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**CATEGORY: ADVERSARY**

## Adversary Proceeding (with Complaint)

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**Fee:** \$350, unless filed by the Debtor or deferred

**Filing Requirements:** Complaint, Summons

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### Filing

- Select **Adversary**
- Select **Open AP Case**
- The Case type will automatically default to “ap” and the Date filed will automatically default to the current date. Select “y” from the drop down box to indicate that a Complaint is being filed.
- Click **Next**
- Enter the lead bankruptcy case number in the text box. The association type should remain as “Adversary”.
- Click **Next**
- Review display message regarding division assignment
- Click **Next**
- Review display message
- Click **Next**
- Search for the Plaintiff by entering the last or business name and then clicking **Search**
- If the Plaintiff appears in the Party search results, select the Plaintiff by highlighting the name and then clicking **Select name from list**. If the Plaintiff does not appear on the list, select **Create new party**
- Enter all applicable information for the Plaintiff exactly as it appears on the complaint. Leave the phone, e-mail and party text fields blank. Be sure to select the Plaintiff’s role in the bankruptcy case from the drop down box.

*\*\*If you are jointly filing with another attorney who will also represent the Plaintiff, you may click on “Add additional attorney” in order to add the attorney to the case.*



- Click **Submit**
- If there are additional Plaintiffs, you will repeat the process outlined above in order to search for and add them. If not, click **End plaintiff selection**.
- Search for the Defendant by entering the last or business name and then clicking **Search**
- If the Defendant appears in the Party search results, select the Defendant by highlighting the name and then clicking **Select name from list**. If the Defendant does not appear on the list, select **Create new party**.
- Enter all applicable information for the Defendant exactly as it appears on the complaint. Leave the phone, e-mail and party text fields blank. Be sure to select the Defendant's role in the bankruptcy case from the drop down box.
- Click **Submit**
- If there are additional Defendants, you will repeat the process outlined above in order to search for and add them. If not, click **End defendant selection**.
- Select the appropriate drop down boxes in order to enter the statistical data. You may select up to five items for "Nature of suit". If there is a dollar demand, round it to the nearest thousand and when entering the amount in the text box. Please note that it will be automatically entered in thousands, so it is not necessary to enter 3 zeroes. (Ex. If the dollar demand is \$5,000, enter only a 5 in the text box.)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the fee is due
- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Select the appropriate radio button to indicate whether the fee is paid, not required or deferred
- Click **Next**
- Click **Next**

- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated and adversary case number is assigned

---

## Notes

- A copy of the Complaint will be automatically docketed into the lead bankruptcy case.
- It is not necessary to complete a cover sheet for filing with the Complaint.
- It is not necessary to upload a Summons. The court uses an electronic form for this entry.

## Affidavit for Entry of Default

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### Summary

An Affidavit for Entry of Default is filed by the Plaintiff if the Defendant has not filed an answer, motion or request for an extension within 30 days (35 days if the United States is a party), provided that service of the Summons and Complaint is correct.

**Service:** N/A

---

### Filing Requirements

- Date the Summons was issued
  - Date the Summons and Complaint were served
  - Date of filing the Affidavit of Service
  - Statement that no answer has been received
  - Statement that the Defendant is not in the military service, an infant or an incompetent
- 

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Affidavit for Entry of Default**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**
- Select filing party from the list
- Click **Next**
- Select the party/parties or group that default is requested against
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Docket text appear for review and modification, if applicable
- Click **Next**
- Final text appears

- Click ***Next***
- Notice of Electronic Filing is generated

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**Notes**

- It is not necessary to upload a proposed Entry of Default. The court uses an electronic form for this entry.

## Answer to Complaint

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### Summary

An Answer is a formal written statement made by the Defendant(s) setting forth the grounds of the defense. The Answer is due 30 days after the issuance of the Summons (35 days if the United States is a party).

**Service:** Plaintiff, Plaintiff's Attorney

---

### Filing

- Select **Adversary**
- Select **Answers**
- Select **Complaint, 3<sup>rd</sup>, cross, counter**
- Enter case number
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select Defendant(s) from the list
- Click **Next**
- Check the box next to the complaint that is being answered
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the appropriate box if the filing includes a third-party complaint, cross-claim or counterclaim. Enter the response due date, if applicable.
- Click **Next**
- If you checked third-party complaint, cross-claim or counterclaim on the prior screen, select the party or group against whom you are filing. If the party does not appear on the list, select [Add/Create New Party](#). If you did not check any boxes on the prior screen, this screen will not appear.
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not a jury demand is requested
- Click **Next**

- Select “Yes” or “No” from the drop down box to indicate whether or not the Answer contains any motions
- Click **Next**
- If you selected “Yes” on the prior screen, enter the type of motion(s) included in the text box. If you selected “No” on the prior screen, this screen will not appear.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Motion for Default Judgment

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### Summary

A Default Judgment may be entered against a Defendant once an Entry of Default has been entered.

**Service:** Defendant, Defendant's Attorney if the defendant has made an appearance in the case. Otherwise, no service is required.

---

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Default Judgment**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the party or parties that default judgment is requested against
- Click **Next**
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Motion for Entry of Default

---

### Summary

A Motion for Entry of Default is filed by the Plaintiff if the Defendant has not filed an answer, motion or request for an extension within 30 days (35 days if the United States is a party), provided that service of the Summons and Complaint is correct.

**Service:** N/A

---

### Filing Requirements

- Date the Summons was issued
  - Date the Summons and Complaint were served
  - Date of filing the Affidavit of Service
  - Statement that no answer has been received
  - Statement that the Defendant is not in the military service, an infant or an incompetent
- 

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Entry of Default**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- Select the party or parties that default is requested against
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable



- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

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**Notes**

- It is not necessary to upload a proposed Entry of Default. The court uses an electronic form for this entry.

## Motion for Summary Judgment

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### Summary

A Motion for Summary Judgment may be filed by the Plaintiff, Defendant or both. Its purpose is to dispose of matters without a trial where there is no genuine issue as to any material fact.

**Notice:** N/A\*

*\*A Notice of Motion is not required. However, a party may file a response within 21 days after service of the motion.*

**Service:** Opposing Attorney(s)

**Order Required:** No

---

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Summary Judgment**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Motion for Withdrawal of Reference

---

### Summary

A party may file a Motion for Withdrawal of Reference if they wish to have a matter in an Adversary Proceeding referred to the District Court for hearing and disposition.

**Fee:** \$181

**Notice:** N/A\*

*\*A Notice of Motion is not required. However, a party may file a response within 21 days after service of the motion.*

**Service:** AP

**Order Required:** Yes

---

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Withdrawal of Reference**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click **Next**
- Notice of Electronic Filing is generated

## Motion to Dismiss Adversary Proceeding

---

### Summary

A Motion to Dismiss may be included in the Answer to Complaint, or it may be filed as a separate document in lieu of an answer.

**Notice:** N/A\*

*\*A Notice of Motion is not required. However, a party may file a response within 21 days after service of the motion.*

**Service:** Plaintiff, Plaintiff's Attorney

**Order Required:** Yes

---

### Filing

- Select **Adversary**
- Select **Motions**
- Enter case number
- Click **Next**
- Select **Dismiss Adversary Proceeding**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- Enter response due date, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Removal

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### Summary:

A Notice of Removal is notice of the transfer of a case from one court to another (most commonly, from a state court to the bankruptcy court). A removal is treated like an Adversary Proceeding.

**Fee:** \$350, unless filed by the Debtor

**Service:** All parties/attorneys involved in the action

---

### Filing

- Select **Adversary**
- Select **Open AP Case**
- The Case type will automatically default to “ap” and the Date filed will automatically default to the current date. Select “n” from the drop down box to indicate that no Complaint is being filed. Select “plaintiff” or “defendant” from the drop down box to indicate which party you are filing on behalf of.
- Click **Next**
- Enter the lead bankruptcy case number in the text box. The association type should remain as “Adversary”.
- Click **Next**
- Review display message regarding division assignment
- Click **Next**
- Review display message
- Click **Next**
- Search for the Plaintiff by entering the last or business name and then clicking **Search**
- If the Plaintiff appears in the Party search results, select the Plaintiff by highlighting the name and then clicking **Select name from list**. If the Plaintiff does not appear on the list, select **Create new party**
- Enter all applicable information for the Plaintiff exactly as it appears on the Notice of Removal. Leave the phone, e-mail and party text fields blank. Be sure to select the Plaintiff’s role in the bankruptcy case from the drop down box.

*\*\*If you are jointly filing with another attorney who will also represent the Plaintiff, you may click on "Add additional attorney" in order to add the attorney to the case.*

- Click **Submit**
- If there are additional Plaintiffs, you will repeat the process outlined above in order to search for and add them. If not, click **End plaintiff selection**.
- Search for the Defendant by entering the last or business name and then clicking **Search**
- If the Defendant appears in the Party search results, select the Defendant by highlighting the name and then clicking **Select name from list**. If the Defendant does not appear on the list, select **Create new party**.
- Enter all applicable information for the Defendant exactly as it appears on the Notice of Removal. Leave the phone, e-mail and party text fields blank. Be sure to select the Defendant's role in the bankruptcy case from the drop down box.
- Click **Submit**
- If there are additional Defendants, you will repeat the process outlined above in order to search for and add them. If not, click **End defendant selection**.
- Select the appropriate drop down boxes in order to enter the statistical data. You may select up to five items for "Nature of suit". If there is a dollar demand, round it to the nearest thousand and when entering the amount in the text box, please note that it will be automatically entered in thousands. (Ex. If the dollar demand is \$5,000, enter only a 5 in the text box.)
- Click **Next**
- Select "Notice of Removal" from the drop down box
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the fee is due
- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**

- Select the appropriate radio button to indicate whether the fee is paid, not required or deferred
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Notice of Electronic Filing is generated and adversary case number is assigned

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**Notes**

- A copy of the Notice of Removal will be automatically docketed into the lead bankruptcy case.
- Copies of all pleadings filed in the state court action should be attached to the Notice of Removal.



## Pre-Conference Report

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### Summary

The Pre-Conference Report is filed prior to the Preliminary Pre-Trial Conference. It contains information regarding the issues raised in the pleadings, jurisdiction of the bankruptcy court, timing of disclosures and discovery, expert witnesses, jury demand and the possibility of settlement.

**Service:** Opposing parties, unless the report is filed jointly

---

### Filing

- Select **Adversary**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Pre-Conference Report**
- Click **Next**
- In most cases, the Pre-Conference Report is filed jointly. If the document is signed by more than one attorney, you must check the box and select the additional attorney(s) on the screen that follows. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Summons Service Executed

---

### Summary

Within 7 days of the issuance of the Summons, the Plaintiff must file proof of service of the Summons and Complaint with the court.

**Service:** Defendant\*

*\*If the Defendant is the Debtor, and is represented by counsel in the bankruptcy case, the Debtor's attorney must also be served.*

---

### Filing

- Select **Adversary**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Summons Service Executed**
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the party that was served
- Click **Next**
- Enter the date the party was served
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

**CATEGORY: APPEAL**

## Notice of Appeal

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### Summary

An appeal is the review of a lower court's judgment or decision by a higher court. A judgment entered by a bankruptcy court judge will be appealed to the U.S. District Court. A Notice of Appeal should be filed within 14 days of the date of the order being appealed.

**Fee:** \$298\*

*\*The fee is required unless the appeal is filed by the United States or a child support creditor or its representative.*

*\*If a Motion for Leave to Appeal is being filed, only \$5.00 of the appeal fee is due at the time of filing.*

**Service:** The clerk shall serve the notice by mail to any party to the appeal who is not represented by counsel and who will not receive electronic notification. A copy must also be served on the BA. Each copy served must note the filing date of the appeal.

---

### Filing

- Select **Appeal**
- Enter case number
- Click **Next**
- Select **Notice of Appeal** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box next to the order that is being appealed
- Click **Next**
- Deadline for Appellant Designation appears

- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due
- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## **CATEGORY: CLAIMS ACTIONS**

## Assignment of Claim

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### Summary

A transfer or assignment of claim is filed to provide notice that the rights to a Proof of Claim have been transferred from the original claimant (referred to as the transferor or assignor) to a new creditor (referred to as the transferee or assignee).

**Fee:** \$26

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Assignment of Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate the transfer type
- Search for the transferee by clicking **Search Creditors**. Select the transferee from the list and click **Select**. If the transferee does not appear on the list, click **Close**, and then **Add New Creditor**. Type in the name and address of the transferee and click **Submit**.
- Search for the transferor by clicking **Search Creditors**. Select the transferor from the list and click **Select**. Note: If there is a claim on file, the record with an associated claim number should be selected. If the transferor you select has not filed a claim, a warning message will pop up. Click **OK**.
- You may enter up to three (3) transferors on this screen by repeating the above process.
- Click **Next**

- Review display message
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## Certificate of Service re: Notice of Mortgage Payment Change

---

### Summary

This event should be used in order to file an amended or supplemental Certificate of Service regarding a Notice of Mortgage Payment Change.

**Service:** D, DA, T

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### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Certificate of Service re: Notice of Mortgage Payment Change** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Certificate of Service of Proof of Claim

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### Summary

A creditor may choose to file a Certificate of Service on the docket to indicate that a Proof of Claim has been filed on the Claims Register.

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### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Certificate of Service of Proof of Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Determine Value and/or Status of Claim

---

### Summary

A Motion to Determine Value of Property and/or Status of Claim is filed to ask that the court determine the value of certain property and/or whether the related claim shall be deemed secured or unsecured.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Determine Value/Status of Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter service date of objection
- Click **Next**
- Response due date appears
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**

- [Add party](#)
- Click **Next**
- Enter the name of the creditor in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Disputed/Contingent/Unliquidated Claim

---

### Summary

In a Chapter 11 case, creditors whose claims are not scheduled, or whose claims are listed as disputed, contingent or unliquidated are required to file a Proof of Claim if they wish to receive distribution or be entitled to vote on the plan of reorganization. Therefore, the Debtor must provide notice to these creditors so they may take appropriate action.

**Service:** BA, AP

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Notice of Disputed/Contingent/Unliquidated Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Mortgage Payment Change

---

### Summary

Per Rule 3002.1(b), the creditor shall file and serve a notice of any change that results from an interest rate or escrow account adjustment no later than 21 days before the new amount is due.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Notice of Mortgage Payment Change** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Review display message
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- The Notice of Mortgage Payment Change will not appear on the case docket. It will appear only on the claims register.
- On the Notice of Electronic Filing, please note that the document will not receive a docket number, but rather a “doc”.

## Notice of Postpetition Mortgage Fees, Expenses and Charges

---

### Summary

Per Rule 3002.1(c), the creditor shall file and serve a notice itemizing all fees, expenses or charges that were incurred after the case was filed and that the creditor asserts are recoverable against the Debtor's residence. The notice shall be served within 180 days after the date the fees, expenses or charges are incurred.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Notice of Postpetition Mortgage Fees, Expenses and Charges** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Claim

---

### Summary

An Objection to Claim may be filed by the Debtor(s) requesting that the court determine if a claim should be denied, reduced or classified differently than as filed by the creditor.

**Notice:** 30 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Objection to Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter service date of objection
- Click **Next**
- Response due date appears
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not a Proof of Claim has been filed that appears on the court claims register
- Click **Next**



- If you chose “Yes” on the prior screen, select the applicable claim(s) from the list.  
If you chose “No”, this screen will not appear.
- Click **Next**
- Enter the name of the creditor in the text box (If the claim does not appear on the court claims register, an additional text box will be provided in which to enter the claim number or N/A.)
- Click **Next**
- Prompt appears to add affected creditor
- Click **Next**
- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- Both the Objection to Claim and corresponding proposed order must contain the claim number and the amount of the claim.

## Proof of Claim

---

### Summary

A Proof of Claim is filed to indicate how much the Debtor owed a particular creditor at the time the bankruptcy case was filed.

---

### Filing

- Select **Bankruptcy**
- Select **File Claims**
- Enter case number
- Click **Next**
- Select the creditor name from the drop-down box. Ensure that the name and address for the creditor matches what is on the claim.

*\*If the correct creditor name and address is not on the list, see alternate instructions on the next page.*

- Click **Next**
- Complete the claim form as follows:

*Amends Claim* - If the claim is being amended, insert the number of the original claim from the court claims register

*Filed by:* Select the type of filer from the drop down box. A claim may be filed by a debtor, creditor, attorney or trustee.

*Amount Claimed* - Enter the total amount of the claim as of the date the case was filed

*Secured* - If all or part of the claim is secured, enter the secured amount

*Priority* - If all or part of the claim is entitled to priority, enter the priority amount

The “Description” and “Remarks” sections are not required and may remain blank

- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Notice of Electronic Filing is generated and claim number is assigned

*\*If the correct creditor name and address is not on the list, proceed as follows.*

- Click **Add Creditor**
- Verify the case number and click **Next**
- Enter the complete name and address of the creditor as it appears on the claim
- Click **Next**
- Click **Submit**
- Click **File a Proof of Claim**
- Follow the procedure outlined above

---

## Notes

- All filers must redact social security or tax identification numbers, dates of birth, names of minor children and financial account numbers. This requirement applies to all documents, including attachments.
- The filer is responsible for making sure that the correct document is attached and that the creditor's name and address in CM/ECF matches what is on the claim form. The court does not review claims and will not review or modify a creditor's name or address associated with a claim.

## Response to Notice of Final Cure Payment Rule 3002.1

---

### Summary

Per Rule 3002.1(g), the creditor shall file and serve a statement indicating whether it agrees that the Debtor has paid the full amount to cure the default and whether the Debtor is current on all post-petition payments. The response should be filed within 21 days after the Notice of Final Cure Mortgage Payment.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Response to Notice of Final Cure Payment Rule 3002.1** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Satisfaction of Claim

---

### Summary

A creditor will file a Satisfaction of Claim to notify the court that the Debtor has fulfilled the obligation of the debt owed.

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Satisfaction of Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdrawal of Claim

---

### Summary

A withdrawal of claim is filed when a claimant no longer wishes to pursue a claim that was previously filed.

---

### Filing

- Select **Bankruptcy**
- Select **Claim Actions**
- Enter case number
- Click **Next**
- Select **Withdrawal of Claim** from available events
- Click **Next**
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the applicable claim(s) from the list
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Adding a Party

---

- Search for the party by last/business name
- Click **Search**
- If the search result returns the correct party, select the party from the party search results
- Click **Select name from list**
- If the search result does not return the correct party, click **Create new party**
- Complete all applicable fields on the party information screen. Be sure to select the appropriate role type from the drop down box.
- Click **Submit**
- Party will appear highlighted on the party list
- Click **Next**
- On the attorney/party association screen, keep the box checked to indicate that you are the attorney representing the party. If you are not representing the party, you must uncheck the box.
- Click **Next**

## Add party

---

- Search for the party by last/business name
- Click **Search**
- If the search result returns the correct party, select the party from the party search results
- Click **Select name from list**
- If the search result does not return the correct party, click **Create new party**
- Complete all applicable fields on the party information screen. Be sure to select the appropriate role type from the drop down box.
- Click **Submit**
- If adding more than one party, repeat the above steps
- Once all parties have been added, click **End party selection**

**C** Once all parties have been added, click *End party selection*



## Attaching a PDF Document

---

### Procedure

- Click **Browse**
- Highlight the appropriate PDF document
- Right click on the document
- Click **Open**
- Review the document to make sure you are attaching the correct file
- Close the document by clicking the “x” in the upper right-hand corner of the screen
- Click **Open**
- If filing contains attachments, select “Yes” for *Attachments to Document*, and see below for instructions. If not, click **Next**.

---

### Attachments

- (Step 1) Click **Browse**
- Highlight the appropriate PDF document
- Right click on the document
- Click **Open**
- Review the document to make sure you are attaching the correct file
- Close the document by clicking the “x” in the upper right-hand corner of the screen
- Click **Open**
- (Step 2) Choose a category to describe the attachment from the drop down box.  
If none of the choices are appropriate, type in a brief description of the document.
- (Step 3) Click **Add to List**

- Repeat this procedure until all attachments have been added
- Click **Next**

---

**Notes**

- It is the court's preference that all documents be combined into one PDF versus filing separate attachments. For example, a Motion, Notice of Motion and Certificate of Service should all be combined into one PDF rather than filing each separately.

**CATEGORY: ORDER UPLOAD**

## Order Upload

---

### Summary

When motions, applications, objections to claim and other requests for relief are filed electronically, the moving party must submit a proposed order through the Order Upload feature in CM/ECF. The order must conform to the following format requirements:

- The top margin on the first page must be three (3) inches. All other pages of the order will have a top margin of one (1) inch.
- The last line in the order must be “End of Document”, centered in the middle of the line.
- Only consent orders with original signatures may be scanned and converted to PDF format. All other orders must be created in a word processing program and converted to PDF format.
- A line for the date and a signature line for the judge should be omitted. Orders will be signed electronically in the space provided by the top margin of the first page.

---

### Checklist

In addition to the format requirements above, all orders should be reviewed prior to uploading using this checklist as a guide.

Check heading for:

- a. division - assigned by county
- b. chapter #
- c. full case # and AP # (if applicable and if assigned)
- d. party name
- e. party's role (i.e. debtor, plaintiff, defendant, trustee, etc.)

Check order title for:

- a. centered
- b. underlined correctly (if underlined)
- c. title of order consistent with motion

Check formatting for:

- a. 3" margin

- b. correct spacing
  - c. proper indentation
  - d. "End of Document"
  - e. necessary signatures
  - f. relief requested is relief sought in motion
4. Proofread for obvious spelling errors

---

## Filing

*(Single order upload - order relates to a pending document in the case)*

- Select **Bankruptcy**
- Select **Order Upload**
- Select **Upload Single**
- Enter case number
- Click **Next**
- If you know the related document number, enter it in the text box. Otherwise, you may leave the text box blank.
- Click **Next**
- Select the category of the document the order refers to
- Click **Next**
- Check the box next to the document the order refers to
- Click **Next**
- Select "Order (Prepared by Attorney)" as the *Order type*. All other fields may be left blank.
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- Confirmation screen appears

***(Sua Sponte order upload - order does not relate to a pending document in the case)***

- Select ***Bankruptcy***
- Select ***Order Upload***
- Select ***Upload Sua Sponte (No Motion Pending)***
- Select “Order (Prepared by Attorney)” as the *Order type*. Select “Order” as the *Order description*. Enter the case number. Hearing date may be left blank.
- Click ***Next***
- Click ***Next***
- [Attach PDF](#)
- Click ***Next***
- Confirmation screen appears

**CATEGORY: MISCELLANEOUS**

## Address Change - Creditor or Party (Text)

---

### Summary

This entry is docketed when the address for a creditor or party on record in a case needs to be updated.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Address Change - Creditor/Party (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Enter the name of the creditor or party being updated in the first text box. Enter the existing address in the second text box. Enter the new address in the third text box.
- Click **Next**
- Select the appropriate radio button to indicate whether the address for notices or payments is being updated
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



---

## Notes

- If you are filing address changes in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Address Change - Debtor (Text)

---

### Summary

This entry is docketed when the address for the Debtor(s) needs to be updated.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Address Change - Debtor (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Click **Next**
- Enter the name of the Debtor(s) being updated in the first text box. Enter the new address in the second text box.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Address Change & Certification - Creditor or Party (Text)

---

### Summary

This entry is docketed when the address for a creditor or party on record in a case needs to be updated. It includes a certification that a specific document in the case has been mailed to the creditor or party's updated address.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Address Change & Certification - Creditor/Party (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Enter the name of the creditor or party being updated in the first text box. Enter the existing address in the second text box. Enter the new address in the third text box.
- Click **Next**
- Select the category of the document the certification relates to
- Click **Next**
- Check the box next to the document the certification relates to
- Click **Next**

- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Affidavit

---

### Summary

An Affidavit is a written statement of facts confirmed by oath or affirmation, to support a particular issue. It is witnessed as to the authenticity of the affiant's signature, usually by a notary public.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Affidavit** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the name of the party making the affidavit in the text box
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box if the affidavit relates to an existing document in the case
- Click **Next**
- Select the category of the document the affidavit relates to (If you did not check the box on the prior screen, this screen and the following screen will not appear.)
- Click **Next**
- Check the box next to the document the affidavit relates to
- Click **Next**
- Click **Next**

- Final docket text appears for review
- Click ***Next***
- Notice of Electronic Filing is generated

## Answers to Interrogatories (Text)

---

### Summary

Once an order is entered allowing a Debtor to submit to an examination by interrogatories rather than appearing at the 341 Meeting of Creditors, the answers to the interrogatories must be provided directly to the Trustee by the applicable deadline. Once this has been done, this text entry should be made on the docket in order to notify the court.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Answers to Interrogatories (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Bank Statement

---

### Summary

Bank statements filed in conjunction with a monthly report in a Chapter 11 case should be docketed using this event, as it is a private entry viewable only by the court and the Bankruptcy Administrator.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Bank Statement (Ch. 11)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the statement period (month and year) in the text box (ex. January 2013)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## Brief

---

### Summary

A Brief is a written legal document submitted to the court consisting of legal and factual arguments and the authorities in support of them.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Brief** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select the appropriate radio button to indicate whether the brief is “in support of”, “in opposition to” or “regarding” an issue in the case
- Click **Next**
- Check the box if the brief relates to an existing document in the case
- Click **Next**
- Select the category of the document the brief relates to (If you did not check the box on the prior screen, this screen and the following screen will not appear.)
- Click **Next**
- Check the box next to the document the brief relates to
- Click **Next**
- Click **Next**

- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Certificate of Service re: Notice of Mortgage Payment Change

---

### Summary

This event should be used if the Certificate of Service was omitted from a Notice of Mortgage Payment Change, or if the Certificate of Service needs to be amended after filing of the original notice.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
  - Select **Miscellaneous**
  - Enter case number
  - Click **Next**
  - Select **Certificate of Service re: Notice of Mortgage Payment Change** from available events
  - Click **Next**
  - If filing jointly with another attorney, check the box. If not, click **Next**.
  - Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
  - Click **Next**
  - [Attach PDF](#)
  - Click **Next**
  - Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
  - Click **Next**
  - Click **Next**
  - Final docket text appears for review
  - Click **Next**
  - Notice of Electronic Filing is generated

## Certificate of Service of Statement of Intent

---

### Summary

This Certificate of Service is filed to show that all secured creditors have been served with a copy of the Statement of Intent.

**Service:** Affected Creditors

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Certificate of Service of Statement of Intent** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Certification re: Discharge and Domestic Support

---

### Summary

In cases filed on or after 10/17/05, the Chapter 13 Trustee will notify the Court that the plan is nearing completion and direct the attorney for Debtor(s) to serve the Debtor(s) with the Certification Regarding Domestic Support Obligations, Discharges in Prior Cases and Section 522(q) to complete and return for filing. If it is a joint case, each Debtor must file a separate certification. Failure to file the certification will result in the case being closed without entry of a discharge.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Certification re: Discharge & Domestic Support** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- A separate Certification must be filed for each debtor in a joint case.
- If filing the Certification for a debtor who is deceased, and another party has signed on the debtor’s behalf, a copy of the death certificate should be attached.

- If you are filing certifications in multiple cases at once, this event code can also be found under the ***Batch Filings*** category.

## Certificate of Credit Counseling

---

### Summary

In cases filed after 10/17/05, Debtors must complete a credit counseling course within the 180 days prior to the filing of the petition. The Certificate of Credit Counseling should be filed simultaneously with the petition, unless exigent circumstances exist or a Motion for Exemption or Waiver from Credit Counseling Requirement is filed. In a joint case, a separate certificate is required for the Debtor and Joint Debtor.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Certificate of Credit Counseling** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Certificate of Service

---

### Summary

A Certificate of Service is the part of a pleading that certifies that the appropriate parties have been served with a copy.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Certificate of Service** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select the category of the document the certificate of service relates to
- Click **Next**
- Check the box next to the document the certificate of service relates to
- Click **Next**
- Enter the response due date, if applicable\*

*\*If the filing of the Certificate of Service will extend an existing response deadline in the case, enter the updated response deadline here.*

- Click **Next**
- Click **Next**
- Final docket text appears for review



- Click ***Next***
- Notice of Electronic Filing is generated

## Corrected PDF Attachment

---

### Summary

When an incorrect PDF is attached to a docket entry and a deficiency notice is issued by the court indicating such, it is the filer's responsibility to ensure that the correct PDF attachment is docketed in the case. This event should be used for that purpose only.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Corrected PDF Attachment** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the document that contains the incorrect PDF
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Debtor(s) Report Upon Conversion

---

### Summary

When a Chapter 13 case is converted to a chapter 7, the Debtor shall file a schedule of unpaid debts incurred after the filing of the petition and before conversion of the case, not later than 14 days after the Notice of Conversion is filed.

**Service:** T, Affected Creditors

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Debtor(s) Report Upon Conversion** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select the appropriate radio button to indicate whether or not creditors are being added to the case
- Click **Next**
- If you selected “Adding Creditor or Creditors” on the prior screen, review display message (If you selected “No Creditor or Creditors Added”, this screen will not appear.)
- Click **Next**

- Add the creditor name(s) and address(es) in the text box, each separated by a blank line (This screen will only appear if you are adding creditors to the case.)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Financial Management Course Certificate

---

### Summary

In cases filed on or after 10/17/05, all individual Debtors (except those filing Chapter 12) are required to attend a financial management course, or debtor education, after filing a petition. A Debtor cannot receive a discharge until this course has been completed, and a certificate filed.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Financial Management Course Certificate** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing certificates in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Memorandum of Law

---

### Summary

A Memorandum of Law is a document which supports a legal argument. It is based on the attorney's understanding of the law applicable to the issue in question.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Memorandum of Law** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box if the memorandum relates to an existing document in the case
- Click **Next**
- Select the category of the document the memorandum relates to (If you did not check the box on the prior screen, this screen and the following screen will not appear.)
- Click **Next**
- Check the box next to the document the memorandum relates to
- Click **Next**
- Docket text appears for review and modification, if applicable. Additional text may be entered in the text box, but is not required.
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Monthly Report

---

### Summary

In a Chapter 11 case, reports are filed each month by the Debtor(s) until a plan is confirmed. The report informs the court of the Debtor's income and expenditures during the month being reported.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Monthly Report** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter the month and year being reported (ex. January 2014)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## Name Change - Debtor (Text)

---

### Summary

The Attorney for Debtor(s) will docket this entry if the Debtor's name changes after the petition is filed.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Name Change - Debtor (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Enter the name of the Debtor being updated in the first text box. Enter the new name in the second text box.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Appearance

---

### Summary

An attorney appearing for a creditor in a case shall file a Notice of Appearance containing the attorney's name, office address, telephone number and whom they are representing.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Appearance** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Conversion to Chapter 7

---

### Summary

Section 1307(a) of the Bankruptcy Code provides a one time opportunity for the Debtor(s) to convert his or her case as a matter of right. A Notice of Conversion is filed by the Debtor(s) to convert a Chapter 12 or 13 case to a Chapter 7 case.

**Fee:** Chapter 12 - \$60  
Chapter 13 - \$25

**Service:** T

---

### Filing

- Select ***Bankruptcy***
- Select ***Miscellaneous***
- Enter case number
- Click ***Next***
- Select ***Notice of Conversion to Chapter 7*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select the debtor(s) as the filing party
- Click ***Next***
- [Attach PDF](#)
- Click ***Next***
- Review display message
- Click ***Next***
- Select “Yes” or “No” from the drop down box to indicate whether or not the Debtor(s) Report Upon Conversion is included with the filing. (If you select “Yes”, a display message will appear instructing you to begin docketing again and select both the *Notice of Conversion to Chapter 7* and *Debtor(s) Report Upon Conversion* events.)
- Click ***Next***
- Filing fee appears
- Click ***Next***
- Click ***Next***

- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Death of Debtor (Text)

---

### Summary

The Attorney for Debtor(s) will docket this entry if a Debtor passes away during the pendency of a case.

---

### Filing

- Select ***Bankruptcy***
- Select ***Miscellaneous***
- Enter case number
- Click ***Next***
- Select ***Notice of Death of Debtor (Text)*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select the debtor(s) as the filing party
- Click ***Next***
- Enter the name of the Debtor who is deceased in the text box
- Click ***Next***
- Final docket text appears for review
- Click ***Next***
- Notice of Electronic Filing is generated

## Notice of Default

---

### Summary

An attorney appearing for a creditor may file a Notice of Default if the Debtor(s) is not in compliance with a prior order entered in the case.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Default** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box if the notice relates to an existing document in the case
- Click **Next**
- Check the box next to the document the notice relates to (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Disinterest

---

### Summary

An attorney files a Notice of Disinterest when he or she will not be filing any further pleadings on behalf of a party in a case. The notice prompts the court to terminate the attorney so that he or she will no longer receive email notification.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Disinterest (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing notices in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Notice of Motion

---

### Summary

A Notice of Motion is the part of a motion that includes a brief summary of the nature of the motion, the deadline for filing a response and any applicable hearing information.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Motion** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box next to the document the notice of motion relates to
- Click **Next**
- Enter the response due date, if applicable\*

*\*If the filing of the Notice of Motion will extend an existing response deadline in the case, enter the updated response deadline here.*

- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## Notice of Private Sale

---

### Summary

A Notice of Private Sale is filed by the Chapter 7 Trustee or Debtor-in-Possession when personal property is sold at a private sale. The notice should state the property being sold, the amount of the sale, the name of the purchaser and the relationship between the Debtor and the purchaser.

**Notice:** 14 days

**Service:** D, DA, All

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Private Sale** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter the response due date provided in the notice. Enter the hearing date, time and location, if applicable.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Public Sale and Compensation of Auctioneer

---

### Summary

A Notice of Public Sale and Compensation of Auctioneer is filed by the Debtor-in-Possession when personal property is sold at a public sale. The notice should state the property being sold and the date, time and place of the sale. It should also contain a scale that sets out what percentage of the sale proceeds the auctioneer conducting the sale might receive as compensation.

**Notice:** 14 days

**Service:** BA, All

---

### Filing

- Select ***Bankruptcy***
- Select ***Miscellaneous***
- Enter case number
- Click ***Next***
- Select ***Notice of Public Sale & Comp. Of Auctioneer*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Choose “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click ***Next***
- Enter the response due date provided in the notice. Enter the hearing date, time and location, if applicable.
- Click ***Next***
- Click ***Next***
- Final docket text appears for review

- Click ***Next***
- Notice of Electronic Filing is generated

## Notice of Public Sale

---

### Summary

A Notice of Public Sale is filed by the Chapter 7 Trustee or Debtor-in-Possession when personal property is sold at a public sale. The notice should state the property being sold and the date, time and place of the sale.

**Notice:** 14 days

**Service:** D, DA, All

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Public Sale** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Enter the response due date provided in the notice. Enter the hearing date, time and location, if applicable.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Notice of Substitution of Counsel

---

### Summary

A Notice of Substitution of Counsel is filed when the attorney of record for a party in a case is being replaced with a different attorney.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Notice of Substitution of Counsel** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the attorney(s) from the list that will no longer be associated with the case
- Click **Next**
- Enter the name of the attorney being added in the first text box. Enter the name of the attorney being removed in the second text box.
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing notices in multiple cases at once, this event code can also be found under the **Batch Filings** category.

## Pay Quarterly Fees

---

### Summary

This event should be docketed in order to pay quarterly fees online. It creates a fee record in CM/ECF for the filer to pay through pay.gov.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Pay Quarterly Fees** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- Enter the amount of fees to be paid in the text box (use the format 250.00 - omit the dollar sign)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated, and fee record is generated

## Postconfirmation Report Pursuant to 2015

---

### Summary

In a confirmed Chapter 11 case, reports are filed quarterly by the Debtor(s) to inform the court of the Debtor's income and expenditures during the period being reported.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Postconfirmation Report Pursuant to 2015** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Proposed Order Not Uploaded (Text)

---

### Summary

This event may be docketed in order to inform the court as to why a proposed order has not been uploaded at the time of filing of a motion/application.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Proposed Order Not Uploaded (Text)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Click **Next**
- Check the box next to the motion/application the order would apply to
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification. Enter the reason the proposed order will not be uploaded in the text box.
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated



## Reaffirmation Agreement

---

### Summary

A Reaffirmation Agreement is entered into by the Debtor(s) and a creditor by which the Debtor(s) reaffirms an existing debt, agreeing to continue to make payments on a debt that might otherwise be dischargeable in the bankruptcy.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Reaffirmation Agreement** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether the agreement pertains to the Debtor, Joint Debtor, or both the Debtor and Joint Debtor
- Click **Next**
- Enter the name of the creditor in the agreement
- Click **Next**
- Select the appropriate radio button to indicate whether the agreement was signed with or without approval of the Debtor's attorney
- Click **Next**
- Prompt appears to add affected creditor, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**

- Final docket text appears for review
- Click ***Next***
- Notice of Electronic Filing is generated

## Report on Ballots

---

### Summary

In a Chapter 11 case, a Report on Ballots is filed prior to the confirmation hearing. This report provides a summary of whether or not each class of creditors accepts or rejects the plan. Copies of the individual ballots may be attached.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Report on Ballots** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Request for Notices

---

### Summary

When a creditor makes an appearance in a case and wants to receive notice, they will file a Request for Notice containing their name and address.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Request for Notices** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Request re: Debtor Electronic Notice

---

### Summary

A Debtor Electronic Noticing Request, or DeBN form, is required to be filed with every petition. It indicates whether or not the debtor wishes to receive filings from the court via email service.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Request re: Debtor Electronic Notice** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether the debtor wishes to Activate, Decline, Deactivate or Update an account
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- A separate form is required for each debtor in a joint case.
- If an account is being activated, select “Initial Request” on the form and include the debtor’s email address at the bottom.
- If the debtor is declining, the “Decline” box should be checked on the form, and the email field on should be left blank.
- The “Update” section on the form is only for debtors who already have an existing DeBN account and wish to change the email address or verify the account information.
- The “Deactivate” section on the form is only for debtors with an existing account who wish to terminate the service.

## Rescission of Reaffirmation Agreement

---

### Summary

A Debtor has the right to rescind a Reaffirmation Agreement at any time prior to the entry of the discharge in the Debtor's case, or 60 days after the agreement is filed with the court, whichever is later.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Rescission of Reaffirmation Agreement** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Check the box next to the Reaffirmation Agreement that is being rescinded
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Statement of Social Security Number (Amended)

---

### Summary

An Amended Statement of Social Security Number should be filed if the statement submitted with the petition was incorrect. *Note: This is a private entry that is viewable only to the court, and will not be part of the public docket.*

**Service:** All Creditors

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Statement of Social Security Number (Amended)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- An Amended Statement of Social Security Number is a private entry, therefore, it should always be filed separately, and never in the same PDF with other amended schedules.
- The credit reporting agencies must be notified of the amended social security number. The local form Notice re: Credit Reporting Agencies should be completed and served, and a copy filed with the court.



## Statement of Social Security Number

---

### Summary

The Statement of Social Security Number must be filed with the petition in all individual bankruptcy cases. It is the only document filed with the court that contains the full social security number of the Debtor(s). *Note: This is a private entry that is viewable only to the court, and will not be part of the public docket.*

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Statement of Social Security Number** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- A Statement of Social Security Number is a private entry; therefore, it should always be filed separately, and never in the same PDF as the petition.

## Stipulation

---

### Summary

A Stipulation is a voluntary agreement made by opposing parties regarding any matter incidental to a case.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Stipulation** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.\*

*\*If the stipulation is signed by more than one attorney, you must check the box and select the additional attorney(s) on the screen provided. Then you must select all parties filing the stipulation on the following screen.*

- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate checkbox to indicate what issue is being stipulated to
- Click **Next**
- If you selected “Regarding” on the prior screen, enter the issue being stipulated to in the text box (If you selected a different option on the prior screen, this screen will not appear.)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Supplement to Filing

---

### Summary

When part of a filing has been inadvertently omitted (ex. exhibits, mailing matrix), this event can be used in order to supplement the filing. *Note: This event should not be used to file an omitted Certificate of Service or Notice of Motion.*

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Supplement to Filing** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the category of the document the supplement relates to
- Click **Next**
- Check the box next to the document the supplement relates to
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Declaration by Debtor(s)

---

### Summary

All petitions, lists, schedules, statements and amendments filed with the court are required to be verified or contain an unsworn declaration.

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Declaration by Debtor(s)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the document the declaration relates to
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdrawal of Document

---

### Summary

A Withdrawal of Document is filed when a party wishes to withdraw a previously filed pleading.

**Service:** All parties served with the original pleading

---

### Filing

- Select **Bankruptcy**
- Select **Miscellaneous**
- Enter case number
- Click **Next**
- Select **Withdrawal of Document** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select the category of the document the withdrawal relates to
- Click **Next**
- Check the box next to the document that is being withdrawn
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

**CATEGORY: MOTIONS/APPLICATIONS**

## Abandon

---

### Summary

A party in interest may file a Motion to Abandon to obtain an order directing the Trustee or Debtor-In-Possession to relinquish property that is burdensome or of inconsequential value to the estate.

**Fee:** \$181 (if filed by any party other than the Debtor-In-Possession or Trustee)

**Notice:** 14 days

**Service:** D, DA, T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Abandon** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate if filing fee is due
- Click **Next**

- Amount of fee appears
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated



## Additional Fees

---

### Summary

When the Debtor's attorney provides additional services in a Chapter 13 that are outside the standard base fee, an Application for Additional Fees must be filed in order for the attorney to be paid.

**Notice:** None - 14 day recommendation only

**Service:** D, T

**Order Required:** No\*

\*See Notes section on the next page

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Additional Fees (Ch. 13)** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select "None" if notice has not been provided)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message

- Click **Next**
- Recommendation due date appears (Remove the due date if you have provided notice)
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable. Enter the amount of fees requested in the text box.
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- An order is not required if the fees are to be paid through the Chapter 13 Plan, as the court uses a form order in this situation. However, if the fees are to be paid directly by the debtor(s), then an order must be uploaded.

## Adequate Protection

---

### Summary

A Motion for Adequate Protection is a request by a creditor for an order providing the creditor with protection for the collateral which secures their loan.

**Notice:** 14 days

**Service:** Chapter 7, 12, 13- D, DA, T  
Chapter 11- D, DA, T, 20 LUC or UCC

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Adequate Protection** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click ***Next***
- Notice of Electronic Filing is generated

## Administrative Expenses

---

### Summary

A creditor may file an Application for Administrative Expenses when a debtor fails to pay on a debt incurred post-petition.

**Notice:** 14 days

**Service:** D, DA, T, BA

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Administrative Expenses** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click **Next**
- Notice of Electronic Filing is generated

## Amended/Amendment to Motion/Application

---

### Summary

This event should be used when filing an amendment to a previously filed motion or application in a case.

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Amended/Amendment to Motion/Application** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next** • Check the box next to the motion/application being amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Appoint Trustee or Examiner

---

### Summary

A Chapter 11 case does not routinely have a trustee appointed. If the Bankruptcy Administrator or another party feels that the case requires a trustee, a Motion to Appoint Trustee is filed.

**Notice:** 14 days

**Service:** D, DA, BA

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Appoint Trustee or Examiner*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- Select response time provided in notice
- Click ***Next***
- Enter service date of motion
- Click ***Next***
- Response due date appears
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Select the appropriate radio button to indicate whether “Trustee” or “Examiner” is being appointed
- Click ***Next***



- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Approval of Officer Compensation (Ch. 11)

---

### Summary

In a Chapter 11 business case, approval must be obtained from the court in order to employ officers to operate the business and to approve their compensation.

**Notice:** None - 14 day recommendation only

**Service:** BA

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Approval of Officer Compensation (Ch. 11)** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select “None” if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the name of the officer to be compensated in the first text box and the officer’s title in the second text box

- Click **Next**
- Docket text appears for review and modification, if applicable. Enter the amount of fees requested in the text box.
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Approve Consent Order

---

### Summary

A Motion to Approve Consent Order must be filed in a Chapter 11 case if the proposed consent order is “relating to relief from the automatic stay, prohibiting or conditioning the use, sale or lease of real property, providing adequate protection, use of cash collateral and obtaining credit”.

**Notice:** 14 days

**Service:** D, DA, BA, AP, 20 LUC or UCC

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Approve Consent Order** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box if the consent order relates to an existing document in the case.
- Click **Next**

- Check the box next to the document the consent order relates to. (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Assume/Assign/Enter Into Executory Contract or Lease

---

### Summary

If the Debtor chooses to assume, assign or enter into an executory contract or unexpired lease, a Motion to Assume/Assign/Enter Into Executory Contract or Lease must be filed. In addition, a party to the contract or lease may also file this motion to require the Debtor to assume or assign a particular contract or lease.

**Notice:** 14 days

**Service:** Chapter 11- D, DA, BA, AP, 20 LUC or UCC

Chapter 12, 13- D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Assume/Assign/Enter Into Executory Contract or Lease** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- Select the appropriate radio button to indicate whether you are seeking to “Assume”, “Assign” or “Enter Into” the contract or lease
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Attorney Fees (Chapter 13 Higher Base)

---

### Summary

If the Debtor's attorney wishes to be paid in excess of the standard base fee of \$5,000 for the filing of a Chapter 13 case, an Application for Higher Base Fee must be filed.

**Notice:** 21 days

**Service:** D, T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Attorney Fees (Ch. 13 Higher Base)** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Review display message



- Click **Next**
- Docket text appears for review and modification, if applicable. Enter the amount of fees requested in the text box.
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Avoid Lien

---

### Summary

The Debtor(s) may avoid a lien on property to the extent that such lien impairs an exemption to which the Debtor(s) would have been entitled.

**Notice:** 14 days

**Service:** T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Avoid Lien** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)

- Enter the name of the creditor(s) in the text box
- Click **Next**
- Select the appropriate radio button to indicate the type of lien you are seeking to avoid: “Household Goods”, “Judicial” or “Mortgage”
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- Motions to Avoid Lien must contain a description of the property, the fair market value and the amount claimed as exempt.
- Motions to Avoid Judicial Lien must at a minimum contain:
  1. The docket number of the civil case where the judgment is entered in the county clerk’s office and the name of the county; and
  2. The physical address and/or a legal description of the property.

## Cash Collateral

---

### Summary

Cash collateral consists of cash, negotiable instruments, deposit accounts or other cash equivalents. A Debtor must seek permission of the court to use such collateral.

**Notice:** 14 days

**Service:** BA, AP, 20 LUC or UCC

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Cash Collateral** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether you are seeking to “Prohibit/Condition” or “Use” cash collateral
- Click **Next**

- Select “Yes” or “No” from the drop down box to indicate whether or not a Notice of Proposed Hearing is included
- Click **Next**
- If “Yes” was selected regarding Notice of Proposed Hearing, enter applicable hearing date, time and location on the screen provided, then click **Next**. If “No” was selected, this screen will not appear.
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Compel

---

### Summary

A Motion to Compel is filed in order to force the Debtor or another party to take some type of action.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Compel** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box if the motion relates to an existing document in the case
- Click **Next**
- Select the category of the document the motion relates to. (If you did not check the box on the prior screen, this screen and the following screen will not appear.)

- Click **Next**
- Check the box next to the document the motion relates to
- Click **Next**
- Review display message
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Enter the party relief is being sought against in the first text box. Enter the relief being requested in the second text box.
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Compensation

---

### Summary

An Application for Compensation is filed when an attorney or party in a case wishes to be compensated for services rendered.

**Notice:** 21 days

**Service:** D, DA, T, All

**Order Required:** No, but one may be submitted

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Compensation** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time that has been given in the notice of motion
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the fees and expenses requested under the appropriate applicant only.  
Select the role of the applicant in the case from the drop down box under "Type".  
If the applicant is the party filing the document, check the box next to "Filer". You



may enter the dates of service under “From” and “To”, but these fields are not required.

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Compromise

---

### Summary

A Motion for Compromise may be filed by a Trustee or Debtor-in-Possession in order to settle a dispute in a bankruptcy or adversary case.

**Notice:** 21 days

**Service:** D, DA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Compromise** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Check the box if the motion relates to an existing document in the case
- Click **Next**

- Select the category of the document the motion relates to (If you did not check the box on the prior screen, this screen and the following screen will not appear.)
- Click **Next**
- Check the box next to the document the motion relates to
- Click **Next**
- Enter the name of the party the compromise relates to in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the motion compromises an adversary proceeding, it should be filed under the adversary case number only. A copy of the motion will be automatically copied into the bankruptcy case.

## Confirming Stay is Not in Effect

---

### Summary

If a Debtor files an individual bankruptcy case within 12 months of the dismissal of 3 or more previous cases, the automatic stay does not go into effect upon filing of the petition. In this situation, a creditor may request that the court enter an order confirming that the stay is not in effect.

**Notice:** 14 days

**Service:** D, DA, T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Relief from Stay (Confirming Not in Effect)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Consolidate

---

### Summary

A Chapter 7 Trustee or Chapter 11 Debtor may request substantive consolidation in order to pool the assets and liabilities of two or more related cases in order to pay creditors. When cases are consolidated, a lead case is designated in which all future filings will occur. The other Debtor(s) will be designated as member cases.

**Notice:** Varies

**Service:** Varies

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Multi Case Docketing**
- Enter case numbers (include case numbers for all cases you are seeking to consolidate)
- Click **Next**
- Select **Consolidate** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- If a notice setting a response deadline accompanies the motion, enter the response due date. If not, leave the due date blank.
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the case number that will be the lead case in the first text box. Enter the case(s) that will be the member case(s) in the second text box.
- Click **Next**
- Docket text appears for review and modification, if applicable

- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- A copy of the motion will be docketed into each case you included at the start of filing.

## Contempt

---

### Summary

A Motion for Contempt may be filed against a party in a case in order to bring the party into compliance when a prior order of the court has been violated.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Contempt*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*Add/Create New Party\*\*](#)
- Click ***Next***
- Select response time provided in notice
- Click ***Next***
- Enter date motion served
- Click ***Next***
- Response due date appears
- Click ***Next***
- [\*\*Attach PDF\*\*](#)
- Click ***Next***
- Prompt appears to add affected party, if applicable
- Click ***Next***
- [\*\*Add party\*\*](#)
- Click ***Next***



- Enter the name of the party contempt is being sought against in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Continue Hearing

---

### Summary

A Motion to Continue Hearing should state the basis for requesting a continuance. Also, it is helpful to obtain consent of the affected parties prior to filing and state such consent in the motion.

**Notice:** N/A

**Service:** D, DA, T, AP

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Continue Hearing** from available events
- Click *Next*
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select “None” if notice has not been provided)
- Click **Next**
- Enter date motion served
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Check the box next to the notice or order setting the hearing you wish to continue
- Click **Next**

- Review display message
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable. Select the appropriate prefix to indicate the number of times a continuance has been requested on the matter.
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- The motion should be filed as soon as the need for a continuance arises.
- To ensure prompt entry of the order, the motion should state whether or not the opposing party consents to the continuance.

## Continue Meeting of Creditors

---

### Summary

If the Debtor(s) or officer in a case is unable to attend the Meeting of Creditors, a Motion to Continue must be filed to have the meeting rescheduled to a later date.

**Notice:** N/A

**Service:** Chapter 7, 13 - T  
Chapter 11, 12 - All

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Continue Meeting of Creditors** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select "None" from the drop down box for response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message. Recommendation due date appears, if applicable. If recommendation is not required, this screen will not appear.
- Click **Next**
- Review display message
- Click **Next**

- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- The motion should be filed as soon as the need for a continuance arises.
- Second and subsequent motions to continue the 341 will be held by the court for 14 days pending recommendation from the Trustee.

## Convert Case 11 to 7

---

### Summary

Under Section 1112(a) of the Bankruptcy Code, a Debtor in a Chapter 11 case has a one-time absolute right to a Chapter 7 unless: (1) the Debtor is not a Debtor In Possession; (2) the case originally was commenced as an involuntary case; or (3) the case was converted to a Chapter 11 other than at the Debtor's request. A party in interest may file a Motion to Convert a Chapter 11 to Chapter 7 "for cause." The party can establish cause if there is an absence of likelihood of reorganization, gross mismanagement of the estate, or unauthorized use of Cash Collateral, in addition to others.

**Fee:** \$15\*

*\*The fee is not required if the motion is filed by the BA or on behalf of the United States.*

**Notice:** Debtor in Possession's Motion - N/A  
Creditor or Debtor Not in Possession's Motion - 21 days

**Service:** Debtor in Possession's Motion - BA, All  
Creditor or Debtor Not in Possession's Motion - D, DA, BA, All

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Convert Case 11 to 7** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice

- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected “Yes” on the prior screen, the amount of fee appears. Otherwise, this screen will not appear.
- Click **Next**
- Enter “Fee Paid” or “Fee Not Required” in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Convert Case 13 to 11

---

### Summary

Any time before the confirmation of a plan and upon motion of the Debtor(s) or a party in interest, a Chapter 13 case may be converted to a Chapter 11.

**Fee:** \$932

**Notice:** 14 days

**Service:** D, DA, T, BA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Convert Case 13 to 11** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next** • [Attach PDF](#)
- Click **Next**
- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**



- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Convert Case 13 to 7 (Creditor's Motion)

---

### Summary

Upon the request of a party in interest, the court may convert a Chapter 13 case to Chapter 7 if it is in the best interests of the creditors and the estate.

**Fee:** \$25\*

*\*The fee is required unless the motion is being filed by the Bankruptcy Administrator or on behalf of the United States.*

**Notice:** 21 days

**Service:** D, DA, T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Convert Case 13 to 7 (Creditor's Motion)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**

- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected “Yes” on the prior screen, the amount of fee appears. Otherwise, this screen will not appear.
- Click **Next**
- Enter “Fee Paid” or “Fee Not Required” in the text box
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the motion is being filed on behalf of the Debtor
- Click **Next**
- If you selected “Yes” on the prior screen, review the display message indicating that Notice of Conversion should be filed versus motion. You will be unable to proceed further. If you selected “No” on the prior screen, this screen will not appear.
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Convert Case 7 to 11

---

### Summary

The Bankruptcy Code allows the Debtor to convert a Chapter 7 case to a Chapter 11 as long as the Debtor is eligible to be a Debtor under the new chapter. However, a condition of the conversion is that the case has not been previously converted to Chapter 7 from another chapter.

**Fee:** \$922

**Notice:** Debtor's Motion - N/A  
Creditor's Motion - 21 days

**Service:** Debtor's Motion - T, BA  
Creditor's Motion - D, DA, T, BA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Convert Case 7 to 11** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Convert Case to Chapter 13

---

### Summary

A Chapter 7 or 11 individual Debtor may file a Motion to Convert to Chapter 13 during the pendency of a case.

**Notice:** 21 days

**Service:** T\*, All

*\*If the case has been previously converted, the Trustee for the case under the prior chapter must also be served.*

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Convert Case to Chapter 13** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Defer/Waive Payment(s)

---

### Summary

Exigent financial circumstances may occur that result in a Debtor's inability to make one or more monthly payments on a Chapter 13 plan. In this situation, the Debtor may request that the Trustee waive payments or defer payments to the end of the plan.

**Notice:** None - 14 day recommendation only

**Service:** T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Defer/Waive Payment(s)** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether you are seeking to "Defer" or "Waive" payment(s)



- Click **Next**
- Recommendation due date appears. (Remove the due date if you have provided notice.)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Delay Discharge

---

### Summary

A Motion to Delay Discharge is filed when a party in a case wishes to delay entry of the discharge, usually so that a Reaffirmation Agreement may be filed.

**Notice:** N/A

**Service:** D, DA, T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Delay Discharge** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Delay Final Decree

---

### Summary

A Motion to Delay Final Decree is filed when a party in a case wishes to delay closing of the case, usually so that an Adversary Proceeding may be filed.

**Notice:** N/A

**Service:** D, DA, T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Delay Final Decree** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Disbursement

---

### Summary

A Motion for Disbursement is filed by a party in order to seek court approval to disburse certain funds in a case. Common examples of this are sale proceeds or money held in escrow by the Trustee that needs to be paid out to creditors. In Chapter 13 dismissed cases, the Debtor's attorney may request that all or a portion of funds returned to the Debtor by the Trustee be disbursed to him for services performed.

**Notice:** Attorney fees in a Chapter 13 dismissed case: 14 days  
Other: Varies

**Service:** Attorney fees in a Chapter 13 dismissed case - D, T  
Other: Varies

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Disbursement** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- If response deadline is not applicable, recommendation due date appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- In Chapter 13 dismissed cases, the motion must be filed within 14 days of the order dismissing the case. The motion and order should contain a provision with regard to payment of the trustee's administrative fee.

## Dismiss Case (Debtor or Creditor)

---

### Summary

A Motion to Dismiss is filed by the Debtor(s) or a party in interest for the purpose of dismissing a case from the jurisdiction of the bankruptcy court.

**Notice:** Chapter 13 Debtor's Motion - N/A  
Chapter 13 Creditor's Motion - 21 days  
Chapter 7, 11, 12 - 21 days

**Service:** Chapter 13 - D, DA, T  
Chapter 7, 11, 12 - D, DA, T, All

**Order Required:** Yes (except for Debtor's Motion to Dismiss Case in a Chapter 13)

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Dismiss Case (Debtor or Creditor)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- If this is a Chapter 11 case, a screen will appear in which to enter the applicable hearing date, time and location provided in notice and click **Next**. In cases of any other chapter, this screen will not appear.
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- In Chapter 11 cases, counsel should request a hearing date from the Courtroom Deputy prior to filing the motion. The hearing information should be included within the applicable notice.

## Employ

---

### Summary

An Application to Employ may be filed by the Debtor(s), Trustee or any other party to request the court to employ a professional to act within a certain capacity in the bankruptcy case. A professional may not be employed until at least 21 days after the filing of the petition.

**Notice:** None - 14 day recommendation only

**Service:** T, BA\*

*\*If employing a realtor, service on all creditors with 21 days notice is required.*

*\*If employing a debtor's attorney under a flat fee arrangement, service on all creditors with 21 days notice is required. In re Pineloch, 192 BR 675 (Bankr. EDNC 1996).*

**Order Required:** Yes, except for Applications to Employ Attorney for Trustee

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Employ** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click Next



- [Attach PDF](#)
- Click **Next**
- Enter the name of the person to be employed in the first text box. Enter the type of position in the second text box.
- Click **Next**
- Recommendation due date appears, if applicable
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- An Affidavit of Disinterestedness signed by the professional to be employed should be attached to the application.

## Establish a Procedure

---

### Summary

There are situations where a procedure needs to be established in order to deal with an unusual situation in a case. Examples may be to create a procedure for handling compromises and settlements in large cases, or to alter the time frame for filing documents required by the rules and code.

**Notice:** Varies

**Service:** Varies

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Establish a Procedure*** from available events
- Click ***Next***
- If jointly filed with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- Select response time provided in notice, if applicable. (Select “None” if notice has not been provided.)
- Click ***Next***
- Enter date motion served
- Click ***Next***
- Response due date appears, if applicable
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Docket text appears for review and modification, if applicable

- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Examination – 2004

---

### Summary

A Motion for Rule 2004 Examination is filed by a party in interest to have the Debtor or an entity examined.

**Notice:** N/A

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Examination - 2004** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select “None” if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the party or parties to be examined
- Click **Next**
- Enter the name of the individual to be examined/party served in the text box

- Click **Next**
- Prompt appears to Add party to be examined, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- The motion should be filed at least 14 days prior to the examination date, unless consented to by all parties.

## Extend Automatic Stay

---

### Summary

If the Debtor(s) had a pending case within the preceding one-year period and that case was dismissed, the automatic stay will terminate on the 30<sup>th</sup> day after filing the petition. The Debtor may file this motion and request that the automatic stay be extended for the duration of the case.

**Notice:** 14 days

**Service:** T, All

**Order Required:** No

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Extend Automatic Stay*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- Select response time provided in notice
- Click ***Next***
- Enter service date of motion
- Click ***Next***
- Response due date appears
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Enter applicable hearing date, time and location provided in notice
- Click ***Next***

- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- Counsel should request a hearing date from the Courtroom Deputy prior to filing the motion. The hearing information should be included within the applicable notice.
- The motion should be filed with the petition, as the hearing must be scheduled within 30 days of the petition filing date.

## Extend or Limit Exclusivity/Acceptance Period

---

### Summary

In a Chapter 11 case, the Debtor is given an exclusivity period of 120 in which only the Debtor can file a plan. After the exclusivity period has expired, a creditor or Chapter 11 Trustee may file a competing plan.

**Notice:** 21 days

**Service:** BA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Extend/Limit Exclusivity/Acceptance Period** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether you wish to “Extend” or “Limit” the exclusivity/acceptance period
- Click **Next**



- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## File Claim After Claims Bar Date

---

### Summary

A creditor may seek permission from the court to file a late claim by filing a Motion to File Claim After Claims Bar Date.

**Notice:** 14 days

**Service:** D, DA, T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **File Claim After Claims Bar Date** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click **Next**
- Notice of Electronic Filing is generated

## Hardship Discharge

---

### Summary

A Motion for Hardship Discharge is filed when the Debtor has not completed the plan payments due to circumstances for which the Debtor should not justly be held accountable, and modification of the plan is not feasible.

**Notice:** N/A

**Service:** T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Hardship Discharge** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select “None” if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**

- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- The motion must contain an affidavit signed by the debtor(s) or debtor(s) attorney.

## Impose/Enforce Automatic Stay

---

### Summary

If the Debtor(s) had two or more pending cases within the preceding one-year period and those cases were dismissed, the automatic stay does not go into effect when the petition is filed. The Debtor may file this motion and request that the automatic stay be imposed for the duration of the case.

**Notice:** 14 days

**Service:** T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Impose/Enforce Automatic Stay** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click ***Next***
- Notice of Electronic Filing is generated

## Incur Debt

---

### Summary

In Chapter 13 cases, Debtor(s) must get permission from the court in order to incur additional debt post-petition.

**Notice:** Debtor's motion - 14 day recommendation only  
Creditor's motion - 14 days

**Service:** Debtor's motion - T  
Creditor's motion - D, DA, T

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Incur Debt** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message



- Click **Next**
- Recommendation due date appears. (Remove the due date if you have provided notice.)
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Interrogatories

---

### Summary

A Motion for Examination by Interrogatories is filed when the Debtor(s) is unable to appear at the 341 Meeting of Creditors in person.

**Notice:** None - 14 day recommendation only

**Service:** T

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Interrogatories** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select “None” if notice has not been provided)
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- If filing in a joint case, make the appropriate selection regarding who the motion applies to (Debtor, Joint Debtor or both Debtor and Joint Debtor). If this is not a joint case, this screen will not appear.

- Click **Next**
- Review display message. Recommendation due date appears, if applicable.
- Click **Next**
- Review display message
- Click **Next**
- *Click Next*
- Docket text appears for review
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the answers to interrogatories have already been obtained, they should not be attached to the motion. Rather, they should be submitted directly to the trustee, and the **Answers to Interrogatories (Text)** event under the **Miscellaneous** category should be docketed.
- If the request is made due to medical reasons, the motion should be accompanied by a doctor's statement.

## Joint Administration

---

### Summary

A Chapter 7 or Chapter 11 Debtor may request joint administration of two or more cases for purely procedural purposes. Combining the cases allows for administrative convenience and may make the process less costly, as filers can avoid having to file the same document in multiple cases. A lead case and member cases are designated, but the estates are kept separate.

**Notice:** 21 days

**Service:** T, BA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
  - Select **Multi Case Docketing**
  - Enter case numbers (include case numbers for all cases you are seeking to jointly administer)
  - Click **Next**
  - Select **Joint Administration** from available events
  - Click **Next**
  - If filing jointly with another attorney, check the box. If not, click **Next**.
  - Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
  - Click **Next**
  - If a notice setting a response deadline accompanies the motion, enter the response due date. If not, leave the due date blank.
  - Click **Next**
  - [Attach PDF](#)
  - Click **Next**
- Enter the case number that will be the lead case in the first text box. Enter the case(s) that will be the member case(s) in the second text box.
- Click **Next**
  - Docket text appears for review and modification, if applicable

- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- A copy of the motion will be docketed into each case you included at the start of filing.

## Limit Notice

---

### Summary

If a case contains a large number of creditors, the Debtor's attorney or the Trustee may file a Motion to Limit Notice. This is done in order to reduce the number of notices mailed out regarding certain matters. Creditors are given an opportunity to request to be added to the shortened mailing matrix.

**Notice:** 21 days

**Service:** D, DA, T, BA, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Limit Notice** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**

- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Modify Plan

---

### Summary

At any time prior to completion of all payments under a confirmed plan, the plan may be modified, after notice and hearing, to change the amount of payments to creditors or to a particular class of creditors or to extend or reduce the payment period.

**Notice:** 21 days

**Service:** D, DA, T, All\*

*\*In a Chapter 13, if there is no adverse affect to unsecured creditors, notice to all creditors is not required.*

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Modify Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears  
Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable



- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Pay Filing Fee in Installments

---

### Summary

When a petition is filed, an individual/joint Debtor may request to pay the filing fee in installments.

**Notice:** N/A

**Service:** N/A

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Pay Filing Fee in Installments** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select "None" from the drop down box for response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message  
Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Redact/Restrict Public Access

---

### Summary

A Motion to Redact/Restrict Public Access is filed when a party requests to have a document containing personal identifying information restricted from public view.

**Fee:** \$26

**Notice:** N/A

**Service:** N/A

**Order Required:** No\*

*\*An order is not required if the motion seeks to redact a Proof of Claim. If another pleading in the case is to be redacted, an order will be required.*

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Redact/Restrict Public Access** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select "None" if notice has not been provided)
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**

- Select “Yes” or “No” from the drop-down box to indicate whether or not the document to be restricted is a Proof of Claim
- Click **Next**
- If you selected “Yes” on the prior screen, enter the claim number in the text box and Click **Next**.
- If you selected “No” on the prior screen, review the display message and Click **Next**. Check the box if the motion relates to an existing document in the case and Click **Next**. Select the category of the document the motion relates to and Click **Next**. (If you did not check the box on the prior screen, this screen and the following screen will not appear.) Check the box next to the document the motion relates to and Click **Next**.
- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- Motions to Restrict Access to a Proof of Claim will be automatically scheduled for a show cause hearing. The order allowing the motion will contain the hearing information, as well as a 30 day deadline for filing a redacted Proof of Claim.

## Redemption

---

### Summary

A Chapter 7 individual Debtor files a Motion for Redemption in order to retain possession of personal property. However, the Debtor is only willing to pay the value of the property, not the total amount of the debt which may be owed. The property must be redeemed within 45 days following the Meeting of Creditors.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Redemption** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**

- [Add party](#)
- Click **Next**
- Enter the name of the lienholder in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Reduce Response Time

---

### Summary

Some situations may require a party to move to reduce the required response time for a particular motion. The Application to Reduce Response Time should be filed as a separate motion, and should be filed contemporaneously with the motion for which reduced notice time is being requested.

**Notice:** N/A\*

*\*The motion for which reduced response time is being requested should not contain a Notice of Motion. The Notice of Motion and Certificate of Service should be filed only after the Application to Reduce Response Time has been ruled upon.*

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Reduce Response Time** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select "None" from the drop down box for response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message

- Click **Next**
- Check the box to refer to the motion for which reduced response time is being sought, if it has already been filed in the case
- Click **Next**
- Check the box next to the motion for which reduced response time is being sought (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the application includes a request for an expedited hearing, you must hold down the “Ctrl” key and select the additional event from the picklist when docketing the Reduce Response Time event.
- Once the Application to Reduce Response Time has been ruled upon, the Notice of Motion and Certificate of Service for the related motion may be filed.



## Reject Executory Contract or Lease

---

### Summary

If the Debtor chooses to reject an executory contract or unexpired lease, a Motion to Reject Executory Contract or Lease must be filed. In addition, a party to the contract or lease may also file this motion to require the Debtor to reject a particular contract or lease.

**Notice:** 14 days

**Service:** Chapter 11- D, DA, BA, AP, 20 LUC or UCC

Chapter 7, 12, 13- D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Reject Executory Contract or Lease*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- Select response time provided in notice
- Click ***Next***
- Enter service date of motion
- Click ***Next***
- Response due date appears
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Prompt appears to add affected party, if applicable
- Click ***Next***

- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Release Funds

---

### Summary

A Motion to Release Funds is filed by a creditor to retrieve monies previously reported and paid into the court as unclaimed funds. For complete procedures regarding unclaimed funds, click [here](#).

**Notice:** N/A

**Service:** United States Attorney (EDNC)

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Release Funds** from available events
- Click **Next**
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select “None” if notice has not been provided)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable. Enter the amount of funds requested in the text box.

- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

**Notes**

- Only the 2 page motion should be attached to this docket entry. The supporting documents should be filed separately using the “Unclaimed Funds Supporting Documentation” event under the Miscellaneous category. This event restricts the documents from public view.

## Relief from Co-Debtor Stay

---

### Summary

A Motion for Relief from Co-Debtor Stay is a request by a creditor to allow the creditor to take action against a non-filing co-debtor that would otherwise be prohibited by the automatic stay.

**Notice:** 14 days

**Service:** D, DA, T, Co-Debtor

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Relief from Co-Debtor Stay** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Prompt appears to add Co-Debtor (*\*required*)
- Click **Next**
- [Add Co-Debtor](#)

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Relief from Stay

---

### Summary

A Motion for Relief from Stay is a request by a creditor to allow the creditor to take action against the debtor that would otherwise be prohibited by the automatic stay.

**Fee:** \$188\*

*\*The fee is due unless the motion is being filed on behalf of a child support creditor or representative, or if a consent order accompanies the motion.*

**Notice:** 14 days

**Service:** Chapters 7, 12, 13 - D, DA, T

Chapter 11 - D, DA, T, 20 LUC or UCC

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Relief from Stay** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)

- Click **Next**
- Review display message
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the filing fee is due
- Click **Next**
- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the motion includes a request for Adequate Protection or Relief from Co-Debtor stay, you must hold down the “Ctrl” key and select the additional event(s) from the picklist when docketing the Relief from Stay event.



## Reopen Case

---

### Summary

A Motion to Reopen initiates the process of reopening a closed case. Some of the reasons a case may be reopened are to amend schedules, file an Adversary Proceeding, administer assets or file a motion.

**Fee:** Chapter 7 - \$260\*  
Chapter 11 - \$1,167  
Chapter 12 - \$200  
Chapter 13 - \$235

*\*The Chapter 7 Trustee can defer the filing fee or may request that the fee be waived.*

**Notice:** 14 days

**Service:** Debtor's Motion - T\*  
Trustee's Motion - D, DA  
Creditor's Motion - D, DA, T

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Reopen Case** for the appropriate chapter from available events
- Click **Next**
  
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion

- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due
- Click **Next**
- Amount of fee appears (If you selected “No” on the prior screen, fee amount will be \$0)
- Click **Next**
- Select the appropriate radio button to indicate whether the fee is paid, deferred or not required
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the case is being reopened in order to redact a Proof of Claim
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Sanctions

---

### Summary

A Motion for Sanctions may be filed against a party in a case for any of the following: Attorney Liability under 28 USC 1927, Creditor Misconduct, Debtor's Attorney Misconduct, Misconduct by the Debtor, Violation of the Automatic Stay or Violation of the Discharge Injunction.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Sanctions** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate the reason sanctions are being sought

- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Enter the name of the party sanctions are being sought against in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Seal Document

---

### Summary

A Motion to Seal is filed when a party requests to have a document containing sensitive information sealed from public view.

**Notice:** N/A

**Service:** N/A

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Seal Document** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable (Select “None” if notice has not been provided)
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Review display message

- Click **Next**
- Check the box if the motion relates to an existing document in the case
- Click **Next**
- Select the category of the document the motion relates to and Click Next. (If you did not check the box on the prior screen, this screen and the following screen will not appear.)
- Check the box next to the document the motion relates to
- Click **Next**
- Select the appropriate radio button to indicate whether the document will be sealed permanently or temporarily
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If the document to be sealed has not yet been filed on the docket, a copy must be attached to the proposed order when it is uploaded. Once the document has been filed, you must notify the CM/ECF Helpdesk immediately in order for the document to be sealed.
- If the document to be sealed has already been filed, it will be sealed upon entry of the order.

## Sell

---

### Summary

A Debtor may not sell property valued over \$5,000 without permission from the court.

**Notice:** 21 days

**Service:** D, DA, T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Sell** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not a Notice of Proposed Hearing is included
- Click **Next**

- If “Yes” was chosen regarding a Notice of Proposed Hearing, enter applicable hearing date, time and location on the screen provided, then click *Next*. If “No” was chosen, this screen will not appear.
- Prompt appears to add affected party, if applicable
- Click ***Next***
- [Add party](#)
- Review display message
- Click ***Next***
- Docket text appears for review and modification, if applicable
- Click ***Next***
- Final text appears
- Click ***Next***
- Notice of Electronic Filing is generated



## Sell Free & Clear

---

### Summary

A Motion to Sell Free & Clear of Liens is a procedure to sell property to a buyer with clear title.

**Fee:** \$188

**Notice:** 21 days

**Service:** D, DA, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Sell Free & Clear** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not a Notice of Proposed Hearing is included

- Click **Next**
- If “Yes” was chosen regarding a Notice of Proposed Hearing, enter applicable hearing date, time and location on the screen provided, then click *Next*. If “No” was chosen, this screen will not appear.
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Amount of fee appears
- Click **Next**
- Review display message
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Sever Case

---

### Summary

A Motion to Sever Case is filed in order to split a joint petition after it is filed. When a case is severed, an additional case number is entered in CM/ECF for the severing Debtor, and the two cases proceed separately.

**Fee:** Chapter 7 - \$338  
Chapter 11 - \$1,738  
Chapter 12 - \$278  
Chapter 13 - \$313

**Notice:** N/A

**Service:** T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Sever Case** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)

- Click **Next**
- Amount of fee appears
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Status Conference

---

### Summary

A party may request a conference to update the Court on the status of a particular matter or case.

**Notice:** N/A

**Service:** D, DA, T, AP

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Status Conference** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select “None” if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears

- Click ***Next***
- Notice of Electronic Filing is generated

## Substitution of Collateral

---

### Summary

A Motion to Substitute Collateral is filed when the Debtor needs to substitute the collateral of a secured creditor. A common example is when a vehicle is deemed a total loss and a replacement vehicle is purchased. With permission from the court, the replacement vehicle would become collateral of the secured creditor.

**Notice:** 14 days

**Service:** T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Substitution of Collateral** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Prompt appears to add affected creditor, if applicable
- Click **Next**

- [Add party](#)
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated



## Surrender

---

### Summary

A Motion to Surrender may be filed in a Chapter 13 if the Debtor wishes to relinquish property to a creditor that he/she can no longer afford to make payments on. This may be a condition of confirmation or completion of the plan.

**Notice:** 14 days

**Service:** T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Surrender** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)

- Click **Next**
- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Transfer Case

---

### Summary

The court may transfer a case within district if an error has been made with regard to where in the district the Debtor resides. The court may transfer a case outside of district if the court determines that the transfer is in the interest of justice or for the convenience of the parties.

**Notice:** 14 days

**Service:** D, DA, T, All

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Transfer Case** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click [Next](#)
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether you are seeking to transfer the case “Within District” or “Outside District”

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Turnover

---

### Summary

A Motion for Turnover of property is filed when a party wants another party to turn over property of the estate.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select ***Bankruptcy***
- Select ***Motions/Applications***
- Enter case number
- Click ***Next***
- Select ***Turnover*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- Select response time provided in notice
- Click ***Next***
- Enter service date of motion
- Click ***Next***
- Response due date appears
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***

- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Enter the name of the party holding the property in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Use Insurance Proceeds

---

### Summary

A Motion to Use Insurance Proceeds is filed when a Debtor has received an insurance settlement, and wishes to apply the settlement funds to satisfy a particular debt or purchase property.

**Notice:** None - 7 day recommendation only

**Service:** T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Use Insurance Proceeds** from available events
- Click *Next*
- If jointly filed with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice, if applicable. (Select "None" if notice has not been provided.)
- Click **Next**
- Enter date motion served
- Click **Next**
- Response due date appears, if applicable
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Recommendation due date appears. (Remove the due date if you have provided notice.)

- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated



## Valuation

---

### Summary

A Motion for Valuation is filed when the Debtor seeks an order valuing property and/or interest held by a creditor, or to determine whether a claim shall be deemed secured or unsecured.

**Notice:** 14 days

**Service:** D, DA, T, AP

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Valuation** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether the motion is “for Valuation of Collateral” or “to Determine Value of Property and Status of Claim”
- Click **Next**

- Prompt appears to add affected party, if applicable
- Click **Next**
- [Add party](#)
- Click **Next**
- Enter the name of the affected creditor in the text box
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Waive Filing Fees

---

### Summary

When a petition is filed, and the Chapter 7 individual/joint Debtor(s) cannot afford to pay the filing fee either in full or in installments, a waiver of the fee may be requested.

**Notice:** N/A

**Service:** N/A

**Order Required:** No

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Waive Filing Fees** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select "None" from the drop down box for response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Withdraw as Attorney

---

### Summary

A motion must be filed if an attorney wishes to withdraw as the attorney for the Debtor(s).

**Notice:** 14 days, unless Debtor has obtained new counsel or consented to motion

**Service:** D, T

**Order Required:** Yes

---

### Filing

- Select **Bankruptcy**
- Select **Motions/Applications**
- Enter case number
- Click **Next**
- Select **Withdraw as Attorney** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- Select response time provided in notice
- Click **Next**
- Enter service date of motion
- Click **Next**
- Response due date appears
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

**CATEGORY: OBJECTION/RESPONSE**

## Objection to Motion for Confirmation (Ch. 13)

---

### Summary

This event should only be used when filing an objection or response to a Motion for Confirmation of Plan in a Chapter 13 case.

**Service:** T

---

### Filing

- Select **Bankruptcy**
- Select **Objection/Response**
- Select **Reference an Existing BK Motion/Application**
- Enter case number
- Click **Next**
- Select **Objection to Motion for Confirmation (Ch. 13)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the motion you are objecting to
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Professional Fees

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### Summary

This event should be used when filing an objection or response to an Application for Compensation.

**Service:** T

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### Filing

- Select **Bankruptcy**
- Select **Objection/Response**
- Select **Reference an Existing BK Motion/Application**
- Enter case number
- Click **Next**
- Select **Objection to Professional Fees** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- If you selected “Yes” on the previous screen, check the box next to the objection that is being amended. (If you selected “No”, this screen will not appear.)
- Click **Next**
- Check the box next to the application you are responding to
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Response to Motion for Relief from Stay

---

### Summary

This event should only be used when filing an objection or response to a Motion for Relief from Stay.

**Service:** T, AP

---

### Filing

- Select **Bankruptcy**
- Select **Objection/Response**
- Select **Reference an Existing BK Motion/Application**
- Enter case number
- Click **Next**
- Select **Response to Motion for Relief from Stay** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate whether you are filing a response “in support of” or “in opposition to” the motion
- Click **Next**
- Review display message
- Click **Next**
- Check the box next to the motion you are responding to
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Docket text appears for review and modification, if applicable



- Click **Next**
- Final text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Response to Trustee's Motion to Dismiss

---

### Summary

This event should only be used when filing an objection or response to a Trustee's Motion to Dismiss in a Chapter 13 case.

**Service:** T

---

### Filing

- Select ***Bankruptcy***
- Select ***Objection/Response***
- Select ***Reference an Existing BK Motion/Application***
- Enter case number
- Click ***Next***
- Select ***Response to Trustee Motion to Dismiss*** from available events
- Click ***Next***
- If filing jointly with another attorney, check the box. If not, click ***Next***.
- Select filing party from the list. If party does not appear on the list, select [\*\*\*Add/Create New Party\*\*\*](#)
- Click ***Next***
- [\*\*\*Attach PDF\*\*\*](#)
- Click ***Next***
- Review display message
- Click ***Next***
- Check the box next to the motion you are responding to
- Click ***Next***
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click ***Next***
- Docket text appears for review and modification, if applicable
- Click ***Next***
- Final text appears
- Click ***Next***
- Notice of Electronic Filing is generated

## Response

---

### Summary

This event should be used when filing an objection or response to a document filed in a case other than the following: *Response to Motion for Relief from Stay*, *Response to Trustee's Motion to Dismiss*, *Objection to Confirmation of Plan*, *Objection to Professional Fees* or *Response to Notice of Final Cure Payment Rule 3002.1*. These each have separate events in CM/ECF.

**Service:** D, DA, T, BA, AP

---

### Filing

- Select **Bankruptcy**
- Select **Objection/Response**
- Select **Reference an Existing BK Motion/Application**
- Enter case number
- Click **Next**
- Select **Response** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message
- Click **Next**
- Select the appropriate radio button to indicate whether you are filing a response “in support of” or “in opposition to” the document
- Click **Next**
- Review display message
- Click **Next**
- Check the box next to the document you are responding to
- Click **Next**

- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## **CATEGORY: PETITIONS**

## Accelerated Petition

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### Summary

When a petition must be filed in an emergency situation, it may be filed on an accelerated basis. The following list contains the items necessary in order for the accelerated petition to be acceptable for filing.

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### Filing Requirements

- Voluntary Petition (Official Form 101/201)
- Applicable filing fee, or Application to Pay Filing Fee in Installments
- Mailing Matrix
- Certification of Mailing Matrix
- Statement of Social Security Number (if applicable)
- Certificate of Credit Counseling (if applicable)

## Chapter 11 Petition

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**Fee:** \$1738

**Filing Requirements:** Voluntary Petition (Form 101/201), Statement of Social Security Number, Mailing Matrix, Certification of Mailing Matrix, Exhibit D, Certificate of Credit Counseling, List of 20 Largest Unsecured Creditors, Summary of Schedules, Schedules A-J, Declaration Concerning Debtor's Schedules, Statement of Financial Affairs, Disclosure of Attorney Compensation, Statement of Current Monthly Income and Disposable Income Calculation (Form B122B), Debtor Request for Electronic Notice (DeBN)

---

### Filing

- Select **Bankruptcy**
- Select **Open BK Case**
- Select "11" from the first drop down box under Chapter. Select "y" from the second drop down box if this is a Joint Petition. Otherwise, select "n". You do not need to make a selection from the third drop down box.
- Click **Next**
- Search for the Debtor by entering either the name or social security number and then clicking **Search**
- If the Debtor has filed before, they may appear in the Party search results. If so, select the Debtor by highlighting his or her name and then clicking **Select name from list\*\***. If the Debtor does not appear on the list, select **Create New Party**

*\*\*You may only select an existing party from the list if ALL information for the Debtor is exactly the same as it appears on the petition. Otherwise, you will need to create a new party.\*\**

- Enter all applicable information for the Debtor exactly as it appears on the petition, including the name, address, social security number/tax ID number\*\* and county of residence. Leave the phone, e-mail and party text fields blank. If there are aliases for the Debtor, click on the Alias button at the bottom of the page, add up to 5 aliases and click **Add aliases**.

*\*\*You may enter up to 5 social security numbers/tax ID numbers for each debtor. Once you begin typing in the first SSN, a plus sign will appear after the text box. Clicking on the plus sign will provide additional text boxes in which to enter additional SSN's.\*\**

- Click **Submit**

*\*\*If this is a joint petition, you will repeat the process outlined above in order to search for and add the joint debtor.\*\**

- Click **Next**
- Enter the statistical data contained in the petition by selecting the appropriate choices from the drop down boxes to indicate prior filings, fee status, nature of debt, number of creditors/assets/liabilities, type of Debtor, and nature of business, if applicable. The asset notice will default to “Yes”. If this is a business case, you will also need to select “y” or “n” from the drop down box to indicate whether or not the Debtor is a small business.
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Amount of fee appears
- Click **Next**
- Click **Next**
- Final docket text appears
- Click **Nex**
- Notice of Electronic Filing is generated and case number is assigned

---

## Follow Up

- Upload the creditor matrix ([instructions](#))
- Docket the [Statement of Social Security Number](#), if applicable
- Docket the [Certificate\(s\) of Credit Counseling](#), if applicable



## Chapter 12 Petition

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**Fee:** \$278

*\*The filing fee should be paid at the time of filing, unless the petition is accompanied by an [Application to Pay Filing Fee in Installments](#).*

**Filing Requirements:** Voluntary Petition (Form 101/201), Statement of Social Security Number, Mailing Matrix, Certification of Mailing Matrix, Exhibit D, Certificate of Credit Counseling, Summary of Schedules, Schedules A-J, Declaration Concerning Debtor's Schedules, Statement of Financial Affairs, Disclosure of Attorney Compensation, Debtor Request for Electronic Notice (DeBN)

---

### Filing

- Select **Bankruptcy**
- Select **Open BK Case**
- Select "12" from the first drop down box under Chapter. Select "y" from the second drop down box if this is a Joint Petition. Otherwise, select "n". You do not need to make a selection from the third drop down box.
- Click **Next**
- Search for the Debtor by entering either the name or social security number and then clicking **Search**
- If the Debtor has filed before, they may appear in the Party search results. If so, select the Debtor by highlighting his or her name and then clicking **Select name from list\*\***. If the Debtor does not appear on the list, select **Create New Party**

*\*\*You may only select an existing party from the list if ALL information for the Debtor is exactly the same as it appears on the petition. Otherwise, you will need to create a new party.\*\**

- Enter all applicable information for the Debtor exactly as it appears on the petition, including the name, address, social security number/tax ID number\*\* and county of residence. Leave the phone, e-mail and party text fields blank. If there are aliases for the Debtor, click on the Alias button at the bottom of the page, add up to 5 aliases and click *Add aliases*.

*\*\*You may enter up to 5 social security numbers/tax ID numbers for each debtor. Once you begin typing in the first SSN, a plus sign will appear after the text box. Clicking on the plus sign will provide additional text boxes in which to enter additional SSN's.\*\**

- Click **Submit**

*\*\*If this is a joint petition, you will repeat the process outlined above in order to search for and add the joint debtor.\*\**

- Click **Next**
- Enter the statistical data contained in the petition by selecting the appropriate choices from the drop down boxes to indicate prior filings, fee status, number of creditors/assets/liabilities, type of Debtor, and nature of business. The nature of debt will automatically default to “business” and the asset notice will default to “Yes”.
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Amount of fee appears
- Click **Next**
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated and case number is assigned

---

## Follow Up

- Upload the creditor matrix ([instructions](#))
- Docket the [Statement of Social Security Number](#), if applicable
- Docket the [Certificate\(s\) of Credit Counseling](#), if applicable

## Chapter 13 Petition

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**Fee:** \$313\*

*\*The filing fee should be paid at the time of filing, unless the petition is accompanied by an [Application to Pay Filing Fee in Installments](#).*

**Filing Requirements:** Voluntary Petition (Form 101/201), Statement of Social Security Number, Mailing Matrix, Certification of Mailing Matrix, Exhibit D, Certificate of Credit Counseling, Summary of Schedules, Schedules A-J, Declaration Concerning Debtor's Schedules, Statement of Financial Affairs, Disclosure of Attorney Compensation, Statement of Current Monthly Income and Disposable Income Calculation (Form B122C), Chapter 13 Plan, Debtor Request for Electronic Notice (DeBN)

---

### Filing

- Select **Bankruptcy**
- Select **Open BK Case**
- Select "13" from the first drop down box under Chapter. Select "y" from the second drop down box if this is a Joint Petition. Otherwise, select "n". You do not need to make a selection from the third drop down box.
- Click **Next**
- Search for the Debtor by entering either the name or social security number and then clicking **Search**
- If the Debtor has filed before, they may appear in the Party search results. If so, select the Debtor by highlighting his or her name and then clicking **Select name from list\*\***. If the Debtor does not appear on the list, select **Create New Party**

*\*\*You may only select an existing party from the list if ALL information for the Debtor is exactly the same as it appears on the petition. Otherwise, you will need to create a new party.\*\**

- Enter all applicable information for the Debtor exactly as it appears on the petition, including the name, address, social security number\*\* and county of residence. Leave the phone, e-mail and party text fields blank. If there are aliases for the Debtor, click on the Alias button at the bottom of the page, add up to 5 aliases and click **Add aliases**.

*\*\*You may enter up to 5 social security numbers/tax ID numbers for each debtor. Once you begin typing in the first SSN, a plus sign will appear after the text box. Clicking on the plus sign will provide additional text boxes in which to enter additional SSN's.\*\**

- Click **Submit**

*\*\*If this is a joint petition, you will repeat the process outlined above in order to search for and add the joint debtor.\*\**

- Click **Next**
- Enter the statistical data contained in the petition by selecting the appropriate choices from the drop down boxes to indicate prior filings, fee status, nature of debt, number of creditors/assets/liabilities and type of Debtor. The asset notice will default to "Yes".
- Click **Next**
- Enter the statistical data contained in the Summary of Schedules in the text boxes provided
- Click **Next**
- Enter additional statistical data as requested from Schedules C, I and J
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Amount of fee appears
- Click **Next**
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated and case number is assigned

---

## Follow Up

- Upload the creditor matrix ([instructions](#))
- Docket the [Statement of Social Security Number](#)

- Docket the [Certificate\(s\) of Credit Counseling](#)
- Docket the [Chapter 13 Plan](#)
- Run the Judge/Trustee Assignment program under Bankruptcy Events

## Chapter 7 Petition

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**Fee:** \$338\*

*\*The filing fee should be paid at the time of filing, unless the petition is accompanied by an [Application to Pay Filing Fee in Installments](#) or [Application to Waive Filing Fees](#).*

**Filing Requirements:** Voluntary Petition (Form 101/201), Statement of Social Security Number, Mailing Matrix, Certification of Mailing Matrix, Exhibit D, Certificate of Credit Counseling, Summary of Schedules, Schedules A-J, Declaration Concerning Debtor's Schedules, Statement of Financial Affairs, Statement of Intention, Disclosure of Attorney Compensation, Statement of Current Monthly Income and Means Test Calculation (Form B122A), Debtor Request for Electronic Notice (DeBN)

---

### Filing

- Select **Bankruptcy**
- Select **Open BK Case**
- Select "7" from the first drop down box under Chapter. Select "y" from the second drop down box if this is a Joint Petition. Otherwise, select "n". You do not need to make a selection from the third drop down box.
- Click **Next**
- Search for the Debtor by entering either the name or social security number and then clicking **Search**
- If the Debtor has filed before, they may appear in the Party search results. If so, select the Debtor by highlighting his or her name and then clicking **Select name from list\*\***. If the Debtor does not appear on the list, select **Create New Party**

*\*\*You may only select an existing party from the list if ALL information for the Debtor is exactly the same as it appears on the petition. Otherwise, you will need to create a new party.\*\**

- Enter all applicable information for the Debtor exactly as it appears on the petition, including the name, address, social security number/tax ID number\*\* and county of residence. Leave the phone, e-mail and party text fields blank. If there are aliases for the Debtor, click on the Alias button at the bottom of the page, add up to 5 aliases and click *Add aliases*.

*\*\*You may enter up to 5 social security numbers/tax ID numbers for each debtor. Once you begin typing in the first SSN, a plus sign will appear after the text box. Clicking on the plus sign will provide additional text boxes in which to enter additional SSN's.\*\**

- Click **Submit**

*\*\*If this is a joint petition, you will repeat the process outlined above in order to search for and add the joint debtor.\*\**

- Click **Next**
- Enter the statistical data contained in the petition by selecting the appropriate choices from the drop down boxes to indicate prior filings, fee status, nature of debt, number of creditors/assets/liabilities, type of Debtor and nature of business, if applicable. The asset notice will default to “No”.
- Click **Next**
- Enter the statistical data contained in the Summary of Schedules in the text boxes provided
- Click **Next**
- Enter additional statistical data as requested from Schedules C, I, J and Form B122A
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” to indicate whether or not the presumption of abuse arises
- Click **Next**
- Amount of fee appears
- Click **Next**
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated and case number is assigned

---

## Follow Up

- Upload the creditor matrix ([instructions](#))
- Docket the [Statement of Social Security Number](#), if applicable
- Docket the [Certificate\(s\) of Credit Counseling](#), if applicable
- Run the Judge/Trustee Assignment program under Bankruptcy Events



## Helpful Hints for Filing a Bankruptcy Case

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- Do not use all caps or all lowercase letters when typing names or addresses into CM/ECF.
- Names entered into CM/ECF must exactly match what is listed on the petition.
- If the debtor's name includes a Jr., Sr., III, etc., it should be entered in the "Generation" field, not as part of the debtor's last name.
- At the "Search for a party" screen, insert the debtor's last name. If the name you are looking for is shown in the "Party search results" screen exactly as it appears on the petition, single click on the name so that the window with the complete address record will open. If the address is the same as what is listed on the petition you are filing, click "Select name from list". If the address is different, you must select "Create new party" to create the party record.
- When filing a petition in which the debtor has both a mailing and street address, insert only the mailing address.
- Do not enter a phone number or email address for the debtor.
- Ensure that the correct county of residence for the debtor is selected, as this determines the divisional assignment, as well as assignment of the judge, trustee and 341 meeting.
- The Social Security Statement should not be submitted as an attachment to the petition. It must be filed as a separate docket entry.
- The court prefers that the Certificate of Credit Counseling also be filed as a separate docket entry. However, it may be attached to the petition.
- The mailing matrix must be uploaded as a text document (.txt) through Creditor Maintenance>Upload a Creditor Matrix File. A PDF version of the matrix should also be attached to the petition.
- It is not necessary to add the Bankruptcy Administrator or debtor's attorney to the mailing matrix. Court staff spends a great deal of time deleting the Bankruptcy Administrator's and/or attorney for debtor's name and address when the matrix is imported into CM/ECF. The Bankruptcy Administrator and attorney for Debtor are already in the system to receive notices, so adding them to the matrix is duplicative.
- Please remember to run the Judge/Trustee Assignment program after uploading creditors.

## Uploading a Creditor Matrix

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### Procedure

- Click **Bankruptcy**
- Click **Creditor Maintenance**
- Click **Upload list of creditors file**
- Enter case number
- Click **Next**
- Attach .txt file
- Click **Next**
- Click **Submit**
- The creditor receipt screen appears, which indicates the number of creditors that have been added to the case

---

### Notes

- Neither the Bankruptcy Administrator nor the attorney for Debtor should be included on the creditor matrix.
- All duplicate creditors should be removed from the creditor matrix prior to uploading.

## **CATEGORY: PLAN EVENTS**

## Amended Chapter 11 Plan

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### Summary

An Amended Chapter 11 Plan may be filed in order to resolve objections or to make necessary changes prior to confirmation.

**Service:** BA

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### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Amended Chapter 11 Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the plan that is being amended
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Amended Chapter 13 Plan

---

### Summary

An Amended Chapter 13 Plan may be filed in order to resolve objections or to make necessary changes prior to confirmation.

**Service:** T

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### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Amended Chapter 13 Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box if the amended plan relates to an existing plan in the case.
- Click **Next**.
- Check the box next to the plan that is being amended (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Choose “Yes” or “No” from the drop down box to indicate whether or not a Notice of Continued Confirmation Hearing is included
- Click **Next**
- If “Yes” was chosen regarding a Notice of Continued Hearing, enter applicable hearing date, time and location on the screen provided, then click **Next**. If “No” was chosen, this screen will not appear.
- Docket text appears for review and modification, if applicable

- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Amended Disclosure Statement

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### Summary

An Amended Disclosure Statement may be filed to resolve objections or to make necessary changes prior to confirmation of the Chapter 11 Plan.

**Service:** BA

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### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Amended Disclosure Statement** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box next to the Disclosure Statement that is being amended
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Chapter 11 Plan

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### Summary

The Debtor has the exclusive right to file a plan within 120 days of the filing of the petition. Under limited circumstances, a party in interest may file a plan. If the case is designated as 11(a), the time frame for filing the plan is 90 days. The time may be extended by filing a motion for extension of time.

**Service:** BA

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### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Chapter 11 Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## Chapter 12 Plan

---

### Summary

A Chapter 12 Debtor must file a repayment plan within 90 days after the filing of the petition. Once the plan has been filed, a confirmation hearing must take place within 45 days.

**Service:** T

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Chapter 12 Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Chapter 13 Plan

---

### Summary

A Chapter 13 Debtor must file a repayment plan with the court, which provides for payments to the Trustee for distribution to creditors.

**Service:** T

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Chapter 13 Plan** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Disclosure Statement

---

### Summary

In a Chapter 11 case, the Disclosure Statement contains information concerning the assets, liabilities and business affairs of the Debtor sufficient to enable a creditor to make an informed judgment about the plan of reorganization.

**Service:** BA

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Disclosure Statement** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Docket text appears for review and modification, if applicable
- Click **Next**
- Final docket text appears
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Confirmation of Plan (Ch 11/12)

---

### Summary

In a Chapter 11 or 12 case, an Objection to Confirmation of Plan may be filed by a creditor who opposes their treatment in the proposed plan.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Objection to Confirmation of Plan (11/12)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box if the objection relates to an existing document in the case.
- Click **Next**.
- Check the box next to the document the objection relates to (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Enter a response due date, if applicable
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended

- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Objection to Confirmation of Plan (Ch 13)

---

### Summary

In a Chapter 13 case, an Objection to Confirmation of Plan may be filed by a creditor who opposes their treatment in the proposed plan. A Debtor may also object to confirmation in a Chapter 13.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Objection to Confirmation of Plan (Ch 13)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Check the box if the objection relates to an existing document in the case.
- Click **Next**.
- Check the box next to the document the objection relates to (If you did not check the box on the prior screen, this screen will not appear.)
- Click **Next**
- Enter a response due date, if applicable
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Click **Next**

- Final docket text appears for review
- Click ***Next***
- Notice of Electronic Filing is generated

## Objection to Valuation of Collateral

---

### Summary

In a Chapter 13 case, a creditor may file an Objection to Valuation of Collateral if there is a discrepancy between the amount on the creditor's Proof of Claim and the value of the collateral.

**Service:** D, DA, T

---

### Filing

- Select **Bankruptcy**
- Select **Plan Events (13/11/12)**
- Enter case number
- Click **Next**
- Select **Objection to Valuation of Collateral** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select filing party from the list. If party does not appear on the list, select [Add/Create New Party](#)
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the name of the creditor in the text box
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



## **CATEGORY: SCHEDULES**

## 20 Largest Unsecured Creditors

---

### Summary

All Chapter 11 Debtors are required to file, with the petition, a list containing the name, address and claim of the creditors holding the 20 largest unsecured claims.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **20 Largest Unsecured Creditors** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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## Notes

- This event can also be found under the ***Miscellaneous*** category, if not being filed in conjunction with other schedules.

## Amended Official Form 101/201

---

### Summary

The Debtor will file an Amended Official Form 101/201 when a change needs to be made to the first 3 pages of a petition. Some examples are to correct a misspelling, to add an alias, to change the county of residence, to list a prior filing or to change the statistical information.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Amended Official Form 101/201** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select the appropriate radio button to indicate what item on Official Form 101/201 is being amended. Select “Other” if the item being amended does not appear on the list.
- Click **Next**
- If you selected “Other” on the prior screen, enter the item being amended in the text box. If you did not select “Other”, this screen will not appear.
- Click **Next**
- Final docket text appears for review

- Click ***Next***
- Notice of Electronic Filing is generated

## Attorney Statement of Compensation

---

### Summary

Any attorney representing a Debtor shall file with the court a statement of the compensation paid or agreed to be paid by the Debtor in a case. This allows the court to determine whether the compensation is consistent with the reasonable value of the services rendered.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Attorney Statement of Compensation** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- This event can also be found under the ***Miscellaneous*** category, if not being filed in conjunction with other schedules.

## Means Test (Chapter 7)

---

### Summary

The Means Test (Form B122A) in a Chapter 7 case is completed by an individual Debtor. It is a calculation that determines whether or not the Debtor qualifies for relief under Chapter 7.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Means Test (Chapter 7)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Select “Yes or No” to indicate whether or not the presumption of abuse arises. Enter the current income for the Debtor(s) in the text box (omit the dollar sign).
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



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## Notes

- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both ***Means Test (Chapter 7)*** and ***Summary of Schedules*** from the picklist. This will allow you to update the appropriate statistical information in the case.

## Schedule A/B

---

### Summary

Schedule A lists the real property of the Debtor. Schedule B lists the personal property of the Debtor.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule A/B** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the total amount of real property owned in the first text box. Enter the total amount of personal property owned in the second text box. (omit the dollar sign)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule A/B** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.
- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule C

---

### Summary

Schedule C lists the property the Debtor is claiming as exempt.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule C** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the total value of claimed exemptions in the text box (omit the dollar sign)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.

## Schedule D

---

### Summary

Schedule D lists the secured debts of the Debtor.

**Fee:** \$32\*

*\*The fee is due if adding or deleting creditor(s), changing the amount of a debt or changing the classification of a debt (moving from one schedule to another) - even if amended schedules are not being filed.*

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule D** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Make the appropriate selection from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected “Amendment Fee Required” on the previous screen, you will be provided an additional drop down box. Make the appropriate selection to indicate whether or not you are adding additional creditors to the case. (If you selected “No Fee Due”, this screen will not appear.)
- Click **Next**
- Review display message (This screen will only appear if you selected “Adding Creditor or Creditors” on the prior screen.)
- Click **Next**

- Add the creditor name(s) and address(es) in the text box, each separated by a blank line (This screen will only appear if you are adding creditors to the case.)
- Click **Next**
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message. Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due. (This screen will only appear if you selected “Amendment Fee Required” earlier in the docketing process.)

*Note: If you are amending multiple schedules that require a fee (ex. D, E, F), this screen will appear once for each schedule event selected. If the amendment fee is required, you must answer “Yes” the first time you are asked if the fee is due, but “No” each subsequent time.*

- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

## Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule D** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.

- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule E/F

---

### Summary

Schedule E lists the unsecured priority debts of the Debtor. Schedule F lists the unsecured nonpriority debts of the Debtor.

**Fee:** \$32\*

*\*The fee is due if adding or deleting creditor(s), changing the amount of a debt or changing the classification of a debt (moving from one schedule to another) - even if amended schedules are not being filed.*

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule E/F** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Make the appropriate selection from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected “Amendment Fee Required” on the previous screen, you will be provided an additional drop down box. Make the appropriate selection to indicate whether or not you are adding additional creditors to the case. (If you selected “No Fee Due”, this screen will not appear.)
- Click **Next**
- Review display message (This screen will only appear if you selected “Adding Creditor or Creditors” on the prior screen.)



- Click **Next**
- Add the creditor name(s) and address(es) in the text box, each separated by a blank line (This screen will only appear if you are adding creditors to the case.)
- Click **Next**
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message. Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due. (This screen will only appear if you selected “Amendment Fee Required” earlier in the docketing process.)

*Note: If you are amending multiple schedules that require a fee (ex. D, E, F), this screen will appear once for each schedule event selected. If the amendment fee is required, you must answer “Yes” the first time you are asked if the fee is due, but “No” each subsequent time.*

- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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## Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule E/F** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.

- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule G

---

### Summary

Schedule G lists the Debtor's executory contracts and unexpired leases.

**Fee:** \$32\*

*\*The fee is due if adding or deleting creditor(s), changing the amount of a debt or changing the classification of a debt (moving from one schedule to another) - even if amended schedules are not being filed.*

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule G** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Make the appropriate selection from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected "Amendment Fee Required" on the previous screen, you will be provided an additional drop down box. Make the appropriate selection to indicate whether or not you are adding additional creditors to the case. (If you selected "No Fee Due", this screen will not appear.)
- Click **Next**
- Review display message (This screen will only appear if you selected "Adding Creditor or Creditors" on the prior screen.)
- Click **Next**

- Add the creditor name(s) and address(es) in the text box, each separated by a blank line (This screen will only appear if you are adding creditors to the case.)
- Click **Next**
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Review display message. Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due. (This screen will only appear if you selected “Amendment Fee Required” earlier in the docketing process.)

*Note: If you are amending multiple schedules that require a fee (ex. D, E, F), this screen will appear once for each schedule event selected. If the amendment fee is required, you must answer “Yes” the first time you are asked if the fee is due, but “No” each subsequent time.*

- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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## Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule G** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.

- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule H

---

### Summary

Schedule H lists the co-debtors of the Debtor.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule H** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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### Notes

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.

- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both ***Schedule H*** and ***Summary of Schedules*** from the picklist. This will allow you to update the appropriate statistical information in the case.
- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule I

---

### Summary

Schedule I lists the current monthly income of individual Debtors.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule I** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

---

### Notes

- Item #13 must be filled out in order for Schedule I to be considered complete.



- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule I** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.
- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedule J

---

### Summary

Schedule J lists the current expenditures of individual Debtors.

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedule J** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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### Notes

- Item #24 must be filled out in order for Schedule J to be considered complete.

- If you are filing multiple schedules/amended schedules, they should be combined into one PDF document and filed as one docket entry. When filing, hold down the “Ctrl” key and select all applicable schedule events.
- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both **Schedule J** and **Summary of Schedules** from the picklist. This will allow you to update the appropriate statistical information in the case.
- Pursuant to Rule 1008 of the Federal Rules of Bankruptcy Procedure, all petitions, lists, schedules, statements and amendments thereto shall be verified or contain an unsworn declaration.

## Schedules and Statements

---

### Summary

When a Debtor files an accelerated petition, the schedules and statements are due within 14 days. This event is only to be used when ALL missing schedules are filed to cure the deficiency on an accelerated petition. Otherwise, the appropriate individual schedule events should be selected.

**Fee: \$32\***

*\*The fee is due if adding or deleting creditor(s), changing the amount of a debt or changing the classification of a debt (moving from one schedule to another) - even if amended schedules are not being filed.*

---

### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Schedules and Statements** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Make the appropriate selection from the drop down box to indicate whether or not the fee is due
- Click **Next**
- If you selected “Amendment Fee Required” on the previous screen, you will be provided an additional drop down box. Make the appropriate selection to indicate whether or not you are adding additional creditors to the case. (If you selected “No Fee Due”, this screen will not appear.)
- Click **Next**

- Review display message (This screen will only appear if you selected “Adding Creditor or Creditors” on the prior screen.)
- Click **Next**
- Add the creditor name(s) and address(es) in the text box, each separated by a blank line (This screen will only appear if you are adding creditors to the case.)
- Click **Next**
- Click **Next**
- Review display message
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the totals from Schedules A, B, D, E, F, I, J, Form 22 and Nondischargeable Debt in the text boxes
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the fee is due (This screen will only appear if you selected “Amendment Fee Required” earlier in the docketing process.)
- Click **Next**
- Amount of fee appears, if applicable
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Statement of Current Monthly Income (Ch. 11)

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### Summary

The Statement of Current Monthly Income (Form B122B) in a Chapter 11 case is a calculation of the Debtor's current monthly income.

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### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Statement of Current Monthly Income (Ch. 11)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select "No Fee Due" from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

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### Notes

- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the

Amended Summary is included with the filing, hold down the “Ctrl” key and select both ***Statement of Current Monthly Income (Ch. 11)*** and ***Summary of Schedules*** from the picklist. This will allow you to update the appropriate statistical information in the case.

## Statement of Current Monthly Income (Ch. 13)

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### Summary

The Statement of Current Monthly Income (Form B122C) in a Chapter 13 case is a calculation of how much disposable income a Debtor has in order to make plan payments.

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### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Statement of Current Monthly Income (Ch. 13)** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Enter the current income for the Debtor(s) in the text box (omit the dollar sign).
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated



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## Notes

- An Amended Summary of Schedules must be filed each time an amended schedule is filed pursuant to General Order by the Court on April 30, 2009. If the Amended Summary is included with the filing, hold down the “Ctrl” key and select both ***Statement of Current Monthly Income (Ch. 13)*** and ***Summary of Schedules*** from the picklist. This will allow you to update the appropriate statistical information in the case.

## Statement of Financial Affairs

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### Summary

The Statement of Financial Affairs is a set of questions that must be answered by all Debtors regarding the Debtor's financial situation at the time the case is filed.

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### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Statement of Financial Affairs** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select "No Fee Due" from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Statement of Intent

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### Summary

The Statement of Intent is completed by the Debtor in a Chapter 7 individual case. It advises the Trustee and creditors what the Debtor intends to do with any secured collateral, such as a home or vehicle. The Debtor must state (1) whether the property will be surrendered or retained, (2) whether it will be claimed as exempt, (3) whether the Debtor intends to redeem the property and (4) whether the Debtor intends to reaffirm the debt secured by the property.

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### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Statement of Intent** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select “Yes” or “No” from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select “No Fee Due” from the drop down box, as no fee is required for amending this document
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated

## Summary of Schedules

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### Summary

The Summary of Schedules summarizes the detailed information provided in Schedules A-J of the petition. It gives the court a brief snapshot of the Debtor's income, expenses, debts and property. In addition to being included with the initial filing of the petition, an Amended Summary of Schedules must be included each time an amended schedule is filed with the court.

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### Filing

- Select **Bankruptcy**
- Select **Schedules**
- Enter case number
- Click **Next**
- Select **Summary of Schedules** from available events
- Click **Next**
- If filing jointly with another attorney, check the box. If not, click **Next**.
- Select the debtor(s) as the filing party
- Click **Next**
- Select "Yes" or "No" from the drop down box to indicate whether or not the document is amended
- Click **Next**
- Select "No Fee Due" from the drop down box, as no fee is required for amending this document
- Click **Next**
- Enter the totals from Schedules A, B, D, E, F, I, J, Form 22 and Nondischargeable Debt in the text boxes
- Click **Next**
- [Attach PDF](#)
- Click **Next**
- Final docket text appears for review
- Click **Next**
- Notice of Electronic Filing is generated