

Instructions for Electronic Filing for Attorneys

Effective September 11, 2002 (3:32pm)

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Login Instructions

1. Go to [Http://www.courtwatch.com](http://www.courtwatch.com)
2. At Login, type in your username and password. Click on enter



The screenshot shows a login form with the following elements:

- LOGIN** (header)
- Username:
- Login Password:
- ENTER** (button)
- Log In Help (link)

3. If logged in properly, Services Received screen appears.

4. Click on E-Filing

E-Filing

5. The Select State and Court screen appears. Scroll to North Carolina and highlight it.

6. If filing for Raleigh case, Court = USBC, Eastern District of North Carolina (Raleigh).

If filing for Wilson case, Court = USBC, Eastern District of North Carolina (Wilson).

My Courtwatch • **E-Filing** • E-Search • Reports • Support • About • Logout • Admin • Sys

Select State and Court



The screenshot shows the following form elements:

- State:
- Select Court:

7. The Select Case Type screen appears. There is a drop-down box with Bankruptcy and Adversary. Highlight Bankruptcy (See page 9 for adversary instructions)

8. The Select Case Number screen appears. Type Case Number and click Next.

Select Case Number

Court: **USBC, Eastern District of North Carolina (Raleigh)**
Case Type: **Bankruptcy**
Case Number:
Open New Case:

Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**
Case Type: **Bankruptcy**
Case Number: **02-00123**
Party Name(s):
Primary Document
Client Code:
Description:
Document to file:

9. The Select Primary Document screen appears.
10. If you have a Client Code, type it in the box next to client code (optional).
11. Select Description type from drop-down menu.
12. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing an order named "TELE-HRG.wpd" that is located in C:\orders).
13. Click on Next.

- The Create Certificate of Service and Add Attachment(s) screen appears. If there are no attachments and a certificate of service is not required, click on Upload Filing.

Create Certificate of Service and Add Attachment(s)

| Document List | | | | | |
|---------------|-------------|------------------------------|---------|--------|--------|
| Case No | Description | File Name | Service | Attach | Delete |
| 02-00123 | Notice | TELE-HRG.wpd | | | |

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

- To Create a Certificate of Service, click on icon under Service.

- Create Certificate of Service screen appears. Click on Add Recipient.

TO ELECTRONICALLY SERVICE A RECIPIENT, THE RECIPIENT MUST BE A COURTWATCH MEMBER. IF THE PARTY YOU WANT TO SERVICE IS NOT A COURTWATCH USER, A **CREATE NEW RECIPIENT** BUTTON WILL DISPLAY FOLLOWING THE SEARCH. YOU MAY THEN CREATE THE RECIPIENT TO ADD TO YOUR SERVICE LIST.

- TO SERVE BY MAIL, click on CREATE NEW RECIPIENT. Type Recipient information, Select Service type from drop-down box and Click Submit.

CourtWatch E-Service Recipient

First Name:

Last Name:

Firm/Company:

Addr 1:

Addr 2:

City:

State: **Zip:**

Service by: ▼

18. After adding all recipients, click on Create Certificate of Service. Your certificate should appear.

**UNITED STATES BANKRUPTCY COURT
E.D. (RALEIGH) DISTRICT OF NORTH CAROLINA**

In re:)
)
)
Debtor(s).)
)

Certificate of Service

The undersigned hereby certifies that copies of the foregoing were serviced in the manner indicated upon those listed below on 5/28/2002.

/s/
Mike Mathews

By CourtWatch E-Service

Christopher Smith
9710 Meyer Forest Drive, #12104
Houston Texas 77096

By First Class Mail

Shirley Test
PO Box 1234
Raleigh NC 27602

19. If you want to add an attachment, click on icon under Attach.



| Attachments | |
|--|--|
| Description: | <input type="text" value="Exhibit 1"/> |
| File Name: | <input type="text" value="C:\orders\Exhibit1.wpd"/> <input type="button" value="Browse..."/> |
| <input type="button" value=" < Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next >"/> | |

20. Type Description.
21. Browse to location of attachment on your computer. (Ex. Attachment is named "Exhibit1.wpd" saved in c:\orders on your computer).
22. Click on Next.

| Case No | Description | File Name | Service | Attach | Delete |
|----------|------------------|------------------------------|---------|--------|--------|
| 02-00123 | Notice | TELE-HRG.wpd | | | |
| | <i>Exhibit 1</i> | Exhibit1.wpd | | | |

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

Upload Filing **Add Filing**

23.

After you have finished adding attachments, click on Upload Filing. The Uploading Selected Documents screen appears.

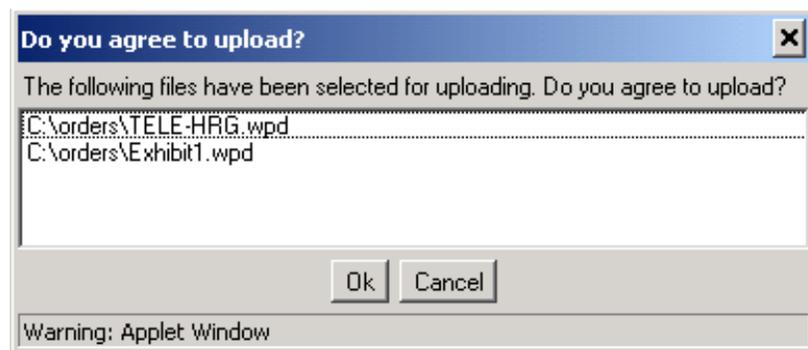
Uploading Selected Documents

Please Wait while files are uploaded and, if necessary, converted to PDF ...

24.

After files are converted to pdf, the "Do you agree to upload?" screen appears.

Click on OK.



25. Wait while documents are uploading. When the Confirmation screen appears, click on Done.

26. The E-Filing Confirmation screen appears. Click on Done.

27. You have now e-filed your document!
28. To see what you have e-filed for a specific time frame, click on Reports.
29. On the left side of the screen, click on E-Filing Transactions. The default date range is the first and last day of the current month. You can change this by typing the date range you want.

30. Click on View Report.
31. A list of your e-filing transactions appears. You can view the transactions by clicking on the blue confirmation number beside the transaction that you want to view. You can print this report by clicking on Print Listing.
32. To Logout, Click on Logout.

Filing a New Case

1. At the Select Case Number screen, click on New Case.

2. Click on Next.
3. Type Case Information.

Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**
 Case Type: **Bankruptcy**
 Case Number: **New Case**
 Debtor: **Smith Jack SSN#: 123-45-6789**
 Codebtor: **Smith Jane SSN#: 987-65-4321**

| Primary Document | |
|---|--|
| Client Code: | <input type="text" value="SmithJack"/> |
| Description: | <input type="text" value="Chapter 7 Voluntary Petition"/> ▾ |
| Document to file: | <input type="text" value="C:\orders\PETITION.pdf"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/> | |

ect Primary Document screen appears.

5. If you have a client code, type it in the Client Code box (optional)
6. Select Description type from drop-down menu beside Description.
7. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (ex. You are filing a petition named "petition.pdf" that is located in C:\orders).
8. Click on Next. The Create Certificate of Service and Add Attachment(s) screen appears.
9. To attach a Matrix, click on icon under Attach.
10. Beside description, Type Matrix.
11. Beside filename, click on Browse to location of matrix on your computer. Click on Next.

Select Case Number

Court: **USBC, Eastern District of North Carolina (Raleigh)**
Case Type: **Adversary**
Case Number:
Open New Case:

Adversary Proceedings

1. For Adversary Proceedings cases,

at Case Type screen, select Adversary.

2. The Select Case Number screen appears. Type **Adversary Proceeding** Case Number. Click Next.

Select Primary Document to File

Court: **North Carolina, E.D. (Raleigh), USBC**
Case Type: **Adversary**
Adversary Case No: **02-00999**

| Primary Document | |
|-------------------|---|
| Client Code: | <input type="text"/> |
| Description: | Adversary Complaint ▾ |
| Document to file: | <input type="text" value="C:\orders\testcomplaint.pdf"/> <input type="button" value="Browse..."/> |

< Previous Cancel Next >

3.
The
Select

Primary Document Screen appears.

4. If you have a client code, type in next to the Client Code box (optional)
5. Select Adversary Complaint as description type at the dropdown menu beside Description. Please note that Cover Sheet, Letters, and Summons should be submitted as separate primary documents.
6. Beside Document to file, Click on Browse and locate file on your computer that you are e-filing. (Ex. Complaint named “testcomplaint” that is located in c:\orders).
7. Click on Next.
8. The following warning message appears. Click on OK.

| Attachments | |
|--|--|
| Description: | Adversary Summons ▾ |
| File Name: | C:\orders\testsummons.pdf <input type="button" value="Browse..."/> |
| <input type="button" value=" < Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next >"/> | |

9. The Certificate of Services and Attachments screen appears. Click on icon under Attach.

| Attachments | |
|--|---|
| Description: | Adversary Coversheet ▾ |
| File Name: | C:\orders\coversheet.wpd <input type="button" value="Browse..."/> |
| <input type="button" value=" < Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next >"/> | |

on, select Adversary Summons. At File Name, click on Browse to locate file located on your computer. Click on Next.

10. At description, select Adversary Coversheet. At File Name, click on Browse to locate file located on your computer. Click on Next.

11. Click on Attach icon. The Attachments screen appears. At description, select Adversary Coversheet. At File Name, click on Browse to locate file located on your computer. Click on Next.



select Adversary Exhibit. At File Name, click on Browse to locate file located on your computer. Click on Next.

12. Click on Attach icon. You should see the Attachments screen appear. At description,

| Case No | Description | File Name | Service | Attach | Delete |
|----------|----------------------|-----------------------------------|---------|--------|--------|
| 02-00999 | Adversary Complaint | testcomplaint.pdf | | | |
| | <i>AC Summons</i> | testsummons.pdf | | | |
| | <i>AC CoverSheet</i> | coversheet.wpd | | | |
| | <i>AC Exhibit</i> | TestExhibit.wpd | | | |

When you are finished adding PRIMARY documents and attachments click the "Upload" button to upload your documents to Courtwatch.com

Add additional PRIMARY document(s) to DOCUMENT LIST from same or other case number

Upload Filing **Add Filing**

13. After you have finished adding attachments, click on

Upload Filing.

| Attachments | |
|--|--|
| Description: | Adversary Exhibit <input type="button" value="v"/> |
| File Name: | C:\orders\TestExhibit.wpd <input type="button" value="Browse..."/> |
| <input type="button" value=" < Previous"/> <input type="button" value=" Cancel"/> <input type="button" value=" Next >"/> | |

14. After files are converted to pdf, the “Do you agree to upload?” screen appears. Click on OK.
1. Wait while documents are uploading. The Confirmation screen appears. Click on Done.
17. The E-Filing Confirmation screen appears. Click on Done.
18. You have now e-filed your adversary document!