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 <u>www.pacer.gov</u> 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 <u>MSSB\_IT@mssb.uscourts.gov</u>, 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 <u>Section 6 Utilities, Maintain Your ECF</u> <u>Account</u>.)

# 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

CM/ECF Filer or PACER Login
Notice This is a <b>Restricted Web Site</b> 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 <a href="http://www.pacer.gov">http://www.pacer.gov</a> .
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.           Password:         P. 9037. This requirement applies to all documents, including attachments.
Client Code:
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, <u>click here</u> or contact the PACER Service Center at (800) 676-6856.

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.

In En	structions ter your CN	<b>for filing:</b> I/ECF filer login and passw	ord if you are electronically filing something with the court.
	Authenticati	on	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact. Social Security or taxpayer-
	Login:	cmderouen	identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr.
	Password:	•••••	<u>P. 9037</u> . This requirement applies to all documents, including attachments.
	Client code:		$\blacksquare$ I understand that, if I file, I must comply with the redaction rules. I have read this notice.
ſ	.ogin Clea	r	

# 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.

SECF	Ba <u>n</u> kruptcy ▼	Adversary 👻	Query	Reports 👻	<u>U</u> tilities <del>-</del>	<u>S</u> earch	Logout	?
Bankruptcy	/:	File a claim a electronically	ind other ci	reditor-related	d documents	in a bankr	uptcy case	
Adversary:		No options av	vailable for	Creditors.				
Query:		Search by sp I.D. and to re <i>you to the PA</i>	ecific case trieve docu A <i>CER login</i>	number, par iments that a page.	ty name, Soo re relevant to	cial Securit the case.	y number or ECF redired	tax sts
Reports:		Retrieve clair	ns register	s. ECF redire	ects you to th	e PACER	login page.	
Utilities:		View your EC information.	CF account	information a	and maintain	your ECF	account	
Search:		Search Menu	is and Eve	nts by enterin	g key words			
Logout:		Exit from ECI	F. <u>ALWAY</u>	<u>S</u> log out afte	er completing	a session		
2		Clicking the h particular scr	nelp icon w een you ar	ill display a h e viewing.	elp box with	additional i	nformation f	or the

# **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** 

SECF	Ba <u>n</u> kruptcy <del>-</del>	Adversary -	Query	Reports 🝷	<u>U</u> tilities -	<u>S</u> earch	Logout	?
Step 3	Click File Cla	ims						
	Bankrupto	y Events						
	Claim A	Actions						
	<u>File Cla</u> <u>Credito</u>	<u>tims</u> ← r Maintenano	<u></u>					

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 C	reditor	
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**.



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	3)	
Case 12-50025 alre	ady contains creditors!	
Case number	12-50025 Randy McGee	
Name and Address	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. ABC Rental 123 Main Street Anywhere, MS 39501	
Creditor type	Creditor -	
Creditor committee	e 💿 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.

Case 12 50025	
Case 12-50025	
riiename	
	Browse
Attachments to Document: 💿 No 🔘	Yes
Have you redacted?	
Next Clear	

#### 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 attachmen Case 12-50025	its.		
1) Select the PDF document t Filename	that contains	the attachment.	
\\mssb\operations\TRAININ	IG\CM New U	Js Browse	
2) Fill in the fields below.	and/or	Description	
Category	ana/or	Description	
Supplement	-	Attachment	
Vext button	Add to I Remove	List	Step 1. If nen the list of fliendines is comprete, click on the
Attention!! Submitting this so Have you redacted?	reen commit	s this transaction. You will have no furth	eer opportunity to modify this submission if you continue.
Next			

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



# Withdrawing a Proof of Claim

- Step 1 Log into ECF. See <u>Section 2</u>
- 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

File a Claim action
Case Number
1:12-bk-50050
Next Clear

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

File a Claim action					
12-50050-KMS Albert Desaco	ne				
Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)			
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER			
	Start typing to find a	nother event. Hold down Ctrl to add additional items.			
Available Events (click to sel	ect events)			Selected Events (click to	
Notice of Mortgage Payment Cha	ange (No Proof of Claim Filed)		*	Withdrawal of Claim	
Notice of Postpetition Mortgage	Fees, Expenses, and Charges				
Notice of Postpetition Mortgage F	-ees, Expenses, and Charges	(No Proof of Claim Filed)			
Objection to Transfer of Claim					
Reaffirmation Agreement					
Reaffirmation Agreement Cover S					
Reclassify Claims					
Response to Notice of Final Cure	Payment Rule 3002.1		=		
Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed)					
Satisfaction of Claim					
Transfer of Claim (no waiver)					
Withdraw Notice of Postoetilion Mortage Fees, Expenses, & Charges					
Withdrawal of Claim					
Next Clear					

# Step 6 Click Next twice

	File a Claim action:	
	12-50050-KMS Albert Desacone	•
	Type: bk	Chapter: 7 v
	Assets: n	Judge: KMS
$\rightarrow$	Next Clear	
	File o Claim action:	
	File a Claim action:	
	12-50050-KMS Albert Desacone	
	Type: bk	Chapter: 7 v
	Assets: n	Judge: KMS
	Select any additional attorney(s	5)
	Derouen, Collette [Debtor] Test, Attorney [Creditor]	, 
	~	
	Click an attorney to see the party [type of party shown in brackets]	s/he represents
$\rightarrow$	Next Clear	

Pop up dialog box appears, stating you have not selected an attorney, click  $\mathbf{OK},$  then Next.

The page	e at https://ecf-train.mssb.uscourts.gov says:
	Note: you have not selected an attorney.
	ОК

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
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 / I
Last/Business name		
First Name		
Middle Name		
Search Clear		
Party search results		
American Express	urion Bank	
	<b>T</b>	
Select name from list	Create new pa	arty

 $\rightarrow$ 

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

Party Informa	tion								
Last name	AMERICAN EXP	RESS			First name				
Middle name					Generation		] '	Title	
SSN/ITIN		999-99-9999	)		Tax Id/EIN			12-123	4567
Office					Address 1	PO Box	981537		
Address 2					Address 3				
City	El Paso				State	ΤX		Zip	79998
County				•	Country				
Phone					Fax				
E-mail									
Role	Creditor (cr:cr)		-						
Party text									
Submit Ca	incel Clear	Corporate	e 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] Desacone, Albert [Debtor]	<u>Add/Create New Party</u>				
Lentz, Kimberly R. [Trustee]					
Safeco, [Creditor]					
Woodring, Zane [U.S. Trustee]					
	<b>T</b>				
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: @ 1	No O Yes
Next Clear	

5

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

12-50050-KMS Albert D	esacone				
Type: bk	Chapter: 7 v		Office: 1 Office)	(Gulf	oort Divisional
Assets: n	Judge: KMS		Case Fla DEFER	g: Crsl	Jpld, RlfStay,
Select ci	aim(s) from list				
Claims Selected: 1					
Creditor name		Claim #	Amount c	laimed	Date filed
AMERICAN EXPRESS (	14534)	1	\$32,	561.00	04/10/2013
BANK OF AMERICA (1	4536)	3	\$189,	(14534 PO BC	() )X 981537
CHASE (14537)		4	\$	El Pas	o TX 79998
Next Clear					

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

File a Claim ac	tion:			
12 50050 KAKS AIL				
12-30030-KWIS AIL	Jert Desacond	2		
Type: bk		Chapter: 7 v		
Assets: n		Judge: KMS		
Claim No. 1:	Allow	<b>^</b>		
Status	Amendment			
otatao	Disallow			
	Expunge	E		
	Reclassify			
	Withdrawn	<b>T</b>		
Select With drawn from the nick list				
Select manarawn 1	rom the pici	s 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 Desace	one	
Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER
Docket Text: Modify as Approp	oriate.	
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 D	esacone	
Type: bk	Chapter: 7 v	Office: 1 (C Office)
Assets: n	Judge: KMS	Case Flag: DEFER
Docket Text: Final Text		
Withdrawal of Claim	n(s): 1 Filed by Creditor AME	RICAN EXPRESS.
Attention!! Submitting	this screen commits this transa	ction. You will have
Next Clear		

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



# Assignment/Transfer of Claim

Step 1Log into ECF. See Section 2Step 2From 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.

File a Claim action		
12-50013 Joseph Wayne Sample and Sam	rah Lynn Sample	
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	
	Start typing to find ar	other event. Hold down Ctrl to add additional item:
Available Events (click to select events)	)	Selected Events (click to remove events)
Certificate of Service (Use Only for Rule 3002.1 Creditor Request for Notices Notice of Change of Address Notice of Mortgage Payment Change Notice of Mortgage Payment Change (No Proof / Notice of Postpetition Mortgage Fees, Expenses Notice of Postpetition Mortgage Fees, Expenses Filed) Objection to Claim Objection to Claim Reaffirmation Agreement Reaffirmation Agreement Cover Sheet Reclassify Claims Response to Notice of Final Cure Payment Rule Response to Notice of Final Cure Payment Rule Satisfaction of Claim (Irransfer of Claim (no Waiver) Transfer of Claim (with Waiver of Notice) Withdraw Notice of Postpetition Mortgage Fees, Withdrawal of Claim	Events) of Claim Filed) , and Charges , and Charges (No Proof of Claim 3002.1 3002.1 (No Proof of Claim Filed) Expenses, & Charges	Transfer of Claim (no Waiver)

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



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

The page	e at https://ecf-train.mssb.uscourts.gov says:
	Note: you have not selected an attorney.
	ОК

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

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office
Assets: y	Case Flag: CrsUpld	
Select the Party:		
ABC Rental, [Creditor] Carr Fine Jewelry, [Creditor] Portfolio Recovery, [Creditor] Sample, Joseph Wayne [Deb Sample, Sarah Lynn [Joint De Woodring, Zane [U.S. Trustee	Add/Create New Party tor] ebtor] e]	

#### 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**.

Search for a party			
SSN / ITIN		Tax ID / EIN	
Last/Business name	GE Capital Retail	]	
First Name			
Middle Name			
Search Clear			
Party search results			
GE Capital, Becket	& Lee		
Select name fro	om list Cr	eate 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**.

	-					
Party Informa	tion					
Last name	GE Capital Retail			First name		
Middle				Ceneration		Title
name				Generation		The
SSN/ITIN	و	999-99-9999		Tax Id/EIN		12-1234567
Office	ecovery Managemen.	it Systems		Address 1	25 SE 2no	d Ave Suite 1120
Address 2				Address 3		
City	Miami	]		State	FL	<b>Zip</b> 33131
County				<ul> <li>Country</li> </ul>		
Phone				Fax		
F mail						
L-man						
Role	Creditor (cr:cr)		-			
Party text						
Submit	Cancel Clear	Corpora	ate parent / affiliate			

\*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.

File a Claim action:		
12-50013 Joseph Wayne Sample and Sa	arah Lynn Sample	
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	
Select the Party:		
GE Capital Retail, [Creditor]	Add/Create New Party	
ABC Rental, [Creditor] Carr Fine Jewelry [Creditor]		
Portfolio Recovery, [Creditor]		
Sample, Joseph Wayne [Debtor]	4	
Woodring, Zane (U.S. Trustee)	ſ	
······································		
Next Clear		

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 Sa	<u>nple and Sarah Lynn Sample</u>	
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	
Filename		
les\PDF Documents\Trar	sfer 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 your		Claim #	Amount alaimed	Data filed		
Creattor name		Claim #	Amount ciaimea	Date filea		
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**.

12-50013 Joseph Way	ne 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 Sam	ple and Sarah Lynn Sample		
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Div	visional 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 Ca	apital Retail,c/o Recovery Management Sy	ystems,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			



 $\rightarrow$ 

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	Ξ
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	Ŧ
Select Close	

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

File a Claim actio	on:					
<u>12-50013 Joseph Wayn</u>	e Sample and Sa	irah Lyni	n Sample			
Type: bk		Chapt	ter: 13 v		Office: 1 (Gulfport Di	ivisional Office)
Assets: y		Case	Flag: CrsUpld			
Transfer type 🔘 3001	l (e) 1 🛛 🔘 300	1 (e) 2	🔘 3001 (e) 3	🔘 3001 (e) 4		
Search for transferee					Search Creditors	Add New Creditor
Transferee selected G	E Capital Ret	ail,c/o R	ecovery Manaç	gement Systen	ns,25 SE 2nd Ave Suit	e 1120,Miami, FL 33131
Search for transferor					Search Creditors	]
Transferor selected	Sallie Mae Se	ervicing				
Claim number	3					
Search for transferor					Search Creditors	]
Transferor selected						
Claim number						
Search for transferor					Search Creditors	]
Transferor selected						
Claim number						
Transfer More C	laime					
Next Clear						

Step 15 Click **Next** to continue.



Step 16

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

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office
Assets: y	Case Flag: CrsUpId	· ·
Docket Text: Final Te	ext	
Transfer of Claim (Claim No. 3) To (	(No Waiver) Transfer Agreement 3001 (e) E Capital Retail Fee Amount \$25 Transfe	2 Transferor: Sallie Mae Servicing

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.

File	a Claim action:			
12-50	013 Joseph Wayne Samp	ole and Sarah Lynn Sample		
Тур	e: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Of	ffice)
Ass	ets: y	Case Flag: CrsUpld		
		U.S. Bankruptcy	Court [TRAIN]	
	Summary of current ch	arges		$\times$
	Date Incurred		Description	Amount
Noti	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claim	s,trolmno] ( 25.00)	\$ 25.00
The Case Case Doce				Total: \$ 25.00
Docl Tran \$25 7 (Hfif				
The				
Doci				
Elec				
[ST∤				
41c5				
0704		Pay Now	Continue Filing	
12-5				

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

Internet Payments Due			
Select all			
Check Fees to Pay	Date Incurred	Description	Amount
	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims,trclmno] ( 25.00)	\$ 25.00
Next Clear			
Click Pay Now.			
Internet Payment	e Due		

Date Incurred	Description	Amount
2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims,trclmno] ( 25.00)	\$ 25.00
		Total: \$25
	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: 2-50013 Joseph Wayne Sample and Sarah Lynn Sample Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office) Case Flag: CrsUpld Assets: y 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 <u>Section 2</u>
- 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.

SECF Ban	kruptcy 👻	<u>A</u> dversary <del>-</del>	<u>Q</u> uery	<u>R</u> eports	- <u>U</u> tilities
File a Claim action	n:				
12-50050-KMS Albert I	Desacone				
Type: bk	Cha	pter: 7 v		Office: 1 (Gulfport Office)	Divisional
Assets: n	Judg	e: KMS	i I	Case Flag: CrsUpl DEFER	ld, RlfStay,
Next Clear					

Step 7 Do not select an attorney; click Next



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

The page	e at https://ecf-train.mssb.uscourts.gov says:			
	Note: you have not selected an attorney.			
ОК				

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 Desacor	ne
Type: bk	Chapter: 7 v
Assets: n	Judge: KMS
Select the Party:	
Desacone, Albert [Debtor] Lentz, Kimberly R. [Trustee] Newton Used Cars, [Creditor] Woodring, Zane [U.S. Trustee]	Add/Create New Party
Next Clear	

Step 9 Add/Create New Party: Search for party name. If the creditor is not listed <u>exactly</u> 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 Informa	tion				
Last name	Safeco	First name	•		
Middle name		Generation		Title	
SSN/ITIN	999-99-9999	Tax Id/EIN		12-123	4567
Office		Address 1	515 Ja	ickson Street	
Address 2		Address 3	5		
City	Hazlehurst	State	MS	Zip	39083
County		<ul> <li>Country</li> </ul>	r		
Phone		Fas	:		
E-mail					
Role	Creditor (cr:cr)	-			
Party text					
Submit Ca	ancel Clear Corporate	parent / affiliate			

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.

File a Motion:		
12-50050-KMS Albert Desa	icone	
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 D	Desacone	
Type: bk	Chapter: 7 v	0
		O:
Assets: n	Judge: KMS	Ca
		DI
Enter Creditor Named	in This Agreement: Safeco	
Enter description of pr	operty: personal property	
Next Clear		

 $\rightarrow$ 

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.

SECF	Ba <u>n</u> kruptcy	*	Advers
File a Claim	action:		
2-50050-KMS	Albert Desacone		
Type: bk		Chap	pter: 7 v
Assets: n		Judg	e: KMS
is there a Presu	mption of Undue	Hard	lship?
Select from the j	pick list		
Yes Clear			
No			

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.

SECF		Ba <u>n</u> kruptcy	•	<u>A</u> dversary	-	Query	Report	s <b>-</b>	<u>U</u> tilities	•	Sear <u>c</u> h	Logou
ile a Clain	n a	ction:										
2-50050-KM	S A	lbert Desacone										
lype: bk			Chap	ter: 7 v		Of Of	fice: 1 (Gulfp fice)	ort Div	visional			
Assets: n			Judge	: KMS		Ca DI	se Flag: Crsl FER	Jpld, I	RHStay,			
Docket Text: N	lod	ify as Appropri	ate.						_			
	-	Reaffirmation	n Agree	ement betwe	en Debto	or and Saf	eco for: per	sonal	property			
Agreed Alias Amended Emergency Ex Parte Expedited Fifth Final First Fourth Interim Intervenor's Joint Omnibus Opposition Proposed Sealed Second Sixth	E	• Safeco . (Cre	ditor, (	Creditor)								

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

File a Claim actio	on:	
12-50050-KMS Alber	t Desacone	
Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER
Docket Text: Final Te	xt	
Reaffirmation Ag	reement between Debtor and S	afeco for: personal property Filed by Creditor Safeco
Attention!! Submitti	ng this screen commits this transa	ction. You will have no further opportunity to modify this
Next Clear		

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 Alb	ert 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 transa	action was received from entered on 4/	/10/2013 at 3:17 PM CDT and filed on 4/10/				
Case Name:	Case Name: Albert Desacone					
Case Number: <u>12-50050-KMS</u>						
Document Number: <u>7</u>						
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 bkecfStam	p_ID=1059593727 [Date=4/10/2013]	[FileNumber=76154-0]				
[6d370c2514518b6b	ac3c20d55aa9af25eeeadf9fd1b0f37f8	3cad0f6f6293a8f1c82ff				
fadc932ad125fc1aa3	ed41bb1b293426a20f55058dc6d7cec	ee9ef07124]]				

#### **Creditor Request for Notices**

- Step 1 Log into ECF. See <u>Section 2</u>
- 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; click Next.

File a Claim action					
12-50013 Joseph Wayne Sample and S	Sarah Lynn Sample				
Tyme: ht	Chanter: 13 v	Office: 1 (Gulfnort Divisional Office)			
rype. ok	Chapter. 15 V	once. I (ourport Divisional once)			
Assets: y	Case Flag: CrsUpld				
	0				
	Start typing to find an	other event. Hold down Ctrl to add additional items.			
Available Events (click to select even	ts)	Selected Events (click to remove events)			
Certificate of Service (Use Only for Rule 300	2.1 Events)	Creditor Request for Notices			
Creditor Request for Notices					
Notice of Change of Address					
Notice of Mortgage Payment Change					
Notice of Mortgage Payment Change (No Pro	of of Claim Filed)				
Notice of Postpetition Mortgage Fees, Expens	es, and Charges				
Notice of Postpetition Mortgage Fees, Expens	es, and Charges (No Proof of Claim				
Piled) Objection to Claim					
Objection to Claim					
Postfirmation Agroomont					
Reaffirmation Agreement Cover Sheet					
Reclassify Claims					
Response to Notice of Final Cure Payment R	ule 3002.1				
Response to Notice of Final Cure Payment R	ule 3002.1 (No Proof of Claim Filed)				
Satisfaction of Claim					
Transfer of Claim (no Waiver)					
Transfer of Claim (with Waiver of Notice)					
Withdraw Notice of Postpetition Mortgage Fee	s, Expenses, & Charges				
Withdrawal of Claim					
Next Clear					

Step 5	Click Next.
--------	-------------

File a Claim action:		
12-50013 Joseph Wayne Sar	nple 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 Sampl	e and Sarah Lynn Sample	
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	
Select any additional attorney(	<u>s</u> )	
rice, tonya [Debtor] rice, tonya [Joint Debtor]		
Click an attorney to see the po [type of party shown in bracke	arty s/he represents ts]	
Next Clear		

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.

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:	_	
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]	<u>Add/Create New Party</u>	
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 Informa	tion		
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 Corpor	ate parent / affiliate	

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

File a Claim action:		
2-50013 Joseph Wayne Sample and Sara	<u>h Lynn Sample</u>	
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	
Select the Party: Green Tree Servicing LLC, [Creditor 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]	Add/Create New Party	
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 S	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 Documen	t: 🖲 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 Assets: v	Chapter: 13 v Case Flag: CrsUpld. REAF	Office: 1 (Gulfport Divisional Offic
,		
Docket Text: Modify as Approp	priate.	
Creditor Request for Notices	F	iled by Creditor Green Tree Servicing LLC .
(Hfifteen, Limited)		
Next Clear		

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.



#### 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:

Su	mmary of curre	ent charges Screen: Clic	k Pay Now	
File	a Claim action:			
12-5	0013 Joseph Wayne Samp	<u>le and Sarah Lynn Sample</u>		
Тур	e: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Offi	ice)
Ass	ets: y	Case Flag: CrsUpld		
		U.S. Bankruptcy	Court [TRAIN]	
	Summary of current cha	arges		$\times$
	Date Incurred		Description	Amount
Noti	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claim	s,trcimno] ( 25.00)	\$ 25.00
The Case Doct Doct Tran \$25 (Hfif				Total: \$ 25.00
The Doci Orig Elec [ST/ 41c5 0704 12-5		Pay Now	Continue Filing	

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

Internet Payments Due Select all			
Check Fees to Pay	Date Incurred	Description	Amount
	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims,trclmno] ( 25.00)	\$ 25.00
Next Clear			

Click Pay Now

Internet Payme	nts Due	
Date Incurred	Description	Amount
2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims,trclmno] ( 25.00)	\$ 25.00
		Total: \$25
	Pay Now	
	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.

Online Payment		Return to your originating application
Step 1: Enter Paymer	nt Information	1   2
Pay Via Plastic Card (P	C) (ex: American Expr	ess, Discover, Mastercard, VISA)
Required fields are ind	icated with a red aster	isk *
Account Holder Name:	John Doe	* <u></u>
Payment Amount:	\$30.00	
Billing Address:	1256 25th Street	* ←*
Billing Address 2:		]
City:		]
State / Province:	Mississippi - MS	*
Zip / Postal Code:	39225	
Country:	United States	✓ *←
Card Type:	Visa 💌	
Card Number:	4111111	* (Cerd number value should not contain spaces or desires) 🗲 🗕 👘
Security Code:	123 * Help finding your s	security code
Expiration Date:	03 💙 */ 2013 💙 *	←
Select the "Continue wit	h Plastic Card Payment" Continue wi	button to continue to the next step in the Plastic Card Payment Process. In Plastic Card Payment Cancel
Note: Please avoid navigati and pages being loaded inc	ng the site using your bro orrectly. Please use the	owser's Back Button - this may lead to incomplete data being transmitted links provided whenever possible.

• 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.

Step 2: Authorize Payment       1         Payment Summary       Edithis Information         Account Information       Card Type: Vise         Address Information       Card Type: Vise         Account Holder       1256 25th         Billing Address 2:       Card Number:         City:       State / Province: MS         Zip / Postal Code: 39225       Country: USA         Communities:       Diphose@gmail.com         Confirmation Receipt       2         To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address:       iphndos@gmail.com         Confirm Email Address:       iphndos@gmail.com         Coce       Cocesa         Authorization and Disclosure       Card asterisk.*         I autherize a charge to my card account for the above amount in accordance with my card issuer agreement.       1         Press the "Submit Payment" Button only once. Pressing the builton more than once could result in multiple transactions.       4         Where Please avoid reviseing the site using your browset's Back Button - this may lead to incomplete data being transmitted and accound wheneyer consulte.       3	Online Payment		Return to your originating application	
Payment Summary       Editivis Information       Account Information       Payment Information         Address: Information       Account Information       Payment Information       Payment Amount \$30.00         Name:       1256 25th       Card Number:       Payment Information       Payment Amount \$30.00         Transaction Date 03/12/2012 16.45       1111       Payment Amount \$30.00       Transaction Date 03/12/2012 16.45         Billing Address:       City:       Card Number:       1111       Payment Information         State / Province: MS       Zip / Postal Code: 33225       Country: USA       Information send to you upon completion of this transaction, provide an email address and confirmation below.         Email Confirmation send to you upon completion of this transaction, provide an email address and confirmation below.       Information below.         Email Address:       johndos@gmail.com       2       2         Core       Departed multiple evail addresser with *       000000         Core       Departed multiple evail addresser with *       000000         Core       Core       Departed multiple evail addresser with *         Authorization and Disclosure       Industriation       Press the "Submit Payment" Button or the above amount in accordance with my card issuer agreement       1         Press the "Submit Payment" Button or the above amount in accordance with my card is	Step 2: Authorize Payment	$\overline{}$	1   2	
Address Information       Account Information       Payment Information         Account Holder       Card Type: Vise       Payment Amount: 530.00         1256 25th       1256 25th       Card Number: ************************************	Payment Summary Editibis informat	<u>m</u> (1)		
Account Holder Name:       John Doe 1256 25th       Card Type: Visa Card Number:       Payment Amount: 630.00 Transaction Date 03/12/2012 16.45 and Time: EDT         Billing Address:       Strate / Province: MS Zip / Postal Code: 39225 Country: USA       and Time: EDT         To have a confirmation Receipt       To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address:       johndoe@gmoil.com Confirm Email Address:       Orgenerate multiple evail addresser with a covera         Authorization and Disclosure       Cc:       Orgenerate multiple evail addresser with a covera         Authorization and Disclosure       4       Submit Payment       Cancel         Note: Please avoid newighting the site using your browser's Back Button rote than once could result in multiple transactions.       4       Submit Payment       Cancel	Address Information	Account Information	Payment Information	
Name:       Card Number:       Transaction Date 03/12/2012 16.45         1256 25th       1256 25th         Billing Address: Street       and Time: EDT         Billing Address: 2:       City:         City:       State / Province: MS         Zip / Postal Code: 30225       Country: USA         Email Confirmation Receipt       Email Address: johndoe@gmoil.com         To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: johndoe@gmoil.com       2         Cc:       Operative autiput email addresses mith #         Authorization and Disclosure       Cc:         Required fields are indicated with a red asterisk *       I authorize a charge to my card account for the above amound in accordance with my card issuer agreement.         4       Submit Payment         Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.         4       Submit Payment         Authorizet being lacding the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being lacding the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being lacding the conded when are provided when are provided when are provided to incomplete.	Account Holder John Das	Card Type: Visa	Payment Amount: \$30.00	
Billing Address: Street       and time: EU1         Billing Address: Street       Billing Address: Street         Billing Address: 2:       City:         State / Province: MS       Zip / Postal Code: 39225         Country: USA       Email Confirmation Receipt         To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: [phridos@gmail.com]       2         Confirm Email Address: [phridos@gmail.com]       2         Confirm Email Address: [phridos@gmail.com]       2         Co:       State / Province: with #         Co:       State / Province: With a red asterisk *         I authorize a charge to my card account for the above amount in accordance with my card issuer agreement       Image: Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.         4       Submit Payment       Concel         Note: Please avoid rewigating the site using your browser's Eack Button - this may lead to incomplete data being transmitted and pages being baded incorrectly. Please use the links arrowided whenever cossible.	Name: document	Card Number: *****************1111	Transaction Date 03/12/2012 16:45	
Billing Address 2:       City:         State / Province: MS       Zip / Postal Code: 39225         Country: USA       Email Confirmation Receipt         To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: johndoe@gmail.com       2         Confirm Email Address: johndoe@gmail.com       2         Cc:       Operative sculptive weetil addresses with e         Authorization and Disclosure       Cc:         Required fields are indicated with a red asterisk *       I authorize a charge to my card account for the above amount in accordance with my card issuer agreement       Image: Context and the sculptive transactions.         Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.       3         Note: Please avoid rewigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links arrowide whenever cossible.       3	Billing Address: Street		and time: EUI	
City:       State / Province: MS         Zip / Postal Code: 39225       Country: USA         Email Confirmation Receipt       To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address:       [phrdos@gmail.com]         Confirm Email Address:       [phrdos@gmail.com]         Confirm Email Address:       [phrdos@gmail.com]         Cc:       Operative subjets evail addresser with e         Authorization and Disclosure       Required fields are indicated with a red asterisk *         I authorize a charge to my card account for the above amount in accordance with my card issuer agreement       (*)         Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.       3         Note: Please exold rewigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being backed incorrectly. Please use the links arrowided wherever cossible.       3	Billing Address 2:			
State / Province: MS         Zip / Postal Code: 33225         Country: USA         Email Confirmation Receipt         To have a confirmation send to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: johndoe@gmail.com         Confirm Email Address: johndoe@gmail.com         Confirm Email Address: johndoe@gmail.com         Cc:       Separate multiple versil addresses with x         Authorization and Disclosure         Required fields are indicated with a red asterisk *         I authorize a charge to my card account for the above amount in accordance with my card issuer agreement         Yeass the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.         4       Submit Payment         Note: Please evold resulting the site using your browser's Eack Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links arrovided wherever cossible.	City:			
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Country: USA         Email Confirmation Receipt         To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: johndos@gmail.com         Confirm Email Address: johndos@gmail.com         Confirm Email Address: johndos@gmail.com         Cc:         Operative multiple enseil addresses with e         I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.         I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	Zip / Postal Code: 39226			
Email Confirmation Receipt         To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.         Email Address: johndoe@gmail.com         Confirm Email Endotes         Authorization and Disclosure         Required fields are indicated with a red asterisk *       I authorize a charge to my card account for the above amount in accordance with my card issuer agreement       I authorize a charge to my card account for the above amount in accordance with my card issuer agreement       I authorize a charge to my card account for the above arescound non- charge to my card account for the	Country: USA			
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.  Email Address: johndoe@gmail.com Confirm Email Address: johndoe@gmail.com CC:  Separate subjets evail addresses with a CC:  Authorization and Disclosure Required fields are indicated with a red asterisk * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.  Buttorize a charge to my card account for the above amount in accordance with my card issuer agreement  Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.  Buttorize a barge to envigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incomplety. Please use the links arroyided whenever possible.	Email Confirmation Receipt			
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Confirm Email Address: johndoe@gmail.com CC: Separate subjets evail addresses with a CC: Separate subjets evail addresses with a CC: Authorization and Disclosure Required fields are indicated with a red asterisk* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. Under Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. Under Please avoid newlgating the site using your browser's Eack Button - this may lead to incomplete data being transmitted and pages being loaded incomplety. Please use the links provided whenever possible.	Email Address: john	dae@gmail.com		
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Authorization and Disclosure Required fields are indicated with a red asterisk * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement Fress the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. Usubmit Payment Cancel Note: Please avoid newligating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.			E MMOD	
Required fields are indicated with a red asterisk *  I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.  Submit Payment Concel  Note: Please avoid newigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.	Authorization and Disclosure			
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	Required fields are indicated with a	red asterisk *		$\sim$
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.           4         Submit Payment         Concel           Note: Please avoid newigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.         Incomplete data being transmitted	I authorize a charge to my card account	for the above amount in accordance with m	iy card issuer agreement. 🔲 * 🧲	3
Note: Please avoid newgating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.	Press the "Submit Payment" Button o	nly once. Pressing the button more than o	nce could result in multiple transactions.	
	Note: Please avoid navigating the site usin and pages being loaded incorrectly. Please	g your browser's Back Button - this may le use the links provided whenever possible.	ad to incomplete data being transmitted	

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.

6	U.S. Bankruptcy Court [TEST] Southern District of Mississippi
Thank you. Your transaction in the amount of \$ 176.00 has been completed. Please <u>print a copy of your transaction receipt for future reference</u> . The transaction <b>Detail description:</b> Motion for Relief From Stay(12-00001-ee) [motion,mrlfsty] (176.00)	number is 51611.

#### 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.

SECF	Ba <u>n</u> kruptcy ▼	Adversary 🔻	<u>Q</u> uery	Reports 🔻	<u>U</u> tilities <del>•</del>	<u>S</u> earch
	Logout					
Query						
Warning: you w	ill be billed for the	e total number of p	oages (this rep charges).	ort is not subjec	t to the 30-pa	ge limit on PACER
Search Clues						Mobile Query
Case Number						
Last / Business Name				(Examples: Desoto, De	5*t)	
First Name				Middle Name		
SSN / ITIN				Tax ID / EIN		
Туре		-		🔲 Open cases 🔲 C	losed cases	
Filed Date		to				
Last Entry Date		to				
Nature of Suit (AP and MP cases only)	01 (Determination of 02 (Other (e.g. othe 11 (Recovery of mo 12 (Recovery of mo	of removed claim or c er actions that would oney/property - 542 tu oney/property - 547 p	ause) have been broug irnover of proper reference)	ght in state court if ty)	unrelated to ba	nkruptcy)) 🗐
Run Query	Clear					

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-xxxx) 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:

SECF	Ba <u>n</u> kruptcy	- 1	Adversary 🔻	<u>Q</u> uery	Reports	-	<u>U</u> tilities	- <u>S</u> earch
	Logout							
		D	12-000 Case type: Pate filed: 11/1	<b>31</b> John Doe and bk Chapter: 7 As 6/2012 Date of las	i Bobby Star sset: No Vol: v st filing: 11/16/201	12		
Mobile Query								
Query								
Alias Associated Cases Attomey Case File Location Case Summary Creditor Deadline/Schedule Docket Report Filers History/Documents Notice of Bankruptc Party Related Transaction	<u>y Case Filing</u> <u>s</u>	<u>Status</u> <u>Trustee</u> <u>View Do</u> <u>Claims F</u> <u>List of C</u>	ocument Register Greditors					

<u>Alias</u> - Displays aliases for debtor or joint debtor.

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

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

<u>Case File Location</u> – S.D. Miss. Bankruptcy does not currently use this option.

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

<u>Creditor</u> - Allows for query by Creditor type. Do not use this list for noticing. Use the "List of Creditors" option for noticing purposes.

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

<u>Docket Report</u> - 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.

<u>Filers</u> - 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."

<u>History/Documents</u> - 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.

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

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

<u>Related Transactions</u> - 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.

<u>Trustee</u> -Displays the case trustee's information.

<u>View Document</u> - 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.

<u>Claims Register</u> - 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.

<u>List of Creditors</u> - 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.

<u>Claims Register</u> - 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, <u>or</u> !@#\$%^&\*() +\_=+);

Note: The character order is not relevant.

#### Step 1 Login into CM/ECF. See Section 2

NOUCE This is a Restricted Web access attempts are logged	Site for Official Coart Business only. Unanthonized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities an
nstructions for viewi f you do not need filing ca nstructions for filing:	ng filed documents and case information: publics, enter your PACER login and password. If you do not have a PACER login, you may register online at <u>http://www.pacer.gov.</u>
inter your CM/ECF filer k	sgin and password if you are electronically filing something with the court.
Authentication Login: Password	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact. Social Security or tanpayer- identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr, P. 5037. This requirement applies to all documents, including attachments.
Client code:	I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Logn Clear	

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** 

Change Your Pass	vord					
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



# Maintain Your ECF Account

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

Maintain User A	Account							
Last name	Derouen		First name	Collette				
Middle name			Generation					
Title			Туре	aty				
Office								
Address 1	P.O. Box 123							
Address 2								
Address 3								
City	Biloxi		State	MS	Zip	3953	5	]
Country			County	HARRISO	N-MS (28	047)		<b>-</b>
Phone			Fax					
SSN / ITIN			Tax ID / EIN					
Bar ID			Bar status				Mail group	
Initials	cmd		DOB				AO code	Person end date
Email informa	ation	More user inf	ormation					
Submit Cle	ear							

"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.

SEC	Bankruptcy	- Advers	sary 🔻	Query	F	Reports 👻	<u>U</u> tilities <b>v</b>	<u>S</u> earch	Logout	?
Email inform Primary	ation for Limited Filer H	Inineteen				Reenter				
email address	******	@gmail.com			÷	primary email	******_*****	xxx@gmail.com		¢
Secondary						address Reenter				
email address					* +	secondary email				* *
Send the not	ices specified below					address				
to my	y primary email address e secondary addresses									
Send no	tices in these additional of	cases								
O Send no	tices for adversary proce	edings in which I	am directly invo	lved and for the	ir re	alated bank	ruptcy cases			
○ Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases										
You may	v receive notices for some	e bankruptcy case	s if it is required	t by the Clerk o	f Co	urt.				
Send a I	Daily Summary Report									
Format notic	es 🔿 HTML									
	◯ Text									
Retur	rn to Account screen	Clear								

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

"More User Information" displays basic user information.

δECF	Ba <u>n</u> krup	otcy 👻	ł	<u>A</u> dversary	-	Query
More User Inform	ation for	Credito	r Cre	ditor		
Login	creditor	Current	t login	04-22-2013	3 13:54	4
Registered	Y	Create	e date	09/12/2008	3	
Internet Payment	Y	Update	e date	04/22/2013	\$	
Groups	Claims	Last	t login	04-22-2013	3 12:10	0
[See the Utilities	menu for	the "C	hange	Your Passw	ord" o	option]
Return to Account	screen	Clea	ar			

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.

SECF	Ba <u>n</u> kruptcy <del>▼</del>			Adversary 👻			
View Transac	tion Log						
Entered between	4/5/2013		and	6/11/2013			
Sort by	Date and time	•		•			
Submit Clear							