

# U.S. BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

## CM/ECF USER GUIDES

A compilation of manuals and documentation for guiding you with electronic filing.

### Next Gen CM/ECF

- Access NextGen CM/ECF
- Pay Filing Fees
- User Maintenance (in NextGen CM/ECF)
  - Change Your E-Filing Username or Password
  - Update Your Address Information
  - Update Your E-Filer Email Noticing and Frequency
  - Update Your PACER Billing Email Address
  - Update Your Personal Information
  - Deactivate Your Account
  - Free Look Confirmation Screen

### Bankruptcy Events

- Amended Schedules
- Application for Compensation
- Application to Employ
- Chapter 13 Plan
- Motion for Relief from Stay
- Notice of Appeal
- Notice of Appearance or Request for Notices
- Objection or Response to a Pleading
- Reaffirmation Agreement – Attorney
- Reaffirmation Agreement – Creditor Agent
- Stipulation for Adequate Protection

### Case Opening

- Adversary Proceeding Case Opening
- Bankruptcy Case Opening

**Claim Actions** (Please note: it is no longer necessary to have a CM/ECF Login & Password to file either a proof of claim or amended claim. For more information and instructions on how to utilize this feature, please go to [ePOC Instructions](#))

- File a Claim
- Objection to Claim
- Withdrawal of Claim

### Creditor Matrix

- Create a Creditor Matrix
- Upload a Creditor Matrix

# **U.S. BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN**

## **E-Orders**

- [Check the Status of a Proposed Order](#)
- [Guidelines](#)
- [Upload a Proposed Order](#)

## **General Tips**

- [Attachments](#)
- [Certificate of Service \(sample\)](#)
- [Convert Document to txt File](#)
- [Create a PDF Document](#)
- [Event Search](#)
- [Glossary of CM/ECF Terms](#)
- [Other Useful Info](#)
- [Query](#)
- [Reports](#)
- [Save a Free Look Document](#)

USER MAINTENANCE

In NextGen CM/ECF, many of the User Maintenance features found in the *Maintain Your ECF Account* menu are updated through PACER. This User Guide will assist you in completing the following:

Change Your E-Filing Username or Password..... 2

Update Your Address Information..... 3

Update Your E-Filer Email Noticing and Frequency ..... 5

Update Your PACER Billing Email Address..... 8

Update Your Personal Information..... 9

Deactivate Your Account ..... 11

Free Look Confirmation Screen ..... 12

## NextGen CM/ECF User Guide

### Change Your E-Filing Username or Password

1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then on the *Manage My Account Login* link.
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your PACER login (*Username*) and password.
5. **Select** the *Login* button

6. **Select** either *Change Username* or *Change Password* under **Settings**, as shown below.

7. **Update** your New Username (or Password), per the instructions, as shown below.

- **Change Username**

1. Enter New Username, per the below criteria.
2. Confirm New Username
3. Submit

- **Change Password**

1. Enter Current Password.
2. Enter New Password, per the below criteria.
3. Confirm New Password.
4. Submit

8. **Follow** the prompts to complete the change.

## NextGen CM/ECF User Guide

### Update Your Address Information

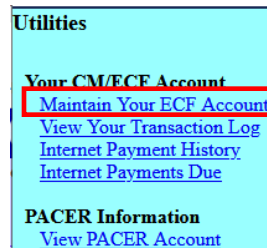
This procedure instructs you on how to update your address through PACER and apply those updates to all cases in one or more of the NextGen courts in which you are registered.

1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar)
  - a. **Access** the PACER website at <https://pacer.uscourts.gov>.
    1. **Click** the *Manage Your Account* link and then on the *Manage My Account Login* link.
    2. **Click** on the *Log in to Manage My Account* button.
    3. **Enter** your PACER login (Username) and password.
      - **Select** the *Login* button.

- b. **Select** Utilities on the CM/ECF Menu Bar



1. **Select** Maintain Your ECF Account



2. **Select** the Edit my name and address information link



3. You will be redirected to Manage My Account.
      - Reenter your PACER password and select Login

2. **Select** Maintenance, as shown below.

3. **Select** the *Update Address Information* link, as shown below.

## NextGen CM/ECF User Guide

Settings Maintenance Payments Usage

Update Personal Information  
**Update Address Information**  
Update E-Filed Email Noticing and Frequency  
Display Registered Courts

Attorney Admissions / E-File Registration  
Non-Attorney E-File Registration  
Check E-File Status  
E-File Registration/Maintenance History

#### 4. Update your address.

- Enter reason for update.
- Check box if this address update applies to the entire firm.
- In the **Apply update to** box, select: **All Cases**.

Update Address Information

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

\* Required Information

Firm/Office  
Unit/Department

Address \* 325 West F Street

Room/State  
City \* San Diego  
State \* California  
County \* SAN DIEGO  
Zip/Postal Code \* 92101  
Country \* United States of America

Primary Phone \* 619-557-3620  
Alternate Phone  
Text Phone  
Fax Number

Reason for update

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

Apply update to All Cases

NOTE: The court has the final determination re: which case's the address update will be applied to.

#### 5. Apply Updates to Selected Courts.

Apply Updates to Selected Courts

PACER Billing

☒ 1 Division @ Avenue North  
Grand Rapids, MI 49503  
Phone: 616-456-2693

U.S. Bankruptcy Courts

Michigan Western Bankruptcy Court (

☒ 1 Division @ Avenue North  
Grand Rapids, MI, 49503  
Phone: 616-456-2693

#### 6. Select the Submit button after updating your information.

Submit Reset Cancel

#### 7. Click the Close button

Update Address Information

Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.

Close

- Note:** Notification of this update will automatically be sent to MIWB.

## NextGen CM/ECF User Guide

### Update Your E-Filer Email Noticing and Frequency

To update your PACER billing email address, access the Update PACER Billing Email procedure.

1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your E-Filer Email information. **Note:** Updating your Secondary email information must be done through Utilities on the CM/ECF Menu Bar.

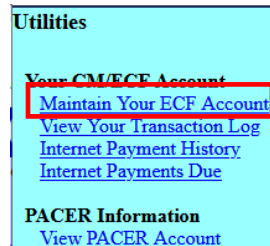
- a. **Access** the PACER website at <https://pacer.uscourts.gov> (This path allows you to only update your Primary email address.)

1. **Click** on the *Manage Your Account* box and then click on the *Manage My Account Login* link.
2. **Click** on the *Log in to Manage My Account* button.
3. **Enter** your PACER login (*Username*) and *password*.
  - o **Select** the *Login* button.

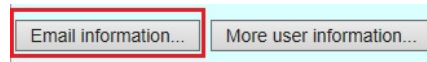
- b. **Select** Utilities on the CM/ECF Menu Bar (This path allows you to update your Primary and your Secondary email address.)



- o **Select** Maintain Your ECF Account



- o **Select** the Email information button



- To add, update, or delete secondary email address, add address in the secondary email address field.
- Re-enter it in the second box to the right.
  - a. To add multiple email addresses to the secondary email address field, separate the email addresses with a semi-colon and no spaces.
- Specify: "Send notices for both the Adversary Case and related Bankruptcy case" or "Send Notices for only the Adversary Case and not for the related Bankruptcy case."

## NextGen CM/ECF User Guide

- Specify: “Send a notice for each filing” or “Send a Daily Summary Report.”
  - Select “Return to Account screen” button.
  - Select Submit.
  - Select Next.
  - Select the Update my primary email address link.
- [Update my primary email address](#)
- You will be redirected to Manage My Account.
    - a. Reenter your PACER password and select Login

**MANAGE MY ACCOUNT**  
Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

\* Required Information  
Username \* Attorney:  
Password \*

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

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

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

2. **Select Maintenance**, as shown below.

Settings **Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)  
[Change Password](#) [Set PACER Billing Preferences](#)  
[Set Security Information](#)

3. **Select the Update E-Filer Email Noticing and Frequency** link, as shown below.

Settings Maintenance **Payments** Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
**[Update E-Filer Email Noticing and Frequency](#)** [Check E-File Status](#)  
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

4. **Follow** the instructions in the below box to update your information.

**Update E-Filer Email Noticing and Frequency**

Use the fields below to update your primary email address and preferences for receiving case notifications.  
NOTE: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.  
You will then need to re-enter this page and follow the same steps for the next court.

**Apply Updates to Selected Courts**

**U.S. Bankruptcy Courts**

California Southern Bankruptcy Court - NextGen  
☐ Click to apply changes to this court  
[Click here to load this court's E-Filer email noticing and frequency information below](#)  
Email @casb.uscourts.gov  
Email Frequency Daily Summary  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

\* Required Information  
Primary Email \*  
Confirm Primary Email \*  
Email Frequency \* Select Email Frequency  
Email Format \* Select Email Format

- a.
- b. Select the **Submit** button after updating your information.

## NextGen CM/ECF User Guide

5. **Select** the *Close* button.



**Note:** Notification of this update will automatically be sent to MIWB.

## NextGen CM/ECF User Guide

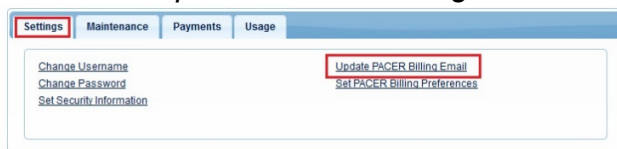
### Update Your PACER Billing Email Address

To update your ECF Filer's email information to receive Notices of Electronic Filings, access the Update E-Filer Email Noticing and Frequency procedure.

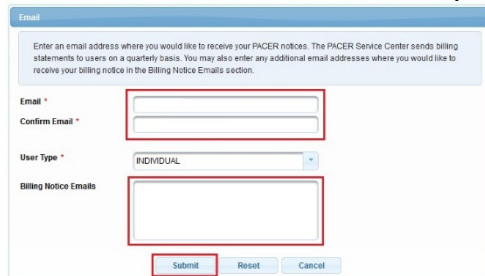
1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login* link
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your PACER *login (Username) and password*.
  - **Select** the *Login* button.

A screenshot of the PACER login page. It features a blue header with the word "Login". Below it, there's a section titled "\* Required Information" with two input fields: "Username \*" and "Password \*". Below these fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the very bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

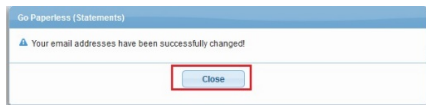
5. **Select** the *Update PACER Billing Email* link under **Settings**, as shown below.

A screenshot of the PACER "Settings" menu. The "Settings" tab is selected and highlighted with a red box. Other tabs include "Maintenance", "Payments", and "Usage". In the main content area, there are four links: "Change Username", "Change Password", "Set Security Information", and "Update PACER Billing Email". The "Update PACER Billing Email" link is highlighted with a red box.

6. **Enter** your new email address in the Email box.
  - Re-enter your new email address in the *Confirm Email* box
  - You may enter additional email addresses where you would like to receive your billing notice in the *Billing Notice Emails* section.
  - Select the *Submit* button after updating your information.

A screenshot of the PACER "Email" update form. It has a blue header with the word "Email". Below it, there's a text box with instructions: "Enter an email address where you would like to receive your PACER notices. The PACER Service Center sends billing statements to users on a quarterly basis. You may also enter any additional email addresses where you would like to receive your billing notice in the Billing Notice Emails section." There are three input fields: "Email \*", "Confirm Email \*", and "Billing Notice Emails". Below these fields is a dropdown menu for "User Type \*" with "INDIVIDUAL" selected. At the bottom are three buttons: "Submit", "Reset", and "Cancel".

7. **Select** the *Close* button.

A screenshot of a small dialog box titled "Go Paperless (Statements)". It contains a message: "Your email addresses have been successfully changed!" and a single button labeled "Close" which is highlighted with a red box.

# NextGen CM/ECF User Guide

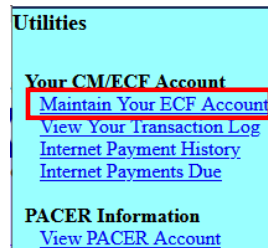
## Update Your Personal Information

1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your Address Information.
  - a. **Access** the PACER website at <https://pacer.uscourts.gov>.
    1. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login* link
    2. **Click** on the *Log in to Manage My Account* button.
    3. **Enter** your PACER login (Username) and password.
      - o **Select** the *Login* button.

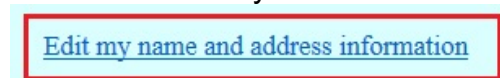
- b. **Select** Utilities on the CM/ECF Menu Bar



- o **Select** Maintain Your ECF Account



- o **Select** the Edit my name and address information link



- o You will be redirected to Manage My Account.
- o Reenter your PACER password and select Login

### MANAGE MY ACCOUNT

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

2. **Select Maintenance**, as shown below.



## NextGen CM/ECF User Guide

3. Select the **Update Personal Information** link, as shown below.

The screenshot shows a navigation menu with tabs for Settings, Maintenance, Payments, and Usage. Under the Maintenance tab, there is a list of links. The link 'Update Personal Information' is highlighted with a red rectangular box. Other links in the list include 'Update Address Information', 'Update E-Filed Email Noticing and Frequency', 'Display Registered Courts', 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'.

4. **Update** your personal information and select the **Submit** button.

The screenshot shows the 'Update Personal Information' form. At the top, there is a blue header bar with the title 'Update Personal Information'. Below the header, there is a light blue box containing the text: 'Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.' Below this, there is a section titled '\* Required Information'. The form contains several fields: 'Prefix' (a dropdown menu with 'Ms.' selected), 'First Name' (a text input field with 'Filer Name' entered), 'Middle Name' (a text input field), 'Last Name' (a text input field with 'Filer Last Name' entered), 'Generation' (a dropdown menu with 'Select Generation' selected), and 'Suffix' (a dropdown menu with 'Select Suffix' selected). At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

5. **Click** the Close button.

The screenshot shows the 'Update Personal Information' form after a successful update. At the top, there is a blue header bar with the title 'Update Personal Information'. Below the header, there is a light blue box containing a success message: 'Your personal information has been successfully changed!'. Below the message, there is a 'Close' button, which is highlighted with a red rectangular box.

**Note:** Notification of this update will automatically be sent to the NextGen Courts in which you are registered.


## NextGen CM/ECF User Guide

### Deactivate Your Account

1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login* link
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your PACER login (*Username*) and *password*.
  - **Select** the *Login* button.

A screenshot of the PACER login page. It features a 'Login' header, a section for 'Required Information' with fields for 'Username' and 'Password', and buttons for 'Login', 'Clear', and 'Cancel'. Below the fields are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

5. **Select** the *Check E-File Status* link under **Maintenance**, as shown below.

A screenshot of the PACER 'Maintenance' menu. The 'Maintenance' tab is highlighted. Under this tab, there are several links: 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', 'Display Registered Courts', 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Check E-File Status' (highlighted with a red box), and 'E-File Registration/Maintenance History'.

6. **Select** the *Check* box under the **Status** column for the court district you would like to deactivate, as shown below.

Check E-File Status		
Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court (train)	<input checked="" type="checkbox"/> Check
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court(test)	<input type="checkbox"/> Check

7. **Select** the *Request Deactivation* box under the **Status** column, as shown below.

Check E-File Status		
Court Type ↑↓	Court ↑↓	Status
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court (train)	Active <input checked="" type="checkbox"/> Request Deactivation
U.S. Bankruptcy Courts	Michigan Western Bankruptcy Court(test)	<input type="checkbox"/> Check

## NextGen CM/ECF User Guide

### Free Look Confirmation Screen

A free look is provided to case participants when a new pleading or claim is filed. Some antivirus programs access links within emails to verify their safety; in some cases, this can use the free look that was intended for the case participant. Some changes have been made to the free look functionality to avoid this issue. In the Maintain Your ECF Account/Maintain User Accounts module, a new check box has been added to the "Email Information" screen:

Email information for John Marshall

Primary email address  [Edit primary email address](#)

Secondary email address  [Reenter secondary email address](#)

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

The **Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs)** option, if selected, inserts an additional confirmation screen when a link is clicked from a CM/ECF NEF email, to allow the user to confirm that the free look will be used. This prevents anti-virus software from using the free look when it checks the links in the email for viruses.

**Notice: Confirm Free Look Use**


This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.

To view the document and use the free look [click here](#)

If the new check box is not selected, the free look is used whenever the link is accessed, as it was in previous releases.

### To enable CONFIRMATION OF FREE LOOK USE:

#### 1. **Select** Utilities on the CM/ECF Menu Bar

- a.  Bankruptcy ▾ Adversary ▾ Query Reports ▾ **Utilities ▾** Search Help Log Out
- b. Select Maintain Your ECF Account

**Utilities**

**Your CM/ECF Account**

[Maintain Your ECF Account](#)

[View Your Transaction Log](#)

[Internet Payment History](#)

[Internet Payments Due](#)

**PACER Information**

[View PACER Account](#)

- c. Select the Email information button

[Email information...](#) [More user information...](#)

## NextGen CM/ECF User Guide

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

Email information for John Marshall	
Primary email address	<input type="text"/> <a href="#">Edit primary email address</a>
Secondary email address	<input type="text"/> Reenter secondary email address <input type="text"/>
<input type="checkbox"/> Enable confirmation of Free Look Use to verify your <b>one free look</b> will be used when a document link is clicked from CM/ECF emails (NEFs).	

- e. Select "Return to Account screen" button.  
f. Select Submit to save the changes.

## Amended Schedules

This guide provides step-by-step instructions on how to add creditors by Amending Schedules. Although this example specifically shows the steps on how to add creditors, similar steps would be followed for other Miscellaneous events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
  - a. Click the Miscellaneous hypertext link.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Event Type screen displays.
  - a. Select the Schedules event.
  - b. Click to highlight, and then click on the Next button to continue.
5. The Party Selection screen appears
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Click Next to continue.
6. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate
  - b. PDF file is located or type the entire directory path.
  - c. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double- click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - d. Click Next.
7. Are These Schedules Being Amended?
  - a. Click the drop-down arrow and highlight Yes
  - b. Click Next
8. Are New Creditors Being Added?
  - a. Click the drop-down arrow and highlight Yes
  - b. Click Next
9. Check the box next to the schedules being amended.
  - a. Click Next
10. Add Creditor Screen
  - a. Enter the Creditor Name and Address.
  - b. If you are adding multiple creditors, you can upload a creditor matrix with the additional creditors only using the "Upload a Creditor Matrix"

procedures when you have finished with this process. Click Next to bypass this screen.

11. The Amendment Filing Fee screen appears
  - a. Click Next to continue.
12. The Exemption screen appears
  - a. Enter Total Value of Claimed Exemptions, if applicable.
  - b. Click Next to continue.
13. The Summary of Schedules screen appears
  - a. Enter the updated amounts for each schedule, if applicable.
  - b. Click Next to continue.
  - c. Click Next to continue.
14. Submission Screen appears
  - a. This is the last opportunity to make any changes before the document is officially opened. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - b. Be sure your documents are redacted.
  - c. To abort or restart the transaction, click on the Bankruptcy hyperlink on the top left of the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - d. If the docket text is correct, click Next to continue.
15. The Summary of Current Charges screen appears
  - a. Click Pay Now or Continue Filing
16. You will see the Notice of Electronic Filing Screen which summarizes your entry.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. **If these Amended Schedules add Creditors, remember to upload your creditor matrix with the new creditors and file a verification of amended matrix.**
  - d. Description of Notice of Electronic Filing:
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp

- ix. Notice will be electronically mailed to:
  - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- x. Notice will not be electronically mailed to:
  - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Application for Compensation

This guide shows how to file an Application for Compensation. Although this example specifically shows the steps to file an application for compensation, the same steps would be followed for other motions, applications, and stipulations.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Motions/Application/Stipulations hyperlink.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the Compensation event.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the Professional Requesting Compensation. If the professional is not listed add the professional by clicking on the Add/Create New Party button. If there are multiple applicants on one application, each applicant should be added at this time.
    - i. NOTE: If adding a new party, make sure to select the proper Role Type.
  - b. The Party Selection screen now temporarily lists the professional(s) on the pick list (although they are not a party to the case).
  - c. Select parties using the following table:

IF	THEN
Attorney is requesting compensation in the capacity of attorney	Select the party he/she represents in the case [i.e. debtor, trustee, etc]
Attorney is requesting compensation on behalf of other professional(s)	Select the professional(s)

- d. Click Next to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF Document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. NOTE: For quality assurance, right-click with the mouse and select Open from the picklist that is displayed.

- b. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.
  - c. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - d. Click the Yes radio button to the right of the Attachments to Document prompt to attach any attachments.
    - i. NOTE: Please note that the PDF file for the Application for Compensation is not an attachment. It is considered the main or associated document. An attachment is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.
  - e. An attached document will be referenced in the docket text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.
  - f. Click Next.
  - g. The disclaimer screen "Please enter the amount of fees requested for in this application. Do not include previously approved fees." Click Next.
- 8. The Fee Processing screen will present each party selected on the
  - i. Select the Party screen.
  - b. A Party and/or a Filer check box may appear for each party.
    - i. Check the Filer box for the filer of the application.
    - ii. If the party is not currently a party to the case, the Party check box appears below the Professional Type list. If you check this Party box, the name will appear on the Party pick list for this case in future processing.
  - c. NOTE: The professional fee record will be created regardless if the applicant is a permanent party on the case.
  - d. The Professional Type must be selected to record the applicant's role in the case.
  - e. Enter a date for services performed, if appropriate.
  - f. Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not enter \$ or commas.
    - i. NOTE: If no entries are made in the Fee request \$ and Expense request \$ blocks, an informational message for each block will appear. Input "0.00" in this instance for reflection in the text.
  - g. If the same party is the filer and the applicant there will only be one party record. The Filer designation should be checked.
  - h. When the Fee Processing screen is complete, click Next.
- 9. The Modify the Docket Text screen displays edit if necessary.
  - a. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - b. Click Next to continue.
- 10. The Final Text screen displays.

- a. NOTE: This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
11. The Notice of Electronic Filing is produced and displayed.
- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Application to Employ

This guide shows how to file an application to employ a professional. Although this example specifically shows the steps to file an application to employ, the same steps would be followed for other motions, applications, and stipulations.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Motions/Application/Stipulations hyperlink.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the selection Employ Professional.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. NOTE: If adding/creating a new party, select the correct Role Type.
  - c. Click Next to continue.
6. Is this a Motion to Appoint a Mediator? Select yes or no from the drop-down menu.
  - a. Click Next to continue.
7. The PDF document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. NOTE: For quality assurance, right-click with the mouse and select Open from the picklist that is displayed.
  - b. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.
  - c. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - d. Click the Yes radio button to the right of the Attachments to Document prompt to attach any attachments.
    - i. NOTE: Please note that the PDF file for the Application to Employ is not an attachment. It is considered the main or associated document. An attachment is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.
  - e. An attached document will be referenced in the docket text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.
  - f. Click Next.
8. The Professional Person information screen displays.
  - a. Enter the Name of Person to be Employed


- b. Enter Type of Professional.
  - c. The information typed in the windows displayed above will appear in docket text only.
  - d. Click Next to continue.
- 9. The Modify Docket Text screen displays.
  - a. Edit if necessary.
  - b. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - c. Click Next to continue.
- 10. The Final Text screen displays.
  - a. NOTE: This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
- 11. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.



## Chapter 13 Plan

This guide provides step-by-step instructions on how to file a Chapter 13 Plan. Although this example specifically shows the steps to file a Chapter 13 Plan, the same steps would be followed for other plan/obj/disclosure statement events.

1. Be sure you are using the most recent version of our Local Court Chapter 13 Model Plan. The form can be found here:  
<https://www.miwb.uscourts.gov/forms/all-forms>
2. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
3. The Bankruptcy Events screen displays.
  - a. Click the Plans/Obj/Dscl Stmt hypertext link.
4. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
5. The Event Type screen displays.
  - a. Select the Chapter 13 Plan event.
  - b. Click to highlight, then click on the Next button to continue.
6. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Click Next.
7. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next.
8. The Additional Requests screen displays
  - a. Select any of the related requests that are included with the Chapter 13 Plan.
    - i. Each request type will list a paragraph location for that request. Review the Chapter 13 Plan to verify the request.
  - b. Click Next.
  - c. If any of the requests were selected, then the next screen will ask “How many requests?” for each selection that was made.
  - d. Select the drop-down arrow to choose the corresponding number of requests.
  - e. Click Next
9. The Final Text screen displays.

- a. This is the last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back  button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
10. The Notice of Electronic Filing is produced and displayed.
- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Motion for Relief from Stay

This guide shows how to file a Motion for Relief from Stay. Although this example specifically shows the steps to file a relief from stay, the same steps would be followed for other motions, applications, and stipulations.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Motions/Application/Stipulations hyperlink.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the Relief from Stay (Fee Due) event.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party button.
    - i. If adding a new party, make sure to select the proper Role Type.
  - c. Click Next to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. For quality assurance, right-click with the mouse and select Open from the picklist that is displayed.
  - b. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.
  - c. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - d. Click the Yes radio button to the right of the Attachments to Document prompt to attach any attachments.
    - i. Please note that the PDF file for the Motion for Relief from Stay is not an attachment. It is considered the main or associated document. An attachment is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.
  - e. An attached document will be referenced in the docket text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.

- f. Click Next.
- 8. Is this motion combined with additional relief to Compel the Trustee to Abandon? Select yes or no from the drop-down menu.
  - a. Click Next.
- 9. Was this Motion Served on Notice and Opportunity to Object? Select yes or no from the drop-down menu.
  - a. Click Next.
- 10. The Fee screen displays.
  - a. Click Next.
- 11. The Collateral Information screen displays.
  - a. Enter a brief description of the collateral in the box.
  - b. Click Next to continue.
- 12. The Modify Docket Text screen displays edit if necessary.
  - a. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - b. Click Next to continue.
- 13. The Final Text screen displays.
  - i. This is the last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
- 14. Summary of Current Charges
  - a. The motion fee can be paid now or later.
- 15. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry

- viii. Electronic document Stamp.
- ix. Notice will be electronically mailed to:
  - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
- x. Notice will not be electronically mailed to:
  - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Notice of Appeal

This guide provides step-by-step instructions on how to file a Notice of Appeal. Although this example specifically shows the steps to file a Notice of Appeal, the same steps would be followed for other Appeal events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Appeal Events hypertext link.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Event screen displays.
  - a. Select the Notice of Appeal and Statement of Election event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Leave the party's address blank.
  - d. Click Next to continue.
  - e. Click Next again to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next.
8. The Related Event screen displays next.
  - a. Select the appropriate order to which your event relates to by placing a check mark in the event box.
  - b. Click Next.
9. The Appellant Designation Due Date screen displays next.
  - a. Do not modify this date.
  - b. Click Next.
10. The Opt Out of BAP screen displays next.

- a. Select Yes or No.
  - b. Click Next.
11. The Filing Fee screen appears.
  - a. Do NOT modify this amount.
  - b. Click Next.
  - c. Click Next again.
12. The Final Text screen displays.
  - i. This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
13. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Notice of Appearance or Request for Notices

This guide provides step-by-step instructions on how to file a Notice of Appearance, Appearance on a Special Matrix or Request for Notices.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
  - a. Click the Notice of Appearance hypertext link.
  - b. For Creditor Agents this event is found here: Bankruptcy > Creditor Filer/Limited Use Participants > Misc. Events > Appearances
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Available Events screen displays.
  - a. Select the Notice of Appearance, Appr on Special Matrix or Request for Notices event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Leave the party's address blank.
  - d. Click Next.
  - e. Click Next again to continue.
6. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. Question appears "Is this a Request for Notices, Notice of Appearance or Request to be Placed Upon a Special Matrix?"
  - a. Choose the appropriate selection from the drop-down menu.
  - b. Click Next
8. The PDF document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- c. Click Next
- 9. The “Docket Text: Modify as Appropriate” screen displays.
  - a. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. The drop-down menu allows you to modify the text to reflect Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental – only choose one of these options if they apply. Otherwise, keep the selection on the blank line.
  - d. If the docket text is correct, click on the Next button.
- 10. The “Docket Text: Final Text” screen displays
  - a. This is the last opportunity to make any changes before the document is officially opened.
  - b. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - c. If the docket text is correct, click on the Next button to file the proceeding.
- 11. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor’s Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Objection or Response to a Pleading

This guide shows how to file a Response to Motion for Lift of Stay. Although this example specifically shows the steps to file a Response to Motion, the same steps would be followed for other objections and responses.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. Click the Obj/Response on Pleading hyperlink.
  - a. Click Reference an Existing Pleading/Document.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the Response event.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. If the New Attorney/Party Association screen displays a red warning message "IMPORTANT: The following attorney/party association(s) will be created in this case..." then review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - d. Click Next to continue.
6. The PDF document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - c. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - d. Click Next.
7. The Related Event screen displays next.
  - a. Select the event you are responding to by placing a check in the event box.
  - b. Click Next.
8. The Modify Docket Text screen displays.
  - a. Edit if necessary. The drop-down box contains additional options for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.

- b. Click Next to continue.
- 9. The Final Text screen displays.
  - a. This is your last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
- 10. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Reaffirmation Agreement – Attorney

This guide provides step-by-step instructions on how to file a Reaffirmation Agreement using the electronic case filing system (CM/ECF).

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Under the Misc. Documents & Pleadings sub-menu, click on the Misc. Events hyperlink.
3. The Miscellaneous screen will display.
  - a. Enter the Case Number in yy-nnnnn format including the dash.
  - b. Click Next to continue
4. The Available Events screen displays.
  - a. Select the Reaffirmation Agreement event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Select the Party screen will then be displayed.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
  - c. If adding/creating a new party, select the correct Role Type.
  - d. Click Next to continue
6. If the New Attorney/Party Association screen displays a red warning message “IMPORTANT: The following attorney/party association(s) will be created in this case...” then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF Document screen will then be displayed.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
    - i. All Reaffirmation Agreements **must** include a Reaffirmation Agreement Coversheet (Official Form B427).
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next
8. The Attorney Signature screen will then be displayed.
  - a. Has the Agreement been signed by Attorney for Debtor?
  - b. Click the drop-down menu and select Yes or No
  - c. Click Next
9. The Collateral screen will then be displayed.

- a. Enter the name of the creditor as stated in the Reaffirmation Agreement.
  - b. Enter a brief description of the collateral.
  - c. Click Next
10. The Modify Docket Text screen displays edit if necessary.
  - a. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - b. Click Next to continue.
11. The Final Text screen displays.
  - a. This is your last opportunity to make any changes before the document is officially opened. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - d. If the docket text is correct, click on the Next button to file the proceeding.
12. The Notice of Electronic Filing is then produced and displayed.
  - a. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
  - b. Clicking on the Document Number hyperlink displays the PDF image of the document itself. If the document includes imaged attachments, they will be accessible also through a separate hyperlink.
  - c. To print a copy of this notice, click the browser Print icon.
  - d. To save a copy of this notice, click Internet Options on the browser menu bar and select File, Save As.

## Reaffirmation Agreement – Creditor Agent

This guide provides step-by-step instructions on how to file a Reaffirmation Agreement using the electronic case filing system (CM/ECF).

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Under the Creditor Filer/Limited Use Participants sub-menu, click on the Misc. Events hyperlink.
3. The Creditor Filings screen will display.
  - a. Click on the Miscellaneous hyperlink.
  - b. Enter the Case Number in yy-nnnnn format including the dash.
  - c. Click Next to continue
4. The Available Events screen displays.
  - a. Select the Reaffirmation Agreement (Creditor Filer) event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Select Attorney Screen will then be displayed.
  - a. Click Next to continue.
6. The Select the Party screen will then be displayed.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
  - c. If adding/creating a new party, select the correct Role Type.
  - d. Click Next to continue
7. The PDF Document screen will then be displayed.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
    - i. All Reaffirmation Agreements **must** include a Reaffirmation Agreement Coversheet (Official Form B427).
    - ii. If the Reaffirmation Agreement has not been signed by the Debtor's Attorney or if the Debtor is Pro Se, a Motion to Approve Reaffirmation Agreement must be included.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next
8. The Attorney Signature screen will then be displayed.
  - a. Has the Agreement been signed by Attorney for Debtor?
  - b. Click the drop-down menu and select Yes or No
  - c. Click Next
9. The Collateral screen will then be displayed.

- a. Enter a brief description of the collateral.
  - b. Click Next
- 10. The Modify Docket Text screen displays edit if necessary.
  - a. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - b. Click Next to continue.
- 11. The Final Text screen displays.
  - a. This is your last opportunity to make any changes before the document is officially opened. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - d. If the docket text is correct, click on the Next button to file the proceeding.
- 12. The Notice of Electronic Filing is then produced and displayed.
  - a. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
  - b. Clicking on the Document Number hyperlink displays the PDF image of the document itself. If the document includes imaged attachments, they will be accessible also through a separate hyperlink.
  - c. To print a copy of this notice, click the browser Print icon.
  - d. To save a copy of this notice, click Internet Options on the browser menu bar and select File, Save As.

## Stipulation for Adequate Protection

This guide shows how to file a Stipulation for Adequate Protection. Although this example specifically shows the steps to file a Stipulation for Adequate Protection, the same steps would be followed for other stipulations.

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click the Motions/Application/Stipulations hyperlink.
3. The Case Number screen displays.
  - a. Enter the correct case number (yy-nnnnn), including the hyphen.
  - b. Click Next.
4. The Event screen displays.
  - a. Scroll down to display the Adequate Protection event.
  - b. Highlight that selection and Click Next to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party button.
    - i. If adding a new party, make sure to select the proper Role Type.
  - c. Click Next to continue.
6. If the New Attorney/Party Association screen displays a red warning message “IMPORTANT: The following attorney/party association(s) will be created in this case...” then:
  - a. Review the list carefully to ensure that only the parties represented by the filing attorney are selected.
  - b. Click Next to continue.
7. The PDF document screen appears.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. For quality assurance, right-click with the mouse and select Open from the list that is displayed.
  - b. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on “X” in the upper right-hand corner.
  - c. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - d. Click the Yes radio button to the right of the Attachments to Document prompt to attach any attachments.
    - i. Please note that the PDF file for the Stipulation for Adequate Protection is not an attachment. It is considered the main or associated document. An attachment is another supporting document such as an Affidavit of Disinterestedness, Certificate of Service and Proposed Orders.

- e. An attached document will be referenced in the docket text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.
  - f. Click Next.
- 8. The Collateral Information screen displays.
  - a. Enter a brief description of the collateral in the box.
  - b. Click Next to continue.
- 9. The modify docket text screen displays, edit if necessary.
  - a. Select Stipulated from the drop-down menu.
  - b. Click Next to continue.
- 10. The Final Text screen displays.
  - a. This is your last opportunity to make any changes before the document is officially opened. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - d. If the docket text is correct, click on the Next button to file the proceeding.
- 11. The Notice of Electronic Filing is produced and displayed.
  - a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:

1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Adversary Proceeding Case Opening

This guide gives step-by-step instructions on how to open an Adversary proceeding in CM/ECF.

1. Click the Adversary hypertext link on the CM/ECF main menu bar.
2. The Adversary Events screen displays.
  - a. Click the Open AP Case hypertext link.
3. The Case Data screen displays.
  - a. The Case Type is “ap”.
  - b. The current date is displayed in the Date Filed box.
  - c. The Complaint field indicates whether a Complaint is the lead event for this proceeding. If a Complaint initiated this proceeding, leave this field set to y. If another document, such as a Notice of Removal, was filed instead, select n.
  - d. When this screen is correct, click Next.
4. The Associated Cases screen displays.
  - a. Enter the Lead Bankruptcy Case Number in YY-NNNNN format, including the hyphen.
    - i. If the case number is invalid or if the lead case does not reside on this database, an error message, “YY-NNNNN is not a valid case. Please enter a valid value.” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.
  - b. Select the default of Adversary as the Association Type.
  - c. Click Next to continue.
5. Next, the system will display a screen confirming the assignment of the Divisional Office based on the lead Bankruptcy case.
  - a. Click Next to continue.
6. The Party Search screen appears (Plaintiff).
  - a. Enter the SSN, Tax ID or the last name or business of the plaintiff in the Last/Business name field.
  - b. Click Search.
7. The Search Results screen appears.
  - a. If the party is already in the database, select it by clicking on it with your mouse.
  - b. If you have searched by Social Security number and the party name listed differs from the current plaintiff, you will need to select Create New Party, as you can only modify the party’s address, not name, in the Party Information screen)
  - c. If the party is not currently in the database, proceed to add the plaintiff by clicking the Create New Party button.
    - i. While searching for a new party, you may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party’s address information for verification.

- d. If none of the addresses are correct for this party, select the party and modify the address (for this case only) on the following Party Information screen.
- 8. The Party Information screen appears.
  - a. Enter the plaintiff's Name and Tax ID or SSN information in the appropriate boxes.
  - b. Enter further descriptive text in the Party Text field, if appropriate. (A Michigan Corporation, Guardian of the Estate, etc.) Any information reflected in this field, will be presented immediately following the Plaintiff's name on the Docket Report.
  - c. Make the appropriate selection in Role in Bankruptcy Case list by clicking on the down arrow (Creditor, Debtor, Other/not applicable, Trustee, US Trustee/Bankruptcy Administrator).
    - i. This selects the role the plaintiff was in the bankruptcy case, not their role in this new adversary proceeding.
  - d. If the Plaintiff has an alias, click on the Alias button.
  - e. You can enter up to 5 alias records on this screen. Alias Role selections include aka, dba, fdba, fka.
  - f. Click submit when finished adding this plaintiff.
  - g. If there is more than one plaintiff, add the additional plaintiff(s) by repeating s 6-8 for each additional plaintiff.
  - h. When finished adding plaintiffs, select End Plaintiff selection button.
- 9. The Party Search screen appears again. (Defendant)
  - a. Enter party information for the defendant.
- 10. The Search Results screen appears.
  - a. If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click on the Select Name from List button.
  - b. If the party is not on the list, click the Create New Party button to create the party.
    - i. Your name search may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party's address information for verification.
  - c. If none of the addresses are correct for this party, you can either
    - i. Modify the address (for this case only) on the following Party Information screen
    - ii. Click on the Create new party button to add a new person record with this address.
- 11. The Defendant Information screen appears next with this party's address as it is recorded in the database from the bankruptcy case.
  - a. Enter the address for the defendant(s).
  - b. Make the appropriate selection in Role in Bankruptcy Case list by clicking on the down arrow (Creditor, Debtor, Other/not applicable, Trustee, US Trustee/Bankruptcy Administrator).

- i. This selects the role the defendant was in the bankruptcy case, not their role in this new adversary proceeding.
  - c. If the Defendant has an alias, click on the Alias button.
  - d. You can enter up to 5 alias records on this screen. Alias Role selections include aka, dba, fdba, fka.
  - e. Click submit when finished adding this Defendant.
  - f. If there is more than one Defendant, add the additional Defendant(s) by repeating s 6-8 for each additional Defendant.
  - g. When finished adding Defendants, select End Defendant selection button.
    - i. Do not enter an attorney for the defendant. The defendant's attorney will be added when an answer or other pleading is filed.
12. The system will then display the Adversary Statistical screen.
- a. Party code field - make the appropriate selection from the list to indicate is the U.S. Government is a party on the case.
  - b. Rule 23 class action - the default is n.
  - c. Jury Demand field – make selection from list (both, defendant, none, plaintiff) to indicate if a jury is demanded.
  - d. Dollar Demand - if there is a dollar demand, enter the amount in thousands to the nearest thousand.
    - i. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000.
  - e. For the State Law field - yes, no or unknown.
  - f. Select the Primary Nature of Suit for the case from the drop-down list.
    - i. If one of the multiple suits is a 727 Objection to Discharge, it is important to choose 41 as your primary selection.
  - g. If there are multiple natures of suit in the proceeding, you may enter a second, third, fourth and fifth nature in their corresponding boxes.
  - h. When this screen is correct, click Next.
13. The Filing Fee screen will display two prompts regarding Deferral and Exemption of the filing fee.
- a. "Is the Plaintiff the Trustee or Debtor in Possession and is Filing Fee to be deferred?"
    - i. Answer "y" or "n" accordingly. This will defer the filing fee.
  - b. "Is the Plaintiff U.S., Debtor, Child Support Creditor or its representative?"
    - i. Answer "y" or "n" accordingly. This will exempt the filing fee.
  - c. Click Next to continue.
14. The PDF document selection screen displays.
- a. To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.
    - i. Click Browse, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
    - ii. To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select Open.
    - iii. This will launch the Adobe Acrobat Reader displaying the contents of the imaged document. Verify that the document is correct.

- iv. Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
- b. Click Next to continue.
- 15. The filing fee screen will appear.
  - a. If the filing fee is being paid, the amount will appear.
  - b. Click Next to continue.
  - c. If the filing fee is Deferred, the filing fee screen will display a prompt for a receipt number. Enter "DEFERRED" in the Receipt # field.
  - d. Click Next to continue.
  - e. If the filing fee is Exempt, The filing fee screen will display a prompt for Receipt #. Enter "EXEMPT" in the Receipt # field.
  - f. Click Next to continue.
- 16. The Final Text Editing screen displays
  - a. This is the last opportunity to make any changes before the case is officially opened.
  - b. Verify the accuracy of the docket text. This is what will print on the docket sheet. Please Note that when an adversary is opened, the complaint information will be spread over to the main bankruptcy case.
  - c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the error.
  - d. If the docket text is correct, click on the Next button to continue.
- 17. The Fee Due box will pop-up.
  - a. Click pay now or continue filing to pay later
- 18. The Notice of Electronic Filing is produced and displayed.
  - a. Here you will receive the Adversary Case Number
  - b. The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
  - c. Further access to the Notice of Electronic Filing is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users must first login to the PACER program.
  - d. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - e. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - f. Trustee and Attorney users will have access to the Notice of Electronic Filing at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.
  - g. When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.

- h. When a copy of the Notice of Electronic Filing is mailed to each subscriber on the case, the following message will display at the top of the notice:
  - i. **\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.
- i. Description of Notice of Electronic Filing.
  - i. Date and time stamp information
  - ii. Case Name: Debtor's Name
  - iii. Case Number: Hyperlink to docket sheet
  - iv. Document Number: Hyperlink to the PDF file of the attached document
  - v. Docket text: Annotated text in italics. Text produced from docket event
  - vi. Document Description: Label of Document
  - vii. Original filename: the path and name of file that was attached to this entry
  - viii. Electronic document Stamp.
  - ix. Notice will be electronically mailed to:
    - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
  - x. Notice will not be electronically mailed to:
    - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Bankruptcy Case Opening

This guide provides step-by-step instructions on how to open a bankruptcy case in CM/ECF.

1. Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.
2. The Bankruptcy Events screen displays.
  - a. Click on the Open Voluntary BK Case hyperlink.
  - b. Clicking on the Help menu will display information about these categories. This feature is available throughout the CM/ECF application. To close the Help screen, click on the “X” control box in the upper right-hand corner of the Help screen or click the Close button which is located at the bottom of the help screen.
3. The Open New Bankruptcy Screen displays.
  - a. The Case Type is “bk”.
  - b. The current date is displayed in the Date Filed box.
  - c. Select the Chapter from the pick list box.
  - d. The default value for Joint is n (no). For a Joint filing select y (yes).
  - e. If there are any items missing from the petition change the Deficiencies box from n (no) to y (yes).
    - i. The court will issue a Notice of Filings Due once the case has been reviewed.
4. The Party Search screen displays.
  - a. To prevent duplicate person records, the database must always be searched to see if the debtor(s) exist before a new party can be added.
  - b. Type the Social Security Number, Tax Identification Number and/or Last Name or Business Name. (Hint: The system will respond much faster if you use the SSN, EIN or Bar ID.)
  - c. Click Search to continue.
  - d. If there are no matches, the system will return a No Person Found message.
    - i. If the party is already in the database, select it by clicking on it with your mouse.
  - e. If you have searched by Social Security number and the party name listed differs from the current debtor, you will need to select Create New Party, as you can only modify the party’s address, not name, in the Party Information screen.
  - f. If the party is not currently in the database, proceed to add the debtor by clicking the Create New Party button.
    - i. While searching for a new party, you may find more than one record having the same name you entered. Clicking on each of the names will display a window showing the party’s address information for verification. If none of the addresses are

correct for this party, select the party and modify the address (for this case only) on the following Debtor Information screen.

5. The Debtor Information screen displays.
  - a. Enter the debtor's Name and Address information in the appropriate boxes.
    - i. Do not use special characters such as parentheses, brackets, or percent signs.
  - b. Enter the Debtor's Social Security Number or Tax ID.
  - c. Select the debtor's County of residence from the pick list.
    - i. You must select a county to proceed – the county field cannot be "blank" when adding a party type of Debtor.
    - ii. For a faster search, type the first letter of the county name.
  - d. Enter further descriptive text in the Party Text field, if appropriate. (A Michigan Corporation, Guardian of the Estate, etc.) Any information reflected in this field, will be presented immediately following the Debtor's name on the Docket Report.
    - i. **Do not** add the text "DEBTOR" here.
  - e. If the Debtor has an alias, click on the Alias button.
    - i. The Alias Information screen appears.
    - ii. You can enter up to 5 alias records on this screen. Alias Role selections include aka, dba, fdba, fka.
    - iii. When finished, click on the Add aliases button.
  - f. The Debtor Information screen will appear once more.
    - i. At any time, clicking on the Review button presents a screen summarizing the attorney and alias activity for this debtor.
    - ii. Verify the information.
    - iii. Click on the Return to Party Screen button to continue.
  - g. The Debtor Information screen will return.
  - h. When finished adding information for this new party, click on the Submit button to continue with Case Opening.
    - i. If filing a joint debtor bankruptcy proceeding, a Joint Debtor Party screen would appear next. Process the joint debtor the same way as you did the first debtor.
6. Next, the system will display a screen confirming the assignment of the Divisional Office. The assignment is based on the county code of the debtor.
  - a. If this is correct, click Next.
  - b. If this is not correct, click the back button on the browser bar and select the correct the county on the Debtor Information screen.
7. The Statistical Data screen appears next.
  - a. Prior filing within the last 8 years, select yes or no.
  - b. Fee Status - Installment, Paid, fee not paid or IFP Filing Fee Waived (for Chapter 7 cases only).
    - i. The fee **must** be paid, or the appropriate application must be filed.

- ii. If the installment selection is made, the petition must be accompanied by an Application to Pay Filing Fees in Installments.
      - 1. The application must list an installment schedule to be paid in full within 120 days of filing.
    - iii. If the IFP Filing Fee Waived selection is made, the petition must be accompanied by an Application to Have the Chapter 7 Filing Fee Waived.
      - 1. This can only be selected in Chapter 7 Individual Cases ONLY.
  - c. Designate the Nature of Debt as Consumer or Business.
  - d. Designate the Asset Notice.
    - i. Choose Y (yes) if you are filing a Chapter 11 or 13 proceeding. Select N (no) if you are filing a Chapter 7 proceeding.
  - e. Select the range of Estimated Creditors as indicated on the Voluntary Petition.
  - f. Select the correct dollar range for Estimated Assets as indicated on the Voluntary Petition.
  - g. Select the correct dollar range for Estimated Liabilities as indicated on the Voluntary Petition.
  - h. Select the Type of Debtor by clicking in the appropriate box.
    - i. If the Debtor is a business, please select the appropriate box under "Nature of Business."
    - i. Click Next to continue.
8. The Summary of Assets and Liabilities screen appears.
- a. Enter each amount as indicated on the Summary of Assets and Liabilities form.
  - b. Click Next to continue.
9. The PDF Document Selection screen appears.
- a. In the Presumption of Abuse box, highlight the appropriate selection of yes or no.
    - i. This information is found at the top of the Means Test.
  - b. Click Browse, then navigate to the directory where the appropriate PDF file is located.
    - i. For quality assurance, right-click with the mouse and select Open from the list that is displayed.
    - ii. Verify that this is the correct PDF file for this case. Close or minimize the Adobe Acrobat reader by clicking on "X" in the upper right-hand corner.
    - iii. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
  - c. Attachments to Document – to add attachments, click yes and next
    - i. The PDF file for the petition is not an attachment but is the main document. An attached document will be referenced in the docket

text separately, and the attached image will be accessible clicking on the hyperlink within the docket text.

- ii. In box 1, click Browse, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
- iii. In box 2, select the appropriate attachment type from the drop-down list OR type a description of the document.
- iv. Click Add to List. The path and file name are added to the List box.
- v. To add multiple attachments, repeat steps 1 - 3.
- vi. Click Next.

10. The Fee due screen will appear, click next twice.

11. The Final Text screen displays.

- a. This is your last opportunity to make any changes before the case is officially opened. Proof this screen carefully! This is what will print on the docket sheet.
- b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
- c. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
- d. If the docket text is correct, click on the Next button to file the proceeding.

12. The Fee Due box will pop-up.

- a. Click pay now or continue filing to pay later.

13. The Notice of Electronic Filing screen is displayed.

- a. The Notice of Bankruptcy Case Filing link is listed. To print or save a copy of this notice, click the link.
- b. The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
  - i. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - ii. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - iii. Trustee and Attorney users will have access to the Notice of Electronic Filing at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.
  - iv. When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, they will be presented with the Public Access to Electronic Records (PACER) screen. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below.
- c. When a copy of the Notice of Electronic Filing is mailed to each subscriber on the case, the following message will display at the top of the notice:

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\***

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

- d. Description of Notice of Electronic Filing.
  - i. Date and time stamp information
  - ii. Case Name: Debtor's Name
  - iii. Case Number: Hyperlink to docket sheet
  - iv. Document Number: Hyperlink to the PDF file of the attached document
  - v. Docket text: Annotated text in italics. Text produced from docket event
  - vi. Document Description: Label of Document
  - vii. Original filename: the path and name of file that was attached to this entry
  - viii. Electronic document Stamp.
  - ix. Notice will be electronically mailed to:
    - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
  - x. Notice will not be electronically mailed to:
    - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

**14. Upload the Creditor Matrix.**

- a. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
- b. Click the Creditor Maintenance hyperlink.
- c. Click the Upload list of creditors file hyperlink.
- d. Enter the case number in yy-nnnnn format, including the hyphen.
  - i. Click the Next button to continue.
- e. The Load Creditor Information screen will display.
  - i. Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
    - 1. Click Browse, then navigate to the directory where the appropriate .txt file is located.
      - a. To create a creditor matrix, review the "Create a Creditor Matrix" User Guide.
    - 2. For quality assurance, right-click with the mouse and select Open from the list that is displayed.
    - 3. Verify that this is the correct matrix file for this case. Close or minimize the matrix by clicking on "X" in the upper right-hand corner.
    - 4. If correct, double-click the text file to select it or click on the Open button to attach the matrix file to the bankruptcy case.
  - ii. Click on the Next button to continue.
- f. The Total Creditors Entered screen appears.

- i. If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's Back button and find the error.
    - ii. If the total number of creditors displayed is correct, click on the Submit button.
  - g. The Creditor Receipt screen displays.
    - i. The information displayed confirms the number of creditors added to the case
- 15. Run the Judge/Trustee Assignment.
  - a. The creditor matrix must be uploaded before running the judge/trustee assignment.
  - b. Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.
  - c. Under the Initial Case Opening menu, click on the Judge/Trustee Assignment hyperlink.
  - d. A confirmation screen will appear.
    - i. For Chapter 7 proceedings, this feature will list both the judge and trustee.
    - ii. For Chapter 13 proceedings, this feature will list the judge. The Chapter 13 trustee will be added by the Court after the case is reviewed.

## File a Claim

This guide provides step-by-step instructions on how to file a Proof of Claim using the electronic case filing system (CM/ECF).

1. Click the Bankruptcy hyperlink on the CM/ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click on the File Claims hyperlink.
3. The Search for Creditor screen will display.
  - a. Enter the case number in yy-nnnnn format in the appropriate box.
  - b. Enter the Last/Business Name of the creditor in the Name of Creditor box.  
(Additional search clues are shown below)

Creditor Search Hints:

- Searching is not case sensitive (Smith or smith)
- Include punctuation (O'Brien)
- Partial names can be entered (Smi)
- Significant words or names are effective (Radio for Radio Shack and Northwest Radiology)
- Try alternate search clues if your first search is not successful

- c.
    - d. **Do not** change the default of Creditor in the Type of Creditor box.
    - e. Click Next to search the creditor database for this claimant.
4. The Select a Creditor screen will then display the creditor(s) who matches the search criteria.
  - a. If no search criteria was entered, all creditors belonging to the case will be found. Click on the drop-down arrow to display all the creditors.
  - b. Select the desired creditor by clicking on it with your mouse if using the drop-down select window.
  - c. A pop-up will appear reflecting the name and address of the creditor you have selected. There will also be an indication if claims have been previously filed by this creditor and the claim number(s). If the creditor is correct select Yes.
  - d. If you are unable to find a creditor after using different search criteria, the Add Creditor hyperlink allows you to add a creditor to the case.
    - i. Clicking on the Add Creditor hyperlink will take you out of the File Claims event and into Creditor Processing event. Once the creditor is added you will then need to go back to the File Claims event.
  - e. Click Next to continue adding a Proof of Claim.
5. The Proof of Claim Information screen displays fields for each claim.
  - a. Enter the data in the appropriate fields. Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.
  - b. If you are amending a previously filed claim, click the FIND box under the Amends Claim # section.

- c. When you have completed this screen, click Next to associate the PDF file of the claim with this filing.
- 6. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. If you have additional attachments, click the Yes radio button to the right of the Attachments to Document prompt to attach the appropriate documents to the proof of claim.
    - i. Please note that the PDF file of the proof of claim is not an attachment. An attachment is another supporting document or collateral information. An attached document will be referenced in the docket text separately, and the attached image will be accessible by a separate hyperlink within the docket text.
  - d. Click Next.
- 7. The Notice of Electronic Claims Filing is then produced and displayed. The claim is now part of the official court record.
  - a. Clicking on the case number hyperlink on the Notice of Electronic Claims Filing will present the case docket report.
  - b. Clicking on the Claim Number hyperlink displays the PDF image of the claim itself. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.
  - c. To print a copy of this notice, click the browser Print icon.
  - d. To save a copy of this notice, click Internet Options on the browser menu bar and select File, Save As.
  - e. To continue claims processing, click again on the File another claim hyperlink at the top of the page. Your prior case number will be preserved for further claim entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

## Objection to Claim

This guide provides step-by-step instructions on how to file an Objection to a Claim. Although this example specifically shows the steps on how to file an Objection to a Claim, similar steps would be followed for other Claim Action events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
  - a. Click the Claim Actions hypertext link, located under the Claim Events sub-menu.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Event Type screen displays.
  - a. Select the Objection to Claim event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Click Next to continue.
6. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next.
7. The Claimant Information screen displays.
  - a. Enter the name of the claimant.
  - b. Click Next to continue.
8. The Claim Information screen displays.
  - a. Highlight the appropriate claim from the list.
  - b. Click Next to continue.
9. The Final Text screen displays.
  - a. This is the last opportunity to make any changes before the document is officially opened. Proof this screen carefully! This is what will print on the docket sheet.
  - b. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - c. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - d. If the docket text is correct, click on the Next button to file the proceeding.
10. The Notice of Electronic Filing is produced and displayed.

- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
- b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
- c. Description of Notice of Electronic Filing.
  - i. Date and time stamp information
  - ii. Case Name: Debtor's Name
  - iii. Case Number: Hyperlink to docket sheet
  - iv. Document Number: Hyperlink to the PDF file of the attached document
  - v. Docket text: Annotated text in italics. Text produced from docket event
  - vi. Document Description: Label of Document
  - vii. Original filename: the path and name of file that was attached to this entry
  - viii. Electronic document Stamp.
  - ix. Notice will be electronically mailed to:
    - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
  - x. Notice will not be electronically mailed to:
    - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Withdrawal of Claim

This guide provides step-by-step instructions on how to file a Withdrawal of Claim. Although this example specifically shows the steps on how to file a Withdrawal of claim, similar steps would be followed for other Claim Action events.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Event screen displays.
  - a. Click the Claim Actions hypertext link, located under the Claim Events sub-menu.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format including the dash.
  - b. Click Next to continue.
4. The Event Type screen displays.
  - a. Select the Withdrawal of Claim event.
  - b. Click to highlight, then click on the Next button to continue.
5. The Party Selection screen appears.
  - a. Select the filer from the Select the Party box.
  - b. If the party name is not displayed in the Party Selection box, they need to be added to this case by clicking on Add/Create New Party hyperlink.
    - i. If adding/creating a new party, select the correct Role Type.
  - c. Click Next to continue.
6. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
  - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
  - c. Click Next.
7. The Claim Information screen displays.
  - a. Enter the claim number.
  - b. Enter the claim amount.
  - c. Click Next to continue.
8. The Modify Text screen appears.
  - a. Edit if necessary.
  - b. You will see a drop-down box with additional options. These are for only the specific criteria (Corrected, Emergency, Ex Parte, Omnibus, Stipulated or Supplemental). If this applies, please select the appropriate choice. If not, leave the blank line highlighted.
  - c. Click Next to continue.
9. The Final Text screen displays.
  - a. This is the last opportunity to make any changes before the document is officially opened.
  - b. Proof this screen carefully! This is what will print on the docket sheet.

- c. If the docket text is incorrect, click the browser Back button at the top of the screen one or more times to find the screen to be modified.
  - d. To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.
  - e. If the docket text is correct, click on the Next button to file the proceeding.
10. The Notice of Electronic Filing is produced and displayed.
- a. To print a copy of this notice, click the browser Print icon, or right click on the screen and select Print.
  - b. To save a copy of this notice, click the internet options icon on the browser menu bar and select File, Save As.
  - c. Description of Notice of Electronic Filing.
    - i. Date and time stamp information
    - ii. Case Name: Debtor's Name
    - iii. Case Number: Hyperlink to docket sheet
    - iv. Document Number: Hyperlink to the PDF file of the attached document
    - v. Docket text: Annotated text in italics. Text produced from docket event
    - vi. Document Description: Label of Document
    - vii. Original filename: the path and name of file that was attached to this entry
    - viii. Electronic document Stamp.
    - ix. Notice will be electronically mailed to:
      - 1. Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.
    - x. Notice will not be electronically mailed to:
      - 1. Names of other parties on the case who have not furnished their e-mail addresses to the court.

## Create a Creditor Matrix

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and for claims information when applicable. There are a couple of options to create a creditor matrix:

**Option 1:** Use the Court's [Creditor Matrix form](#). Instructions on how to complete the matrix are listed on the form itself.

**Option 2:** Create a creditor matrix by using a text editor program that creates an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the CM/ECF system. (If you have access to Notepad, it will automatically save matrices in .txt format). The matrix must adhere to the specifications listed below.

### Suggested Creditor Matrix Specifications

- When preparing a matrix, there **must** be at least one space between the case number and the first creditor entered.
- Enter the list of creditors using only one column per page.
- The name and address of each creditor cannot be more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified.
- Spaces in the first position of a line will cause an exception report for that creditor record.
- Special characters such as ~, ½ or ^ will cause problems. The #, C/O and & characters have not been reported to cause errors.
- Account numbers or "attention" lines should be placed on the second line of the name/address.
- City, state and ZIP code must be on the last line.
- Nine-digit ZIP codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor **must** be separated by at least one blank line.
- Do not include page numbers, headers, footers, telephone numbers, personal or sensitive information such as social security numbers or the entire account number – use only the last 4 digits.

### Creditor Mailing Matrix Example:

Secretary of Treasury  
1500 Pennsylvania Ave NW  
Washington, DC 20220-0001

U.S. Bankruptcy Court  
Western District of Michigan

October 2021

Securities & Exchange Comm  
Bankruptcy Section  
175 W. Jackson Blvd.  
Suite 900  
Chicago, IL 60604-2815

Michigan Dept. of Treasury  
Tax Collection Enforcement  
Bankruptcy Section  
Treasury Building  
Lansing, MI 48922-0001

## Upload a Creditor Matrix

This guide provides step-by-step instructions on how to upload a Creditor Matrix.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu. The Bankruptcy Event screen displays.
  - a. Click on the Creditor Maintenance hyperlink.
2. The Creditor Maintenance screen displays.
  - a. Click on Upload list of creditors file hyperlink.
3. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format, including the hyphen.
  - b. Click the Next button to continue.
4. The Load Creditor Information screen will display.
  - a. Use the Browse feature to navigate to the appropriate directory and file of the creditor matrix file. To do this:
    - i. Click on the Browse button to display the File Upload screen.
    - ii. Highlight the appropriate text file with a click of the mouse.
    - iii. For quality assurance, right-click with the mouse and select Open from the list that is displayed.
    - iv. Verify that this is the correct matrix file for this case. Close or minimize the matrix by clicking on "X" in the upper right-hand corner.
    - v. If correct, double-click the text file to select it or click on the Open button to attach the matrix file to the bankruptcy case.
  - b. Click on the Next button to continue.
5. The Total Creditors Entered screen appears.
  - a. If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser's Back button and research the error.
  - b. If the total number of creditors displayed is correct, click on the Submit button.
6. The Creditor Receipt screen displays.
  - a. The information displayed confirms the number of creditors added to the case.

## E-Order Guidelines

This guide will assist you in preparing and submitting proposed orders requesting approval by the Court. If proposed orders are submitted that do not follow these guidelines, you will be contacted by a member of the judge's staff. Repeated failure to follow these guidelines will be referred to the Judge.

- All proposed orders requesting approval by the Court (except those orders specifically excluded – see below) **MUST** be uploaded directly into the E-Orders program. No action will be taken on proposed orders that are electronically filed on the Court's docket.
- All proposed orders **MUST** be submitted in PDF format. The preferred method for creating the PDF is to print an existing word processing document to a PDF. A PDF created by scanning may not process successfully.
- The last page **MUST** have a minimum 2" blank bottom margin.
- The page size **MUST** be EXACTLY 8.5" by 11."
- The following fonts are acceptable:
  - Arial, Courier, Helvetica or Times New Roman (regular, bold, italic or bold italic). Proposed orders submitted with other fonts may not upload successfully.
- **"End of Order"** should be centered in the middle of the page as the last line of the body of the proposed order to indicate the order is complete.
- The name of the attorney who prepared the proposed order, the name of his/her law firm, mailing address and telephone number should be included after the body of the proposed order but above the 2" bottom margin.
- Proposed orders should not:
  - contain a signature block for the judge or a line for the date;
  - contain any blank fields (current federal judgment interest rates can be found on the following website under U.S. government securities, Treasury constant maturities, 1-year:  
<http://federalreserve.gov/releases/h15/current>);
  - include page numbers or your file references/numbers;
  - be captioned as "proposed" order.
- If a proposed order contains a future hearing date, please contact the appropriate chamber's calendar clerk to confirm the date, time and location for the hearing.
- To determine the status of a proposed order you submitted, query the E-Order program through CM/ECF (see procedure for How to Check the Status of a Proposed Order).
  - You will not be able to query proposed orders submitted by other parties.
  - Please allow at least one week after submission before contacting the Court.
- Unless your order is of an urgent nature, you are not required to advise the Court that a proposed order has been uploaded.

- Proposed orders requesting *ex parte* relief, should be uploaded to the E-Order program at the same time the motion requesting such relief is filed on the Court's docket.
- Stipulated proposed orders may be uploaded at any time. However, a proposed order for approval of a stipulation should be uploaded to the E-Order program at the same time the stipulation is filed on the Court's docket.
- Proposed orders that the Court directs parties to prepare after announcing its decision in open court should be uploaded after the hearing.
- Proposed orders for matters done on notice and opportunity to object should be uploaded to the E-Order program after the expiration of the objection period and at the same time the Affidavit/Certificate of No Objection is filed on the Court's docket pursuant to LBR 9013(c)(2). This does not excuse counsel from including a copy of a proposed order as an exhibit to any motion in conformance with LBR 9013(c)(1)(B), nor does compliance with LBR 9013(c)(1)(B) constitute compliance with this procedure change.

### **PROPOSED ORDERS EXCLUDED FROM THE E-ORDER PROGRAM**

These procedures do **not** apply to the submission of proposed orders regarding the following matters: proposed orders regarding these matters should **not** be uploaded to the E-Orders program:

- Applications for payment of filing fees in installments;
- Applications for waiver of Chapter 7 filing fee;
- Reaffirmation agreements;
- Writs of garnishment and executions;
- Permitting pleadings or other documents to be filed conventionally

## E-Orders: Check the Status of a Proposed Order

This guide provides step-by-step instructions on how to check the status of a proposed order that you have already uploaded in CM/ECF. You will not be able to query proposed orders submitted by other parties.

1. Click the Reports hypertext link on the CM-ECF Main Menu.
2. The **Reports** screen displays
  - a. Click on the **Proposed Order Query** hyperlink.
3. The **Order Query** screen displays.
  - a. Enter the case number in yy-nnnnn format, including the hyphen. To check the status of proposed orders for ALL cases, leave the case number field blank. However, you may want to enter a date range to limit the number of search results.
  - b. Select the boxes appropriate to your search.
  - c. Click **Next**.
4. The **Order Status** screen displays.
  - a. This screen will display information based on the parameters that were selected on the previous screen. The far-right column will indicate one of three status types:
    - i. Being processed: this indicates that the proposed order was uploaded successfully and is being reviewed by chambers.
    - ii. Docketed: this indicates that the order has been signed and entered on the docket.
    - iii. No Action Taken: this indicates there is an issue with the proposed order and an email notification will have been sent to the submitter of the proposed order stating the issue.

## E-Order – Upload a Proposed Order

This guide provides step-by-step instructions on how to upload a proposed order to the E-Order program.

1. Click the Bankruptcy hypertext link on the CM-ECF Main Menu.
2. The Bankruptcy Events screen displays.
  - a. Click on the Order Upload hyperlink, located under the Proposed Orders sub-menu.
3. The Order Upload screen displays.
  - a. Click on the Single Order Upload hyperlink.
4. The Case Number screen displays.
  - a. Enter the case number in yy-nnnnn format, including the hyphen.
  - b. Click the Next button to continue.
5. The Related Event screen displays next.
  - a. Enter the related document number. If you do not have the related document number available, leave the field blank and click the Next button. If you know the related document number, proceed to step 6.
  - b. Select the appropriate category to which your event relates. You may select multiple categories if you are unsure which category to choose. You accomplish this by holding down the control key on your keyboard and using the mouse to click on each category. Click Next.
  - c. Select the appropriate event to which your proposed order relates by placing a check mark in the event box.
  - d. Click Next.
  - e. If a proposed order relating to the same document has been previously uploaded, you will receive a warning message and will be presented with two options:
    - i. Upload another order – this allows you to upload an additional order.
    - ii. Replace the order – this option allows you to replace the previously uploaded proposed order. Be sure to click on the Order ID to view the previously uploaded proposed order to ensure you are replacing the correct order. After viewing the previously uploaded order for accuracy, select the order and click Next.
6. The Order Type screen displays.
  - a. Select the Order Type from the dropdown list. If a hearing was held, select Hearing Held as the order type, enter the date and time that the hearing was held.
  - b. Click Next.
7. The PDF Document screen displays.
  - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.

- b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
      - i. Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.
    - c. If you have attachments, click the Yes radio button to the right of the Attachments to Document prompt to attach any supporting documents. If you do not have attachments, click the No radio button, click Next and proceed to step 9.
    - d. Click Next.
  - 8. The Attachments to Document screen displays.
    - a. Click Browse, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
    - b. Highlight the file. Then right click with your mouse and select open to verify the contents of the document. If correct, double-click the PDF file to select it or click on the Open button to attach the PDF file to the case.
    - c. Select either a Category from the dropdown list OR type a brief description to describe the supporting document being uploaded as an attachment.
    - d. Click the Add to List button. If you have additional supporting documents, go through this 3-process until you have all of the necessary attachments uploaded to the Add to List field.
    - e. Click Next.
  - 9. The Confirmation screen displays.
    - a. Once the process is complete, the confirmation page details the case number, the case name, the related document number and description, and the order ID. **No separate Notice of Electronic Filing will be generated and transmitted to Electronic Filers.**

## Attachments

**Definition:**

An attachment is an additional supporting document filed electronically with a pleading. An attached document will be referenced in the docket text separately and the attached image will be accessible by clicking on the hyperlink within the docket text.

**Possible examples of Attachments:**

Main Document	Attachments
Voluntary Petition	Statement of Affairs, Means Test, Schedules, Matrix Verification, Asset Protection Report, Application to Pay Filing in Installments, Proposed Payroll Order etc.
Motions/Objections/Notice of Appearance/etc.	Certificate of Service, Affidavit of Disinterestedness, Notice and Opportunity to Object, Memorandum of Law in Support of Motion, exhibits, Notice of Effect, documents in scanned format, Proposed Orders (if submitting a proposed order, please have this the last attachment to the main document)

Telephone Number

## Convert Document to (.txt) File

### Convert Word Document:

- Open the Word Document.
- File > Save As Adobe PDF.
- Then convert PDF to .txt file using the steps below.

### Convert PDF Document to .txt file:

- Open the PDF in Adobe Acrobat Pro.
- Click on Tools > Enhance Scans > Recognize Text > In This File > Recognize Text.
- The file will scan to recognize the text.
- Once OCR edit scan is complete choose File > Export > Text – Accessible. This will convert the file to .txt.
- When the Save file box appears give the file a name and specify a location. Click Save.
- Open the .txt file just created and make any necessary changes. Be sure to leave one blank line between creditors and remove any unnecessary characters.
- Save the file.

## Create a PDF Document

This guide provides step-by-step instructions on how to save an existing word processing document in PDF format.

- Open the document you wish to save as a PDF
- Select the Printer icon on the tool bar or go to File> Print.
- Change the printer on the drop-down menu to **Adobe PDF**
- Click Print
- At the **Save PDF File As** screen browse to the folder you want to save your PDF in
- Type the name of your PDF in the **File name** field.
  - Leave the extension as **.pdf**
- Click Save

### Attach a PDF to an entry in CM/ECF

- If you have a PDF file to attach to an entry in CM/ECF, when prompted to do so, click the **Browse** button to choose a file to upload.
- Click on the folder your PDF was saved in
- Change the file type to **All Files [\*.\*)]**
- Click once on the PDF file you want to attach to your entry
- Right click on the highlighted file
- Select “Open with Adobe Acrobat X”
  - Always open the PDF and verify it for accuracy.
- If the PDF is correct, then close it and click the **Open** button in the “Choose File to Upload” box
- You have now placed that PDF in CM/ECF to continue docketing.
  - If you have attached the incorrect PDF and have not completed the entry, use the Back button and reattach the correct PDF.
- To add an attachment PDF to this entry, highlight the Yes radio button next to **Attachments to Document**, then click Next.
- You will use the same procedures as above, to attach the file.
- Type a Description name for the attachment
- Click the **Add to List** box
- Click **Next**

## Event Search

1. After logging in to NextGen CM/ECF (see Access NextGen CM/ECF User Guide), if you are unable to locate an event you can use the search feature to aid in finding it.



2. In the search box, type in *part* of the name of the event you are looking for.  
NOTE: It is helpful to type part of the event name and not the entire name as the query will return more results with partial name searches. Example:



3. The search result will sort the events by category. Once you locate the correct event in the proper category you wish to file, click on that event to begin filing.

*It is important to select the proper category for an event. If you need assistance with locating an event, please call the court at 616-456-2693.*

## **Glossary of CM/ECF Terms**

### **Adobe Acrobat**

Application used almost universally to create and view “PDF” documents. “Adobe” created the “PDF” format.

### **Attachment**

An additional supporting document filed electronically with a pleading. Proposed Orders can be attachments to motions and applications.

### **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 notifications throughout the day or an end-of-day summary.

### **Browse**

A Windows operation of navigating through directories via a mouse to select a specific file.

### **Browser**

A browser is a software program which 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. CM/ECF has been tested using Firefox and Internet Explorer 11 browsers.

### **Category**

In CM/ECF, a category is 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 can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

### **CM/ECF**

Case Management/Electronic Case Filing is the Administrative Office’s application that has revolutionized the way we do business. It has replaced BANCAP and NIBS with "next generation" case management capabilities. With CM/ECF, attorneys can file cases and documents electronically via the Internet.

### **Default**

A Default is a common suggested value displayed by CM/ECF on a screen. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

**Document Type**

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

**Drop Down Box**

A window listing selection of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

**Hypertext (HTML) Link**

A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

**Notice of Bankruptcy Case Filing**

A CM/ECF document that is generated at case opening with all the substantive information of the case. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

**Notice of Electronic Filing (NEF)**

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

**PDF Document**

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

**Radio Button**

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

**URL**

URL is 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 New York Southern Bankruptcy court is [www.nysb.uscourts.gov](http://www.nysb.uscourts.gov).

## Other Useful Information

- E-filing Registration information can be found [online](#). There are three steps to becoming a registered e-filer:
  - Meet the Prerequisites
  - Get Trained
  - Register
- For the credit card module to work properly, please do not to disable the “pop-ups” in your browser.
- Please make sure your email service provider does not filter any emails coming from the Bankruptcy Court to ensure you receive all email notifications properly.
- If there has been inactivity of more than 30 minutes, the system will prompt you to login again.
- Please feel free to test your bankruptcy software using the court’s training database.
- Please be sure to check the court’s [News & Announcements](#) section on the website.
- If you have any questions, please feel free to contact our Help Desk by emailing [ecfhelpdeskmiwb@miwb.uscourts.gov](mailto:ecfhelpdeskmiwb@miwb.uscourts.gov) or by calling 616-456-269

## Query

This feature allows access to case information, document images, attorney information, deadline and hearing information and more.

### **Finding a Case Number/Case Information with Debtors Last Name:**

1. Click on the Query hypertext link on the Main Menu.
2. Search by Last/Business Name, SSN/ITIN, or Tax ID/EIN
3. Click on Run Query button
4. Select the appropriate party from the list of parties provided
  - a. This will bring you to the Query Screen specific to the case you have selected.

### **Selecting the Query that best suits your needs:**

**Alias** - Lists all parties in a case with aliases.

**Associated Cases** - Lists all cases associated with the case number you have queried.

**Attorneys** - Lists all attorneys who have appeared in the case.

**Case Summary** - Highlights all pending activities/deadlines in the case, one month at a time.

**Creditor (Not a Mailing Matrix)** - Provides a list of selected creditor types

**Deadline/Schedule** - Shows all pending, due, set, terminated and satisfied deadlines for the case.

**Docket Report** - Displays the formatted docket sheet with links to documents.

**Filers** - Shows all of the parties in the case that have filed documents.

**History/Documents** - Shows the events that were docketed with Filed and Entered dates.

**Judge** – lists the history of Judges on the case

**Motions Report** – Shows all Motions filed in this case (Note: it's not necessary to add any search criteria, simply click Run Report).

**Notice of Bankruptcy Case Filing** - Printable document for notification of bankruptcy case filing.

**Party** - Provides a listing of all of the parties to a case.

**Related Transactions** - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.

**Status** - Shows the current case status.

**Trustee** - Shows the Trustee assigned to the case.

**View Document** – pulls up a box to enter a Document number to view in the case.

**Filing Fee** – lists the payments for the filing fee along with the balance due.

**Claims Register** – pulls up the complete claims register for the case, if any were filed.

**List of Creditors** – pulls up a PDF file of the current matrix in the case

## Reports

### Cases Report

- Displays summary data about selected cases, plus links to view more detailed information about each case.
  - If the **Party Information** box is checked, the party information will display (i.e. address, social security number, tax id) if applicable.

### Claims Register

- Displays claims filed for a specific case.

### Calendar Events

- Displays a report of events scheduled for a particular date and time selected. The report will show the first proceeding that set the hearing date, or if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

### Docket Report

- Displays the formatted docket sheet with links to documents.

## Save a "One Free Look" Document

Registered CM/ECF filers receive e-mail notifications of activity in every case they participate in. The e-mail notification contains the "One Free Look" document as part of the CM/ECF program. The court recommends registered filers to save the document to view or print.

Once an e-mail notification is received, follow these steps to save the "One Free Look" document.

1. Click on the hyperlink to the document found in the e-mail notification. The document will load into Adobe.
2. Click on the diskette icon located on the toolbar.
3. In the Save a Copy box, designate the drive and directory to save the file and then name the file.
4. Click the Save button.
5. You can view or print the document.