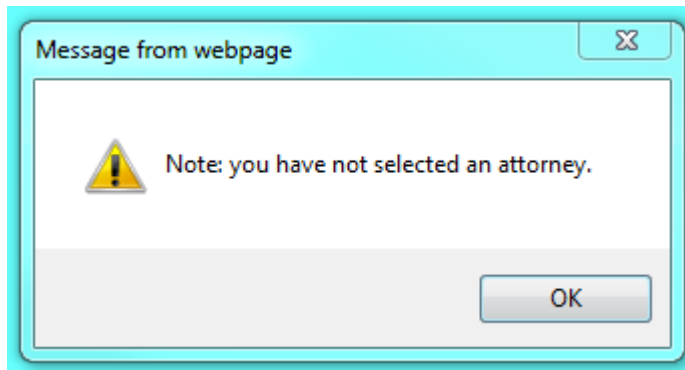
Step 6   **Select the Party**. Select the party filing the request for notices. If the party is not listed, select
            Add/Create New Party.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Offic
Assets: y   Case Flag: CrsUpld, REAF

                Select the Party:

| ABC Rental, [Creditor] |
| Carr Fine Jewelry, [Creditor] |
| GE Capital Retail, [Creditor] |
| Portfolio Recovery, [Creditor] |
| Safeco, [Creditor] |
| Sample, Joseph Wayne [Debtor] |
| Sample, Sarah Lynn [Joint Debtor] |
| Woodring, Zane [U.S. Trustee] |

Add/Create New Party

[Next] [Clear]

Step 7   **Add/Create New Party**: Search for party name. If the creditor is not listed <u>exactly</u> 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**.

Party Information

Last name Green Tree Servicing LLC		**First name**		
Middle name		**Generation**	**Title**	
SSN/ITIN	999-99-9999	**Tax Id/EIN**	12-1234567	
Office		**Address 1** PO Box 6154		
Address 2		**Address 3**		
City Rapid City		**State** SD	**Zip** 57709	
County ▼		**Country**		
Phone		**Fax**		
E-mail				
Role Creditor (cr:cr) ▼				
Party text				

Submit   Cancel   Clear   Corporate parent / affiliate...

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

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

Select the Party:

Green Tree Servicing LLC, [Creditor]   Add/Create New Party
ABC Rental, [Creditor]
Carr Fine Jewelry, [Creditor]
GE Capital Retail, [Creditor]
Portfolio Recovery, [Creditor]
Safeco, [Creditor]
Sample, Joseph Wayne [Debtor]
Sample, Sarah Lynn [Joint Debtor]

Next   Clear

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.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Offic
Assets: y   Case Flag: CrsUpld, REAF

Filename

[   ] [Browse...]
Attachments to Document: ◉ No   ○ Yes

[Next]   [Clear]

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.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Offic
Assets: y   Case Flag: CrsUpld, REAF

Docket Text: Modify as Appropriate.

Creditor Request for Notices [   ] **Filed by Creditor Green Tree Servicing LLC .**
(Hfifteen, Limited)

[Next]   [Clear]

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

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Offi
Assets: y   Case Flag: CrsUpld, REAF

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

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

[Next]   [Clear]

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.

Payment Process:

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

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

Click **Pay Now**

Step 1 – Online 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.
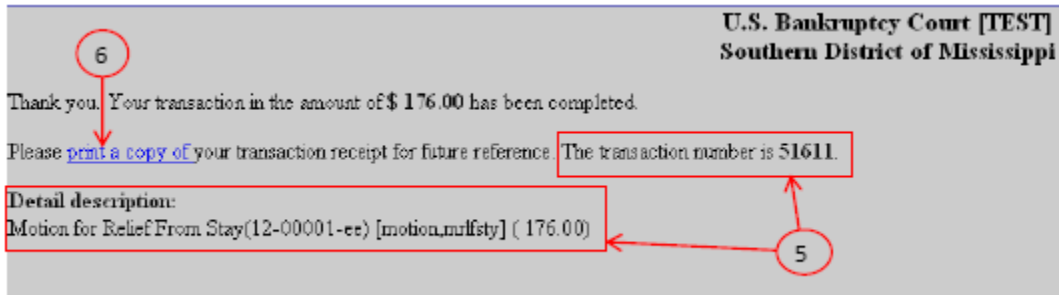
Section 5

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**

Utilities

Your Account
Change Your Password
Internet Payments Due
Internet Payment History
Maintain Your ECF Account
View Your Transaction Log
Your PACER Account...

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

Change Your Password

Login cmderouen

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

New password _____
Re-enter new password _____

Submit   Clear

Step 4   A screen will appear confirming your password was changed
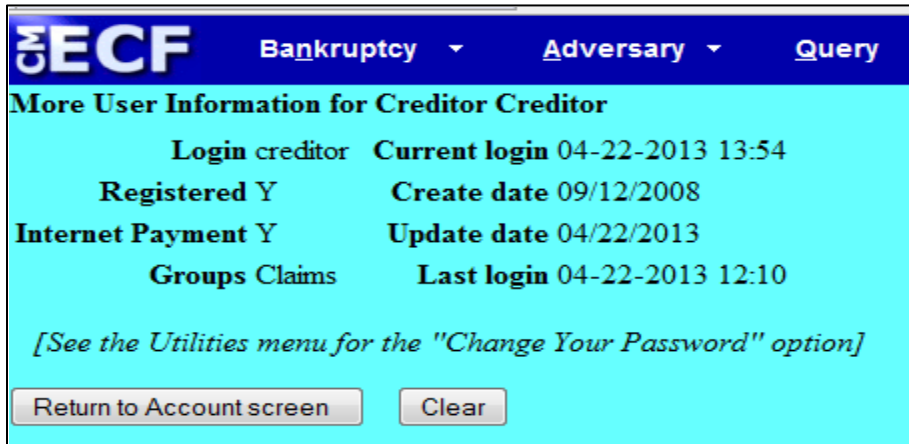
Change Your Password

Password successfully changed.
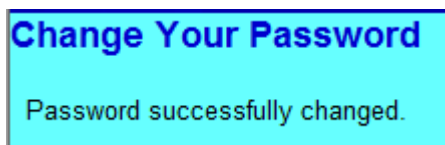
Maintain Your ECF Account

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

Maintain User Account

Last name Derouen	**First name** Collette
Middle name	**Generation**
Title	**Type** aty
Office	
Address 1 P.O. Box 123	
Address 2	
Address 3	
City Biloxi	**State** MS **Zip** 39535
Country	**County** HARRISON-MS (28047)
Phone	**Fax**
SSN / ITIN	**Tax ID / EIN**
Bar ID	**Bar status** **Mail group**
Initials cmd	**DOB** **AO code** **Person end date**

[Email information...]   [More user information...]

[Submit]   [Clear]

"**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.

ECF | Bankruptcy ▾ | Adversary ▾ | Query | Reports ▾ | Utilities ▾ | Search | Logout | ?

Email information for Limited Filer Hnineteen

Primary email address	xxxxxx_xxxxxxxxx@gmail.com	Reenter primary email address	xxxxxx_xxxxxxxxx@gmail.com
Secondary email address		Reenter secondary email address	

Send the notices specified below
- ☐ to my primary email address
- ☐ to the secondary addresses

☐ Send notices in cases in which I am involved
☐ Send notices in these additional cases

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

○ Send a notice for each filing
○ Send a Daily Summary Report

Format notices   ○ HTML
                  ○ Text

[Return to Account screen]   [Clear]

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.