UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO

ELECTRONIC CASE FILING
ATTORNEY MANUAL

KENNETH J. HIRZ, CLERK OF COURT

October 2014

Table of Contents

Section 1 – Access

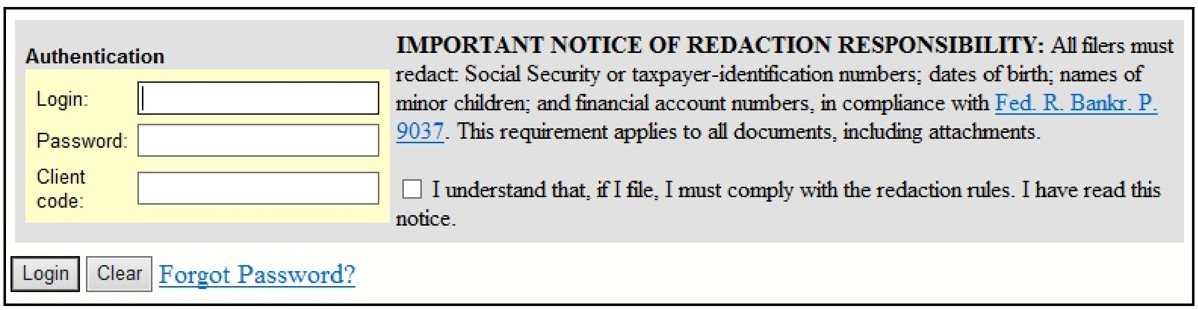
Site Access

Users can access the **C**ase **M**anagement / **E**lectronic **C**ase **F**iling (CM/ECF) system for the Northern District of Ohio through the Court's Internet web page at: http://www.ohnb.uscourts.gov

STEP 1 Click the **Electronic Case Filing** option from the blue-colored menu on the left of the page.

> **TIP**: If the court's home page is inaccessible, you may access CM/ECF by using the following link: https://ecf.ohnb.uscourts.gov

STEP 2 Select **Click here to access the ECF website** and then click on **Northern District of Ohio - Document Filing System**.



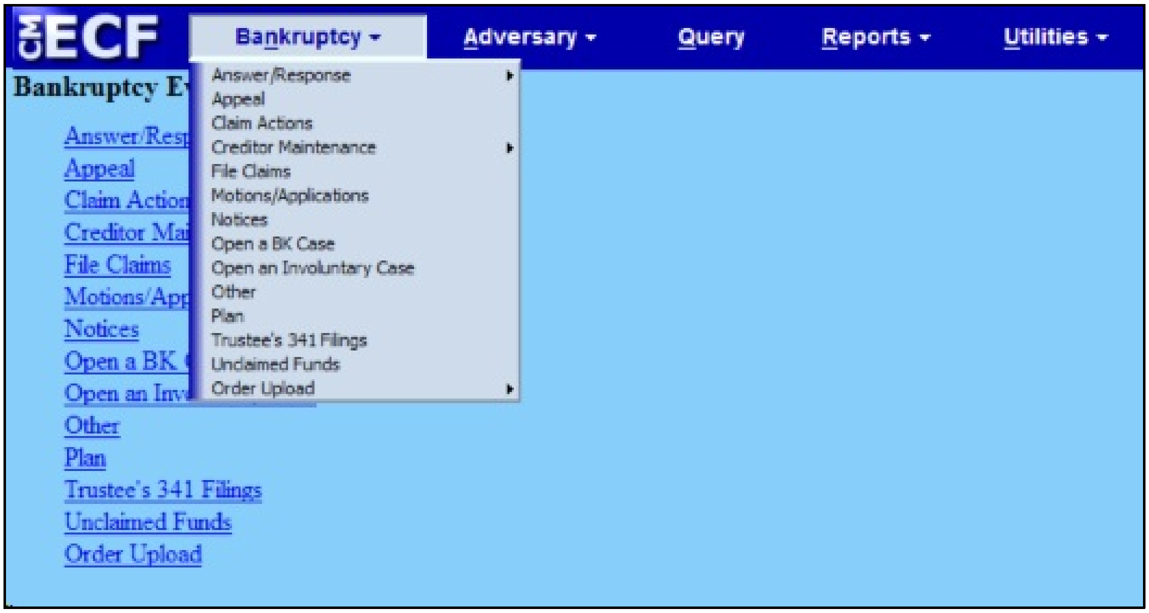
Login

To access the CM/ECF system, you must enter your login and password.

STEP 1 The **CM/ECF Login** screen will appear.

- Enter your login, password, and client code in the appropriate fields.
- Click the **Login** button to enter your information.
- Check the box pertaining to the redaction rules.
- If an invalid combination is entered, the system will respond with an error message. After 5 unsuccessful login attempts, your account will be locked out for 5 minutes. Every additional invalid password entered after a lock out will increase the duration of the next lock out.
- You can reset your password by using the **Forgot Password?** hyperlink.
- Upon entry of a valid login and password the following *Main Menu* bar will appear.

STEP 2 You may select any of the options on the *Main Menu* (**Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, **Logout**) by clicking on the desired menu heading. You may also hold your cursor over each main menu heading, as shown below, to display a drop down list of events under each heading, and then select the desired event.



Following is a description of the *Main Menu* headings available to attorneys.

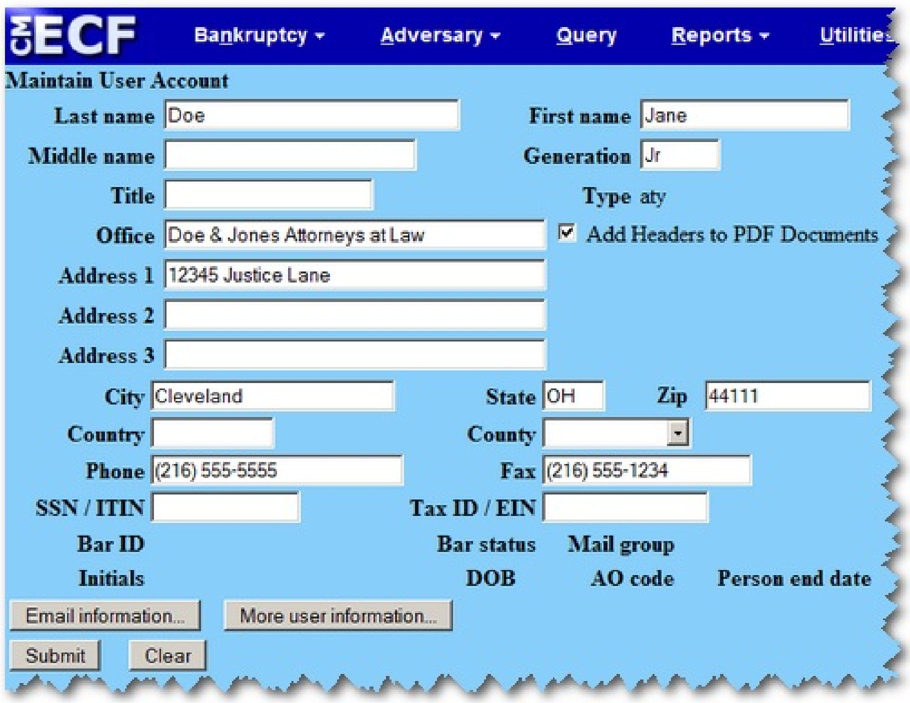
- **Bankruptcy** opens the Bankruptcy Events menu from which you may open bankruptcy cases, docket pleadings, file claims, and upload orders.
- **Adversary** opens the Adversary Events menu from which you may open an adversary proceeding, docket pleadings, or upload orders in an adversary case.
- **Query** opens the Query screen, which allows you to search for cases using case numbers, names, Social Security numbers, or tax I.D. numbers.
- **Reports** opens the Reports menu from which you may generate various case-related reports, such as docket activity, claims activity, and mailing matrix.
- **Utilities** opens the Utilities menu, which, among other things, allows you to maintain your account and view your payment history and CM/ECF transactions. The Utilities menu also provides access to legal research information and mailing information.
- **Search** allows you to find menu headings and events by entering key words or phrases.
- **Logout** returns you to the Login screen.
- You may switch from one event to another at any time by moving your cursor to the *Main Menu* bar and clicking the appropriate menu heading.

Section 2 – Your Account

Maintaining Your ECF Account

This function allows you to update contact information, such as your e-mail address, mailing address, and telephone number. To update your contact information, please adhere to the following guidelines.

STEP 1 Select **Utilities** from the *Main Menu* and then click the **Maintain Your ECF Account** hypertext link from the **Your Account** menu. The following **Maintain User Account** screen appears.

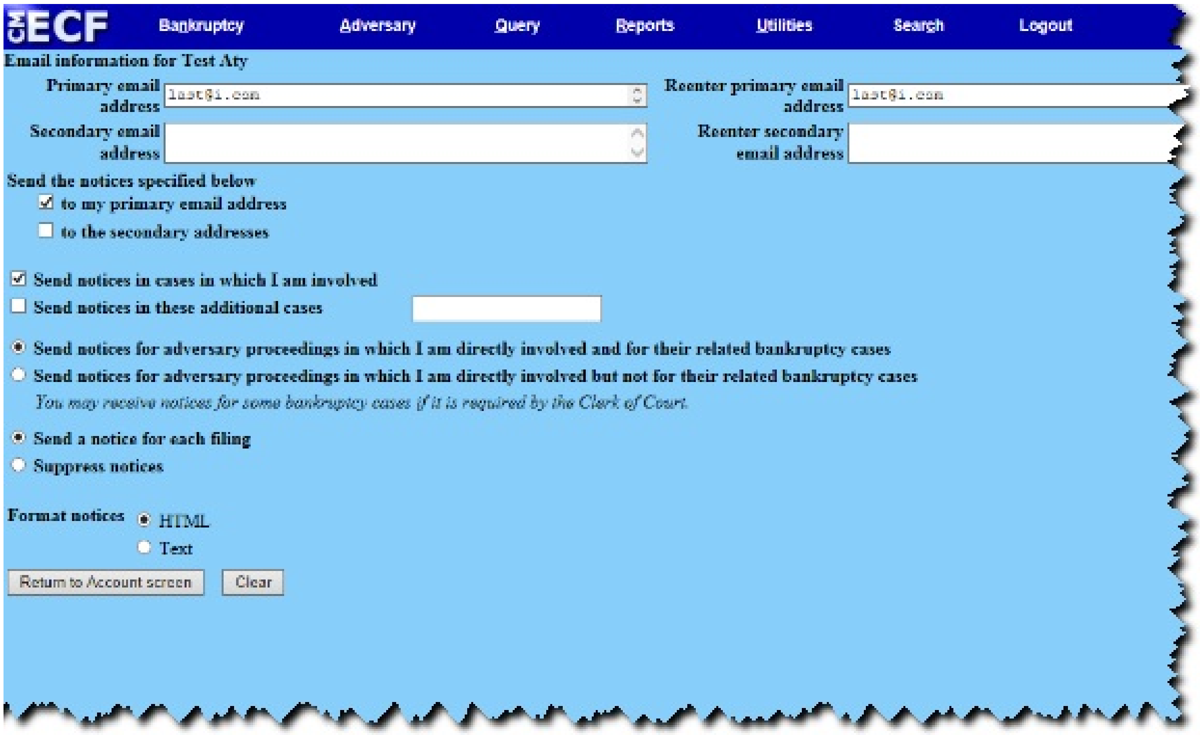


♦ Make the appropriate amendments to your name, address, telephone number, and/or fax number.

TIP: Do not enter anything in the **SSN/ITIN** or **Tax ID/EIN** fields.

- The **Email information** button allows you to specify how you want to be notified of CM/ECF filings, and the e-mail address to which you want to have notification sent (**see Step 2).**
- Select the **Submit** button upon completion of all account amendments, or select the **Clear** button to clear the changes you may have made.

STEP 2 By selecting the **Email Information** button, the following **E-mail Information for** screen will appear.



- **Primary e-mail address**: The maintenance of a valid e-mail address in CM/ECF is ***mandatory***. Periodically users will be required to verify and/or update the primary address on file.
- **Send the notices specified below**: Click the box(es) to select one or both of the following options:

  - **to my primary e-mail address**: E-mails will be forwarded to the user's primary e-mail address.
  - **to these additional addresses**: E-mails will be forwarded to the primary e-mail address and other addresses. You may add other e-mail addresses in the text box.

- **Send notices in these additional cases**: To receive notices for a case in which you are not involved, check the box next to this section, and enter the relevant case number(s) in the text box, as shown in the example above.
- **Send a notice for each filing**: Click to receive notice of electronic case filing for each case.
- **Suppress notices**: Click to turn noticing off for all cases.
- **Format notices**: Select the proper format by clicking on one of the following radio buttons.

- **HTML** format for most modern email programs or ISP e-mail service.
- **Text** format for cc: Mail, GroupWise and other e-mail service.

♦ **Return to Account screen**: Click to continue making changes to your account. If you are finished making changes, click the **Submit** button.

♦ **Clear**: If you wish to delete the entries you have made and start again, click the **Clear** button.

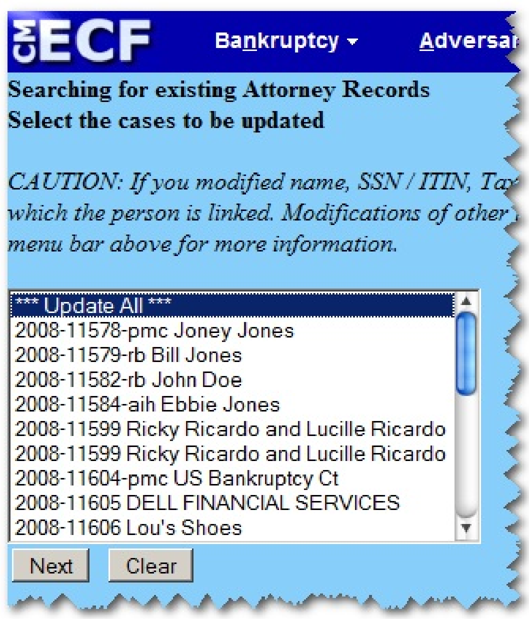
STEP 3 After selecting **More user information,** a screen displaying the following information will appear.

♦ **Login**: This field cannot be edited.

♦ Click the **Return to Account screen** to continue making changes.

♦ Click the **Clear** button to restart if necessary.

STEP 4 After making the desired amendments, click the **Submit** button, and the system will display all cases in which you are listed as a party.



♦ Select **Update All** if you want the information you have entered to be applied to all cases in which you are a party, or you may select/enter the specific cases you wish to update.

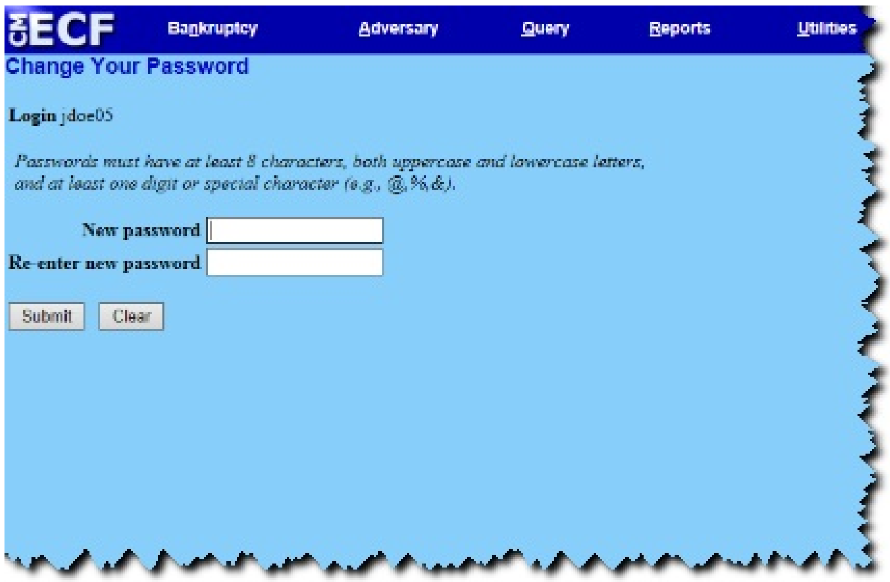
♦ Click the **Next** button to continue.

♦ The system will update the cases you have selected and generate a confirmation screen.

STEP 5 The **Update Person** screen will appear to indicate the status of your transaction.

Change Your Password

STEP 1 Select **Utilities** from the *Main Menu* and then click the **Change Your Password** hypertext link from the **Your Account** menu. The following **Change Your Password** screen appears.



STEP 2 Enter your new password and then re-enter the same password to confirm it. Then, click the **Submit** button.

> **TIP**: Passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, $, %, &, *, +, :]

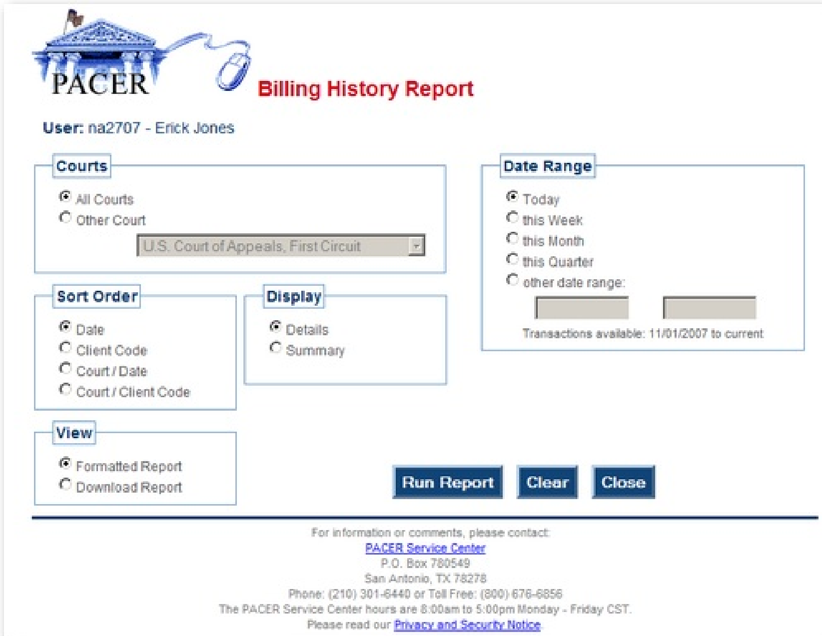
STEP 3 ECF displays the message "*Password successfully changed*" upon completion.

Review Billing History

If you wish to view the number of CM/ECF pages you have accessed through your PACER account and the fees you have incurred, you must access PACER with your PACER login and password. If you enter client codes when you access CM/ECF, the charges are totaled for each code. However, if you wish to view the charges for pleadings filed under your CM/ECF account, you must sign in using your CM/ECF login and password and run the **Internet Payment History** or **Internet Payments Due** reports.

> **TIP**: PACER screens and CM/ECF screens are similar. Therefore, you must ensure that you are logged in correctly before running your report. To view your PACER billing history, run the Review Billing History Report by adhering to the following guidelines

STEP 1 Select **Utilities** from the *Main Menu* of PACER and then select **Review Billing History**. After logging in with your PACER account information, the following **Billing History Report** screen will appear.



- **User**: Your username will appear next to the *user* section at the top of the page. You cannot amend your username on this screen.
- **Courts**: Select **All Courts** to search your billing history in all court locations or select **Other Courts** to choose a specific court from the drop down menu.
- **Sort Order**: Allows you to arrange your billing information by date, client code, court/date, or court/client code.
- **Display**: Select **Details** to display a detailed list of the transactions you have made or select **Summary** for a condensed transactions list.
- **View**: You may select **Formatted Report** or **Download Report** as viewing criteria.
- **Date Range**: You may conduct a search by the day, week, month, quarter, or any other period of time.

STEP 2 After you have entered your desired search criteria, click the **Run Report** button to generate your Billing History Report. If you would like to amend your search criteria, click the **Clear** button. Click the **Close** button if you do not wish to continue.

View PACER Account Information

The **View PACER Account Information** screen displays your current PACER login and client code. To view your account information, adhere to the following guidelines.

STEP 1 Select **Utilities** from the *Main Menu*, and click the **View PACER Account Information** hypertext link from the **Your Account** menu.

- ♦ The system displays the account information and client code used to log in to PACER.
- ♦ To execute a new transaction, click the *Main Menu* option of your choice.

View Your Transaction Log

The **View Your Transaction Log** screen displays details of the user's CM/ECF docketing transactions for a specific period of time. Adhere to the following guidelines to view your transaction log.

STEP 1 Select **Utilities** on the *Main Menu* and then select **View Your Transaction Log** from the **Your Account** menu. The **View Transaction Log** screen will appear.

- ♦ Identify the desired transaction period for your report by entering the start date and end date in the appropriate fields.
- ♦ Click **Submit** after entering the start and end dates, or click **Clear** to reset your search criteria.

STEP 2 The **Transaction Log** screen appears.

- ♦ To print the transaction log, click **Print** on your **Browser** toolbar.
- ♦ To execute a different transaction, click the *Main Menu* option of your choice.

Transaction Log
Report Period: 09/15/2008 - 11/21/2008

Id	Date	Case Number	Text
12556906	09/15/2008 08:13:14	08-11613	Opened New BK Case 08-11613
12556909	09/15/2008 08:24:13	08-11615	Opened New BK Case 08-11615
12556917	09/15/2008 09:36:14		Updated person record: atycle1 Prid: 4820276
12556917	09/15/2008 09:36:14		Updated user record: atycle1 4820276
12556923	09/15/2008 09:57:50	08-11616	Opened New BK Case 08-11616
12556937	09/15/2008 10:11:07	08-11616	Creditor matrix load 6 creditors added. insert cr_name: Ford Motor Credit. insert cr_name: Henry's Hotrods. insert cr_name: Ann Arbor Plastics. insert cr_name: Credit Card Co. insert cr_name: Pay Me Everything. insert cr_name: Sears.
12556943	09/15/2008 10:42:19	1-08-bk-11616	Motion for Relief from Stay *January, 2008 pork products bill.* Fee Amount $150, Filed by Creditor Hickory Farms Objections due by 10/14/2008. (Attachments: # (1) Pork products bill for January, 2008) (atycle1 aty)
12556949	09/15/2008 10:50:25	1-08-bk-11616	Notice of Motion Filed by Creditor Hickory Farms (RE: related document(s)[2] Motion for Relief from Stay *January, 2008 pork products bill.* Fee Amount $150, Filed by Creditor Hickory Farms Objections due by 10/14/2008.). (atycle
[illegible]	[illegible]	[illegible]	Amended Motion *Motion for Relief from Stay January, 2008 pork products bill.* [illegible]

Section 3 – Mailings

List of Creditors

The **List of Creditors** report displays the list of creditors on a specific case. The matrix report contains creditors uploaded during case opening, and may or may not include parties who have filed/docketed pleadings. All creditors on this report are added through the **Creditor Maintenance** feature of CM/ECF. The addresses of the creditors listed on this report are used by the Bankruptcy Noticing Center (BNC) for notices generated by the court. Therefore, it is imperative that all creditor mailing information is correct. To view your creditor mailing matrix, adhere to the following guidelines.

STEP 1 Select **Utilities** on the *Main Menu*, and then select **Mailings**, as shown below. On the **Mailings** screen, select **List of Creditors** (*PACER fees will apply*).

STEP 2 The **List of Creditors** screen appears.

1. Enter the case number.
2. Select the **Format** button.
3. Select **Run Report** to generate your report or **Clear** to reset the search criteria.
4. The **Search Results** screen shows a list of creditors for the case number entered.
5. To print, click the **Print** button on the **Browser** toolbar.

Mailing Information for a Case

The **Mailing Information for a Case** screen displays a list of the parties receiving email and/or manual notices on a specific case. To generate the **Mailing Information** report for a specific case, adhere to the following guidelines.

STEP 1 Select **Utilities** on the *Main Menu*, and then select **Mailings** followed by **Mailing Info for a Case**.

STEP 2 Enter the case number, and click the **Submit** button.

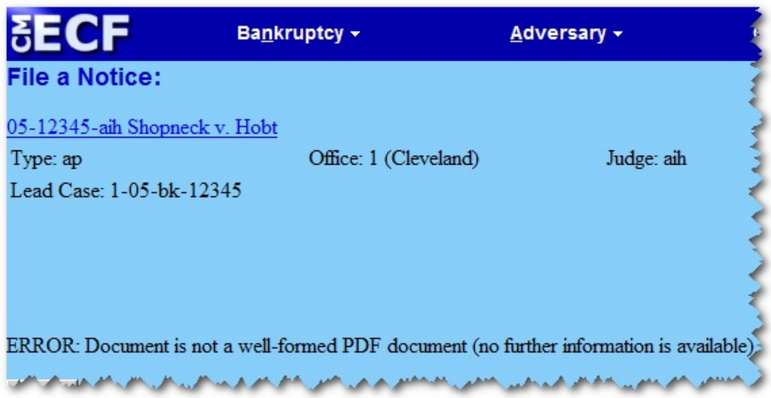
6. The **Mailing Information for Case** screen will appear. Click on the **List of Creditors** hypertext link if you want to view creditors only. Click on the **Mailing Matrix** hypertext link if you want to view all parties.
7. The PACER **Login** screen will appear. Enter your login information.
8. The **List of Creditors** screen will appear. Make sure the pre-populated case number is correct, and click **Run Report**.
9. The **PACER Service Center Transaction Receipt** will appear, showing you the total charges applied to your PACER account. Click the **View Labels** button.
10. The mailing matrix for the case will appear as shown below.

Label Matrix for local noticing 0647-1 Case 08-10014-aih Northern District of Ohio Cleveland Wed Feb 18 10:12:50 EST 2009	Recovery Management Systems Corporation 25 S.E. 2nd Avenue, Suite 1120 Miami, FL 33131-1605	Howard M. Metzenbaum U.S. Court House United States Bankruptcy Court 201 Superior Avenue Cleveland, OH 44114-1248
CAPITAL ONE BANK C/O TSYS DEBT MANAGEMENT PO BOX 5155 NORCROSS, GA 30091-5155	Jefferson Capital Systems LLC PO BOX 23051 COLUMBUS GA 31902-3051	MATTHEW I MCKELVEY PO BOX 5480 CINCINNATI OH 45201-5480 ATTORNEY FOR WELLS FARGO
Option One Mortgage Corporation Option One Attn: Cashiering Dept. P.O. Box 44042 Jacksonville, FL 32231-4042	PremierBankCard/Charter P.O Box 2208 Vacaville, CA 95696-8208	Velocity Asset Management c/o Javitch Block & Rathbone 1100 Superior Ave, 19th Flr Cleveland, Ohio 44114-2521

Section 4 – Document Preparation

Format

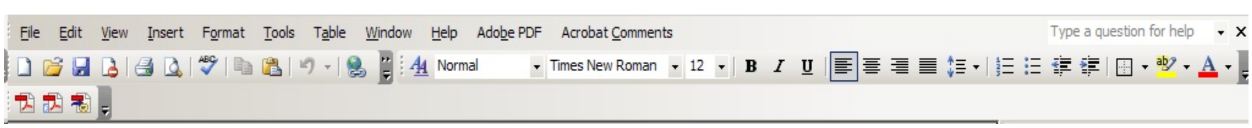
Only documents in a **Portable Document Format (PDF)** may be filed electronically. If you attempt to submit a document that is not in a portable document format, the following error message appears.



Converting Documents to PDF Format

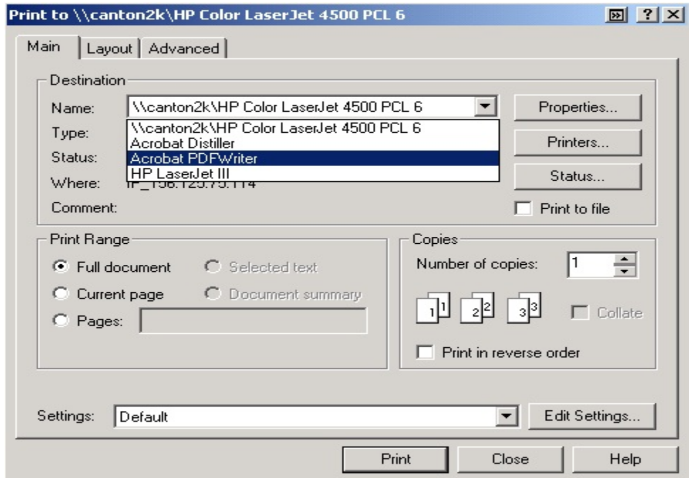
PDF Writer software is required to convert a text document to a PDF document. The conversion process can be accomplished in different ways, depending upon the word processing program you use. Although some of the steps may slightly vary due to differences in software or system configuration, you may reference the following guidelines for a basic overview of the PDF conversion process.

STEP 1 Open the document you wish to convert by clicking on **File**, then **Open** on the menu bar of your word processing program. When the document is displayed on your screen, click the **File** option again.



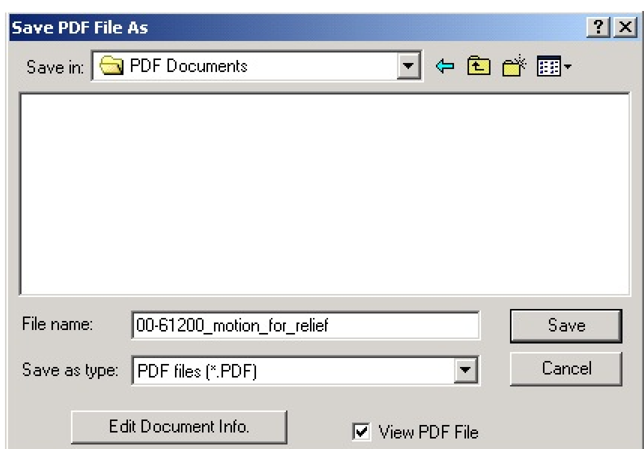
1. Select **Print** to display the **Print Option Dialog Box** (see below). Next, click the downward pointing arrow to display the print options.
2. Select **Acrobat PDFWriter (**or whatever PDF writer software program you use).
3. Click the **Print** button in the dialog box.[1]

[1] The file will not actually print to your printer. You will receive the option to save the file as a PDF.



STEP 2 The **Save PDF File As** screen will appear.

- ♦ Type a name using your preferred naming convention in the **File Name** field.
- ♦ Ensure that ***PDF files (*.PDF)*** is displayed in the **Save as type** field.
- ♦ Click the **Save** button to save the file as a PDF document.



Section 5 – List of Creditors

List of Creditors File

A List of Creditors contains the name and mailing address of each creditor on a specific case. Creditor information is used for notices and claims information, therefore it is imperative that all information entered is accurate. The following guidelines will help you upload a List of Creditors file (.txt file) to the CM/ECF system both electronically and manually.

Electronically Uploading a List of Creditors File into the CM/ECF System

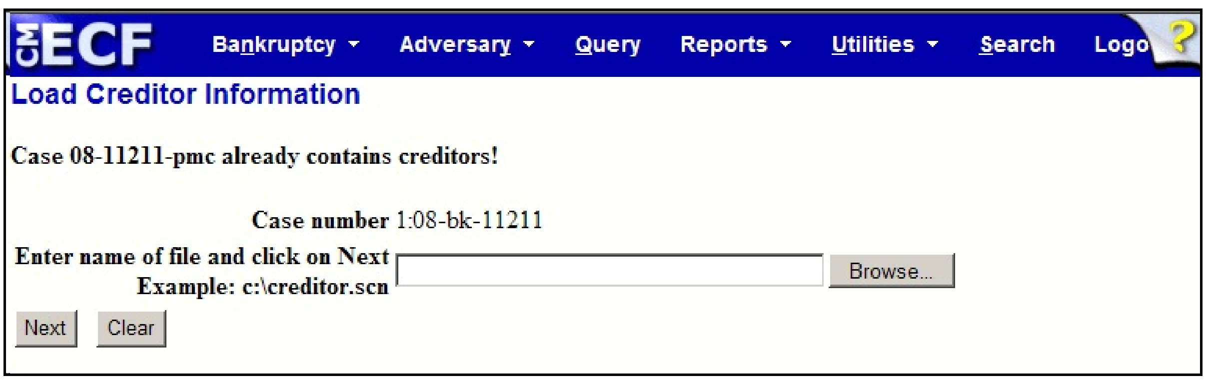
STEP 1 Create the list of creditors in the proper format and save it as a **.txt** file.

STEP 2 Select **Bankruptcy** from the *Main Menu*, and select **Creditor Maintenance** from the **Bankruptcy Events** menu. The **Creditor Maintenance** menu appears.

- Select **Upload List of Creditors file**.
- Enter the case number.

STEP 3 The **Load Creditor Information** screen appears.

- Type the name of the file in the **Filename** box, or click **Browse** to search for your file. Your document must be in ***.txt* format** to continue.



- Click **Next** to continue, or **Clear** to restart.

STEP 4 The **Total Creditors Entered** screen will appear.

- Verify the total number of creditors you have entered.
- If the creditor count information is correct, click the **Submit** button.
- If the creditor count is incorrect, click the **back** (<<) arrow above the *Main Menu*, and upload an amended matrix containing the correct number of creditors.

STEP 5 The **Creditors Receipt** screen confirming the total number of creditors added to the database will appear. The **Creditors Receipt** also verifies successful transmission of creditors to the case.

Manual Entry of Individual Creditors into the CM/ECF System

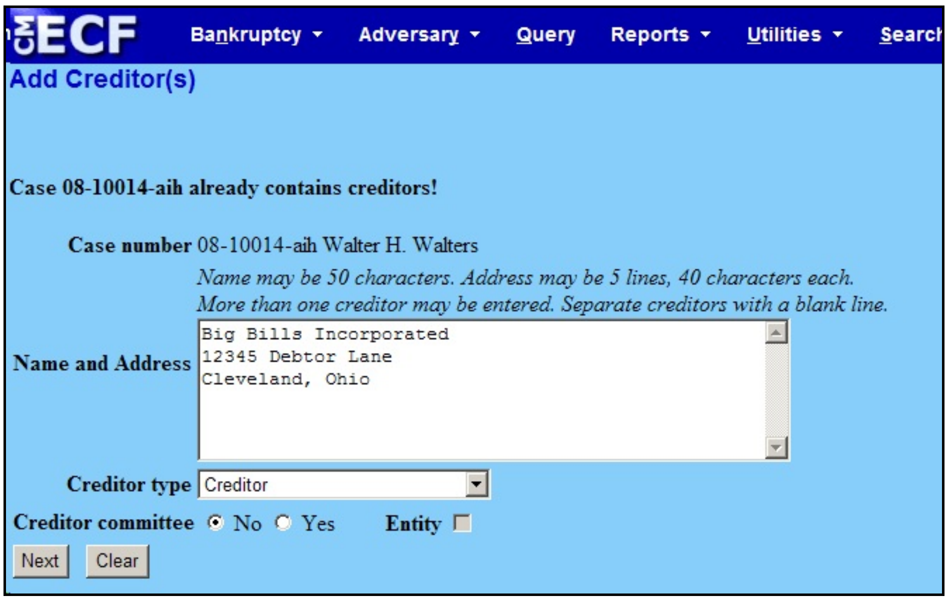
STEP 1 Select **Bankruptcy** from the *Main Menu*, then click the **Creditor Maintenance** hypertext link from the **Bankruptcy Events** menu. The **Creditor Maintenance** menu appears. Select **Enter individual creditors**.

STEP 2 The **Creditor Processing** screen appears.

- ♦ Enter the case number, and click **Next** to continue, or **Clear** to restart.

STEP 3 The **Add Creditor(s)** screen appears.

- ♦ Enter the creditor name, street address, city, state, and zip code in the **Name and Address** field.



- ♦ You may also enter multiple creditors provided there is at least one blank line between each creditor entry.
- ♦ For **Creditor committee,** select either **No** or **Yes**.
- ♦ Click **Next** to continue, or **Clear** to restart.
- ♦ Click the **Submit** button.

STEP 4 The **Creditors Receipt** screen appears. View the **Creditors Receipt** screen to verify the total number of creditors added to the database. If the number of creditors entered is correct, select the **Submit** button to proceed.

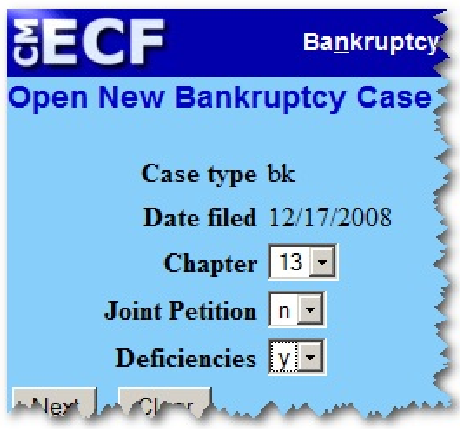
Section 6 – Opening A Case

Bankruptcy Case Opening

A voluntary petition must be filed when opening a new case. During the case opening process, you should enter the required debtor and statistical information obtained from the voluntary petition, lists, schedules, and statements. To open a bankruptcy case, please adhere to the following guidelines.

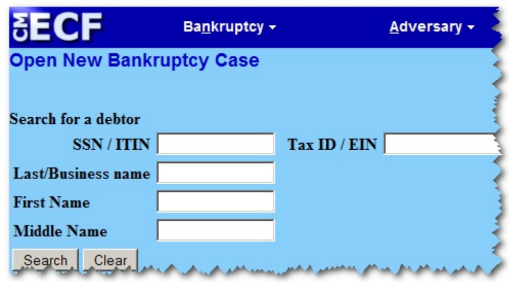
STEP 1 Click **Bankruptcy** on the *Main Menu*, and then click the **Open a BK Case** link on the **Bankruptcy Events** menu.

STEP 2 The **Open New Bankruptcy Case** screen appears.

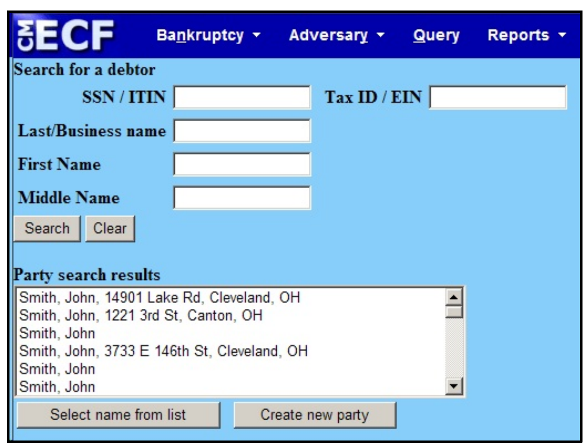


- The **Case type** field defaults to **bk** and cannot be changed.
- The **Date filed** field defaults to the current date and cannot be changed.
- The **Chapter** type must be selected by clicking on the drop down arrow to display your choices.
- For **Joint Petition,** select **n** or **y** from the drop down box to indicate that the filing is either filed by joint filers or an individual filer.
- **Deficiencies** should be noted**.** Select **n** if all schedules, statements, certificates, pay advices, etc., are being filed on the day the case is opened. Select **y** if there are documents that are not being filed on the day the case is opened.
- If you enter **y** for deficiencies, you will be asked to identify the deficient documents in **Step 9**.
- Click **Next** to continue, or **Clear** to reset.

STEP 3 The following **Search for a debtor** screen appears.



- ♦ Enter the debtor's **SSN (Social Security Number)**, with dashes, or enter the **Tax ID** for business cases.
- ♦ Enter debtor's **Last/Business name**.
- ♦ Click **Search**.
- ♦ The **Search for a debtor** screen will appear again to display the results of your search.[1]



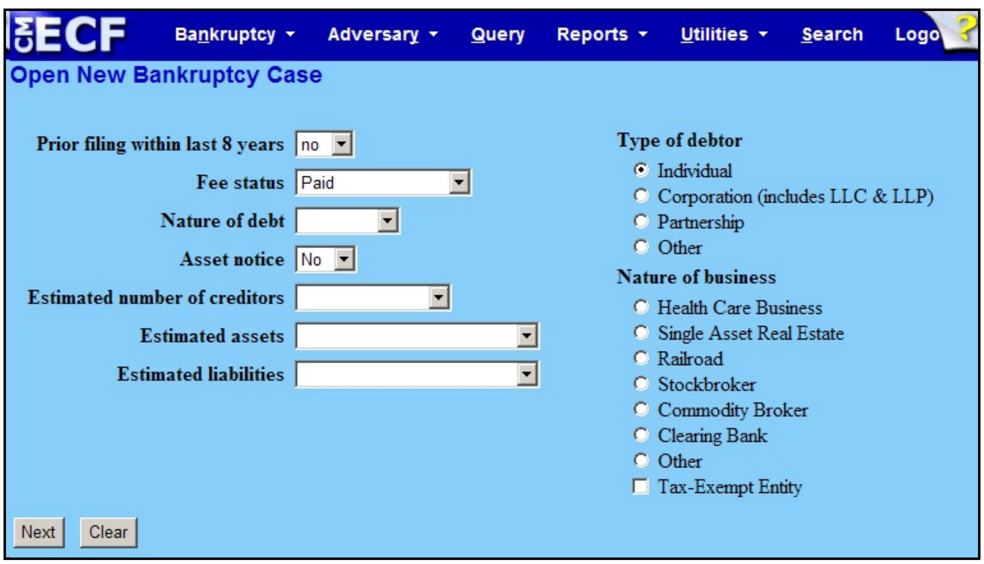
STEP 4 If the debtor is not found, click the **Create new party** button.

- ♦ The **Debtor Information** screen appears. Enter the appropriate information in the fields provided.
- ♦ **Last Name**: The debtor's last name will default to the **Last/Business name** found during your search. If the debtor's name is correct, use your ***Tab*** key to advance to the next field.
- ♦ **First Name**: Type the debtor's first name.
- ♦ Enter the debtor's **Middle Name**, **Generation** and **Title** if needed.

[1] If your search is successful and your debtor's name appears in the **Party search results** list: (1) verify that the name and address are correct, (2) click on the name to highlight it, and (3) click on **Select name from List**.

- ♦ The debtor's **SSN** (**Social Security Number**) or **Tax I.D.** number will default to the numbers used in the most recent search. *Please verify that you have entered the correct number before proceeding.*
- ♦ Enter the debtor's mailing address in the appropriate fields.
- ♦ Populate the **Country** field only if the country listed is not the United States of America.
- ♦ **Phone**, **Fax**, **E-mail** fields are *NOT* required for debtors.
- ♦ If there is text you wish to include on the docket after the debtor's name (e.g., D.D.S., a Virginia corporation), key the text in the **Party text** window.
- ♦ Click **Alias** to allow for inclusion of one or more aliases of the debtor.[2]
- ♦ Click **Corporate parent/affiliate**, if you wish to search for a corporate parent.
- ♦ Click **Review** if you would like to review/change debtor's Alias information.
- ♦ Click **Submit** to continue, **Cancel** to restart, or **Clear** to reset defaults.
- ♦ Click **Next** to verify the divisional office in which you have filed your case.

STEP 5 The following Statistical/Administration information screen will appear.



- ♦ Populate the following fields.
  - **Prior filing within 8 years**: Click the down arrow to select either **no** or **yes**.
  - **Fee Status**: Select either **Installment**, **Paid**, **fee not paid**, or **IFP filing fee waived**.

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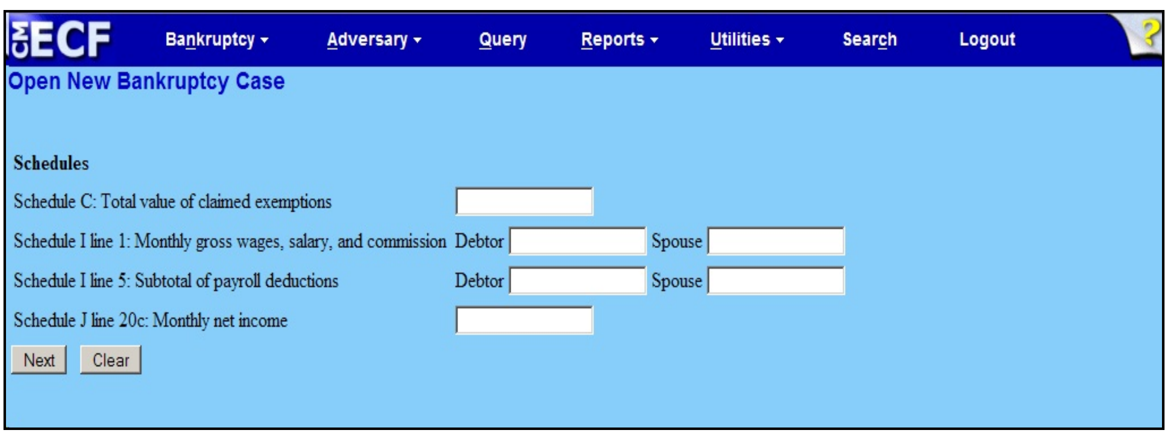
[2] You may add up to 5 Aliases.

- **Nature of Debt**: Select either **business** or **consumer**.
- **Asset notice**: Select either **No** or **Yes**.
- **Estimated number of creditors**: Enter the approximate number of creditors.
- **Estimated assets**: Click the down arrow and select the approximate asset dollar value.
- **Estimated liabilities**: Select the appropriate value of the estimated debts.
- **Type of Debtor**: Select the type of debtor by clicking the appropriate button.
- **Nature of business**: If you've entered a business case, select the type of business.

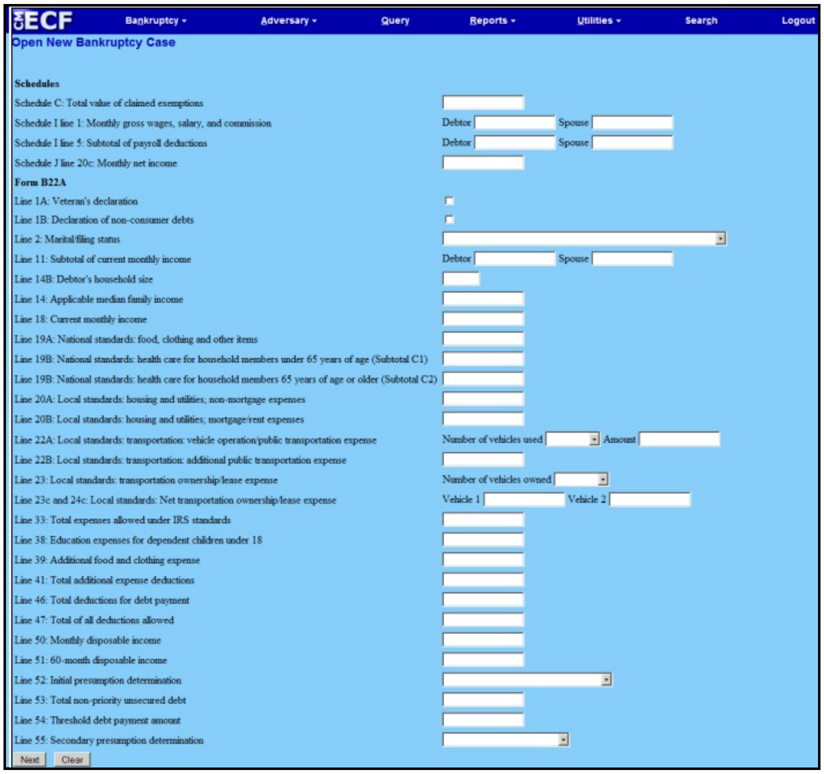
♦ Click **Next** to continue, or **Clear** to reset defaults.

STEP 6 The **Summary of Schedules** screen will appear. Populate all applicable fields of the screen by referring to schedules A, B, D, E, F, I, J and Form 22. ***Do not enter commas in your dollar values, e.g., $1,200.00 should be entered as $1200.00***. Click **Next.**

STEP 7 The following screen will appear if you are filing a chapter 13 case. ***If you are filing a chapter 7 case proceed to Step 8.*** You will need your schedules to populate the appropriate fields. After you populate the fields below, click **Next.**



STEP 8 The following screen will appear if you are filing a chapter 7 case. You will need your schedules and Form B22A to populate the fields. After you populate the fields, click **Next.**



STEP 9 If you indicated in **Step 2** that there are deficiencies, the **Deficiency List** screen shown below will appear.

- ♦ Identify all deficient documents by clicking the associated boxes.
- ♦ Click the **Next** to continue.

STEP 10 Upload the petition.

- ♦ The petition should already be saved as a PDF.
- ♦ Click the **Browse** button to display your files.
- ♦ Find the petition that you wish to upload and click on the file name until it appears in the field next to the **Browse** button.
- ♦ If there are attachments, click the **yes** radio button. If there are no attachments, leave the default selection, which is **no**.
- ♦ Click **Next** to continue, or **Clear** to start again.

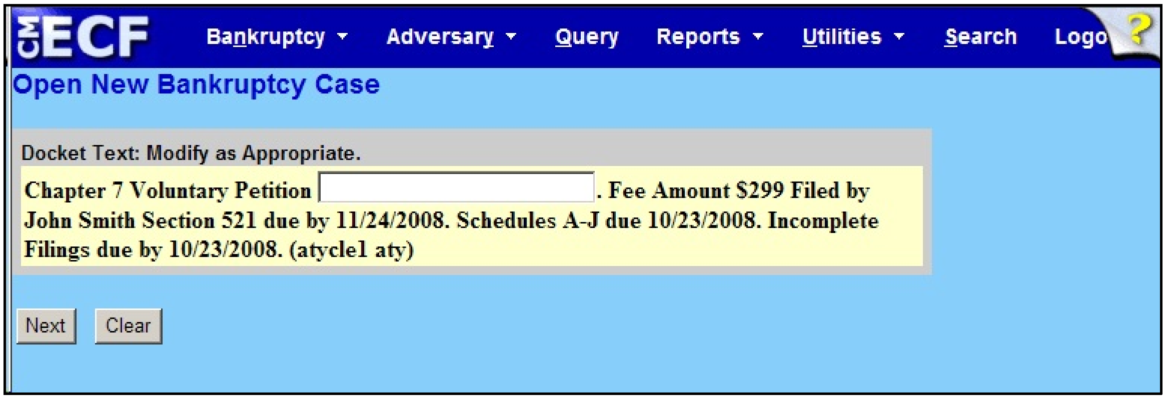
STEP 11 If there are deficiencies, the **Incomplete Filings Due** screen will appear. Please make a note of the due dates for deficient documents, and click the **Next** button to continue.

STEP 12 The **Fee Due** screen appears. Verify that the fee shown is correct. Click **Next** to continue.

STEP 13 The **Presumption Arises** (Presumption of Abuse) screen will appear.

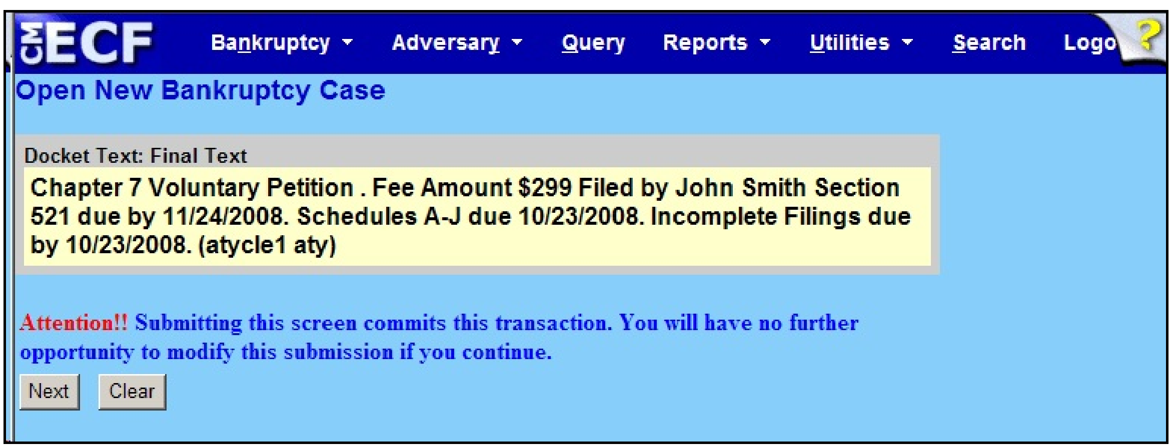
- ♦ Indicate if there is a presumption of abuse by clicking **No** or **Yes**.
- ♦ Continue by clicking **Nex**t, or click **Clear** to start again.
- ♦ The **Fee** screen will appear showing the amount due for your filing. Verify that the fee is correct. Click **Next** to continue.

STEP 14 On the following screen you will have the option of adding text that will appear on the docket. Enter any additional information you wish to appear as a part of the docket text. All text entered by the filer will appear in italicized font on the docket.



♦ Click **Next** to continue, or **Clear** to restart.

STEP 15 The **Final Docket Text** screen will appear. Please view the text shown carefully. If the text is not as you would like it to appear on the docket, click the **back** (<<) arrow key located above the *Main Menu* bar and make the necessary amendments. Click **Next** to proceed to the following screen.



WARNING: If you click ***Next*** *on the screen shown above,* *you will no longer have an opportunity to amend the docket text, and you will receive a bankruptcy case number*.

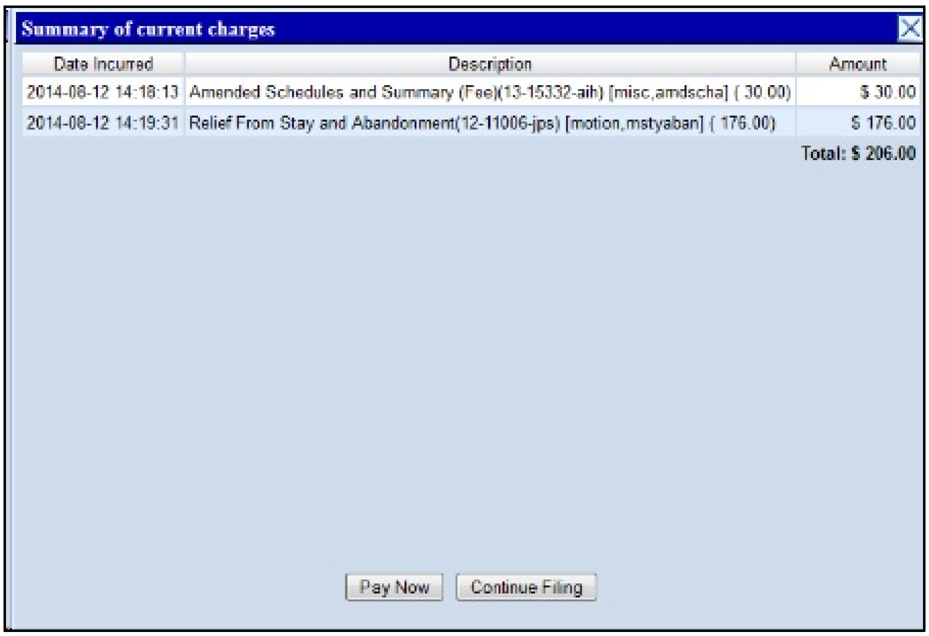
♦ If the docket text appears as you wish, click **Next** to pay for your filing(s).

STEP 16 Please ensure that pop-up blocker software is deactivated. Failure to deactivate your pop-up blocker software will result in the payment screen being bypassed.

NOTE: You must submit payments for filings electronically using a major credit card or checking account. Payments for electronic filings will not be accepted over the counter. *See* ***Section 8*** *of this manual for instructions on how to submit electronic payments.*

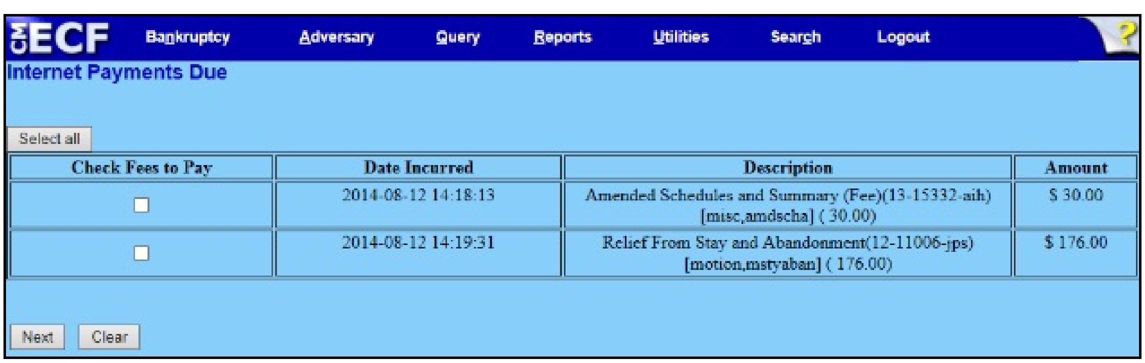
- Do not use the **Browser back** (<<) arrow during the payment process.
- Do not click the **X** in the upper right corner of the payment screen at anytime. Should you click the **X** at any time, the payment box will not reappear until you reset your payment screen.

STEP 17 The following **Pay. Gov** screen will appear listing your total balance due.

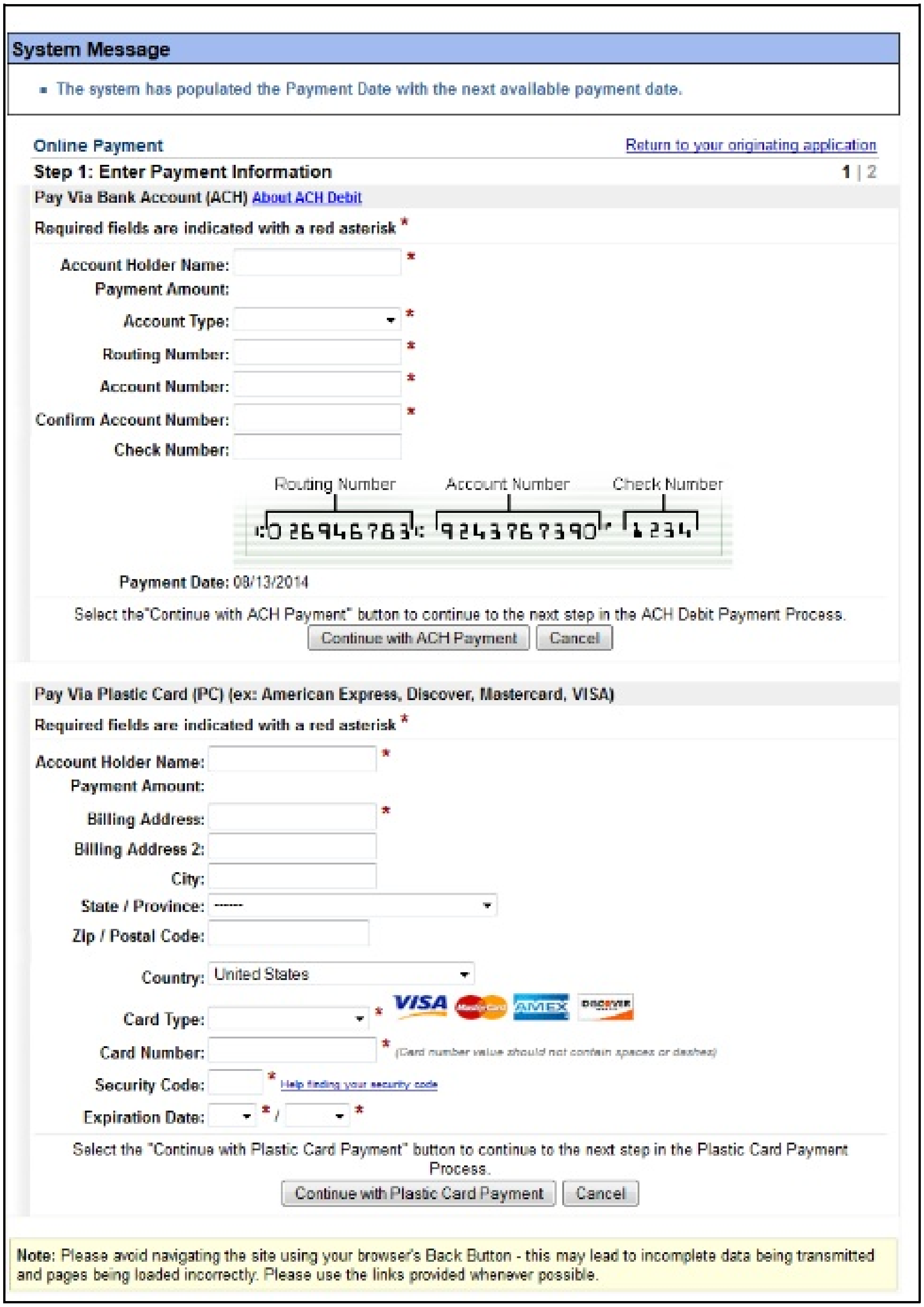


STEP 18

- To pay for your filing, click the **Pay Now** button.
- To continue filing additional pleadings, click the **Continue Filing** button.
- After clicking **Pay Now,** the screen below will appear.

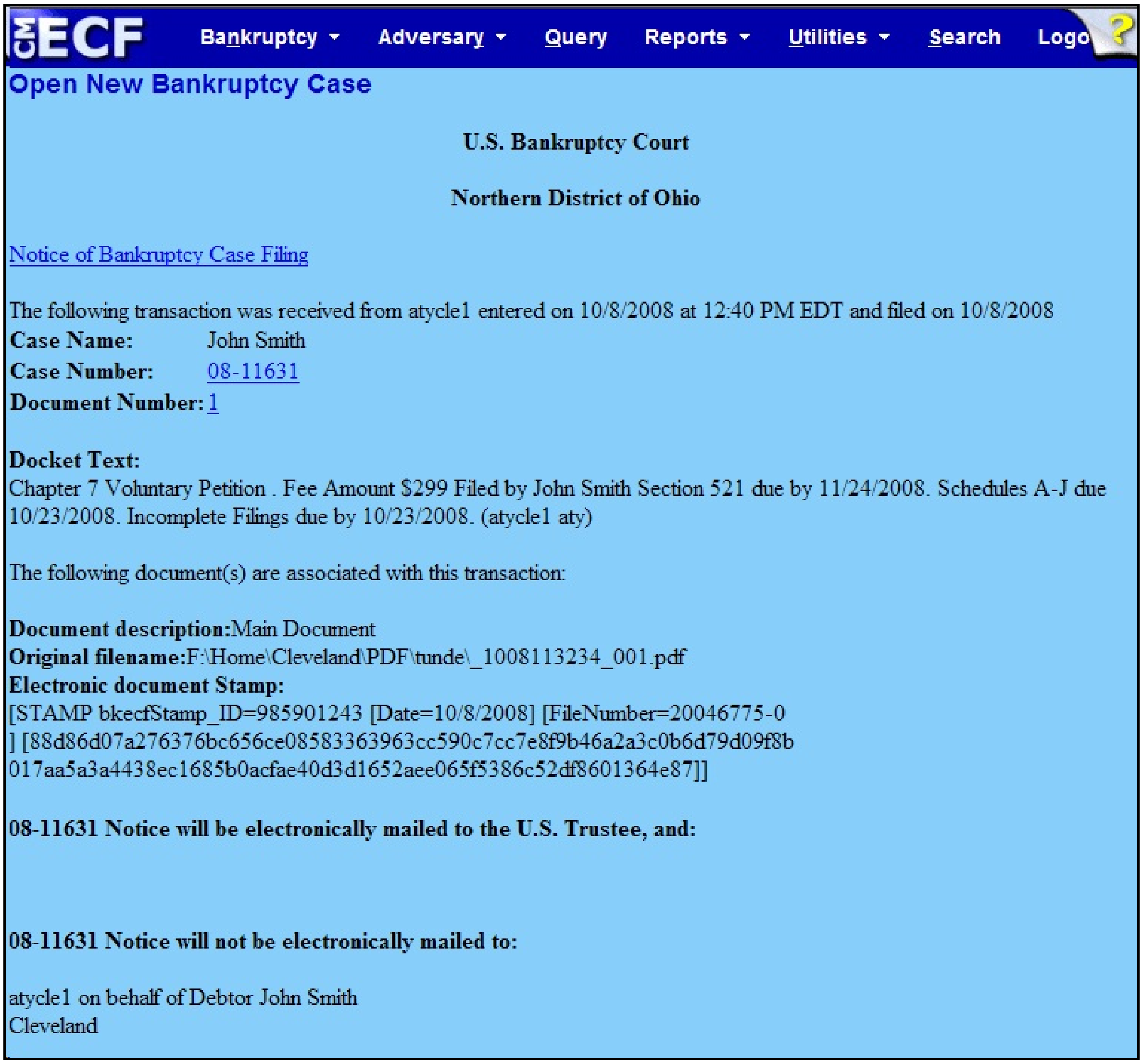


- Check the box to indicate which fees to pay.
- After clicking the **Next** button, click the **Pay Now** button on the next screen.



- Enter your account holder information and account number into the appropriate fields, and click **Continue with ACH Payment** or **Continue with Plastic Card Payment** for authorization and a receipt number.

STEP 19 The **Notice of Bankruptcy Case Filing** screen will appear. As shown below, the **Notice of Bankruptcy Case Filing** screen confirms that the system has processed your filing; it displays your new bankruptcy case number. This screen also lists information such as the time and date of filing, debtor's name and address, final docket text, and a link to the petition for viewing. ***You may view your filing on PACER one time at no cost***.



Open New Bankruptcy Case

U.S. Bankruptcy Court

Northern District of Ohio

Notice of Bankruptcy Case Filing

The following transaction was received from atycle1 entered on 10/8/2008 at 12:40 PM EDT and filed on 10/8/2008
Case Name: John Smith
Case Number: 08-11631
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition . Fee Amount $299 Filed by John Smith Section 521 due by 11/24/2008. Schedules A-J due 10/23/2008. Incomplete Filings due by 10/23/2008. (atycle1 aty)

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

Document description: Main Document
Original filename:F:\Home\Cleveland\PDF\tunde_1008113234_001.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=985901243 [Date=10/8/2008] [FileNumber=20046775-0
] [88d86d07a276376bc656ce08583363963cc590c7cc7e8f9b46a2a3c0b6d79d09f8b
017aa5a3a4438ec1685b0acfae40d3d1652aee065f5386c52df8601364e87]]

08-11631 Notice will be electronically mailed to the U.S. Trustee, and:

08-11631 Notice will not be electronically mailed to:

atycle1 on behalf of Debtor John Smith
Cleveland

Section 7 – Adversary Case Opening

To open an adversary proceeding, begin by selecting **Adversary** from the *Main Menu*, then select **Open an AP Case**.

STEP 1 The **Open Adversary/MP Case** screen will appear.

1. **Date Filed**: Always defaults to the current date.
2. **Case Type**: Defaults to **ap** for adversary case.
3. **Complaint**- Select **y** for a complaint or **n** for a Notice of Removal.
4. Select **Next** to continue, or **Clear** to reset.

STEP 2 The **Lead case number** screen will appear.

5. Enter the main case number in the **Lead case number** field.
6. Click on the drop down menu, and enter the **Association type**, e.g., **Objection to Discharge**, **Adversary**, **Jointly Administered**, **Consolidated**.

STEP 3 The **Judge Assignment** and **Main Case Number** screen shown below will appear. Click **Next** to continue.

STEP 4 The **Search for a Plaintiff** screen will appear.

7. You may conduct your search by entering the Social Security Number, Tax I.D. number, or last name/first name.

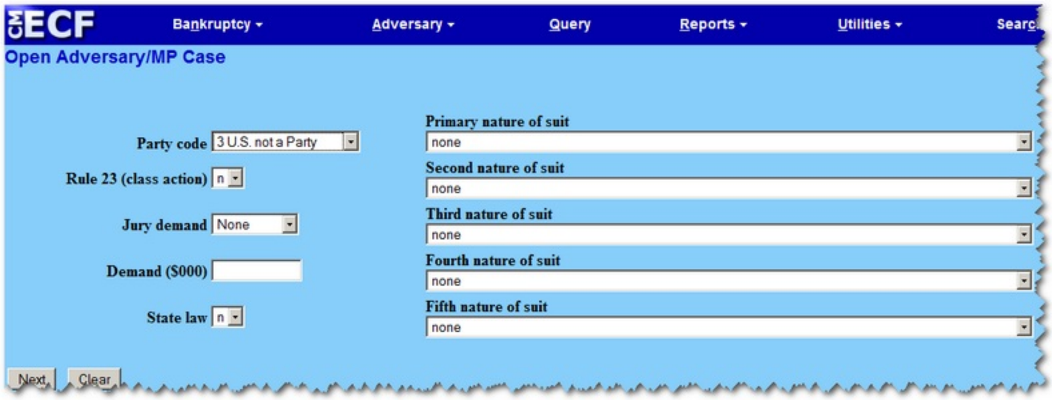
8. Click **Search**. If the desired party is found click the **Select name from list** button. **Note:** It is important that you conduct a search before creating a new party.
9. If the proper party is not found, click the **Create new party** button, and enter all pertinent information in the proper fields as follows.

    - **Last Name**: The plaintiff's last name will default to the Last/Business name searched. If the name is correct, use your ***Tab*** key to advance to the next field.
    - **First Name**: Type the plaintiff's first name.
    - **Middle Name**, **Generation** and **Title**: Enter the plaintiff's name, title, and generation if needed.
    - The plaintiff's **Social Security Number** or **Tax I.D.** number will default to the numbers used in the most recent search.
    - **Mailing Address**: Enter the plaintiff's full address.
    - **County:** Select the appropriate county by clicking the drop down menu to show your choices.
    - **Country**: Populate the country field if the country listed is not the United States of America.
    - **Phone**, **Fax**, **E-mail**: Enter contact information as needed.
    - **Party text**: If there is text you wish to include on the docket after the name, e.g., D.D.S., a Virginia corporation, key the text in the appropriate field.
    - **Role in Bankruptcy Case**: Click the drop down arrow and select the applicable role.
    - Search for and enter the **Attorney**, **Alias**, and **Corporate parent/affiliate** information by clicking on the applicable buttons.
    - **Review**: Click to view your entries.
    - Click **Submit** when finished entering the plaintiff's information.

STEP 5 Conduct a search for the defendant's name and/or enter the defendant information using procedures listed in **Step 4**.

10. When finished entering defendant information, click on **End defendant selection**.

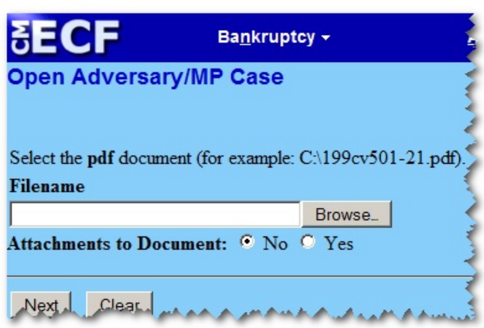
STEP 6 The following screen will appear. You may enter the nature of suit in the appropriate fields.



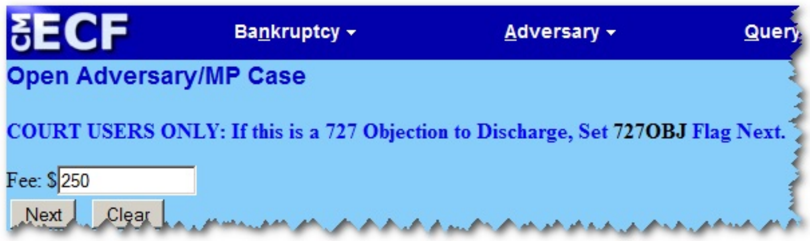
- **Nature of Suit**: By clicking on the drop down menus, you may enter up to five nature of suit selections.
- **Party Code**: Click on the drop down arrow to display your options, and select the appropriate party code.
- **Rule 23 (class action)**: Click the drop down arrow to select **n** or **y** for class action status. The system defaults to **n**.
- **Jury Demand**: Click the drop down arrow to make your jury demand selection. The system defaults to **none**.
- **Demand**: Enter the monetary value of the demand in the field provided.
- **State Law**: Click the drop down arrow to select **n** or **y** for state law status. The system defaults to **n**.
- Click **Next** to continue, or **Clear** to restart.

STEP 7 Upload relevant adversary document(s), which should already be saved in PDF format.

11. Type the name of the file in the **Filename** box, or click **Browse** to search for your file.
12. Click **Next** to continue, or **Clear** to restart.



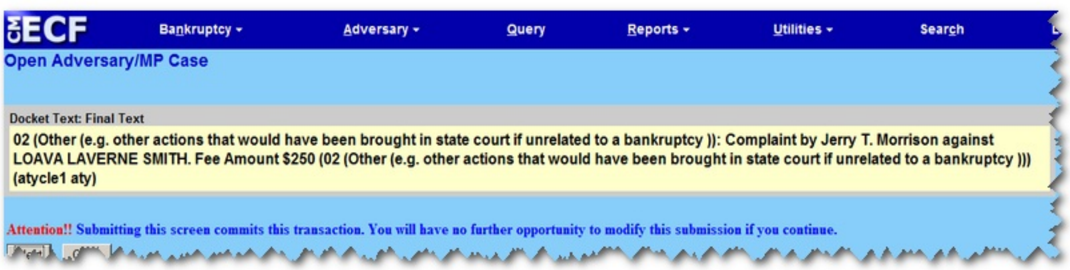
13. The adversary **Fee** screen will appear and show the cost of the adversary filing. Please review the Fee Compendium located on the "Fees" menu of the court's website before deleting fees from this screen or altering them. *Deleting fees in error will result in the filer being required to resubmit the filing and pay the appropriate fee.*



STEP 8 The **Docket Text** screen will appear for review.

14. Review the information on the docket text screen.
15. Enter any additional text you wish to appear on the docket in the field provided.
16. Click **Next** to continue.

STEP 9 The following **Final Docket Text** screen will appear.



17. Carefully review the docket text information. After you click **Next**, you will not be able to amend the docket text information.
18. Click **Next**.

STEP 10 The **Pay.Gov** screen will appear so that you can submit the payment for your filing using a major credit card.

19. *See the **Case Opening section**, **steps 13, 14, 15 and 16** or the **On-Line Payment section** under **Electronic Case Filing** for detailed instructions on how to submit payments using Pay.Gov.*
20. Please ensure your pop-up blocker software is deactivated, so that the payment screen will appear.

STEP 11 After the final docket text is submitted, the **Notice of Electronic Filing** screen will appear. The **Notice of Electronic Filing** screen confirms that the system has processed your filing, and displays your new adversary case number. This screen also lists information such as the time and date of filing, debtor's name, address, final docket text, and a link to the filing for review. All subsequent pleadings for this adversary case must be filed using the new adversary case number. ***You may view your filing on PACER one time at no cost***.

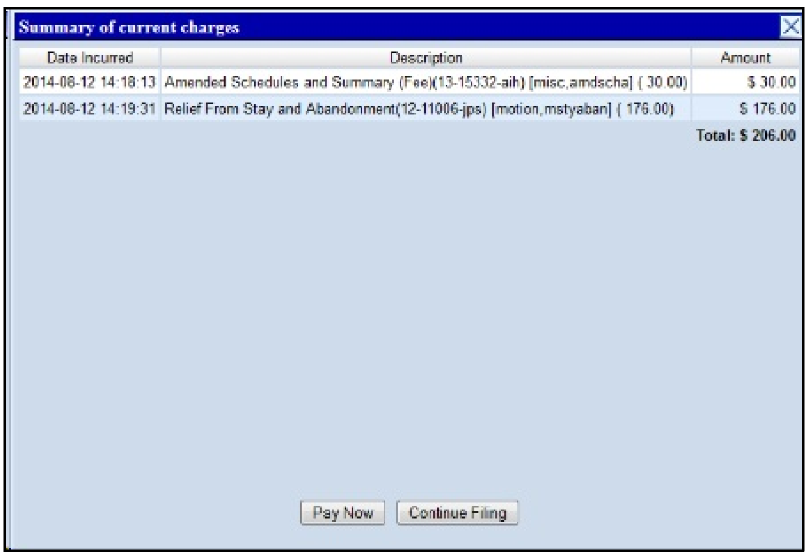
Section 8 – On-line Payments

On-line Credit Card Payment Process

The Internet Credit Card module allows users to pay filing fees with a credit card over the Internet at any time. Users may also:

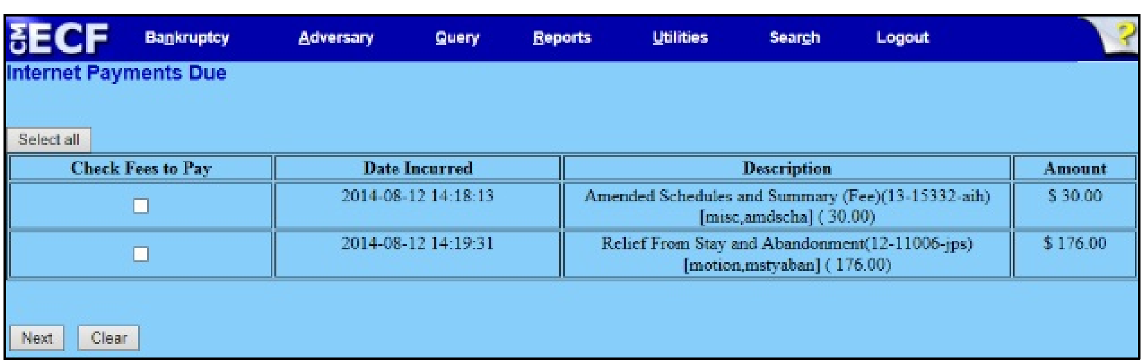
- review Internet credit card transaction payment history;
- review any outstanding payments due to the court; and
- request on-line payment of any unpaid balance.

STEP 1 After successfully submitting a pleading that requires a filing fee, you will be prompted to pay the fee electronically. Click **Pay Now** for the screen to enter your credit card/checking account information. If you wish to file additional pleadings, you may continue by clicking the **Continue Filing** button, and pay the total balance due when all filings are complete.


Summary of current charges

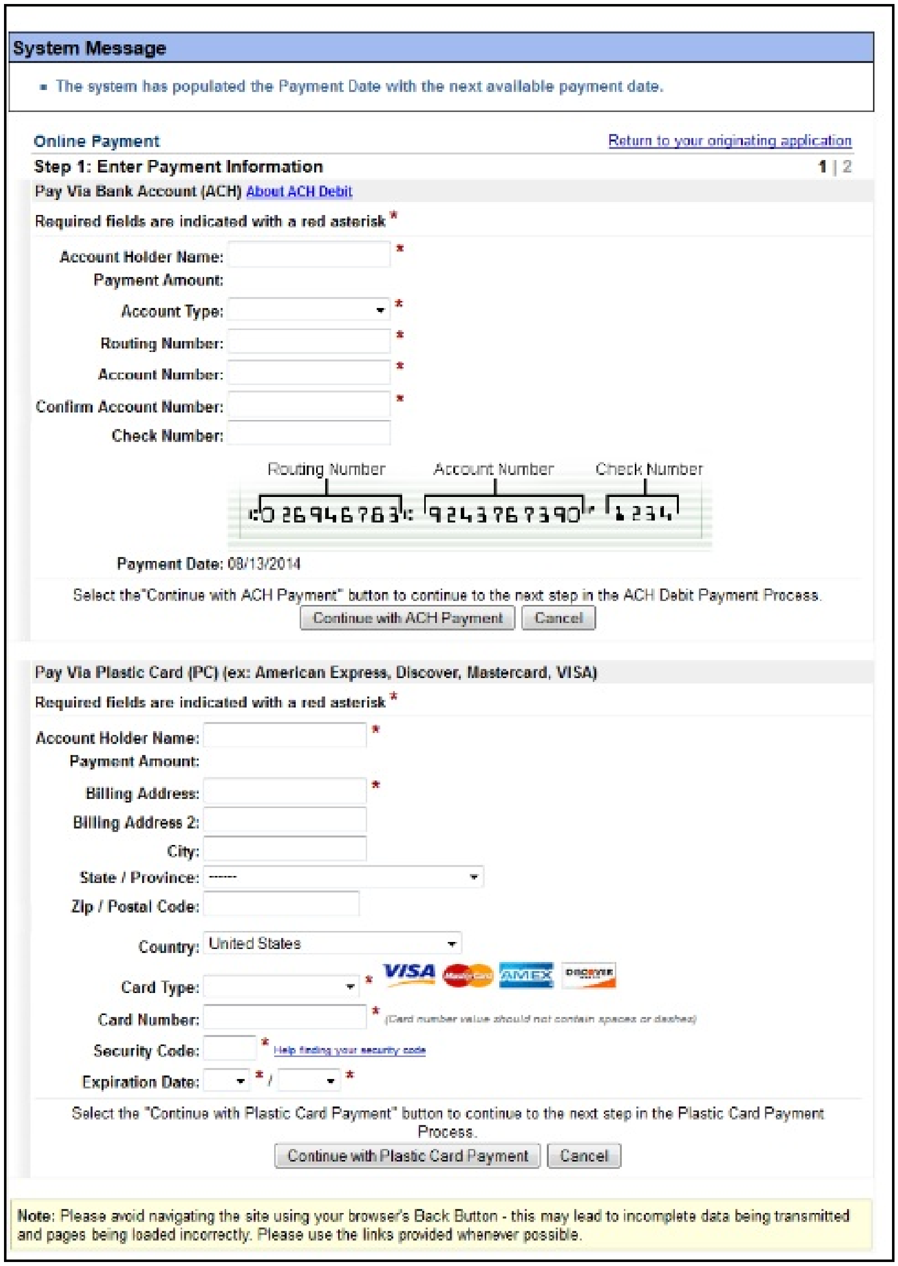
Date Incurred	Description	Amount
2014-08-12 14:18:13	Amended Schedules and Summary (Fee)(13-15332-aih) [misc,amdscha] (30.00)	$ 30.00
2014-08-12 14:19:31	Relief From Stay and Abandonment(12-11006-jps) [motion,mstyaban] (176.00)	$ 176.00
		Total: $ 206.00

STEP 2 Check the box next to the item to be paid.



Check Fees to Pay	Date Incurred	Description	Amount
☐	2014-08-12 14:18:13	Amended Schedules and Summary (Fee)(13-15332-aih) [misc,amdscha] (30.00)	$ 30.00
☐	2014-08-12 14:19:31	Relief From Stay and Abandonment(12-11006-jps) [motion,mstyaban] (176.00)	$ 176.00

STEP 3 If you choose to pay the filing fee, you will be prompted to enter your credit card or checking account information. The court does not restrict the types of major credit cards that can be used for payment.



System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment — Return to your originating application

Step 1: Enter Payment Information — 1 | 2

Pay Via Bank Account (ACH) About ACH Debit

Required fields are indicated with a red asterisk *

Account Holder Name: *
Payment Amount:
Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number:

Routing Number — Account Number — Check Number

Payment Date: 08/13/2014

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment | Cancel

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

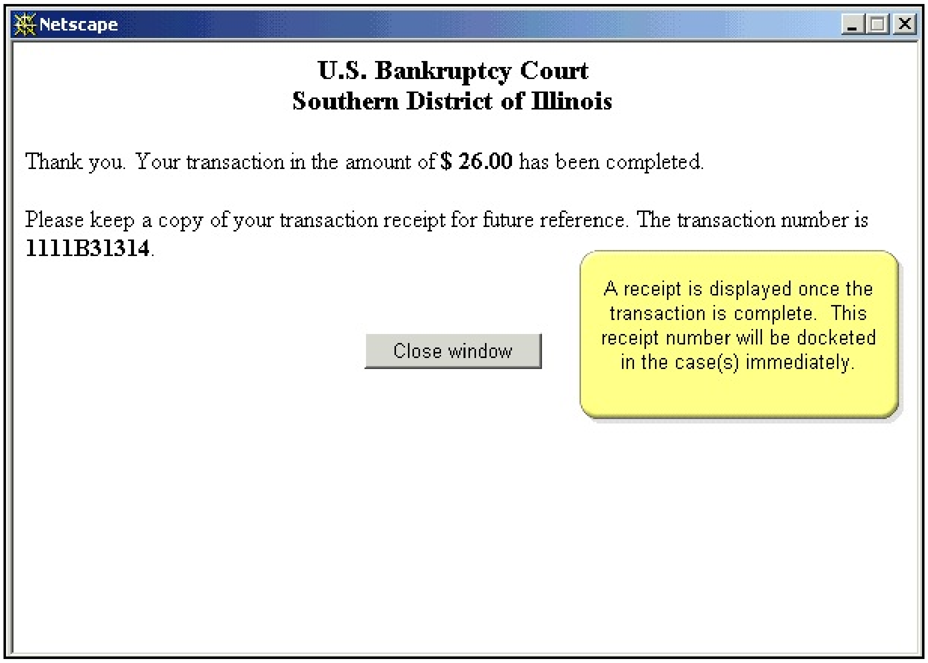
Account Holder Name: *
Payment Amount:
Billing Address: *
Billing Address 2:
City:
State / Province: ------
Zip / Postal Code:
Country: United States
Card Type: *
Card Number: * (Card number value should not contain spaces or dashes)
Security Code: * Help finding your security code
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

STEP 4 After entering your credit card information, the filing fee will be transmitted via the Internet, and forwarded directly to the U.S. Treasury. A transaction receipt will be displayed, and the receipt number will be docketed on the case immediately.



Filing an Adversary Case When a Fee is Not Due

After you have entered the plaintiff(s), the defendant(s), the statistical data, and uploaded the complaint, the **Fee Payment** screen will appear. Change the amount of the filling fee to $0.00. **Please Note:** *The fee amount must not be erased for pleadings that require filing fees. Refer to the **Fee Compendium** on the "Fees" menu of the court's website for a complete list of filing fees. You will be required to resubmit the pleading and pay the appropriate fee if you delete it in error.*

Filing Motions for Relief From Stay & Amendments When a Fee is Not Due

Change the filing fee to $0.00 if you are filing amendments that have no applicable fee, or for a Motion for Relief from Stay that is exempt because it fits one of the following criteria.

- Agreed, Stipulated, or with Consent
- Co-Debtor Lift Stay
- Filed by an agent of the government
- Filed by a Child Support Creditor

Section 9 – Docketing

Application for Compensation

CM/ECF records professional fees and expense requests filed by trustees, attorneys, or other professionals. Please adhere to the following guidelines to process applications filed by the following parties.

- ♦ trustees or attorneys for other professionals
- ♦ trustees on their own behalf[1]
- ♦ attorneys for their own fees and expenses.

STEP 1 Click the **Bankruptcy** hyperlink on the *Main Menu*.

STEP 2 The **Bankruptcy Events** screen will appear.

- ♦ Click the **Motions/Applications** hyperlink.

STEP 3 The **Case Number** screen will appear. After you enter the case number, the following screen will appear.

---

[1] If trustee is filing for fees/expenses incurred by trustee, he/she must be logged in as an attorney, not as trustee. If logged in as trustee, an error will occur that will prevent the application from being filed.

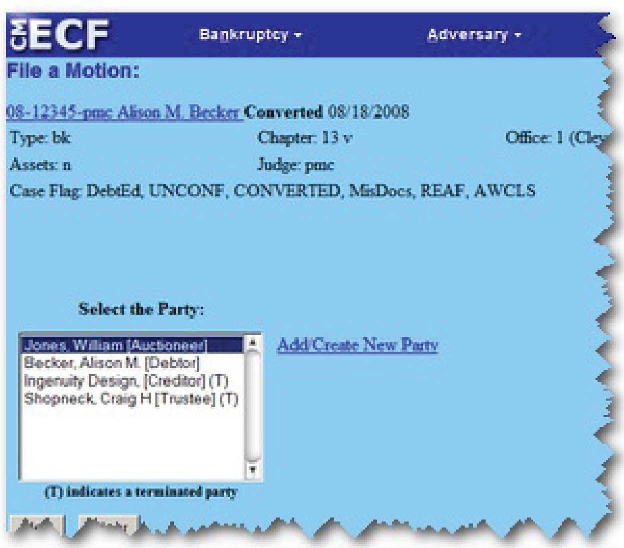
STEP 4 The **File a Motion** screen will appear.

- ♦ Use the scroll bar to locate the desired motion (**Compensation**).
- ♦ Click the **Next** button.

STEP 5 The **Joint filing with other attorney(s)** prompt will appear.

- ♦ Click in the **Joint filing with other attorney(s***)* box to add any additional attorneys.
- ♦ Click **Next** to continue.

STEP 6 The **Party Selection** screen will appear.



♦ Select professional(s) requesting compensation from the **Select the Party** box. If the professional(s) does/do not appear on the party list, click **Add/Create New Party** to add all applicants not found in the database.
♦ If you are filing to receive your own fees and expenses, select the party you represent.
♦ Click **Next** to continue.

STEP 7 If the attorney/trustee is filing on behalf of other professionals, and no attorney/party association exists in the case, adhere to the following guidelines.

♦ If the attorney/trustee does not represent the professional, *DO NOT* check the box.
♦ Click **Next** to continue.

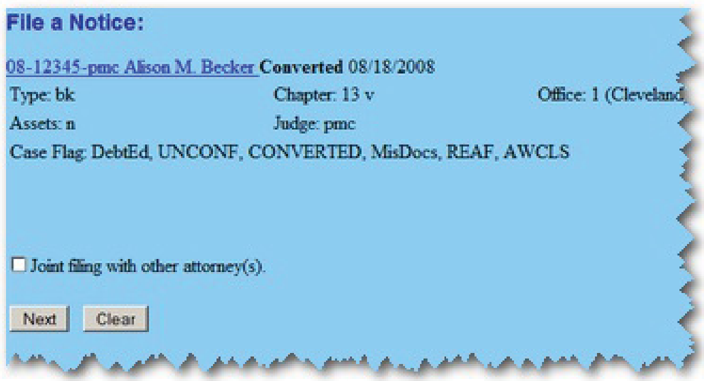
STEP 8 Attach your document.

♦ Click the **Browse** button, and find your document.
♦ Click on the document name until it appears in the **Filename** field.
♦ Click **Next** to continue.

STEP 9 The **Fee Processing** screen displays your name and each party you have selected on the **Party Selection** screen. Data entered on the **Fee Processing** screen is recorded in the professional fees and expenses record for inclusion on the Professional Fees reports.

♦ **Filer**: A filer checkbox is located below each applicant record. Check the appropriate box to identify the filer of the application.

- ♦ **Type**: Select the appropriate professional type to record the applicant's role in the case. The professional type of the applicant will be listed on the *Awarded Professional Fees* report.
- ♦ **From**: Enter a beginning date for services performed, if applicable.
- ♦ **To**: Enter an ending date for services performed, if applicable.
- ♦ **Fee Request $**: Enter the amount in dollars and cents. Do not use the '*$*' sign or ',' (commas) when entering the dollar value.
- ♦ **Expense Request $**: Enter the amount in dollars and cents. Do not use the '*$*' sign or '*,*' (commas).



STEP 10 Click **Next** to continue, or **Clear** to reset.

STEP 11 The **Final Text** editing screen will appear.

- ♦ Review the final docket text, and edit if necessary.
- ♦ If information in the final docket text is correct, click **Next**.
- ♦ If the final docket text is incorrect, click the **back** (<<) arrow located above the *Main Menu*, and amend the figures.
- ♦ To abort or restart the transaction, click **Bankruptcy** on the *Main Menu*.
- ♦ If you do not wish to edit the text, click **Next**.

STEP 12 The **Notice of Electronic Filing** screen will appear.

Motion for Relief From Stay

During the process of docketing a *Motion for Relief From Stay*, you must enter an *Objection Due Date*. You must also obtain prior approval from the presiding judge before entering a hearing date. Contact the courtroom deputy for the assigned judge before proceeding, and/or review the "Judges' Information" menu on the court's website for available hearing dates. To file a motion/application, adhere to the following guidelines.

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click the **Motions/Applications** hypertext link.

STEP 2 The **Case Number** entry screen will appear.

- ♦ Enter the case number.[2]
- ♦ Click **Next** to continue. If you receive a prompt indicating that you have entered the incorrect case number, click the **back** (<<) arrow located above the *Main Menu.*

STEP 3 A box listing various types of motions and applications will appear.

- ♦ Using either the arrows or scroll bar, find the appropriate motion, and click on the **Relief from Stay** event.
- ♦ If you wish to file multiple documents, click on the first document and press the ***Ctrl*** key while simultaneously clicking on each additional filing.
- ♦ Click **Next** to proceed, or **Clear** to repeat the selection process.

STEP 4 The **Joint filing with other attorney(s)** prompt will appear.

- ♦ Click in the **Joint filing with other attorney(s)** box to add additional attorneys, if applicable.
- ♦ Click **Next** to continue.

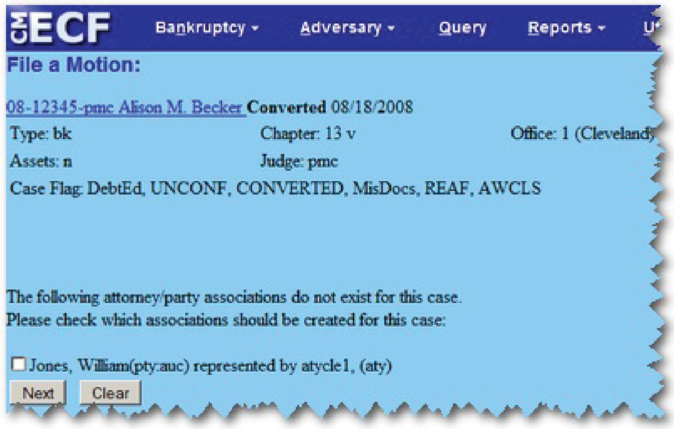
STEP 5 The **Select the Party** screen appears.

- ♦ If you find the party's name, click on the name, and then click **Next.** If the name does not appear, click **Add/Create New Party**.

---

[2] Type case number in YY-NNNNN format (ex.09-61000).

STEP 6 The following screen will appear. Click **Next**.



STEP 7 Click **Browse**, and then click on the PDF document you wish to upload. Click **Next**.

STEP 8 The **Objection Due Date/Fee** screen will appear.

- Type the date of the hearing in the **Objection Due Date** field, or click the calendar icon.
- If you choose to select the objection due date by navigating on the calendar, use the arrows in the upper left and right corners to scroll through the months.
- When you find the appropriate month, click on the appropriate day of the month.
- Click **Next** to continue.

STEP 9 The **Final Docket Text** screen will appear.

- Review the final docket text information. If it is correct, click **Next**.
- You may modify the docket text using the drop down arrows, and enter additional text in the fields provided, if necessary.
- If the final docket text is incorrect, click the back arrow above the *Main Menu*. To abort or restart the transaction, click **Bankruptcy** on the *Main Menu*.

STEP 10 The **Final Docket Text** will appear. Review the docket text and click **Next**, if you do not have amendments. If you click **Next** and proceed**,** you will not be able to modify the docket text.

STEP 11 **The Notice of Electronic Filing** screen will appear. Scroll down to review the entire receipt.

Answer/Response

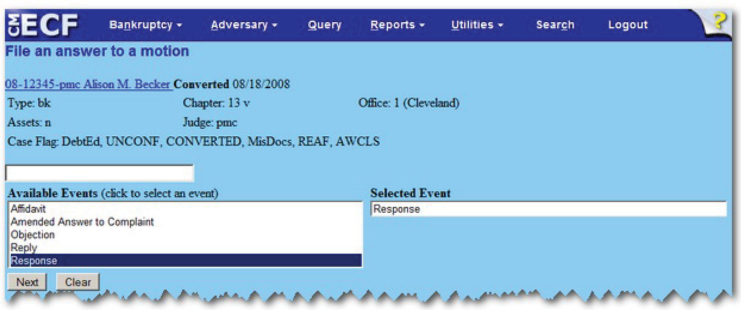
The following instructions will guide you through the process of filing and docketing an answer or a response.

STEP 1 Select **Bankruptcy** from the *Main Menu* followed by **Answer/Response**.

- ♦ Choose one of the two following selections.
  - **Reference an Existing motion/application**, or
  - **Other Answers**

STEP 2 The **Case Number** screen appears.

- ♦ Enter the case number, and click **Next** to continue.



STEP 3 Select the type of answer or response.

- ♦ Scroll to select the proper event, and click **Next**.
- ♦ If this is a joint filing, click the appropriate box.
- ♦ Click **Next** to continue, or **Clear** to restart.
- ♦ Select the appropriate party, and click **Next.** To add or create a new attorney, click the hypertext link, and click **Next.**

STEP 4 The **Select the pdf document** screen appears.

- ♦ Type the file name in the **Filename** box, **or**
- ♦ Click the **Browse** button to find your document.
- ♦ If there are no attachments, click **Next**.
- ♦ If there are attachments[3] to the document, click the **Yes** radio button.

STEP 5 The **Refer to existing event** screen will appear.

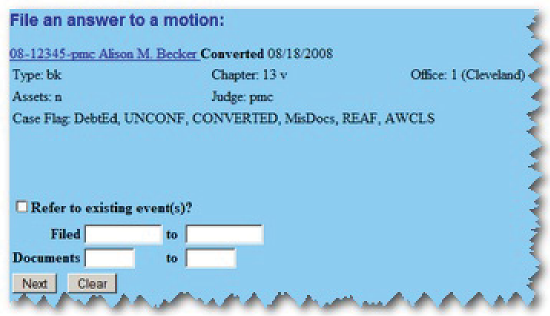
---

[3] Refer to Case Opening Section if you need instruction on adding attachments to the document.

- ♦ If the filing refers to an existing event in this case**,** click the applicable box.
- ♦ To narrow your search, you may enter the period in which the existing event was filed in the **Filed** field, or enter a range of document numbers in the **Document** field.
- ♦ Click the **Next** button to continue.

STEP 6 If you click the box to indicate that the filing refers to an existing event in the case, you will be provided with a list of existing events from which to choose. Select the appropriate event(s), and then click **Next.**

STEP 7 The **Modify Text** screen appears. Review the text, and modify if necessary.



- ♦ Click **Next** to continue.

STEP 8 The **Final Docket Text** screen appears.

- ♦ Review the final docket text. If correct, click **Next**.
- ♦ If the final docket text is incorrect, click your **back** (<<) arrow located above the *Main Menu* to move to the previous screen, and make the appropriate amendments.
- ♦ To abort or restart the transaction, click **Bankruptcy** on the *Main Menu.*
- ♦ To go to the previous screen, click the **back** (<<) arrow located above the *Main Menu.*
- ♦ Click **Next***,* if you are satisfied with the docket text.

STEP 9 The **Notice of Electronic Filing** screen will appear. Scroll down to view the entire receipt.

<u>Notice of Hearing</u>

To enter a hearing date, time, and location, you must obtain prior approval from the presiding judge. Refer to the appropriate judge's hearing calendar on "Judges' Information" menu of the court's website for available dates, or contact the courtroom deputy. When searching for a hearing date on the court's website, please ensure that you select the *correct hearing date* for the *chapter type* of the case.

STEP 1 Select **Bankruptcy** from the *Main Menu* followed by **Notices**.

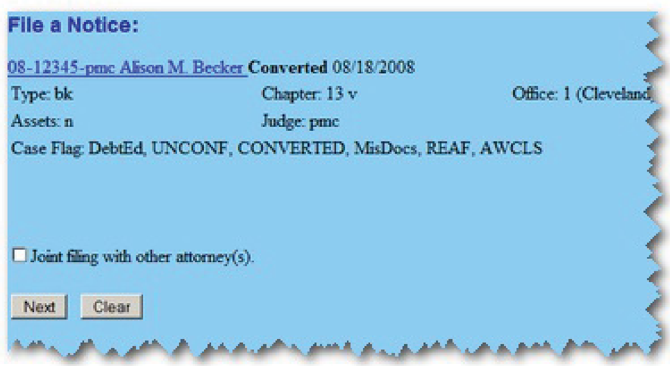
STEP 2 The **Case Number** screen will appear.

- ♦ Enter a case number.
- ♦ Click **Next**.

STEP 3 The **File A Notice** screen will appear**.**

- ♦ Using the arrows on the right side of the box, scroll to find the type of notice you wish to file.
- ♦ Select the notice you wish to file.
- ♦ If you wish to file multiple notices, hold down the ***Ctrl*** key while simultaneously clicking on each additional notice. Your selections should be highlighted in blue when you're done.
- ♦ Click **Next** to proceed, or **Clear** to restart.

STEP 4 The **Joint filing with other attorney(s)** screen will appear.

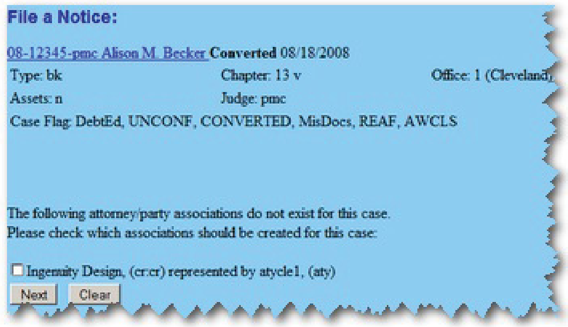


- ♦ Click in the **Joint filing with other attorney(s)** box to add additional attorneys, if applicable.
- ♦ Click **Next**.

STEP 5 The **Select the Party** screen will appear.

- ♦ Click the name of the party filing.
- ♦ Click **Next** to continue.

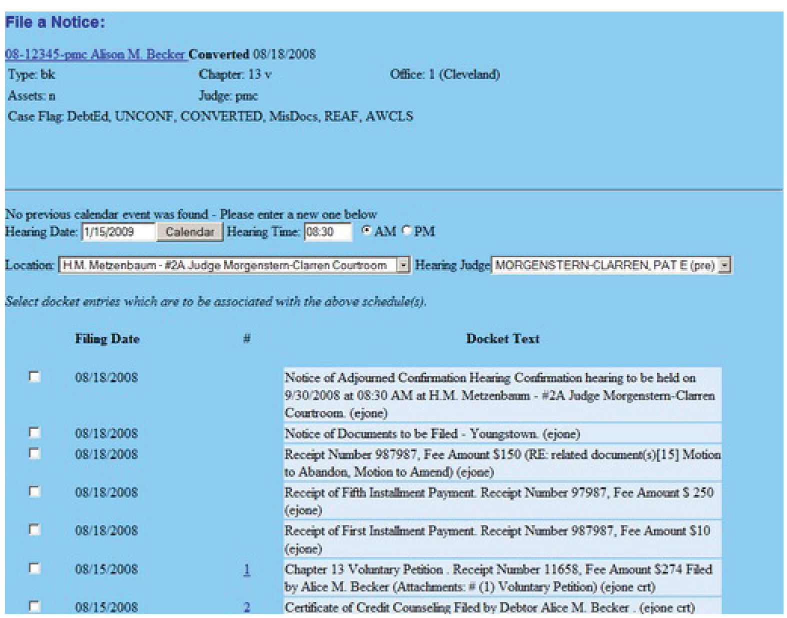
STEP 6 The following screen will appear. Click **Next** to continue.



STEP 7 The **Select the PDF document** screen appears.

- ♦ Type the file name of the document in the **Filename** box, **or** click the **Browse** button to find your document. When you find your document, place your cursor on the name, and click until the name appears in the **Filename** box.
- ♦ Indicate if you have attachments by selecting either **n** or **y**.
- ♦ Click **Next**, to continue.

STEP 8 The following hearing information screen will appear.



STEP 9 Enter the **hearing date**, **time** and **location** upon receipt from either the judge's assigned courtroom deputy or the "Judges' Information" menu of court's website. When obtaining a hearing date from the website, it is important to choose the correct hearing date for the chapter type of your case (e.g., are you scheduling a chapter 7 case for a chapter 7 hearing date?).

STEP 10 If you would like to link the hearing to an existing entry on the docket, scroll down the list provided, and click on the appropriate docket entry. Click **Next.**

STEP 11 The **Docket Text** screen will appear.

- ♦ Review the docket text screen, and modify if necessary.
- ♦ Click the **Next** button to continue.

STEP 12 The **Final Docket Text** editing screen will appear.

- ♦ Verify the final docket text. If correct, click **Next**.
- ♦ If the final docket text is incorrect, click the **back** (<<) arrow located above the *Main Menu*, and amend the docket text.
- ♦ To abort or restart the transaction, click **Bankruptc***y* on the *Main Menu*.

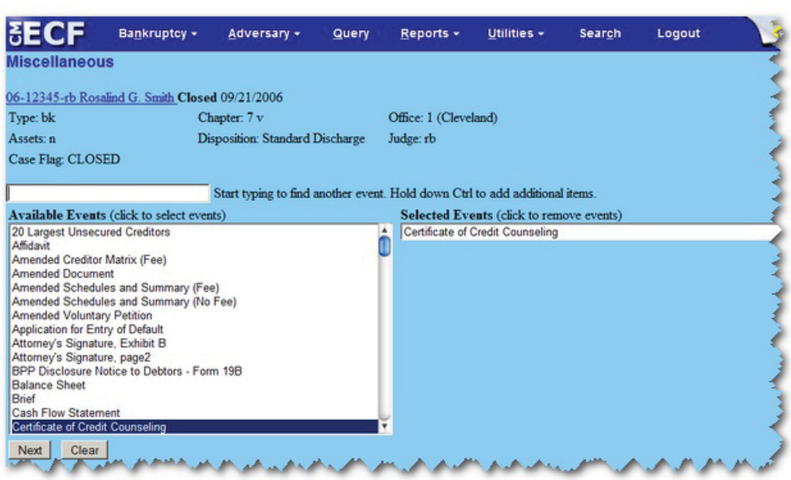
STEP 13 The **Notice of Electronic Filing** screen will display. Scroll down to view the entire receipt.

Certificate of Credit Counseling

The Certificate of Credit Counseling should be filed as a *separate docket entry* immediately after the case is opened. To file the Certificate of Credit Counseling, please adhere to the following guidelines.

STEP 1 Select the appropriate CM/ECF docket event.

- ♦ Click **Bankruptcy**.
- ♦ Click **Other**.
- ♦ Enter the case number, and click **Next**.
- ♦ Scroll down, and select **Certificate of Credit Counseling.**
- ♦ Click **Next**.

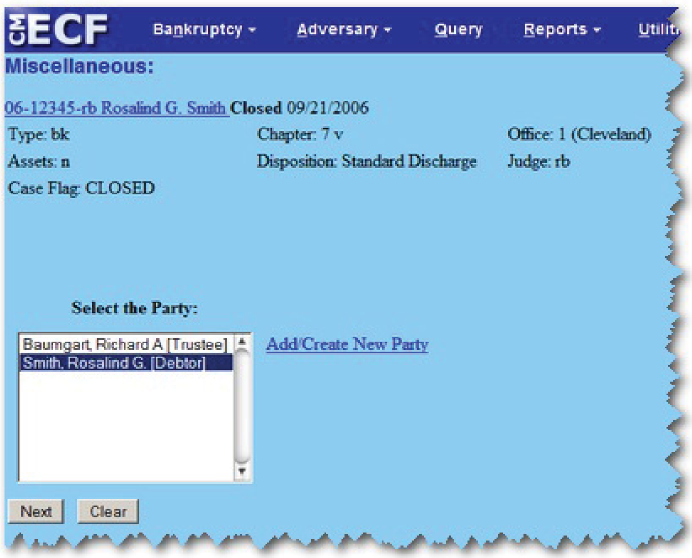


STEP 2 If this is a **Joint filing with other attorney(s)**, click the associated box, and then click **Next**.

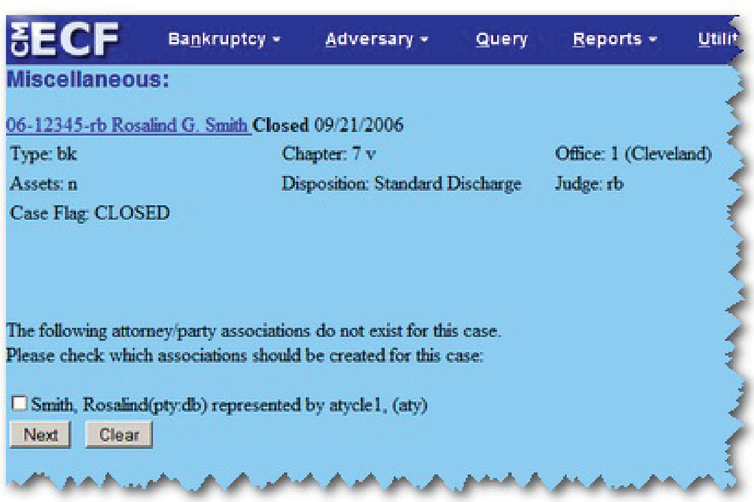
- Select the attorney, and click **Next.**
- Check the box if applicable, and click **Next.**

STEP 3 The **Select the Party** screen will appear.

- Select the party of your choice and click **Next**.
- If the party you wish to select is not listed, click the **Add/Create New Party** link.



STEP 4 On the following screen, check the associations that should be created for the case, if applicable. Click **Next.**



STEP 5 Attach the Certificate of Credit Counseling.

- ♦ If there are attachments, select the **Yes** radio button.
- ♦ Click the **Browse** button to find your Certificate of Credit Counseling, which should already be saved in PDF format.
- ♦ Click on the appropriate document until it appears in your **Filename** box.
- ♦ Click **Next** to continue.
- ♦ The **Docket Text** screen will appear. Review the text, and modify if needed. Click **Next**.
- ♦ The **Final Docket Text** screen appears. Verify the information listed, and click **Next** to file the Certificate of Credit Counseling.
- ♦ The **Notice of Electronic Filing** screen will appear.

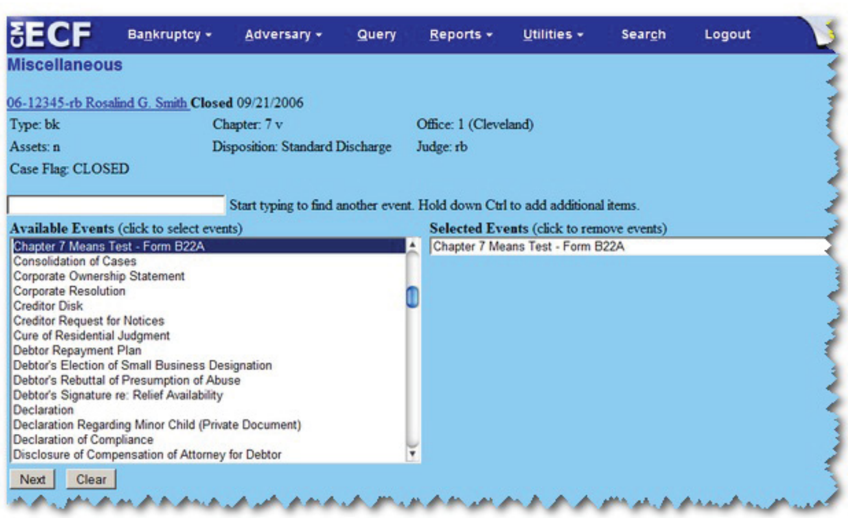
Means Test

Ideally, the Means Test should be filed as a part of the petition during case opening. However, when the Means Test must be filed as a separate document after the case opening date, please adhere to the following guidelines.

STEP 1 Select the appropriate CM/ECF docket event.

- ♦ Click **Bankruptcy**.
- ♦ Click **Other**.
- ♦ Enter the case number, and click **Next**.

STEP 2 Scroll to select the proper Means Test event (Chapter 7, 11, or 13), and then click **Next**.



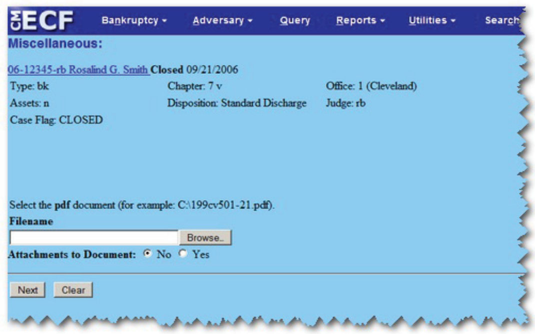
STEP 3 ♦ If this is a **Joint filing with other attorney(s)**, click the applicable box, and then click **Next**.

♦ Select the attorney, and click **Next**.

STEP 4 The **Select the Party** screen will appear. Select the party of your choice. If the party you wish to select is not listed, click the **Add/Create New Party** link.

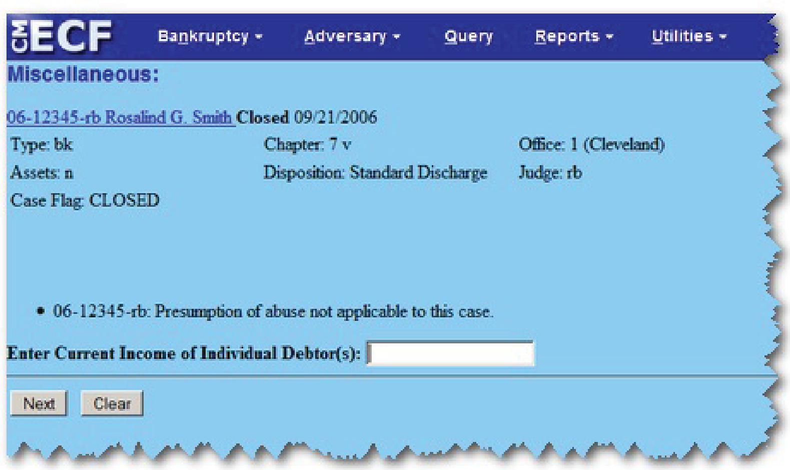
STEP 5 Check the associations that should be created for the case, if applicable. Click **Next.**

STEP 6 The **Document Attachment** screen will appear.



♦ If there are attachments, select the **Yes** radio button.
♦ Click the **Browse** button to find your Means Test, which should already be saved as a PDF.
♦ Click on the appropriate file name until the name appears in the **Filename** field. Click **Next**.

STEP 7 The **Current Income** screen will appear.



♦ Enter the debtor's current annual income, and click **Next**.
♦ The **Docket Text** screen will appear. Modify the docket text if necessary. Click **Next** to continue.

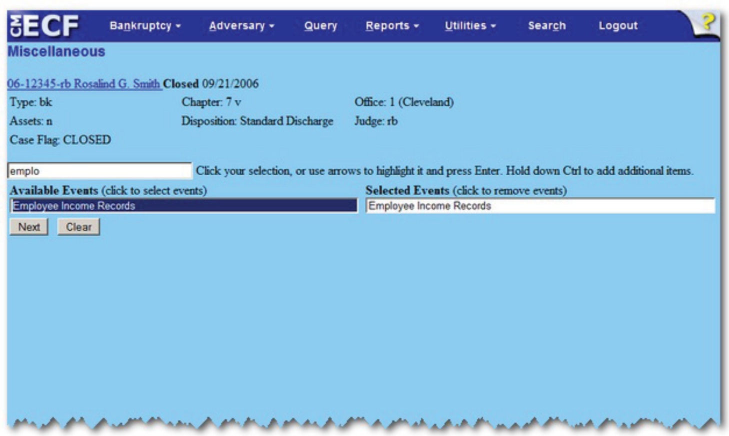
- The **Final Docket Text** screen will appear. Verify the information listed, and click **Next** to file the Means Test.
- The **Notice of Electronic Filing** screen will appear.

Pay Advices

Pay advices are labeled as **Employee Income Records** on the CM/ECF docket event menu. Before filing pay advices, the filer must ***redact confidential information***, such as Social Security numbers. To file pay advices, adhere to the following guidelines.

STEP 1 Select the appropriate CM/ECF docket event.

- Click **Bankruptcy**.
- Click **Other**.
- Enter the case number, and click **Next**.



STEP 2 Select **Employee Income Records**, and click **Next**.

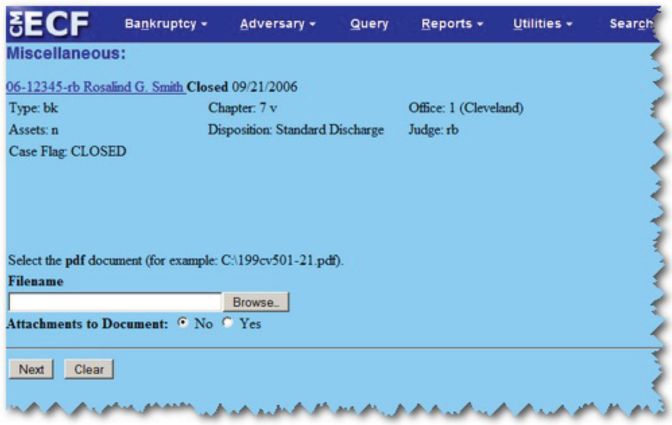
STEP 3 If this is a **Joint filing with other attorney(s)**, click the applicable box and then click **Next**.

STEP 4 The **Select the Party** screen will appear.

- Select the appropriate party, and click **Next.**
- If the party you wish to select is not on the list, click the **Add/Create New Party** link.
- Click **Next**.

STEP 5 The **Document Attachment** screen will appear**.**

- ♦ If there are attachments, select the **Yes** radio button.
- ♦ Click the **Browse** button to find copies of your pay advices, which should already be saved as a PDF document with ***redacted information***.
- ♦ Click on the appropriate file name until it appears in the **Filename** field. Click **Next**.



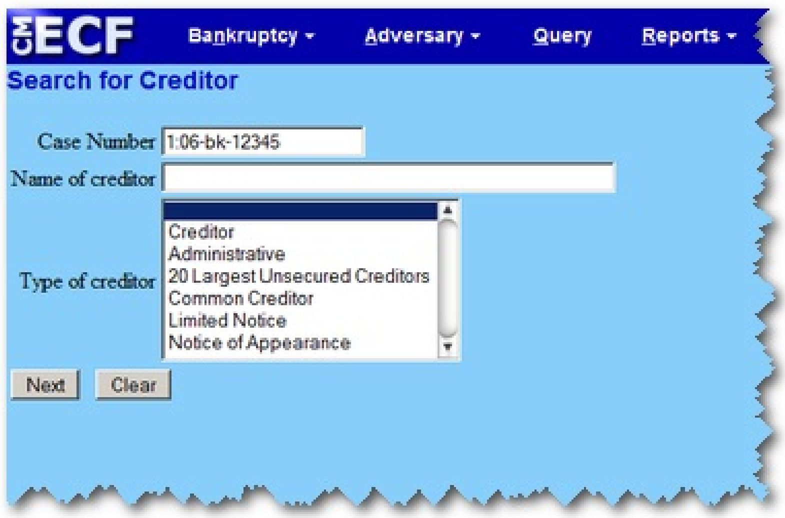
Section 10 – Claims Procedures

Filing A Claim

Claims submitted to the court by attorneys must be filed electronically. To file claims, adhere to the following guidelines.

STEP 1 Select **Bankruptcy** on the *Main Menu*, and then select the **File Claims** hypertext link.

STEP 2 The **Search for Creditor** screen appears.



- Enter the case number, and click **Next**.
- The "Select a Creditor for Claim" screen will appear. On this screen, you may, add a creditor or edit a creditor, and file a claim.
- If the creditor you wish to select is in the database, click the drop down arrow and select the creditor's name. Verify if the creditor you have selected is correct by clicking 'yes' or 'no' on the following screen.

To Add a Creditor

- To add a creditor, complete steps 1 and 2. Click the <u>**Add Creditor**</u> hypertext link, and enter the name and address in the creditor address box in the format shown below. Select the Creditor Type, and click Next.

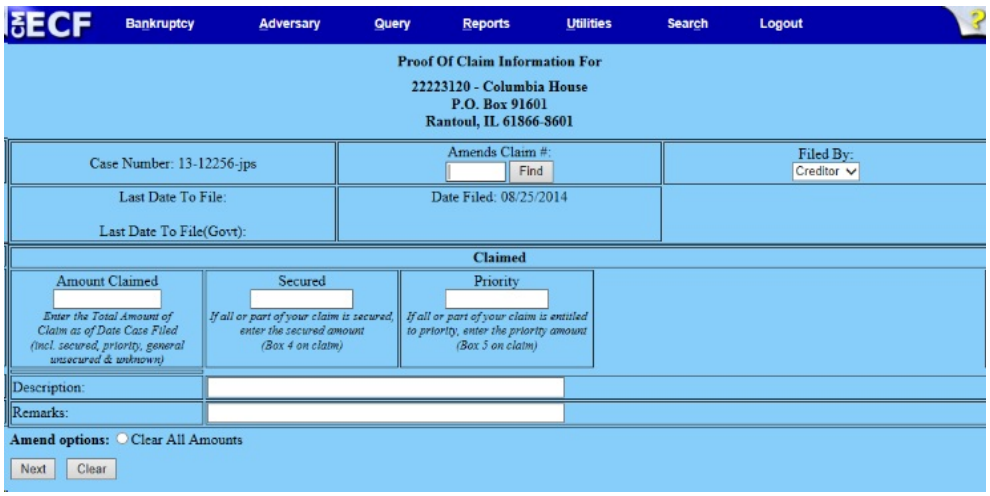
  Line 1: Name of Creditor
  Line 2: Mailing Address
  Line 3: City, State Zip Code

♦ Verify the number of creditors you've entered on the following page, and click Submit.

♦ The “Creditor Receipt” screen will appear. You may now file a proof of claim or return to the Creditor Maintenance Menu.

STEP 3 To file a claim for an existing creditor, adhere to the following guidelines.

♦ After selecting the File A Proof of Claim hypertext link, the following Proof of Claim Information screen will appear. Populate the fields as instructed below.



♦ **Amends Claim #:** If you are amending an existing claim, click the **Find** button. If you are not the original filer of the claim, you will not be able to amend the claim values.

> **TIP**: When filing an amended claim, you cannot simply type the original claim number in the **Amends Claim #** field. You will not be able to advance to the next screen. Instead, you must click the **Find** button and select the claim you are amending.

♦ **Filed By:** Click on the drop down box to identify who is filing the claim.

♦ **Amount Claimed:** Enter the total claim amount.

♦ **Secured:** Enter the secured claim amount, if applicable.

♦ **Priority:** Enter the priority claim amount, if applicable.

♦ **Description:** If you wish to include a description of the item, enter it in the description field (e.g., 2006 Toyota Camry).

♦ **Remarks:** Enter any necessary comments or directives for the claim in the Remarks field, if necessary.

♦ Click **Next.**

STEP 4 **Upload the Claim**

- Click the **Browse** button to find the claim, which should already be saved as a PDF.
- If there are attachments, select the **Yes** radio button.
- Click on the appropriate document until the document name appears in the field next to the *Browse button*, and click **Next**.
- The Notice of Electronic Claims Filing screen displays the date and time the transaction was received by the court, the creditor name, claim number, and other case participants.

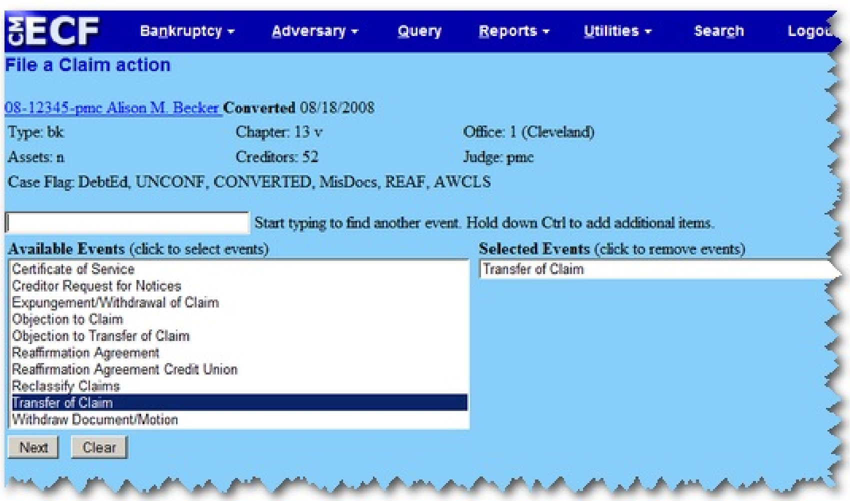
Assignment/Transfer of Claim

The following instructions will guide you through the process of assigning or transferring a claim in the electronic case filing system.

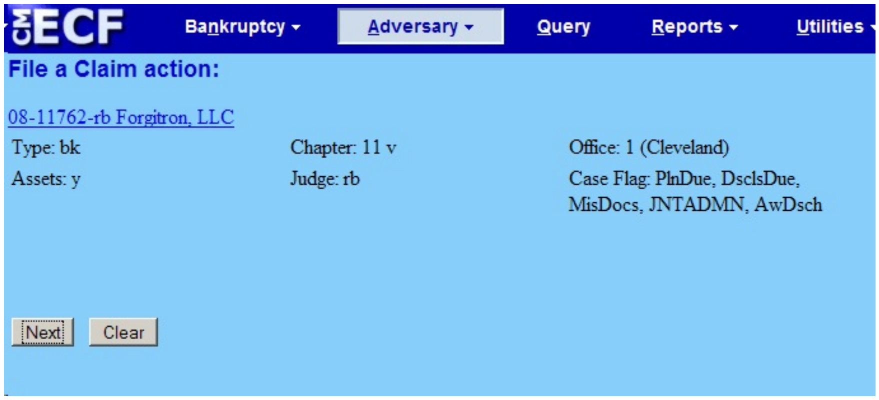
STEP 1 Select **Bankruptcy** on the *Main Menu*, and then select **Claim Actions.**

STEP 2 Enter the case number, and then click **Next**.

STEP 3 The **File a Claim action** screen will appear.



- Select **Transfer of Claim,** and click **Next.** The following screen will appear.



- Click **Next** to continue**.**

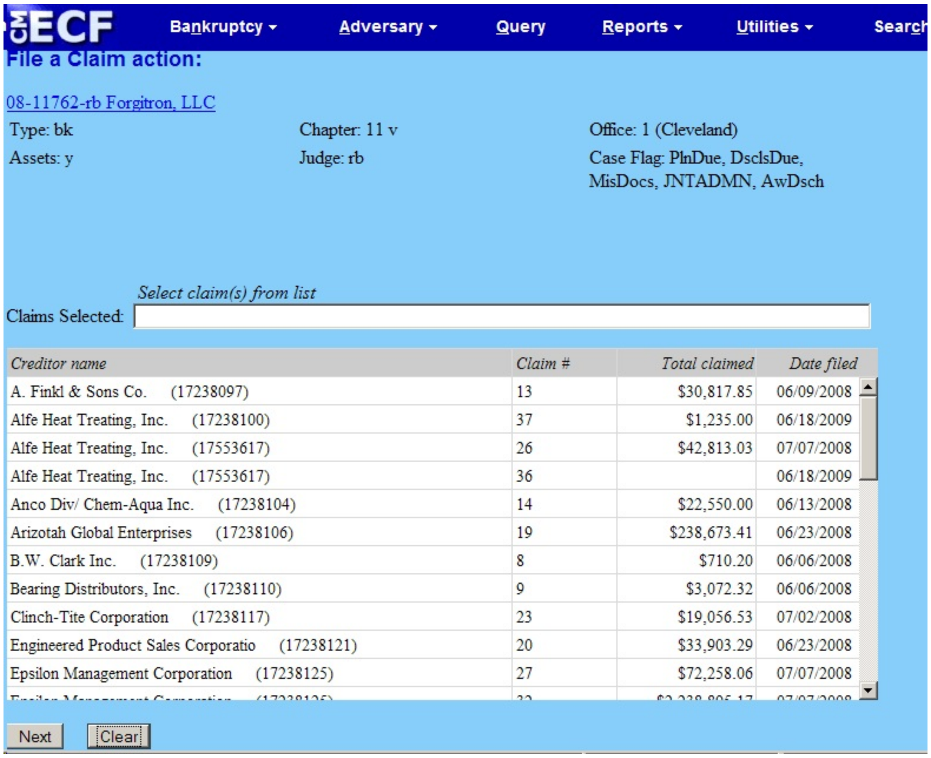
STEP 4 The "Select the Party" screen will appear. Select the appropriate party from the list provided, and click **Next**.

STEP 5 If you cannot find the party you want, you may add a new part by clicking the Add/Create New Party link. *You should only add/create a new party in CM/ECF if the party you need is not listed.*

STEP 6 The **PDF Attachment** screen will appear.

- Click **Browse** and search for the claims transfer document, which should already be saved as a PDF.
- Click on the on the claims transfer document until the file name appears in the **Filename** box.
- Click **Next**.

STEP 7 The following screen will appear.



File a Claim action:

08-11762-rb Forgitron, LLC

Type: bk Chapter: 11 v Office: 1 (Cleveland)

Assets: y Judge: rb Case Flag: PlnDue, DsclsDue, MisDocs, JNTADMN, AwDsch

Select claim(s) from list

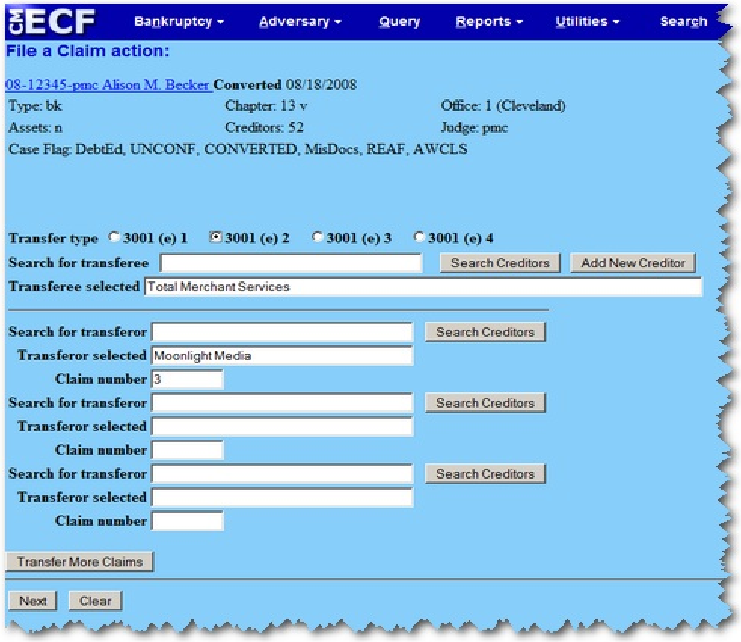
Claims Selected:

Creditor name	*Claim #*	*Total claimed*	*Date filed*
A. Finkl & Sons Co. (17238097)	13	$30,817.85	06/09/2008
Alfe Heat Treating, Inc. (17238100)	37	$1,235.00	06/18/2009
Alfe Heat Treating, Inc. (17553617)	26	$42,813.03	07/07/2008
Alfe Heat Treating, Inc. (17553617)	36		06/18/2009
Anco Div/ Chem-Aqua Inc. (17238104)	14	$22,550.00	06/13/2008
Arizotah Global Enterprises (17238106)	19	$238,673.41	06/23/2008
B.W. Clark Inc. (17238109)	8	$710.20	06/06/2008
Bearing Distributors, Inc. (17238110)	9	$3,072.32	06/06/2008
Clinch-Tite Corporation (17238117)	23	$19,056.53	07/02/2008
Engineered Product Sales Corporatio (17238121)	20	$33,903.29	06/23/2008
Epsilon Management Corporation (17238125)	27	$72,258.06	07/07/2008

Next Clear

♦ To select claims from the list provided, place your cursor over the creditor's name and click once. The number assigned to the claim you select will appear in the "Claims Selected" field. Once you have selected the desired claim(s), click **Next** to continue, or click **Clear** to delete your selections and start again.

STEP 8 The following screen will appear.



- Select the **Transfer type** by selecting the appropriate radio button.
- Search for the transferee by clicking on the **Search Creditors** button, or click the **Add New Creditor** button to add creditors. If you find the name of the creditor you need, click on the name and then click the **Select** button.
- If you choose the **Add New Creditor** button, enter the name and address of the creditor in the field provided, and click **Submit**.
- Should you select a creditor who is already in CM/ECF, the relevant claim number will automatically populate.
- Click **Next** to continue, or click the **Transfer More Claims** button to enter additional claim transfers.
- Enter the **Claim number**, then click **Next**.
- If you wish to link the claim to an existing event, enter the **Filed** date range or the **Documents** number range to conduct a search for the appropriate event.
- Click **Next**.

STEP 9 The proposed docket text will appear. If you wish to make amendments to the proposed text, place your cursor in the white space provided and edit. If the text is as you would like the final docket text to appear, click **Next** to complete your transaction. The **Notice of Electronic Filing** will appear on the following screen.

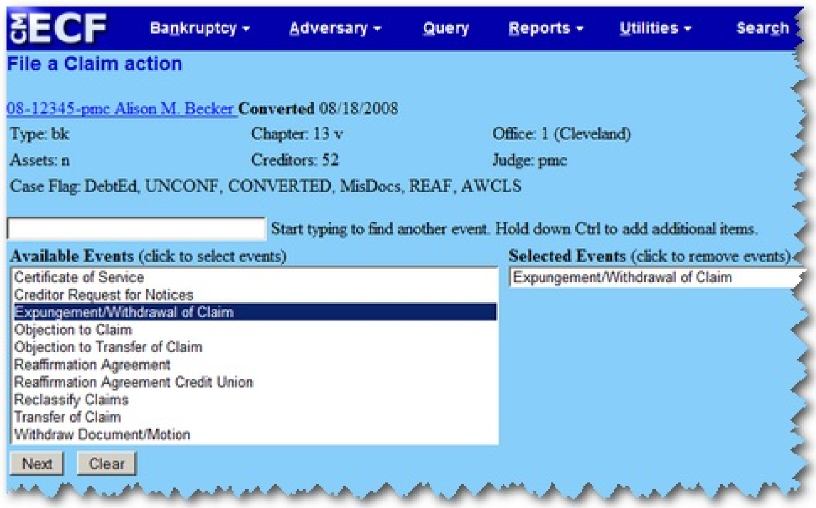
Withdrawing a Claim

The following instructions will guide you through the process of withdrawing a claim.

STEP 1 Select **Bankruptcy** on the *Main Menu*, and then click **Claim Actions.**

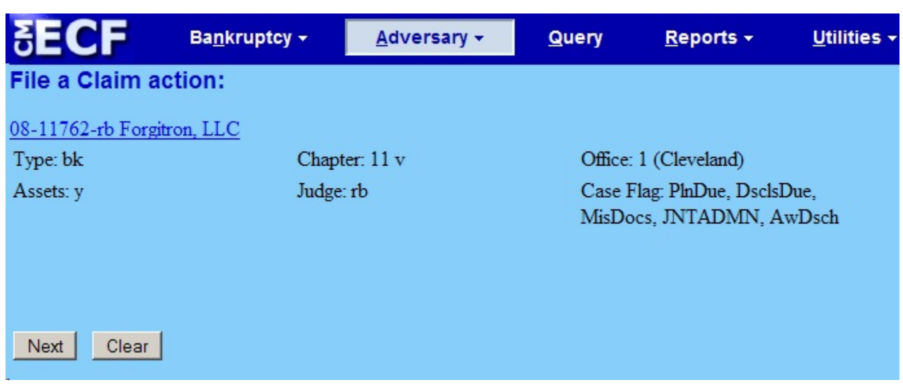
STEP 2 Enter the case number, and click **Next**.

STEP 3 The **File a Claim action** screen will appear.

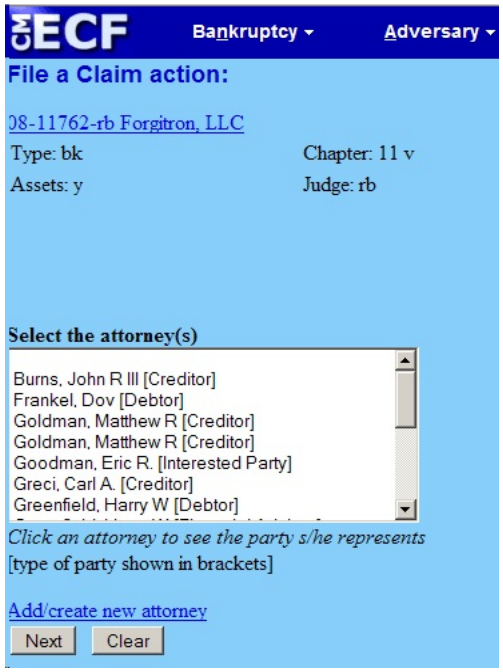


- ♦ Select the **Expungement/Withdrawal of Claim** event.
- ♦ Click **Next** to continue.

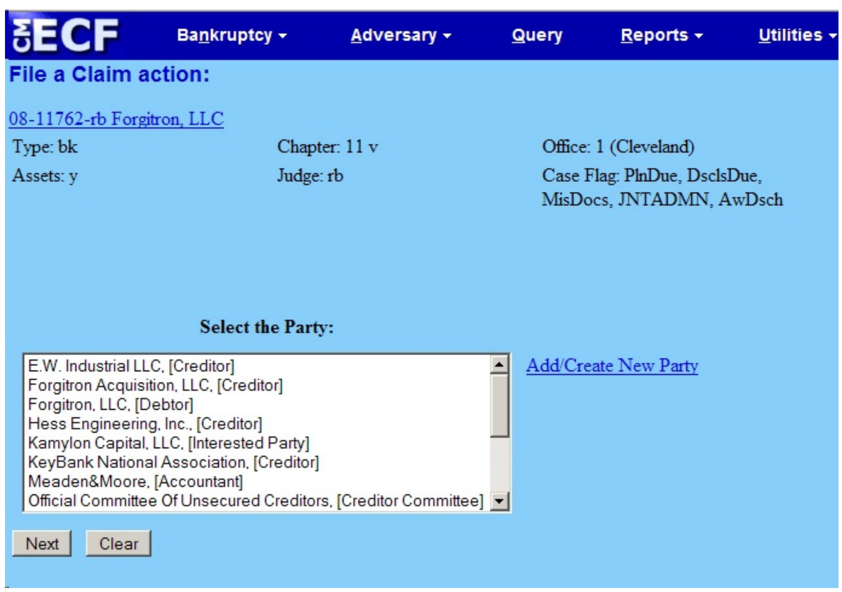
STEP 4 The following screen will appear. Click **Next** to continue.



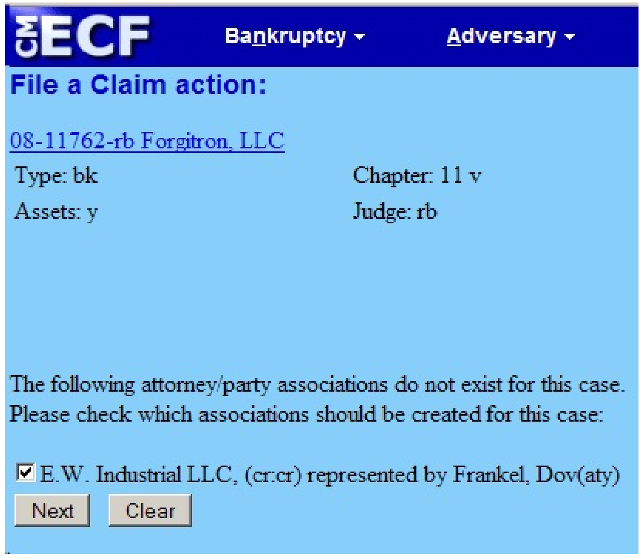
STEP 5 The Select the Attorney(s) screen will appear. Select the proper attorney from the list provided. If the attorney's name does not appear on the list, you may add him or her as a party by clicking the **Add/Create New Party** link. Click **Next** to continue.



STEP 6 The **Select the Party** screen will appear. Select the party withdrawing the claim. If the name of the party you want does not appear in the **Select the Party** box, click the **Add/Create New Party** link to add them. Click **Next** to continue**.**



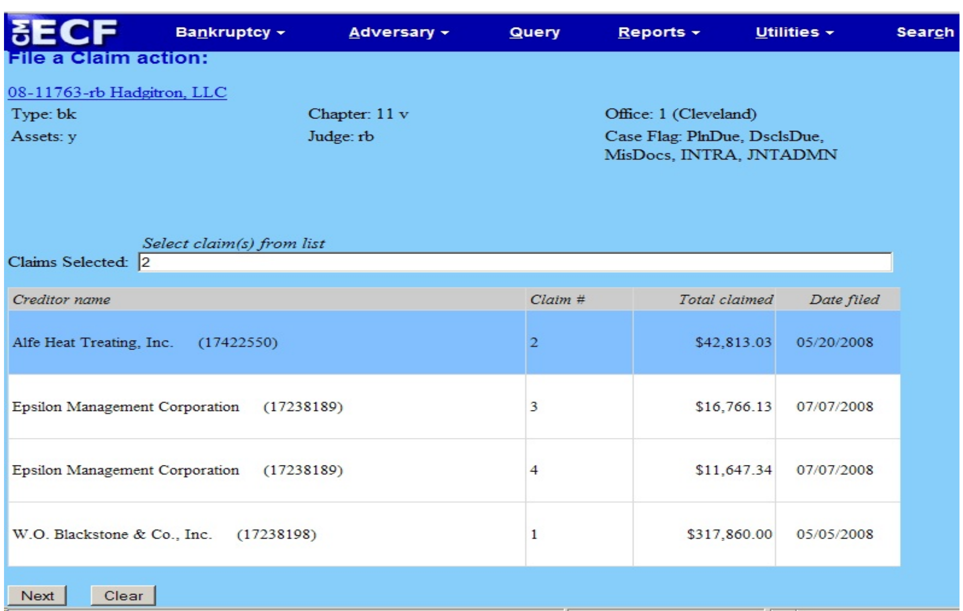
STEP 7 The following screen will appear. If applicable, check the associations that should be created for this case. Click **Next** to continue.



STEP 8 The **PDF Attachment** screen will appear.

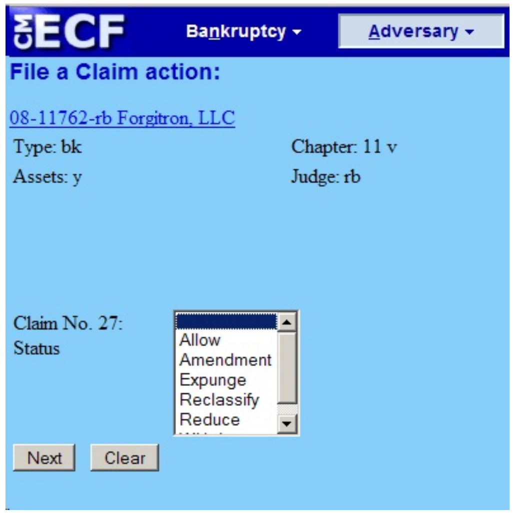
- Click **Browse** and search for the claims transfer document, which should already be saved as a PDF.
- Click on the file name of the document you wish to docket until the name appears in the **Filename** field.
- Click **Next**.

STEP 9 The following screen will appear.



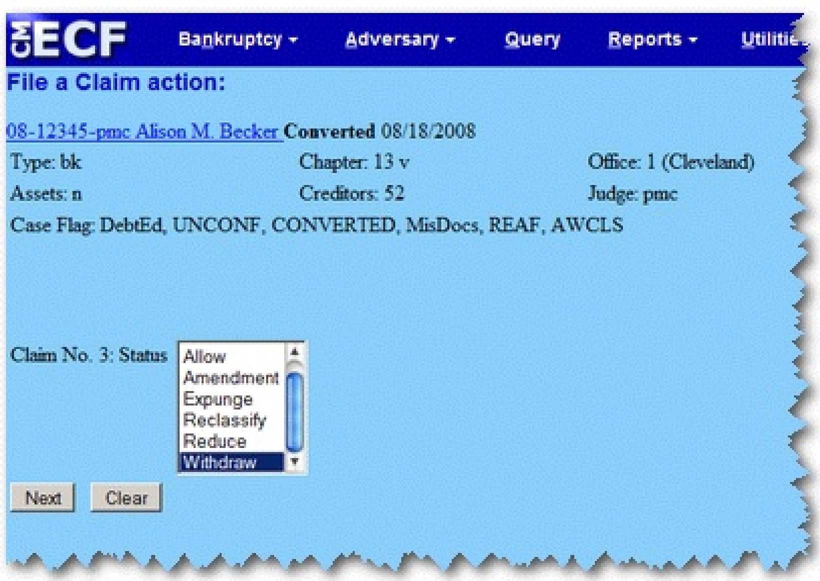
♦ To select claims from the list provided, place your cursor over the creditor's name and click once. The number assigned to the claim you select will appear in the "Claims Selected" field. Once you have selected the desired claim(s), click **Next** to continue, or click **Clear** to delete your selections and start again.

STEP 10 The following screen will appear.

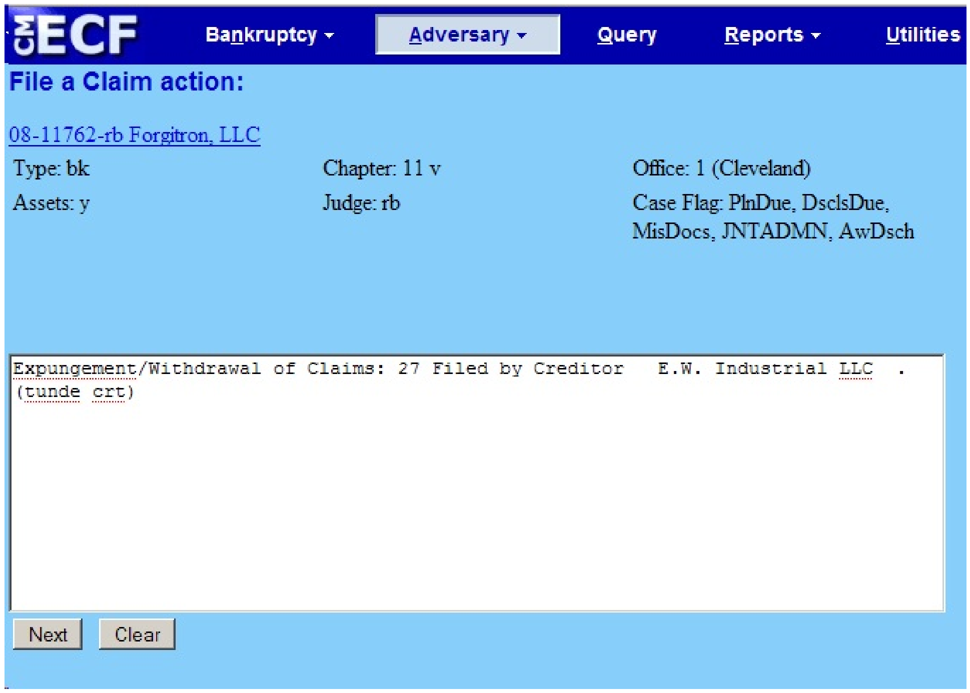


♦ Select the appropriate claim action *(allow, amendment, expunge, reclassify, reduce, withdraw).*

♦ Click **Next** to continue.



STEP 11 The proposed docket text will appear. If you wish to make amendments to the proposed text, place your cursor in the white space provided and edit.



- ♦ If the text is shown as you would like the final docket text to appear, click **Next** to complete your transaction.
- ♦ The **Notice of Electronic Filing** will appear on the following screen

Section 11 – Appeals

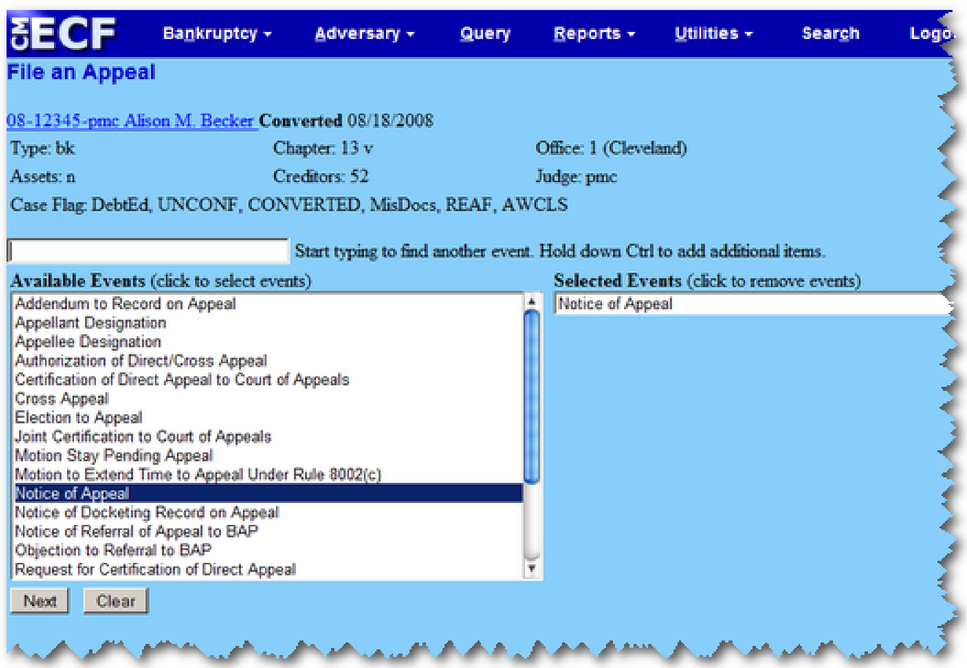
Notice of Appeal

The following types of appeals should be filed electronically. To file an appeal, adhere to the guidelines below.

- Notice of Appeal
- Cross Appeal
- Appellant Designation
- Appellee Designation
- Objection to Referral to BAP
- Statement of Election to District Court
- Statement of Issues on Appeal

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click **Appeal**. Click **Next.**

STEP 2 Enter the case number, and select **Next** to continue.



STEP 3 The **File an Appeal** screen will appear.

STEP 4 Select the type of appeal you would like to file, and click **Next**.

STEP 5 If this is a **Joint filing with other attorney(s)**, click the appropriate box, and then click **Next**.

STEP 6 The **Select the Party** screen will appear. Select the name of the party filing the appeal from the list provided. If the party does not appear on the list, you may add a new party by clicking the **Add/Create New Party** hypertext link. Click **Next**.

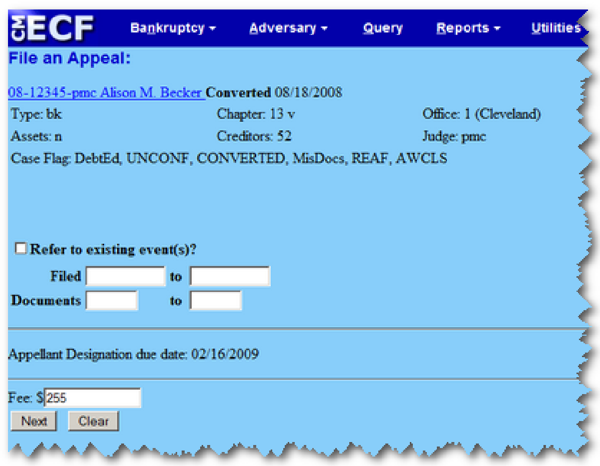
STEP 7 Check which associations should be created for this case, if necessary. Click **Next**.

STEP 8 The **PDF Attachment** screen will appear.

- ♦ Click **Browse** and search for the appropriate document, which should already be saved as a PDF.
- ♦ Click on the file name until it appears in the **Filename** field. Click **Next**.

STEP 9 The following screen will appear.

- ♦ If you would like to link this filing to an existing event, click in the appropriate box. You may search existing events by entering a **Filed** date range or a **Documents** number range.



- ♦ Indicate if you are appealing to District Court, BAP, or Circuit Court.
- ♦ View the fee for the filing. Click **Next.**

STEP 10 Review the information on the **Docket Text** screen to ensure that it is correct. Modify the text if necessary by using the **back** (<<) arrows above the *Main Menu* to move to the previous screen. To file your appeal, click **Next**.

STEP 11 The **Final Docket Text** screen will appear.

- ♦ Review the final docket text information. If correct, click **Next**.
- ♦ If the final docket text is incorrect, click the **back** (<<) arrow button located above the *Main Menu*, and make corrections.
- ♦ The **Notice of Electronic Filing** screen is displayed.

Section 12 – E-Orders

Several Judges in the Northern District of Ohio have adopted the practice of accepting proposed orders through the E-Orders module. Please refer to the **Judges' Information/Order Submission** section of the court's website for a listing of the Judges who currently accept E-orders.

Proposed Order Submission

STEP 1 Prepare the proposed order in the following format.

- ♦ Create a 4-inch margin (i.e., 4 inches of white space) at the top of the first page of the order.
- ♦ Save the proposed order as a PDF.
- ♦ After the final text on the last page of the order, type "# # #" to symbolize the end of the document.
- ♦ Do not include a signature line/block at the end of the document for the judge's written signature. The judge's electronic signature will be applied to the top of the document in the 4-inch space you provide.

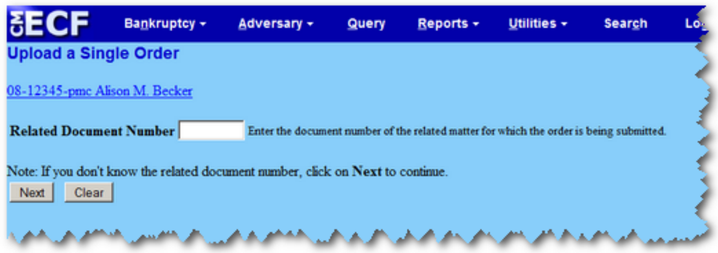
STEP 2 Click **Bankruptcy** on the *Main Menu* to begin filing your proposed order.

STEP 3 Click **Order Upload** on the **Bankruptcy Events** screen.

STEP 4 Click **Upload Single**, and click **Next.**

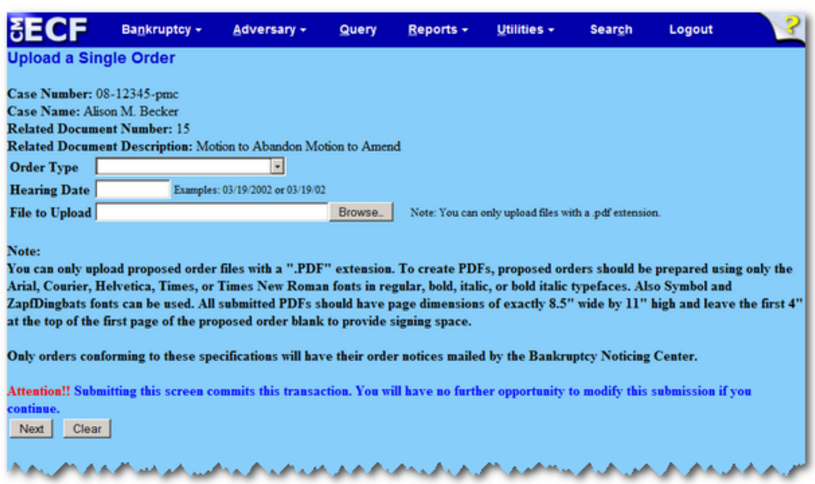
STEP 5 Enter the case number, and click **Next**.

STEP 6 The **Related Document Number** screen will appear. Enter the related document number, and click **Next**.



- If you do not know the related document number, click **Next.**
- Conduct a search for the related document by entering the **type** of document (*BNC, answer, appeal, auditor, claims, cmp, court, crditcrd, misc, motion, notice, order, plan, trustee, utility*), followed by the **Filed** date range or the **Documents** number range. Click **Next**.
- A list of documents that fit the search criteria will appear. Find the document you wish to link to your order, and select the associated box. Click **Next.**

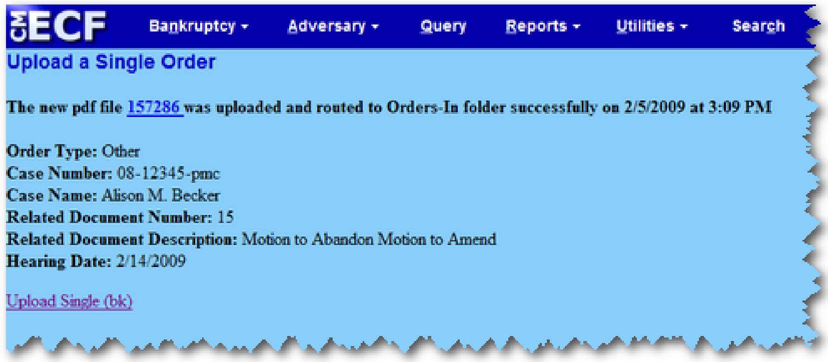
STEP 7 The following screen will appear. Confirm the case number, case name and related document before continuing.



- **Order Type**: Click on the drop down menu, and select the appropriate order type *(e.g., agreed, expedited, administrative, suspense, other*).
- **Hearing Date**: Enter the month, day and year in the **Hearing Date** field.
- **File to Upload**: Your proposed order should already be in the proper format (**Step 1**), and saved as a PDF. Click the **Browse** button to find the proposed order you wish to file.
- To submit your proposed order, click **Next**.
- The following screen verifies order submission.

- ♦ If you wish to file another order, click the Upload Single (bk) hypertext link.

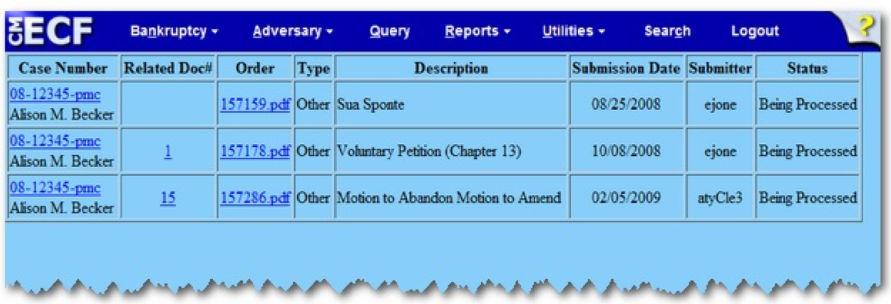
Replacing an Existing Order



Should you need to replace a previously submitted order, adhere to Steps 1-7. After selecting the document number (**Step 6**), a warning screen will appear indicating that there is an existing order for the document. To replace the order, click **Replace the original order,** and then click **Next**. You will receive a confirmation screen to verify successful replacement of the original order. ***Please Note: The original order cannot be replaced if it has already been routed to the Judge.***

- Click the <u>Order Query</u> hypertext link.
- Enter the case number, and click **Next.**
- A list of orders submitted for the case number you have entered will appear.

- You may view the PDF of the order you have submitted, the related document, and the docket by selecting the associated hypertext link. The report will also display the order type, order description, submission date, submitter, and order status.



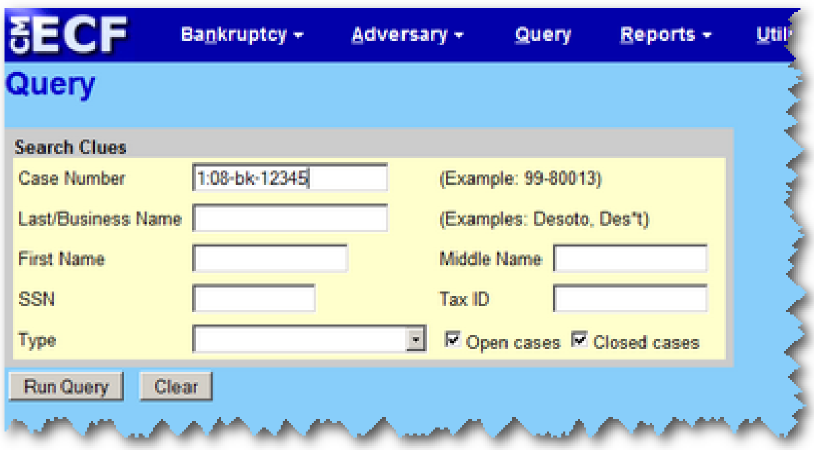
Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
08-12345-pmc Alison M. Becker		157159.pdf	Other	Sua Sponte	08/25/2008	ejone	Being Processed
08-12345-pmc Alison M. Becker	1	157178.pdf	Other	Voluntary Petition (Chapter 13)	10/08/2008	ejone	Being Processed
08-12345-pmc Alison M. Becker	15	157286.pdf	Other	Motion to Abandon Motion to Amend	02/05/2009	atyCle3	Being Processed

Section 13 – Query Index

The **Query** function allows the user to view a variety of data categories and reports for individual cases, such as the docket report, filer information, and associated parties. A query can be executed by entering a name, case number, tax I.D. number, or Social Security number. If multiple cases or parties meet the search criteria, you must select one of your choices from the list. **Queries can only be conducted if the user signs on with his or her PACER login and password.** To query a case, please adhere to the guidelines below. PACER fees will apply.

Query

Select **Query** from the *Main Menu*, and the following **Search Clues** screen will appear.



To search by Case Number:

- ♦ Enter the case number.
- ♦ Click **Run Query**.

To search by Name:

- ♦ If a case number is not known, enter the party's **Last/Business Name**, and click **Run Query.** A list of debtors with the last name you enter will appear. Click on the appropriate party.
- ♦ To narrow your search, enter the debtor's **First Name** or first initial, and click **Run Query**. To further narrow your search, enter the debtor's **Middle Name** or middle initial, if known.
- ♦ To run a query for a business, enter the legal business name. (e.g., enter "Howard Johnson Hotels" opposed to entering "Johnson"). Click **Run Query**.

To search by Social Security Number:

- ♦ Enter the party's Social Security number (with dashes inserted).
- ♦ Click **Run Query**.

To search by Type (attorney, common creditor, court report/transcriber, party, professional, trustee, or U.S. Trustee):

- ♦ Click the **Type** drop down box.
- ♦ Click **Run Query**. All cases fitting your search criteria will be displayed.

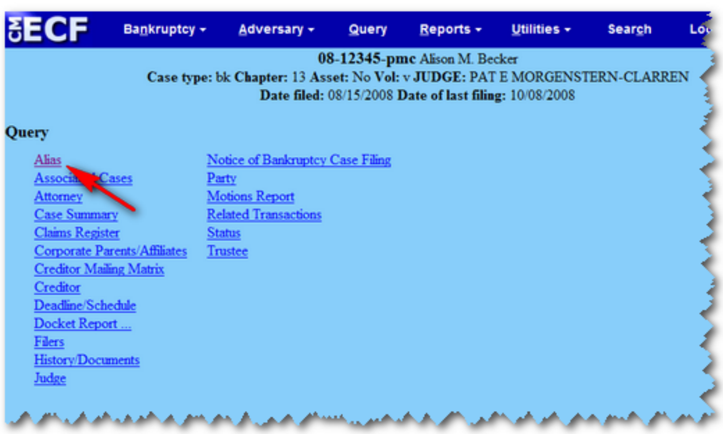
Aliases

To display the aliases on a case, please adhere to the following guidelines.

STEP 1 Click **Query** on the *Main Menu***.**

- ♦ Enter your case number. Click **Run Query.**
- ♦ The following screen will appear.

STEP 2 Click the **Alias** hypertext link. The **Parties with aliases** screen appears showing all parties with aliases.



Associated Cases

To identify associated cases, adhere to the following guidelines.

STEP 1 Click **Query** on the *Main Menu***.**

- ♦ Enter your case number.
- ♦ Click **Run Query.**

STEP 2 Click the **Associated Cases** hypertext link. The **Associated Cases** screen provides a list of all associations to the case.

Attorneys

To generate a list of attorneys entered as parties on a case, adhere to the following guidelines.

STEP 1 Click **Query** on the *Main Menu*.

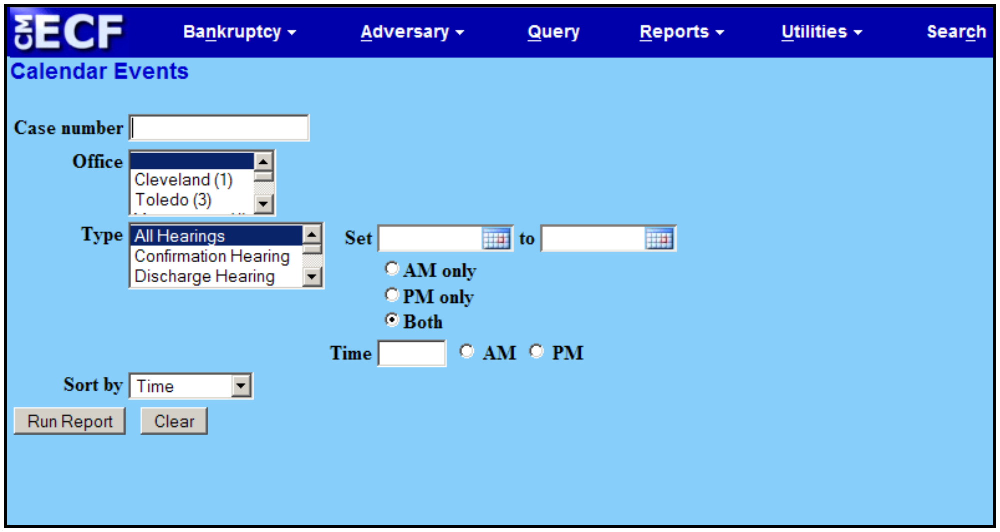
- ♦ Enter the case number. Click **Run Query.**
- ♦ Click the **Attorney** hypertext link. The **Attorney** information screen will appear, and show a list of all attorneys associated with the queried case.

Calendar Report

STEP 1 To run a report of the scheduled hearings on a case, click **Reports** on the *Main Menu*. The following screen will appear.

- ♦ Click the Calendar Events hypertext link. A **Calendar Events** screen similar to the screen shown below will appear, and provide you with search criteria to generate your report.

STEP 2 Enter your search criteria by clicking on the drop down arrow for each field.

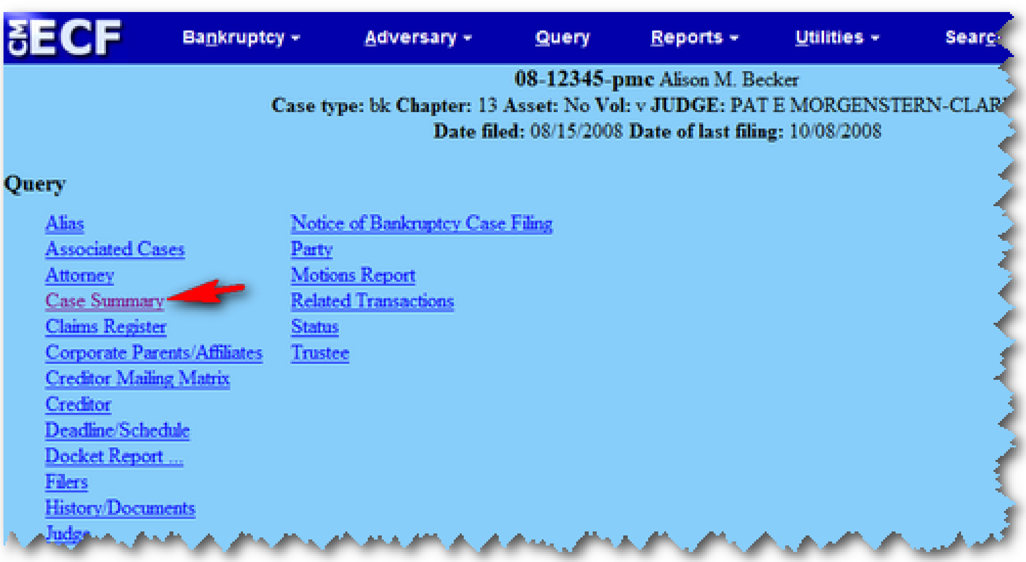


♦ Click the **Run Report** button to receive all *Deadlines/Hearings* that fit your search criteria.

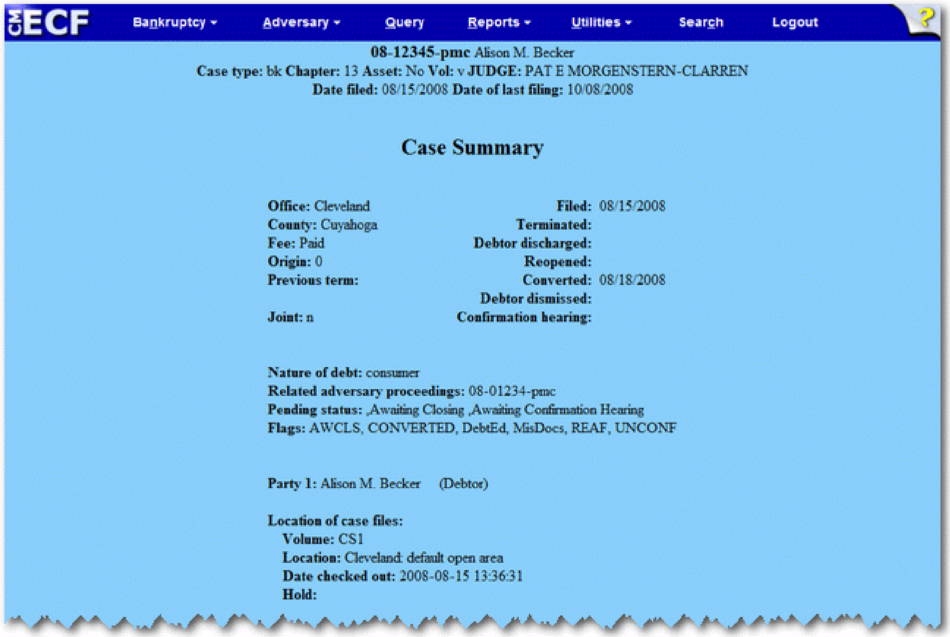
Case Summary

A case summary provides a brief description of the case, and a synopsis of the transactions that have occurred, such as the discharge date, case opening date, flags, court location, and attorney. To run a case summary, adhere to the following guidelines.

STEP 1 Click **Query** on the *Main Menu*, and enter the case number. The following screen will appear.



STEP 2 Click the **Case Summary** hypertext link. A report similar to the one shown below will appear.



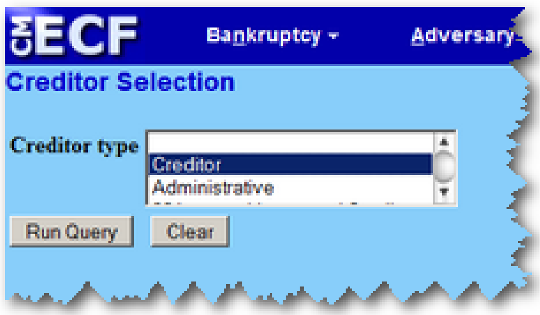
Section 14 – Reports Index

Creditor Report

A list of creditors on the case can be obtained by either selecting **Query** or **Reports** from the *Main Menu*. To generate a list of creditors filed on a case using the **Query** feature, adhere to the following guidelines.

STEP 1 Click **Query** on the *Main Menu*, and enter the case number.

STEP 2 Click the **Creditor** hypertext link. The **Creditor Selection** screen shown below will appear.



STEP 3 Select **Creditor** as the type, and then click **Run Query**.

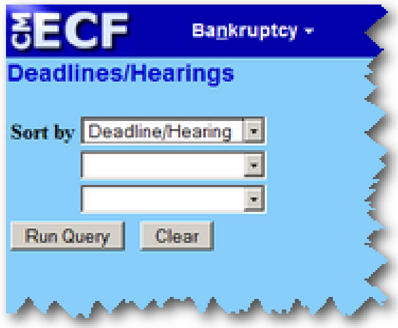
STEP 4 A list of creditors filed on the case will appear.

Deadlines/Hearings

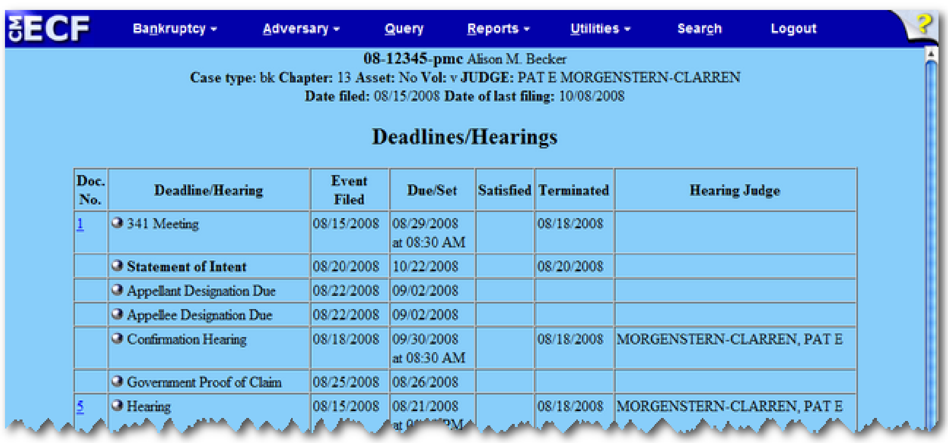
To generate a list of deadlines and hearings, please adhere to the following guidelines.

STEP 1
- Click **Query**.
- Enter the case number, and click the **Run Query** button.
- Click the **Deadline/Schedule** hypertext link.

STEP 2 The **Deadlines/Hearings** screen will appear.



STEP 3 Click on the appropriate drop down boxes to select your search criteria. An information screen similar to screen shown below will appear.



<u>Docket Report</u>

The **Docket Report** provides a detailed description of all transactions and filings on each case. To generate a docket report, please adhere to the following guidelines.

STEP 1 Select **Query** on the *Main Menu*, and then click the **Run Query** button.

STEP 2 Click the **Docket Report** hypertext link.

STEP 3 Enter the case number on the **Docket Sheet** screen, and then click **Run Report**.

- ♦ To view a specific document, click the associated hypertext link.
- ♦ You will be prompted to accept additional charges for viewing the document.
- ♦ Click the **View Document** button to continue.
- ♦ The document will open in Adobe Acrobat for viewing.

Filers

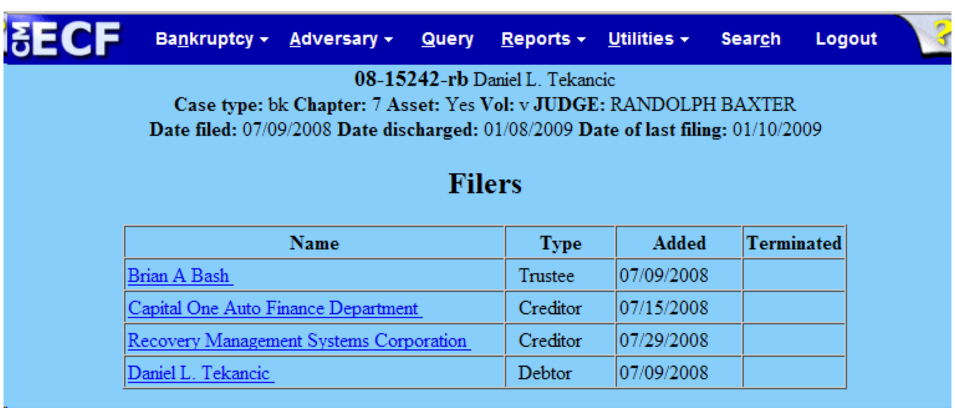
To generate a list of the filers on a case, adhere to the following guidelines.

STEP 1 Select **Query** on the *Main Menu*.

- ♦ Enter the case number, and click the **Run Query** button.

STEP 2 The following screen will appear.

- ♦ Select Filers, and the following screen will appear.



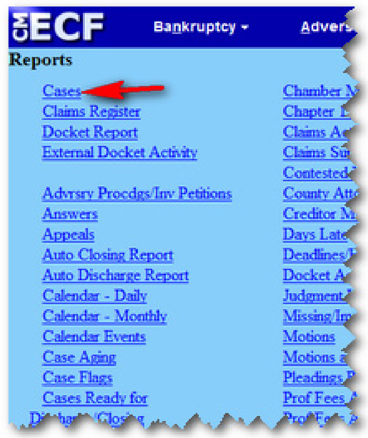
Reports

Users can also run queries using the **Reports** event. On the *Main Menu*, select **Reports**. A list of available reports will be displayed. To view case information, users must be logged into **PACER**.

Cases Report

The **Cases Report** displays Cases *Filed, Entered, Discharged, Dismissed, Closed, and Converted*. To run the cases report, adhere to the following guidelines.

STEP 1 On the *Main Menu*, select **Reports**. The following menu will appear.



STEP 2 Click the **Cases** hypertext link. To identify your search parameters, populate all applicable fields on the screen. To select multiple search parameters in the same category (e.g., To display all cases assigned in Cleveland, Akron, and Toledo), hold the ***Ctrl*** key while simultaneously clicking each of your selections. Your selections will be highlighted in blue when you are done. **Please Note**: Unless your search is narrowed, the system will generate a report that includes all available data.

- ♦ **Judge**: If you want your report to show cases assigned to specific judges, click the down arrow to select the name(s) of the judge(s) you wish to have included on your report. To select multiple judges, press the ***Ctrl*** key while simultaneously clicking on each judge's name. When you are finished, your selections should be highlighted in blue.
- ♦ **Office**: Select at least one of the five offices in the Northern District of Ohio.
- ♦ **Case type** and **Chapter**: Indicate if your report should display bankruptcy (bk), adversary (ap) or miscellaneous proceeding (mp) cases. If you would like your report to display cases with a specific chapter type, select the appropriate chapter type. If you would like your report to display *all* cases, do not include a chapter type in your search criteria.
- ♦ **Trustee**: If you would like your report to reflect cases assigned to specific trustees, click on the name of the trustee(s) you would like to have included on your report.
- ♦ **Discharged** and **Dismissed**: For a list of discharged or dismissed cases, specify the period of time for which you wish to run your report.
- ♦ **Closed** and **Converted**: Enter the time frame for which you wish to run your closed or converted cases report.

♦ **Terminal digit(s)**: If you would like a specific numerical range of cases on your report, enter the range of numbers in the terminal digits field.

♦ **From- To**: Enter a start and end date for the time frame you want to capture on your report. (Population of this field is required).

Claims Register Report

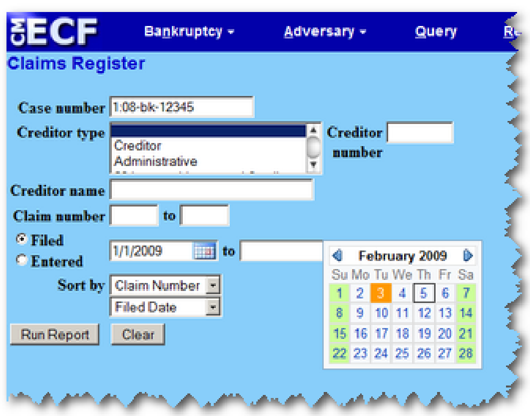
The **Claims Register** report displays the claims filed on a specific case.

STEP 1 Click **Reports** on the *Main Menu* followed by **Claims Register**. The following screen will appear.

♦ **Case Number**: Enter the case number.

♦ **Run Report**: Click the **Run Report** button to accept the system defaults, or customize your search by selecting other search criteria. If you do not enter specific search criteria to narrow your search, a list of all claims for the case number you have entered will be displayed.

STEP 2 If you wish to narrow your search, enter data in one or more of the following fields.



♦ **Creditor type**: You may narrow your search by entering one or more of the following criteria: *Creditor, Administrative, 20 Largest Unsecured Creditors, Common Creditor, Limited Notice, Notice of Appearance*.

♦ **Creditor name**: You may enter the name of the creditor you wish to display.

♦ **Claim number**: You may generate a report listing a range of specific claim numbers. Enter the appropriate numbers.

♦ **Filed/Entered**: You may enter the specific *file/entered* date, or the *file/entered* date range.

♦ **Sort by**: You may customize how the data on your report will be sorted. The three sort options are **Claim Number**, **Creditor Name**, and **Filed Date**.

Section 15 – Style Requirements

This section contains a description of the search guidelines, CM/ECF style conventions, and commonly used abbreviations in the Northern District of Ohio. The purpose of this section is to promote the application of uniform information on docket entries and data results. To ensure that you are adhering to the district's CM/ECF style requirements, please refer to the following guidelines.

Search Guidelines

CM/ECF searches require exact text matches. Therefore, before adding a party to a case, it is imperative that you conduct a party search so that several versions of the same party are not added to the CM/ECF database. If your search produces the party you need, select it. If your search does not produce the party you need, add the new party to your case. Upon entry of the new party to your case, the name and address will be added to the court's party database. Adhere to the following guidelines when conducting a debtor or creditor search in CM/ECF.

- ♦ **Debtor Search**: When conducting a search for a debtor, enter search criteria that narrow your search enough to produce specific results. For example, a search for a debtor using the last name "Smith" will produce too many party names to quickly identify the party you need. However, using the debtor's last name and Social Security number, produces the name of the specific party you need quickly.
- ♦ **Creditor Search**: When conducting a search for a creditor, use broad search criteria (e.g., "Whole" opposed to "Whole Foods, Inc."). All parties starting with the word "Whole" will appear in your search results. If a broad search does not produce the results you need, narrow your search criteria by adding additional search parameters. You should also remove indefinite and definite articles, such as "*a, an, the*" from your search criteria (e.g., "Plain Dealer" opposed to "*The* Plain Dealer").
- ♦ **Use lower case and capital letters appropriately:** CM/ECF is case sensitive, therefore, the inappropriate capitalization of letters will result in the same party being added to the CM/ECF database multiple times. (e.g.,"Mildred Jones" opposed to "MILDRED JONES").
- ♦ **Refer to Section 6 – Case Opening** for instructions on how to conduct a debtor and creditor search**.**

Party Additions to CM/ECF

When a CM/ECF search does not list the party you need in its database, you must add the party to the case.

Adding Debtors: The majority of debtor searches do not produce an immediate result. Whenever you add a debtor to a case, adhere to the following guidelines.

- ♦ Conduct a search for the debtor's name using the Social Security number and the name before entering the person as a party.

- ♦ Enter the debtor's name and address exactly as it appears on the petition or complaint.
- ♦ If the debtor has a title, add the title in the "party text" box.
- ♦ Make an entry to the Social Security number (SSN) box or Tax ID box even if the Social Security number for a business or individual is unknown (e.g., 000-00-0000).

Adding Plaintiffs and Defendants: The majority of searches will produce the party you need when searching for plaintiff and defendant names. Whenever you add plaintiff or defendant information, adhere to the following guidelines.

- ♦ Conduct a search for the party using the Social Security number/tax I.D., and the name before adding as a party to the case.
- ♦ Make sure you select the plaintiff or defendant <u>party role</u>.
- ♦ If you find a plaintiff or defendant in CM/ECF is listed with the incorrect address, amend the address to reflect the correct one.

Adding Pro Se Creditors: The majority of creditor searches will produce the party you need. When a creditor is not represented by an attorney, adhere to the following guidelines.

- ♦ Conduct a search for the party using the name or tax I.D. before adding the party to the case.
- ♦ Ideally, there should be only one creditor name in CM/ECF. However, there may be instances when large creditors appear in CM/ECF several times under the same or different addresses. If you find the creditor you are searching for is listed under several different addresses, select the entry that has the address that you need. Do not duplicate entry of the same creditor with the same address.
- ♦ If you find the address for the creditor you are searching for has an address that does not match any of the addresses in CM/ECF, add the address in the system.
- ♦ Do not add a title for creditors.
- ♦ Make sure you select the <u>party role</u> of the creditor.

Adding Creditors Represented by an Attorney- The majority of creditor searches will produce the party you need. When adding creditors who are represented by an attorney, adhere to the following guidelines.

- ♦ Conduct a search for the party using the name or tax I.D. before adding the party to the case.
- ♦ Do not add a mailing address for a creditor who is represented by an attorney. Court correspondence for the creditor will be forwarded to the attorney on record.
- ♦ Do not add a title for creditors
- ♦ Make sure you select the <u>party role</u> of the creditor.

<u>Style Conventions for Names and Addresses</u>

- **Debtor's Name**: The initial entry of the debtor's name must appear <u>exactly as it is given on the petition</u>, including any punctuation. This rule overrides any other rules involving entry of names that may appear below.

- **Initials Used as Names**: (*Does not apply to entry of a debtor. <u>Refer to the Debtor's Name Styling Convention</u> when entering a debtor's name in CM/ECF*). When initials are given as a first name, do not put spaces or periods between the letters. However, if you cannot tell if it is a first name, enter the first and middle initial in the *first name* field (e.g., a petition listing the debtor name as "MC" Hammer should be entered with MC in the first name field; a petition with "M.C." Hammer should be entered with the letter "M" in *first name* field and the letter "C"in the *middle name* field.
- **Hyphenated Names**: Hyphenated our double names are treated as one name. Refer to the following examples when entering hyphenated or double names.

  Hyphenated Name: *Lois Ann Lane-Kent*
  First name: Lois
  Middle name: Ann
  Last name: Lane-Kent

  Double Name: *Shirley Ann Temple Black*
  First name: Shirley
  Middle name: Ann
  Last name: Temple Black

  Questionable Name: *Pat Bowman Smith*
  First name: Pat
  Middle name: Bowman
  Last name: Smith

- "**United States" as Part of Entity Name**: Enter as "US."
- **State Names** Use the state abbreviation (OH State University, First Bank of PA). If the name of a state is used as a street name (Washington Ave) spell the name of the street in lieu of abbreviations.

♦ **Two-Part Names**: If the street name is a two-part name, separate the two names with a space (Footville Richmond Rd).
♦ **Government Agencies**: See the "Abbreviations" list at the end of this section for agencies who frequently file bankruptcy documents.
♦ **Federal Agencies**: For federal agencies that are not listed with an acronym, enter "US" before the agency name (e.g., "US Dept of Education" as opposed to "Department of Education").
♦ **State Agencies**: For state agencies that are not listed with an acronym, enter the two-letter state abbreviation followed by the department or division name (e.g., "OH Dept of Taxation" as opposed to "Department of Taxation").
♦ **Numbers**: Use the actual number rather than spelling out the number (e.g., $75,000 as opposed to seventy-five thousand dollars). If a number is a part of a name or title, do not use the actual number (e.g., First National Bank as opposed to 1st National Bank).
♦ **Phone Numbers**: Telephone numbers should be entered with the area code in parentheses followed by a space, and then the seven digit number.
♦ **Street Address Order**: If a P.O. box, street address, building name, and suite number are given for the address, type the address block in the following order.

Address 1	=	Street Address
Address 2	=	Building Name
Address 3	=	Suite/Apt/Unit #
Address 4	=	PO BOX

♦ **Foreign address**: When the address is outside of the United States, duplicate it as closely as possible. The last line should contain the name of the country.
♦ **Punctuation**: When entering addresses, party names, creditor names, and titles, do not use punctuation.
♦ **Symbols**: The symbols, % ! \ @ | * ^ & ~ should <u>not</u> to be used. Scanners may read them incorrectly.
♦ **Attention Lines**: If an attention line is given, put it on the first address line using "c/o" and not "%."
♦ **Articles Used as a Part of the Entity Name**: Do not enter the word "the" if it is the first word of the party name unless you are entering debtor information (e.g., "The Bank of New York" opposed to "Bank of NY").

♦ **Estates and Trusts** - Refer to the following examples when entering estate and trust information.

- **Estate of Wesley H. Hardin**
  First name: Wesley
  Middle name: H
  Last name: Hardin
  Party text: Estate

- **Pat N. Garret, Trustee for the Estate of Wesley H. Hardin**
  First name: Pat
  Middle name: N
  Last name: Garret
  Party text: Trustee for the Estate of Wesley H Hardin

Preferred Abbreviations

Administration	Adm
American Express . . .	American Express
Association/Associates	Assoc
Attorney	Aty
Bank and Trust	B and T
Bureau	Bur
Company	Co
Corporation	Corp
County	Cnty
County Road	CR
Credit	Cr
Department	Dept
District	Dis
Division	Div
Doctor	Dr
Education	Ed
Employee	Emp
Extension	Ext
Federal	Fed
Finance/Financial	Fin
Hospital	Hosp

Incorporated	Inc
Information	Info
Insurance	Ins
Internal Revenue Service	IRS
International	Intl
Junction	Jct
Limited	Ltd
Lot	#
Mortgage	Mtg
N.A.	Do not add this to the creditor's title
National	Natl
Number	#
Post Office Box	PO Box
Rural route	RR
Saint	St
Savings	Sav
Savings and Loan	S and L

Abbreviations for States & Territories

AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AS	American Samoa	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	MP	N. Mariana Isl.
GA	Georgia	OH	Ohio
GU	Guam	OK	Oklahoma
HI	Hawaii	OR	Oregon

ID	Idaho	PW	Palau
IL	Illinois	PA	Pennsylvania
IN	Indiana	PR	Puerto Rico
IA	Iowa	RI	Rhode Island
KS	Kansas	SC	South Carolina
KY	Kentucky	SD	South Dakota
LA	Louisiana	TN	Tennessee
ME	Maine	TX	Texas
MH	Marshall Island	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MX	Mexico	VI	Virgin Islands
MI	Michigan	WA	Washington
FM	Micronesia	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming

Abbreviations for Geographic Directions

North =	N	Northeast =	NE
South =	S	Southwest =	SW
East =	E	Southeast =	SE
West =	W	Northwest =	NW

Locator, Directional and Street Designators

Avenue	Ave
Boulevard	Blvd
Building	Bldg
Court	Ct
Center	Ctr
Department	Dept
Expressway	Expy
Floor	Fl
Heights	Hts
Highway	Hwy
Junction	Jct
Lake	Lk
Lane	Ln
Mountain	Mtn
Parkway	Pky
Place	Pl
Road	Rd
Room	#
Station	Sta
Street	St
Suite	#
Turnpike	Tpke
Unit	#
Valley	Vly

Section 16 – Glossary

Adobe Acrobat
Application program frequently used to create and view PDF documents. Adobe™ Systems Incorporated created the "PDF" format.

Attachment
An additional supporting document filed electronically with a pleading.

Automatic E-Mail Notification
A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notification throughout the day or an end-of-day summary.

Browse
The act of navigating through visual menus, directories, or text using a mouse.

Browser
A software program that provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from web servers. Internet Explorer, Mozilla Firefox and Netscape Navigator are examples of three popular web browsers.

Category
In CM/ECF, a classification of similar document types. Category selections appear as hypertext links under the **Bankruptcy** and **Adversary** menu selections.

Check Box
A control object a user clicks on to make choices. Check boxes allow selection of zero or more items from a check box collection.

CM/ECF
Case Management/Electronic Case Filing is the Administrative Office's case management application. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default
A suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have default values. If the default is the desired value, you may accept them. If not, the default value can be replaced.

Document Type
In CM/ECF, describes a specific filing or event with similar characteristics within a case that behaves uniquely from other document types.

Drop Down Box
A text box displaying data selections alphabetically. Drop down boxes are frequently used in CM/ECF to allow making selections. To make a selection, click on the selection. To make multiple selections, hold the control (Ctrl) key down when making a second, third, etc. selection.

HTML
Hyper**T**ext **M**arkup Language is the "language" used to create the formatted appearance of text displayed in common browsers.

Hypertext (HTML) Link
A URL imbedded in an html (hypertext markup language) document that is usually underlined. The link allows the user to jump to another document or function by clicking on the link.

Notice of Electronic Filing (NEF)
Electronic document produced by CM/ECF that certifies each filing with the Bankruptcy Court.

PDF Document
A document file created in the Adobe™ "Portable Document Format". CM/ECF requires all document submissions to be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in an ASCII text (.txt) format.

Radio Button
A round selection button used to select a single item from a list of items.

URL
Short for Universal Resource Locator. URLs are the naming scheme used to find web pages. A URL is similar to a street address. The URL for the Northern District of Ohio website is www.ohnb.uscourts.gov

Section 17 – Help Desk Information

An Electronic Case Filing Help Desk (ECF) has been established in each of the five offices of the U. S. Bankruptcy Court for the Northern District of Ohio. Should you need assistance, help desk specialists will be happy to assist you with problems relevant to CM/ECF, from 9:00 a.m. until 4:00 p.m. Monday through Friday. Please be advised that help desk specialists are neither permitted to provide legal advice, nor assist with problems on the user's internal network. Should you have questions related to CM/ECF filing, please feel free to contact the help desk location in which you are attempting to file your pleading, or visit the court's website at www.ohnb.uscourts.gov and refer to the Electronic Case Filing section for a list of on-line training modules and instruction manuals.

Help Desk Contact Information

Akron	**330-252-6145**
Canton	**330-458-2345**
Cleveland	**216-615-4460**
Toledo	**419-213-5600**
Youngstown	**330-742-0920**