



U.S. Bankruptcy Court

Southern District of Mississippi

Bankruptcy Law and Procedure Seminar 2023



Agenda

8:00 a.m. – 8:30 a.m.

Registration

8:30 a.m. – 9:00 a.m.

Recent Amendments – Bankruptcy
Rules, Forms, Fees

9:00 a.m. – 9:15 a.m.

Online Legal and Procedural
Resources

9:15 a.m. – 9:30 a.m.

Unclaimed Funds in Bankruptcy
Cases - Laws, Rules, & Procedures

9:30 a.m. – 10:00 a.m.

Electronic Case Filing
Account Management

10:00 a.m. – 12:00 p.m.

Notices, Pleadings, Exhibits,
Schedules, etc. - Laws, Rules, &
Procedures



U.S. Bankruptcy Court

Southern District of Mississippi

Disclaimer:

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

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

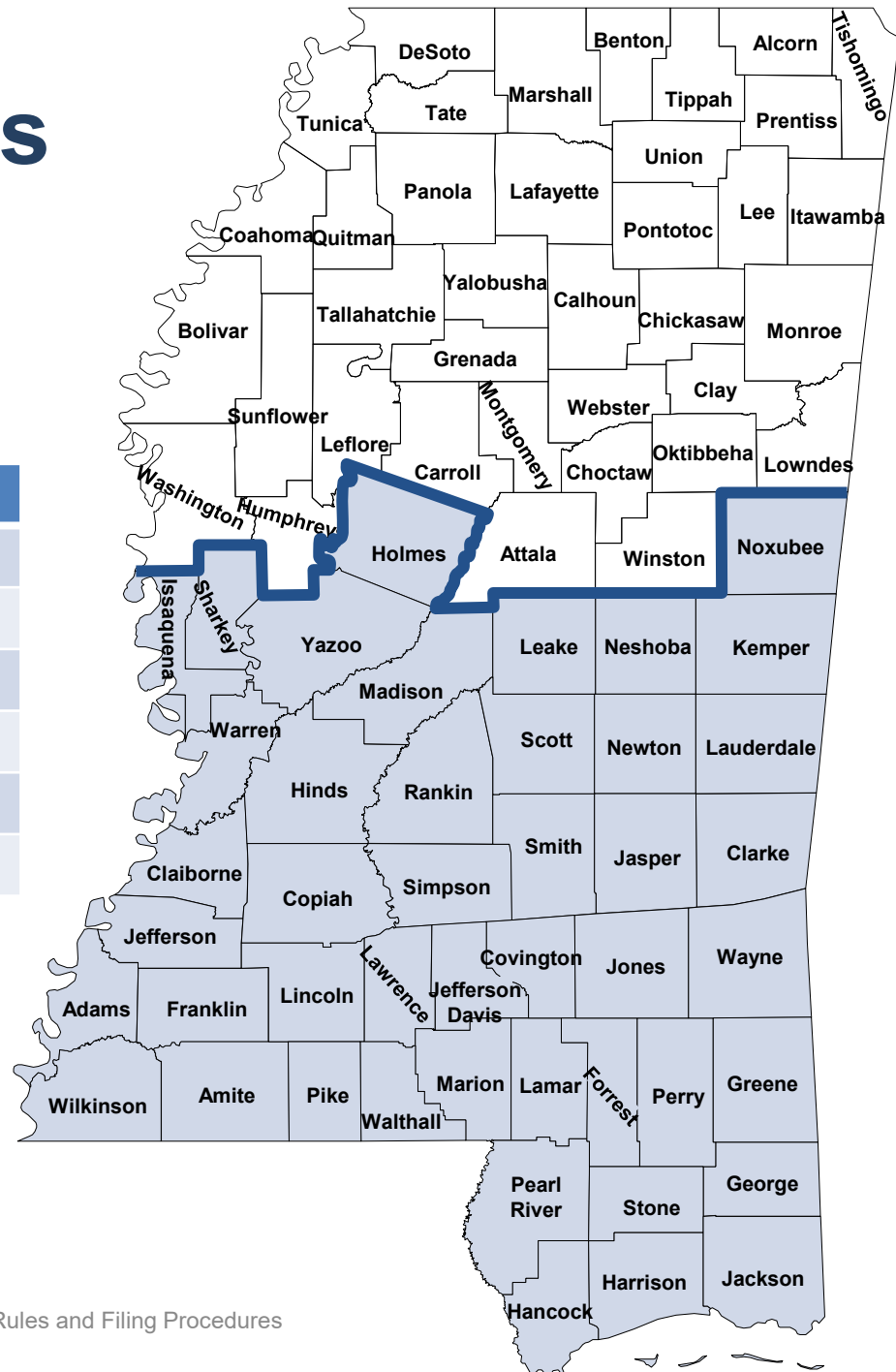
Participants should consult official sources for relevant statutes, federal rules, local rules, and local procedures.



Introductions

U.S. Bankruptcy Court Southern District of Mississippi

Danny Miller	Clerk of Court
Collette Derouen	Chief Deputy
Cynthia Loftin	Operations Manager
Katie Wise	Operations Manager
Keisha Moore	Operations Manager
Josette Dutil	Operations Manager





U.S. Bankruptcy Court

Southern District of Mississippi

Recent Amendments: Rules, Form, Fees



Federal Bankruptcy Rules

Recent Amendments: Federal Bankruptcy Rules



Federal Bankruptcy Rules

December 1, 2023 – Pending Amendments

Fed. R. Bankr. P. 3011

Will require Clerk to provide searchable access for unclaimed funds on the court's website.



Federal Bankruptcy Rules

December 1, 2023 – Pending Amendments

Fed. R. Bankr. P. 8003

Appeal as of Right – How Taken; Docketing the Appeal

Conform to recent amendments to Federal Rule of Appellant Procedures 3.



Federal Bankruptcy Rules

December 1, 2023 – Pending Amendments

Fed. R. Bankr. P. 9006

Computing and Extending Time; Time for Motion Papers

Adds Juneteenth National Independence Day to the list of legal holidays.



Federal Bankruptcy Rules

December 1, 2023 – Pending Amendments

New Fed. R. Bankr. P. 9038

Bankruptcy Rules Emergency

Provides authority to extend or toll time limits during major emergencies affecting bankruptcy courts.



Miss. Bankruptcy Local Rules

Pending Amendments: **Joint Uniform Local Bankruptcy Rules**



Local Bankruptcy Rules

New Local Rule Eff. – December 1, 2023

Local Rule 7007.1 – 1 Corporate Ownership Statement to be Filed by a Partnership or Joint Venture that is a Party to an Adversary Proceeding

The requirements for filing a Corporate Ownership Statement by certain nongovernmental corporate parties to an adversary proceeding, other than the debtor, under Fed. R. Bankr. P. 7007.1 shall also apply to any party that is a general partnership, limited partnership, joint venture, or limited liability company.



Local Bankruptcy Rules

Local Rule Amendment Eff. – December 1, 2023

Local Rule 9014-1

(c) Application of Part VII Rules.

(1) The court may order Miss. Bankr. L.R. 7016-1 to apply to contested matters. Unless ordered otherwise, to the extent that Part VII of the Federal Rules of Bankruptcy Procedure are applicable to contested matters pursuant to the Fed. R. Bankr. P. 9014(c), the corresponding Mississippi Bankruptcy Local Rules for Part VII shall apply to contested matters.

(2) The requirements for filing a Corporate Ownership Statement under Fed. R. Bankr. P. 7007.1 and Miss. Bankr. L.R. 7007.1-1 shall also apply to contested matters.



Standing Orders – S.D. Miss.

New/Amended Standing Orders



Standing Orders

Amended Standing Order Adopting Procedures for Obtaining Discharge in Chapter 13

Eff. 12-1-2022

Requires debtor to include a certification in support any motion for a hardship discharge, and the certification must substantially conform to the court's new local form (See court website).



Standing Orders

Amended Standing Order Re: No Look Fee Chapter 13 Cases

Eff. 1-1-2023

Increased maximum fee for debtor's counsel to \$4,000 (previous fee limit was \$3,600).



U.S. Bankruptcy Court

Southern District of Mississippi

Bankruptcy Filing Fees



Bankruptcy Filing Fees

December 1, 2023 – Pending Increase

Judicial Conference has approved **inflationary adjustments** to the Bankruptcy Court Miscellaneous Fee Schedule effective December 1, 2023.

28 U.S.C. § 1930



Bankruptcy Fee Increases

Changes to the Bankruptcy Court Miscellaneous Fee Schedule (28 U.S.C § 1930)

Effective December 1, 2023

<u>Item No.</u>	<u>Description</u>	<u>Current Fee</u>	<u>New Fee</u>
1b.	Record reproduction of an electronic record stored outside the court's CM/ECF system	\$ 31.00	\$ 33.00
2-A.	Certification of any document	\$ 11.00	\$ 12.00
2-B.	Exemplification of any document	\$ 23.00	\$ 24.00
3.	Audio recording of a court proceeding	\$ 32.00	\$ 34.00
4.	Amendment to schedules of creditors, list of creditors, or mailing list	\$ 32.00	\$ 34.00
5.	Record search of bankruptcy court records	\$ 32.00	\$ 34.00
7.	Filing document unrelated to pending case	\$ 49.00	\$ 52.00
12-A.	Retrieval of one records box from Federal Records Center	\$ 64.00	\$ 70.00
12-B.	Retrieval of multiple records box (each additional box)	\$ 39.00	\$ 43.00
12-C.	Electronic retrieval of record from Federal Records Center	\$ 10.00	\$ 11.00
14.	Direct Appeal or Direct Cross-Appeal	\$ 207.00	\$307.00
19.	Filing motion to: <ul style="list-style-type: none">terminate, annul, modify, or condition the automatic stay;compel abandonment of estate property;withdraw the reference of a case or proceeding; orsell estate property free and clear of liens	\$ 188.00	\$ 199.00
20.	Transfer of claim	\$ 26.00	\$ 28.00
21.	Motion to redact	\$ 26.00	\$ 28.00



U.S. Bankruptcy Court

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Online Legal and Procedural Resources

www.mssb.uscourts.gov



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Danny L. Miller
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[Operations Managers](#)

[Administrative Staff](#)

[Clerk's Office Locations](#)

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

Case Digits	Name	Email	Phone No.
00-11	Deb Santos	Deborah_Santos@mssb.uscourts.gov	601-608-4633
12-26	Sommer Wuest	Sommer_Wuest@mssb.uscourts.gov	228-563-1816
27-38	Beth Harkins	Beth_Harkins@mssb.uscourts.gov	601-608-4621
39-43	Josette Dutil	Josette_Dutil@mssb.uscourts.gov	228-563-1813
44-58	Jennifer Holly	Jennifer_Holly@mssb.uscourts.gov	601-608-4625
59-63	Keisha Moore	Keisha_Moore@mssb.uscourts.gov	601-608-4639
64-68	Katie Wise	Katie_Wise@mssb.uscourts.gov	228-563-1796
69-80	Alexis Bradley	Alexis_Bradley@mssb.uscourts.gov	228-563-1809
81-95	Faith Crawford	Faith_Crawford@mssb.uscourts.gov	228-563-1814
96-99	Cynthia Loftin	Cynthia_loftin@mssb.uscourts.gov	601-608-4640
	Chasity Lucas	Chasity_Lucas@mssb.uscourts.gov	601-608-4636



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[Clerk's Office Locations](#)

Office	Street Address	Mailing Address
Jackson Business Hours: (601) 608-4600 <u>Emergency Filing:</u> (601) 608-4603	Thad Cochran U.S. Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201	Clerk, U.S. Bankruptcy Court Southern District of Mississippi 501 E. Court St., Suite 2.300 Jackson, MS 39201
Office	Street Address	Mailing Address
Gulfport Business Hours: (228) 563-1790 <u>Emergency Filing:</u> (601) 608-4603	Dan M. Russell Jr. U.S. Courthouse 2012 15th St., Suite 244 Gulfport, MS 39501	Clerk, U.S. Bankruptcy Court Southern District of Mississippi 2012 15th St., Suite 244 Gulfport, MS 39501



Contact Information

New mailing address for Jackson Office


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

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Effective October 1, 2023, the court will no longer receive mail at a post office box.



Rules/Orders/Procedures




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



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News & Announcements

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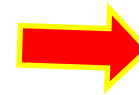


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www.mssb.uscourts.gov/emergency-filing-procedures

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Emergency Filing Procedures

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

Jackson 601-608-4600

Gulfport 228-563-1790



Emergency Filing Procedures

After Hours:

601-608-4603



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Local Forms

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Local Forms

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



Local Forms - **New**

Certification in Support of Motion for Hardship Discharge

Form Name	Description	Revision Date	Link(s)
MSSB-1328(b)-Cert	Certification in Support of Motion for Hardship Discharge Pursuant to 11 U.S.C. § 1328(b)	02/22/2023	Form

Amended Standing Order Adopting Procedures For Obtaining Discharge in Chapter 13 Cases

(Effective 2/22/2023)



Local Forms

Questions



U.S. Bankruptcy Court

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ECF Docketing Guide



ECF Docketing Guide

Interactive, on-line tool

- Provides filing guidelines



ECF Docketing Guide



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Electronic Case Filing

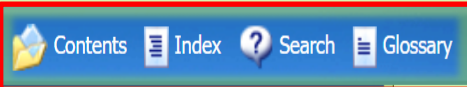
The court has upgraded to NextGen CM/ECF. Individuals wishing to E-File in this court must register with the PACER Service Center at www.pacer.uscourts.gov.

For registration instructions click the below links.

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ECF Docketing Guide



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ECF Docketing Guide

S.D. Miss. Bankruptcy Court: Mission Statement:

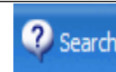
Implement and interpret the laws of the United States of America, within the jurisdiction of the Bankruptcy Court.

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, Southern District of Mississippi. This guide is intended to provide information concerning the operations of the Court. Case administrators are assigned by the last two digits of the bankruptcy case number. For questions concerning a specific case, please contact the case administrator. [Click here](#) for the court's contact information.

Getting Started - How to Use This Guide



To the left of this window is the **table of contents**. You may navigate the guide by clicking on the book or topic of your choice. The right side of your screen contains an additional navigation pane. This area will be active on pages that contain actual Court procedures and it will provide links to additional useful information.



Selecting the **search button** is the fastest way to locate information. Typing a word in this field and pressing enter will result in your screen refreshing and every topic within the guide that contains that word to appear in the "Contents" section.



Contents Tab – Navigate by topic

The screenshot displays the ECF Docketing Guide interface. At the top, a blue navigation bar contains a 'Contents' tab (highlighted with a red box and a red arrow), a 'Search' button, and a 'Glossary' button. Below the navigation bar is a large window titled 'ECF Docketing Guide'. The window has a left sidebar containing a list of topics, each preceded by a blue folder icon. A red arrow points to the 'Meetings of Creditors' item in this list. The main content area of the window displays the title 'ECF Docketing Guide' in large white letters on a dark blue background. Below the title is a section titled 'S.D. Miss. Bankruptcy Court: Mission Statement:' followed by the text 'Implement and interpret the laws of the United States of America Bankruptcy Court.' Below this is a paragraph of text: 'Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, S.D. Miss. to provide information concerning the operations of the Court. Case administration, bankruptcy case number. For questions concerning a specific case, please contact court contact information.' Below the paragraph is a section titled 'Getting Started - How to Use This Guide'. At the bottom of the window, there is a footer area with a 'Contents' button and a 'Search' button. The 'Contents' button is highlighted with a red box and a red arrow. The 'Search' button is also highlighted with a red box and a red arrow.

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ECF Docketing Guide

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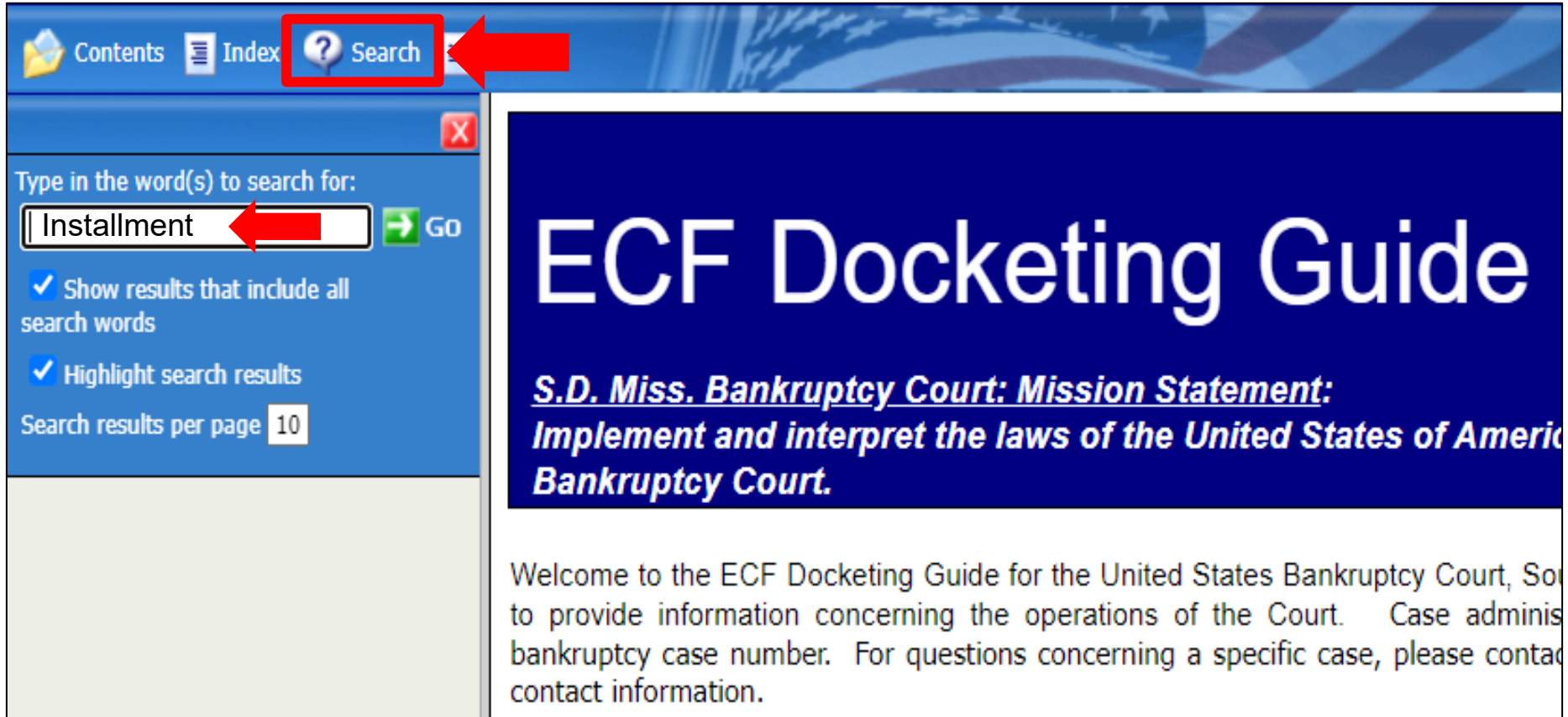
Select the **index** button to search for specific words and phrases within the topics.

[Latest Updates/Revisions to the ECF Docketing Guide](#)

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Search Tab

The screenshot shows the ECF Docketing Guide search interface. At the top, there is a navigation bar with "Contents", "Index", and "Search" tabs. The "Search" tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a search input field with the text "Installment" and a red arrow pointing to it. To the right of the input field is a green "Go" button. Below the input field, there are two checkboxes: "Show results that include all search words" and "Highlight search results", both of which are checked. Below the checkboxes, there is a label "Search results per page" followed by a box containing the number "10". To the right of the search interface, there is a large blue banner with the text "ECF Docketing Guide" in white. Below the banner, there is a section titled "S.D. Miss. Bankruptcy Court: Mission Statement:" in red, followed by the text "Implement and interpret the laws of the United States of America Bankruptcy Court." in white. Below this section, there is a paragraph of text: "Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, So to provide information concerning the operations of the Court. Case adminis bankruptcy case number. For questions concerning a specific case, please contac contact information."



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Implement and interpret the laws of the United States of Amer
Bankruptcy Court.

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, S to provide information concerning the operations of the Court. Case admin bankruptcy case number. For questions concerning a specific case, please cont contact information.

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Glossary Tab

The screenshot shows the ECF Docketing Guide website. At the top, there is a navigation bar with icons for Contents, Index, Search, and Glossary. The Glossary icon is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, on the left side, is a list of legal terms under the heading "Term:". A red bracket is drawn around this list. The terms include: accountant, action or civil action, adversary proceeding, affiliate, appeal, attorney, Bankruptcy Clerk, bankruptcy code, bench trial, briefs, consumer debt, corporation, counterclaim, Court or Judge, creditor, cross-claim, debt, debt for child support, debtor, debtor in possession, defendant, directed verdict, disinterested person, and exclusivity period. The main content area on the right is titled "ECF Docketing Guide" and contains the mission statement of the S.D. Miss. Bankruptcy Court, a welcome message, and a section titled "Getting Started - How to Use This Guide".

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- counterclaim
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- cross-claim
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- debt for child support
- debtor
- debtor in possession
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ECF Docketing Guide

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

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, Southern District of Mississippi. The purpose of this guide is to provide information concerning the operations of the Court. Case administrators will provide you with a case number. For questions concerning a specific case, please contact the court clerk for contact information.

Getting Started - How to Use This Guide

To the left of this window is the *table of contents*. You may navigate the guide by clicking on the book or topic of your choice. The right side of your screen contains an additional navigation pane. This area will be active on pages that contain actual Court procedures and it will provide links to additional information.

Selecting the *search* icon will allow you to enter information. Typing in the search box will result in your screen displaying a list of results from the guide that contains the information you are seeking.



Glossary Tab

The screenshot displays the ECF Docketing Guide website. At the top, a navigation bar includes links for Contents, Index, Search, and Glossary. The Glossary tab is highlighted with a red box. On the left side, a list of terms is shown, with 'accountant' selected and highlighted by a red arrow. A red bracket on the left side of the list indicates the scrollable nature of the terms. A definition box for 'accountant' is displayed, stating: 'means accountant authorized under applicable law to practice public accounting, and includes professional accounting association, corporation, or partnership, if so authorized'. The main content area features a large blue header with the title 'ECF Docketing Guide' and the mission statement of the S.D. Miss. Bankruptcy Court. Below this, a 'Use This Guide' section provides instructions on how to navigate the guide using the table of contents or search function.

Contents Index Search **Glossary**

Term:

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- counterclaim
- Court or Judge
- creditor
- cross-claim
- debt
- debt for child support
- debtor
- debtor in possession
- defendant
- directed verdict
- disinterested person
- exclusivity period

Definition: accountant

means accountant authorized under applicable law to practice public accounting, and includes professional accounting association, corporation, or partnership, if so authorized

ECF Docketing Guide

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

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, Southern District of Mississippi. This guide provides information regarding the operations of the Court. Case administrators are available to answer questions concerning a specific case, please contact the court administrator.

Use This Guide

To the left of this window is the **table of contents**. You may navigate the guide by clicking on the book or topic of your choice. The right side of your screen contains an additional navigation pane. This area will be active on pages that contain actual Court procedures and it will provide links to additional information.

Selecting the **search** information. Typing a keyword will result in your screen displaying a list of guide that contains the keyword in the section.



Docket Event List

The screenshot shows the ECF Docketing Guide website. At the top, there is a blue navigation bar with a 'Contents' link (highlighted with a red box and a red arrow), a 'Search' button, and a 'Glossary' link. Below this is a left sidebar with a list of topics, each preceded by a question mark icon. The 'Docket Event List' item is highlighted with a red box and a red arrow. The main content area has a purple header with the title 'ECF Docketing Guide'. Below the header, there is a section titled 'S.D. Miss. Bankruptcy Court: Mission Statement: Implement and interpret the laws of the United States of America jurisdiction of the Bankruptcy Court.' followed by a welcome message and a paragraph explaining the guide's purpose. At the bottom of the main content area, there is a section titled 'Getting Started - How to Use This Guide' with a 'Contents' button and a 'Search' button. The text 'To the left of this window is the *table of*' is visible at the bottom of the main content area.

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This guide is intended to provide information concerning the operations of the Court
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please contact the case administrator. [Click here](#) for the court's contact information.

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Docket Event List

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ECF Limited Filer Events

Rev. 11/27/2019

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- [Certificate of Service](#)
- [Certificate of Service \(Use Only for Rule 3002.1 Events\)](#)
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- [Notice of Mortgage Payment Change](#)
- [Notice of Mortgage Payment Change \(No Proof of Claim Filed\)](#)
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- Financial Management Course
- Federal Rules and Code
- Involuntary Petitions
- Motion of Creditors

Change of Address for Creditor

Rev. 1/15/2019

Docket Events:

[Bankruptcy > Other > Notice of Change of Address]
[Bankruptcy > Claim Actions > Notice of Change of Address]

Requirements:

Written notification from the creditor or debtors' attorney




Debtor's address: [Change of Address for Debtor](#)


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U.S. Bankruptcy Court • Southern District of Mississippi



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ECF Docketing Guide


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

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, Southern District of Mississippi. The guide is organized by chapter of the Federal Bankruptcy Code, assigned by the last two digits of the bankruptcy case number. For questions concerning a specific case, please contact the court clerk.

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










Select the **index button** to search for specific words and phrases within the topics.

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 Allow Payment Arrearages
 Amend Pleading or Document
 Amended Application
 Amended Motion
 Appoint Consumer Ombudsman


ECF Docketing Guide

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Relief from Automatic Stay (Motion)

Rev. 01/25/2022

11 U.S.C. § 362(d)
Miss. Bankr. L. R. 4001-1

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

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

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

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

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

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

Docket Event:

[Bankruptcy > Motions/Applications > Relief from Stay]

Requirements:

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

****Note:** No fee is due when a [child support creditor](#) files Official Form B2810 *Appearance of Child Support Creditor or Representative*. For more information see [Appearance of Child Support Creditor](#).

No fee is due when an agreed order ([signed by all parties](#)) accompanies the motion (filed as an attachment). See: [Relief from Stay with Agreed Order](#).

File Amended Motion

1. File the amended motion using the above docket event;
2. Input the [receipt number](#) for the fee payment made for the original motion; and
3. Select "Amended" from the prefix drop-down list.

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Relief from Automatic Stay (Motion)

Rev. 01/25/2022

[11 U.S.C. § 362\(d\)](#) ←

Miss. Bankr. L. R. 4001-1

The automatic stay is one of the fundamental debtor protections provided by the Bankruptcy Code. It prevents a creditor from attempting a repayment or reorganization plan, or just to be relieved of the stay.

Local Rule 5005-1(a)(2)(D) requires every motion have as an attachment:

Local default form orders are available on the Court's website: [www.m...](#)

- **Default Order Granting Relief from Automatic Stay** - Local form
- **Order Granting Limited Stay Relief Re: Dissolution of Marriage**

There is no provision under [§ 362](#) to lift the automatic stay as to an [Agreed Order](#).

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

Docket Event:

[Bankruptcy > Motions/Applications > Relief from Stay]

Requirements:

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

← → law.cornell.edu/uscode/text/11/362

CM/ECF CMAssist - MSSB_Li... J JENIE MSSB-Home - Intra... Internet - Jackson Secretary of State

Cornell Law School

LII Legal Information Institute

About LII ▶ Get the law ▶ Lawyer directory

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

Quick search by citation:

Title enter title Section section

11 U.S. Code § 362 - Automatic stay

U.S. Code Notes

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



Motions and Applications

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Relief from Automatic Stay (Motion)

Rev. 01/25/2022

[11 U.S.C. § 362\(d\)](#)
Miss. Bankr. L. R. 4001-1

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

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

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



Motions and Applications

Relief From Stay with Agreed Order (No Fee) (Motion)

Rev. 7/19/2021

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

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

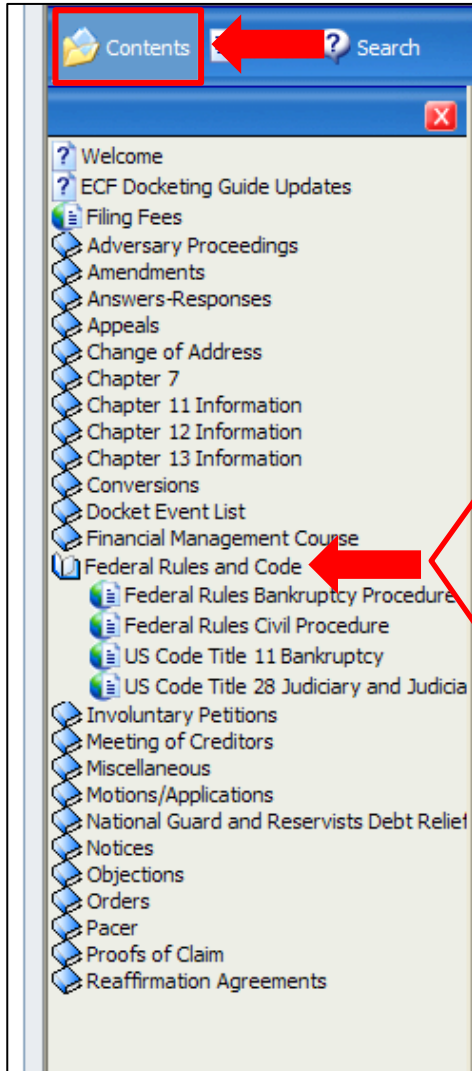
If the movant fails to attach a proposed Agreed Order or if the proposed Agreed Order does not contain all required signatures, the Clerk must collect a filing fee.

Motion Docket Event:

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



Federal Rules and US Codes



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



ECF Docketing Guide

Updates to ECF Docketing Guide



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ECF Docketing Guide

S.D. Miss. Bankruptcy Court: Mission Statement:
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Index <p>Select the index button to search for specific words and phrases within the topics.</p>	<p>Select the red x button to hide the contents, giving you a full screen view. To go back to the table of contents, select the contents button.</p>

[Latest Updates/Revisions to the ECF Docketing Guide](#)



ECF Docketing Guide

S.D. Miss. Bankruptcy

ECF Docketing Guide Updates/Revisions

Date	Topic
07/13/2023	Request Writ of Execution "New"
07/13/2023	Issue Writ of Execution "New"
06/22/2023	Chapter 11 Meeting of Creditors Revised to update Gulfport location for in person 341 meetings. Moved from Hancock Bank to the Gulfport Federal Courthouse.
02/22/2022	Motion for Chapter 13 Hardship Discharge Revised to include the new requirement to include a certification that conforms with the court's local form MSSB-1328(b)-cert.
12/01/2022	Meeting of Creditors Chapter 11 Revised to include new claims deadline for Subchapter V under Chapter 11
08/16/2022	Notice of Removal Revised to clarify that the party must file the Notice of Removal with the District Court.
04/20/2022	Request to issue an Alias Summons Revised to include the new docket event to request the clerk's office issue a new summons.



ECF Docketing Guide

Questions



U.S. Bankruptcy Court Southern District of Mississippi

A large computer monitor is centered on the page. The screen is dark blue with the text "Other Online resources" in yellow. The monitor has a black bezel and a black stand.

**Other
Online resources**

U.S. Bankruptcy Court
Southern District of Mississippi
www.usbkcourt.com



U.S. Bankruptcy Court Southern District of Mississippi Interactive Court Calendar

The screenshot displays the Interactive Court Calendar for the U.S. Bankruptcy Court, Southern District of Mississippi. The interface includes a sidebar with monthly calendars for November 2019, December 2019, and January 2020. The main area features a search bar with options for 'Quick Search' and 'Advanced Search', and a 'Reset' button. Below the search bar, a table lists court cases with columns for Date, Time, Order, Location, Judge, Case #, Case Title, and Hearing Text. The table shows various cases scheduled for 09:00 AM and 10:00 AM on 11/7/2019. The bottom of the screen indicates 'Page 1 of 3 (81 items)'.

Interactive Court Calendar - Bankruptcy - SD Miss Current as of: 11/6/2019 8:30 AM

Quick Search [Advanced Search](#) [Reset](#) [Help](#) [Contact](#) [Print](#)

7 Digit Case Number(XX-XXXXX) or Debtor First or Last h QSearch

Search by a 7 digit case number (##-####) or debtor first or last name.

Date	Time	Order	Location	Judge	Case #	Case Title	Hearing Text
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51259-KMS	Sharon Patrice Jones	Order to Appear and Show Cause for failure to pay the installment of 1
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51275-KMS	William Henry Hale	Order to Show Cause for failure to comply with the Notice of Deficien
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51275-KMS	William Henry Hale	Order to Show Cause for failure to comply with the Notice of Deficien
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51500-KMS	WILLIE EARL MOTON	Order to Appear and Show Cause for failure to file the Schedules and
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51500-KMS	WILLIE EARL MOTON	Order to Show Cause for failure to pay the required filing fee of \$335.0
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51614-KMS	Katherine Amanda Dicke...	Reaffirmation Agreement (Pro Se) between Debtor an
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51924-KMS	Valerie B Sidney	Order to Show Cause for failure to file the Schedules/Statements (Sh
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-06027-KMS	Lentz v. Donald Norris A...	Motion to Dismiss Party Filed by Defendant Donald P. Norris (Attache
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51414-KMS	Mary Dean	Motion to Assume Lease or Executory Contract , or
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	18-50629-KMS	Dawn R Ruble	Motion To Stay (related documents 594 Notice of Final Report of Trust
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-52108-KMS	John Frank Romano, Jr.	Order to Show Cause for failure to file the Certificate of Credit Counse
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-03578-KMS	Bernard Lee Rosse	Certification of exigent circumstances that merits
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-06039-KMS	Lentz v. Steelman, Jr.	Notice of Status Conference (RE: related document(s)1 Complaint file
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	17-06050-KMS	Big Rook Sports LLC v. ...	Notice of Status Conference (RE: related document(s)1 Complaint file
11/7/2019	09:00 AM	0	Courtroom - Gulfport	Samson	19-51451-KMS	Lesley D. Morris and Am...	Order to Show Cause for failure to attend the Meeting of Creditors (Di
11/7/2019	09:00 AM	1	Courtroom 4C - Olack...	Olack	18-00128-NPO	Behr Holdings Trust v. ...	Trial: Adversary case 18-00128, (87 (Dischargeability - 523(a)(4), frau
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-50995-KMS	Lisa Davis	Confirmation Hearing Objection to Confirmation filed by Select Portfol
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51593-KMS	Michael Linn Hanner an...	Confirmation Hearing Objection to Valuation filed by American Credit
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51649-KMS	Colin P. Gahagan and CL...	Confirmation Hearing Objection to Confirmation filed by MS Dept. of F
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51699-KMS	Shunda U Williams	Confirmation Hearing Objection to Valuation filed by Creditor W.S. Ba
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	14-51063-KMS	Vernell Harper and Fran...	Order to Show Cause for failure to comply with the Notice of Deficien
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51356-KMS	JESSIE UNDERWOOD, ...	Confirmation Hearing Objection to Confirmation filed by Fidelity Bank
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51560-KMS	Judith L. Marsh	Confirmation Hearing Objection to Confirmation filed by First Heritage
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51611-KMS	Kevin Dwight Oliver and ...	Confirmation Hearing Objection to Valuation filed by Ford Motor Credit
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51632-KMS	Jerome Allen	Order to Show Cause for failure to pay the the required filing fees put
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51632-KMS	Jerome Allen	Order Scheduling Show Cause Hearing for Failure to Obtain Prepetit
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51842-KMS	Barbara Baranowski	Order to Appear and Show Cause for failure to file the Schedules and
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51851-KMS	Kanesha Hall	Order to Appear and Show Cause for failure to file the Schedules and
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51949-KMS	DIAMOND MCGLL	Order to Show Cause for failure to comply with the Notice of Deficien
11/7/2019	10:00 AM	0	Courtroom - Gulfport	Samson	19-51987-KMS	Angel Marolf	Order to Show Cause for failure to file the Schedules and Statement c

1 2 3 Page 1 of 3 (81 items)

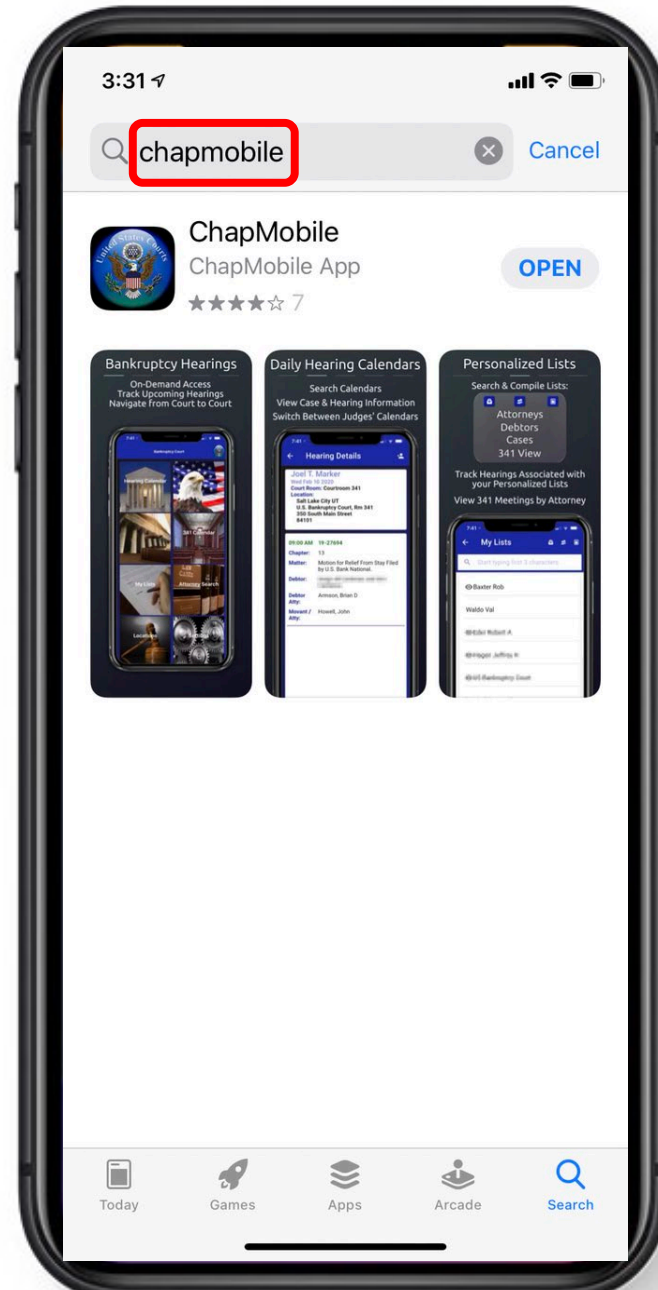
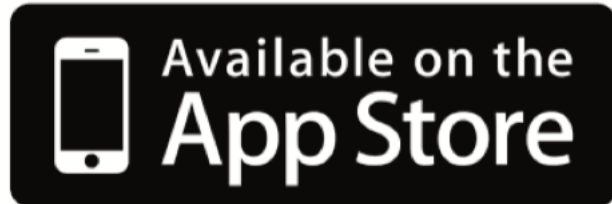


ChapMobile



Mobile Court Calendar

- Free.
- 30 Days of Calendar Info.

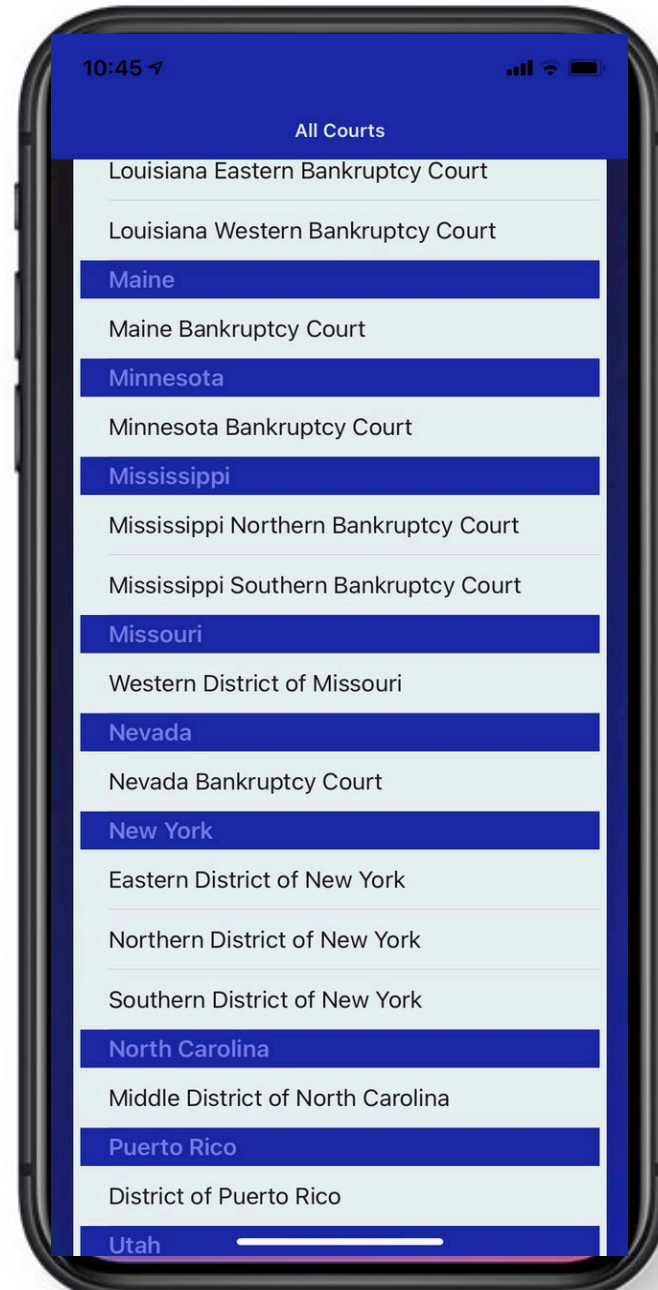




ChapMobile

When app is opened for the first time, it offers a list of participating bankruptcy courts. You can scroll down the list of courts.

Select a “default” court by tapping the name of the court.





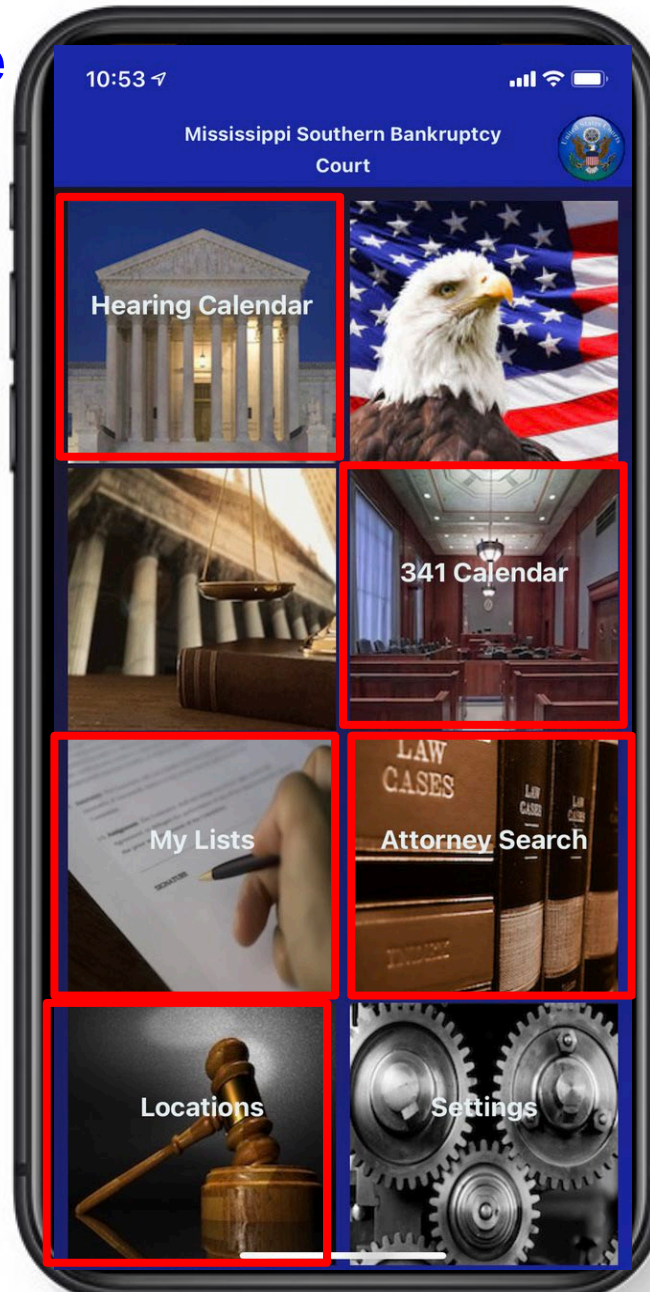
ChapMobile

Home Page

All court hearings for next 30 days displayed by date and by judge.

Personalize calendars by attorney.

Court locations and contact information.



All 341 Meetings displayed by date and by trustee.

Search for registered atty. View hearings for that attorney.



U.S. Bankruptcy Court Southern District of Mississippi

Follow the Court



Official Court Announcements:

- New Rules and/or Forms
- Court closure due to weather, etc.
- Job announcements

Training Videos



On-Line Resources

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Unclaimed Funds



Unclaimed Funds

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



Unclaimed Funds Locator

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



Unclaimed Funds Locator



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



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

Search

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



Welcome to the
United States Bankruptcy Court
Southern District of Mississippi



Unclaimed Funds Locator



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

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PACER Case Locator Login

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Case Statistics

Archived Case Request Form

Unclaimed Funds Locator

Case Assignment Map

ChapMobile - New Mobile Calendar App

Home

Calendars/Case Information

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

Interactive Court Calendar (On-line)

ChapMobile - New Mobile Calendar App

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Unclaimed Funds Locator

U.S. Courts Unclaimed Funds Locator

[Home](#)[About](#)

Court	Select Court(s) Or Leave Empty For All Courts
Creditor Name	Search By Creditor Name
Debtor Name	Search By Debtor Name
Case Number	Search By Case Number
Amounts Not Less Than	\$ 0
Entered On or After:	Entered On or After
<div>Clear</div> <div>Search</div>	

Disclaimer

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



Unclaimed Funds


Requesting Payment:

- 1) File an Application ([Local Form MSSB-1340](#))
 - Notarized
 - Copy to US Attorney
- 2) File a Proposed Order ([MSSB-1340-Order](#))
- 3) File Required Supporting Documents



Local Forms and Instructions

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



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

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Official and Procedural Forms

[Local Forms](#)

Filing Fees

Bankruptcy Court
Miscellaneous Fee Schedule

Home » Forms/Fees

Local Forms

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



Unclaimed Funds

Filing Application & Proposed Order

Upload Proposed Order as an attachment

Docket Event

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

Available Events (click to select events)

Release Funds from Court Registry

Release Unclaimed Funds from Court Registry (Application)

Next

Clear



Unclaimed Funds

Required Supporting Documents

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



Unclaimed Funds

File Supporting Documents

Docket Event

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

Available Events (click to select events)

Supporting Documents Re Unclaimed Funds (Document Restricted)

Next Clear



Unclaimed Funds

Who can request unclaimed funds?

- Owner of record
- Successor claimant
- Other Claimant



Unclaimed Funds

Owner of Record

Owner of funds per bankruptcy court records.



Unclaimed Funds

Successor Claimant

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

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



Unclaimed Funds

Other Claimant

Claimant who proves a right to the funds.

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



Unclaimed Funds

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



Unclaimed Funds

Disbursement of Unclaimed Funds

Unclaimed funds are disbursed 14 days after court enters the order (if no objections filed).



Unclaimed Funds

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

ECF Accounts: Filing Agents



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Agent

Individual designated to e-file on behalf of an ECF filer (other than a limited filer).



Filing Agents

Who can have filing agents?

Attorneys

Trustees

U.S. Trustee



Filing Agents

To Qualify as a Filing Agent:

- 1) Register for individual PACER account.
- 2) Register for a Filing Agent user account (through PACER).



Filing Agents - Benefits

- Filing Agent has own ECF user account.
 - No need for an ECF user to share filing credentials (passwords) with others.
- ECF User can monitor filings made by filing agent.
 - An ECF system report can identify the agent that docketed a filing.
- A filing agent can be authorized to e-file for multiple ECF users.



Filing Agents

Register ECF User authority:

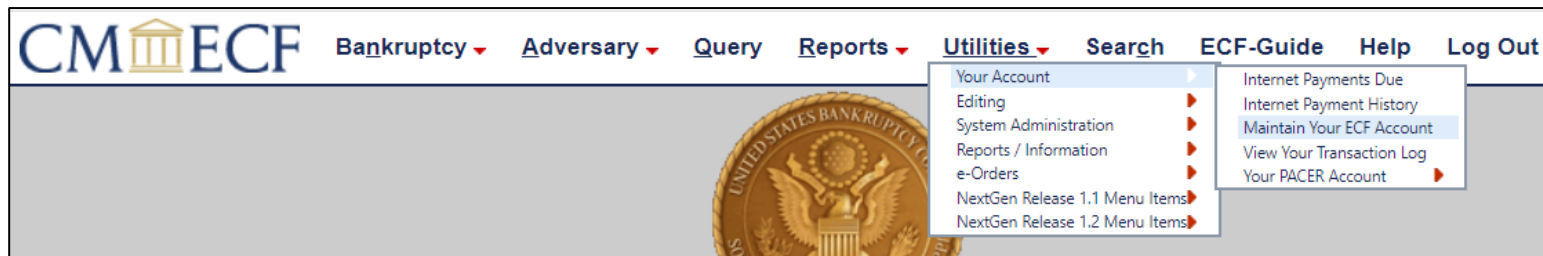
- Add filing agents
- Remove filing agents
- Monitor filings made by filing agents



Filing Agents

Add Filing Agent

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





Add Filing Agent

Click **More user information**

Maintain User Account

[Edit my name and address information](#)


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



Add Filing Agent

Enter agent's last name > Click Search icon

Filing agents

Find filing agent 

Return to Account screen

Clear



Add Filing Agent

Click **Select**

E-Filing Status Active
Internet Payment Y
Groups

Add a Filing Agent

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

Find filing agent




Add Filing Agent

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

The screenshot shows a web interface for managing filing agents. A red arrow points to the checkbox next to the agent's name. The agent's name and address are listed. Below the list is a search bar with the text "Patterson" and a magnifying glass icon. At the bottom, there are two buttons: "Return to Account screen" and "Clear". The "Return to Account screen" button is highlighted with a red rectangular box.

Filing agents

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

Find filing agent 



Add Filing Agent

Click Submit

Maintain User Account

[Edit my name and address information](#)

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

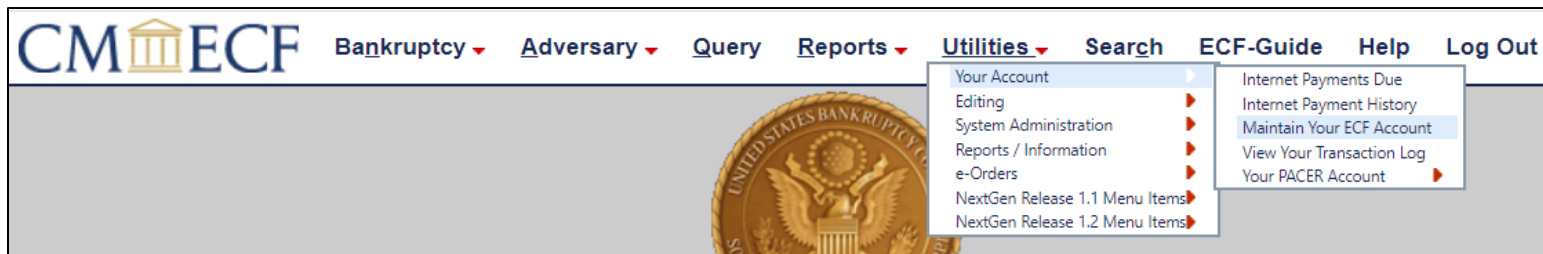
Email information... More user information...

Submit Clear



Remove Filing Agent

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





Remove Filing Agent

Click **More user information**

Maintain User Account

[Edit my name and address information](#)

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



Remove Filing Agent

Uncheck box to remove agent

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

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

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



Remove Filing Agent

Click **Return to Account screen**

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

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

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

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

Return to Account screen

Clear



Remove Filing Agent

Click **Submit** to remove the Filing Agent

Maintain User Account

[Edit my name and address information](#)

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

Email information... More user information...

Submit Clear



Filing Agents

Filing Agent for Multiple ECF Filers



Filing Agent for Multiple Filers

Agent logs in CM/ECF and selects from a list of filers that have authorized the agent.

Filing for

One Attorney (aty) ←

United States Trustee (ust) ←



Filing Agent for Multiple Filers

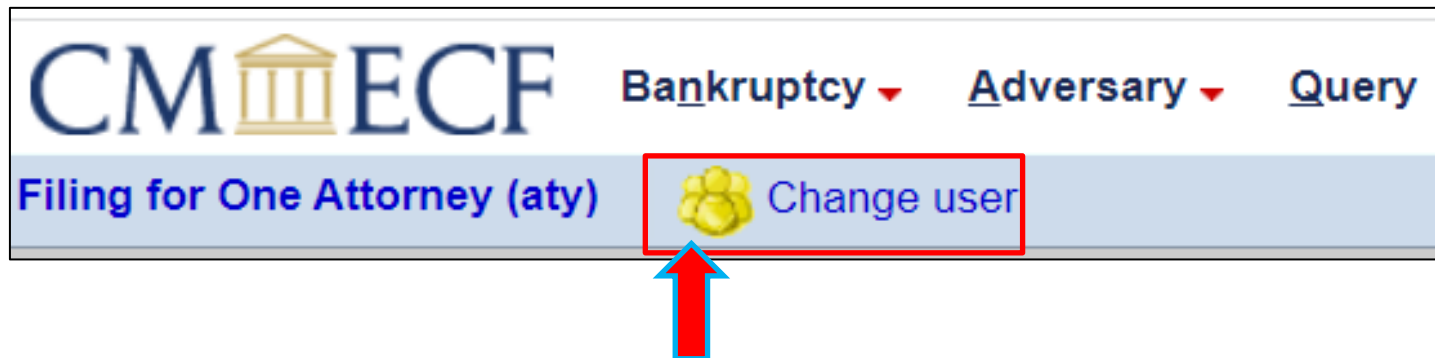
Screen displays the filer





Filing Agent for Multiple Filers

To change filers click **Change user** icon





Filing Agent for Multiple Filers

Select a different filer

Filing for

One Attorney (aty)

United States Trustee (ust)



Filing Agent for Multiple Filers

The new filer displays





Filing Agents

Filing Rights/Permissions



Filing Agent Permissions

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


Restricted Documents:

Social Security Number (Form 121)

Tax Documents

Supporting Documents Re Unclaimed Funds


Motion to Redact Document

[Filing for One Attorney \(aty\)](#)  [Change user](#)

Miscellaneous:

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

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

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



Filing Agent Permissions

Docket Text

ECF user is the filer *(not agent)*

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



Filing Agents

Transactions



Filing Agent Transactions

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

Utilities > View Your Transaction Log

The screenshot shows the 'View Transaction Log' form in the CM/ECF system. The form includes a header with the CM/ECF logo and navigation links for Bankruptcy, Adversary, Query, and Reports. The main section is titled 'View Transaction Log'. It contains a date range filter 'Entered between' with two date input fields, both set to '5/10/2023'. Below this is a 'User' dropdown menu with options: 'Attorney, One', 'Agent, One', 'Agent, Five', and 'Agent, Four'. A note below the dropdown states '(D) indicates a deactivated filing agent'. At the bottom left is a 'Submit' button. A 'Sort by' section at the bottom right shows 'Date and time' selected. Three red arrows with blue outlines point to the date input fields, the 'User' dropdown menu, and the 'Submit' button.



Filing Agent Transactions

Transaction Log

CM ECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

ECF-Guide

Help

Log Out

Transaction Log

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

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

Total Number of Transactions: 2



Filing Agent Information

www.mssb.uscourts.gov

Electronic Case Filing (ECF) > Filing Agents

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

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

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

Welcome to the
United States Bankruptcy Court
Southern District of Mississippi



Filing Agent Information

Home » Electronic Case Filing (ECF)

Filing Agents

For Attorneys, Trustees and U. S. Trustee Only

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

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

Instructions For Filing Agents

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

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

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

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

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

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

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

2020 Rules and Filing Procedures



Filing Agents

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Electronic Case Filing System Account Management



ECF Account Management

Filer's Contact Information

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

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



ECF Account Management

- Name
- Address
- Phone Number
- Primary Email Address

Update through your PACER account



Update Contact Information

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

PACER Public Access to Court Electronic Records

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

What can we help you accomplish?

Search for a Case

Learn options to find case information.

Filing Electronically

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

My Account & Billing

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

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

Sign up for an Account

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

[Back to top](#)

Login to your PACER Account.

Select My Account/Manage My Account



Update Contact Information

Click Maintenance Tab

PACER
Public Access To Court Electronic Records

Manage My Account

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

Settings

Maintenance

Payments

Usage

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



Update Contact Information

PACER
Public Access To Court Electronic Records

Manage My Account

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

Settings

Maintenance

P

[Update Personal Information](#)

[Update Address Information](#)

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

[Display Registered Courts](#)

[Check E-File Status](#)

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

Update name, prefix, & suffix

Update firm name, address & phone numbers

Update primary email & delivery method



Update Address

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

Update Address Information

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

*** Required Information**

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Reason for update

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

Apply update to

Apply Updates to Selected Cases

PACER Billing

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

U.S. Bankruptcy Courts

Mississippi Southern Bankruptcy Court

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



ECF Account Management

PACER
Public Access To Court Electronic Records

Manage My Account

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

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

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



Update Email Address



Update Email Address

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



PACER
Public Access To Court Electronic Records

Manage My Account

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

Update E-File Email Noticing and Frequency

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

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

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

Apply Updates to Selected Courts

U.S. Bankruptcy Courts

Mississippi Southern Bankruptcy Court

☒ Click to apply changes to this court

Load your e-file email noticing and frequency preferences for this court below

Email collette.derouen@gmail.com
Email Frequency Once Per Day (Daily Summary)
Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**

Primary Email * collette.derouen@gmail.com ?

Confirm Email * collette.derouen@gmail.com ?

Email Frequency * Once Per Day (Daily Summary) ▾

Email Format * HTML ▾

Submit **Reset** **Cancel**



ECF Account Management

Secondary Email Address



Secondary Email Address

Benefits:

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



Secondary Email Address

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

Primary: one_attorney@outlook.com

Secondary: one_attorney@gmail.com

one_attorney@yahoo.com

Email information for One Attorney

Primary

email one_attorney@example.com
address

[Update my primary email address](#)

Secondary

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

Reenter

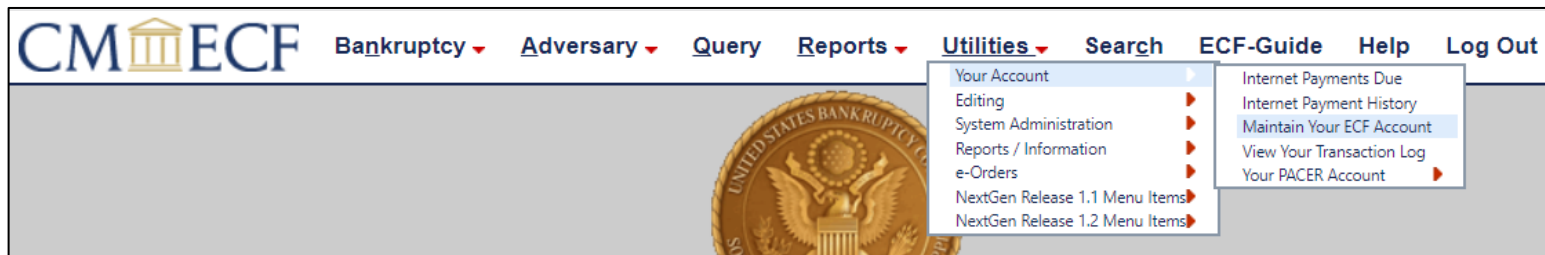
secondary email address
one_attorney@gmail.com
one_attorney@yahoo.com



Secondary Email Address

Add or Update Secondary Email:

- Log in your CM/ECF user account.
- Click **Utilities > Your Account > Maintain Your ECF Account**





Secondary Email Address

Maintain User Account screen

Click **Email information**

Maintain User Account

[Edit my name and address information](#)

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



Secondary Email Address

Email information for One Attorney

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

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

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

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

Send the notices specified below

- ☒ to my primary email address
- ☒ to the secondary addresses

☒ **Send notices in cases in which I am involved**

☐ **Send notices in these additional cases**

☒ **Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases**

☐ **Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases**

You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

☒ **Send a notice for each filing**

☐ **Send a Daily Summary Report**

Format notices ☒ HTML
☐ Text

[Return to Account screen](#)



Secondary Email Address

Click Submit

Maintain User Account

[Edit my name and address information](#)

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

Email information... More user information...

Submit Clear



Secondary Email Address

Maintain User Accounts

Updating person record...
Successfully updated One Attorney

Participant records were not altered.

Set up automatic email notification complete for One Attorney

Verify free look use = on

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

Send Notification to primary email address = on

Case list:

Email notice of electronic filings for selected cases= off

Summary email = on

Primary email address: one_attorney@example.com

Secondary email address:

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

Formatting of notices = HTML (Internet email)

No user update requested

[Return to User Maintenance](#)



U.S. Bankruptcy Court

Southern District of Mississippi

Not Receiving Notices of Electronic Filing (NEF) Emails:

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



ECF Account Management

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Court Noticing, Pleadings, Exhibits, Schedules, etc.



U.S. Bankruptcy Court

Southern District of Mississippi

Notices Issued by Bankruptcy Court



Bankruptcy Notices for Creditors

The Bankruptcy Noticing Center (BNC) mails notices and documents to Creditors (“Parties”) on behalf of the bankruptcy courts.

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

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



Bankruptcy Noticing Center

Electronic Bankruptcy Noticing and Preferred Mailing Address Registration

MENU

Welcome to the Bankruptcy Noticing Center

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

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

[Sign up for service today](#)

[Modify existing services or update account](#)



Court Notices

Mandatory EBN

Parties that receive **50 +** paper notices from bankruptcy courts, in a calendar month, must register for electronic noticing with BNC.

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



Bankruptcy Notices for Debtors

Debtor Email Notification (DeBN)

Program that allows debtors to receive court notices by email.

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



Bankruptcy Notices for Debtors

DeBN

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

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



Court Notices

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Pleadings and Exhibits



Pleadings & Proposed Orders

Titles on Pleadings & Proposed Orders

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

The short caption includes:

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



Pleadings & Proposed Orders

Titles on Pleadings & Proposed Orders

- Debtors' name must match court's docket.
- Case caption must include both debtors when one debtor is dismissed.



Pleadings

Amended Pleadings



Amended Pleadings

Select original event to file amended pleading:

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



Amended Pleadings

Select original event to file amended pleading:

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



Amended Pleadings

Include “Amended” in title

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





Amended Pleadings

Select “Amended” from drop-down list

Docket Text Modify as Appropriate.

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

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



Amended Pleadings

Filing Fee

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

Examples

Motion to Convert Case to Chapter 7

Motion for Relief from Automatic Stay

Motion to Reopen Bankruptcy Case



Amended Pleadings

Docketing Process

Receipt number is found on case docket

Initial Filing

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



Amended Pleadings

Docketing Process

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

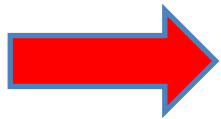
A screenshot of a payment screen. At the top, it says "LEAVE THE RECEIPT BOX **BLANK** WHEN PAYING VIA THE INTERNET." Below this, there is a "Receipt #" field containing the text "A11552429" and a "Fee: \$25" label. At the bottom, there are two buttons: "Next" and "Clear". A large red arrow with a blue outline points to the "Next" button.



Amended Pleadings

Docketing Process

- Select “Amended”



Docket Text: Modify as Appropriate.

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

- Review text and Click **Next**

Docket Text: Final Text

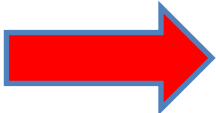
**Amended Motion to Convert Case to Chapter 7 . Receipt Number A11552429, Fee
Amount \$25 Filed by Joint Debtor DARLENE LEWIS, Debtor EDDIE NORA LEWIS
(Ash, Jordan)**

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

Have you redacted?

Next

Clear





Amended Pleadings

Other Amended Pleadings

Motion:

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

Application:

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



Amended Pleadings

Questions



Pleadings and Exhibits

Exhibits



Exhibits

File Exhibits:

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



Missing Exhibit

Judge Samson Case:

- file amended pleading to include exhibit and relate to original filing; **or**
- file exhibit and relate to the pleading.

Bankruptcy > Other > Exhibit

Adversary > Other > Exhibit



Missing Exhibit

Judge Wilson Case:

- Must file an amended pleading to include exhibit and relate to original filing



Pleadings and Exhibits

Questions



Pleadings and Exhibits

Application to Employ Professional



Employ Professional

Requirements:

- 1) Application
- 2) Proposed Order
- 3) Notice (if applicable)



Employ Professional

Application must include:

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



Employ Multiple Professionals

Application must also include:

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

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



Employ Professionals

Proposed Order:

- Submit as an attachment to application
- May not approve the professional's fee contract or compensation

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



Employ Professionals

Retroactive Employment

Application must include:

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

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



Employ Professionals

Notice Requirements:

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



Employ Professionals

Docket Events

Application

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

Notice

Bankruptcy > Notices > Notice – 21 day



Pleadings and Exhibits

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Application for Compensation and Reimbursement of Expenses



Application for Compensation

Application must include statements of:

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

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



Application for Compensation

Subsequent Application:

A subsequent application must include all previous orders approving fees, including amounts and hourly rates.



Application for Compensation

Requirements if \$1,000 or less requested:

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



Application for Compensation

Requirements if more than \$1,000 requested:

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



Request that exceeds \$1,000

Notice Requirements:

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

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



Application for Compensation

Docket Events

Application

Bankruptcy > Motions/Applications > Compensation

Notice

Bankruptcy > Notices > Notice – 21 day



Pleadings and Exhibits

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Redaction/Restriction of Filed Documents



Motion to Redact Document

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

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



If Movant Filed the Unredacted Document

Requirements:

- Motion
- Proposed Redacted Document
- Proposed Order
- Filing Fee \$26



If Movant Filed the Unredacted Document

Motion must:

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

Attachment:

- Proposed redacted document
- Proposed Order



If Movant Filed the Unredacted Document

Service:

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

Motion and attachment(s) are restricted from public access.



If Movant Filed the Unredacted Document

Local Forms

Motion – Form [MSSB-MRD-1](#)

Proposed Order - Form [MSSB-ORD-1](#)



Motion to Redact Document

Docket Events

Bankruptcy > Motions/Applications > Redact Document
(Motion)

Adversary > Motions > Redact Document (Motion)



Motion to Redact Document

If Another Party Filed the Unredacted Document



Other Party Filed Unredacted Document

Requirements:

- Motion
- Proposed Order
- Filing Fee \$26



Other Party Filed Unredacted Document

Motion must:

- include docket or proof-of-claim number of unredacted document
- identify proposed redactions
- include Certificate of Service

Attachment:

- Proposed Order



Other Party Filed Unredacted Document

Service

- Serve motion on debtor, debtor's attorney, trustee, U.S. Trustee, original filer, and any affected individual.
- Service must be made by mail.
 - May not serve motion electronically through the CM/ECF system.

Motion restricted from public access.



Other Party filed Unredacted Document


Local Forms

Motion – Form [MSSB-MRD-2](#)


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



Local Forms



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

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Form Name	Description	Revision Date	Link(s)
MSSB-MRD-1	Motion to Redact Document	12/01/2019	Form
MSSB-ORD-1	Order Granting Motion to Redact Document	12/01/2019	Form
MSSB-MRD-2	Motion to Redact Document Filed by Other Party	12/01/2019	Form
MSSB-ORD-2	Order Granting Motion to Redact Document Filed by Other Party	12/01/2019	Form



Motion to Redact Document

Docket Events

Bankruptcy > Motions/Applications > Redact Document
(Motion)

Adversary > Motions > Redact Document (Motion)



U.S. Bankruptcy Court

Southern District of Mississippi

Motion to Restrict Public Access to a Document



Motion to Restrict Public Access

Only available if redaction is not an option.



Motion Restrict Public Access

Examples:

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



Motion Restrict Public Access

Requirements:

- Motion
- Proposed Order



Motion Restrict Public Access

Service:

Movant must serve motion upon the debtor, debtor's attorney, trustee, U.S. Trustee, and affected individual.



Motion Restrict Public Access

Motion must include:

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



Motion Restrict Public Access

Docket Events

Bankruptcy > Motions/Applications > Restrict Document
(Motion)

Adversary > Motions > Restrict Document (Motion)



Restrict or Redact Document

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Proposed Orders



Proposed Orders

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

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

- File the proposed order as an attachment to the pleading. *Including the proposed order as an exhibit is insufficient.*



Proposed Orders

Any order affecting real property must:

- incorporate legal description in the body of the proposed order; or
- include legal description as an exhibit to the proposed order.

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



Proposed Orders

Technical Requirements:

- Prepare proposed order using word processing software and save as a PDF document.
- Make sure PDF is not password protected



Proposed Orders

Technical Requirements:

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



Proposed Orders

Formatting Requirements:

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

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



Proposed Orders

Formatting Requirements - continued

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



Proposed Orders

Required Contents:

- Include docket number for underlying pleading.
Miss. Bankr. L.R. 5005-1(a)(2)(D)(iii)
- Last paragraph must be on the signature page.
(No stand-alone signature page.)
- Last page must include submitter's name, address, phone number, email address, and bar number. *Miss. Bankr. L.R. 5005-1(a)(2)(H)(i)*



Proposed Orders

Why you Should Attach Proposed Orders to Pleadings

- Efficiency: If no response/objection, you do not have to submit a duplicate proposed order.
 - Clerk's office uses the original proposed order.
- Eliminates deficiency notices and show cause hearings.



Proposed Orders

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

Docket Event

Bankruptcy/Adversary > Other > Proposed Order



Proposed Orders

Proposed order submitted after a hearing:

- Submit within 14 days of hearing date.

Example:

- Hearing date - October 16.
- Settlement reported - October 6.
- Order due - October 30 (*14 days from Oct. 16*)

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



Proposed Orders

Requesting Extension of Time to Submit Proposed Order

- Request extension before initial 14-day deadline expires.
- Request via phone or email.
- Generally, two extensions allowed. After second extension the court reschedules the hearing.



Proposed Orders

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

CM/ECF

e-Orders Program



e-Orders Program

Component of Electronic Case Filing system.

Attorney and trustees can upload proposed orders (not filed with a pleading) for court staff and judges to review, sign, and docket.

The filer can monitor the status of a specific proposed order that they previously uploaded to the CM/ECF system through the e-Orders program.



e-Orders Program

Before uploading to e-Orders, verify:

- All required signatures are on the proposed order.
- Any changes are initialed by all parties.
- Order and Exhibits uploaded as a single PDF.
- Orders affecting real property contain legal descriptions within the body of the order or attached as an exhibit.



e-Orders Program

Order Query Report:

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

The report displays proposed orders uploaded by the registered filer that is creating the report in the ECF system.



UNITED STATES BANKRUPTCY COURT Southern District of Mississippi

Hon. Katharine M. Samson, Chief Judge



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Email Notification for Debtors

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Personal Financial Mgt Course
Providers Information-
Docketing Instructions

Procedural Flowcharts

Emergency Filing Procedures

ECF e-Orders Material



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Training Seminar**
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News & Announcements

08/16/2023

**Public Comment on Proposed
Amendments to Federal Bankruptcy
Rules**

08/10/2023

**Save the Date - Bankruptcy
Procedures Seminar by US
Court SD of Mississippi**

07/07/2023

**S.D. Mississippi bankruptcy
cases are up 22.1% for the first six**

Court Calendar

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Email Notification for Debtors

Court Information

Judges

Hon. Katharine M. Samson, Chief Judge
Hon. Jamie A. Wilson

Clerk of Court

Danny L. Miller

Courthouse Locations

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

<https://www.mssb.uscourts.gov/ecf-e-orders-material>



e-Orders Program

Resubmission Notification

When a new or revised order is required, the ECF system sends an email to the ECF user's primary email address.

Secondary email addresses do not receive resubmission emails.

ECF users must take timely action to satisfy resubmission notification requests within deadlines to submit proposed orders



Proposed Orders

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Amendments



U.S. Bankruptcy Court

Southern District of Mississippi

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

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

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



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Voluntary Petition

Official Form 101



Amend Voluntary Petition

May not amend voluntary petition to:

- Add a debtor
- Remove a debtor
- Change chapter



Amend Voluntary Petition

Amend voluntary petition to correct:

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



Amend Voluntary Petition

Correcting Name or Alias:

Requirements:

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



Amend Voluntary Petition

Correcting Name or Alias – Filing Events:

Motion

Bankruptcy > Motion/Applications > Amend

Amended Voluntary Petition

Bankruptcy > Other > Amended Voluntary Petition



Amend Voluntary Petition

Correcting SSN (last 4 digits):

Requirements:

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



Amend Voluntary Petition

Correcting SSN (last 4 digits) – Filing Events

Amended Petition

Bankruptcy > Other > Amended Voluntary Petition

Amended Statement

Bankruptcy > Other > Social Security Number (Form 121)

Certificate of Service

Bankruptcy > Other > Certificate of Service



Amend Voluntary Petition

Correcting County of Residence – Filing Event:

Requirement:

Amended Voluntary Petition

Docket Event

Bankruptcy > Other > Amended Voluntary Petition



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules D, E/F, and Matrix



Amend Schedules D, E/F, or Matrix

Schedule D

- Creditors with **Secured** Claims

Schedule E/F

- Creditors with **Unsecured** Claims

Matrix

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



Amend Schedules D, E/F, or Matrix

Most common reasons to amend:

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



Amend Schedules D, E/F, or Matrix

Requirements:

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



Amend Schedules D, E/F, or Matrix

Requirements:

- File Amended List of Creditors/Matrix *(when adding or removing a creditor)*
- File Notice of Amendment
 - (Choose appropriate Local Form)
- Amendment Fee
 - \$32



Amend Schedules D, E/F, or Matrix

Amendment Fee:

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

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



Amend Schedules D, E/F, or Matrix

Notice of Amendment:

Debtor must give notice to an affected entity/individual, the case trustee, and U.S. Trustee.

The chapter of the case will determine the which local form notice is used.

- MSSB-A7-2 Notice Amending Schedules (Ch 7 – Assets)
- MSSB-A7-1 Notice Amending Schedules (Ch 7 – No Asset)
- MSSB-A13-1 Notice Amending Schedules (Ch 13)



Amend Schedules D, E/F, or Matrix

Docket Events

Amended Schedules and Matrix

[Bankruptcy > Other > Amended Schedules D and/or E/F \(Fee\)](#)

Notice of Amendment

[Bankruptcy > Notices > Notice to Creditors Added by Amendment](#)



Amend Matrix (Only)

Amend List of Creditors “Matrix”



Amend Matrix (Only)

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

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



Amend Matrix (Only)

Requirements:

- File an Amended Matrix
- File a Notice of Amendment
 - Local Form
- Pay Amendment Fee
 - \$32



Amend Matrix (Only)

Local Form – Notice of Amendment

Form Name	Description
MSSB-A7-3	Notice Amending Creditor List/Matrix (Ch 7)
MSSB-A13-2	Notice Amending Creditor List/Matrix (Ch 13)



Amend Matrix (Only)

Docket Events

Amended Matrix

Bankruptcy > Other > Amended List of Creditors (Fee)

Notice of Amendment

Bankruptcy > Notices > Notice to Creditors Added by Amendment



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules

C, G, H



Amend Schedules C, G, or H

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

Schedule C – Exemptions

Schedule G – Contracts

Schedule H - Codebtors



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule C

Property Claimed as Exempt



Amend Schedule C

Requirements:

- File Amended Schedule C
 - Official Form B106C
- File Declaration About Debtor's Schedules
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-C



Amend Schedule C

Notice of Amendment

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



Amend Schedule C

Docket Events

Amended Schedule

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

Notice of Amendment

Bankruptcy > Notices > Notice of Amendment to Schedule C



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule G

Executory Contracts & Unexpired Leases



Amend Schedule G

Requirements:

- File Amended Schedule G
 - Official Forms B106G
- File Declaration About Debtor's Schedules
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-G



Amend Schedule G

Notice of Amendment

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



Amend Schedule G

Docket Events

Amended Schedule

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

Notice of Amendment

Bankruptcy > Notices > Notice (Generic)



U.S. Bankruptcy Court

Southern District of Mississippi

Amendment to Schedule H

Codebtors



Amend Schedule H

Requirements:

- File Amended Schedule H
 - Official Forms B106H
- File Declaration About Debtor's Schedules
 - Official Form 106Dec
- File Notice of Amendment
 - Local Form MSSB-ASCH-H



Amend Schedule H

Notice of Amendment

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



Amend Schedule H

Docket Events

Amended Schedule

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

Notice of Amendment

[Bankruptcy > Notices > Notice \(Generic\)](#)



Amend Schedule C, G, or H

Local Forms Notices

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



U.S. Bankruptcy Court

Southern District of Mississippi

Amend Schedules A/B, I, or J



Amend Schedules A/B, I, or J

Schedule A/B

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

Schedule I

- Income
- Official Form 106I

Schedule J

- Expenses
- Official Form 106J



Amend Schedules A/B, I, or J

Requirements:

- File Amended Schedule
 - Official Forms B106A/B; B106I; B106J
- File Declaration About Debtor's Schedules
 - Official Form 106Dec

Notice of amendment not required.

- Case trustee and U.S. Trustee receive notice through CM/ECF.



Local Forms

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

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

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

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

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

Welcome to the
United States Bankruptcy Court
Southern District of Mississippi



Local Forms

Form Name	Description
MSSB-A7-3	Notice Amending Creditor List/Matrix (Ch 7)
MSSB-A13-2	Notice Amending Creditor List/Matrix (Ch 13)
MSSB-ASCH-C	Notice Amending Schedule C - Property Claimed as Exempt
MSSB-ASCH-G	Notice Amending Schedule G - Executory Contracts and Unexpired Leases
MSSB-ASCH-H	Notice Amending Schedule H - Codebtors
MSSB-A7-2	Notice Amending Schedules (Ch 7 - Asset)
MSSB-A7-1	Notice Amending Schedules (Ch 7 - No Asset)
MSSB-A13-1	Notice Amending Schedules (Ch 13)



U.S. Bankruptcy Court

Southern District of Mississippi

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

PDF Documents



PDF Documents

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



U.S. Bankruptcy Court

Southern District of Mississippi

Saving a WORD Document in PDF format and the Flattening PDF



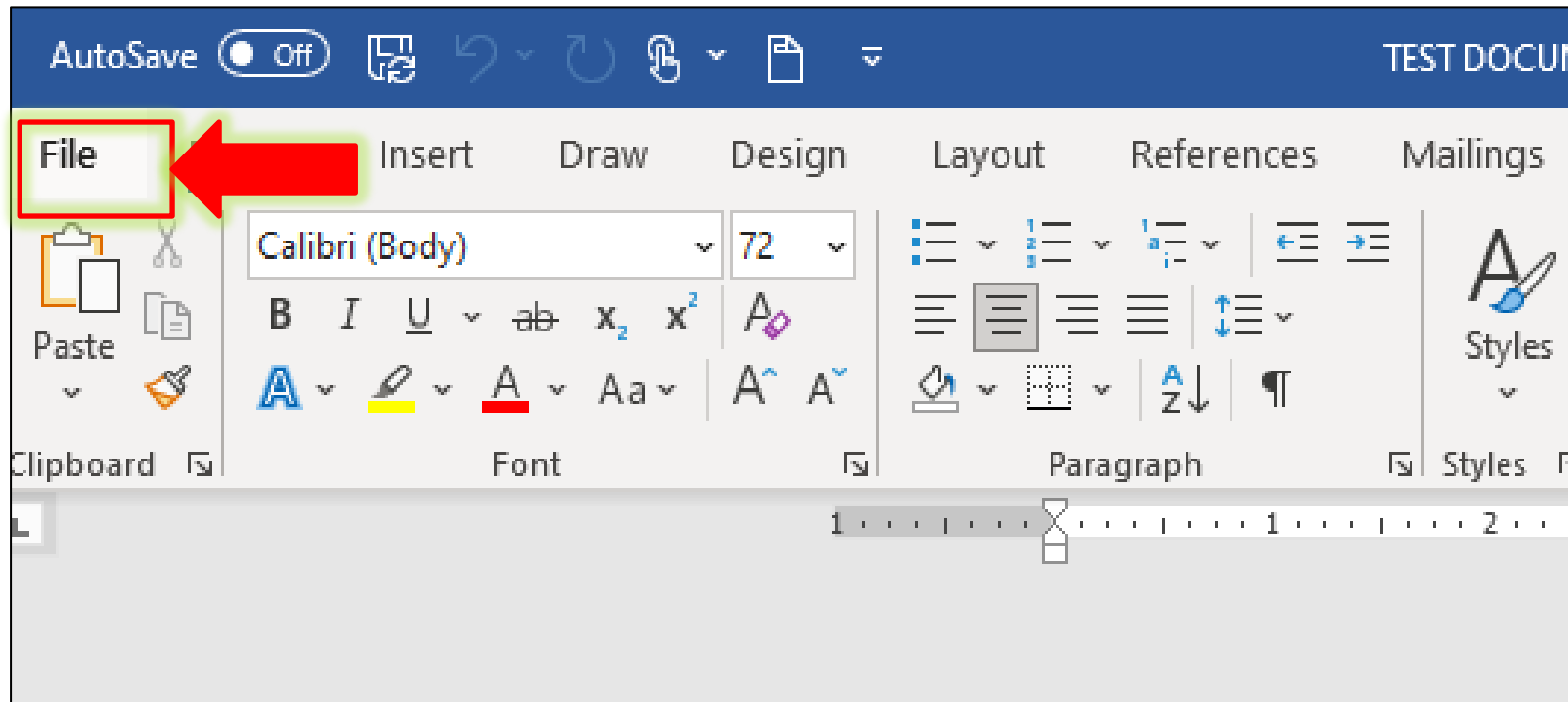
WORD to PDF

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



WORD to PDF

Open Word document and Click on “File”





WORD to PDF

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

The screenshot shows the Microsoft Word 'Print' dialog box. On the left, a blue sidebar contains navigation options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, **Print** (highlighted with a red box), Share, Export, and Close. The main area is titled 'Print' and shows a 'Copies' dropdown set to 1. Below this is a 'Printer' section with a list of available printers. The printer 'Microsoft Print to PDF' is selected and highlighted with a red box. A tooltip titled 'Printer Status' is displayed for the selected printer, showing: Status: Ready, Type: Microsoft Print To PDF, Where: PORTPROMPT:, and Comment: .

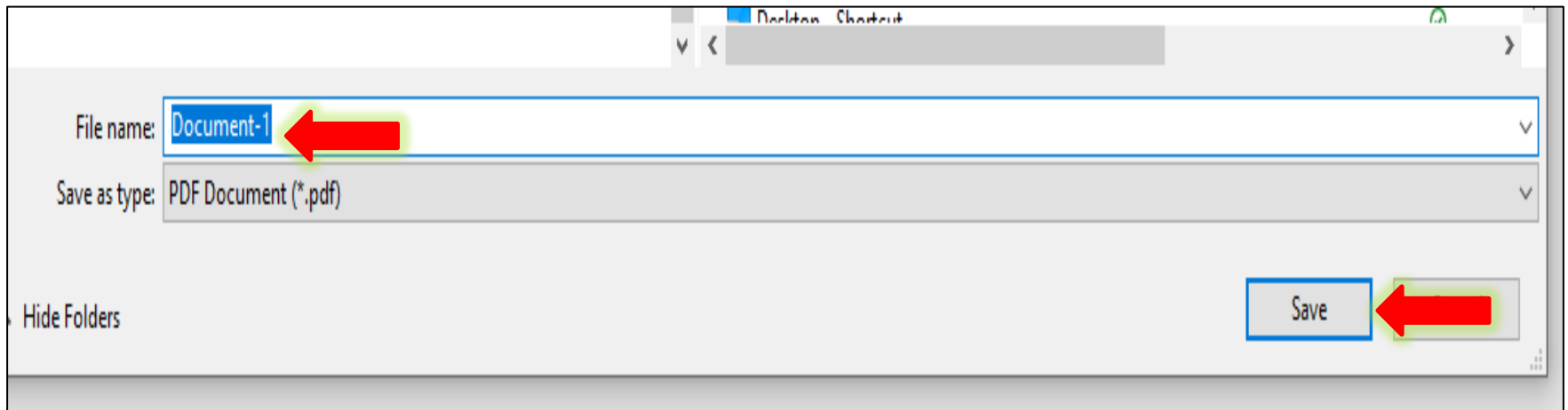
Printer	Status
2nd Floor Gpt Operations RICOH MP C3003	Toner/ink low
2nd Floor Gpt Operations RICOH MP C3003	Toner/ink low
Adobe PDF	Ready
Fax	Ready
HP LaserJet 400 M401 PCL 6	Ready
Microsoft Print to PDF	Ready
Microsoft XPS Document Writer	Ready
OneNote (Desktop)	Ready
OneNote for Windows 10	Ready
RICOH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

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



WORD to PDF

Name and Save the File





U.S. Bankruptcy Court

Southern District of Mississippi

PDF – Fillable Forms



PDF – Fillable Forms

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



Flatten PDF Fillable Form

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

File Edit Sign Window Help

Open... Ctrl+O

Reopen PDFs from last session

Create

Insert Pages

Save Ctrl+S

Save As... Shift+Ctrl+S

Save as Other

Reduce File Size

Export To

Protect Using Password

Share File

Revert

Close File Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

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

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

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

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

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

View All Recent Files...

Exit Application Ctrl+Q

form_b_410.pdf

form_b_410 (1).pdf x

1 / 3

75%

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2

(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410

Proof of Claim

04/22

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

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

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

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

Part 1: Identify the Claim

1. Who is the current creditor?

Creditor One

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

Other names the creditor used with the debtor

2. Has this claim been acquired from someone else?

☒ No

☐ Yes. From whom?

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

Where should notices to the creditor be sent?

Creditor One

Name

PO Box 456

Number Street

Jackson MS 39201

City State ZIP Code

Contact phone

Contact email

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

Name

Number Street

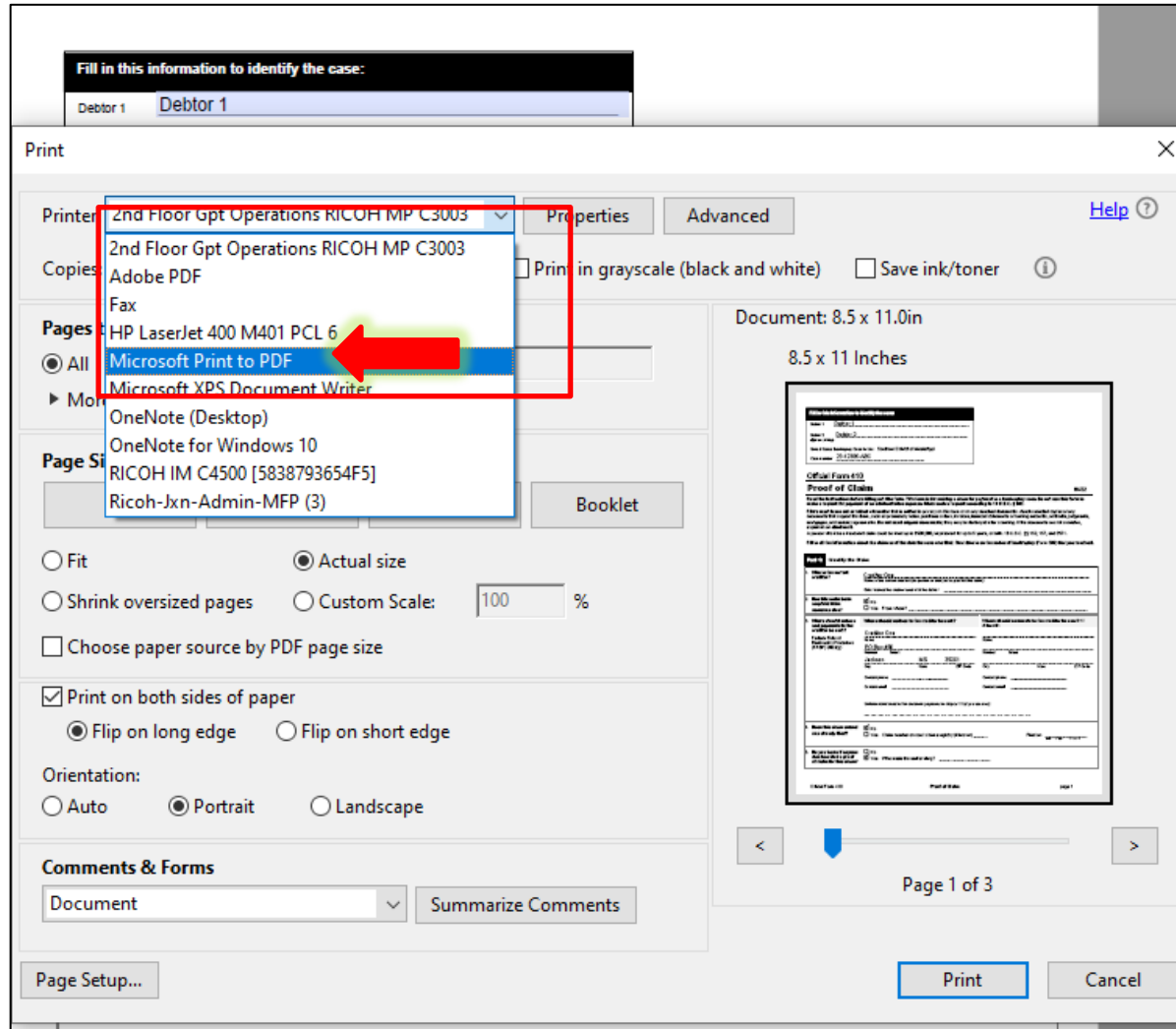
City State ZIP Code

Contact phone

Contact email



Flatten PDF Fillable Form





Flatten PDF Fillable Form

Print [X]

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

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

Pages to Print

☒ All ☐ Current ☐ Pages 1 - 3

► More Options

Page Sizing & Handling [i]

Size Poster Multiple Booklet

☐ Fit ☒ Actual size

☐ Shrink oversized pages ☐ Custom Scale: 100 %

☐ Choose paper source by PDF page size

Orientation:

☐ Auto ☒ Portrait ☐ Landscape

Comments & Forms

Document [v] Summarize Comments

Page Setup...

Document: 8.5 x 11.0in

8.5 x 11 Inches

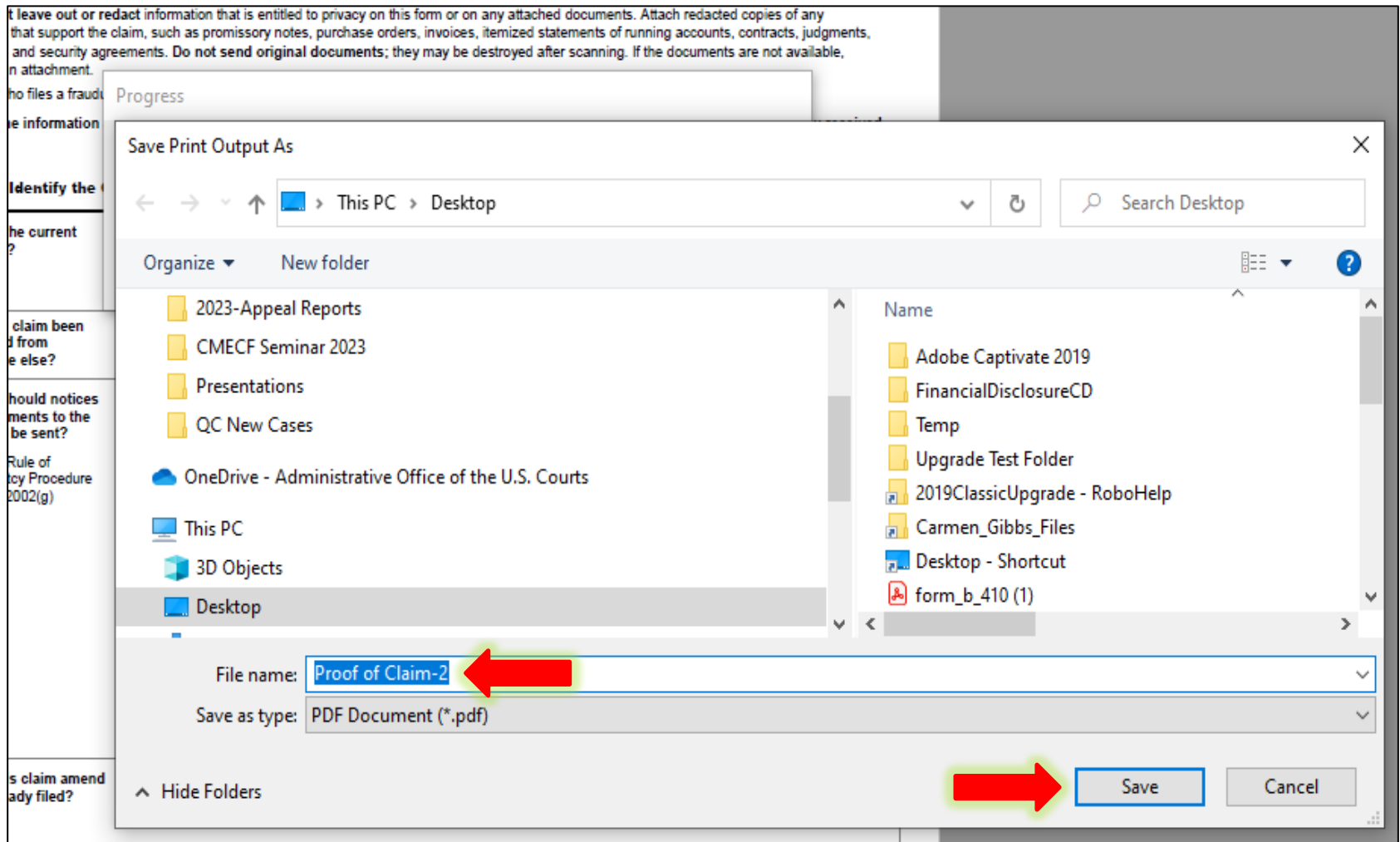
Page 1 of 3

Print [v] Cancel



Flatten PDF Fillable Document

Name file and Save





Flattened vs. Un-Flattened

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410
Proof of Claim 04/22

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

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

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

Part 1: Identify the Claim

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

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

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

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

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

Fill in this information to identify the case:

Debtor 1 Debtor 1

Debtor 2 Debtor 2
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410
Proof of Claim 04/22

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

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

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

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

Part 1: Identify the Claim

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

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

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

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

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



PDF Fillable Forms

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan

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



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan Before Confirmation

Modify Chapter 13 Plan After Confirmation



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan **Before** Confirmation



Modify Chapter 13 Plan

Modify Chapter 13 Plan **Before** Confirmation

Requirements:

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



Modify Plan Before Confirmation

Modified plan must be filed using
Local Form MSSB-113.



Modify Plan Before Confirmation

Notice

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

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



Modify Plan Before Confirmation

Step 1 - File Proposed Modified Plan

Docket Event

Bankruptcy > Plan > Modified Chapter 13 Plan

Filer must:

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



Modify Plan Before Confirmation

Your selections during the docketing process will determine the final docket text.

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

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

Next

Clear

12/12/2017

15
(8 pgs)

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



Modify Plan Before Confirmation

Step 2 - File Notice and Certificate of Service

Docket Event

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

Filer must:

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



U.S. Bankruptcy Court

Southern District of Mississippi

Modify Chapter 13 Plan After Confirmation



Modify Plan After Confirmation

Modifying a chapter 13 plan after confirmation requires court approval.



Modify Plan After Confirmation

Requirements:

- File a Motion
- Attach a Proposed Order
- Attach a Certificate of Service

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



Modify Plan After Confirmation

Motion must include:

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



Modify Plan After Confirmation

Docket Event

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



Modify Chapter 13 Plan

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Discharge



Chapter 13 Discharge

Chapter 13 discharge procedures are governed by:

Amended Standing order Adopting Procedures for Obtaining Discharge in Chapter 13 Cases (2023-01)



Chapter 13 Discharge § 1328(a) & (h)

Plan Completed

The debtor must file a motion that includes specific verifications and provides 21 days to file an objection.

The motion must substantially conform to [Local Form MSSB-M13-1](#).

Debtor must serve motion on all creditors and parties in interest.

Absent any objections, the court will enter a discharge order.



Chapter 13 Discharge § 1328(a) & (h)

File Motion (Local form MSSB-13-1)

Docket Event

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

Available Events (click to select events)

Entry of Discharge (with certification and 21 day notice)

Next

Clear



U.S. Bankruptcy Court

Southern District of Mississippi

Chapter 13 Hardship Discharge



Chapter 13 Hardship Discharge § 1328(b)

Plan Incomplete

- The debtor must **file a motion** that includes a certification in support of the motion (“Hardship Motion”). **No local form.**
- The certification must substantially conform with **Local form MSSB-1328(b)-Cert**, filed as an attachment to the Hardship Motion.



Chapter 13 Hardship Discharge § 1328(b)

File Motion

Docket Event

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

Available Events (click to select events)

Hardship Discharge

Next

Clear



Chapter 13 Hardship Discharge § 1328(b)


The court enters an order that sets:

- A hearing on the motion;
- A response deadline to the motion; and
- A deadline to file complaint to determine dischargeability of a debt under § 523(a)(6).



Local Forms

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



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

Search

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Miscellaneous Fee Schedule

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Local Forms

Search

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



Chapter 13 Discharge

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Motion to Declare Lien Satisfied Under Confirmed Plan



Motion to Declare Lien Satisfied

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

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



Motion to Declare Lien Satisfied

Requirements:

- Motion with 30 day notice
 - Local Form MSSB-5009-NM1340
- Proposed Order
 - Local Form MSSB-5009-Order
- Certificate of Service



Motion to Declare Lien Satisfied

Service:

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



Motion to Declare Lien Satisfied

File Motion (Local Form)

Docket Event

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

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

Note: File Proposed Order as attachment to the motion.



Motion to Declare Lien Satisfied

Local Form

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

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

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Miscellaneous Fee Schedule

Home » Forms/Fees

Local Forms

Declaring Search

Form Name	Description	Revision Date	Link(s)
MSSB-5009-NM	Notice and Motion For Entry of Order Declaring Lien Satisfied - Fillable	02/17/2015	Form Example
MSSB-5009-Order	Order Declaring Lien Satisfied - Fillable	09/07/2015	Form Example



Motion to Declare Lien Satisfied

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Filing Fees



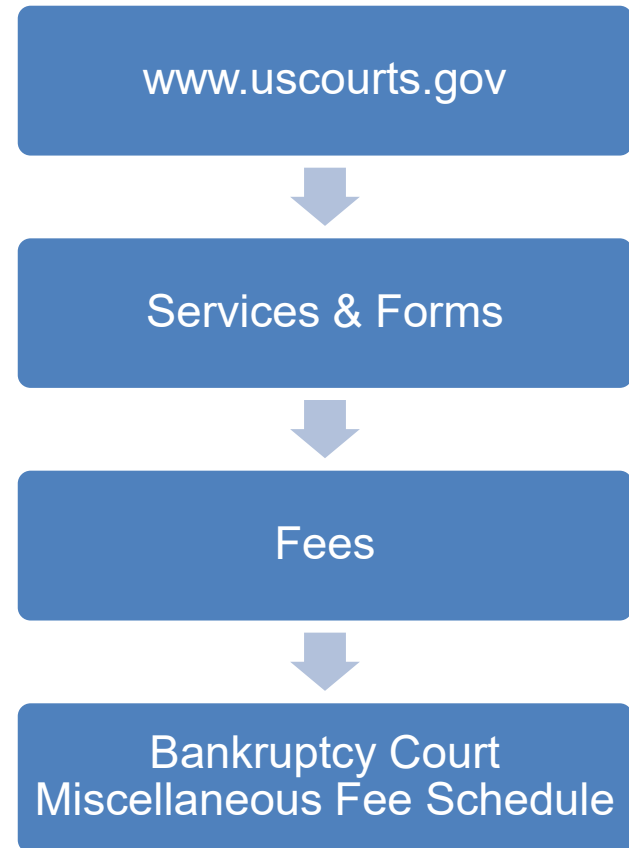
Filing Fees

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



Filing Fees

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





Filing Fees Not Required

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

Defer - Party requests to delay paying fee.

Waive - Filing fee is waived by the court.



Exempt from Filing Fees

United States Government Agencies:

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



Exempt from Filing Fees

Individual debtor that files:

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



Defer Filing Fee

Chapter 7 Trustee files:

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



Fee Waiver

Voluntary Petition *In Forma Pauperis*:

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



Filing Fees

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



Exempt from Filing Fee

Docketing Process

File a Motion:

[18-00001 Dorothy Gale and John Gale](#)

Type: bk

Chapter: 7 v

Office: 3 (Jackson-3 Divisional Office)

Assets: n

Case Flag: CrsUpld, Repeat-mssb-test, CounDue, CounDueJt, DebtEd, DebtEdJt

Description of Property:

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

Receipt #: Fee: \$181

Next

Clear



Exempt from Filing Fee

Docketing Process

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

Receipt # Fee: \$181

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

Avoid using characters e.g., “*n/a*”



Exempt from Filing Fee

Docketing Process

07/18/2018	4 (1 pg)	Motion for Relief from Stay as to <i>House and Land</i> . Receipt Number Exempt , Fee Amount \$181, Filed by Creditor SMALL BUSINESS ADMINISTRATION (Derouen, Collette) (Entered: 07/18/2018)
------------	-----------------------------	--

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



Defer Filing Fee

Docketing Process

File a Motion:

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

Type: bk

Chapter: 13 v

Office: 3 (Jackson-3 Divisional Office)

Assets: y

Debtor disposition: Standard Discharge

Judge: NPO

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

Receipt #: Fee: \$235

Next

Clear

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



Defer Filing Fee

Docketing Process

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

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



Fee Waiver

Case Opening Process

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

no

Fee status

IFP filing fee waived

Nature of debt

consumer

Asset notice

No

Type of debtor

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

Filing Fee Waived - *In Forma Pauperis*

(Only Chapter 7 individual debtors)



Fee Waiver

Docketing Process

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

No Receipt or Fee Information



Filing Fees

Unpaid Filing Fees



Unpaid Filing Fees


CM/ECF Lockout Feature

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



Unpaid Filing Fees

Email Notification

**Outstanding Fees**
ECF_Notification_Do-Not-Reply to: [REDACTED]
07/13/2018 01:00 AM
[Hide Details](#)

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

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


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

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



Unpaid Filing Fees

Summary of Charges

Payments Due 

Summary of current charges:

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


[Pay Now](#)





Unpaid Filing Fees

Lockout Message

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

Bankruptcy Events

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



Unpaid Filing Fees

Payment

Utilities > Your Account > Internet Payments Due

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

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

Bankruptcy Events

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



Unpaid Filing Fees

Internet Payments Due

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

Internet Payments Due

Select all

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

Next Clear



Unpaid Filing Fees

Internet Payments Due

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

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



Unpaid Filing Fees

PACER
Public Access To Court Electronic Records

Manage My Account

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

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

Login

* Required Information

Username * ngoneatty

Password *

Login Clear Cancel

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

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

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



Unpaid Filing Fees

One Attorney ▾

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


Pay Filing Fee for Mississippi Southern Bankruptcy Court (test)

*** Required Information**

Payment Amount

Amount Due * **\$100.00**

Select a Payment Method

☒ 
One Attorney
XXXXXXXXXXXX1111
11/2025

☐ Enter a credit card

☐ Enter an ACH account

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

Next

Cancel



Unpaid Filing Fees

One Attorney ▾

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

Pay Filing Fee for Mississippi Southern Bankruptcy Court (test)

Payment Summary

Payment Method
XXXXXXXXXXXXXX1111
11/2025

One Attorney
1001 Capitol Stree
Jackson, MS
39201
USA

Payment Details
Payment Amount \$100.00
Fee Type Filing Fee

Court Specific

MSSB - Attorney Name

One Attorney

MSSB - Attorney phone number

601-123-1423

MSSB - Person completing transaction

Collette Derouen

Email Receipt

Email

one_attorney@example.com

Confirm Email

one_attorney@example.com

Additional Email Addresses

collette.derouen@gmail.com

Authorization

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

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

Submit


Back

Cancel



Unpaid Filing Fees

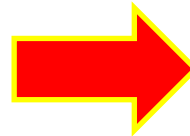
Payment Transaction Receipt

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



Unpaid Filing Fees

Account Unlocked





Filing Fees

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Online Installment Payments



Online Installment Payments

Attorney's may make installment payments online for the debtor.



Online Installment Payments

Process is:

- Efficient
- Cost-effective
- Secure
- Simple



Online Installment Payments

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



Online Installment Payments

Open an Installment Case



Open an Installment Case

Open Voluntary Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

☒ Individual

☐ Corporation (includes LLC & LLP)

☐ Partnership

☐ Other

Nature of business

☐ Health Care Business

☐ Single Asset Real Estate

☐ Railroad

☐ Stockbroker

☐ Commodity Broker

☐ Clearing Bank

☐ Other

☐ Tax-Exempt Entity

Fee Status Screen



Open an Installment Case

Open Voluntary Bankruptcy Case

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

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

Receipt #: Fee: \$

Part 1: Specify Your Proposed Payment Timetable

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

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

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

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

You propose to pay...

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

Total \$

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



Open an Installment Case

Open Voluntary Bankruptcy Case

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

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

Receipt #: Fee: \$

Part 1: Specify Your Proposed Payment Timetable

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

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

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

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

You propose to pay...

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

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



Online Installment Payment

Docket Installment Payment in a Case



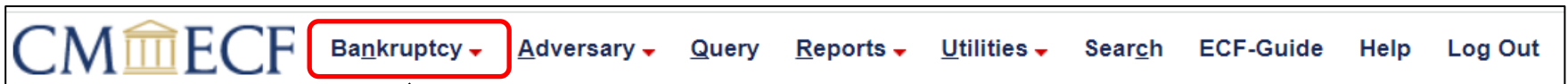
Online Installment Payment

What to know before making an installment payment online:

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



Online Installment Payment



Select Bankruptcy from CM/ECF menu



Online Installment Payment

Select **Other** from the Bankruptcy event List



Bankruptcy_ ▾ **Ac**

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



Online Installment Payment

Miscellaneous

Case Number

3:23-bk-8

Next Clear

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

Enter case number and Click **Next**



Online Installment Payment

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

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

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

Available Events (click to select events)
Installment Payment

Selected Events (click to remove events)
Installment Payment

Next Clear

Select event and Click **Next**



Online Installment Payment

Important Message

Miscellaneous:

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

Type: bk

Chapter: 7 v

Office: 3 (Jackson-3 Divisional Office)

Assets: n

Judge: JAW

Case Flag: Repeat-mssb, CounDue, DebtEd

IMPORTANT:

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

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



Online Installment Payment

Miscellaneous:

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

Type: bk

Chapter: 7 v

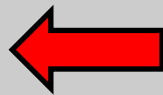
Assets: n

Judge: JAW

Is This the final installment payment for this case?

☐ Yes

☒ No



Next

Clear



Online Installment Payment

Miscellaneous:

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

Type: bk

Chapter: 7 v

Assets: n

Judge: JAW

Select the Installment Payment you are making today.

▼
1st
2nd
3rd

Clear

Select payment type



Online Installment Payment

Select the Installment Payment you are making today.

1st ▼

Next Clear

Click **Next** to continue



Online Installment Payment

Miscellaneous:

23-00008-JAW Jane W Smith

Type: bk

Assets: n

Fee: \$ 100.00

Enter amount and Click **Next**



Online Installment Payment

Final Text Screen

Miscellaneous:

23-00008-JAW Jane W Smith

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

Docket Text: Final Text

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

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

Have you redacted?

Verify installment type and amount



Online Installment Payment

Transaction
NEF 

Miscellaneous:

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


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

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

Notice of Electronic Filing

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

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

Docket Text: **Summary of current charges** 

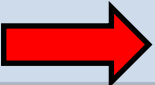
Date Incurred	Description	Amount
2023-04-25 15:35:39	Installment Payment(23-00008-JAW) [misc,install1] (100.00)	\$ 100.00
		Total: \$ 100.00

23-00008-JAW

One Attorney on l
one_attorney@ex

United States Tru
USTPRegion05.JA

23-00008-JAW

 **Pay Now** Continue Filing


Click **Pay Now**
to pay the
installment



Online Installment Payment

Internet Payments Due

Select all

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

Next

Clear

Check box and Click **Next**



Online Installment Payment

Internet Payments Due

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

[Pay Now](#)

Click **Pay Now**



Online Installment Payment



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

Search

Home

Bankruptcy Basics

Electronic Case Filing (ECF)

Case Information

Rules/Orders/Procedures

Forms/Fees

Judges/Opinions

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E-Filing (CM/ECF) »

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Mobile App - Calendar »

ECF Login

Public Access

Next Generation of CM/ECF and PACER

Filing Agents

ECF Registration

Administrative Procedures for Electronic Case Filing

ECF Docketing Guide

ECF Attorney Guide

ECF Limited User Guide

Email Notification for Debtors



2023 Clerk's Bankruptcy Training Seminar
[Click Here to Register](#)

News & Announcements
08/16/2023
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Twitter

Court Information
Judges
Hon. Katharine M. Samson, Chief Judge
Hon. Jamie A. Wilson



U.S. Bankruptcy Court

Southern District of Mississippi

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Chambers



Chambers - **Contacts**

Judge

Judge Wilson

Judge Samson

Courtroom Deputy

Candice Ramage
601-608-4693

Christy Cannette
228-563-1841



Chambers

Settlements



Reporting Settlements

- Notify the Courtroom Deputy ***via the settlement line*** as soon as you reach a settlement.
- Order deadline 14 days from scheduled hearing date.
- Use the settlement line.
- Do not assume chambers knows a proposed agreed order has been submitted.
- Do not assume the other party reported the settlement.



Reporting Settlements

Communication

Notify your client when:

- they must attend the hearing.
- the matter settles.



Reporting Settlements

Settlement Line Requirements

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



Reporting Settlements

Settlement Lines

Judge Wilson (601) 608-4642

Judge Samson (228) 563-1797



Chambers

Do not assume that you do not need to attend a hearing if the other side has not filed a response.



Chambers

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

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



Chambers

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

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



Chambers

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

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



Chambers

- Motion for turnover of property by the debtor must be filed in the form of an adversary complaint.
- No negative notice required when debtor files a motion to dismiss his/her chapter 13 case.



Chambers

Questions



U.S. Bankruptcy Court

Southern District of Mississippi

Attorney/staff training:

New staff

Refresher for current staff

Jackson: 601-608-4600

Gulfport: 228-563-1790



Contact Information

Jackson Office

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

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

601-608-4600

Gulfport Office

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

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

228-563-1790