



U.S. Bankruptcy Court

Southern District of Mississippi

ECF Filing Procedures Seminar for Attorneys, Trustees, and Staff



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- Filing Documents, Notices, Pleadings, Exhibits, Schedules



U.S. Bankruptcy Court

Southern District of Mississippi

Disclaimer:

The information in this presentation is a summary of relevant facts about laws, rules, and procedures of the bankruptcy court.

This information has been summarized for the convenience of participants and does not constitute legal advice or legal authority.

Participants should consult official sources for relevant statutes, federal rules, local rules, and local procedures.



Introductions

U.S. Bankruptcy Clerk's Office Southern District of Mississippi

Danny Miller	Clerk of Court	601-608-4612
Collette Derouen	Chief Deputy	228-563-1793
Cynthia Loftin	Operations Manager	601-608-4640
Katie Wise	Operations Manager	228-563-1796
Keisha Moore	Operations Manager	601-608-4639
Josette Dutil	Operations Manager	228-563-1813



Introductions

Presenters



Cynthia
Loftin



Sommer
Wuest



Katie
Wise



Alexis
Bradley



Keisha
Moore



Josette
Dutil

Navigator



Federal Bankruptcy Rules

Pending Amendments: Federal Bankruptcy Rules



Federal Bankruptcy Rules

Pending Amendments – December 1, 2024

- Restyle Rules Parts I through IX
- Amendments to Rules 1007, 4004, 5009, 7001, and 9006, and pending **new** Rule 8023.1.



Federal Bankruptcy Rules

www.uscourts.gov

Rules & Policies

Pending Rules and Forms Amendments

Any change to the federal rules must be designed to promote simplicity in procedure, fairness in administration, the just determination of litigation, and the elimination of unjustifiable expense and delay.

An amendment to a federal rule generally takes about three years. As described in more detail at [Overview for the Bench, Bar and Public](#), a proposed rule change is usually considered by an advisory committee and published for comment as part of a document called a Preliminary Draft during the first year of the process. It is considered by the Committee on Rules of Practice and Procedure (the "Standing Committee") and the Judicial Conference in the second year, and by the Supreme Court and Congress in the third year.

Below are the proposed amendments organized by the year they are projected to go into effect with links to the relevant Congressional, Supreme Court, Judicial Conference, Standing Committee, and Preliminary Draft materials, as such materials become available¹.

December 1, 2024

- Appellate Rules 32, 35, 40, and Appendix on Length Limits.
- Bankruptcy Restyled Rules Parts I through IX, Rules 1007, 4004, 5009, 7001, 9006, and proposed new Rule 8023.1.
- Civil Rule 12.
- Evidence Rules 613, 801, 804, 1006, and new Rule 107.

[Congressional Package](#) (pdf) – April 2024

[Supreme Court Package](#) (pdf) – October 2023

[Standing Committee Report to the Judicial Conference](#) (pdf) – September 2023

[Preliminary Draft of Proposed Amendments to the Federal Rules](#) (pdf) – August 2022 (Bankruptcy Restyled Rules Parts VII through IX and the other rules and form listed above)

[Preliminary Draft of Proposed Amendments to the Federal Rules](#) (pdf) – August 2021 (Bankruptcy Restyled Rules Parts III through VI)

[Preliminary Draft of Proposed Amendments to the Federal Rules](#) (pdf) – August 2020 (Bankruptcy Restyled Rules Parts I and II)



Federal Bankruptcy Forms

Recent Changes

Federal Bankruptcy Forms



Federal Bankruptcy Forms

Changes to Voluntary Petition June 22, 2024

Official Form 101

*Voluntary Petition for **Individuals** Filing for Bankruptcy*

Official Form 201

*Voluntary Petition for **Non-Individuals** Filing for Bankruptcy*



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Online Legal and Procedural Resources

www.mssb.uscourts.gov



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S.D. Mississippi bankruptcy case filings are up 33.5% for the first three months of 2023 as compared to 2022.
- 01/09/2023
Southern District of Mississippi Bankruptcy Filings for 2022 up 17.7% over prior year.
- 12/13/2022
Re: Fifth Circuit Rule Change Eff. November 28, 2022.
- 12/01/2022
Amendments to Federal Bankruptcy Rules and Official Forms - Effective December 1, 2022.

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Hon. Jamie A. Wilson

Clerk of Court
Danny L. Miller

Courthouse Locations

Thad Cochran United States Courthouse
501 E. Court St., Ste. 2.300
Jackson, MS 39201
Phone: (601) 608-4600

Dan M. Russell, Jr. United States Courthouse
2012 15th St., Ste. 244
Gulfport, MS 39501
Phone: (228) 563-1790

William Colmer Federal Building (Hearings Only)
701 Main Street
Hattiesburg, MS 39401

Natchez Federal Courthouse (Hearings Only)
109 South Pearl Street
Natchez, MS 39120

Voice Case Information System
(866) 222-8029

Courtroom Technology Guide

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Chapter 7, 12, and 13 Case Administrators' Digit Assignments (XX-XXX00)

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Case Digits	Phone No.
00-06	228-563-1809
07-13	601-608-4621
14-20	601-608-4636
21-24	601-608-4640
25-31	601-608-4633
32-38	228-563-1814
39-42	228-563-1813
43-46	228-563-1796
47-50	601-608-4639
51-57	228-563-1816
58-64	228-563-1809
65-71	601-608-4621
72-78	601-608-4636
79-85	601-608-4633
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Office	Street Address	Mailing Address
Jackson Business Hours: (601) 608-4600 <u>Emergency Filing:</u> (601) 608-4603	Thad Cochran U.S. Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran United States Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201
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Gulfport Business Hours: (228) 563-1790 <u>Emergency Filing:</u> (601) 608-4603	Dan M. Russell Jr. U.S. Courthouse 2012 15th St., Suite 244 Gulfport, MS 39501	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. United States Courthouse 2012 15th St., Suite 244 Gulfport, MS 39501



Contact Information

New mailing address for Jackson Office

**501 E. Court St., Suite 2.300
Jackson, MS 39201**

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The court no longer maintains a post office box.
Send all mail for the Jackson Office to the street address.



Rules/Orders/Procedures

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S.D. Mississippi bankruptcy case filings are down 6.6% for the first three months of 2024 as compared to 2023.
- 03/29/2024
Bankr.: New Motion and Notice Events
- 01/05/2024
Southern District of Mississippi bankruptcy filings for 2023 up 12.5% over prior year.
- 01/05/2024
Notice of Vacancy for Federal Public Defender - Southern District of Texas
- 11/29/2023
New Presumptive "Till" Rate - Effective January 1, 2024

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Emergency Filing Procedures

For an emergency on a weekday
between 8 a.m. and 5:00 p.m.

Jackson 601-608-4600

Gulfport 228-563-1790



Emergency Filing Procedures

After Hours

601-608-4603



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Phone: (228) 563-1790

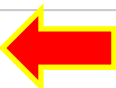
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Bankruptcy Court Miscellaneous Fee Schedule



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Local Forms

Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records	02/17/2023	Form Instructions
MSSB-1340	Application for Payment of Unclaimed Funds - Fillable 	02/17/2023	Form Instructions Example
MSSB-1340-Order	Order Granting Application for Payment of Unclaimed Funds	12/01/2019	Form
MSSB-M13-1	Certification and Motion for Entry of Discharge	02/17/2023	Form
MSSB-1328(b)-Cert	Certification in Support of Motion for Hardship Discharge Pursuant to 11 U.S.C. § 1328(b)	02/22/2023	Form
MSSB-CC-E	Certification of Exigent Circumstances	12/01/2015	Form



Local Forms - **New**

Form Name	Description
MSSB-NCAC	Notice of Change of Address for Creditor
MSSB-NCAD	Notice of Change of Address for Debtor
MSSB-7007.1-Adv	Corporate Ownership Statement for Adversary Proceeding
MSSB-7007.1-Bk	Corporate Ownership Statement for Bankruptcy Case



Local Forms - **New**

Chapter 11

Form Name	Description
MSSB-4004	Chapter 11 Individual Debtor's Certification and Request for Discharge
MSSB-A11-1	Notice Amending Schedules and/or Matrix (Ch 11)



Local Forms

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

ECF Docketing Guide



ECF Docketing Guide

Interactive, on-line tool

- Provides filing guidelines



ECF Docketing Guide



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Electronic Case Filing

The court has upgraded to NextGen CM/ECF. Individuals wishing to E-File in this court must register with the PACER Service Center at www.pacer.uscourts.gov.

For registration instructions click the below links.

[Attorney E-File Registration Instructions](#)

[Non-Attorney E-File Registration Instructions](#)





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Case administrators are assigned by the last two digits of the bankruptcy case number. For questions concerning a specific case, please contact the case administrator. [Click Here](#) for the court's contact information.

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accountant
action or civil action
adversary proceeding
affiliate
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attorney

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Bankruptcy Clerk
bankruptcy code
bench trial
briefs

C

consumer debt



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Bankruptcy Clerk
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addition, the Court does not endorse any particular software packages o



Glossary





S.D. Miss. Bankruptcy Court - ECF Docketing Guide



Bankruptcy Clerk
The court officer responsible for the
bankruptcy records in the district - Clerk
Appointed pursuant to 28 USC 156 section (b)

bankruptcy code






ECF Doc

S.D. Miss. Bankruptcy Court: M
Implement and interpret the law

Welcome to the ECF Docketing Guide for the United States Bankruptcy Co

Case administrators are assigned by the last two digits of the bankruptcy c

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Search

A screenshot of the S.D. Miss. Bankruptcy Court - ECF Docketing Guide search interface. The interface has a dark blue header with the title "S.D. Miss. Bankruptcy Court - ECF Docketing Guide". Below the header, there is a search bar with a magnifying glass icon. The search bar is highlighted with a yellow border and a red arrow pointing to it. Below the search bar, there is a checkbox labeled "Display results with all search words". The main content area on the right has a light blue background with the court's seal and the text "ECF Do", "S.D. Miss. Bankruptcy Court", and "Implement and interpret the". Below this, there is a welcome message and a disclaimer.

S.D. Miss. Bankruptcy Court - ECF Docketing Guide

-Search-

☐ Display results with all search words

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Search

S.D. Miss. Bankruptcy Court - ECF Docketing Guide

Discharge

- ☒ Display results with all search words

30 result(s) found for 'Discharge'

Delay Discharge

debtor, delay the entry of a **discharge** for 30 days and on motion within the 30 days, the court may defer entry

[Motions and Applications / Delay Discharge](#)

Hardship Discharge - Chapter 12

Orders, Other, Db, Hardship **discharge, Discharge** Forms, Important, 3180FH, Generic - Does, Form - 3180FHJ2, Ch 12 Hardship

[Motions and Applications / Hardship Discharge - Chapter 12](#)

Motion for Entry of Discharge - Chapter 11



Rev. 5/23/2024



ECF Docketing Guide

S.D. Miss. Bankruptcy Court: Mission Statement
Implement and interpret the laws of the United States of America, within the jurisdiction of the Bankruptcy Court.

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court for the Southern District of Mississippi. This guide provides information regarding the procedures to file pleadings and documents with this Court.


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U.S. Bankruptcy Court • Southern District of Mississippi




Docket Events



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ECF Docketing

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U.S. Bankruptcy Court



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- Federal Rules and Code
- Filing Fees
- Financial Management Course

ECF Limited Filer Events

Rev. 01/08/2024

Claim Actions

- [Certificate of Service](#)
- [Certificate of Service \(Use Only for Rule 3002.1 Events\)](#)
- [Creditor Request for Notices](#)
- [Exemplification Request](#)
- [Notice \(generic - no deadline date or objection period\)](#)
- [Notice of Change of Address](#)
- [Notice of Mortgage Payment Change](#)
- [Notice of Mortgage Payment Change \(No Proof of Claim Filed\)](#)
- [Notice of Postpetition Mortgage Fees, Expenses, and Charges](#)
- [Notice of Postpetition Mortgage Fees, Expenses, and Charges \(No Proof of Claim Filed\)](#)
- [Objection to Claim with 30 day notice](#)
- [Objection to Transfer of Claim](#)
- [Proof of Claim Attachment 3001\(c\)\(1\)\(d\)](#)
- [Reaffirmation Agreement](#)
- [Reaffirmation Agreement Cover Sheet](#)
- [Reclassify Claims](#)
- [Release Unclaimed Funds From Court Registry \(Application\)](#)
- [Request for Certified Copy](#)
- [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](#)
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- [Transfer of Claim \(with Waiver of Notice\)](#)
- [Withdraw Notice of Mortgage Payment Change](#)
- [Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges](#)
- [Withdrawal of Claim](#)



Event



Change of Address for Creditor

Rev. 01/24/2024

When a creditor wishes to change their address to receive notices, the creditor must notify the court by filing a statement providing the new noticing address.

A change of address form is available on the court's website www.mssb.uscourts.gov. See Local Form [MSSB-NCAC Change of Address for Creditor](#)

Docket Events:

[\[Bankruptcy > Other > Notice of Change of Address\]](#)

[\[Bankruptcy > Claim Actions > Notice of Change of Address\]](#)

Requirements:

Notice of Change of Address (Local Form MSSB-NCAC)

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U.S. Bankruptcy Court • Southern District of Mississippi



Motions and Applications



Motion for Relief from the Automatic Stay

Rev. 01/17/2024

[11 U.S.C. § 362\(d\)](#)

Miss. Bankr. L. R. 4001-1

The automatic stay is one of the fundamental debtor protections provided by the bankruptcy laws. It gives the debtor a breathing spell from his creditors, stopping all collection efforts, all harassment, and all foreclosure actions. It permits the debtor to attempt a repayment or reorganization plan, or just to be relieved of the financial pressures that drove him into bankruptcy.

Local Rule 5005-1(a)(2)(D) requires every motion have as an attachment a proposed order granting the motion.

Local forms for default orders are available on the Court's website: www.mssb.uscourts.gov.

- Default Order Granting Relief from Automatic Stay - Local form: MSSB-OGRAS.
- Order Granting Limited Stay Relief Re: Dissolution of Marriage - Local form: MSSB-OGLSR.

There is no provision under [§ 362](#) to lift the automatic stay as to an individual debtor. However, when filing this type of motion, the party should include an agreed order and file the pleading and order using the docket event: [Bankruptcy > Motions/Applications > [Relief from Stay with Agreed Order](#)].

See [Chapter 11 Motions to Lift Stay](#) regarding lift stay motions in a chapter 11 case.

Docket Event:

[Bankruptcy > Motions/Applications > Relief from Stay]

Requirements:

KMS Cases	JAW Cases
Motion with Certificate of Service	Motion with Certificate of Service
Proposed Order	Proposed Order
Filing Fee**	Filing Fee**
Set for Hearing	Set for Hearing

Motion for Relief from the Automatic Stay

Rev. 01/17/2024

11 U.S.C. § 362(d)

Miss. Bankr. L. R. 4001-1

The automatic stay is one of the fundamental debt protection tools for creditors, stopping all collection efforts, all harassment, and just to be relieved of the financial pressures that come with a bankruptcy filing.

Local Rule 5005-1(a)(2)(D) requires every motion for relief from the automatic stay to be accompanied by a proposed order.

Local forms for default orders are available on the court's website.

- Default Order Granting Relief from Automatic Stay
- Order Granting Limited Stay Relief Re: Dismissal of Case


There is no provision under § 362 to lift the automatic stay of an agreed order and file the pleading and order upon the court's approval.

See [Chapter 11 Motions to Lift Stay](#) regarding lift of stay.

Docket Event:

[Bankruptcy > Motions/Applications > Relief from Stay]

Requirements:



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LII > U.S. Code > Title 11 > CHAPTER 3 > SUBCHAPTER IV > § 362

Quick search by citation:

Title

Section

Go!

11 U.S. Code § 362 - Automatic stay

U.S. Code

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(a) Except as provided in subsection (b) of this section, a petition filed under section 301, 302, or 303 of this title, or an application filed under section 5(a)(3) of the Securities Investor Protection Act of 1970, operates as a stay, applicable to all entities, of—

(1) the commencement or continuation, including the issuance or employment of process, of a judicial, administrative, or other action or proceeding against the debtor that was or could have been commenced before the commencement of the case under this title, or to recover a claim against the debtor that arose before the commencement of the case under this title;

(2) the enforcement, against the debtor or against property of the estate, of a judgment obtained before the commencement of the case under this title;

(3) any act to obtain possession of property of the estate or of property from the estate or to exercise control over property of the estate;

(4) any act to create, perfect, or enforce any lien against property of the estate;

(5) any act to create, perfect, or enforce against property of the debtor any lien to the extent that such lien secures a claim that arose before the commencement of the case under this title;

(6) any act to collect, assess, or recover a claim against the debtor that arose before the commencement of the case under this title;

(7) the setoff of any debt owing to the debtor that arose before the commencement of the case under this title against any claim against the debtor; and

U.S. Code Toolbox

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Alvin, TX

Asbestos & Mesothelioma

Website

Email

Profile



Charles J. Boudreaux Jr.

(225) 387-0999


Baton Rouge, LA

Business Law, Health Care La...

Website

Email

Profile



Louis J. Cosenza

KMS Cases	JAW Cases
Motion with Certificate of Service	Motion with Certificate of Service
Proposed Order	Proposed Order
Filing Fee**	Filing Fee**
Set for Hearing	Set for Hearing

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Motions and Applications

Motion for Relief from the Automatic Stay

Rev. 01/17/2024

[11 U.S.C. § 362\(d\)](#)

Miss. Bankr. L. R. 4001-1

The automatic stay is one of the fundamental debtor protections provided by the bankruptcy laws. It gives the debtor a breathing spell from his creditors, stopping all collection efforts, all harassment, and all foreclosure actions. It permits the debtor to attempt a repayment or reorganization plan, or just to be relieved of the financial pressures that drove him into bankruptcy.

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Motions and Applications

Motion for Relief From Stay with Agreed Order

There is no filing fee to file a motion to lift the automatic stay when a proposed Agreed Order is filed as an attachment to the Motion.

However, The proposed **Agreed Order** must have the signature of all parties.

If the movant fails to attach a proposed Agreed Order or if the proposed Agreed Order does not contain all required signatures, the Clerk must collect a filing fee.

Chapter 7 and 13 Requirements

KMS Cases	JAW Cases
Motion with Certificate of Service	Motion with Certificate of Service
Proposed Agreed Order signed by all parties	Proposed Agreed Order signed by all parties

Docket Event:

[Bankruptcy > Motions/Applications > Relief from Stay with Agreed Order (No Fee)]

Chapter 11 Requirements

KMS Cases	JAW Cases
Motion with Certificate of Service	Motion with Certificate of Service
Proposed Agreed Order signed by all parties	Proposed Agreed Order signed by all parties
*14 day Notice	*14 day Notice



Federal Rules and US Codes

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- Federal Rules of Civil Procedure
- U.S. Code Title 11 - Bankruptcy
- U.S. Code Title 28 Judiciary & Judicial Procedure



ECF Docketing Guide

Updates



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ECF Docketing Guide

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U.S. Bankruptcy Court • Southern District of Mississippi



Guide Updates

S.D. Miss. Bankruptcy

ECF Docketing Guide Revision List

Date	Topic
07/13/2023	Request Writ of Execution
07/13/2023	Issue Writ of Execution
06/22/2023	Chapter 11 Meeting of Creditors Revised to update the Gulfport location for in person 341 meetings. Moved from Hancock Bank to the Gulfport Federal Courthouse.
02/22/2022	Motion for Chapter 13 Hardship Discharge Revised to include the new requirement to include a certification that conforms with the court's local form MSSB-1328(b)-cert.
12/01/2022	Meeting of Creditors Chapter 11 Revised to include new claims deadline for Subchapter V under Chapter 11.
08/16/2022	Notice of Removal Revised to clarify that the party must file the Notice of Removal with the District Court.
04/20/2022	Request to Issue an Alias Summons Revised to include the new docket event to request the clerk's office issue a new summons.
02/18/2022	Motion to Confirm Termination or Absence of Stay Revised to add noticing requirements when motion seeks relief as to one creditor.
02/11/2022	Trustee's Request for Court Costs
02/09/2022	Close Chapter 11 Case Revision - Replaced 21-day notice requirement with the Court will set the motion for a hearing.
01/25/2022	Waiver Discharge for a chapter 13 and chapter 7 debtor. Revised to include that the motion/wavier must include a certificate of service.
12/15/2021	Trustee's Withdrawal of Certification for Payment under Section 330(e)
12/15/2021	Trustee Certification for Payment under Section 330(e)
12/15/2021	Motion for Approval of Agreement Re: 4001(d) Revised to update Judge Wilson's procedure to limit the 14-day negative notice requirement for motions filed in a chapter 11.
11/17/2021	Amended List of Creditors Revised to include noticing instructions when no schedules are amended.
11/04/2021	Motion to Close Chapter 11 Revised requirements for cases assigned to Judge Wilson. The court will not set a hearing. Instead, the movant must file a 21-day negative notice.
09/27/2021	Motion to Waive Requirement to File Certification and Motion for Entry of a Discharge
09/16/2021	Rent Deposit Under 11 USC 362(f) / Statement of an Eviction Revised procedures. The debtor must make the money order or certified check (rent deposit) payable to the United States Bankruptcy Court (not the landlord).
08/23/2021	Notice of Sale
08/23/2021	Chapter 11 First Day Motions
08/23/2021	Chapter 11 Subchapter V Pre-Status Conference Report
08/20/2021	Motion to Allow Payment Arrearage
08/12/2021	Motion to Establish a Deadline to file an Administrative Expense Claim
08/12/2021	Amendment to Schedules A/B, J, or L
07/15/2021	Chapter 11 Plan
07/01/2021	Chapter 11 List of Equity Security Holders



ECF Docketing Guide

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Unclaimed Funds



Unclaimed Funds

- Most unclaimed funds originate from trustees :
 - Uncashed distribution checks
 - Incorrect address for owner of funds
 - Death of owner of funds
- The Court is required by law to hold unclaimed funds indefinitely for the rightful owner.



Unclaimed Funds Locator

- Online database.
- Allows a user to search for money owed to a specific individual, business, or government unit.
- Consolidates **all** Bankruptcy Courts' unclaimed funds information.



Unclaimed Funds Locator

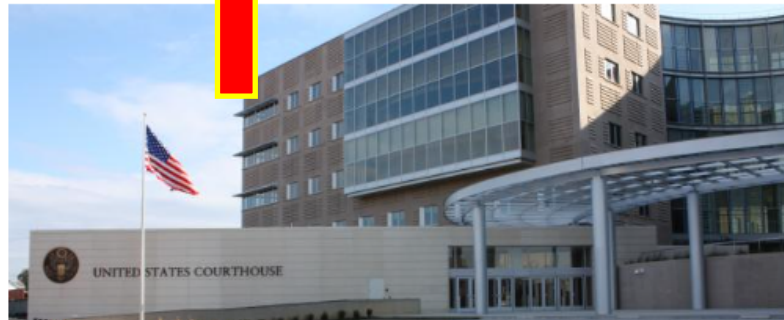


<http://www.mssb.uscourts.gov/>



UNITED STATES BANKRUPTCY COURT Southern District of Mississippi

Hon. Katharine M. Samson, Chief Judge

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



Unclaimed Funds Locator



UNITED STATES BANKRUPTCY COURT Southern District of Mississippi

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The Court provides calendars via email, upon subscription, [click here](#) to sign up.

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Unclaimed Funds Locator

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Case Number	Search By Case Number
Entered On or After	 Entered On or After
Captcha	  <input type="text" value="Captcha Text"/>

[Clear](#) [Search](#)

* Either the Creditor Name OR the Debtor Name field must have a minimum of 3 characters.

Disclaimer

The court unit links accessible through the U. S. Bankruptcy Unclaimed Funds Locator are provided for the user's convenience. Each court unit is solely responsible for maintaining that unit's applicable unclaimed funds search criteria information. A user is invited to contact a linked court unit regarding that unit's specific unclaimed funds deposit and disposition procedures. Questions should be directed to the linked court unit. NOTICE TO USERS: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.



Unclaimed Funds

Request Payment

- 1) Application ([Local Form MSSB-1340](#))
 - Notarized
 - Copy to US Attorney
 - Certificate of Service
- 2) Proposed Order ([Local Form MSSB-1340-Order](#))
- 3) Supporting Documents



Local Forms and Instructions



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

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Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records - Fillable	12/01/2023	Form
MSSB-1340	Application for Payment of Unclaimed Funds - Fillable	04/17/2024	Form Instructions Example
MSSB-1340-Order	Order Granting Application for Payment of Unclaimed Funds	02/27/2024	Form



Unclaimed Funds

Filing Application & Proposed Order

Upload Proposed Order as an attachment

Bankruptcy > Motions/Applications > **Release
Unclaimed Funds from Court Registry (Application)**

Available Events (click to select events)

Release Funds from Court Registry

Release Unclaimed Funds from Court Registry (Application)

Next

Clear



Unclaimed Funds

Supporting Documents

- Proof of identity
- Evidence of ownership
- Tax ID information



Unclaimed Funds

Filing Supporting Documents

Bankruptcy > Other > Supporting Documents Re
Unclaimed Funds (Document Restricted)

Available Events (click to select events)

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Next

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Unclaimed Funds

Who can request unclaimed funds?

- Owner of record
- Successor claimant
- Other Claimant



Unclaimed Funds

Owner of Record

Owner of funds per bankruptcy court records.



Unclaimed Funds

Successor Claimant

Entity that has direct claim to funds but is not owner of record

i.e., Successor business, decedent's estate, assignee, judgment creditors



Unclaimed Funds

Other Claimant

Claimant who proves a right to the funds.

i.e., Funds locator acting for the owner or successor claimant.



Unclaimed Funds

- A claimant is not required to be represented by an attorney.
- A claimant can file an application in a closed case.



Unclaimed Funds

Disbursement of Unclaimed Funds

Unclaimed funds are disbursed 28 days after court enters the order (if no objections).



Unclaimed Funds

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Agents



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Agent

Individual that a registered ECF filer designates to e-file on their behalf.



Filing Agents

Who can have filing agents?

Attorneys

Trustees

U.S. Trustee



Filing Agents - Benefits

- Filing Agent has own ECF user account.
 - ECF user does not share filing credentials (passwords) with the agent.
- ECF User can monitor agent's filings.
 - An ECF system report can identify the agent that docketed a filing.
- A filing agent can e-file for multiple ECF users.



Filing Agents

To Qualify as a Filing Agent:

- 1) Have an individual PACER account.
- 2) Register for a ECF Filing Agent account with the court (through PACER).



Filing Agents

Register ECF User responsibilities:

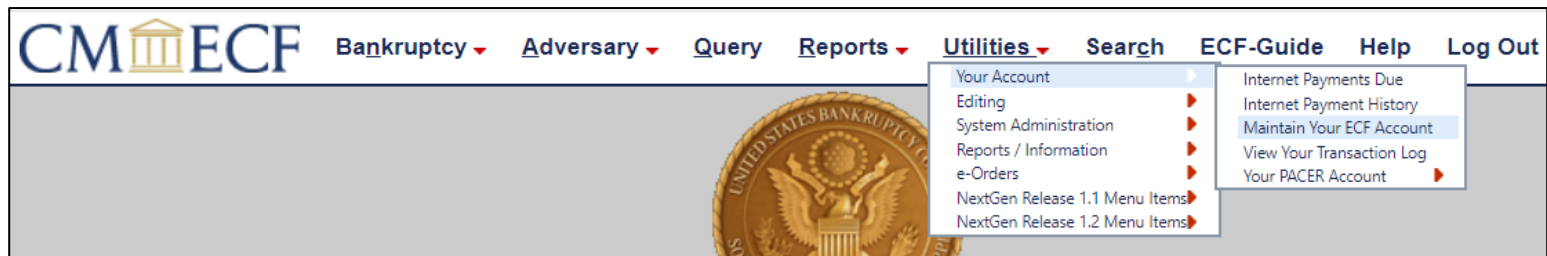
- Authorize (Add) filing agents
- Monitor filings made by filing agents
- Remove filing agents



Filing Agents

Add Filing Agent

- Log in to your ECF Account
- Click **Utilities > Your Account > Maintain Your ECF Account**





Add Filing Agent

Click **More user information**

Maintain User Account

[Edit my name and address information](#)


Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street	State	MS
Address 2		County	HINDS-MS (28049) ▼
Address 3		Zip	39201
City	Jackson	Fax	
Country	USA	Text Phone	
Phone	555-555-1001	Bar status	DOB 01/01/1970
Alternate Phone		Mail group	
Bar ID		AO code	
Initials			
Person end date			
Email information...	More user information...		



Add Filing Agent

Enter agent's last name > Click Search icon

Filing agents

Find filing agent 

Return to Account screen

Clear



Add Filing Agent


Click **Select**

E-Filing Status Active
Internet Payment Y
Groups

Add a Filing Agent

Filing agents	Name	Address
<input type="button" value="Select"/>	Patterson, Nancy	703 Highway 145 North Aberdeen, MS 39730

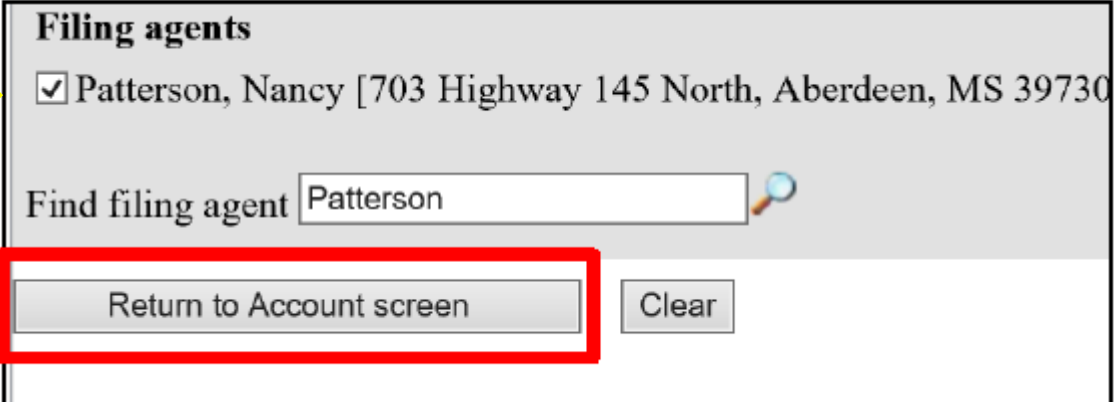
Find filing agent

A large red arrow with a blue outline points from the bottom left towards the "Select" button in the "Add a Filing Agent" window.



Add Filing Agent


Check box > Click **Return to Account screen**



A screenshot of a web interface for managing filing agents. The interface has a light gray background. At the top, the text "Filing agents" is displayed. Below it, there is a list of agents, each preceded by a checkbox. The first agent listed is "Patterson, Nancy [703 Highway 145 North, Aberdeen, MS 39730]", and its checkbox is checked. Below the list, there is a search bar labeled "Find filing agent" containing the text "Patterson", followed by a magnifying glass icon. At the bottom of the interface, there are two buttons: "Return to Account screen" and "Clear". The "Return to Account screen" button is highlighted with a red rectangular border. A yellow arrow with a red outline points from the left towards the checked checkbox of the first agent.

Filing agents

☒ Patterson, Nancy [703 Highway 145 North, Aberdeen, MS 39730]

Find filing agent 

Return to Account screen



Add Filing Agent

Click **Submit**

Maintain User Account

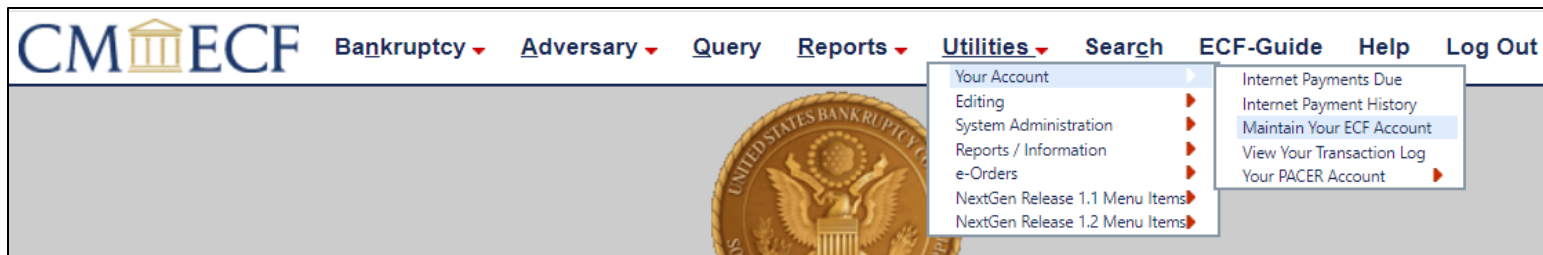
[Edit my name and address information](#)

Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street	State	MS
Address 2		County	HINDS-MS (28049) ▼
Address 3		Zip	39201
City	Jackson	Fax	
Country	USA	Text Phone	
Phone	555-555-1001	Bar status	DOB 01/01/1970
Alternate Phone		Mail group	
Bar ID		AO code	
Initials			
Person end date			
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>		
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>		



Remove Filing Agent

- Log in to your ECF Account
- Click **Utilities > Your Account > Maintain Your ECF Account**





Remove Filing Agent

Click **More user information**

Maintain User Account

[Edit my name and address information](#)

Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street	State	MS
Address 2		County	HINDS-MS (28049) ▼
Address 3		Zip	39201
City	Jackson	Fax	
Country	USA	Text Phone	
Phone	555-555-1001	Bar status	
Alternate Phone		DOB	01/01/1970
Bar ID		Mail group	
Initials		AO code	
Person end date			
Email information...	More user information...		
Submit	Clear		



Remove Filing Agent

Uncheck box to remove agent

More User Information for One Attorney
[Update Account Information](#)
Login ngoneatty
Person ID 498848
Person Authorization ID 154
Public User ID 7003962
Judiciary User ID
E-Filing Status Active
Internet Payment Y
Groups Attorney, Auditor, Claims, ClaimsUpload, E-Orders Attorney
Last login 05-09-2023 16:04
Current login 05-09-2023 16:22
Create date 03/15/2021
Update date 05/09/2023
User end date

Filing agents
Uncheck the box to remove a filing agent.
☒ Agent, Five [3005 Capitol Street, Jacson, MS 39201, 555-555-3005, Account ID: 7003989]
☒ Agent, Four [3004 Capitol Street, Jackson, MS 39201, 555-555-3004, Account ID: 7003987]

Find filing agent
[Agents previously removed from this account](#)



Remove Filing Agent

Click **Return to Account screen**

More User Information for One Attorney
[Update Account Information](#)
Login ngoneatty
Person ID 498848
Person Authorization ID 154
Public User ID 7003962
Judiciary User ID
E-Filing Status Active
Internet Payment Y
Groups Attorney, Auditor, Claims, ClaimsUpload, E-Orders Attorney

Last login 05-09-2023 16:04
Current login 05-09-2023 16:22
Create date 03/15/2021
Update date 05/09/2023
User end date

Filing agents
Uncheck the box to remove a filing agent.
☐ Agent, Five [3005 Capitol Street, Jacson, MS 39201, 555-555-3005, Account ID: 7003989]
☒ Agent, Four [3004 Capitol Street, Jackson, MS 39201, 555-555-3004, Account ID: 7003987]

Find filing agent
[Agents previously removed from this account](#)

Return to Account screen Clear



Remove Filing Agent

Click **Submit** to remove the Filing Agent

Maintain User Account

[Edit my name and address information](#)

Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street	State	MS
Address 2		County	HINDS-MS (28049) ▼
Address 3		Zip	39201
City	Jackson	Fax	
Country	USA	Text Phone	
Phone	555-555-1001	Bar status	
Alternate Phone		DOB	01/01/1970
Bar ID		Mail group	
Initials		AO code	
Person end date			

Email information... More user information...

Submit Clear



Filing Agents

Filing Agent for Multiple ECF Filers



Filing Agent for Multiple Filers

The filing agent logs in to CM/ECF and selects the ECF filer they are filing on their behalf.

Filing for

One Attorney (aty) ←

United States Trustee (ust) ←



Filing Agent for Multiple Filers

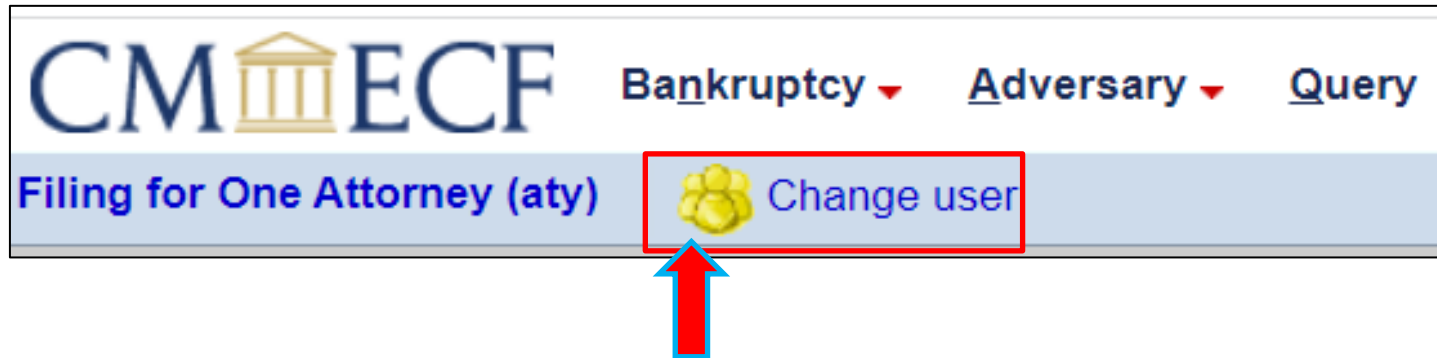
Screen displays the filer





Filing Agent for Multiple Filers

To change filers click **Change user** icon





Filing Agent for Multiple Filers

Select a different filer

Filing for

One Attorney (aty)

United States Trustee (ust)



Filing Agent for Multiple Filers

The new filer displays





Filing Agents

Filing Rights/Permissions



Filing Agent Permissions

Agent's filing rights mirrors the Registered User - except for restricted documents.


Restricted Documents:

Social Security Number (Form 121)

Tax Documents

Supporting Documents Re Unclaimed Funds


Motion to Redact Document

Filing for One Attorney (aty)  Change user

Miscellaneous:

[23-00008-JAW Jane W Smith](#)

Type: bk	Chapter: 7 v	Office: 3 (Jackson-3 Divisional Office)
Assets: n	Judge: JAW	Case Flag: Repeat-mssb, CounDue, DebtEd

 **This filing cannot continue because filing agents may not file restricted documents. Please ask your employer to file this event.**



Filing Agent Permissions

Docket Text

ECF user is the filer *(not agent)*

05/10/2023	<u>3</u> (24 pgs)	Motion to Compel Filed by Debtor Jane W Smith (Attorney, One) Entered: 05/10/2023)
------------	----------------------	--



Filing Agents

Transactions



Filing Agent Transactions

ECF User can monitor the agent's filings through a transaction report.

Utilities > View Your Transaction Log

The screenshot shows the CM/ECF "View Transaction Log" interface. At the top, there is a navigation bar with links for "Bankruptcy", "Adversary", "Query", and "Reports". Below this, the title "View Transaction Log" is displayed. The main form area contains the following elements:

- Entered between:** Two date input fields, both containing "5/10/2023". A red arrow points to the rightmost date field.
- User:** A dropdown menu with the following options: "Attorney, One", "Agent, One", "Agent, Five", and "Agent, Four". A red arrow points to the dropdown menu.
- Sort by:** A dropdown menu currently set to "Date and time". A second, empty dropdown menu is located to its right.
- Submit:** A button at the bottom left. A red arrow points to the button.

Below the "User" dropdown, a note states: "(D) indicates a deactivated filing agent".



Filing Agent Transactions

Transaction Log

CM ECF

Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ECF-Guide Help Log Out

Transaction Log

Report Period 05/10/2023 - 05/10/2023

Id	Date	Case Number	Text
11700487 Agent, One	05/10/2023 09:31:56	23-00008-JAW	Motion to Compel Filed by Debtor Jane W Smith (Attorney, One)
11700488 Agent, One	05/10/2023 09:32:38	23-00008-JAW	Added Main Document to order 243245(Motion to Compel - Doc#3 Filename - test_doc.pdf) !! and routed it to CRD-Inbox folder

Total Number of Transactions: 2



Filing Agent Information

Electronic Case Filing (ECF) > Filing Agents

UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

Home Basics Electronic Case Filing (ECF) Case Information Rules/Orders/Procedures Forms/Fees Judges/Opinions Other Resources About the Court

ECF Login
Public Access
Next Generation of CM/ECF and PACER
Filing Agents
ECF Registration
Administrative Procedures for Electronic Case Filing

Case Locator (PACER) »
E-Filing (CM/ECF) »
Court Calendar »
Mobile App - Calendar »

Welcome to the
United States Bankruptcy Court
Southern District of Mississippi



Filing Agent Information

[Home » Electronic Case Filing \(ECF\)](#)

Filing Agents

For Attorneys, Trustees and U. S. Trustee Only

An ECF User who is an attorney, trustee or U. S. Trustee may authorize and designate one or more individuals as a Filing Agent to e-file on his/her behalf. Filings completed by the Filing Agent will appear on the docket as if the ECF User completed the filing. However, filing activity for each Filing Agent may be viewed by the ECF User under ***Utilities > View Your Transaction Log***.

A Filing Agent's filing permissions will mirror that of the Registered User with one exception—restricted documents. Documents restricted from public access, such as Official Form 121 (Statement About Your Social Security Numbers), cannot be filed by a Filing Agent at this time.

Instructions For Filing Agents

The Filing Agent must first register as a Limited ECF User (Non-Attorney) using his/her individual PACER account. Once the Filing Agent's registration is complete, the ECF User (attorney, trustee or U. S. Trustee) must add the Filing agent to his/her ECF account.

- **Individual PACER Account** – If you do not have an individual PACER account, [click here for instructions](#).
- **Limited ECF User (Non-Attorney) Registration** – If you have not already registered as a Limited ECF User (Non-Attorney) [click here for instructions](#).

Instructions For ECF User (Attorney, Trustee or U. S. Trustee)

The ECF User is responsible for adding the Filing Agent to his/her ECF account after registration is complete and for removing the Filing Agent from his/her ECF account in the event the Filing Agent is no longer authorized to act in such capacity. See the instructions below for more information. The ECF User is also responsible for maintaining and updating his/her ECF e-mail notification list in the event the Filing Agent's e-mail address should be added or removed.

Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011 will apply to documents filed by the Filing Agent.

[How to Add a Filing Agent to Your ECF Account](#)

[How to Remove a Filing Agent from Your ECF Account](#)

MSDB – 2024 ECF Filing Procedures



Filing Agents

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Electronic Case Filing System

Account Management



ECF Account Management

Filer's Contact Information

Very important to ensure that account information remains up to date.

- Court staff does not have editing access to filers' account information.



ECF Account Management

- Name
- Address
- Phone Number
- Primary Email Address

Update through your PACER account



Update Contact Information

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER Public Access to Court Electronic Records

Register for an Account ▾ Find a Case ▾ File a Case ▾ **My Account & Billing** ▾ Pricing Help ▾ Search ▾

What can we help you accomplish?

Search for a Case

Learn options to find case information.

Filing Electronically

Find court specific information to help you file a case electronically and developer resources.

My Account & Billing

- Manage My Account Login
- Billing
- Forgot Username or Password?
- Group Billing Access
- My Account & Billing Overview

Create a PACER account or log in to manage your account and pay a bill.

Sign up for an Account

Register for a PACER account to begin searching for or filing federal court records online.

[Back to top](#)

Login to your PACER Account.

Select My Account/Manage My Account



Update Contact Information

Click **Maintenance** Tab

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number	<input type="text"/>
Username	<input type="text"/>
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings

Maintenance

Payments

Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File E-mail Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History



Update Contact Information

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number	<input type="text"/>
Username	<input type="text"/>
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings

Maintenance

P

[Update Personal Information](#)

[Update Address Information](#)

[Update E-File Email Noticing and Frequency](#)

[Display Registered Courts](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)

Update name, prefix, & suffix

Update firm name, address, & phone numbers

Update primary email & delivery method



ECF Account Management

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number
Username
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings **Maintenance** **Payments** **Usage**

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History



Update Email Address



Update Address

- Enter reason for update.
- Select which cases to apply change.
- Select court to apply update.
- Click Submit to send update request

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

* Required Information

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Reason for update

☐ Check here if this address update applies to the entire firm.

Apply update to

- Open Cases
- Select
- Open Cases
- Closed Cases
- All Cases
- None

Apply Updates to Selected Cases

PACER Billing

☐ 3525 Stephen Earl Drive
Ocean Springs, MS 39565
Phone: 228-209-9646
Alt Phone: 228-563-1793

U.S. Bankruptcy Courts

Mississippi Southern Bankruptcy Court

☒ 3525 Stephen Earl Drive
Ocean Springs, MS, 39565
Phone: 228-209-9646

Submit

Reset

Cancel



Update Email Address

- **Select the court to send request to update email.**
- **Update primary email**
- **Select email frequency and format.**
- **Click Submit to submit the update.**

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number [REDACTED]
Username [REDACTED]
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Update E-File Email Noticing and Frequency

Use the fields below to update your primary email address and preferences for receiving case notifications.

Note: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

Apply Updates to Selected Courts

U.S. Bankruptcy Courts

Mississippi Southern Bankruptcy Court
☒ Click to apply changes to this court

Load your e-file email noticing and frequency preferences for this court below
Email collette.derouen@gmail.com
Email Frequency Once Per Day (Daily Summary)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**
Primary Email * collette.derouen@gmail.com
Confirm Email * collette.derouen@gmail.com
Email Frequency * Once Per Day (Daily Summary)
Email Format * HTML

Submit **Reset** **Cancel**



ECF Account Management

Secondary Email Address



Secondary Email Address

Benefits:

- Your staff receives notices of filings (NEFs) made in your cases.
- Secondary email serves as a backup in case of technical problems with your primary email provider.



Secondary Email Address

Use a different domain (email provider) for secondary email address.

Primary: one_attorney@outlook.com

Secondary: one_attorney@gmail.com
one_attorney@yahoo.com

Email information for One Attorney

Primary

email one_attorney@example.com
address

[Update my primary email address](#)

Secondary

email one_attorney@gmail.com
address one_attorney@yahoo.com

Reenter

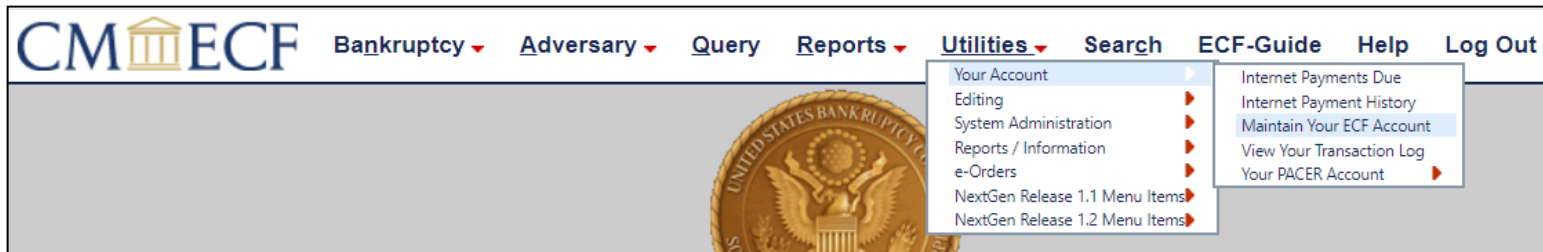
secondary email address
one_attorney@gmail.com
one_attorney@yahoo.com



Secondary Email Address

Add or Update Secondary Email:

- Log in to CM/ECF
- Click **Utilities > Your Account > Maintain Your ECF Account**





Secondary Email Address

Maintain User Account screen

Click **Email information**

Maintain User Account

[Edit my name and address information](#)


Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street		
Address 2			
Address 3			
City	Jackson	State	MS
Country	USA	County	HINDS-MS (28049) ▼
Phone	555-555-1001	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	
Initials		DOB	01/01/1970
Person end date		Mail group	
		AO code	
Email information...	More user information...		




Secondary Email Address

Email information for One Attorney


Primary email address one_attorney@example.com [Update my primary email address](#)

Secondary email address one_attorney@gmail.com  one_attorney@yahoo.com

Reenter secondary email address one_attorney@gmail.com  one_attorney@yahoo.com

☐ Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

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](#) 



Secondary Email Address

Click **Submit**

Maintain User Account

[Edit my name and address information](#)

Last name	Attorney	First name	One
Middle name		Generation	
Title	Counsel	Type aty	
Office			
Address 1	1001 Capitol Street		
Address 2			
Address 3			
City	Jackson	State	MS
Country	USA	County	HINDS-MS (28049) ▼
Phone	555-555-1001	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	
Initials		DOB	01/01/1970
Person end date		Mail group	
		AO code	

Email information... More user information...

Submit Clear



Secondary Email Address

Maintain User Accounts

Updating person record...
Successfully updated One Attorney

Participant records were not altered.

Set up automatic email notification complete for One Attorney

Verify free look use = on

Send Notification in all cases for which you represent a party = on

Send Notification to primary email address = on

Case list:

Email notice of electronic filings for selected cases= off

Summary email = on

Primary email address: one_attorney@example.com

Secondary email address:

one_attorney@gmail.com;one_attorney@yahoo.com;collette_derouen@mssb.uscourts.gov

Formatting of notices = HTML (Internet email)

No user update requested

[Return to User Maintenance](#)



U.S. Bankruptcy Court

Southern District of Mississippi

Not Receiving Notices of Electronic Filing (NEF) Emails:

- Inbox full
- Invalid email address in CM/ECF
- Attorney no longer with firm, etc.
- Call the Clerk's office if you stop receiving emails



ECF Account Management

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

**Court Noticing, Pleadings,
Exhibits, Schedules, etc.**



U.S. Bankruptcy Court

Southern District of Mississippi

Notices Issued by the Court



Bankruptcy Notices for Creditors

The Bankruptcy Noticing Center (BNC) mails court notices and documents to Creditors (“Parties”).

BNC uses the mailing address listed in the debtor’s schedules, unless the receiving Party

- Provides a different address to receive notices on a Proof of Claim form, or
- Registers with the BNC to receive notice electronically or at a preferred address.



Bankruptcy Notices for Creditors

<https://bankruptcynotices.uscourts.gov>



Bankruptcy Noticing Center

Electronic Bankruptcy Noticing and Preferred Mailing Address Registration

[Log In](#)

[Home](#)

[More Info](#) ▼

[Registration](#)

[Resources](#) ▼

[For Debtors](#)

[Contact Us](#)

Welcome to the Bankruptcy Noticing Center

This website allows you to sign up to receive all of your bankruptcy notices electronically through the National Creditor Registration Service (NCRS) or consolidate all U.S. Postal Service notices at one address. This is a free service provided by the U.S. Bankruptcy Courts to give recipients more convenient delivery options for their bankruptcy notices. You can have notices delivered either:

1. Electronically - Faster, more reliable and convenient
2. To a designated mail address - Redirects U.S. Mail delivery to a preferred address

[Sign up for service today](#)

[Modify existing services or update account](#)



Court Notices

Electronic Bankruptcy Noticing (EBN)

Service that delivers court notices electronically.

Service is **free**, **fast**, **reliable**, and **convenient**



Court Notices

Mandatory EBN

Parties that receive **25 +** paper notices from bankruptcy courts, in a calendar month, must register for electronic noticing with BNC.

If the party does not register, the court will send notices to an email address designated by the Director of the Administrator Office. [See Fed. R. Bankr. P. 9036\(n\)\(2\)\(B\).](#)



Bankruptcy Notices for Debtors

Debtor Email Notification (DeBN)

Program that allows debtors to receive court notices by email.

Service is **free**, **fast**, **reliable**, and **convenient**.



Bankruptcy Notices for Debtors

DeBN

- Debtor completes registration form (Local form MSSB-9036)
- Submit form to the Court.
 - in-person, through the mail, or
 - debtor's counsel files electronically

[Bankruptcy > Other > Debtor Request Re: Email Notification](#)



Court Notices

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Documents in CM/ECF



Filing Documents

- Documents must be 8 ½ x 11 including **all** attachments.
- ECF User must pay filing fees by midnight through Pay.Gov.
- Redact all personal identifiers.



Filing Documents

How to Find an Event

Click **Search** from main menu bar

Type term or word in search field

Click search icon





How to Find an Event

Search Results

Menu Item

Bankruptcy Events → Motions/Applications

Docket Events

The screenshot displays the CM ECF web interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, ECF-Guide, Help, and Log Out. Below the navigation bar, a search results box is highlighted with a yellow border. It contains the text "Search results for 'suspend'" and "2 events found". Below this, it says "Bankruptcy Events → Motions/Applications" and lists two search results: "Suspend Plan Payments" and "Suspend Plan Payments with 21-Day Notice". To the right of the search results, there is a "Search Menus and Events" box with a search input field containing the text "suspend" and a magnifying glass icon.



How to Find an Event

Search Results

Search by string of words

Search results for 'with 21-day'
7 events found

Bankruptcy Events → Motions/Applications

- [Avoid Non-Possessory, Non-Purchase Money Lien with 21-Day Notice](#)
- [Compensation Application with 21-Day Notice](#)
- [Determine Final Cure and Payment re Rule 3002.1 with 21-Day Notice](#)
- [Entry of Discharge \(with certification and 21 day notice\)](#)
- [Modify Plan with 21 day notice](#)
- [Reinstate Bk Case with 21-Day Notice](#)
- [Suspend Plan Payments with 21-Day Notice](#)

Search Menus and Events

with 21-day



How to Find an Event

File a Motion

[24-50025-KMS Four ZeroZeroOne DPD](#)

Type: bk Chapter: 13 v Office: 6 (Gulfport-6 Divisional Office)
Assets: y Judge: KMS Case Flag: DebtEd, CrsUpd

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none">Set HearingSet Last Day to File Proofs of ClaimSetting Property ValueSever Chapter 11 CaseSever Chapter 12 CaseSever Chapter 13 CaseSever Chapter 7 CaseShorten TimeStayStay Pending AppealStrikeSubstitute AttorneySummary JudgmentSupplementSupplemental DistributionSuspend Plan Payments	<ul style="list-style-type: none">Suspend Plan Payments



Filing Documents

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Pleadings and Exhibits



Corporate Ownership Statement

Miss. Bankr. L.R. 7007.1-1 requires nongovernment corporate entities, partnerships, joint ventures, and limited liability companies to file a Corporate Ownership Statement with its first appearance in a case or adversary proceeding.

Local Forms:

MSSB-7007-1-BK

MSSB-7007-1-Adv



Pleadings & Proposed Orders

All pleadings and proposed orders must have the caption of the case.

Caption (short title) includes:

- Debtor **and** Joint Debtor's Name
- Case Number
- Chapter
- Title of Document



Pleadings & Proposed Orders

Case Caption

- Joint Case – Always include both debtors, even when:
 - One debtor is dismissed.
 - Document / pleading applies to one debtor (not both debtors).
i.e., Wage Order, Reaffirmation Agreement.
- Debtors' name must match the court's docket.



Pleadings

Amended Pleadings



Amended Pleadings

Select original event to file amended pleading:

- Motion for Relief from Automatic Stay,
- Motion for Relief from Codebtor Stay,
- Motion to Reopen Bankruptcy Case,
- Motion to Dismiss Debtor
- Motion to Substitute Attorney.



Amended Pleadings

Select original event to file amended pleading:

- Application to Employ Professional
- Application to Pay Filing Fee in Installments
- Application to Waive Filing Fee
- Application for Compensation and Expenses



Amended Pleadings

Select “Amended” from drop-down list

Docket Text Modify as Appropriate.

Amended ▼ **Motion for Relief from Stay as to 2001 Chevrolet Camaro.**

Fee Amount \$181, Filed by Creditor Hancock Bank (Farrell, Margaret)



Amended Pleadings

Include “Amended” in title

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI	
IN RE:	CASE NO. 23-55555-KMS
JOHN DOE JANE DOE,	
DEBTORS.	CHAPTER 13
<u>Amended Motion to Convert Case</u>	





Amended Pleadings

Filing Fee

Must enter receipt number for initial filing when docketing the amended pleading with original event.

Examples

Motion to Convert Case to Chapter 7

Motion for Relief from Automatic Stay

Motion to Reopen Bankruptcy Case



Amended Pleadings

Docketing Process

Receipt number is found on case docket

Initial Filing

28	Motion to Convert Case to Chapter 7 . Fee Amount \$25 Filed by Joint Debtor DARLENE LEWIS (Ash, Jordan) (Entered: 01/17/2020)
29	Receipt of Motion to Convert Case to Chapter 7(19-00788-NPO) [motion,mcnv7] (25.00) Filing Fee. Receipt number A11552429. Fee amount 25.00. (re: Doc# 28) (U.S. Treasury) (Entered: 01/17/2020)



Amended Pleadings

Docketing Process

- Select the appropriate event for the pleading.
- On the fee screen enter the receipt number for the original filing.

A screenshot of a web form for entering a receipt number. The form has a light gray background. At the top, it says "LEAVE THE RECEIPT BOX **BLANK** WHEN PAYING VIA THE INTERNET." in black and red text. Below this, there is a label "Receipt #" followed by a text input field containing "A11552429". To the right of the input field is the text "Fee: \$25". At the bottom of the form are two buttons: "Next" and "Clear". A large red arrow with a blue outline points from the left towards the "Next" button.

LEAVE THE RECEIPT BOX **BLANK** WHEN PAYING VIA THE INTERNET.

Receipt # Fee: \$25



Amended Pleadings

Docketing Process

- Select “Amended”



Docket Text: Modify as Appropriate.

Amended Motion to Convert Case to Chapter 7 . Receipt
Number A11552429, Fee Amount \$25 Filed by Joint Debtor DARLENE LEWIS , Debtor
EDDIE NORA LEWIS (Ash, Jordan)

- Review text and Click **Next**

Docket Text: Final Text

**Amended Motion to Convert Case to Chapter 7 . Receipt Number A11552429, Fee
Amount \$25 Filed by Joint Debtor DARLENE LEWIS, Debtor EDDIE NORA LEWIS
(Ash, Jordan)**

**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





Amended Pleadings

Other Amended Pleadings

Motion:

Bankruptcy > Motions/Applications > Amended Motion
Adversary > Motion > Amended Motion

Application:

Bankruptcy > Motions/Applications > Amended Application
Adversary > Motion > Amended Application



Amended Pleadings

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

New Docket Events



New Docket Events

Motion and Notice Events

- Five new events related to the most frequently filed pleadings that require a 21-day notice.
- The events require the filer to upload the motion and notice as one filing rather than filing the motion and notice separately.



New Docket Event

Motion and Notice to Suspend Plan Payments

Docket Event

Bankruptcy > Motions/Applications > Suspend Plan
Payments with 21-Day notice



New Docket Event

Application and Notice for Compensation

Docket Event

Bankruptcy > Motions/Applications > Compensation
Application with 21-Day notice



New Docket Event

Motion and Notice to Avoid Non-Possessory, Non-Purchase Money Lien

Docket Event

Bankruptcy > Motions/Applications > Avoid Non-Possessory, Non-Purchase Money Lien with 21-Day notice



New Docket Event

Motion and Notice to Reinstate Bankruptcy Case

Docket Event

Bankruptcy > Motions/Applications > Reinstate Bk
Case with 21-Day notice



New Docket Event

Motion and Notice to Determine Final Cure and Mortgage Payment Rule 3002.1

Docket Event

Bankruptcy > Motions/Applications > Determine
Final Cure and Payment re Rule 3002.1 with 21-
Day notice



New Docket Events

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Exhibits



Exhibits

File Exhibits:

- as an attachment to the pleading; **or**
- incorporate with the pleading (save as one PDF document).



Missing Exhibit

Exhibit omitted from pleading:

Judge Samson:

- a) file amended pleading to include exhibit and relate to original filing; **or**
- b) file exhibit and relate to the pleading.
 - Bankruptcy > Other > Exhibit
 - Adversary > Other > Exhibit



Missing Exhibit

Exhibit omitted from pleading:

Judge Wilson:

Must file amended pleading to include missing exhibit and relate to the original filing.



Exhibits

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Application to Employ Professional



Employ Professional

Requirements:

- 1) Application
- 2) Proposed Order
- 3) Notice



Employ Professional

Application must include:

- facts showing need for employment
- name of person to be employed
- reasons for selection
- professional services to be rendered
- verified statement of the person disclosing connections with:
 - debtor
 - creditors
 - any party-in-interest (and their attorneys /accountants)
 - U.S. Trustee and staff

Fed. R. Bank. P. 2014(a)



Employ Professional

Employ Special Counsel

Include counsel's address within the application or in the verified statement for the application.



Employ Multiple Professionals

Application to employ multiple professionals must also include:

- Proposed arrangement for compensation
- If contingency case - specific allocation of fees by percentage among professionals

Miss. Bankr. L.R. 2014-1(a)(1)



Employ Professionals

Proposed Order:

- Submit as an attachment to application
- May not approve the fee contract or compensation.

Miss. Bankr. L.R. 2014-1(a)(2)



Employ Professionals

Retroactive Employment

Application must include:

- Why application was not filed earlier;
- Why order employing is required *nunc pro tunc*; and
- How approval of application may prejudice a party.

Miss. Bankr. L.R. 2014-1(c)



Employ Professionals

Notice Requirements

- Include a statement that recipients have 21 days to file an objection with the court.
- Serve the application and notice on all creditors and parties-in-interest.



Employ Professionals

Docket Events

Application:

Bankruptcy > Motions/Applications > Employ (Do Not Use to Employ/Appoint an Examiner)

Notice:

Bankruptcy > Notices > Notice – 21 day



Employ Professionals

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Application for Compensation and Reimbursement of Expenses



Application for Compensation

Application must include statements of:

- Services rendered
- Time expended
- Expenses incurred
- Amounts requested.

Fed. R. Bank. P. 2016(a)



Application for Compensation

Subsequent Application

Must include all previous orders approving fees, including amounts and hourly rates.



Application for Compensation

Requirements if \$1,000 or less requested

- Application with detailed statement and Certificate of Service.
- Proposed Order submitted as attachment to the Application.



Application for Compensation

Requirements if more than \$1,000 requested

- Application with detailed statement and Certificate of Service.
- Proposed Order submitted as attachment to the Application.
- Notice with Certificate of Service



Request that exceeds \$1,000

Notice Requirements

- Must include a statement that recipients have 21 days to file an objection with the court.
- Serve the application and notice on all creditors and parties-in-interest.

Miss. Bankr. L.R. 2002(a)(6)



Application for Compensation

Docket Events

Application:

Bankruptcy > Motions/Applications > Compensation

Notice:

Bankruptcy > Notices > Notice – 21 day



Application for Compensation

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Redaction/Restriction of Filed Documents



Motion to Redact Document

Redact when a document or attachment includes information protected by Rule 9037(a):

- social-security number,
- taxpayer-identification number, or
- birth date,
- the name of a minor, or
- a financial-account number



Unredacted Document filed by Movant

Requirements

- Motion
- Proposed Redacted Document
- Proposed Order
- Filing Fee **\$28**



Unredacted Document filed by Movant

Motion must:

- Identify proposed redactions;
- Include docket or proof-of-claim number of unredacted document
- Certificate of Service

Attachment to the Motion:

- Proposed redacted document
- Proposed Order

Motion and attachments are restricted from public access



Unredacted Document filed by Movant

Service

- Serve motion and attachments on debtor, debtor's attorney, trustee, UST, and affected individual.
- Service must be made by mail.
 - May not serve motion electronically through the CM/ECF system.



Unredacted Document filed by Movant

Local Forms

Motion – Form **MSSB-MRD-1**

Proposed Order - Form **MSSB-ORD-1**



Local Form - Motion

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

IN RE:

[NAME OF DEBTOR],

CASE NO. [XX-XXXXX-XXX]

DEBTOR.

CHAPTER [XX]

MOTION TO REDACT DOCUMENT

Pursuant to 11 U.S.C. §105(a), §107(c), and Fed. R. Bankr. P. 9037, [Moving Party] moves the Court to enter an order directing the Clerk of Court to docket the attached redacted document to replace [Document Name] filed by [Name of Filer] ([Dkt. No. __ or Claim No. __]) on [Date Filed] in the above-styled case. The redacted document is identical to the original document, except for the redacted personal identifiers listed below:

1. [_____]

2. [_____]

Date: _____

Respectfully Submitted,

/s/

[Attorney Name and Bar No]

[Address]

[Telephone]

[Email]

Certificate of Service

On [Date], a copy of this pleading was provided to the following parties via:

1. First Class U.S. Mail, postage prepaid to:

/s/ _____



Local Form - Proposed Order

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

IN RE:

[NAME OF DEBTOR],

CASE NO. [XX-XXXXX-XXX]

DEBTOR.

CHAPTER [XX]

ORDER GRANTING MOTION TO REDACT DOCUMENT

This matter comes before the Court on the [Name of Pleading] (the "Motion") and the attached proposed Redacted Document (Dkt. # []) filed by [Moving Party] on [Date Filed] in the above-styled case. The Motion alleges that the [Document] ("Original Document") filed by [Name of Filer] ([Dkt. No. __ or Claim No. __]) contains certain personal identifiers that should have been redacted under Fed. R. Bankr. P. 9037. The Court, having considered the Motion and otherwise being fully advised in the premises, finds that certain relief should be granted.

IT IS, THEREFORE, ORDERED that:

1. The Clerk of Court shall docket the Redacted Document as a replacement filing for the Original Document.
2. The public access restrictions on the Motion and Original Document shall remain in effect until further court order.


3. Nothing in this order shall affect the rights of the United States Trustee, the debtors, counsel for the debtors, the Case Trustee (the "Trustee"), or counsel for the Trustee in this matter to request access to the Motion or the Original Document by filing the appropriate motion.

##END OF ORDER##


Submitted by:
[Attorney Name and Bar No.]
[Address]
[Telephone Number]
[Email address]



Local Forms



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

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Form Name	Description	Revision Date	Link(s)
MSSB-MRD-1	Motion to Redact Document	12/01/2019	<a data-bbox="1586 989 1659 1018" href="#">Form
MSSB-ORD-1	Order Granting Motion to Redact Document	12/01/2019	<a data-bbox="1586 1068 1659 1096" href="#">Form
MSSB-MRD-2	Motion to Redact Document Filed by Other Party	12/01/2019	<a data-bbox="1586 1146 1659 1175" href="#">Form
MSSB-ORD-2	Order Granting Motion to Redact Document Filed by Other Party	12/01/2019	<a data-bbox="1586 1225 1659 1253" href="#">Form



Motion to Redact Document

Docket Events

Bankruptcy > Motions/Applications > Redact Document
(Motion)

Adversary > Motions > Redact Document (Motion)



Motion to Redact Document

Another Party Filed
Unredacted Document



Other Party filed Unredacted Document

Requirements

- Motion
- Proposed Order
- Filing Fee \$28



Other Party filed Unredacted Document

Motion must:

- Identify proposed redactions;
- Include docket or proof-of-claim number of unredacted document
- Certificate of Service

Attachment to the Motion:

- Proposed Order

Motion and attachments are restricted from public access



Other Party filed Unredacted Document

Service

- Serve motion and attachment on debtor, debtor's attorney, trustee, UST, and affected individual.
- Service must be made by mail.
 - May not serve motion electronically through the CM/ECF system.



Other Party filed Unredacted Document

Local Forms

Motion – Form [MSSB-MRD-2](#)

Proposed Order - Form [MSSB-ORD-2](#)



Local Form - Motion

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI	
IN RE: [NAME OF DEBTOR],	CASE NO. [XX-XXXXX-XXX]
DEBTOR.	CHAPTER [XX]
 <u>MOTION TO REDACT DOCUMENT FILED BY OTHER PARTY</u> 	
<p>Pursuant to 11 U.S.C. §105(a), §107(c), and Fed. R. Bankr. P. 9037, [Moving Party] moves the Court to enter an order: (i) waiving the requirement under Fed. R. Bankr. P. 9037(h)(1)(B) that the moving party attach the proposed redacted document to the motion seeking redaction, and (ii) authorizing [Party/Filer of Original Document] to re-file the original [Document Name] filed by [Name of Filer] ([Dkt. No. __ or Claim No. __]) on [Date Filed] in the above-styled case with redacted personal identifiers listed below:</p>	
<p>1. [_____]</p> <p>2. [_____]</p>	
Date: _____	Respectfully Submitted, /s/ _____ [Attorney Name and Bar No] [Address] [Telephone] [Email address]
<u>Certificate of Service</u>	
<p>On [Date], a copy of this pleading was provided to the following parties via:</p> <p>1. First Class U.S. Mail, postage prepaid to:</p> <p style="text-align: right;">/s/ _____</p>	
MSSB-MRD-2 (12/01/2019)	Page 1 of 1



Local Form – Proposed Order

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI**

IN RE:

[NAME OF DEBTOR],

CASE NO. [XX-XXXXX-XXX]

DEBTOR.

CHAPTER [XX]

ORDER GRANTING MOTION TO REDACT DOCUMENT FILED BY OTHER PARTY

This matter comes before the Court on the [Name of Pleading] (the "Motion") (Dkt. # []) filed by [Moving Party] on [Date Filed] in the above-styled case. The Motion alleges that the [Document] ("Original Document") filed by [Name of Filer] ([Dkt. No. __ or Claim No. __]) contains certain personal identifiers that should have been redacted under Fed. R. Bankr. P. 9037. The Court, having considered the Motion and otherwise being fully advised in the premises, finds that certain relief should be granted.

IT IS, THEREFORE, ORDERED that:

1. The Moving Party is relieved of the requirement under Fed. R. Bankr. P. 9037(h)(1)(B) to attach a proposed redacted document.


2. [Filer of Original Document] may re-file the Original Document with all personal identifiers redacted as required by Fed. R. Bankr. P 9037. The Court will not take any requested action on the restricted Original Document unless and until a properly redacted document is filed with the Court.
3. The replacement document shall be identical in all respects to the Original Document it replaces, except for the redacted information.
4. The public access restrictions on the Motion and Original Document shall remain in effect until further court order.
5. Nothing in this order shall affect the rights of the United States Trustee, the debtors, counsel for the debtors, the Case Trustee (the "Trustee"), or counsel for the Trustee in this matter to request access to the Motion or the Original Document by filing the appropriate motion.

##END OF ORDER##


Submitted by:
[Attorney Name and Bar No.]
[Address]
[Telephone Number]
[Email address]



Local Forms



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

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Form Name	Description	Revision Date	Link(s)
MSSB-MRD-1	Motion to Redact Document	12/01/2019	<a data-bbox="1586 983 1657 1008" href="#">Form
MSSB-ORD-1	Order Granting Motion to Redact Document	12/01/2019	<a data-bbox="1586 1062 1657 1086" href="#">Form
MSSB-MRD-2	Motion to Redact Document Filed by Other Party	12/01/2019	<a data-bbox="1586 1140 1657 1165" href="#">Form
MSSB-ORD-2	Order Granting Motion to Redact Document Filed by Other Party	12/01/2019	<a data-bbox="1586 1219 1657 1243" href="#">Form



Motion to Redact Document

Docket Events

Bankruptcy > Motions/Applications > Redact Document
(Motion)

Adversary > Motions > Redact Document (Motion)



U.S. Bankruptcy Court

Southern District of Mississippi

Motion to Restrict Public Access to a Document



Motion to Restrict Public Access

Restriction is only available when redaction is not an option.



Motion Restrict Public Access

Examples:

- Filer selected the wrong event, or
- Filer uploaded the wrong PDF document.



Motion Restrict Public Access

Requirements

- Motion
- Proposed Order



Motion Restrict Public Access

Motion must include:

- Certificate of Service
- Proposed Order (*attachment*)



Motion Restrict Public Access

Service

Serve motion upon the debtor, debtor's attorney, trustee, United States Trustee, and affected individual.



Motion Restrict Public Access

Docket Events:

Bankruptcy > Motions/Applications > **Restrict** Document (Motion)

Adversary > Motions > **Restrict** Document (Motion)



Restrict or Redact Document

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Proposed Orders



Proposed Orders

- Every motion must include, as an attachment, a proposed order granting the motion.

Miss. Bankr. L.R. 5005-1(a)(2)(D)(i)

- File the proposed order as an attachment to the pleading. *Do not include proposed order as an exhibit.*



Proposed Orders

Orders Affecting Real Property

Must include a legal description

- within the order; **or**
- as an exhibit to the proposed order

Miss. Bankr. L.R. 4001-1 (a)(1)(E)



Proposed Orders

Technical Requirements

- Prepare using word processing software.
- Save WORD document as a PDF file.
- Do not password protect the PDF document.



Proposed Orders

Technical Requirements

- Avoid uploading a scanned version of the proposed order.
- Do not use an image (photo) as proposed order.
- Upload **proposed order** and all **exhibits** as **one PDF** document.



Proposed Orders

Formatting Requirements

- 8 ½ x 11 inches
- Orientation – Portrait
- Double spaced
- Font size - No smaller than 12 point

Miss. Bankr. L.R. 5005-1(a)(2)(G)



Proposed Orders

Formatting Requirements (cont.)

- Margins
 - 1st page – 3” top 1” bottom
 - Subsequent pages – 1” top and bottom
- Do not include a signature line for judge.
- Do not include “So Ordered”
- Include end of order indication. *#END OF ORDER##*



Proposed Orders

Required Contents

- Include docket number for underlying pleading.
Miss. Bankr. L.R. 5005-1(a)(2)(D)(iii)
- Signature page must include at least the last paragraph of the order.
- Last page must include submitter's name, address, phone number, email address, and bar number. *Miss. Bankr. L.R. 5005-1(a)(2)(H)(i)*



Proposed Orders

3" Top margin first page

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re:

Joseph Wayne Sample
Susan Smith Sample

Debtors.

Case No. xx-xxxx-xxx

Chapter xx

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

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1" Top margin subsequent page(s)

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##END OF ORDER##

Approved:

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

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

(Signature of trustee)
Trustee's Name

Submitted by:

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

Include text to indicate end of the order.



Proposed Orders

Why Attach Proposed Orders to Pleadings

Efficiency:

- If no response/objection, no need to upload a proposed order. Clerk's office presents the proposed order attached to the pleading.
- Eliminates deficiency notices and show cause hearings.



Proposed Orders

If you forget to attach a proposed order, file order using this event.

Docket Event:

Bankruptcy/Adversary > Other > Proposed Order



Proposed Orders

Proposed order submitted after a hearing

- Submit within 14 days of hearing date.

Example:

- Hearing date - October 3.
- Settlement reported - October 1.
- Order due - October 17 (*14 days from Oct. 3*)

Miss. Bankr. L.R. 9013-1(e)



Proposed Orders

Need an Extension to Submit Proposed Order

- Must request extension before initial 14-day deadline expires.
- May request via phone or email.
- Generally, 2 extensions allowed. After second extension court reschedules the hearing.



Proposed Orders

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

CM/ECF

e-Orders System



e-Orders

Component of ECF system

Registered filers can upload proposed orders for court staff and judges to review, sign, and docket.

The filer can monitor the status of a specific proposed order that they uploaded to the e-Orders system.



e-Orders

Before uploading to e-Orders, verify:

- Proposed order includes all required signatures.
- Changes initialed by all parties.
- Proposed Order and Exhibits uploaded as a single PDF file.
- Proposed Orders affecting real property contains legal description within the body or attached as an exhibit.



e-Orders

Order Query Report

Allows an attorney or trustee to check the status of a proposed order uploaded to the e-Order (ECF) system.

The report displays proposed orders uploaded by the individual generating the report.



e-Orders User Guide

UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

Home Bankruptcy Basics Electronic Case Filing (ECF) Case Information Rules/Orders/Procedures F

ECF Login Public Access Filing Agents ECF Registration Administrative Procedures for

Home » Electronic Case Filing (ECF) » ECF e-Orders Material

ECF e-Orders User Guides

ECF e-Orders Attorney Guide
ECF e-Orders Trustee Guide

01/05/2024
Southern District of Mississippi
filings for 2023 up 12.5% o

ECF e-Orders Material

YouTube Training Videos

Email Notification for Debtors

Courthouse Locations
Thad Cochran United States Courthouse
501 E. Court St., Ste 2.300
Jackson, MS 39201



e-Orders

Resubmission Notification

- ECF system sends an email to the ECF user's primary email address.
- ECF user's secondary email addresses do not receive resubmission emails.
- ECF user must take action to satisfy resubmission requests before submission deadline expires.



e-Orders System

Resubmission Notice

Subject Line	→	Resubmit notice for proposed order for case 13-00001-NPO	
Author	→	cmecfhelpdesk@mssb.uscourts.gov <cmecfhelpdesk@mssb.uscourts.gov>	Tue, May 28, 2013 at 1:58 PM
Submitter's Primary ECF Email Address	→	To: attorney.smith@gmail.com	
Resubmission instructions	→	<div style="border: 1px solid red; padding: 5px;"><p>Please resubmit proposed order 13-00001-npo-o-lift stay.pdf received from Smith, Attorney on 05/20/2013 10:03 for case 13-00001-NPO.</p><p>Re: Motion Lift Stay filed by GMAC (Dkt. #15) Trustee's Signature is required. If you have any questions, please contact Jane Doe, Case Administrator at 601-608-4600.</p></div>	



e-Orders

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Amendments



U.S. Bankruptcy Court

Southern District of Mississippi

Debtor may amend voluntary **petition**, **list of creditors**, **schedules**, or **statements** any time before the case is closed.

Must give notice to case trustee, US Trustee, and affected entity.

Fed. R. Bankr. P. 1009(a)



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Voluntary Petition

Official Form 101



Amend Voluntary Petition

May not amend voluntary petition to:

- Add a debtor
- Remove a debtor
- Change chapter



Amend Voluntary Petition

Amend voluntary petition to correct:

- Name
- Alias
- SSN (last 4 digits)
- Employer Identification Number
- County of residence



Amend Voluntary Petition

Correct a Name or Alias - **Requirements**

- File an Amended Voluntary Petition
- File a Motion to Amend Petition
- Proposed Order filed with Motion



Amend Voluntary Petition

Correct Name or Alias – Filing Events

Motion

Bankruptcy > Motion/Applications > Amend

Amended Voluntary Petition

Bankruptcy > Other > Amended Voluntary Petition



Amend Voluntary Petition

Correct Last 4 Digits of SSN – Requirements

- File an Amended Voluntary Petition
- File an Amended Statement About SSN – (Official Form 121)
- Provide Notice to creditors of correct SSN
- File Certificate of Service of Notice to creditors



Amend Voluntary Petition

Correct First 5 Digits of SSN – Requirements

- File an Amended Statement About SSN – (Official Form 121)
- Provide Notice to creditors of correct SSN
- File Certificate of Service of Notice to creditors



Amend Voluntary Petition

Correct SSN – Filing Events

Amended Petition

Bankruptcy > Other > Amended Voluntary Petition

Amended Statement

Bankruptcy > Other > Social Security Number (Form 121)

Certificate of Service

Bankruptcy > Other > Certificate of Service



Amend Voluntary Petition

Correct County of Residence

Requirement

Amended Voluntary Petition

Docket Event

Bankruptcy > Other > Amended Voluntary Petition



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules D, E/F, and Matrix



Amend Schedules D, E/F, or Matrix

Schedule D

- Creditors with **Secured** Claims

Schedule E/F

- Creditors with **Unsecured** Claims

Matrix

- Name and address of each entity on Schedules D, E/F, G, & H



Amend Schedules D, E/F, or Matrix

Most common reasons to amend:

- Add creditor
- Remove creditor
- Change amount of a debt
- Change classification of a debt



Amend Schedules D, E/F, or Matrix

Requirements

- File Amended Schedules
 - (Official Forms B106D and/or 106E/F)
- File Declaration About Debtor's Schedules
 - (Official Form 106Dec)
- File Amended Summary of Assets & Liabilities
 - (Official Form 106Sum)



Amend Schedules D, E/F, or Matrix

Requirements (Cont.)

- File Amended List of Creditors/Matrix *(to add or remove a creditor)*
- File Notice of Amendment
 - (Choose appropriate Local Form)
- Amendment Fee
 - \$34



Amend Schedules D, E/F, or Matrix

Filing Fee

A fee is due when amending schedules D, E/F, or the matrix.

To avoid multiple charges, file amended schedules and amended matrix together (one transaction.)



Amend Schedules D, E/F, or Matrix

Notice of Amendment

Debtor must give notice to the affected entity or individual, the case trustee, and US Trustee.

The case chapter determines which local form notice to use.

MSSB-A7-2	Notice Amending Schedules (Ch 7 – Assets)
MSSB-A7-1	Notice Amending Schedules (Ch 7 – No Asset)
MSSB-A13-1	Notice Amending Schedules (Ch 13)
MSSB-A11-1	Notice Amending Schedules and/or Matrix (Ch 11)



Amend Schedules D, E/F, or Matrix

Docket Events:

Amended Schedules and Matrix

Bankruptcy > Other > Amended Schedules D and/or E/F (Fee)

Notice of Amendment

Bankruptcy > Notice > Notice to Creditors Added by Amendment



Amend Matrix (Only)

Amend List of Creditors “Matrix”



Amend Matrix (Only)

If an entity is listed on schedules **D**, **E/F**, **G** or **H** but not on the matrix, the debtor must amend the matrix to add the missing entity.

See [Fed. R. Bankr. P. 1007\(a\)\(1\)](#)



Amend Matrix (Only)

Requirements

- File an Amended Matrix
- File a Notice of Amendment
 - Local Form
- Pay Amendment Fee
 - \$34



Amend Matrix (Only)

Local Form – Notice of Amendment

Form Name	Description
MSSB-A7-3	Notice Amending Creditor List/Matrix (Ch 7)
MSSB-A13-2	Notice Amending Creditor List/Matrix (Ch 13)
MSSB-A11-1	Notice Amending Schedules and/or Matrix (Ch 11)



Amend Matrix (Only)

Docket Events

Amended Matrix

Bankruptcy > Other > Amended List of Creditors
(Fee)

Notice of Amendment

Bankruptcy > Notice > Notice to Creditors Added by
Amendment



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules

C, G, H



Amend Schedules C, G, or H

Amendment to Schedules C, G, or H requires notice to affected entity, case trustee, and US Trustee.

Schedule C – Exemptions

Schedule G – Contracts

Schedule H - Codebtors



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule C

Property Claimed as Exempt



Amend Schedule C

Requirements

- File Amended Schedule C
 - Official Forms B106
- File Declaration
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-C



Amend Schedule C

Notice of Amendment

- Notice must give **30 days** objection period.
- Objection filed the court sets a hearing.
- Debtor must serve notice & schedule to all creditors.
- The Notice filed with the court must include a Certificate of Service.



Amend Schedule C

Docket Events

Amended Schedule

Bankruptcy > Other > Amended Schedules A/B, C, G, H, I, J, or J-2 (No Fee)

Notice of Amendment

Bankruptcy > Notice > Notice of Amendment to Schedule C



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule G

Executory Contracts & Unexpired Leases



Amend Schedule G

Requirements

- File Amended Schedule G
 - Official Form B106G
- File Declaration
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-G



Amend Schedule G

Notice of Amendment

- Debtor must serve notice & schedule to any affected entity, trustee, and US Trustee.
- The Notice filed with the court must include a Certificate of Service.



Amend Schedule G

Docket Events

Amended Schedule

Bankruptcy > Other > Amended Schedules A/B, C, G, H, I, J, or J-2 (No Fee)

Notice of Amendment

Bankruptcy > Notice > Notice (Generic)



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule H

Codebtors



Amend Schedule H

Requirements

- File Amended Schedule H
 - Official Form B106H
- File Declaration
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-H



Amend Schedule H

Notice of Amendment

- Debtor must serve notice & schedule to any affected entity, trustee, and US Trustee.
- The Notice filed with the court must include a Certificate of Service.



Amend Schedule H

Notice of Amendment

MSSB-ASCH-H (Rev. 12/15)

Example
Notice of Amendment Schedule H: Your Codebtors

United States Bankruptcy Court
Southern District of Mississippi

In re: _____ Case No. _____
Chapter _____

To: **Affected Party** [List name & address of each affected party or attach a list containing the name & address of each affected party]
Case Trustee [Input Trustee's Name]
U. S. Trustee

Notice of Amendment of Schedule H

You are hereby notified the above named debtor(s) has filed with the U.S. Bankruptcy Court an *Amended Schedule H: Your Codebtors* (see attached amended schedule).

You are further notified that the debtor's(s') bankruptcy case was filed on _____ (date). Documents filed in the case may be inspected at either location of the Clerk's office:

Clerk, U.S. Bankruptcy Court
Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite 244
Gulfport, MS 39501

Clerk, U.S. Bankruptcy Court
United States Courthouse
501 East Court Street, Suite 2.300
Jackson, MS 39201

(Signature of Attorney for Debtor(s))

Certificate of Service

I, the undersigned attorney for the above referenced debtor(s), do hereby certify that I have this date served a true and correct copy of the *Notice of Amendment* and *Amended Schedule H: Your Codebtors* to each affected party via First Class U.S. Mail and the case trustee and U.S. Trustee via Notice of Electronic Filing (NEF) through the ECF system.

Date: _____

(Signature of Attorney for Debtor(s))

Name of Attorney, MS Bar #
Address
City, State, Zip
Telephone Number
E-mail address



Amend Schedule H

Docket Events

Amended Schedule

Bankruptcy > Other > Amended Schedules A/B, C, G, H, I, J, or J-2 (No Fee)

Notice of Amendment

Bankruptcy > Notice > Notice (Generic)



Amend Schedule C, G, or H

Local Forms Notices

Form Name	Description	Revision Date	Link(s)
MSSB-ASCH-C	Notice Amending Schedule C - Property Claimed as Exempt	12/01/2015	Form
MSSB-ASCH-G	Notice Amending Schedule G - Executory Contracts and Unexpired Leases	12/01/2015	Form
MSSB-ASCH-H	Notice Amending Schedule H - Codebtors	12/01/2015	Form



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules A/B, I, or J



Amend Schedules A/B, I, or J

Schedule A/B

- Real and Personal Property
- Official Form 106A/B

Schedule I

- Income
- Official Form 106I

Schedule J

- Expenses
- Official Form 106J



Amend Schedules A/B, I, or J

Requirements

- File Amended Schedule
 - Official Forms B106A/B; B106I; B106J
- File Declaration
 - Official Form 106Dec

*Notice of amendment **not** required.*

The case trustee and US Trustee receive notice of the amended schedules through CM/ECF.



Local Forms

www.mssb.uscourts.gov > Forms/Fees > Local Forms

UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

Home Bankruptcy Basics Electronic Case Filing (ECF) Case Information Rules/Orders/Procedures **Forms/Fees** Judges/Opinions Other Resources About the Court

Case Locator (PACER) »
E-Filing (CM/ECF) »
Court Calendar »
Mobile App - Calendar »

UNITED STATES COURTHOUSE

Welcome to the
United States Bankruptcy Court
Southern District of Mississippi

Official and Procedural Forms
Local Forms
Filing Fees
Bankruptcy Court
Miscellaneous Fee Schedule



Local Forms

Form Name	Description
MSSB-A7-1	Notice Amending Schedules (Ch 7)
MSSB-A7-2	Notice Amending Creditor List/Matrix (Ch 7)
MSSB-A11-1	Notice Amending Schedules and/or Matrix (Ch 11)
MSSB-A13-1	Notice Amending Schedules (Ch 13)
MSSB-A13-2	Notice Amending Creditor List/Matrix (Ch 13)
MSSB-ASCH-C	Notice Amending Schedule C - Property Claimed as Exempt
MSSB-ASCH-G	Notice Amending Schedule G - Executory Contracts and Unexpired Leases
MSSB-ASCH-H	Notice Amending Schedule H - Codebtors



U.S. Bankruptcy Court

Southern District of Mississippi

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

PDF Documents



PDF Documents

- The ECF system only accepts PDF format documents.
- All PDF documents must be locked or “**flattened**” before uploading in the court’s ECF filing system.
- Flattening ensures that a document can be viewed on all devices.
- Flattening also prevents a user from saving a document offline and editing the information.



U.S. Bankruptcy Court

Southern District of Mississippi

**Saving a WORD document
as a flattened PDF file**



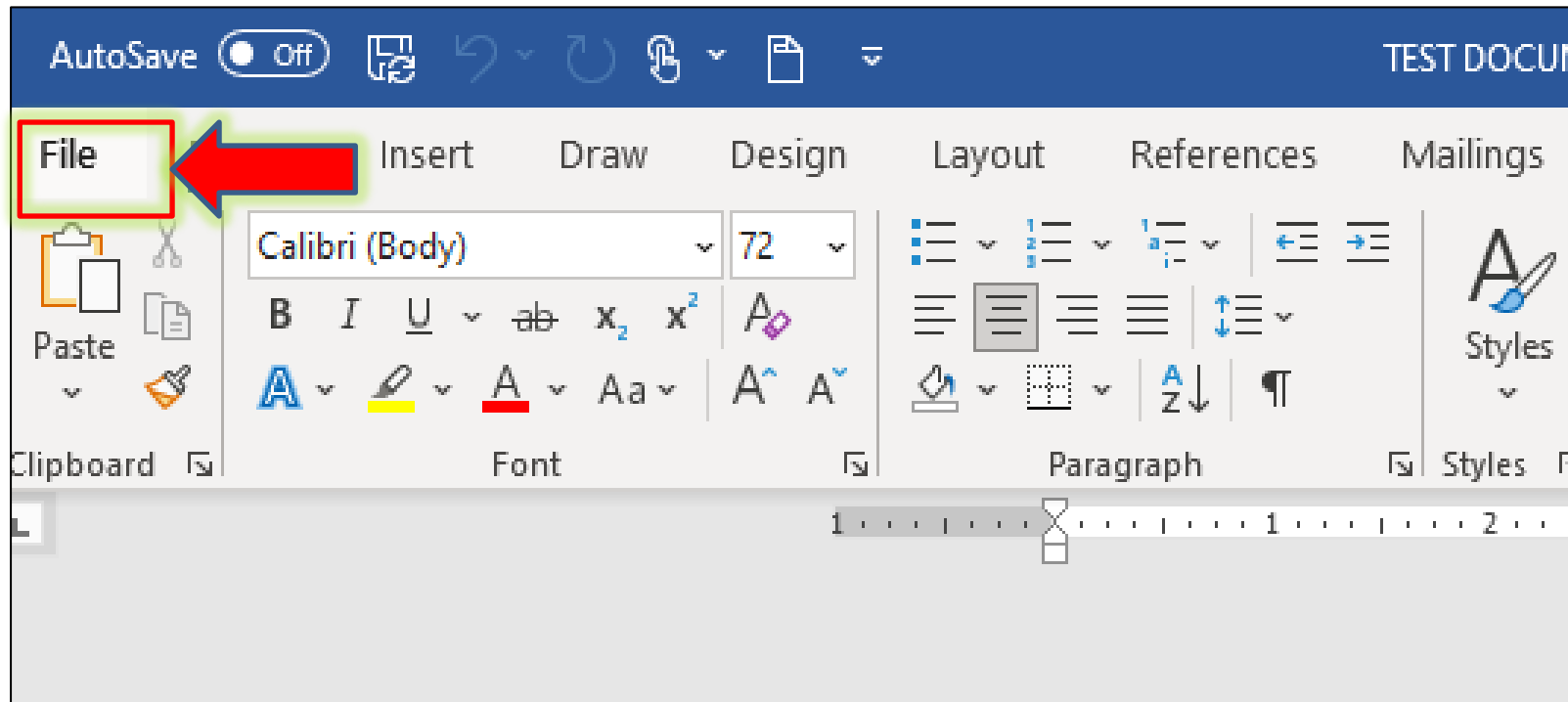
WORD to PDF

The easiest and most reliable method to convert a WORD document to a “**flattened**” PDF document is to save using a PDF printer.



WORD to PDF

Open Word document and Click on “File”





WORD to PDF

Click on “Print” & Select “Microsoft Print to PDF”

The screenshot shows the Microsoft Word application window with the 'Print' ribbon tab active. The 'Print' button in the ribbon is highlighted with a red rectangle. The 'Printer' list shows several printers, with 'Microsoft Print to PDF' highlighted by a red rectangle. A 'Printer Status' tooltip is visible for the selected printer, showing it is ready.

Print

Copies: 1

Printer

- 2nd Floor Gpt Operations Ri...
Toner/ink low
- 2nd Floor Gpt Operations RICOH MP C3003
Toner/ink low
- Adobe PDF
Ready
- Fax
Ready
- HP LaserJet 400 M401 PCL 6
Ready
- Microsoft Print to PDF
Ready**
- Microsoft XPS Document Writ...
Ready
- OneNote (Desktop)
Ready
- OneNote for Windows 10
Ready
- RICOH IM C4500 [5838793654F5]

Printer Status
Status: Ready
Type: Microsoft Print To PDF
Where: PORTPROMPT:
Comment:



WORD to PDF

Name and Save the File

A screenshot of a file save dialog box. The "File name:" field contains "Document-1" and is highlighted with a red arrow. The "Save as type:" dropdown menu is set to "PDF Document (*.pdf)". The "Save" button is highlighted with a red arrow. The dialog box also includes a "Hide Folders" checkbox and a breadcrumb path at the top showing "Desktop > Desktop Shortcut".

File name: Document-1

Save as type: PDF Document (*.pdf)

Hide Folders

Save



U.S. Bankruptcy Court

Southern District of Mississippi

PDF – Fillable Forms



PDF – Fillable Forms

- The easiest way to **flatten** a fillable PDF form is to save the form using a “PDF printer.”
- Similar to method used to save a WORD document as a flattened PDF file.



Flatten PDF Fillable Form

form_b_410 (1).pdf - Adobe Acrobat Pro (32-bit)

File Edit Sign Window Help

Open... Ctrl+O

Reopen PDFs from last session

Create

Insert Pages

Save Ctrl+S

Save As... Shift+Ctrl+S

Save as Other

Reduce File Size

Export To

Protect Using Password

Share File

Revert

Close File Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

1 C:\Users\...\form_b_410 (1).pdf

2 C:\Users\...\form_b_410 (1).pdf

3 C:\Users\collettederouen\...\form_b_410.pdf

4 C:\Users\collettederouen\...\test order2.pdf

5 C:\Users\collettederouen\...\test order.pdf

View All Recent Files...

Exit Application Ctrl+Q

form_b_410.pdf

form_b_410 (1).pdf x

1 / 3

75%

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2

(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410

Proof of Claim

04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor?

Creditor One

Name of the current creditor (the person or entity to be paid for this claim)

Other names the creditor used with the debtor

2. Has this claim been acquired from someone else?

☒ No

☐ Yes. From whom?

3. Where should notices and payments to the creditor be sent?

Where should notices to the creditor be sent?

Creditor One

Name

PO Box 456

Number Street

Jackson MS 39201

City State ZIP Code

Contact phone

Contact email

Where should payments to the creditor be sent? (if different)

Name

Number Street

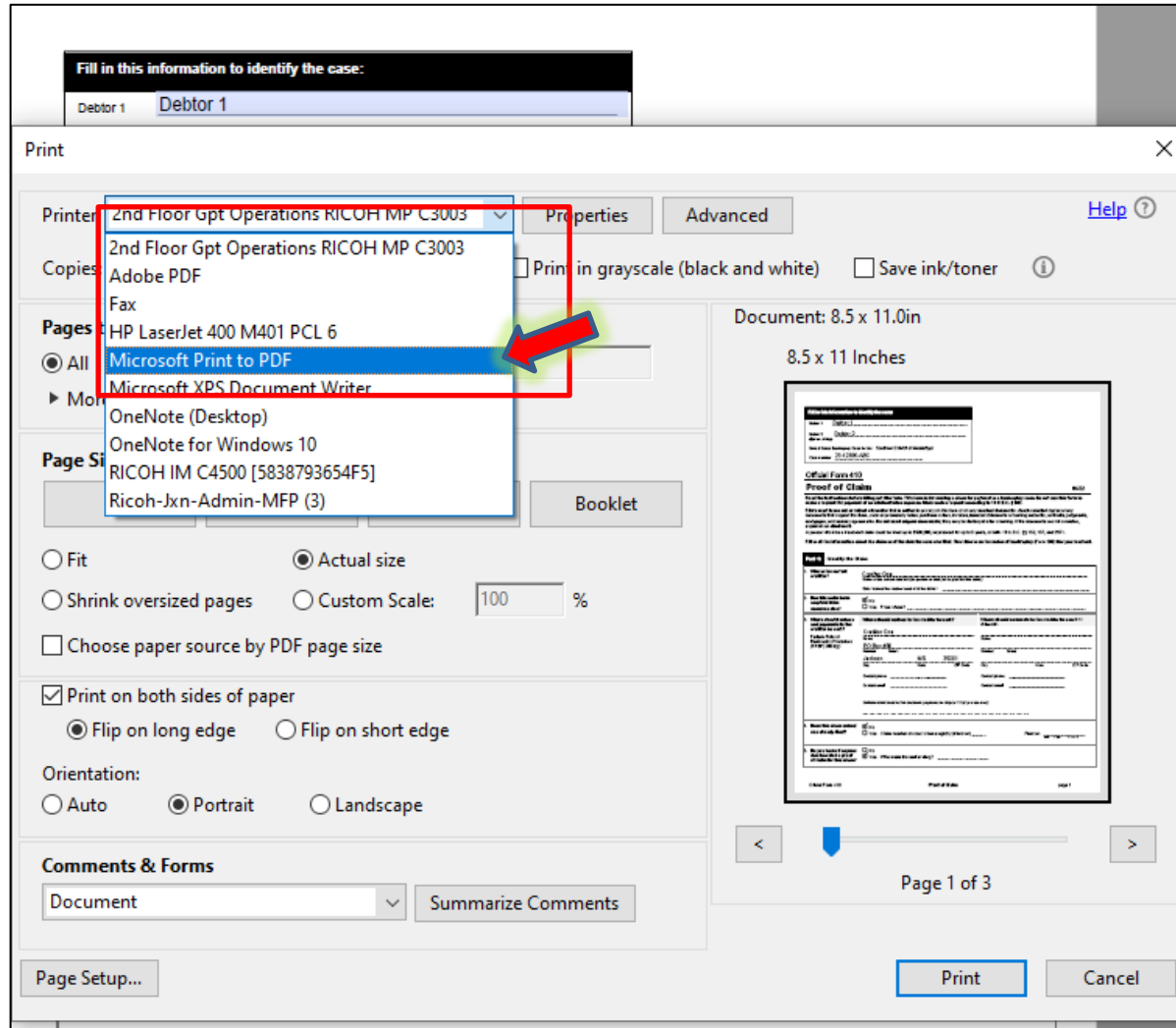
City State ZIP Code

Contact phone

Contact email



Flatten PDF Fillable Form





Flatten PDF Fillable Form

Print [X]

Printer: **Microsoft Print to PDF** [v] Properties Advanced [Help](#) [?]

Copies: 1 [v] ☐ Print in grayscale (black and white) ☐ Save ink/toner [i]

Pages to Print

☒ All ☐ Current ☐ Pages 1 - 3

► More Options

Page Sizing & Handling [i]

Size Poster Multiple Booklet

☐ Fit ☒ Actual size

☐ Shrink oversized pages ☐ Custom Scale: 100 %

☐ Choose paper source by PDF page size

Orientation:

☐ Auto ☒ Portrait ☐ Landscape

Comments & Forms

Document [v] Summarize Comments

Page Setup...

Document: 8.5 x 11.0in

8.5 x 11 Inches

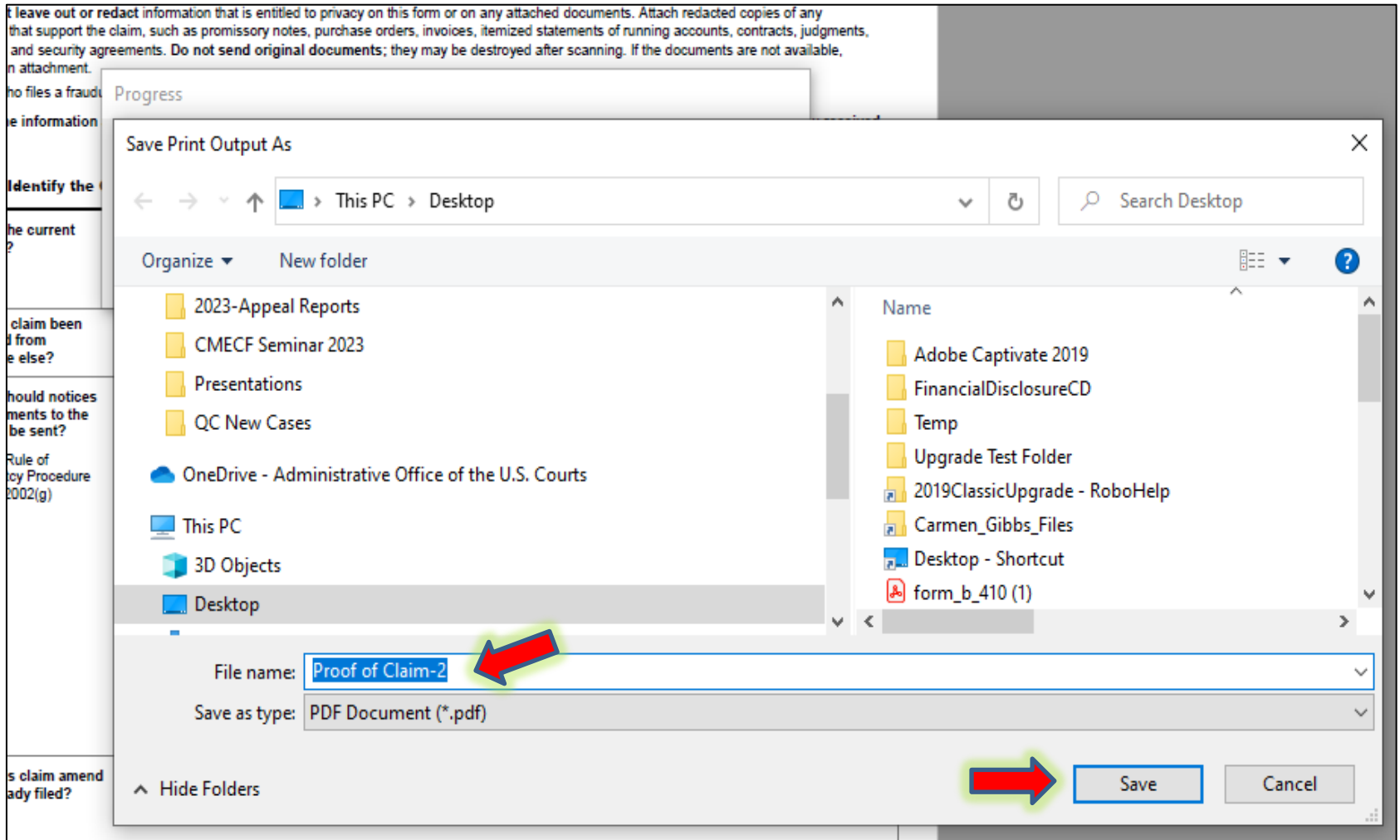
Page 1 of 3

Print [red arrow] Cancel



Flatten PDF Fillable Document

Name file and Save





Flattened vs. Un-Flattened

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410
Proof of Claim 04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

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Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor? Creditor One
Name of the current creditor (the person or entity to be paid for this claim)
Other names the creditor used with the debtor _____

2. Has this claim been acquired from someone else?
☒ No
☐ Yes. From whom? _____

3. Where should notices and payments to the creditor be sent?
Where should notices to the creditor be sent?
Creditor One
Name
PO Box 456
Number Street
Jackson MS 39201
City State ZIP Code
Contact phone _____
Contact email _____
Where should payments to the creditor be sent? (if different)
Name
Number Street
City State ZIP Code
Contact phone _____
Contact email _____
Uniform claim identifier for electronic payments in chapter 13 (if you use one):

4. Does this claim amend one already filed?
☒ No
☐ Yes. Claim number on court claims registry (if known) _____ Filed on MM / DD / YYYY

5. Do you know if anyone else has filed a proof of claim for this claim?
☐ No
☒ Yes. Who made the earlier filing? _____

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410
Proof of Claim 04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

Part 1: Identify the Claim

1. Who is the current creditor? Creditor One
Name of the current creditor (the person or entity to be paid for this claim)
Other names the creditor used with the debtor _____

2. Has this claim been acquired from someone else?
☒ No
☐ Yes. From whom? _____

3. Where should notices and payments to the creditor be sent?
Where should notices to the creditor be sent?
Creditor One
Name
PO Box 456
Number Street
Jackson MS 39201
City State ZIP Code
Contact phone _____
Contact email _____
Where should payments to the creditor be sent? (if different)
Name
Number Street
City State ZIP Code
Contact phone _____
Contact email _____
Uniform claim identifier for electronic payments in chapter 13 (if you use one):

4. Does this claim amend one already filed?
☒ No
☐ Yes. Claim number on court claims registry (if known) _____ Filed on MM / DD / YYYY

5. Do you know if anyone else has filed a proof of claim for this claim?
☐ No
☒ Yes. Who made the earlier filing? _____



PDF Fillable Forms

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Plan



Chapter 13 Plan

Requirements

- File Chapter 13 Plan
 - Local Form MSSB-113
 - Information typewritten
- Give Notice of the Plan



Chapter 13 Plan

Notice Requirements

- File Notice of Filing of Plan
 - Local Form MSSB-LR-3015-1
- **Serve the notice** and copy of the **plan** within 7 days after the filing of the: *(whichever occurs later)*
 - 341 Notice (Official Form 309i) **or**
 - Plan



Chapter 13 Plan

Improper Noticing may cause:

- Trustee continue meeting of creditors;
- Delay plan confirmation
 - No disbursement of attorney fees or payments to the creditors
- Court Dismiss the Case



Notice of Chapter 13 Plan

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Plan Modifications



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan **Before** Confirmation



Modify Plan Before Confirmation

Modify Chapter 13 Plan Before Confirmation

Requirements

- Proposed Modified Plan (Local Form)
- Notice & Certificate of Service

See *Amended Standing Order Procedure for Modification of Chapter 13 Plan (2019-01)*



Modify Plan Before Confirmation

Plan

Must file modified plan using **Local Form MSSB-113**



Modify Plan Before Confirmation

Notice

Must provide a **30-day** negative notice. If an objection is filed, the court will set a hearing.

The Notice filed with the court must include a Certificate of Service.



Modify Plan Before Confirmation

Step 1 - File Proposed Modified Plan

Docket Event

Bankruptcy > Plan > Modified Chapter 13 Plan

Filer must:

- Relate modified plan to previous plan; and
- Select specific motions or requests when the plan includes new debt in parts 3.2 or 3.4, new collateral in, 3.5 or new lease contracts in 6.1.



Modify Plan Before Confirmation

Selections made during the docketing process determines the docket text.

Select any of the following motions/requests (if any) that were **NOT** included with the previous Plan and are now being added to this modified plan, and click Next to continue.

- ☐ Motion for valuation of security, payment of fully secured claims, and modification of undersecured claims [Part 3.2]
- ☐ Motion to avoid lien pursuant to 11 U.S.C. 522 [Part 3.4]
- ☒ Request to surrender collateral [Part 3.5]
- ☐ Request for assumption of executory contracts and/or unexpired leases [Part 6.1]

Next

Clear

12/12/2017

15
(8 pgs)

Modified Chapter 13 Plan *(to include Request to Surrender Collateral)*. Filed by Debtor XXXXXX. (RE: related document(s) 14 Chapter 13 Plan). (XXXXXX, XXXX) (Entered: 12/12/2017)



Modify Plan Before Confirmation

Step 2 - File Notice & Cert. of Service

Docket Event

Bankruptcy > Notices > Notice of Modified Plan (30 day)] (Chapter 13)

Filer must:

- Include a Certificate of Service with the Notice; and
- Relate Notice to Modified Plan



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan After Confirmation



Modify Plan After Confirmation

Modifying a chapter 13 plan after confirmation requires court approval.



Modify Plan After Confirmation

Requirements

- Motion with Certificate of Service
- Proposed Order

See *Amended Standing Order Procedure for Modification of Chapter 13 Plan (2019-01)*



Modify Plan After Confirmation

Motion must include

A statement giving affected entities, case trustee, and US Trustee **30 days** to object to the proposed modification. If an objection is filed, the court will set a hearing.



Modify Plan After Confirmation

Step 1 - File Motion

Docket Event

Bankruptcy > Applications/Motions > Modify Plan
with 30 day notice



Modify Plan After Confirmation

Step 2 – Upload Proposed Order

Docket Event

Bankruptcy > Orders Upload > Single Order Upload



Modify Chapter 13 Plan

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Discharge



Chapter 13 Discharge

Chapter 13 discharge procedures are governed by:

Amended Standing order Adopting Procedures for Obtaining Discharge in Chapter 13 Cases



Chapter 13 Discharge § 1328(a) & (h)

Plan Completed

- Debtor must **file a motion** that includes specific verifications and provides 21 days to file an objection.
- File motion using [Local Form MSSB-M13-1](#).
- Absent any objections, the court will enter a discharge order.



Local Form MSSB13-1

MSSB-M13-1 (Rev. 02/23)

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re: _____
Debtor(s)

Case No. _____
Chapter 13

**Debtor's Certification and
Motion for Entry of Chapter 13 Discharge
Pursuant to 11 U.S.C. § 1328 (a) and (h)**

This motion seeks an order discharging the debtor(s) pursuant to § 1328(a) of the bankruptcy code. If you oppose this motion, you must file a response with the court within twenty-one (21) days from the date listed below in the certificate of service. Your response must set forth the specific factual allegations with which you disagree, and a copy of your response must be served on the debtor(s) and debtor's(s') attorney. If no timely response is filed, the court may grant this motion without holding a hearing. A timely response is necessary for a hearing to be held.

1. By signing below, the debtor(s) certifies under penalty of perjury that the following statements are true and correct:

- A. For cases filed on or after March 10, 2008, I/we have completed a personal financial management instructional course provided through an agency approved by the United States Trustee and have filed a statement prepared as prescribed by Official Form 423 (In a joint case, both husband and wife must each complete the course and file an Official Form 423) or the approved personal financial management course provider has notified the court that I/we have completed a post-petition instructional course concerning personal financial management. 11 U.S.C. § 1328(g)
- B. All pre-petition amounts owed by me on a domestic support obligation ("Domestic Support Obligation" as defined at 11 U.S.C. § 101(14A)), if any, have been paid to the extent provided by the plan. All post-petition amounts owed by me on a domestic support obligation, if any, have been paid. 11 U.S.C. § 1328(a)
- C. I/We have not received a discharge under chapter 7, 11 or 12 of the Bankruptcy Code in a prior case filed during the four-year period preceding the date that the petition was filed in this case. 11 U.S.C. § 1328(f)(1)
- D. I/We have not received a discharge under chapter 13 of the Bankruptcy Code in a prior case filed during the two-year period before the date that the petition was filed in this case. 11 U.S.C. § 1328(f)(2)
- E. I/we have not been convicted of a felony, the circumstances of which would demonstrate that the filing of this bankruptcy case constituted an abuse of the provisions of the Bankruptcy Code. 11 U.S.C. § 1328(h)(1) and § 522(q)(1)(A)

MSSB-M13-1 (Rev. 02/23)

- F. If I/we owe a debt arising from: (i) any violation of any State or Federal securities laws, regulations or orders, (ii) fraud, deceit or manipulation in a fiduciary capacity or in connection with the purchase or sale of any security, (iii) a civil remedy under § 1964 of Title 18 of the United States Code, or (iv) any criminal act, intentional tort, or willful or reckless misconduct that caused serious injury or death to another individual in the preceding five (5) years, then I/we have not claimed an exemption for my/our property in an amount in excess of the statutory cap as prohibited by § 522(q)(1) of the Bankruptcy Code. 11 U.S.C. § 1328(h)(1) and § 522(q)(1)(B)
- G. No proceeding is pending in which I/we may be found guilty of a felony of the kind described in § 522(q)(1)(A) or in which I/we may be found liable for a debt of the kind described in § 522 (q)(1)(B). 11 U.S.C. § 1328(h)(2)
- H. I/We have made all payments required by my confirmed Chapter 13 plan.

2. Debtor(s) hereby moves the Court for the entry of a discharge order in this case.

Signed: _____	
Debtor's Signature	Date

Spouse's Signature (in Joint Cases only)	Date

Attorney for the Debtor(s)	
State Bar No. _____	
Address _____	
Telephone Number _____	
e-mail address _____	

3. Mailing address for filing responses: (change address as appropriate)

Jackson Office:
Danny L. Miller, Clerk of Court
United States Bankruptcy Court
Thad Cochran U.S. Courthouse
501 E. Court Street, Suite 2.300
Jackson, Mississippi 39201

Gulfport Office:
Danny L. Miller, Clerk of Court
United States Bankruptcy Court
Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite 244
Gulfport, Mississippi 39501

Certificate of Service

On _____, a copy of this pleading was served on each of the persons listed on the attached service list either by prepaid United States mail or via electronic service through the Court's CM/ECF system at the mailing addresses and/or email addresses indicated.

Signature



Chapter 13 Discharge § 1328(a) & (h)

Motion

Docket Event:

Bankruptcy > Motions/Applications > **Entry of Discharge
(with certification and 21 day notice)**

Available Events (click to select events)
Entry of Discharge (with certification and 21 day notice)



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Hardship Discharge



Chapter 13 Hardship Discharge § 1328(b)

Plan Incomplete

- Debtor must **file a motion** (“Hardship Motion”) **no local form**.
- Certification in support of the motion using local form **Local form MSSB-1328(b)-Cert.**
(File as an attachment to the Hardship Motion.)



Local Form MSSB-1328(b)-Cert

MSSB-1328(b)-Cert (02/23)

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re: _____
Debtor(s)

Case No.: ##-####-###
Chapter 13

Certification in Support of Motion for Hardship Discharge Pursuant to 11 U.S.C. § 1328(b)

In accordance with Standing Order No. 2013-03, effective 12/01/2013, and 11 U.S.C. § 1328(b), by signing the below, the debtor(s) certifies under penalty of perjury that the following statements are true and correct:

1. I/We have completed a personal financial management instructional course provided through an agency approved by the United States Trustee and have filed a statement prepared as prescribed by Official Form 423 (In a joint case, both husband and wife must each complete the course and file an Official Form 423) or the approved personal financial management course provider has notified the court that I/we have completed a post-petition instructional course concerning personal financial management. 11 U.S.C. § 1328(g)
2. The status of "Domestic Support Obligation" as defined at 11 U.S.C. § 101(14A)) is:

11 U.S.C. § 1328(a)
3. I/We have not received a discharge under chapter 7, 11 or 12 of the Bankruptcy Code in a prior case filed during the four-year period preceding the date that the petition was filed in this case. 11 U.S.C. § 1328(f)(1)
4. I/We have not received a discharge under chapter 13 of the Bankruptcy Code in a prior case filed during the two-year period preceding the date of the petition was filed in this case. 11 U.S.C. § 1328(f)(2)
5. I/We have not been convicted of a felony, the circumstances of which would demonstrate that the filing of this bankruptcy case constituted an abuse of the provisions of the Bankruptcy Code. 11 U.S.C. § 1328(h)(1) and § 522(q)(1)(A).
6. If I/we owe a debt arising from: (i) any violation of any State or Federal securities laws, regulations or orders, (ii) fraud, deceit or manipulation in a fiduciary capacity or in connection with the purchase or sale of any security, (iii) a civil remedy under § 1964 of Title 18 of the United States Code, or (iv) any criminal act, intentional tort, or willful or reckless misconduct that caused serious injury or death to another individual in the preceding five (5) years, then

MSSB-1328(b)-Cert (02/23)

I/we have not claimed an exemption for my/our property in an amount in excess of the statutory cap as prohibited by §522(q)(1) of the Bankruptcy Code. 11 U.S.C. § 1328(h)(1) and § 522(q)(1)(B)

7. No proceeding is pending in which I/we may be found guilty of a felony of the kind described in § 522(q)(1)(A) or in which I/we may be found liable for a debt of the kind described in § 522(q)(1)(B). 11 U.S.C. § 1328(h)(2)

Signed:

Debtor's Signature _____

Date _____

Spouse's Signature (in Joint Cases only) _____

Date _____



Chapter 13 Hardship Discharge § 1328(b)

Hardship Motion

Docket Event:

Bankruptcy > Motions/Applications > **Hardship Discharge**

Available Events (click to select events)

Hardship Discharge

Next

Clear



Chapter 13 Hardship Discharge § 1328(b)

The court enters an order setting:

- Hearing on the motion
- Deadlines to file:
 - response to the motion
 - complaint to determine dischargeability of a debt under § 523(a)(6).



Order Setting & Complaint Deadline

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

IN RE:

DEONTAE COLEMAN

CASE NO. 18-00743 KMS

DEBTOR.

CHAPTER 13

**ORDER SETTING HEARING AND CONDITIONALLY SETTING
TIME FOR FILING COMPLAINTS TO DETERMINE
THE DISCHARGEABILITY OF ANY DEBT UNDER § 523(a)(6)**

This matter came before the Court on the Debtor's Motion for Hardship Discharge ("Motion for Hardship Discharge") (Dkt. #70), in which the Debtor has requested a discharge pursuant to 11 U.S.C. § 1328(b) prior to completion of plan payments. The Court finds that the Motion for Hardship Discharge should be set for hearing and also finds, pursuant to Fed. R. Bankr. P. 4007(d), that a deadline to file a complaint to determine the dischargeability of any debt under § 523(a)(6) should be set in the event the Court grants the Motion for Hardship Discharge.

IT IS, THEREFORE, ORDERED that the Motion for Hardship Discharge hereby is set for July 13, 2023, at 10:30 a.m., in the William M. Colmer Federal Building, Courtroom 2, 701 Main Street, Hattiesburg, Mississippi. Objections or Responses to the Motion for Hardship Discharge must be filed and served on or before July 6, 2023.

IT IS FURTHER ORDERED that, if the Court grants the Motion for Hardship Discharge, creditors will have until sixty (60) days after the entry of that order to file a complaint to determine the dischargeability of any debt under § 523(a)(6).


IT IS FURTHER ORDERED that, if the Court denies the Motion for Hardship Discharge, no deadline will arise as this issue will be moot.

##END OF ORDER##



Local Forms

www.mssb.uscourts.gov/forms/all-forms



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

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Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records	02/17/2023	Form Instructions
MSSB-1340	Application for Payment of Unclaimed Funds - Fillable	02/17/2023	Form Instructions Example
MSSB-1340-Order	Order Granting Application for Payment of Unclaimed Funds	12/01/2019	Form
MSSB-M13-1	Certification and Motion for Entry of Discharge	02/17/2023	Form
MSSB-1328(b)-Cert	Certification in Support of Motion for Hardship Discharge Pursuant to 11 U.S.C. § 1328(b)	02/22/2023	Form
MSSB-CC-E	Certification of Exigent Circumstances	12/01/2015	Form



Chapter 13 Discharge

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Motion to Reopen Chapter 7 and 13 Cases



Motion to Reopen Ch 7 or 13

Historically, the court required a 21-day negative notice for any motion to reopen filed by the debtor or a creditor.

Now, a 21-day notice is only required in certain situations.



Motion to Reopen Ch 7 or 13

21-Day Notice Required when the debtor wants to:

- file their post-financial management certificate to receive a discharge.
- reinstate their case (case was previously dismissed).



Motion to Reopen

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Motion to Declare Lien Satisfied Under Confirmed Plan



Motion to Declare Lien Satisfied

In chapter 12 or chapter 13 cases, debtor may request the court declare a secured claim satisfied and lien released under terms of the confirmed plan.

See [Fed. R. Bankr. P. 5009\(d\)](#)



Motion to Declare Lien Satisfied

Requirements

Motion with 30-day negative notice

- **Local Form MSSB-5009-NM1340** *Notice and Motion for Entry of Order Declaring Lien Satisfied*
- Include Certificate of Service.

Proposed Order

- **Local Form MSSB-5009-Order**
- Filed as an attachment to the motion



Motion to Declare Lien Satisfied

Requirements

- Debtor must serve motion and notice on lien holder, case trustee, and US Trustee.
- Service must be in the manner provided by Fed. R. Bankr. P. 7004 for service of a summons and complaint.



Motion to Declare Lien Satisfied

Local Form



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge



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Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records - Fillable	12/01/2023	Form Instructions
MSSB-1340	Application for Payment of Unclaimed Funds - Fillable	04/17/2024	Form Instructions Example



Notice and Motion Local Form

MSSB-5009-NM (Rev. 02/23)

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re: _____ Case No.: _____

Debtor(s) Chapter: _____

NOTICE OF MOTION FOR ENTRY OF ORDER DECLARING LIEN SATISFIED

YOU ARE HEREBY NOTIFIED that a motion has been filed requesting entry of an order declaring that your secured claim has been satisfied and the lien has been released under the terms of a confirmed plan. If you do not want the Court to grant the attached motion filed on behalf of the Debtor(s), a written response must be filed with the *Clerk, U.S. Bankruptcy Court, Southern District of Mississippi* at one of the below offices:

Thad Cochran U.S. Courthouse Dan M. Russell, Jr. U.S. Courthouse
501 E. Court Street, Suite 2300 2012 15th Street, Suite 244
Jackson, MS 39201 Gulfport, MS 39501

and a copy must be served on the undersigned Debtor(s)' attorney and the Chapter _____ trustee on or before thirty (30) days from the date of this notice. In the event a written response is filed, the court will notify you of the date, time, and place of the hearing thereon.

DATED: _____

CHAPTER _____ TRUSTEE

Trustee Name

Trustee Address

City State Zip Code

Signature of Attorney for Debtor(s)

Attorney Name

Address

City State Zip Code

Phone Number MS Bar Number

Email

Page 1 of 2

MSSB-5009-NM (Rev. 02/23)

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI

In re: _____ Case No.: _____

Debtor(s) Chapter: _____

MOTION FOR ENTRY OF ORDER DECLARING LIEN SATISFIED

Comes now the Debtor(s) in the above-captioned case and files this motion for entry of an order declaring that the secured claim described below has been satisfied and the lien has been released under the terms of a confirmed plan in accordance with Fed. R. Bankr. P. 5009(d).

Creditor/Lienholder: _____
Description of Collateral: _____
Recording Office: _____
Book/Page or File No.: _____

In support of this motion, the Debtor(s) represent(s) the following to the Court:

1. The Creditor/Lienholder named above is the holder of a claim that was secured by property of the estate subject to a lien under applicable nonbankruptcy law.
2. The secured claim has been satisfied and the lien has been released under the terms of a confirmed plan.
3. The Court has entered an Order of Discharge (Dkt. # _____) in the above-captioned case.
4. The Debtor(s) acknowledge(s) that this motion must be served on the above-named lienholder in the manner provided by Fed. R. Bankr. P. 7004 for service of a summons and complaint.

Therefore, Debtor(s) request(s) that the Court enter an order declaring that the secured claim described above has been satisfied and the lien has been released under the terms of a confirmed plan. Debtor(s) also request(s) authorization to present a copy of the order along with a copy of the Order of Discharge to the applicable recording office for notation of satisfaction of the lien in the lien records.

Respectfully submitted,

Signature of Attorney for Debtor(s)

Attorney Name

Address

City State Zip Code

Phone Number MS Bar Number

Email

Page 2 of 2

CLOSE PRINT CLEAR



Proposed Order Local Form

MSSB-5009-Order (9/18)

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI**

In re:

Debtor(s)

Case No.:

Chapter: 13



ORDER DECLARING LIEN SATISFIED

This matter is before the Court on the Motion for Entry of an Order Declaring Lien Satisfied (the "Motion") (Dkt. #) pursuant to Fed. R. Bankr. P. 5009(d) filed on behalf of the Debtor(s) in the above-styled case. The Debtor(s) represented to the Court that all parties in interest were served with a copy of the Motion and notice and the Motion could be granted if no objection was filed by the deadline provided in the notice. No party has timely objected to entry of an order declaring that the secured claim described below has been satisfied and the lien has been released under the terms of a confirmed plan:

Creditor/Lienholder:

Description of Collateral:

Recording Office:

Book/Page or File No.:

Accordingly, it is hereby, ORDERED, ADJUDGED, AND DECREED that:

1. The Motion is granted.
2. The lien(s) described above are declared satisfied.
3. The Debtor is authorized to present a copy of this order along with a copy of the Order of Discharge to the applicable recording office for notation of satisfaction of the lien in the lien records.

##END OF ORDER##

PRINT

SAVE AS..

CLOSE



Motion to Declare Lien Satisfied

Motion

Docket Event:

Bankruptcy > Motions/Applications > **Declare Lien Satisfied with 30 day notice**

Available Events (click to select events)
Declare Lien Satisfied with 30 day notice

Note: File Proposed Order as attachment to the motion.



Motion to Declare Lien Satisfied

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Fees



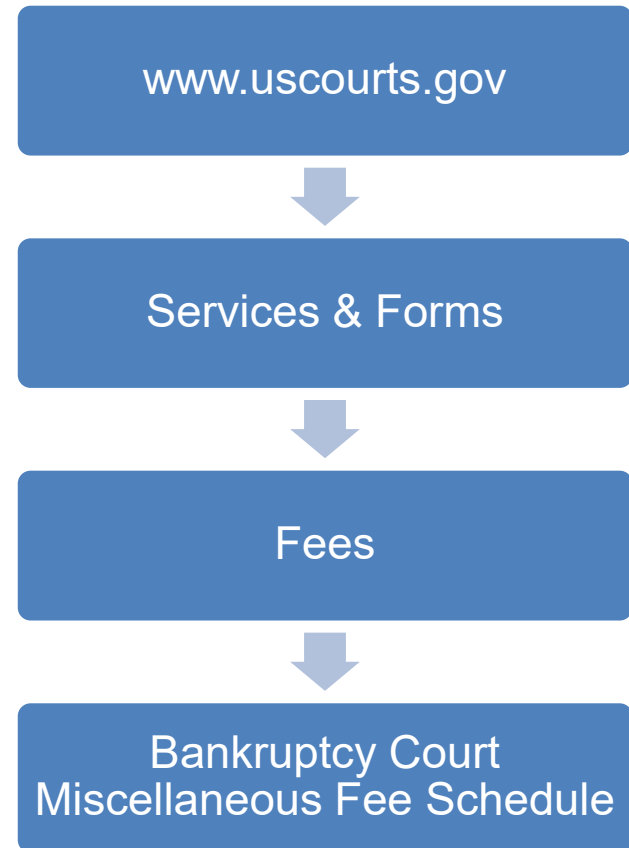
Filing Fees

The bankruptcy clerk must collect all ***“fees, costs, and other monies”*** and account for their payment into the United States Treasury.



Filing Fees

- 28 USC § 1930(a)
 - *Initial filing fees*
- 28 USC § 1930(b)
 - *Bankruptcy Court Miscellaneous Fee Schedule*





Filing Fees Not Required

Exempt - Federal Statute or Rule does not require the party to pay a fee.

Defer - Party requests to delay paying fee.

Waive - Filing fee is waived by the court.



Exempt from Filing Fees

United States Government Agencies:

- Small Business Administration (SBA)
- Internal Revenue Service (IRS)
- United States Trustee (UST)
(other than acting as a private trustee in the case)



Exempt from Filing Fees

Individual debtor that files:

- Adversary Complaint.
- Motion to Reopen to file an action related to discharge.



Defer Filing Fee

Chapter 7 Trustee files:

- Adversary Complaint on behalf of the estate.
- Motion to Reopen to Recover Assets
 - No assets recovered - no fee due
 - Assets recovered - fee payable from the estate.



Fee Waiver

Voluntary Petition *In Forma Pauperis*:

Individual chapter 7 debtor whose income is less than 150% of the official poverty line and is unable to pay the filing fee in installments.



Filing Fees

How to prevent fee charge by ECF when fee is not required by statute, rule, etc.



Exempt from Filing Fee

Docketing Process

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ECF-Guide Help Log Out

Open Adversary Case

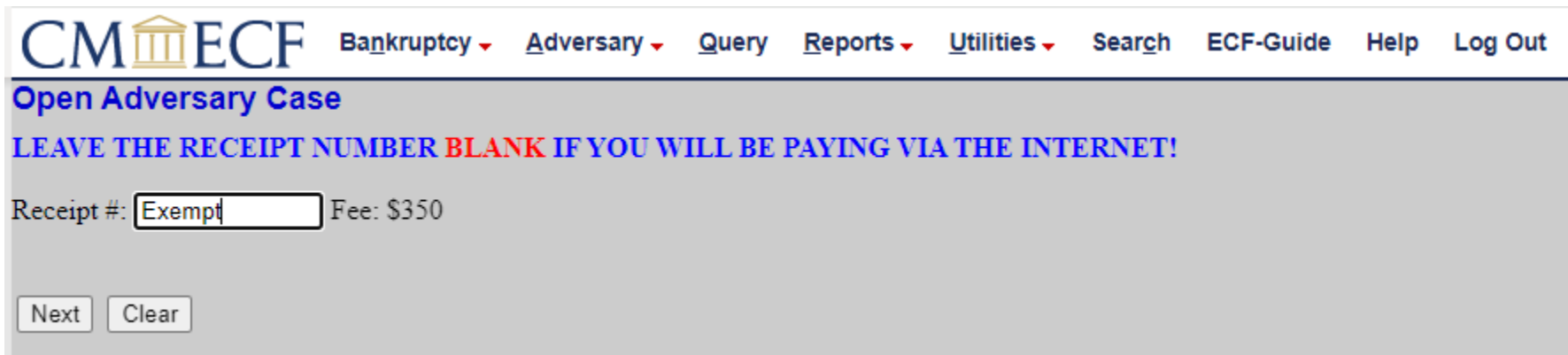
LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$350



Exempt from Filing Fee

Docketing Process

A screenshot of the CM/ECF (Case Management/Enterprise Case Filing) system interface. The header shows the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, ECF-Guide, Help, and Log Out. Below the header, the text "Open Adversary Case" is displayed. A prominent instruction in blue and red text reads: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". The "Receipt #:" field contains the word "Exempt" and is followed by "Fee: \$350". At the bottom of the form, there are two buttons: "Next" and "Clear".

CM/ECF Bankruptcy Adversary Query Reports Utilities Search ECF-Guide Help Log Out

Open Adversary Case

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$350

Next Clear

Filer exempt - type “*Exempt*” in receipt field.

Avoid using characters e.g., “*n/a*”



Exempt from Filing Fee

Docketing Process

Filing Date	#	Docket Text
07/03/2024	1 (7 pgs)	Adversary case 24-06001, (63 (Dischargeability - 523(a)(8), student loan)): Complaint by Thomas Carl Rollins Jr on behalf of June Bug against IRS Receipt Number Exempt, Fee Amount \$350 (Rollins, Thomas) (Entered: 07/03/2024)

“Exempt” replaces the receipt number.



Defer Filing Fee

Docketing Process

File a Motion:

[15-00001-NPO Marilyn G. Ward](#)

Type: bk

Chapter: 13 v

Office: 3 (Jackson-3 Divisional Office)

Assets: y

Debtor disposition: Standard Discharge

Judge: NPO

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$235

Next

Clear

Filer requests deferment - enter “*Defer*” in receipt field.



Defer Filing Fee

Docketing Process

07/18/2018	37 (1 pg)	Motion to Reopen Chapter 13 Case . Receipt Number Defer, Fee Amount \$235 Filed by Debtor Marilyn G. Ward (Derouen, Collette) (Entered: 07/18/2018)
------------	------------------------------	---

“**DEFER**” replaces the receipt number.



Fee Waiver

Case Opening Process

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

no

Fee status

IFP filing fee waived

Nature of debt

consumer

Asset notice

No

Type of debtor

- ☒ Individual
- ☐ Corporation (includes LLC & LLP)
- ☐ Partnership
- ☐ Other

Filing Fee Waived - *In Forma Pauperis*

(Only Chapter 7 individual debtors)



Fee Waiver

Docketing Process

Filing Date	#	Docket Text
07/19/2018	1 (2 pgs)	Chapter 7 Voluntary Petition Individual . Filed by Carol Seymour (Derouen, Collette) (Entered: 07/19/2018)

No Receipt or Fee Information



Filing Fees

Unpaid Filing Fees



Unpaid Filing Fees


CM/ECF Lockout Feature

- 28 USC. § 1930 requires fees be paid at time of filing.
- Fees not paid same day
 - ECF system prevents user from filing until all outstanding fees are paid.



Unpaid Filing Fees

Email Notification

**Outstanding Fees**
ECF_Notification_Do-Not-Reply to: [REDACTED]

07/13/2018 01:00 AM
[Hide Details](#)

From: ECF_Notification_Do-Not-Reply@mssb.uscourts.gov
To: [REDACTED]

U.S. Bankruptcy Court [REDACTED]
Southern District of Mississippi


This is an automated notice to remind you that you have outstanding fees due to the Bankruptcy Court. 28 U.S.C. Section 1930 requires that fees be paid at the time of filing. Please click on the link to make payments - [Internet Payments Due](#). Failure to pay these fees may cause the case to be dismissed without further notice pursuant to 11 U.S.C. Section 707(a)(2).

If you are having technical difficulties in processing your payment, please call 601-608-4600. CM/ECF will automatically disable access for users with fees outstanding for over 1 days. A user who is disabled may login to CM/ECF, but may not view or file any documents until he or she pays all associated fees. Once fees are paid, log out from CM/ECF, close and reopen your browser, and log in to CM/ECF again.



Unpaid Filing Fees

Summary of Charges

Payments Due 

Summary of current charges:


Date Incurred	Description	Amount
2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00
		Total: \$ 100.00





Unpaid Filing Fees

Lockout Message

 [Bankruptcy](#) ▼ [Adversary](#) ▼ [Query](#) [Reports](#) ▼ [Utilities](#) ▼ [Search](#) [ECF-Guide](#) [Help](#) [Log Out](#)

Bankruptcy Events

This account has been locked. Please make payments to continue docketing.



Unpaid Filing Fees

Payment

Utilities > Your Account > Internet Payments Due

A screenshot of the CM ECF Bankruptcy Events page. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, ECF-Guide, Help, and Log Out. The Utilities menu is expanded, showing options for Your Account, Internet Payments Due, and Internet Payment History. A red circle highlights the Utilities menu and its sub-items. Below the navigation bar, the text "Bankruptcy Events" is displayed, followed by a message: "This account has been locked. Please make payments to continue docketing."

CM ECF	Bankruptcy ▼	Adversary ▼	Query	Reports ▼	Utilities ▼	Search	ECF-Guide	Help	Log Out
					Your Account	Internet Payments Due Internet Payment History			

Bankruptcy Events

This account has been locked. Please make payments to continue docketing.



Unpaid Filing Fees

Internet Payments Due

CM ECF Bankruptcy Adversary Query Reports Utilities Search ECF-Guide Help Log Out

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00

Next Clear



Unpaid Filing Fees

Internet Payments Due

CM	ECF	Bankruptcy ▼	Adversary ▼	Query	Reports ▼	Utilities ▼	Search	ECF-Guide	Help	Log Out
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Internet Payments Due

Date Incurred	Description	Amount
2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00
		Total: \$100



Unpaid Filing Fees

PACER
Public Access To Court Electronic Records

Manage My Account

RAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TR

Enter your PACER credentials to update personal information, register to an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username * ngoneatty

Password *

Login Clear Cancel

Not ngoneatty? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.



Unpaid Filing Fees

One Attorney ▾

Account Number 7003962

Username ngoneatty

Account Balance \$0.00

Case Search Status Active

Account Type Upgraded PACER Account


Pay Filing Fee for Mississippi Southern Bankruptcy Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$100.00**

Select a Payment Method

☒ 
One Attorney
XXXXXXXXXXXX1111
11/2025

☐ Enter a credit card

☐ Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next

Cancel



Unpaid Filing Fees

One Attorney ▾

Account Number 7003962
Username ngoneatty
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Mississippi Southern Bankruptcy Court (test)

Payment Summary

Payment Method
XXXXXXXXXXXXXXXX1111
11/2025

One Attorney
1001 Capitol Stree
Jackson, MS
39201
USA

Payment Details
Payment Amount \$100.00
Fee Type Filing Fee

Court Specific

MSSB - Attorney Name

One Attorney

MSSB - Attorney phone number

601-123-1423

MSSB - Person completing transaction

Collette Derouen

Email Receipt

Email

one_attorney@example.com

Confirm Email

one_attorney@example.com

Additional Email Addresses

collette.derouen@gmail.com

Authorization

☒ I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit


Back

Cancel



Unpaid Filing Fees

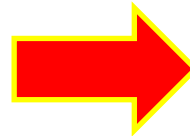
Payment Transaction Receipt

CM  ECF	Bankruptcy ▼ Adversary ▼ Query Reports ▼ Utilities ▼ Search ECF-Guide
U.S. Bankruptcy Court [TEST] Southern District of Mississippi	
Thank you. Your transaction in the amount of \$ 100.00 has been completed.	
Please print a copy of your transaction receipt for future reference. The transaction number is A11701279 .	
Detail description: Installment Payment(23-00008-JAW) [misc,install1] (100.00)	



Unpaid Filing Fees

Account Unlocked





Filing Fees

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Online Installment Payments



Online Installment Payments

Attorneys may make installment payments online for the debtor.



Online Installment Payments

Process is:

- Efficient
- Cost-effective
- Secure
- Simple



Online Installment Payments

1. Open an installment case
2. Docket an event to make an installment payment.



Online Installment Payments

Open an Installment Case



Open an Installment Case

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

☒ Individual

☐ Corporation (includes LLC & LLP)

☐ Partnership

☐ Other

Nature of business

☐ Health Care Business

☐ Single Asset Real Estate

☐ Railroad

☐ Stockbroker

☐ Commodity Broker

☐ Clearing Bank

☐ Other

☐ Tax-Exempt Entity

Fee Status Screen



Open an Installment Case

Open Voluntary Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card.

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$

Part 1: Specify Your Proposed Payment Timetable

1. Which chapter of the Bankruptcy Code are you choosing to file under?

☒ Chapter 7
☐ Chapter 11
☐ Chapter 12
☐ Chapter 13

2. You may apply to pay the filing fee in up to four installments. Fill in the amounts you propose to pay and the dates you plan to pay them. Be sure all dates are business days. Then add the payments you propose to pay.

You must propose to pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.

You propose to pay...

\$ <input type="text" value="100.00"/>	<input checked="" type="checkbox"/> With the filing of the petition
	<input type="checkbox"/> On or before this date..... MM / DD / YYYY
\$ <input type="text" value="100.00"/>	On or before this date..... 05/25/2023
\$ <input type="text" value="100.00"/>	On or before this date..... MM / DD / YYYY
\$ <input type="text" value="100.00"/>	On or before this date..... 06/26/2023
\$ <input type="text" value="38.00"/>	On or before this date..... MM / DD / YYYY
\$ <input type="text" value="38.00"/>	On or before this date..... 07/25/2023
\$ <input type="text" value="38.00"/>	On or before this date..... MM / DD / YYYY

Total \$

◀ Your total must equal the entire fee for the chapter you checked in line 1.



Open an Installment Case

Open Voluntary Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card.

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$

Part 1: Specify Your Proposed Payment Timetable

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☒ Chapter 7
☐ Chapter 11
☐ Chapter 12
☐ Chapter 13

2. You may apply to pay the filing fee in up to four installments. Fill in the amounts you propose to pay and the dates you plan to pay them. Be sure all dates are business days. Then add the payments you propose to pay.

You must propose to pay the entire fee no later than 120 days after you file this bankruptcy case. If the court approves your application, the court will set your final payment timetable.

You propose to pay...

\$ 100.00	<input type="checkbox"/> With the filing of the petition	05/25/2023
	<input checked="" type="checkbox"/> On or before this date.....	MM / DD / YYYY
\$ 100.00	On or before this date	06/25/2023
	MM / DD / YYYY	
\$ 100.00	On or before this date	07/25/2023
	MM / DD / YYYY	
\$ 38.00	On or before this date	08/25/2023
	MM / DD / YYYY	
+ \$		
Total \$ 338.00		

◀ Your total must equal the entire fee for the chapter you checked in line 1.



Online Installment Payment

Docket Installment Payment in a Case



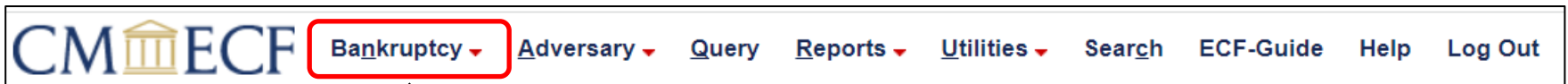
Online Installment Payment

What to know before making an installment payment online:

- Type of Installment (*1st, 2nd, 3rd, or Final*)
- Installment Amount



Online Installment Payment



Select Bankruptcy from CM/ECF menu



Online Installment Payment

Select **Other** from the Bankruptcy event List



Bankruptcy ▾ **Ac**

- Answer/Response ▸
- Appeal
- Batch Filings
- Claim Actions
- Motions/Applications
- Notices
- Open BK Case
- Open Involuntary Case
- Other**
- Plan
- Auditor's Reports
- File Claims
- Creditor Maintenance ▸
- Order Upload ▸
- Case Upload
- Claims Upload



Online Installment Payment

Miscellaneous

Case Number

3:23-bk-8

Next Clear

A red arrow points from the left towards the "Next" button, which is highlighted with a red border.

Enter case number and Click **Next**



Online Installment Payment

Miscellaneous
[23-00008-JAW Jane W Smith](#)

Type: bk Chapter: 7 v Office: 3 (Jackson-3 Divisional Office)
Assets: n Judge: JAW Case Flag: Repeat-mssb, CounDue, DebtEd

Install Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)
Installment Payment

Selected Events (click to remove events)
Installment Payment

Next Clear

Select event and Click **Next**



Online Installment Payment

Important Message

Miscellaneous:

[23-00008-JAW Jane W Smith](#)

Type: bk

Chapter: 7 v

Office: 3 (Jackson-3 Divisional Office)

Assets: n

Judge: JAW

Case Flag: Repeat-mssb, CounDue, DebtEd

IMPORTANT:

If this is a final installment payment please insure that you are paying the exact amount due.

Over payments are forfeited to the government with no recourse due to Judicial Conference policy.



Online Installment Payment

Miscellaneous:

[23-00008-JAW Jane W Smith](#)

Type: bk

Chapter: 7 v

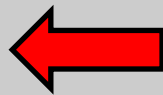
Assets: n

Judge: JAW

Is This the final installment payment for this case?

☐ Yes

☒ No



Next

Clear



Online Installment Payment

Miscellaneous:

[23-00008-JAW Jane W Smith](#)

Type: bk

Chapter: 7 v

Assets: n

Judge: JAW

Select the Installment Payment you are making today.

▼
1st
2nd
3rd

Clear

Select payment type



Online Installment Payment

Select the Installment Payment you are making today.

1st ▼

Next Clear

Click **Next** to continue



Online Installment Payment

Miscellaneous:

23-00008-JAW Jane W Smith

Type: bk

Assets: n

Fee: \$ 100.00

Enter amount and Click **Next**



Online Installment Payment

Final Text Screen

Miscellaneous:

23-00008-JAW Jane W Smith

Type: bk

Chapter: 7 v

Office: 3 (Jackson-3 Divisional Office)

Assets: n

Judge: JAW

Case Flag: Repeat-mssb, CounDue, DebtEd

Docket Text: Final Text

First Installment Payment in the amount of \$ 100.00 pending. Filed by Debtor Jane W Smith. (Attorney, One)

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

Verify installment type and amount



Online Installment Payment

Transaction
NEF 

Miscellaneous:

[23-00008-JAW Jane W Smith](#)


Type: bk Chapter: 7 v Office: 3 (Jackson-3 Divisional Office)
Assets: n Judge: JAW Case Flag: Repeat-mssb, CounDue, DebtEd

U.S. Bankruptcy Court [TEST]
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from One Attorney entered on 4/25/2023 at 3:35 PM CDT and filed on 4/25/2023

Case Name: Jane W Smith
Case Number: [23-00008-JAW](#)
Document Number: 2

Docket Text: **Summary of current charges** 

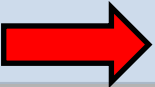
Date Incurred	Description	Amount
2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00
		Total: \$ 100.00

23-00008-JAW

One Attorney on l
one_attorney@ex

United States Tru
USTPRegion05.JA

23-00008-JAW

 **Pay Now** Continue Filing


Click **Pay Now**
to pay the
installment



Online Installment Payment

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
 <input checked="" type="checkbox"/>	2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00

Next Clear

Check box and Click **Next**



Online Installment Payment

Internet Payments Due

Date Incurred	Description	Amount
2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00
		Total: \$100

[Pay Now](#)

Click **Pay Now**



Online Installment Payment



UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi
Hon. Katharine M. Samson, Chief Judge

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Southern District of Mississippi

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Judges
Hon. Katharine M. Samson, Chief Judge



Online Installment Payment

Resource

ECF Attorney Guide

- Section 3 *Bankruptcy Case Opening*
- Section 4 *Installment Payments*

United States Bankruptcy Court
Southern District of Mississippi

Electronic Case Filing Guide for Attorneys

Rev. April 19, 2022



U.S. Bankruptcy Court

Southern District of Mississippi

Questions



Chambers - Contacts

Judge

Judge Wilson

Judge Samson

Courtroom Deputy

Candice Ramage
601-608-4693

Christy Cannette
228-563-1841



United States Bankruptcy Court

Southern District of Mississippi

Settlements



Reporting Settlements

- Notify the Courtroom Deputy ***via the settlement line*** as soon as you reach a settlement.
- Order deadline 14 days from scheduled hearing date.
- Use the settlement line.



Reporting Settlements

Never assume:

- You do not need to attend a hearing, if the other side does not file a response.
- Chambers knows a proposed agreed order was submitted.
- The other party reported the settlement.



Reporting Settlements

Communication

- Notify your client when:
 - They must attend the hearing
 - Matter settles (hearing cancelled)



Reporting Settlements

Settlement Line Requirements

1. Hearing date
2. Calendar page number
3. Case number and debtor's last name
4. Matter settled
5. Agreed order or non-agreed order.
6. Individual (party) responsible to submit order
7. Contact telephone number



Reporting Settlements

Settlement Lines

Judge Wilson (601) 608-4642

Judge Samson (228) 563-1797



United States Bankruptcy Court

Southern District of Mississippi

Questions



Chambers

- Read hearing notices thoroughly.
- Clerk's staff and Courtroom Deputies are prohibited from giving legal advice.



Chambers

- Debtor's counsel must attend reaffirmation agreement hearing even if debtor's counsel did not sign the agreement.
- Contact Courtroom Deputy if your pleading requests an emergency hearing.

Miss. Bankr. L.R. 5005-1(a)(2)(J)



Chambers

- Generally, a corporation must be represented by an attorney of record.
- For example, pleadings filed on behalf of a corporation must be signed by an attorney of record.

See [Southwest Express, Co. v. Interstate Commerce Comm'n](#), 670 F.2d 53 (5th Cir. 1982)



Chambers

- A representative of a corporation may appear and act without counsel to:
 - File proofs of claim;
 - Attend meeting of creditors;
 - File ballots in a chapter 11 case; or
 - File reaffirmation agreements.

Miss. Bankr. L.R. 9010(b)(2)(C)



Chambers

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Attorney/staff training:

New staff

Refresher for current staff

Jackson: 601-608-4600

Gulfport: 228-563-1790



Contact Information

Jackson Office

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi

Thad Cochran U.S. Courthouse
501 East Court Street, Suite 2.300
Jackson, MS 39201

601-608-4600

Gulfport Office

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi

Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite. 244
Gulfport, MS 39501

228-563-1790