

**United States Bankruptcy Court  
Southern District of Mississippi**

# **Electronic Case Filing Guide for Attorneys**

**Rev. April 19, 2022**

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## Section 1

### Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (ECF) to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Mozilla Firefox, Google Chrome, Apple Safari, or Microsoft Internet Explorer and a Portable Document Format (PDF) program (e.g., Adobe Acrobat), as well as a word processing software and file management.

### Assistance

The court's operating hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. For help regarding pending cases, contact the Case Administrator assigned to the case. Case Administrator assignments may be found on the court's website ([www.mssb.uscourts.gov](http://www.mssb.uscourts.gov)) under **About the Court > Contact Information**.

### Resources ([www.mssb.uscourts.gov](http://www.mssb.uscourts.gov))

#### Electronic Case Filing tab:

##### Guides available for download:

- Administrative Procedures for Electronic Case Filing
- ECF e-Orders Attorney Guide
- ECF Attorney Guide
- ECF Limited User Guide
- ECF Docketing Guide – Transcribers
- Personal Financial Mgt Course Providers Information – Docketing Instructions

##### Additional Filing Resources:

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

#### About the Court tab:

- Contact Information:
  - Judge's Chambers
  - Case Administrators by Chapter
  - Adversary Case Administrators
  - Operations Managers
  - Administrative Staff
  - Clerk's Office Locations
- Courthouse Locations
- Federal Holiday Schedule
- Emergency Filing Procedures
- Employment
- Restrictions: Cell Phone & Other Electronic Devices

## ECF System and PACER System

**Electronic filing system (ECF)** allows:

- Registered users to file documents 24 hours a day, 7 days a week; and
- Immediate access to full case information for attorneys, parties and the general public.

**Public Access to Court Electronic Records System (PACER)** provides registered PACER users access to:

- The court's ECF system
- Query and Report features in the ECF system
- View and print documents filed in any federal court.

To register for a PACER account, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 or online at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov) for additional information.

## Hardware and Software Requirement

The hardware and software needed to file, view, and retrieve case documents electronically are:

- A personal Windows or Apple Macintosh (MAC) computer.
- Internet access with a compatible browser, such as:
  - Mozilla Firefox;
  - Google Chrome;
  - Apple Safari; or
  - Internet Explorer.
- A word processing application such as Microsoft Word;
- Portable Document Format (PDF) software to:
  - convert documents from a word processor format to a PDF; and
  - view PDF documents.
- A scanner to convert paper documents to a PDF document.

## ECF Registration

To utilize the ECF system fully, attorneys must use an individual PACER account to register for authorization as an ECF User with the Court. Visit the PACER's website ([www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)) for registration information.

Pursuant Miss. Bankr. L. R. 5005-1(a)(2)(A) registration by an attorney as an ECF User constitutes consent to receive electronic service or notice of documents filed in the ECF system, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004 for adversary proceedings.

## ECF Account Information

Registered users are responsible for updating their mailing addresses and email addresses on-line through their PACER account.

## Passwords

An ECF User's PACER username and password serves as the ECF User's unique signature for purposes of Fed. R. Bankr. P. 9011 and for other purposes. The ECF User is not authorized to transfer their PACER account to a new user. A new user must register for an individual PACER account and his or her own ECF account.

## Errors in Filing

A document incorrectly filed in a case may result from:

1. Posting the wrong PDF file to a docket entry;
2. Filing documents in the wrong case;
3. Selecting the wrong event.

Once a document is filed through the ECF system, it becomes a part of the Court's record, and only the Court can make a correction. The ECF system will not allow an ECF User to change a document or docket, and the filer should not attempt to re-file the document(s).

As soon as possible after an error is discovered, the ECF User should contact the Case Administrator responsible for the case and provide the case number and document number for which the correction is being requested. A complete list of Case Administrator assignments can be found on our web site at [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov) under **About the Court> Contact Information**. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken to correct the error.

## Signatures

Pursuant to Miss. Bankr. L. R. 9011-1(a)(2), the ECF User's name under whose PACER username and password the document is submitted must be displayed as an image of a signature or by an "/s/" and typed in the space where the signature would otherwise appear. (e.g. /s/ Jane Doe).

The signature of a person, other than the ECF User, may also be displayed as an image of a signature or by an "/s/" and typed in the space where the signature would otherwise appear (e.g., /s/ Jane Doe). By filing a document with a signature of a person other than the ECF User, the ECF User is certifying to the court that the ECF User obtained an original signature on the original document from such person or that the ECF User has comparable evidence of authorization from the person to use "/s/" to indicate the person's signature.

## Submitting Proposed Orders

Judge Wilson:

Proposed Orders must be uploaded in the ECF system as an attachment to the main document at the time of filing. If the original proposed order changes in any way, the ECF User must upload the final proposed order to the ECF system using the designated ECF event "Order Upload".

Judge Samson:

Proposed Orders must be uploaded in the ECF system as an attachment to the main document at the time of filing. If the original proposed order changes in any way, the ECF User must upload the final proposed order to the ECF system using the designated ECF event "Order Upload".

## Sealed Documents

File sealed documents at the Bankruptcy Court Clerk's office in accordance with the existing practices and procedures for conventional filing. See Miss. Bankr. L.R. 9018-1.

## Section 2

### CM/ECF System Access

User may access the system via the Internet (<https://ecf.mssb.uscourts.gov>) or the Court's website ([www.mssb.uscourts.gov](http://www.mssb.uscourts.gov)) and click the menu headings **Electronic Case Filing** > **ECF Login**.

### Logging into ECF

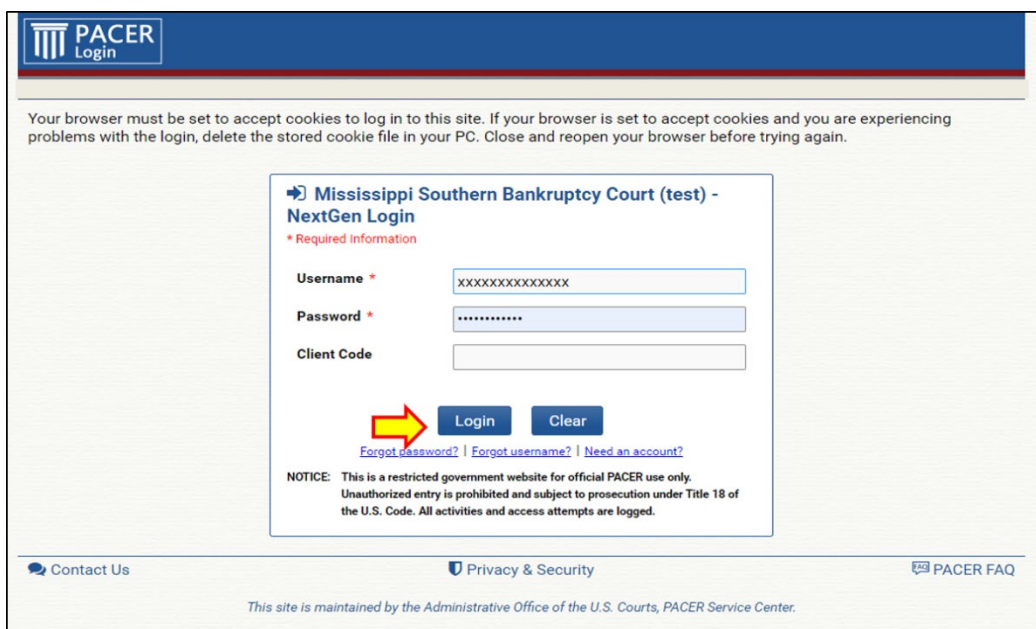
Go to: <https://ecf.mssb.uscourts.gov>.

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



The image shows the welcome page for the Southern District of Mississippi - Document Filing System. At the top center is the official seal of the U.S. Bankruptcy Court for the Southern District of Mississippi. Below the seal, the text reads: "Welcome to the U.S. Bankruptcy Court for the Southern District of Mississippi". Underneath that is a link: "Southern District of Mississippi - Document Filing System". A message box states: "There are no special notices at this time." At the bottom left, there is a date "24February2012" and a link "Court Information".

Enter your individual PACER Username and Password; click **Login**.



The image shows the PACER Login page. At the top left is the PACER Login logo. Below it, a message states: "Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." The main login area is titled "Mississippi Southern Bankruptcy Court (test) - NextGen Login". It includes a red asterisk and the text "Required Information". There are three input fields: "Username \*" with the placeholder "xxxxxxxxxxxxxxxx", "Password \*" with the placeholder "xxxxxxxx", and "Client Code". Below these fields are two buttons: "Login" and "Clear". A red arrow points to the "Login" button. Below the buttons are links: "Forgot password?", "Forgot username?", and "Need an account?". A notice states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged." At the bottom, there are links for "Contact Us", "Privacy & Security", and "PACER FAQ". A footer note states: "This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center."

Read the Redaction Agreement, then check the box, acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.

**Redaction Agreement**

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:**

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

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

Continue
Cancel

## CM/ECF Menu Bar

ECF provides the following features that are accessible from the ECF main menu bar at the top of the screen.



<b>CM/ECF Logo</b>	Provides the court's address, email, Clerk of Court, and a link to view additional court information.
<b>Bankruptcy:</b>	File a petition, pleadings, motions, or other documents in a bankruptcy case.
<b>Adversary:</b>	File an adversary complaint, adversary pleadings, motions, or other documents electronically.
<b>Query:</b>	Search by specific case number, party name, Social Security number or tax I.D. and to retrieve documents that are relevant to the case.
<b>Reports:</b>	Retrieve case information, claims registers, docket reports, calendar events, creditor mailing matrices, docket activities, and written opinions.
<b>Utilities:</b>	View your ECF account information and maintain your ECF account information.
<b>Search:</b>	Search Menus and Events by entering key words.
<b>ECF-Guide</b>	View the ECF Docketing Guide

<b>Help:</b>	Click Help to view information for the particular screen you are viewing.
<b>Logout:</b>	Exit from ECF. <b>always</b> log out after completing a session.

## Section 3

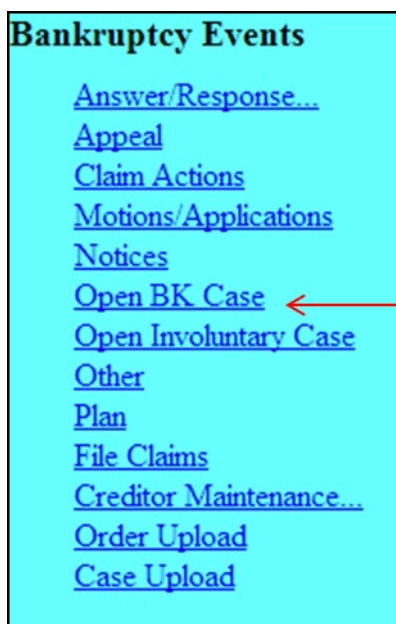
### Bankruptcy Case Opening

#### A. Conventional Bankruptcy Case Opening<sup>1</sup>

Step 1 From the main menu bar, click **Bankruptcy**



Step 2 Click **Open BK Case**



Step 3 Select the **Chapter**, whether you are filing a **joint petition**, and if there are **deficiencies**. Click **Next**. (*The **Case Type** and **Date Filed** cannot be changed.*)

<sup>1</sup> Note: Conventional filing instructions may not be applicable for ECF filers using third-party bankruptcy software to file a bankruptcy case.

- **Joint Petition** box defaults to **n** for no. (If the case is a joint filing, click on the drop-down arrow in the Joint Petition Box, and click on **y** for yes.)
- **Deficiencies** box defaults to **n** for no. – If you are filing a petition with all schedules and statements keep the deficiencies box on **n**. If you are missing any schedule, statement, or Chapter 13 plan (if applicable), you **MUST** change the default to **y** for yes. Later you will be prompted to identify the missing documents.

Note: The case number, division, Judge and trustee assignment are generated after the case is opened.

Step 4 The **Search for a debtor** screen displays. You may search by Social Security number, tax identification number, last name or business name.

- Enter the debtor's last name or Social Security number, including hyphens, in the correct field. (***The Court recommends searching for individuals by Social Security number because when searching by name only, the Social Security number cannot be verified.***)
- For business filings, enter the entire name of the entity in the **Last/Business name** field.
- **Do not select** a party record for a debtor when:
  - Social Security number is missing
  - Name or Social Security number is different than your client's.
- If no party record exists OR there is no **"exact"** match (name and SSN), click **Create a new party**.

- Step 5 When there are no matches found, a **No person found** message is displayed, click **Create a new party**.

**Search for a debtor**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

**No person found.**

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

**Debtor Information**

Last name  First name

Middle name  Generation  Title

SSN / ITIN  222-11-1234 Tax ID / EIN  11-2222222

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Add all aliases and corporate parents or affiliates before clicking the Submit button.

- Enter the debtor's information (*name, mailing address, and county. Take the information from the voluntary petition*).
- Use upper and lower case letters.
- Do not use special characters such as ( ) { } [ ] \* %, etc.
- You may enter up to five social security numbers and/or tax identification numbers for each debtor and joint debtor.
- Select the debtor's county of residence from the drop-down list. *Note: For a faster search type the first letter of the county.*
- Do not enter a **Phone** number, **Fax** number, **E-mail** address or **Party text** information for a debtor.

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

**Debtor Information**

Last name Desacone First name Albert

Middle name Generation Title

SSN / ITIN 123-45-6789 222-11-1234 Tax ID / EIN 11-2222222

Office Address 1 123 Smithton Drive

Address 2 Address 3

City Biloxi State MS Zip 39530

County HARRISON-MS (28047) Country

Phone Fax

E-mail

Party text

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

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

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

After entering alias information click **Add Aliases**

**Alias Information (Party Desacone, Albert)**

	Last/Business name	First name	Middle name	Generation	Role
1	Desacone	Albert	Athony		aka ▼
2	Desacone Automotive				fdba ▼
3					aka ▼
4					aka ▼
5					aka ▼

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

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

The screenshot shows a form titled "Debtor Information" with various input fields. The "Review..." button is highlighted with a red rectangle, and a red arrow points to it from below. The form contains the following fields:

Debtor Information	
Last name	Desacone
First name	Albert
Middle name	
Generation	
Title	
SSN / ITIN	123-45-6789 222-11-1234
Tax ID / EIN	11-2222222
Office	
Address 1	123 Smithton Drive
Address 2	
Address 3	
City	Biloxi
State	MS
Zip	39530
County	HARRISON-MS (28047)
Country	
Phone	
Fax	
E-mail	
Party text	
<input type="button" value="Alias..."/> <input type="button" value="Corporate parent / affiliate..."/> <input type="button" value="Review..."/> Add all aliases and corporate parents or affiliates before clicking the Submit button.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>	

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

The screenshot shows a screen titled "Review attorneys, aliases, corporate parents or affiliates" for "Albert Desacone". It lists added attorneys, aliases, and corporate parents. The "Return to Party screen" button is highlighted with a red rectangle. The screen contains the following information:

**Review attorneys, aliases, corporate parents or affiliates**  
Albert Desacone

*Uncheck to remove from list*

**Attorneys added:**  
Derouen, Collette  
P.O. Box 123  
Biloxi, MS 39535

**Aliases added:**  
☒ Desacone, Albert Athony (aka)  
☒ Desacone Automotive, (fdbba)

**Corporate parents / affiliates added:**  
None added.

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

Debtor Information	
Last name	Desacone
First name	Albert
Middle name	
Generation	
Title	
SSN / ITIN	123-45-6789 222-11-1234
Tax ID / EIN	11-2222222
Office	
Address 1	123 Smithton Drive
Address 2	
Address 3	
City	Biloxi
State	MS
Zip	39530
County	HARRISON-MS (28047)
Country	
Phone	
Fax	
E-mail	
Party text	
<div>Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.</div> <div>Submit Cancel Clear</div>	

Note: If filing on behalf of joint debtors, a **Joint Debtor Party** screen would appear next.

When opening a new bankruptcy case, the attorney (ECF filer) is automatically linked as the attorney for the debtor and joint debtor.

Step 8 The **Divisional office** screen appears, simply click Next to continue.

Open Voluntary Bankruptcy Case	
Office is set to <b>Gulfport Divisional Office</b> based on the county of the debtor ( <b>HARRISON-MS - 28047</b> ).	
Next	Clear

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

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

**Fee status** options:

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

A screenshot of a web-based form for filing a bankruptcy case. The form is divided into two main columns. The left column contains several dropdown menus: 'Prior filing within last 8 years' (set to 'no'), 'Fee status' (set to 'Paid' and highlighted with a red rectangle), 'Nature of debt' (set to 'consumer'), 'Asset notice' (set to 'No'), 'Estimated number of creditors' (set to '1 - 49'), 'Estimated assets' (set to '\$0 to \$50,000'), and 'Estimated liabilities' (set to '\$0 to \$50,000'). The right column contains two sections: 'Type of debtor' with radio buttons for 'Individual', 'Corporation (includes LLC & LLP)', 'Partnership', and 'Other'; and 'Nature of business' with radio buttons for 'Health Care Business', 'Single Asset Real Estate', 'Railroad', 'Stockbroker', 'Commodity Broker', 'Clearing Bank', and 'None of the above'. At the bottom left are 'Next' and 'Clear' buttons.

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

Note: The debtor must file the following documents immediately after the case is opened:

- ✓ **Application to Pay Filing Fee in Installments** (Official Form 103A)
- ✓ **Disclosure of Pre-Petition Fees Paid by Debtor to Debtor's Counsel** (Local Form MSSB-LR-1006-1).

A screenshot of the same web-based form as above, but with 'Fee status' set to 'Installment' (highlighted with a red rectangle). All other fields and options remain the same as in the previous screenshot.

- **fee not paid** – **DO NOT** select this option without contacting the Clerk's office.

- **IFP filing fee waived** – select when filing application to waive Chapter 7 filing fee for individual (*Official Form 103B*) immediately after the bankruptcy case is opened. (*Only applicable for individual chapter 7 cases*)

Prior filing within last 8 years	no ▼	Type of debtor
Fee status	IFP filing fee waived ▼	<input checked="" type="radio"/> Individual <input type="radio"/> Corporation (includes LLC & LLP) <input type="radio"/> Partnership <input type="radio"/> Other
Nature of debt	consumer ▼	Nature of business
Asset notice	No ▼	<input type="radio"/> Health Care Business <input type="radio"/> Single Asset Real Estate <input type="radio"/> Railroad <input type="radio"/> Stockbroker <input type="radio"/> Commodity Broker <input type="radio"/> Clearing Bank <input type="radio"/> None of the above
Estimated number of creditors	1 - 49 ▼	
Estimated assets	\$0 to \$50,000 ▼	
Estimated liabilities	\$0 to \$50,000 ▼	

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

**Asset notice** options:

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

**\*Estimated number of creditors**

**\*Estimated assets**

**\*Estimated liabilities**

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

**Type of debtor**

- The term “Individual” does not refer to how many debtors but that the debtor(s) are persons and not an entity such as a corporation or partnership.

Prior filing within last 8 years	no ▼	Type of debtor
Fee status	Paid ▼	<input checked="" type="radio"/> Individual <input type="radio"/> Corporation (includes LLC & LLP) <input type="radio"/> Partnership <input type="radio"/> Other
Nature of debt	consumer ▼	Nature of business
Asset notice	No ▼	<input type="radio"/> Health Care Business <input type="radio"/> Single Asset Real Estate <input type="radio"/> Railroad <input type="radio"/> Stockbroker <input type="radio"/> Commodity Broker <input type="radio"/> Clearing Bank <input type="radio"/> None of the above
Estimated number of creditors	1 - 49 ▼	
Estimated assets	\$0 to \$50,000 ▼	
Estimated liabilities	\$0 to \$50,000 ▼	

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

Summary of Assets and Liabilities and Certain Statistical Information			
Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		<input type="text"/>	

Next Clear

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

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

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

Open Voluntary Bankruptcy Case		Chapter 7 Case	
<b>Schedules</b> Schedule C: Total value of claimed exemptions Schedule I line 2: Monthly gross wages, salary, and commission Schedule I line 6: Subtotal of payroll deductions Schedule J line 23c: Monthly net income <b>Form B122A-1</b> Line 1: Marital and filing status Line 11: Total current monthly income Line 13: Number of people in debtor's household Line 13: Applicable median family income <b>Form B122A-1Supp</b> Line 1: Declaration of non-consumer debt Line 2: Disabled veteran <b>Form B122A-2</b> Line 4: Adjusted current monthly income <b>National Standards</b> Line 6: Food, clothing and other items Line 7c: Out-of-pocket health care allowance: people under 65 years of age Line 7f: Out-of-pocket health care allowance: people 65 years of age or older <b>Local Standards</b> Line 8: Housing and utilities; insurance and operating expenses Line 9c: Housing and utilities; Net mortgage or rent expense Line 11: Local transportation expenses: number of vehicles Line 12: Vehicle operation expense OR Line 14: Public transportation expense Line 13c: Net Vehicle 1 ownership or lease expense: Line 13f: Net Vehicle 2 ownership or lease expense: Line 15: Additional public transportation expense <b>Other Expenses</b> Line 24: Total expenses allowed under IRS expense allowance Line 29: Education expenses for dependent children younger than 18 Line 30: Additional food and clothing expense Line 32: Total additional expense deductions Line 37: Total deductions for debt payment Line 38: Total deductions from income <b>Determine Presumption of Abuse</b> Line 39c: Monthly disposable income Line 39d: 60-month disposable income Line 40: Initial presumption determination Line 41a: Total nonpriority unsecured debt Line 41b: 25% of total nonpriority unsecured debt Line 42: Secondary presumption determination Next Clear		<b>Schedules</b> Schedule C: Total value of claimed exemptions Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse Schedule I line 6: Subtotal of payroll deductions Debtor Spouse Schedule J line 23c: Monthly net income Next Clear	

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

### Open Voluntary Bankruptcy Case

**Deficiency List** Chapter 7 Case

*Check item(s) NOT included in the petition*

- ☐ Atty Disclosure Stmt.
- ☐ Atty Sign. Exhibit B
- ☐ Atty Sign. Page 2
- ☐ Declaration & Sign of Non-Atty
- ☐ Disclosure Notice to Debtors
- ☐ Db. Sig. re: Relief Av.
- ☐ Employee Income Record
- ☐ Tax Return Deadline
- ☐ Inventory of Property
- ☐ Cert-Credit Counseling-Debtor
- ☐ Cert-Credit Counseling-Jt Db
- ☐ List of All Creditors
- ☐ Ch 7 Income Form 122A-1
- ☐ Means Test Exempt 122A-1 Supp
- ☐ Means Test Calculation 122A-2
- ☐ Schedule A/B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E/F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Schedule J-2
- ☐ Schedules A-J2
- ☐ SSN/Tax ID
- ☐ Stmt. of Fin. Affairs
- ☐ Summary of Schedules

Next Clear

### Open Voluntary Bankruptcy Case

**Deficiency List** Chapter 13 Case

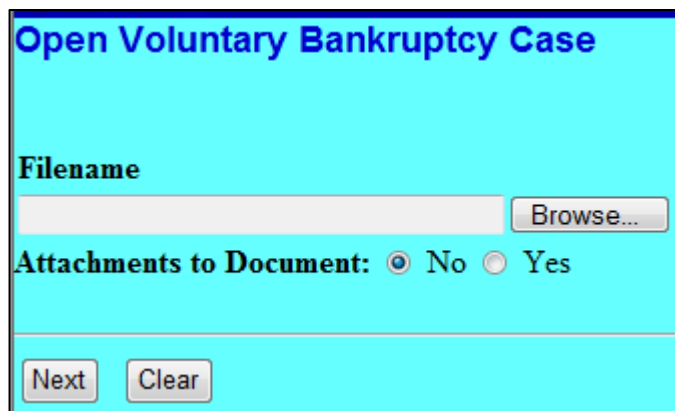
*Check item(s) NOT included in the petition*

- ☐ Atty Disclosure Stmt.
- ☐ Atty Sign. Exhibit B
- ☐ Atty Sign. Page 2
- ☐ BPP Dcl Sign - Form 119
- ☐ Chapter 13 Plan
- ☐ Cert-Credit Counseling-Debtor
- ☐ Cert-Credit Counseling-Jt Db
- ☐ Db. Sig. re: Relief Av.
- ☐ Employee Income Record
- ☐ Tax Return Deadline
- ☐ Inventory of Property
- ☐ List of All Creditors
- ☐ Ch13 Income Form 122C-1
- ☐ Means Test Calculation 122C-2
- ☐ Schedule A/B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E/F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Schedule J-2
- ☐ Schedules A-J2
- ☐ SSN/Tax ID
- ☐ Stmt. of Fin. Affairs
- ☐ Sum. of Assets and Liabilities

Next Clear

*\*Pursuant to Standing Order Regarding Filing Payment Advices Pursuant to 11 U.S.C. §521(a)(1)(B)(iv) and Federal Rule of Bankruptcy Procedure 1007(b), the debtor(s) is required to submit copies of his/her pay advices to the case trustee and NOT filed with the court.*

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



**Open Voluntary Bankruptcy Case**

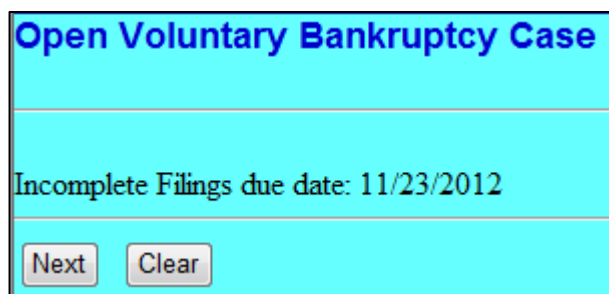
Filename  
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

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

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

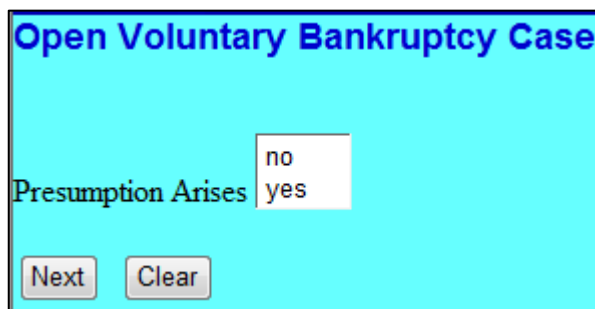


**Open Voluntary Bankruptcy Case**

Incomplete Filings due date: 11/23/2012

Next Clear

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



**Open Voluntary Bankruptcy Case**

Presumption Arises   
yes

Next Clear

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

Click **Next**

The screenshot shows a light blue window titled "Open Voluntary Bankruptcy Case". Below the title is a red instruction: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". There are two input fields: "Receipt #:" which is empty and has a red circle with a diagonal line through it over it, and "Fee:" which contains the text "\$306". At the bottom left are two buttons: "Next" and "Clear".

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

Click Next

The screenshot shows a light blue window titled "Open Voluntary Bankruptcy Case". Below the title is a red instruction: "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." Below that is another red instruction: "LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". There are two input fields: "Receipt #:" which is empty and has a red circle with a diagonal line through it over it, and "Fee:" which contains the text "\$100.00" and is highlighted with a red rectangle. At the bottom left are two buttons: "Next" and "Clear".

- Step 15 **Docket Text** screen. Verify text is correct. Use the text field to input any additional information necessary. If the information is incorrect about the process and start over. *To abort the transaction, click on any option from the CM/ECF main menu bar.*

Click **Next**

The screenshot shows a light blue window titled "Open Voluntary Bankruptcy Case". Below the title is a grey bar with the text "Docket Text: Modify as Appropriate.". Below that is a yellow bar containing the text: "Chapter 7 Voluntary Petition . Fee Amount \$306 Filed by Albert Desacone (Attachments: # (1) Exhibit D) (Derouen, Collette)". At the bottom left are two buttons: "Next" and "Clear".

- Step 16      **Final Docket Text** screen. Review this screen carefully. This is your last chance to abort the transaction. If the information is incorrect, click any option from the CM/ECF main menu bar to cancel the filing.

If the information is correct, click **Next**.

#### Final Docket Text - Filing Fee Paid

**Open Voluntary Bankruptcy Case**

Docket Text: Final Text

Chapter 7 Voluntary Petition . Fee Amount \$306 Filed by Albert Desacone (Derouen, Collette)

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

Have you redacted?

#### Final Docket Text – Installment Payment

**Open Voluntary Bankruptcy Case**

Docket Text: Final Text

Chapter 7 Voluntary Petition . Fee Amount \$100.00 Filed by Jimmy Stein (Derouen, Collette)

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

Have you redacted?

Step 17 The Notice of Electronic Filing screen provides:

- 1) A link to the **\*Notice of Bankruptcy Case Filing**
- 2) **Case Name**
- 3) **Case Number**
- 4) **Document Number** for Voluntary Petition

*\*The notice has the official court seal, date/time and case number. You may use this notice to send to creditors as an official automatic stay notification.*

You may print this page for your records. Note that the case number and document number are underlined and in blue. These are hyperlinks to that case

**Open Voluntary Bankruptcy Case**

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

1) [Notice of Bankruptcy Case Filing](#)

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

Case Name: Albert Desacone 2)

Case Number: 12-50050 3)

Document Number: 1 4)

**Docket Text:**  
Chapter 7 Voluntary Petition . Fee Amount \$306 Filed by Albert Desacone (Attachments: # (1) Exhibit D) (Derouen, Collette)

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

**Document description:**Main Document  
**Original filename:**Form B 21.pdf  
**Electronic document Stamp:**  
[STAMP bkccfStamp\_ID=1059593727 [Date=11/6/2012] [FileNumber=75296-0]  
[0a92ea28dbc016b029653c9094a7f3393f0e6aeda2d0d396d8a2e42cd8f2a9b2bbc03  
b1672c2196b8b5811c3258d4e406f524f04ff08b401d85083d64c55909b]]

**Document description:**Exhibit D  
**Original filename:**Form B 21.pdf  
**Electronic document Stamp:**  
[STAMP bkccfStamp\_ID=1059593727 [Date=11/6/2012] [FileNumber=75296-1]  
[792e98e5c6f5e35e0c90a5f9a3dc42f470bfbc4258ac8c4dd262d9619017ac29bb673  
4e327b08e38ffa0304e6698f974a4d104973ae57315d112d542c8c754db]]

**12-50050 Notice will be electronically mailed to:**

Collette Derouen on behalf of Debtor Albert Desacone  
collette.derouen@gmail.com

**12-50050 Notice will not be electronically mailed to:**

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

Step 18 The **Summary of current charges** window will pop up. The filing fee may be paid now, or you may continue filing and pay accumulated fees all-at-once by the end of the day.

Click **Pay Now** to pay filing fee or click **Continue Filing** to continue filing and pay accumulated at the end of the day.

**Court Policy:** All payment of fees for CM/ECF transactions must be made the same day the transaction is submitted. If your account is not settled by midnight, the system will prevent you from filing until the outstanding balance has been paid.

## B. Filing Required List, Schedules, Statements and Documents

After filing the voluntary petition (*case opening process*) you must file additional documents as required by the Federal Rules and upload creditors in CM/ECF. (See *Appendix A-C for list of required documents by chapter.*)

### 1) Uploading List of Creditors – Process

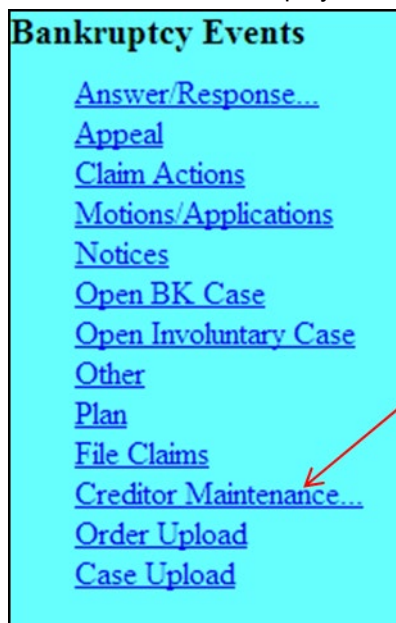
When uploading creditors in the system, the file must be in text format (".txt file"). See Appendix D for creditor list specifications.

The .txt file must contain the name and address ("information") of each entity included or to be included on **Schedules D, E/F, G. and H.**

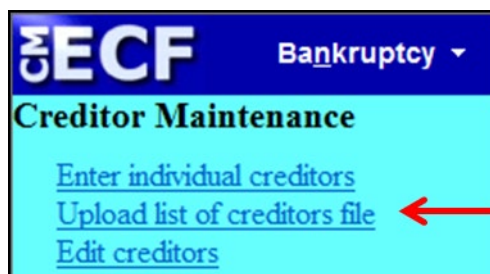
After the information is uploaded the ECF system automatically records the upload process on the case docket.

Step 1

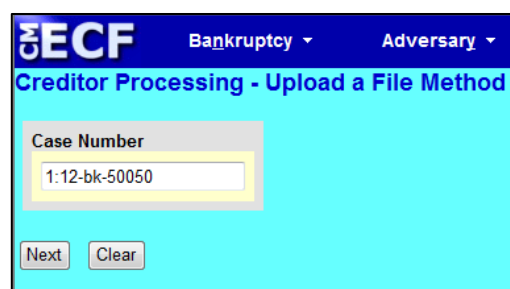
Under Bankruptcy Event Category select Creditor Maintenance



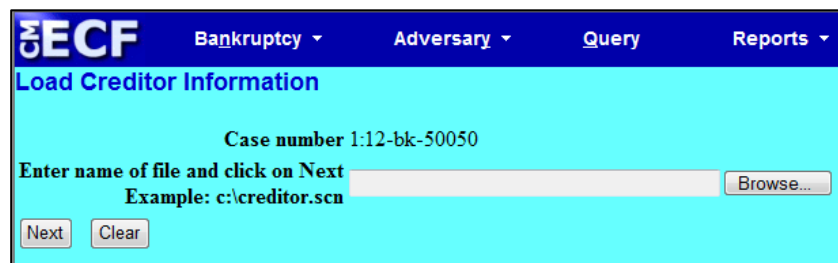
Step 2 Click **Upload list of creditors file**



Step 3 **Creditor Processing – Upload a File Method.** Input the case number, click **Next**.



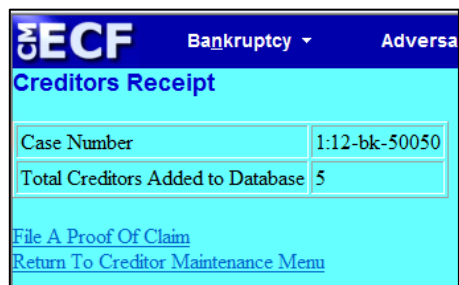
Step 4 **Load Creditor Information.** Use the browse button to locate the file, click **Next**



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



Step 6

**Creditors Receipt**

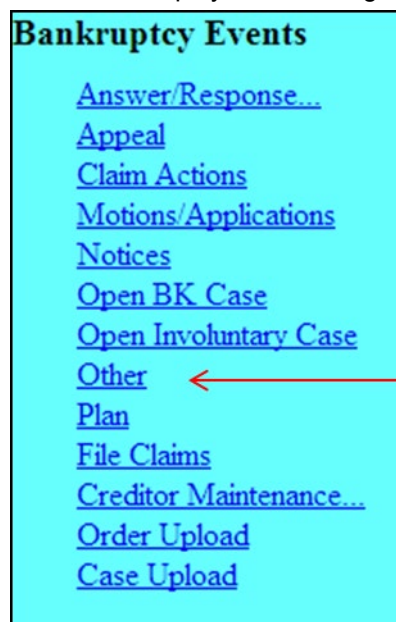
Case Number	1:12-bk-50050
Total Creditors Added to Database	5

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)

**2) File List of Creditors/Mailing Matrix (PDF document)**

Step 1

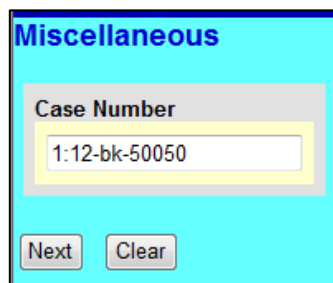
Under Bankruptcy Event Category select Other



**Bankruptcy Events**

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open BK Case](#)
- [Open Involuntary Case](#)
- [Other](#)
- [Plan](#)
- [File Claims](#)
- [Creditor Maintenance...](#)
- [Order Upload](#)
- [Case Upload](#)

Step 2

Input Case Number, click **Next**

**Miscellaneous**

Case Number

1:12-bk-50050

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

**Miscellaneous**

[12-50050 Albert Desacone](#)

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

Assets: n Case Flag: 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)
Judgment Offer and Acceptance	Matrix
List of Witnesses and Exhibits	
Matrix	
Memorandum/Brief	
Nondischargeable Debt	
Notice of Appearance and Request for Notice	
Notice of Change of Address	
Notice of Intent to Request Transcript Redaction	
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	
Objection to Debtors Claim of Exemptions	
Objection to Homestead Exemption	
Objection to Professional Fees	
Objection to Transfer of Claim	
Objection to Valuation	

Next Clear

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

**Miscellaneous:**

[12-50050 Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n

☐ Joint filing with other attorney(s).

Next Clear

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

**Miscellaneous:**

[12-50050 Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n

**Select the Party:**

[Desacone, Albert \[Debtor\]](#) [Add/Create New Party](#)

Woodring, Zane [U.S. Trustee]

Next Clear

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

**Miscellaneous:**

[12-50050 Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n

**Filename**

Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

Step 7

**Docket Text.** Review the generated docket text, click **Next**  
*Do not select a prefix from the drop-down list*

**Miscellaneous:**

[12-50050 Albert Desacone](#)

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

Assets: n Case Flag: CrsUpd

Docket Text: Modify as Appropriate.

▼ Matrix Filed by Debtor Albert Desacone . (Derouen, Collette)

Next Clear

Step 8

**Final Docket Text.** Review the final docket text. Click **Next** to continue.  
*If it is not correct, abort the transaction by clicking any option from the CM/ECF main menu bar.*

**Miscellaneous:**

[12-50050 Albert Desacone](#)

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

Assets: n Case Flag: CrsUpd

Docket Text: Final Text

Matrix Filed by Debtor Albert Desacone. (Derouen, Collette)

**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

Step 9

**Notice of Electronic Filing screen**

**C. Filing Subsequent Documents Required after Filing Voluntary Petition:****1) Statement of Social Security Number (*Only required for individual debtors*)**Docket Event:

Bankruptcy&gt; Other&gt; Social Security Number (Form 121)

**2) Certificate of Credit Counseling**Docket Event:

Bankruptcy&gt; Other&gt; Certificate of Credit Counseling

**3) Means Test****Chapter 7:** Chapter 7 Statement of Your Current Monthly Income (*Official Form 122A-1*)Docket Event:

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

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

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

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

Docket Event:

Bankruptcy&gt; Other&gt; Chapter 7 Means Test Calculation (Form 122A-2)

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

Bankruptcy&gt; Other&gt; Chapter 13 Statement of Monthly Income (Form 122C-1)

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

Check as directed in lines 17 and 21:	
According to the calculations required by this Statement:	
<input type="checkbox"/>	1. Disposable income is not determined under 11 U.S.C. § 1325(b)(3).
<input type="checkbox"/>	2. Disposable income is determined under 11 U.S.C. § 1325(b)(3).
<input type="checkbox"/>	3. The commitment period is 3 years.
<input type="checkbox"/>	4. The commitment period is 5 years.

**Docket Event:**

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

**4) Schedules and Statements (see appendix A for list of schedules to be filed as one PDF document)****Docket Event:**

Bankruptcy> Other > Schedules/Statements

**5) Chapter 13 Plan (if applicable)** Effective December 1, 2017, all chapter 13 plans must be typewritten and filed using the local form: MSSB-113 *Chapter 13 Plan and Motions for Valuation and Lien Avoidance*. See Miss. Bankr. L. R. 3015.1-1

**Docket Event:**

Bankruptcy> Plan > Chapter 13 Plan

**6) Notice of Filing Chapter 13 Plan with Certificate of Service** Effective December 1, 2017, the debtor must serve the plan and give notice of the filing upon the case trustee, US Trustee, and all creditors.

The notice must substantially conform to local form: MSSB-LR-3015-1 *Notice of Filing Chapter 13 Plan and Motions for Valuation and Lien Avoidance*. See Miss. Bankr. L.R. 3015-1(d).

Recommended local form Certificate of Service: MSSB-LR-3015-1-COS

**Docket Event:**

Bankruptcy>Notices> Notice of Filing Chapter 13 Plan

[See Appendix A](#) - Required Documents Re: Chapter 7 - Individual Debtor

[See Appendix B](#) - Required Documents Re: Chapter 7 - Business Debtor

[See Appendix C](#) - Required Documents Re: Chapter 13 - Individual Debtor

## Section 4

### Installment Payments

Debtors' attorneys have access to make online installment payments using the court's CM/ECF system. Non-Attorney ECF Users and pro-se debtors are required to pay installment payments via mail or in person at the clerk's office.

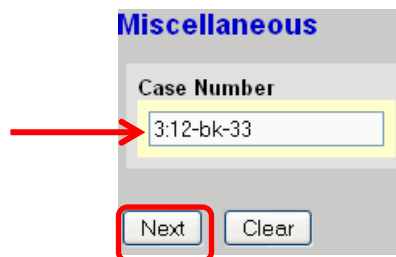
Step 1 Click **Bankruptcy** from CM/ECF menu bar



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



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



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

**Miscellaneous**  
[12-00033 Valerie Jean Smith](#)

Type: bk Chapter: 13 v Office: 3 (J  
Office)

Assets: y Case Flag: PlnDue

Start typing to find another event. Hold down

**Available Events** (click to select events)

- Installment Payment**
- Intent to Cure Default
- Interrogatories
- Involuntary Creditor List
- Involuntary Petition (Chapter 11)
- Involuntary Petition (Chapter 7)
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted
- Joinder
- Judgment Offer and Acceptance
- List of Witnesses and Exhibits
- Matrix
- Memorandum/Brief
- Nondischargeable Debt
- Notice of Appearance and Request for Notice

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

**Miscellaneous:**  
[12-00033 Valerie Jean Smith](#)

Type: bk

Assets: y

☐ Joint filing with other attorney(s).

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

**Miscellaneous:**

[12-00033 Valerie Jean Smith](#)

Type: bk Chapter:

Assets: y Case Fla

**Select the Party:**

Smith, Valerie Jean [Debtor]  
United States Trustee, [U.S. Trustee]

Step 7 **Important Message** – When paying the **final** installment payment, make sure the payment is the exact amount due. Click **Next**

**Miscellaneous:**

[12-00033 Valerie Jean Smith](#)

Type: bk Chapter: 13 v Office: 3 (Jackson Divisional Office)

Assets: y Case Flag: PlnDue

---

**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.

## Making the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Installment Payment (Steps 8-12)

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

Is This the final installment payment for this case?

☐ Yes

☒ No

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

Select the Installment Payment you are making today.

2nd ▼

Next Clear

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

Fee: \$ 125.00

Next Clear

Step 11 Click **Next** to continue

Next Clear

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

Docket Text: Final Text

Second Installment Payment in the amount of \$ 125.00 Filed by Debtor Valerie Jean Smith. (Derouen, Collette)

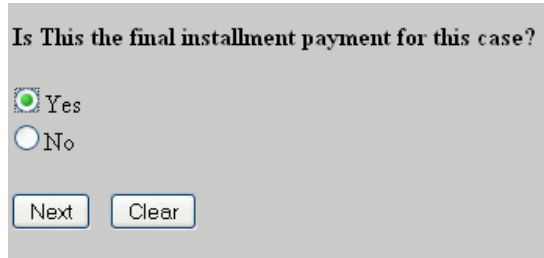
**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

## Making the Final Installment Payment (Steps 13-16)

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

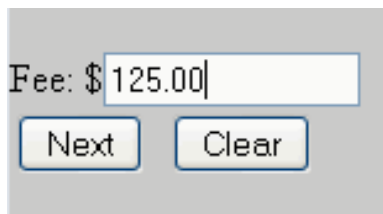


Is This the final installment payment for this case?

☒ Yes  
☐ No

Next Clear

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



Fee: \$125.00

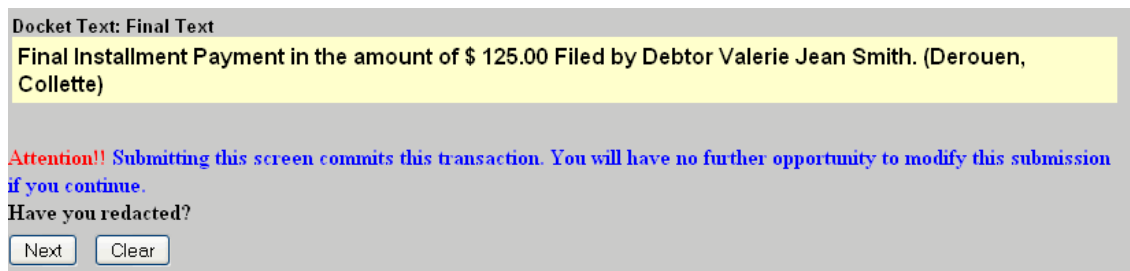
Next Clear

Step 15 Click **Next** to Continue



Next Clear

Step 16 **Docket Text: Final Text** screen – Verify the final payment amount is correct. If not correct, abort the event and start over. If correct, click **Next** to finish the installment payment transaction.



Docket Text: Final Text

Final Installment Payment in the amount of \$ 125.00 Filed by Debtor Valerie Jean Smith. (Derouen, Collette)

**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

At the end of the docketing process, a “Summary of current charges” window will appear. You may pay the fee now or you may continue filing and pay accumulated fees all-at-once by the end of the day.

## Filing Fee Payments

ECF Users must pay all filing fees for ECF transactions through their PACER account.

PACER accepts payment via credit card (Visa, MasterCard, American Express, and Discover), debit card (Visa or MasterCard), or by checking and savings account (ACH payment).

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

For additional information see *Chapter 2 ECF Payment of Filing Fees* in the *Administration Procedures for Electronic Case Filing*. The Administrative Procedures is available for download from the Court's Web site [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov) under the **Electronic Case Filing** tab.

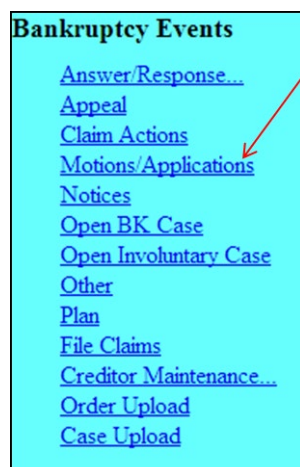
## Section 5

### Filing a Motion

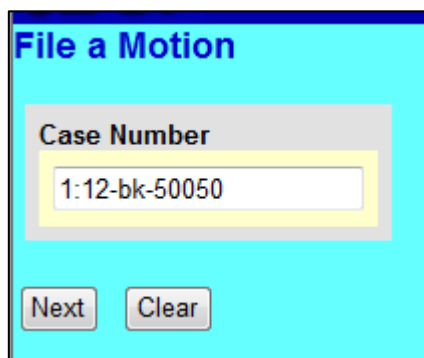
When filing a motion, regardless of the type of motion, the user will see that most of the screens will be the same. Filing a motion that seeks multiple reliefs may require the filer to select multiple docket events.

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

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



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

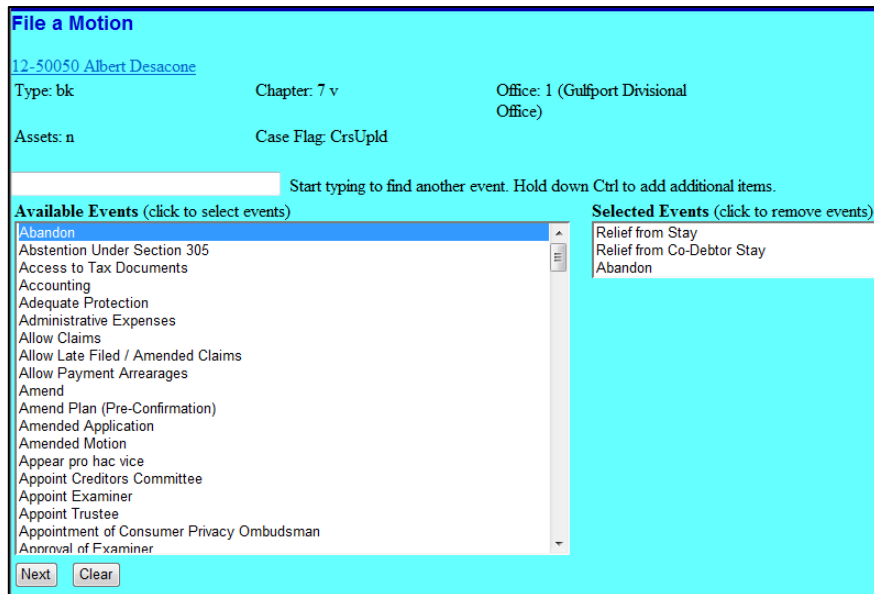


The screenshot shows a web form titled "File a Motion". It has a light blue background. At the top, the title "File a Motion" is in bold blue text. Below the title, there is a grey rectangular box containing the text "Case Number". Inside this box is a white text input field with the text "1:12-bk-50050". Below the input field, there are two buttons: "Next" and "Clear", both with grey backgrounds and black text.

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

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

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



The screenshot shows the "File a Motion" form with more details. At the top, the title "File a Motion" is in bold blue text. Below the title, there is a link "12-50050 Albert Desacone". Below the link, there are three rows of text: "Type: bk", "Chapter: 7 v", and "Office: 1 (Gulfport Divisional Office)". Below these, there are two rows: "Assets: n" and "Case Flag: CrsUpd". Below these, there is a search bar with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search bar, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" column contains a list of events, with "Abandon" selected. The "Selected Events" column contains a list of events, with "Relief from Stay", "Relief from Co-Debtor Stay", and "Abandon" listed. At the bottom, there are two buttons: "Next" and "Clear", both with grey backgrounds and black text.

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

**File a Motion:**

[12-50050 Albert Desacone](#)

Type: bk      Chapter: 7 v

Assets: n      Case Flag: CrsUpd

☐ Joint filing with other attorney(s).

- Step 5      **Select the Party:** Select the party represented by the filing attorney from the list.  
If the party is not listed, select **Add/Create New Party**. For training purposes  
select the link to add the party.

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk      Chapter: 7 v

Assets: n      Judge: KMS

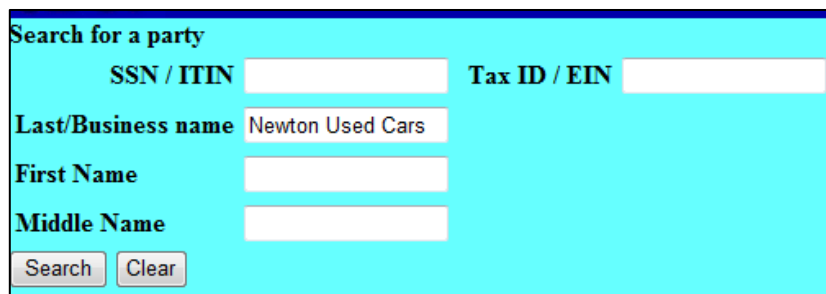
**Select the Party:**

Desacone, Albert [Debtor]  
Lentz, Kimberly R. [Trustee]  
Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

- Step 6 For a business entity, using upper case and lower-case letters, enter the name of the entity in the **Last/Business name** field, click **Submit**

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



Search for a party

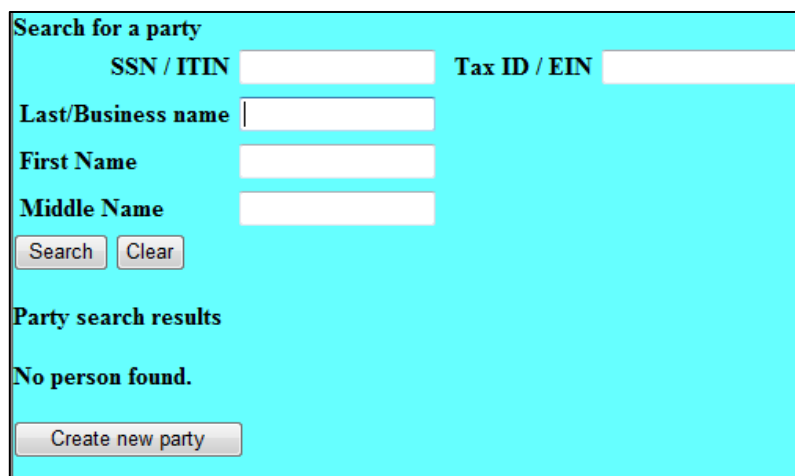
SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

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



Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

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

**Party Information**

<b>Last name</b>	Newton Used Cars	<b>First name</b>	
<b>Middle name</b>		<b>Generation</b>	
<b>SSN/ITIN</b>	999-99-9999	<b>Title</b>	
<b>Office</b>		<b>Tax Id/EIN</b>	12-1234567
<b>Address 1</b>	c/o Attorney Test		
<b>Address 2</b>	P.O. Box 566		
<b>Address 3</b>			
<b>City</b>	Biloxi	<b>State</b>	MS
<b>Country</b>		<b>Zip</b>	39535
<b>Phone</b>		<b>Country</b>	
<b>E-mail</b>		<b>Fax</b>	
<b>Role</b>	Creditor (cr:cr)		
<b>Party text</b>			

Submit Cancel Clear Corporate parent / affiliate...

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

**Select the Party:**

[Add Create New Party](#)

Newton Used Cars [Creditor]  
Desacone, Albert [Debtor]  
Lentz, Kimberly R. [Trustee]  
Woodring, Zane [U.S. Trustee]

Next Clear

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

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

Assets: n Judge: KMS Case Flag: CrsUpd

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Newton Used Cars, (cr:cr) represented by Test, Attorney (aty)

Next Clear

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

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

Assets: n      Judge: KMS

Case Flag: RlfStay, DEFER, 707(b), REAF, AmdSch, CrsUpld

---

**Filename**

Browse...

Attachments to Document: ☐ No ☒ Yes

---

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk      Chapter: 7 v

Assets: n      Judge: KMS

Case Flag: RlfStay, DEFER, 707(b), REAF, AmdSch, CrsUpld

---

**Filename**

\\mssb\Home\cderouen\my documents\cd

Attachments to Document: ☐ No ☒ Yes

---

**Filename:**

- 1) Browse and attach the PDF document associated with the proposed order.
- 2) Category – select “Proposed Order”
- 3) Click **Add to List**. Click **Next**

**Select one or more attachments.**  
*1) Select the PDF document that contains the attachment.*  
**Filename**

*2) Fill in the fields below.*  

Category	and/or	Description
<input type="text" value="Proposed Order"/> ▼		<input type="text"/>

*3) Add the filename to the list box below. If you have more attachments,*

Step 12

Message regarding Relinquishments. Click **Next**

**If submitting an agreed Relinquishment abort this event and contact the clerks office for instructions.**

## Step 13

**Description of Property:** Enter property;

**Name of Co-Debtor:** Enter co-debtor's name.

**Filing Fee:** Verify one fee is being charged. Leave the **Receipt #** field blank.

You are required to pay the filing fee via the internet.

Click **Next**.

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

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


Assets: n Judge: KMS

Case Flag: RlfStay, DEFER, 707(b), REAF, AmdSch, CrsUpd

Description of Property: 2010 Honda Civic

Name of Co-Debtor: Cynthia Desacone

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

Receipt #:  Fee: \$176

## Step 14

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

Click **Next**

*Note: Prefix drop-down list, no selection for original motions  
Additional text drop-down box at the end of the event; select the appropriate relief request:  
in addition to or in the alternative.*

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

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

Assets: n Judge: KMS Case Flag: CrsUpd

Docket Text: Modify as Appropriate.

Motion for Relief from Stay as to 2010 Honda Civic.  in addition to  
 Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor.,  or in the alternative  
 Motion to Compel Abandonment  . Fee Amount \$176 Filed by Creditor Newton  
 Used Cars (Test, Attorney)

## Step 15

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

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpd

Docket Text: Final Text

Motion for Relief from Stay as to 2010 Honda Civic. ., in addition to Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., or in the alternative Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor Newton Used Cars (Test, Attorney)

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

Have you redacted?

## Step 16

**Notice of Electronic Filing screen**

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport-1 Divisional Office)
Assets: n	Judge: KMS	
Case Flag: RlfStay, DEFER, 707(b), REAF, AmdSch, CrsUpd		

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

Notice of Electronic Filing

The following transaction was received from Collette Derouen entered on 8/15/2016 at 4:32 PM CDT and filed on 8/15/2016

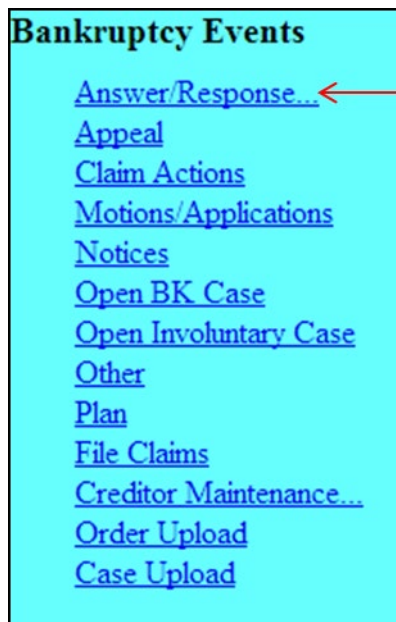
Case Name: Albert Desacone  
Case Number: [12-50050-KMS](#)  
Document Number: [90](#)

Docket Text:  
Motion for Relief from Stay as to 2010 Honda Civic. ., Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor Newton Used Cars (Derouen, Collette)

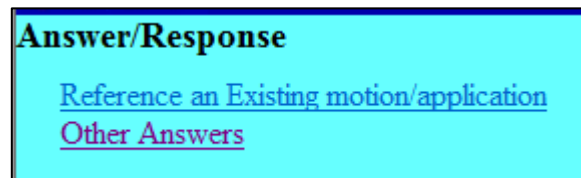
## Section 6

### Filing a Response

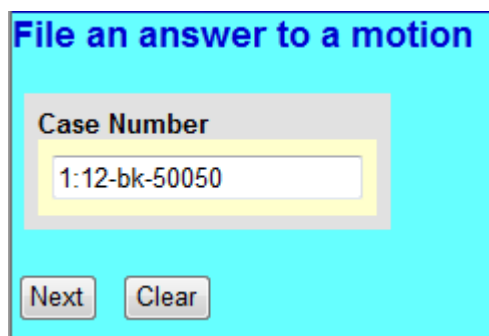
Step 1 Under Bankruptcy Event Category select **Answer/Response**



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



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

A screenshot of a web application form titled "File an answer to a motion". The form has a "Case Number" label and a text input field containing the text "1:12-bk-50050". Below the input field are two buttons: "Next" and "Clear".

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

**File an answer to a motion**

[12-50050-KMS Albert Desacone](#)

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

Available Events (click to select an event)

Answer	Selected Event Response
Objection	
Objection to Professional Fees	
Reply	
Response	

Next Clear

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

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

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

☐ Joint filing with other attorney(s).

Next Clear

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

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v  
Assets: n Judge: KMS

**Select the Party:**

Desacone, Albert [Debtor]	<a href="#">Add/Create New Party</a>
Lentz, Kimberly R. [Trustee]	
Newton Used Cars, [Creditor]	
Woodring, Zane [U.S. Trustee]	

Next Clear

Step 7

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

**File a Motion:**

[12-50050-KMS Albert Desacone](#)

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

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

Step 8

Check the box **Refer to existing event(s)?**, click **Next**

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v
Assets: n	Judge: KMS

☒ **Refer to existing event(s)?**

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

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

*Select the category to which your event relates.*

answer  
appeal  
auditor  
caseupld  
claims  
cmp  
court  
crditcrd  
misc  
motion

Documents  to

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

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

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

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

*Select the appropriate event(s) to which your event relates:*

☒ 11/07/2012 [4](#) Motion for Relief from Stay as to 2010 Honda Civic. , in addition to Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., or in the alternative Motion to Compel Abandonment . Fee Amount \$176 Filed by Creditor Newton Used Cars (Test, Attorney)

## Step 11

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

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

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

Docket Text: Modify as Appropriate.

▼ Response to (related document(s): [4] Motion for Relief from Stay as to 2010 Honda Civic. . filed by Creditor Newton Used Cars, Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., Motion to Compel Abandonment . Fee Amount \$176) Filed by Debtor Albert Desacone (Derouen, Collette)

## Step 12

**Final Docket Text.** Review the final docket text, click **Next** to continue.  
*If any of the information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.*

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

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

Docket Text: Final Text

Response to (related document(s): [4] Motion for Relief from Stay as to 2010 Honda Civic. . filed by Creditor Newton Used Cars, Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., Motion to Compel Abandonment . Fee Amount \$176) Filed by Debtor Albert Desacone (Derouen, Collette)

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

Have you redacted?

## Step 13

**Notice of Electronic Filing screen**

**File an answer to a motion:**

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport-1 Divisional Office)  
Assets: n Judge: KMS  
Case Flag: RlfStay, DEFER, 707(b), REAF, AmdSch, CrsUpld

U.S. Bankruptcy Court (TRAIN)  
Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Derouen, Collette entered on 8/15/2016 at 4:39 PM CDT and filed on 8/15/2016

Case Name: Albert Desacone  
Case Number: [12-50050-KMS](#)  
Document Number: [92](#)

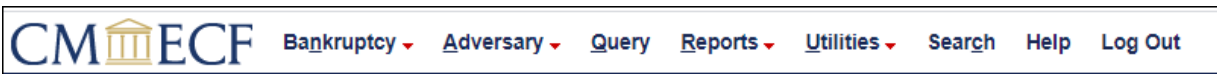
Docket Text:  
Response to (related document(s): [4] Motion for Relief from Stay as to 2010 Honda Civic. . filed by Creditor Newton Used Cars, Motion for Relief from Co-Debtor Stay as to Cynthia Desacone, Co-Debtor., Motion to Compel Abandonment . Fee Amount \$176) Filed by Creditor Newton Used Cars (Derouen, Collette)

## Section 7

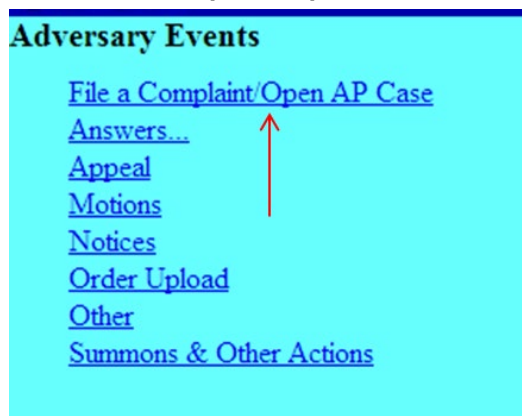
### Filing an Adversary Complaint

Step 1 Log in the ECF filing system. See Section 2

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



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



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

The image shows a screenshot of the 'Open Adversary Case' form. The form has a light blue background with a dark blue header. The header text is 'Open Adversary Case'. Below the header, there are three fields: 'Case type' with the value 'ap', 'Date filed' with the value '11/8/2012', and 'Complaint' with a dropdown menu showing 'y'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

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

The image shows a screenshot of the 'Open Adversary Case' form, similar to the one in Step 4. The form has a light blue background with a dark blue header. The header text is 'Open Adversary Case'. Below the header, there are two fields: 'Lead case number' with the value '1:12-bk-50050' and 'Association type' with a dropdown menu showing 'Adversary'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

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

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

Step 7 The **Search for a plaintiff** screen displays. In the **Last/Business name** field enter the Last Name or Business Name of the plaintiff. (*Search using upper and lower case letters, i.e., Doe, John M. Do not use special characters such as parentheses, brackets, or percent symbols*), click **Search**

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

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

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

If a party is selected with address information (e.g., address, phone number, email), remove the information (including the county code). The Clerk's Office maintains addresses.

**Plaintiff Information**

Albert Desacone SSN / ITIN: xxx-xx-6789

Office  Address 1 123 Smithton Drive

Address 2  Address 3

City Biloxi State MS Zip 39530

County HARRISON-MS (28047) Country

Phone  Fax

E-mail

Party text

Role in Bankruptcy Case

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

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

**Plaintiff Information**

Albert Desacone SSN / ITIN: xxx-xx-6789

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Role in Bankruptcy Case Debtor

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

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

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

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

**Corporate parent/affiliate...:** If the plaintiff is a corporation and has a corporate parent or affiliate, click to add the corporate information.

**Review** after entering the information click review to verify that information is correct then click **Return to Party screen**

**Review attorneys, aliases, corporate parents or affiliates**  
Albert Desacone

**Attorneys added:**  
Derouen, Collette  
P.O. Box 123  
Biloxi, MS 39535

**Aliases added:**  
None added.

**Corporate parents / affiliates added:**  
None added.

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

**Open Adversary Case**

**Search for a plaintiff**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

- Step 8 When the **Search for a defendant** screen appears; follow the same steps for searching for a defendant as searching for a plaintiff. Once you are finished, review and click **Submit**. After you have entered all defendants, click **End defendant selection**.

- Step 9 On the next screen, select the appropriate information for each box. It is very important that you select the Party code and Nature of suit. Click “Next.”

**Open Adversary Case**

Party code: 3 U.S. not a Party

Rule 23 (class action): n

Jury demand: None

Demand (\$000):

State law: n

Primary nature of suit: none

Second nature of suit: none

Third nature of suit: none

Fourth nature of suit: none

Fifth nature of suit: none

Next Clear

For the **Party code** drop-down box, the system defaults to **3 U.S. not a Party**; make the appropriate selection: **1US is a Plaintiff**; **2US is a Defendant**; **3US is not a Party**

For the **Rule 23 (class action)** drop-down box, the system defaults to **n**. The options are **n(o)** or **y(es)**.

For the **Jury demand** drop-down box, the system defaults to **None**. Options are **both**; **defendant**; **none**; **plaintiff**.

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

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

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

- Step 10 The system will prompt the user to upload the complaint (PDF document.), click **Next**.  
*Note: The adversary cover sheet should be filed as an attachment. If the cover sheet is omitted, file the cover sheet as a separate document using the docket event: Adversary> Other> Adversary Cover Sheet (Form 1040)*

- Step 11 The next screen will display a message for a receipt number. The screen will instruct you to leave the receipt number box blank if you are paying via the internet . Click **Next**.

*\*Note: If the plaintiff is exempted or qualifies for fee deferments enter "Deferred" or "Exempt" in the receipt field. If you are unsure contact the Clerk's office.*

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

- Step 13 **Final Docket Text** screen. Proof this screen carefully, this is your last chance to abort this transaction. To abort this transaction, click on any option from the CM/ECF main menu bar. Verify information is correct, click Next

- Step 14a The **Summary of current charges** window will pop up. The filing fee may be paid now, or you may continue filing and pay accumulated fees all-at-once by the end of the day. Click Pay Now to pay filing fee or click Continue Filing to continue filing and pay accumulated at the end of the day.

- Step 14b The **Notice of Electronic Filing** screen provides the new Adversary case number. You can print this page for your records. The case numbers and document numbers are hyperlinks to the specific case and document.

**Open Adversary Case**

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

Notice of Electronic Filing

The following transaction was received from Collette Derouen entered on 11/9/2012 at 2:20 PM CST and filed on 11/9/2012

Case Name: Desacone v. LTD  
Case Number: 12-05008  
Document Number: 1  
Case Name: Albert Desacone  
Case Number: 12-50050-KMS  
Document Number: 5

**Docket Text:**  
Adversary case 12-05008, (41 (Objection / revocation of discharge - 727(c),(d),(e))) Complaint by Collette Derouen on behalf of Albert Desacone against LTD. Fee Amount \$293 (Derouen, Collette)

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

**Document description:**Main Document  
**Original filename:**Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkccfStamp\_ID=1059593727 [Date=11/9/2012] [FileNumber=75364-0]  
[362adc70d2964b335ba73274a16b26cf47904aabc30e63db28b1010873132b146538  
305e2ebaf6a84536f346c10a8eda5b7d6528a5b84b5ab1b8f405761d98d8]]  
**Document description:**Main Document  
**Original filename:**Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkccfStamp\_ID=1059593727 [Date=11/9/2012] [FileNumber=75365-0]  
[444dda59c8b751765f1e6525044dcb25466c7880d707b959a5d76421b84498883e  
30183999ba464fcc4b1e54c5516521e60aabc907ad1767a385bee66911]]

**12-05008 Notice will be electronically mailed to:**  
Collette Derouen on behalf of Plaintiff Albert Desacone  
collette.derouen@gmail.com

**12-05008 Notice will not be electronically mailed to:**  
LTD

**12-50050-KMS Notice will be electronically mailed to:**  
Collette Derouen on behalf of Debtor Albert Desacone  
collette.derouen@gmail.com  
Attorney Test on behalf of Creditor Newton Used Cars  
collette.derouen@gmail.com

**12-50050-KMS Notice will not be electronically mailed to:**  
Kimberly R. Leitz  
2012 23rd Avenue  
Gulfport, MS 39501  
Zane Woodring  
Woodring, Kraft & Miller  
142 E. Milk Street  
Boston, MA 02144

## Issuance and Service of Summons

The Clerk's Office issues one summons to the Plaintiff's attorney via the Notice of Electronic Filing (NEF) receipt. The plaintiff must make a copy of the summons for each defendant and other parties required to be served. *i.e., debtor's attorney*

The plaintiff (plaintiff's attorney) must:

- **Serve a copy of the Summons and the Complaint upon each named Defendant** (and any other parties required to be served) within 7 days of issuance of the summons. If service is not perfected within 7 days, the plaintiff should file a *Request for Alias Summons*. Review Fed. R. Bankr. P. 7004 for service requirements.
- **Complete the certificate of service attached to the summons.** *The certificate of service should identify how service was perfected upon the defendant. i.e., an officer, registered agent, or an attorney for the defendant (e.g., John Doe c/o Jane Doe, Registered Agent, P. O. Box 1, City, ST Zip).*

- **File a copy of the summons with a completed certificate of service in the case. See Summons Service Executed.**

## Summons Service Executed

File the Summons with a completed Certificate of Service

Step 1 Log in the ECF filing system. See Section 2

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



Step 3 Click **Summons & Other Actions**



Step 4 Enter the adversary case number, click **Next**

The screenshot shows a form titled 'Complaint/Summons'. It has a field for 'Case Number' which contains the text '1:22-ap-5001'. Below the input field are two buttons: 'Next' and 'Clear'.

Step 5 Select the docket event: **Summons Service Executed**, click **Next**

The screenshot shows the 'Available Events' selection screen. It has a search bar at the top with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar is a list of available events: Amended Complaint, Counterclaim, Crossclaim, Foreign Subpoena, Notice of Removal, Registration of Foreign Judgment, **Summons Service Executed**, Summons Service Unexecuted, and Third-Party Complaint. The 'Summons Service Executed' option is highlighted with a red arrow. To the right of the list is a 'Selected Events' section with the text 'Summons Service Executed' and a red arrow pointing to it. At the bottom are 'Next' and 'Clear' buttons.

- Step 6 Upload the Summons with the completed Certificate of Service (PDF document.), click **Next**.

**Complaint/Summons:**  
22-05001 [Desacone v. Bank First](#)  
Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050  
Office)

---

**Filename**  
Choose File No file chosen

Attachments to Document: ☒ No ☐ Yes

Next Clear


- Step 7 Select the **Defendant/Party** to whom the summons was served, click **Next**.

**Complaint/Summons:**  
22-05001 [Desacone v. Bank First](#)  
Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050  
Office)

Select the party served.

Summons Service Executed

Select the Party:

Bank First (Defendant)  [Add Create New Party](#)  
Desacone, Albert (Plaintiff)

Next Clear

- Step 8 Input the **Date** on which the party was served, click **Next**.

**Complaint/Summons:**  
22-05001 [Desacone v. Bank First](#)  
Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050  
Office)

Enter date served

Bank First - Date served 4/19/2022

Next Clear

- Step 9 **Final Docket Text** screen. Review the docket text for accuracy, click **Next**

**Complaint/Summons:**  
22-05001 [Desacone v. Bank First](#)  
Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050  
Office)

Docket Text: Final Text

Summons Service Executed on Bank First 4/19/2022 (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

- Step 10 The **Notice of Electronic Filing** screen. You can print this page for your records. The case numbers and document numbers are hyperlinks to the specific case and document.

**Complaint/Summons:**  
[22-05001 Desacone v. Bank First](#)  
 Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050  
 U.S. Bankruptcy Court [TRAIN]  
 Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Attorney, One entered on 4/19/2022 at 2:38 PM CDT and filed on 4/19/2022  
**Case Name:** Desacone v. Bank First  
**Case Number:** [22-05001](#)  
**Document Number:** [2](#)

**Docket Text:**  
 Summons Service Executed on Bank First 4/19/2022 (Attorney, One)

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

**Document description:**Main Document  
**Original filename:**TEST DOCUMENT.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=1059593727 [Date=4/19/2022] [FileNumber=96837-0]  
 [2f1ff036d6c8e0d0b3fb2c3a7e227e829a972c2dc6d2d06adeede1f4656ecfa2b128b  
 9f1beba74a40f9d4865d6cbee55be952d789ecc1b139983bdc810dfe84ef]]

22-05001 Notice will be electronically mailed to:  
 One Attorney on behalf of Plaintiff Albert Desacone  
 one\_attorney@example.com

22-05001 Notice will not be electronically mailed to:  
 Bank First

## Request an Alias Summons

When the plaintiff fails to serve the Summons timely, the plaintiff's attorney may request an Alias Summons. *(The below event does not require that the filer upload a PDF document.)*

The plaintiff's attorney will receive the Alias Summons via the Notice of Electronic Filing (NEF) receipt.

- Step 1 Log in the ECF filing system. See Section 2

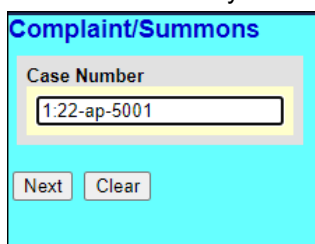
- Step 2 From the main menu bar, click **Adversary**



- Step 3 Click **Other**



Step 4 Enter the adversary case number, click **Next**



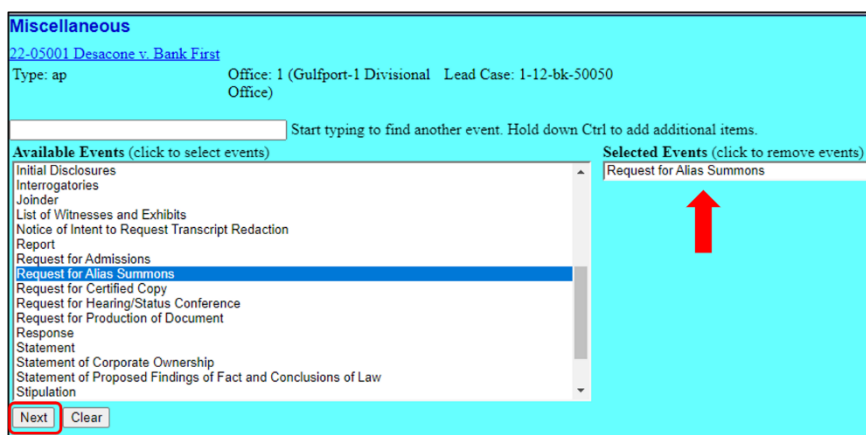
**Complaint/Summons**

Case Number

1:22-ap-5001

Next Clear

Step 5 Select the docket event: **Request for Alias Summons**, click **Next**



**Miscellaneous**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

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

**Available Events** (click to select events)

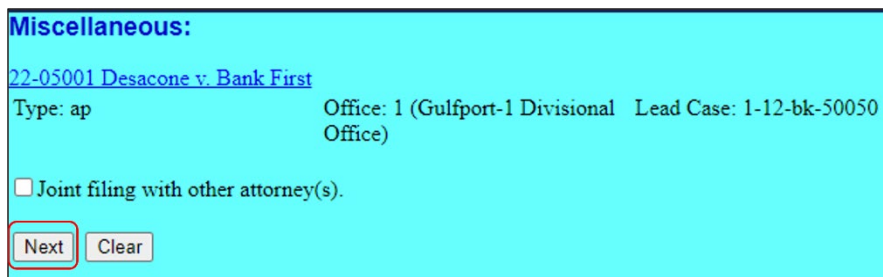
- Initial Disclosures
- Interrogatories
- Joinder
- List of Witnesses and Exhibits
- Notice of Intent to Request Transcript Redaction
- Report
- Request for Admissions
- Request for Alias Summons**
- Request for Certified Copy
- Request for Hearing/Status Conference
- Request for Production of Document
- Response
- Statement
- Statement of Corporate Ownership
- Statement of Proposed Findings of Fact and Conclusions of Law
- Stipulation

**Selected Events** (click to remove events)

- Request for Alias Summons

Next Clear

Step 6 **Joint Filing with other attorney(s)** do not check the box, click **Next**.



**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

☐ Joint filing with other attorney(s).

Next Clear

- Step 7 **Select the Party** requesting the Alias Summons (this is not the party to be served), click **Next**.

**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

Select the Party:

Bank First, [Defendant]  
Desacone, Albert [Plaintiff]

[Add/Create New Party](#)

Next Clear

- Step 8 Click **Next**.

**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

Next Clear

- Step 9 **Docket Text** screen. If necessary, add additional text or instructions, click **Next**

**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

Docket Text: Modify as Appropriate.

Request for Alias Summons Filed by Plaintiff Albert Desacone . (Attorney, One)

Next Clear

- Step 10 **Final Docket Text**. Review text for accuracy, click **Next**.

**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap Office: 1 (Gulfport-1 Divisional Office) Lead Case: 1-12-bk-50050

Docket Text: Final Text

Request for Alias Summons Filed by Plaintiff Albert Desacone. (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

- Step 11 The **Notice of Electronic Filing** screen. You can print this page for your records. The case numbers is a hyperlink to the case.

**Miscellaneous:**

[22-05001 Desacone v. Bank First](#)

Type: ap                      Office: 1 (Gulfport-1 Divisional    Lead Case: 1-12-bk-50050  
Office)

**U.S. Bankruptcy Court [TRAIN]  
Southern District of Mississippi**

Notice of Electronic Filing

The following transaction was received from One Attorney entered on 4/20/2022 at 9:23 AM CDT and filed on 4/20/2022

**Case Name:**            Desacone v. Bank First

**Case Number:**      [22-05001](#)

**Document Number:**

**Docket Text:**  
Request for Alias Summons Filed by Plaintiff Albert Desacone. (Attorney, One)

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

**22-05001 Notice will be electronically mailed to:**

One Attorney on behalf of Plaintiff Albert Desacone  
one\_attorney@example.com

**22-05001 Notice will not be electronically mailed to:**

Bank First

## Section 8

### ECF e-Orders

#### Technical Requirements

Proposed orders uploaded in the ECF system must be submitted in PDF format. No security should be applied to the PDF file. It is recommended that orders be created using a word processing application such as Word and saved to PDF rather than scanning a copy of the document. This makes the order legible and results in a text-searchable document.

#### Formatting Requirements

1. 8 ½ x 11 standard paper size.




*The ECF system will not accept a PDF document with one or more pages exceeding the standard page size limit. The ECF system will return a failure message ending the upload process.*

***"FAILURE: Your PDF document has one or more pages that exceeds the standard page size limit and cannot be accepted until fixed."***

2. Margins

	<u>First Page</u>	<u>Subsequent Pages</u>
	Top 3"	Top 1"
	Bottom 1"	Bottom 1"
3. End of Order:
  - Include an ending notation signifying the entire body of the proposed order is included. Below the last paragraph:
    - Insert one blank line
    - Insert **##END OF ORDER##** and center it.
  - Do not include the text *"So Ordered"*
  - Do not include judge's signature line (*See example on next page*).
4. Proposed order must identify the related document and its docket number, if available. See Miss. Bankr. L.R. 9004-1(b).
5. Proposed order must provide the submitting attorney's name, complete address, telephone number, email address, and Miss. Bar number or state and bar number in which the attorney is a member. See Miss. Bankr. L.R. 5005-1(a)(2)(H).
6. Proposed order and all exhibits must be uploaded as one PDF document.
7. PDF document file size must not exceed 35MB.

## Example

<div style="text-align: center; margin-bottom: 20px;">  <p><b>3" Top margin first page</b></p> </div> <div style="text-align: center;"> <p>UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> </div> <p>In re: Joseph Wayne Sample Susan Smith Sample Debtors.</p> <p style="text-align: right;">Case No. XX-XXXX-XXX Chapter XX</p> <p style="text-align: center;"><b>ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY</b></p> <p>        Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas interdum neque at felis malesuada sed volutpat arcu dignissim. Cras sit amet urna orci, eget eleifend lorem. Cras nec arcu massa. Integer sed dolor urna, ut suscipit sem. Suspendisse potenti. Mauris vestibulum diam pellentesque enim lacinia tincidunt. Maecenas porta porta rhoncus. Aenean viverra suscipit metus non mattis. Nulla nibh augue, ultricies eget blandit vitae, bibendum quis mi. Aliquam ultricies tincidunt tellus non porta. Maecenas dignissim mattis metus, et aliquet sapien venenatis in. Pellentesque habitant morbi tristique senectus et malesuada fames ac turpis egestas. Quisque convallis volutpat odio, at mollis urna feugiat sit amet. Vivamus ac sapien in dui aliquet tristique at at velit.</p> <p>        Eriam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus at nisi vestibulum mollis id sit amet nibh. Suspendisse sapien massa, pellentesque quis rhoncus nec, tristique non diam. Fusce ligula mauris, laoreet sit amet consectetur ultricies, tempor vitae velit. Curabitur quis leo at purus mollis venenatis. Donec nulla risus, eleifend id rutrum eu, bibendum ac arcu. Morbi in lorem quis augue lacinia tincidunt. Nunc gravida gravida pretium. Curabitur ac elit velit, eu suscipit orci.</p> <ol style="list-style-type: none"> <li>1. Sed magna mi, sodales in tincidunt ac, egestas a libero. Ut ut arcu ac nisi vestibulum scelerisque eu vitae lorem.</li> <li>2. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultricies pellentesque vitae id nisi. Nam eleifend leo in dui ullamcorper adipiscing.</li> <li>3. Donec gravida placerat nunc, varius tempus purus accumsan id. Nam sed sapien eget lacus suscipit condimentum. Phasellus at dui ut nunc cursus placerat quis non libero. Curabitur facilisis</li> </ol>	<div style="text-align: center; margin-bottom: 20px;">  <p><b>1" Top margin subsequent page(s)</b></p> </div> <p>varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.</p> <p>4. Phasellus non orci quis eros interdum tristique a a est. Vivamus non dapibus sapien. Nullam quis elit non odio fermentum volutpat eu eget purus. Maecenas bibendum pulvinar egestas.</p> <p>5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultricies eleifend luctus. Sed euismod cursus tristique.</p> <p>        Aliquam dignissim mi accumsan odio egestas molestie ac id ipsum. Integer felis enim, lacinia vitae luctus quis, blandit quis nibh. Sed scelerisque porttitor leo, ac fermentum risus interdum ut. Ut laoreet turpis in lorem consequat volutpat vel quis eros. Donec viverra augue a nulla sagittis ut adipiscing leo mollis. Phasellus facilisis fringilla quam non varius. Pellentesque tempus tincidunt neque in dictum. In diam velit, fermentum id ultricies et, congue ac sem. Quisque aliquet justo non mi iaculis bibendum.</p> <p>        Sed a suscipit ipsum. Nulla dui nibh, viverra a accumsan id, convallis sed diam. Fusce libero dolor, venenatis eu auctor ut, ultricies quis nisi. Ut felis dolor, malesuada cursus mattis vel, condimentum id libero. In vel eleifend elit. Sed gravida nisi lacus. Integer egestas libero nec eros sollicitudin tincidunt. Nullam tincidunt lobortis vestibulum. Suspendisse mi erat, ornare vitae ornare vitae, porttitor sit amet ligula. Donec luctus adipiscing sem, quis congue massa vulputate et.</p> <div style="text-align: center; margin-top: 20px;"> <p><b>##END OF ORDER##</b></p>  <p><b>Include text to indicate end of the order.</b></p> </div> <p>Approved:</p> <p>(Signature of attorney) Attorney's Name Attorney for Creditor</p> <p>(Signature of attorney) Attorney's Name Attorney for Debtor</p> <p>(Signature of trustee) Trustee's Name</p> <p>Submitted by:</p> <p>Attorney Name, Bar Id Address City, State, Zip Telephone Number email</p>
--	---

## Attorney Order Upload Options

## Order Types

## Single Order:

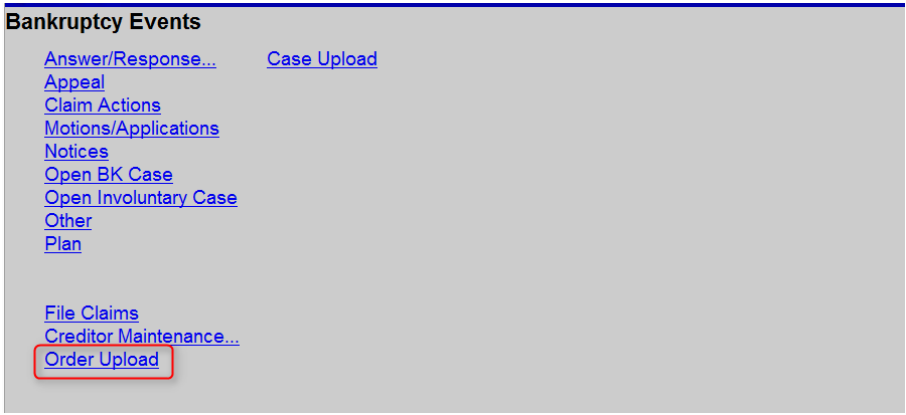

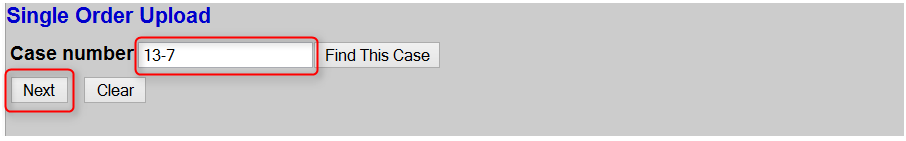

Proposed orders related to a document / pleading filed in a case and is the disposing/final order.

## Sua Sponte Order:

Proposed orders not related to a document / pleading in a case or the proposed order relates to a document / pleading filed in a case but is not the disposing/final order.

## Single Order Upload

- Available under **Bankruptcy** and **Adversary** menus
- Requires the proposed order be related to a matter/pleading filed in a case.
- Use when the proposed order is the final order concluding a related matter/pleading filed in a case.

<p>1.</p> <p>Select <b>Bankruptcy &gt; Order Upload</b></p> <p>Adversary proceeding select <b>Adversary &gt; Order Upload</b></p>	 <p><b>Bankruptcy Events</b></p> <p><a href="#">Answer/Response...</a> <a href="#">Case Upload</a></p> <p><a href="#">Appeal</a></p> <p><a href="#">Claim Actions</a></p> <p><a href="#">Motions/Applications</a></p> <p><a href="#">Notices</a></p> <p><a href="#">Open BK Case</a></p> <p><a href="#">Open Involuntary Case</a></p> <p><a href="#">Other</a></p> <p><a href="#">Plan</a></p> <p><a href="#">File Claims</a></p> <p><a href="#">Creditor Maintenance...</a></p> <p><a href="#">Order Upload</a></p>
<p>2.</p> <p>Select <b>Single Order Upload</b></p>	 <p><b>Order Upload for Bankruptcy</b></p> <p><a href="#">Single Order Upload</a></p> <p><a href="#">Sua Sponte Order Upload</a></p>
<p>3.</p> <p>Input case number; click <b>Next</b></p>	 <p><b>Single Order Upload</b></p> <p><b>Case number</b> <input type="text" value="13-7"/> <a href="#">Find This Case</a></p> <p><a href="#">Next</a> <a href="#">Clear</a></p>
<p>4a.</p> <p>Input related document number; click <b>Next</b></p> <p><i>If unknown leave blank.</i></p>	 <p><b>Single Order Upload</b></p> <p><a href="#">13-00007-NPO William Edward Bishop, Jr.</a></p> <p><b>Related document number</b> <input type="text"/></p> <p><a href="#">Next</a> <a href="#">Clear</a></p>

4b.

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

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

*\*If the category is unknown select all categories.*

#### Single Order Upload

[13-00007-NPO William Edward Bishop, Jr.](#)

Select the category to which your event relates:

cmp  
court  
creditor  
misc  
motion  
notice  
order  
plan  
trustee  
utility

Filed  to

Documents  to

**Next** Clear

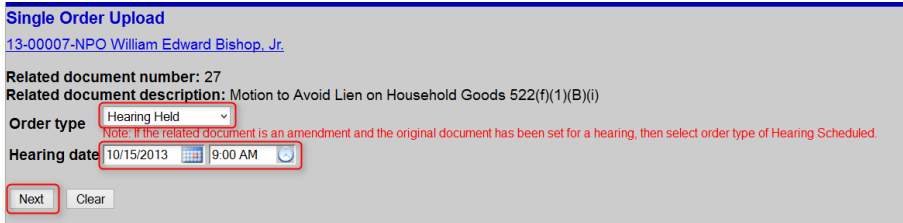
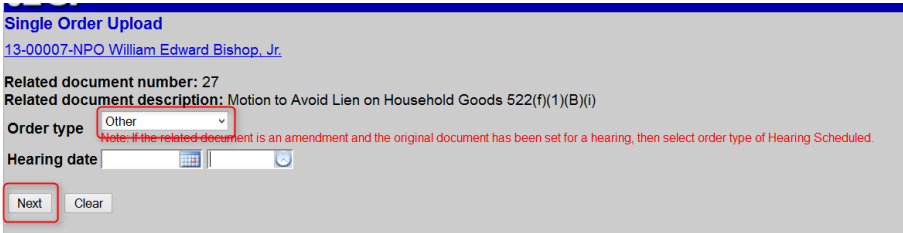
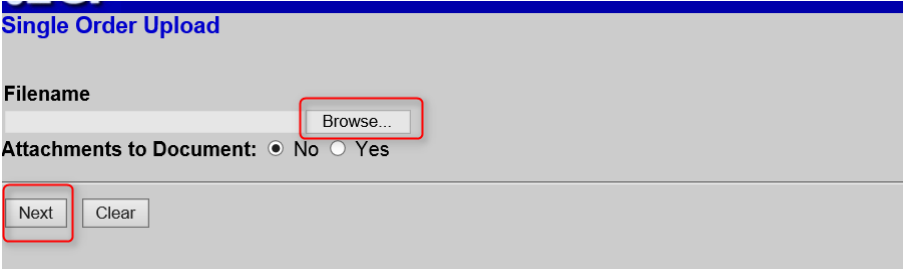
4c.

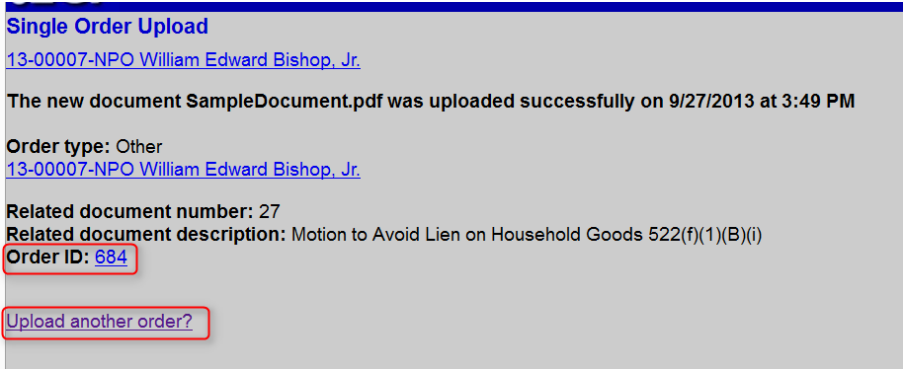
\*Click the box next to the related document; click **Next**

*\*Select one entry.*

- ☐ 05/10/2013 [20](#) Notice of Hearing Filed by Debtor William Edward Bishop Jr. (RE: related document(s) [19](#) Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) Filed by Debtor William Edward Bishop Jr.). (Atkinson, Mark)
- ☐ 04/01/2013 [21](#) Motion to Amend Plan Filed by Debtor William Edward Bishop Jr. (Santos, D) (Entered: 05/16/2013)
- ☐ 04/01/2013 [22](#) Notice: Allowing 21 Days to File Written Objection/Response . Filed by Debtor William Edward Bishop Jr. (RE: related document(s) [21](#) Motion to Amend Plan Filed by Debtor William Edward Bishop Jr.). Objections due by 4/22/2013. (Santos, D) (Entered: 05/16/2013)
- ☐ 04/01/2013 [23](#) Amended Chapter 13 Plan Filed by Debtor William Edward Bishop Jr. (Santos, D) (Entered: 05/16/2013)
- ☐ 04/01/2013 [24](#) Meeting of Creditors Filed by Trustee James L. Henley Jr. . 341(a) meeting to be held on 5/1/2013 at 11:00 AM at 341 Mtg - Jackson U.S. Courthouse Suite 1.452. Section 523 Objection deadline: 7/1/2013. Proofs of Claims due by 7/30/2013. Government Proof of Claim due by 9/4/2013. Confirmation hearing to be held on 5/3/2013 at 10:00 AM at Courtroom - Jackson. (Santos, D) (Entered: 05/16/2013)
- ☐ 05/16/2013 [25](#) Signed Order Confirming Chapter 13 Plan (RE: related document(s) [23](#) Amended Chapter 13 Plan filed by Debtor William Edward Bishop). (Santos, D)
- ☐ 06/20/2013 [26](#) Trustee's Motion and Notice to Dismiss Debtor(s) for Non-Payment Filed by Trustee James L. Henley Jr.. Response(s) due by 7/11/2013. Hearing scheduled for 6/27/2013 at 09:00 AM Courtroom - Jackson (Henley, James)
- ☒ 09/27/2013 [27](#) Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) Filed by Debtor William Edward Bishop Jr. (Atkinson, Mark)
- ☐ 09/27/2013 [28](#) Motion to Dismiss Debtor(s) for Failure to Make Plan Payments Filed by Trustee James L. Henley Jr. (Henley, James)

**Next** Clear

<p>5.</p> <p>Select <b>Order type</b></p> <p>Input a hearing date and time when the <b>Order type</b> is <i>Hearing Scheduled or Hearing Held</i></p> <p>Click <b>Next</b></p>	<p>Example with hearing information</p>  <p>Example without hearing information</p> 
<h3>Order Types</h3>	
<p><b>Agreed Order Hearing Held</b></p> <p><b>Hearing Scheduled</b></p> <p><b>Other</b></p>	<p>Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Proposed order resulting from a previous hearing. Proposed order requiring a hearing.</p> <p>Any other type of proposed order.</p>
<p>6.</p> <p>Click <b>Browse</b> to attach proposed order; click <b>Next</b></p> <p><i>*Do not upload attachments</i></p>	



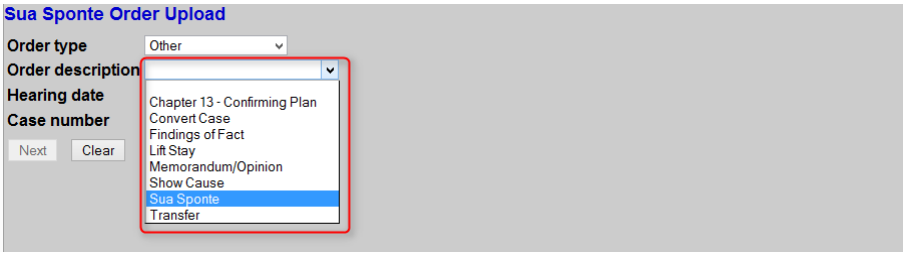
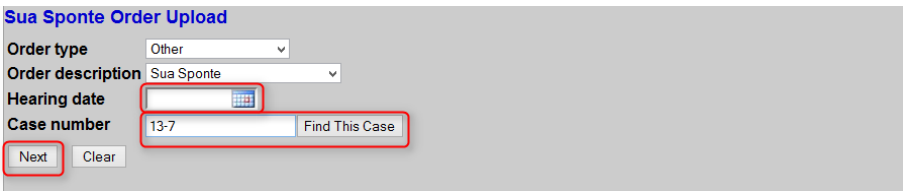
<p>7.</p> <p>The order upload confirmation screen displays the <b>Order Id #</b> assigned to the proposed order.</p> <p>To view the proposed order, click the order ID number.</p> <p>To submit another order click <b>Upload another order?</b></p>	
--	--


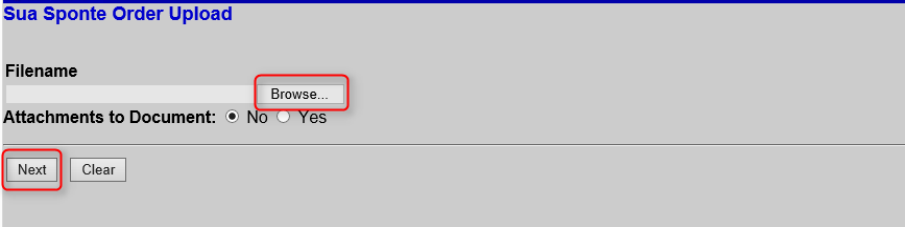
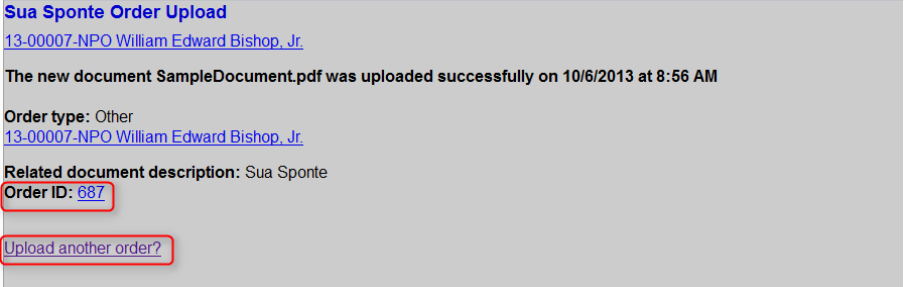
### Sua Sponte Order Upload

Available under **Bankruptcy** and **Adversary** menus

The proposed order does not relate to a document/pleading filed in the case or the proposed order relates to a document/pleading filed in a case but is not the final order concluding the proceeding.

<p>1.</p> <p>Select <b>Bankruptcy &gt; Order Upload</b></p> <p>Adversary proceeding select <b>Adversary &gt; Order Upload</b></p>	
---	--

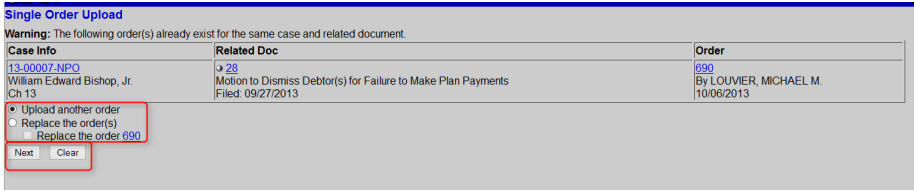
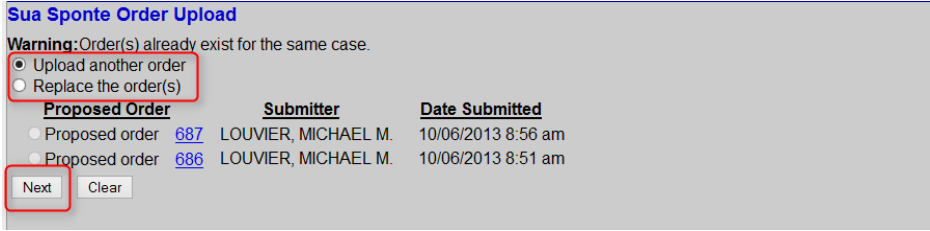
<p>2.</p> <p>Select <b>Sua Sponte Order Upload</b></p>	
<p>3a.</p> <p>Select <b>Order type</b></p>	
<p style="text-align: center;"><b>Order Types</b></p>	
<p><b>Agreed Order</b></p> <p><b>Hearing Held</b></p> <p><b>Hearing Scheduled</b></p> <p><b>Other</b></p>	<p><b>Proposed order signed by all parties and a hearing was not scheduled or held.</b></p> <p><b>Proposed order resulting from a previous hearing.</b></p> <p><b>Proposed order requiring a hearing.</b></p> <p><b>Any other type of proposed order.</b></p>
<p>3b.</p> <p>Select <b>Order Description</b></p>	
<p>3c.</p> <p>Input hearing date (if applicable)</p> <p>Input case number; click <b>Next</b></p>	

<p>4.</p> <p>Click <b>Next</b></p>	
<p>5.</p> <p>Click <b>Browse</b> to attach proposed order; click <b>Next</b></p> <p><i>*Do not upload attachments</i></p>	
<p>6.</p> <p>The order upload confirmation screen displays with <b>Order Id #</b> assigned to the proposed order.</p> <p>To view the proposed order, click the order ID number.</p> <p>To upload another order click <b>Upload another order?</b></p>	

## Replacing or Uploading an Additional Order


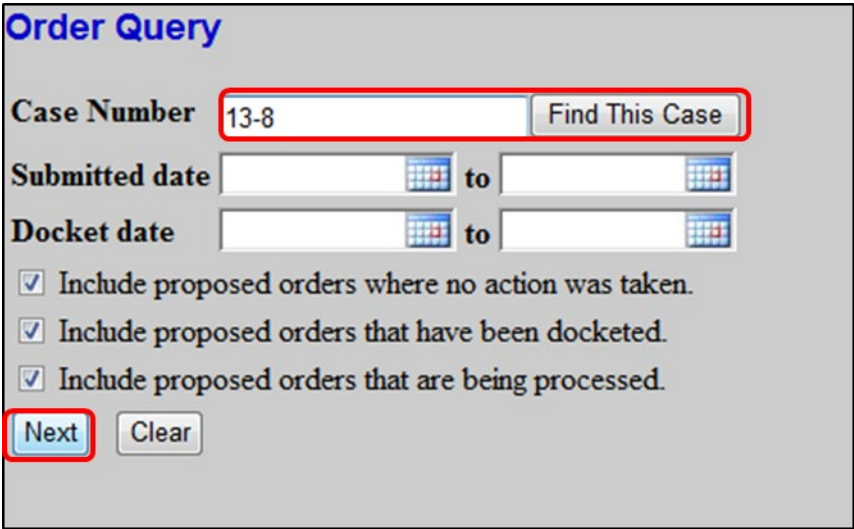
Occasionally you may need to replace a proposed order or submit a second order. The replacement and upload another order process are similar to the standard upload process with an additional step outlined below.

<p><b><u>Single Order Upload</u></b></p>	<p>After the related docket entry is selected and when a proposed order already exists related to the same entry, the screen below displays.</p>
--	--

<p>Select <b>Upload another order</b> or <b>Replace the order(s)</b> selecting <i>proposed order(s) to replace</i>; click <b>Next</b></p>	
<p><b><u>Sua Sponte Order Upload</u></b></p>	<p>The below screen displays after inputting the case number. Although the <i>Upload another order</i> and <i>Replace the order(s)</i> look slightly different, the basic operation is the same.</p>
<p>Select <b>Upload another order</b> or <b>Replace the order(s)</b> <i>proposed order(s) to replace</i>; click <b>Next</b></p>	

## Proposed Order Status

The *Order Query* report is used to check the status of a proposed order uploaded to ECF. Note: The status report displays proposed orders uploaded by the specific ECF User generating the report.

<p>Select <b>Reports &gt;</b> <b>Order Query</b></p>	
<p>Criteria Options:</p> <ul style="list-style-type: none"> <li>• Case Number</li> <li>• Submitted date range</li> <li>• Docket date range</li> </ul> <p>Select options; click <b>Next</b></p>	
<p><b>Order Query Options:</b></p>	<p><b>Include proposed orders where no action was taken</b> - displays replaced or rejected orders.</p> <p><b>Include proposed orders that have been docketed</b> - displays orders that were signed and docketed.</p> <p><b>Include proposed order that are being processed</b> - displays submitted orders awaiting review or signature and entry.</p>

## Report Information:

Case Number  
Related Document  
Order ID #  
Order Type

Order Description  
Date uploaded  
Name of Submitter  
Status

Show

10

all

20

lines at a time

Refresh

<<

Jump to line

of 30

	Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
1	08-00005-ee Wendy Smith	15	476	Suspense (21-day obj)	Motion to increase/Decrease Payment Into Plan	04/25/2013	Henley, James L. Jr.	Docketed 2013-10-19 10:02:56
2	11-00035-NPO Fred K. C. Price		548	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Docketed 2013-10-21 09:51:31
3	11-00199-ee Henry Bennett		550	Other	Wage Order - Amended	05/14/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
4	11-00211-ee Angelica Brown		549	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Being Processed
5	12-00001-ee MACK KENNINGTON, JR and Mary J Kennington		345	Other	Wage Order - Amended	04/02/2013	Henley, James L. Jr.	Docketed 2013-04-09 10:21:40
6	12-00004-ee ALICE MARCELLA BROWN		553	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:22:31
7	12-00004-ee ALICE MARCELLA BROWN		593	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	Docketed 2013-05-16 11:48:18
8	12-00009-ee Almeia Bolden Woods		552	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:23:03
9	12-00108-ee DORIS ANN COLEMAN		592	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
10	12-00108-ee DORIS ANN COLEMAN		610	Other	Chapter 13 - Confirming Plan	05/17/2013	Henley, James L. Jr.	Docketed 2013-05-17 12:36:59

## Status Categories:

- Being Processed  
(pending approval)
- Docketed  
(signed and processed)
- No Action taken  
(replaced or rejected)

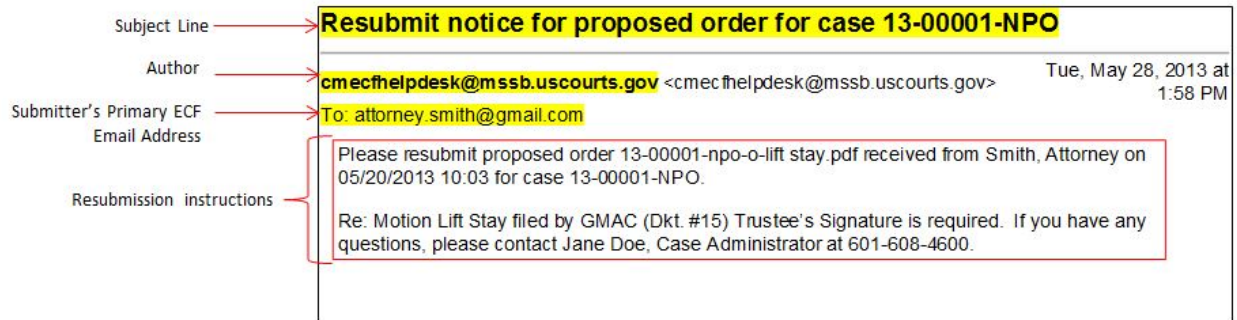
Status x
Docketed 2013-10-19 10:02:56
Docketed 2013-10-21 09:51:31
No Action Taken 10/21/2013
Being Processed
Docketed 2013-04-09 10:21:40
Docketed 2013-05-16 09:22:31
Docketed 2013-05-16 11:48:18
Docketed 2013-05-16 09:23:03
No Action Taken 10/21/2013
Docketed 2013-05-17 12:36:59

## Resubmission Notification

When a new or revised order is required, the ECF system will generate an email to the individual that uploaded the proposed order to the ECF system. The resubmission notification is emailed to the individual's ECF **primary** email address associated with his/her ECF user account.

**Important:** Any secondary email address associated with the ECF user's account **will not** receive resubmission email notifications.

As with all emails from the Court, ECF users are responsible for monitoring resubmission notifications; expeditiously taking action to satisfy the request; and making certain deadlines for submitting proposed orders are met.



## Section 9

### Filing Proof of Claim

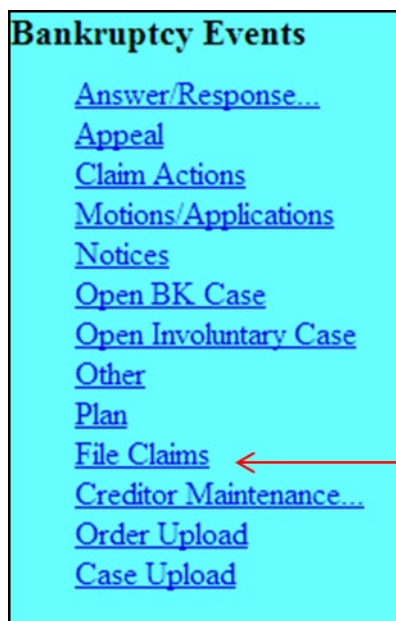
A proof of claim filed by a creditor that designates a mailing address constitutes a filed request to mail notices to that address. Fed. R. Bankr. P. 2002(g)(1)(A)

Step 1 Log in the ECF system. See [Section 2](#)

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



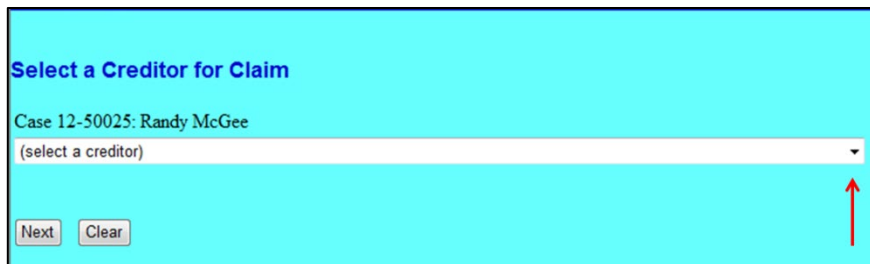
Step 3 Click **File Claims**



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

A form titled 'Search for Creditor' with a light blue background. It contains three input fields: 'Case Number' with the value '1:12-bk-50025', 'Name of creditor' which is empty, and 'Type of creditor' which is a dropdown menu showing 'Creditor', 'Administrative', and '20 Largest Unsecured Creditors'. At the bottom are two buttons: 'Next' and 'Clear'.

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

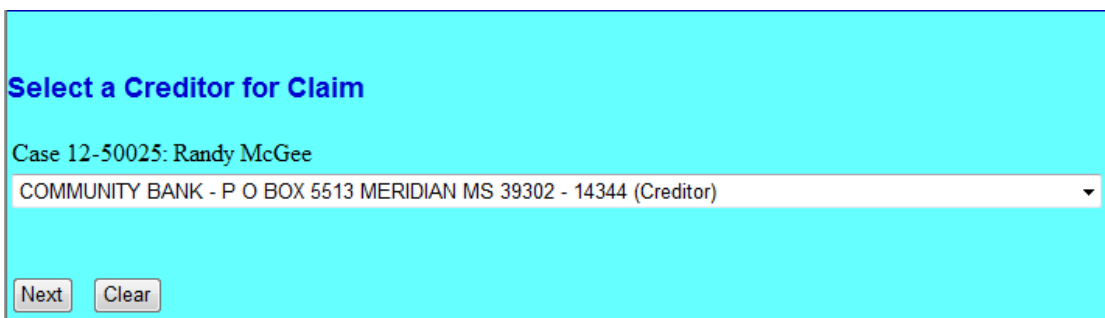


**Select a Creditor for Claim**

Case 12-50025: Randy McGee

(select a creditor) ▼

Next Clear



**Select a Creditor for Claim**

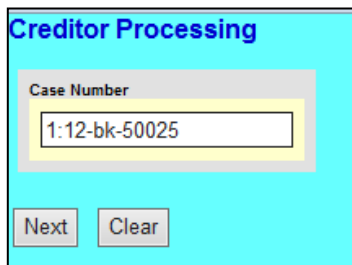
Case 12-50025: Randy McGee

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

Next Clear

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

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



**Creditor Processing**

Case Number

1:12-bk-50025

Next Clear

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

#### Creditor information added to the case

Case 12-50025 already contains creditors!

Case number 12-50025 Randy McGee  
*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
 More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address  
 Community Bank  
 Ridgway & Associates  
 P.O. Box 0090  
 Gulfport, MS 39225

Creditor type: Creditor

Creditor committee: ☒ No ☐ Yes Entity ☐

Next Clear

#### Claim information provided on claim

**Part 1: Identify the Claim**

1. Who is the current creditor? Community Bank  
 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?  
 Ridgway & Associates  
 Name  
 P.O. Box 0090  
 Number Street  
 Gulfport MS 39225  
 City State ZIP Code

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

**Add Creditor(s)**

Total Creditors Entered 1

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

Submit

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

**Creditors Receipt**

Case Number	1:12-bk-50025
Total Creditors Added to Database	1

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)

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

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

**Select a Creditor for Claim**

Case 12-50025: Randy McGee

Community Bank - Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225 - 16412 (Creditor)

[Add Creditor](#)  
[Edit Creditor](#)  
[Add Common Creditor](#)

Next Clear

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

**No claims have been filed on behalf of creditor**

Community Bank  
Ridgway & Associates  
P.O. Box 0090  
Gulfport, MS 39225

**Is this the correct creditor?**

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

Proof Of Claim Information For		
16412 - Community Bank Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225		
Case Number: 12-50025	Amends Claim #: <input type="text"/> <input type="button" value="Find"/>	Filed By: <input type="text" value="Creditor"/>
Last Date To File:	Date Filed: 03/29/2016 <input type="button" value="Calendar"/>	
Last Date To File(Govt):		
<b>Claimed</b>		
Amount Claimed <input type="text"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</small>	Secured <input type="text"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	Priority <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>
<b>Allowed</b>		
Amount Allowed <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear Amounts, Description, and Remarks <input type="radio"/> Clear Description/Remarks <input type="radio"/> Clear All Amounts		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

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

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

**Claimed:** Enter the appropriate amounts.

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

**Remarks:** Enter any remark (*optional*).

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

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

Case 12-50025

Filename  Browse...

Attachments to Document: ☒ No ☐ Yes

Have you redacted?

Next Clear

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

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

12-50025

Filename  Browse...

Attachments to Document: ☐ No ☒ Yes

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

Have you redacted?

Next Clear

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

Select one or more attachments.

Case 12-50025

1) Select the PDF document that contains the attachment.

Filename  Browse...

2) Fill in the fields below.

Category  and/or Description

Supplement Attachment

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

C:\fakepath\Exhibits.pdf Add to List

Remove from List

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

Have you redacted?

Next

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

U.S. Bankruptcy Court [TRAIN]	
Southern District of Mississippi	
Notice of Electronic Claims Filing	
The following transaction was received from Derouen, Collette on 3/29/2016 at 12:35 PM CDT	
<a href="#">File another claim</a>	
Case Name:	Randy McGee
Case Number:	<a href="#">12-50025</a>
Creditor Name:	Community Bank Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225
Claim Number:	8 <a href="#">Claims Register</a>
Amount Claimed:	\$500.00
Amount Secured:	
Amount Priority:	
The following document(s) are associated with this transaction:	
12-50025 Notice will be electronically mailed to:	
12-50025 Notice will not be electronically mailed to:	
Citibank	
Citizens Bank Post Office Box 829 Columbia, MS 39429	
Attorney Htwo on behalf of Debtor Randy McGee	
MONEY NOW GPT 412-A PASS RD GULFPORT,	
Money Now 10068 Central Ave. DTberville, MS 39540	
Zane Woodring Woodring, Kraft & Miller 142 E. Milk Street Boston, MA 02144	

## Section 10

### Query

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

To enter a query, click **Query** from the ECF Menu bar.

You may query the ECF database by:

- case number
- last name
- Social Security number
- Tax ID Number. or Employer Identification Number.

### Search by Case Number

If you know the case number, enter the number in the Case Number field (formatted xx-xxxxx) and click the [Find This Case] button. Then click the [Run Query] button. ECF displays the Query screen.

### Search by Name

Enter the last name of the person in the Last/Business Name field. At least two letters are required unless the person whose name is being searched has a single-character last name, in which case only exact matches are returned. If the individual is a party to more than one case, ECF will display a screen listing all of the party's cases. Click the case number and ECF displays the query screen.

## Query Screen:

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, ECF-Guide, Help, and Log Out. Below this, a case summary is displayed: Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: Katharine M. Samson. Date filed: 01/10/2020 Date of last filing: 06/12/2020 Plan confirmed: 06/08/2020. A link for Mobile Query is provided. Under the Query section, a list of query options is shown in two columns: Alias, Associated Cases, Attorney, Case File Location, Case Summary, Creditor, Deadline/Schedule, Docket Report..., Filers, History/Documents, Notice of Bankruptcy Case Filing, Party, and Related Transactions. A second column of options includes Status, Trustee, View Document, Filing Fee, Claims Register, and List of Creditors.

Alias - Displays aliases for debtor or joint debtor.

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

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

Case File Location - Displays information on the location of the case file at the Federal Record Center; Query RMS/FRC Location of Case Files (s). S.D. Miss. Bankruptcy does not currently use this option.

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

Creditor - Allows for query by Creditor type. Do not use this list for noticing. Use the “List of Creditors” option for noticing purposes.

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

Docket Report - You may select a date range for your docketing report (filed or entered), as well as a range of document numbers. If you leave the date range fields blank, ECF will default to the entire docket report. After you have selected the parameters for your report, click the [Run Report] button. ECF will run your custom docketing report and display it in a window. Click the document number to view the associated PDF.

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

History/Documents - This selection queries the database for case event history. You may

search by all events (history) or by only events with documents.

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

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

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

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

Related Transactions - Make your selections from the following:

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

Status - Displays a list of pending or terminated status.

Trustee - Displays the case trustee’s information.

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

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

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006 were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

List of Creditors - Displays the name and address of the parties listed on the mailing

matrix. **This query should be used for noticing purposes.**

## Section 11

### Reports

The Reports feature allows the ECF user to create the following reports

Cases - Displays a summary list of cases selected by numerous criteria. The report may be pulled by the following criteria

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006, were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

Docket Report - Displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries that do not have an associated document will not be displayed.

Calendar Events - Displays a date range of case(s) and calendar items matching the selection criteria.

Docket Activity – Docket Activity displays a summary of docketed events by selected criteria. Click on the case to go to the docket sheet. Click on the “Doc Id” to view the associated PDF.

List of Creditors – The List of Creditors displays the name and address of each party listed on the mailing matrix. This should be used for noticing purposes.

#### Professional Fees Applied for/Awarded

##### Professional Fees Awarded

Written Opinions - This report allows for searching for opinions by selected criteria. Click on the case to go to the docket sheet. Click on the “Doc. #” to view the associated PDF.

Order Query – This report displays the status of a proposed order uploaded to ECF.

## Section 12

### Utilities

#### Your Account

Internet Payments Due - This screen displays fees for which the filer did not complete the payment process during docketing. This is the same screen displayed when the filer clicks Pay Now at the end of a docketing transaction.

Internet Payment History - This listing includes all payments for charges incurred via the Internet, whether those payments were made via the U.S. Treasury or by other methods. The attorney may request to see payments made within a specified date range.

Maintain Your ECF Account - The initial screen displays the user's basic demographic information such as name, address, etc. To update your name or address, click the [Edit my name and address information](#) link. The system directs you to login your PACER account.

- Email Information button allows the user to update his or her email information.
  - Primary email address: Click the [Update my primary email address](#) link in the top right-hand corner of the screen. The system directs you to login in your PACER account.
  - Secondary email address: Enter additional email addresses for which you want to receive NEFs (optional). Separate email addresses with a comma.
  - Send the notices specified below:
    - to my primary email address (required)
    - to the secondary addresses in order for recipients defined in the Secondary email address above, this box must be checked.
    - Send notice in cases in which I am involved: required
    - Send notice in these additional cases: optional to receive notices in a case you are not a party. .
  - Select only one option:
    - Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases. – Default selection.
    - **Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases.**

- Select only one option:
  - **Send a notice for each filing** - choose this option if you would like to receive an email for each NEF. These emails are sent immediately throughout the day.
  - **Send a Daily Summary Report** - choose this option if you would like to get a listing of all NEFs for your cases for the day. This email is generated in the evening.

**NOTE: The option chosen here applies to both the Primary and Secondary email addresses.**

- Select only one option:
  - Format notices:
    - HTML - Default selection
    - Text - Some email programs require text only emails (these emails do not have any formatting such as bold, graphics, color and the font tends to be Courier).
  - More User Information button takes the user to a screen with basic account information such as Login ID, whether the user is set up for internet payments, the security groups with which the user is associated, and filing agent information.

To save changes made on the “**Email Information**” or “**More user information**” screens click the “**Submit**” button on the “**Maintain User Account**” screen.

### View Your Transaction Log

Screen displays all docketing transactions the ECF User made on a specific day or between a date range.

### Your PACER Account

- Change Your Client Code
- Review Billing History
  - This option redirects the ECF User to the PACER Service Center.
  - The ECF User may view their history in all courts or in a specific court.
- View PACER Account Information - Displays the ECF User’s PACER username.

**NOTE:** Questions related to a PACER account should be directed to the PACER Service Center. The PACER Service Center's contact information is available at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

## **Editing**

Verify a Document

## **System Administration**

Check PDF Document

## **Reports / Information**

Court Information – Displays Court details, Court Locations, PACER Details, and Flag Definitions.

Judgment Index- This report lists judgment(s) for selected criteria with links to the associated document(s).

Links to Other Courts – Links to the Individual Court Sites for the entire judiciary.

### Mailings

- List of Creditors - allows access to the list of creditors/ mailing matrix via PACER.
- Mailing Info for a Case - provides mailing information for a specific case.

Pacer Case Locator (National Index) - Links to the PACER Service Center.

## **e-Orders**

- Judgment Book
- Order Query

## **NextGen Release 1.1. Menu Items**

- Change PACER Exemption Status
- Link a CM/ECF account to my PACER account
- Maintain Your Login/Password

## **NextGen Release 1.2 Menu Items**

- Docket Using XML Form Data
- Open Bankruptcy Case Using XML Forms Data

## Appendix A

### Required Lists, Schedules, Statements, and Fees

#### Individual Chapter 7 Voluntary Case

- ❑ **\$338.00 Filing Fee** (\$245 filing fee + \$78 Administrative fee + \$15 trustee surcharge)  
See requirement below when paying in installments or requesting filing fee be waived.
- ❑ **Voluntary Petition** (Official Form 101)

---

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

---

- ❑ **List of Creditors** (*list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G and H*).
- ❑ **Statement of Social Security Number** (*Official Form 121*)
- ❑ **Certificate of Credit Counseling** (provided by Credit Counseling Agency)
- ❑ **Application for Individuals to Pay the Filing Fee in Installments** – (*Official Form 103A*)  
(required when an individual debtor requests to pay the filing fee in installments).
  - **Disclosure of Pre-Petition Fees Paid by Debtor to Debtor's Counsel** (*Local Form MSSB-LR-1006-1*) See *Miss. Bankr. L.R. 1006-1(b)(1)*
- ❑ **Application to Have the Chapter 7 Filing Fee Waived** – (*Official Form 103B*)  
(required when an individual debtor request the court waive the filing fee).

---

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

---

- ❑ **Chapter 7 Statement of Your Currently Monthly Income** (*Official Form 122A-1*)
- ❑ **Statement of Exemption from Presumption of Abuse Under §707(b)(2)**  
(*Official Form 122A-1Supp*) (If applicable)
- ❑ **Schedules and Statements** file the following documents as one PDF document:
  - Summary of Your Assets and Liabilities and Certain Statistical Information (*Official Form 106Sum*)
  - Schedule A/B: Property (*Official Form 106A/B*)
  - Schedule C: The Property You Claim as Exempt (*Official Form 106C*)
  - Schedule D: Creditors Who Have Claims Secured by Property (*Official Form 106D*)
  - Schedule E/F: Creditors Who Have Unsecured Claims (*Official Form 106E/F*)
  - Schedule G: Executory Contracts and Unexpired Leases (*Official Form 106G*)
  - Schedule H: Your Codebtors (*Official Form 106H*)
  - Schedule I: Your Income (*Official Form 106I*)
  - Schedule J: Your Expenses (*Official Form 106J*)
  - Schedule J-2: Expenses for Separate Household of Debtor 2 (*Official Form 106J-2*)  
(If applicable)
  - Declaration About an Individual Debtor's Schedules (*Official Form 106Dec*)
  - Statement of Financial Affairs for Individuals Filing for Bankruptcy (*Official Form 107*).
  - Statement of Intention for Individuals Filing Under Chapter 7 (*Official Form 108*)
  - Disclosure of Compensation of Attorney Debtor (*Director's Form 2030*)

## Appendix B

### Required Lists, Schedules, Statements, and Fees

#### Non-Individual Chapter 7 Voluntary Case

- **\$338.00 Filing Fee** (\$245 filing fee + \$78 Administrative fee + \$15 trustee surcharge)  
See requirement below when paying in installments or requesting filing fee be waived.
- **Voluntary Petition** (Official Form 201)

---

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

---

- **List of Creditors** (*list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G, and H*).
- **Corporate Ownership Statement** - required if the debtor is a corporation.

---

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

---

- **Schedules and Statements** file the following documents as one PDF document:
  - Summary of Assets and Liabilities for Non-Individuals (*Official Form 206Sum*)
  - Schedule A/B: Assets – Real and Personal Property (*Official Form 206A/B*)
  - Schedule D: Creditors Who Have Claims Secured by Property (*Official Form 206D*)
  - Schedule E/F: Creditors Who Have Unsecured Claims (*Official Form 206E/F*)
  - Schedule G: Executory Contracts and Unexpired Leases (*Official Form 206G*)
  - Schedule H: Codebtors (*Official Form 206H*)
  - Declaration Under Penalty of Perjury for Non-Individual Debtors (*Official Form 202*)
  - Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy (*Official Form 207*).
  - Disclosure of Compensation of Attorney Debtor (*Director's Form 2030*)

## Appendix C

### Required, Lists, Schedules, Statements, and Fees

#### Individual Chapter 13 Voluntary Case

- ❑ **\$313.00 Filing Fee** (\$235 filing fee + \$78 Administrative fee) See requirement below when paying in installments.
- ❑ **Voluntary Petition** (Official Form 101)

---

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

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- ❑ **List of Creditors** (*list providing names and addresses of all entities listed or to be listed on Schedules D, E/F, G, and H*).
- ❑ **Statement of Social Security Number** (*Official Form 121*)
- ❑ **Certificate of Credit Counseling** (provided by Credit Counseling Agency)
- ❑ **Application for Individuals to Pay the Filing Fee in Installments** – (*Official Form 103A*) (required when an individual debtor requests to pay the filing fee in installments).
  - **Disclosure of Pre-Petition Fees Paid by Debtor to Debtor's Counsel** (*Local Form MSSB-LR-1006-1*) See *Miss. Bankr. L.R. 1006-1(b)(1)*

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

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- ❑ **Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period** (*Official Form 122C-1*).
- ❑ **Chapter 13 Calculation of Your Disposable Income** (*Official Form 122C-2*) (If applicable)
- ❑ **Chapter 13 Plan and Motions for Valuation and Lien Avoidance** (*Local Form MSSB-113*) Plan must be typewritten. Effective December 1, 2017 debtor must use new local form MSSB-113. See *Miss. Bankr. L. R. 3015.1-1*
- ❑ **Schedules and Statements** file the following documents as one PDF document:
  - Summary of Your Assets and Liabilities and Certain Statistical Information (*Official Form 106Sum*)
  - Schedule A/B: Property (*Official Form 106A/B*)
  - Schedule C: The Property You Claim as Exempt (*Official Form 106C*)
  - Schedule D: Creditors Who Have Claims Secured by Property (*Official Form 106D*)
  - Schedule E/F: Creditors Who Have Unsecured Claims (*Official Form 106E/F*)
  - Schedule G: Executory Contracts and Unexpired Leases (*Official Form 106G*)
  - Schedule H: Your Codebtors (*Official Form 106H*)
  - Schedule I: Your Income (*Official Form 106I*)
  - Schedule J: Your Expenses (*Official Form 106J*)
  - Schedule J-2: Expenses for Separate Household of Debtor 2 (*Official Form 106J-2*) (If applicable)
  - Declaration About an Individual Debtor's Schedules (*Official Form 106Dec*)
  - Statement of Financial Affairs for Individuals Filing for Bankruptcy (*Official Form 107*).
  - Disclosure of Compensation of Attorney Debtor (*Director's Form 2030*)

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Document to be filed upon filing of the Chapter 13 Plan or the Meeting of Creditors, whichever is later.

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- ❑ **Notice of Filing Chapter 13 Plan and Motions for Valuation and Lien Avoidance** (MSSB-LR-3015-1) with certificate of service (MSSB-LR-3015-1-COS)

## Appendix D

### Specifications for a List of Creditors

**List must contain the name and address for each entity included or to be included on Schedules D, E/F, G, and H.**

- Alphabetized by last name. Business names are to be in the alphabetized list.
- The name and address five lines or less.
- First line must be the creditor's name - 50 characters or less (including spaces)
- Additional lines 40 characters or less (including spaces)
- Names and addresses left justified (flush to the left margin, no leading spaces)
- No account numbers
- "Attention" line below the creditor's name (second line)
- City, state and zip code on last line
- Nine-digit zip codes – separate two groups of digits with hyphen
- Use two-letter abbreviations for the state
- Separate each address by one blank line
- Do not include debtor, joint debtor, case trustee, or US trustee's information.
- Do not include page numbers, headers, footers, etc.
- Save list of creditors in two formats (2 files):
  - 1) text format (.txt)
  - 2) PDF format (.pdf)

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PO BOX 981537  
EL PASO TX 79998-1537

**ANN TAYLOR**  
PO BOX 182273  
COLUMBUS OH 43218-2273

**CAPITAL ONE**  
PO BOX 85167  
RICHMOND VA 23285-5167

**CEDAR LAKE SURGERY CENTER**  
1720 MEDICAL PARK DR  
BILOXI MS 39532-2131

**CHASE**  
PO BOX 15299  
WILMINGTON DE 19850-5299

**CITI CARDS**  
PO BOX 6013  
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