UNITED STATES BANKRUPTCY COURT
Western District of Washington

CASE MANAGEMENT

CM/ECF

Version II

Electronic Case Files

Glossary of Terms

Adobe Acrobat

Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.

Attachment

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

Automatic E-mail Notification

An Electronic Case Files (ECF) feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

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

Browser

A software program which provides a user-friendly interface to access information on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from Web servers. Netscape Navigator and Internet Explorer are the two most popular Web browsers.

Netscape Navigator 4.6x and 4.7x, and Internet Explorer 5.0 can be used with ECF. NOTE: Some users have experienced intermittent problems in submitting electronic documents with Internet Explorer.

Category

In ECF, a category is a classification of similar document types, such as Motions/Applications. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Files (CM/ECF) is the Federal Judiciary's next generation case management system that will revolutionize the way courts do business. With the ECF portion attorneys can file cases and documents electronically via the Internet.

Declaration Re: Electronic Filing

A document containing the original signatures of the debtor(s) and attorney that must be submitted on paper to the Clerk's Office when a new bankruptcy case is filed. The documents states that the debtor(s) consent to the electronic filing. Failure to file the declaration within five days will result in the case being dismissed.

Default

A default is a common suggested value displayed by ECF on a screen. You can accept the default or choose another event from a pick list.

Document Type

A category of documents filed in an ECF case that have similar characteristics, such as a motion or a notice.

Drop Down Box

An alphabetical list of selections to choose from. Drop down boxes are used throughout ECF to list party names or docket events. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down and scroll to the second (third, etc.) selection.

Hypertext (HTML) Link

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

Notice of Electronic Filing

An electronic certification that each case or document submitted electronically was entered in the U.S. Bankruptcy Court database.

PDF Document

An exact image of a document created in a word processing program. Once converted to PDF the document can not be altered. All documents filed in ECF, must be in PDF format, with the exception of the creditor list (matrix) It must be uploaded in a text (.txt) format

Radio Button

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

URL

The abbreviation for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Western Washington Training Database is https://ecf-train.wawb.uscourts.gov

Logging onto
Electronic Case Files (ECF)

The following instructions will guide you in the basic use of a browser to log onto Electronic Case Files (ECF). You must use Netscape Communicator software version 4.7, or Internet Explorer 5. Due to security a Netscape Communicator session can only be established using Netscape Communicator 4.7. DO NOT USE America On Line's version of Netscape Communicator, or a version lower than 4.7.

STEP 1 On your PC desktop, access **Netscape Communicator** or **Internet Explorer** by clicking on the icon. (**See** Netscape, **Figure 1a,** or Internet Explorer **Figure 1b**).

Netscape Communicator.lnk

Figure 1a

Internet Explorer.lnk

Figure 1b

STEP 2 The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

- ❏ Enter the URL for the ECF document filing system or training database.

> - To access the ECF site, enter
>
>   **https://ecf.wawb.uscourts.gov**
>
> - To access the training database, enter
>
>   **https://ecf-train.wawb.uscourts.gov**

STEP 3 The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF WASHINGTON** page displays.

- ❑ Select the **Western District of Washington - Document Filing System** hyperlink

STEP 4 The **ECF/PACER LOGIN** screen displays.

- ❑ Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.

OR

- ❑ Enter your PACER login and password to view electronic case files.

STEP 5 The ECF Main menu bar displays **(See Figure 1.)**

Figure 1

- ❑ Select one of the five options on the menu bar to open cases, file documents, query cases, run reports, maintain you user account in utilities, or to logout
- ❑ For further information on each of these categories, click the yellow question mark ? help icon.

STEP 6 To **LOGOUT** of the ECF system:

- ❑ Click on the Logout button on the Menu Bar.
- ❑ To close the browser, click the close icon, or the X in the top right corner of the Menu bar.

Help Desk

The Clerk's Office has a Help Desk to answer questions while you're filing documents in the Electronic Case Files system. Call and a court staff member will be there to answer your questions:

206-370-5280 (7:30 am - 5:00 pm M-F) for **Seattle** cases
253-370-8937 (7:30 am - 5:00 pm M-F) for **Tacoma** cases

You also can send an Email to the

Seattle Help Desk at ECFHelp_Seattle@wawb.uscourts.gov ,
Tacoma Help Desk at ECFHelp_Tacoma@wawb.uscourts.gov.

Need to speak with someone at the court about a non-ECF matter? Here are some important telephone numbers for you:

All **general information and questions regarding filing cases,**

call (206) 370-5200 for the Seattle area

call (253) 593-6310 for the Tacoma area

To **register for Public Access to Court Electronic Records (PACER)** to view case files over the Internet, call 1-800- 676-6856.

If you have questions about a **specific case, other than how to file electronically,** you can call the case manager. Cases are assigned according to the last two digits **(terminal digits)** of the case number. Check the court's Telephone List on the Web site at http://www.wawb.uscourts.gov for the case manager's extension.

For questions related to **hearings/trials** or to **request a hearing date,** please contact the judge's secretary or courtroom deputy.

Chief Judge Philip Brandt (Seattle Chambers)	Suzan Gallup, Courtroom Deputy	(206) 370-5321
Chief Judge Philip Brandt (Tacoma Chambers)	Juanita Kandi, Secretary Mary Snarski, Courtroom Deputy	(253) 593-6345 ext 4020 (253) 593-6345 ext 4022

Judge Thomas Glover	Dianne Berst, Secretary Kim Kelley, Courtroom Deputy	(206) 370-5316 (206) 370-5311
Judge Karen Overstreet	Duffy Clarke, Secretary Phyllis Jones, Courtroom Deputy	(206) 370-5336 (206) 370-5331
Judge Paul Snyder	Debby Vincent, Secretary Shawn Utley, Courtroom Deputy Pattie Adams, **Ch 13** Courtroom Deputy	(253) 593-6342 ext 4038 (253) 593-6342 ext 4016 (253) 593-6342 ext 4041
Judge Samuel Steiner	Ruth Barnett, Secretary Janice Brooks, Courtroom Deputy	(206) 370-5306 (206) 370-5301

Printing to PDF

The following instructions will guide you through the process of printing a word processing document to Portable Document Format (PDF). For this example MS Word 2000 and WordPerfect 9 are used. Once a document is converted to PDF it can not be modified. Documents filed electronically to CM/ECF must be in this format.

- When Adobe Acrobat is installed on your system it creates PDF Writer. You will choose this as your 'Printer' when converting the document to PDF. The PDF writer allows you to name the file and store it in a directory on your harddrive or network.

- Your bankruptcy software may convert documents to PDF. Refer to your software vendor for questions regarding converting to PDF.

Requirements:

- Word processing software. For example: MS Word or WordPerfect.
- Adobe PDF Writer

STEP 1 Prepare or retrieve the document.

❑ Review the document text for accuracy.

STEP 2 There are two choices to print the document to PDF.

❑ Click the print icon on your word processor toolbar.

❑ Alternatively, click file on the menu bar. From the drop-down menu select **Print**.

STEP 3 Select **Adobe PDF Writer** from your list of available printers.

STEP 4 Store the document to a location where it may easily be retrieved later.

➢ **NOTE:** You may wish to create a folder specifically to house your PDF documents.

- ❑ Name the document. Note **Save as type**: **PDF Files**.
- ❑ Click the **Save** button.
- ❑ The document has been stored in PDF and can be attached to a CM/ECF event.

NAMING A DOCUMENT:

- ❑ Create a file name that clearly identifies the case and the type of document.
  - ! Use the case number or debtor's name as part of the file name.
  - ! Identify the pleading: Example - petition, motion, declaration, etc.
  - ! Combine the two examples to create the file name, e.g. 01-12345motion, or jsmith-petition.

➢ **NOTE**: If you have more than one of the same type of pleading for the same case, use a number after each document to identify it. **Example: 1234motion1, 1234motion2, 1234motion3.**

Modify
PDF Images

Pdf documents uploaded into CM/ECF may be no larger than 1.5MB in size. Larger documents must be separated into smaller parts and uploaded in the docket entry as attachments.

Adobe allows for the modification of PDF images as follows:

- ➢ Insert
- ➢ Delete
- ➢ Replace
- ➢ Extract
- ➢ Rotate

The full verison of Adobe Acrobat is required to perform these processes.

☞**NOTE:** Refer to the **Extracting Pages** section of this lesson when separating the document into smaller parts for upload into CM/ECF.

Inserting Pages:
Adobe Acrobat allows users to combine separate document(s) into one. Proceed as follows:

STEP 1 Retrieve and Open the main document. This is the document other pages will be inserted into.

- ❑ Click **Document** on the **Acrobat** menu bar.
- ❑ Select **Insert Pages** from the pick-list.

STEP 2 The **Select File to Insert** box displays.

- ❑ Enter the file name of the document being inserted. Alternatively, navigate to the file and click on its name to select it.
- ❑ Click **[Open].**

STEP 3 The **Insert** box is displayed.

- ❏ Make an appropriate selection at **Location**.
  - Selecting **before** places the pages in the document ahead of the existing ones.
  - Selecting **after** places them behind existing pages.

- ❏ Make appropriate selections at **Pages.**
  - Selecting the **First Page** radio button inserts the page(s) in front of existing ones when *before* was selected in the location field. When *after* was selected the document inserts after the first page.
  - Selecting the **Last Page** radio button places the document before or after the last page based on the location selected.
  - Selecting **Page Number** allows you to place the inserted document before or after a specified page.

- ❏ Click the **[OK]** button.

- ❏ Review the document to verify that all pages were inserted properly.

STEP 3 Click the **X** in the upper right corner of Acrobat to close and save the document.

- ❏ When prompted "*Do you want to save changes*?" answer **Yes.**

Deleting Pages:

Adobe Acrobat allows users to delete pages from an imaged document. Proceed as follows:

STEP 1 Retrieve and open the scanned document.

- ❏ Click **Document** on the menu bar.
- ❏ From the Pick-list select **Delete Pages.**
- ❏ Enter the **from** and **to** pages for deletion**.**
- ❏ Click **OK.**

STEP 2 The **Deletion Verification** screen displays.

- ❏ Verify pages being deleted**.**

- ❑ Click the **OK** button.

STEP 3 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ❑ When prompted "Do you want to save changes?" answer **Yes.**

Replacing Pages:

The Replace Page feature of Acrobat allows the user to insert imaged pages over others, thus, replacing them. Pages may be replaced in place of deleting and inserting them.

STEP 1 Retrieve and open the scanned document.

- ❑ Click **Document** on the menu bar.
- ❑ From the Pick-list select **Replace Pages.**

STEP 2 The **Select File with New Pages** screen displays.

- ❑ Navigate to and select the document to be inserted.
- ❑ Click the **Open** button.

STEP 3 The **Replace Pages** screen displays.

- ❑ At **Original** enter the page number(s) of the page(s) to be replaced in the **From** and **To** fields.
- ❑ At **Replacement** enter the page number(s) of page(s) to be inserted in the **From** and **To** fields.
- ❑ Click the **OK** button.

STEP 4 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ❑ When prompted "Do you want to save changes?" answer **Yes**.

Extracting Pages:
This feature of Adobe Acrobat allows users to remove pages from large documents and save those pages as its own document. When a document is in excess of 1.5MB in size, use this process to break the document into smaller, more manageable pieces.

STEP 1 Retrieve and open the scanned document.

- ❑ Click **Document** on the menu bar.
- ❑ From the pick-list select **Extract Pages.**

STEP 2 The **Extract Pages** screen displays.

- ❑ Enter the page number(s) of the page(s) to be extract in the **From/To** fields.
- ❑ Click the **Delete Pages After Extracting** checkbox to delete these pages from your main document.
  - When the box remains unchecked, the pages will remain in the main document. A copy of the pages are extracted.
- ❑ Click **[OK].**

STEP 3 The **Deletion Verification** screen displays. *(Optional screen: This screen displays only when the checkbox to remove pages from your main document is selected).*

- ❑ Verify pages for deletion.
- ❑ Click the **OK** button.

SEP 4 The **Extracted Pages** screen displays.

- ❑ The pages displaying on your screen is the newly created document.
  - The Title bar across the very top of your screen should read **Adobe Acrobat [Pages from (file name).PDF].** The title is your verification that this is the extracted document. The original document is located underneath it.
- ❑ Click the **X** in the upper right corner of the application to exit and save the

document.

- ❑ When prompted to “Save the changes before closing?”, answer **Yes**.

STEP 5 The **Save As** screen displays.

- ❑ Name the extracted document.
- ❑ Click **Save** to save the document.

STEP 6 The **Save As** screen displays again.

- ❑ If you have elected to delete the pages from the original document, you will be prompted to save changes to it
- ❑ Answer **Yes** to save changes.

Rotating Image:

This feature of Adobe Acrobat allows for rotation of imaged documents. Proceed as follows:

STEP 1 Retrieve and Open the imaged document.

- ❑ Click **Document** on the menu bar.
- ❑ From the Pick-list select **Rotate Pages.** Alternatively, click **CTRL+ r** on the keyboard.

STEP 2 The **Rotate Pages** screen displays.

- ❑ At **Direction** - make no selection.
- ❑ **Page Range** - select **All Pages.**

STEP 3 The **Page Rotation** screen displays.

- ❑ When prompted “Are you sure you want to rotate all pages?” Click **OK**.
- ❑ Perform these steps until the document appears as desired..

STEP 4 Click the **X** in the upper right corner of Acrobat to close and save the combined documents.

- ❏ When prompted “Do you want to save changes?” answer **Yes**.

Highlight Text

The highlight pen allows the user to highlight text within a pdf document. The default color for the pen is a bright yellow, but can be changed to the user’s specification. To use the pen tool proceed as follows:

STEP 1 Select the “Highlight Text Tool” on the Adobe tool bar. (**See figure 1.**) Alternatively, type a “u” on the keyboard.


Figure 1

- ❏ Drag the pen across the text that will be highlighted. Click outside of the text to view the pen selection.

STEP 2 To change the highlight color proceed as follows:

- ❏ Right-click on the highlighted text and select properties from the pop-up box.
- ❏ From the highlight properties box, click **color** to select a new color.
- ❏ Click **OK** to exit the properties box and OK again to exit the highlight box.

➢ **NOTE:** From this point on the selected color will be your highlight color until another selection is made.

Copy and Paste PDF Text

Text may be copied from a pdf document and pasted into a Word Processing application, such as MS Word. Proceed as follows to copy and paste text.

STEP 1 Click the **Text Tool** on the Adobe tool bar. Alternatively, type a “v” on the keyboard. (**See Figure 2.**)

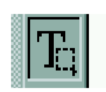


Figure 2

- ❏ Click and drag across the appropriate text to select it.
- ❏ Click **Edit** on the menu bar and select **Copy.** The selected text is copied to the clipboard and can be pasted into any word processing application. Alternatively, right-click on the selected text and select **Copy** from the pop-up box.

STEP 2 Open a Word Processing application, for example MS Word.

❏ Click **Edit** on the menu bar and select **Paste.** Alternatively, press CTRL+v to paste in the document.

Saving Text Documents

The following instructions will guide you through the process of converting a creditor mailing list to a text or ASCII format. In ECF all documents are filed with the court as PDF files with one exception. The creditor matrix must be saved as a text file to allow for uploading into the creditor area.

A text (.txt) document is in a generic format that most software applications can read. A document can be saved as a .txt document by selecting ASCII (Dos) in the **file type** list. (The steps are outlined below).

STEP 1 Create or open the creditor list in your Word Processor. **Enter all names and addresses in UPPER-CASE letters.**

STEP 2 Save your document.

- ❑ Click File on the word processor menu bar and select **save as.**

STEP 3 The following displays steps in saving the document to your computer.

- ❑ Navigate to the folder where the document will be housed.

  ➢ **NOTE:** Documents may be easily located when a folder has been created specifically for your matrices.

- ❑ Name the document. The document may be saved using the standard naming conventions; lst letter of debtor(s) first name, plus last name, **JSmith**.

- ❑ Click the ▼ (down arrow) to view a dialog box of available File Type options.

- ❑ Select **ASCII (DOS)** text.

- ❑ Press the **Save** button

- ❑ The document is now saved as a .txt document and can be uploaded into the creditor area of ECF.

City/County

Western District of Washington

COUNTY	341 MEETING LOCATION
King	U.S. Bankruptcy Court, Room 4105
Snohomish/ Island	Everett Red Cross Building
San Juan/Skagit/Whatcom	Bellingham Federal Building
Clallam/Jefferson/Kitsap	Bremerton Washington Mutual Bldg
Pierce/Lewis/Mason/Thurston/Grays Harbor	Union Station
Clark/Cowlitz/Klickitat/Pacific/Wahkiakum/Skamania	Vancouver Federal Building
Chapter 13 - Tuesday *Clark/Skamania/Wahkiakum,/Klickitat* Chapter 13 - Thursday *Cowlitz,/Pacific & All Conversions*	Vancouver Federal Building

A	
Aberdeen	*Grays Harbor*
Acme	Whatcom
Adna	*Lewis*
Alder	*Pierce*
Alderwood Manor	Snohomish
Algona	King
Allen	Skagit
Allyn	*Mason*
Aloha	*Grays Harbor*
Alpental	King
Amanda Park	*Grays Harbor*
Amboy	*Clark*
American Lake	*Pierce*
Anacortes	Skagit
Anderson Island	*Pierce*
Ariel	*Cowlitz*
Arlington	Snohomish
Arnada Park Annex	*Clark*
Ashford	*Pierce*
Auburn	King
B	
Bainbridge Island	Kitsap
Bangor	Kitsap
Baring	King
Battle Ground	*Clark*
Bay Center	*Pacific*
Beaver	Clallam
Belfair	*Mason*
Bellevue	King
Bellingham	Whatcom
Big Lake	Skagit
Birch Bay	Whatcom
Bitter Lake	King
Black Diamond	King
Blaine	Whatcom
Blakely Island	San Juan
Blanchard	Skagit

*County Code Location is **King**

Bonney Lake	*Pierce*
Bothell	King/Snohomish
Bow	Skagit
Bremerton	Kitsap
Brier	Snohomish
Brinnon	Jefferson
Brush Prairie	*Cowlitz*
Buckley	*Pierce*
Bucoda	*Thurston*
Burien	King
Burley	Kitsap
Burlington	Skagit
Burton	King
	C
Camano Island	Island
Camas	*Clark*
Carbonado	*Pierce*
Carlsborg	Clallam
Carnation	King
Carrolls	*Cowlitz*
Carson	*Skamania*
Cascade	King
Castle Rock	*Cowlitz*
Cashmere	King
Castle Rock	*Cowlitz*
Cathlamet	*Wahkiakum*
Central Park	*Grays Harbor*
Centralia	*Lewis*
Chehalis	*Lewis*
Chelan	Out of District*
Chimacum	Jefferson
Chinook	*Pacific*
Cinebar	*Lewis*
Clallam Bay	Clallam

Claremont	Snohomish
Cle Elum	Out of District*
Clear Lake	Skagit
Clearview	Snohomish
Clearwater	Clallam
Clinton	Snohomish
Clipper	Whatcom
Clyde Hill	King
Colfax	Out of District*
Columbia Arts Center	*Clark*
Concrete	Skagit
Conway	Skagit
Copalis Beach	*Grays Harbor*
Copalis Crossing	*Grays Harbor*
Cosmopolis	*Grays Harbor*
Cougar	*Cowlitz*
Coupeville	Island
Covington	King
Crystal Mountain	King
Colbert	Out of District*
Cumberland	King
Curtis	*Lewis*
Custer	Whatcom
	D
Darrington	Snohomish
Dash Point	*Pierce*
Decatur	San Juan
Deep River	*Wahkiakum*
Deer Harbor	San Juan
Deming	Whatcom
Des Moines	King
Dockton	King
Doty	*Lewis*

*County Code Location is **King**

Du Pont	*Pierce*
Duvall	King
E	
East Hill	King
East Olympia	*Thurston*
East Wenatchee	Out of District*
Eastgate	King
Eastsound	San Juan
Eatonville	*Pierce*
Edgewood	*Pierce*
Edison	Skagit
Edmonds	Snohomish
Elbe	*Pierce*
Ellensburg	Out of District*
Elma	*Grays Harbor*
Enumclaw	King
Ethel	*Lewis*
Everett	Snohomish
Everson	Whatcom
F	
Fall City	King
Federal Way	King
Fern Hill	*Pierce*
Ferndale	Whatcom
Fife	*Pierce*
Fircrest	*Pierce*
Forks	Clallam
Fort Lewis	*Pierce*
Fort Steilacoom	*Pierce*
Fourth Plain	*Out of District**
Fox Island	*Pierce*
Freeland	Island
Friday Harbor	San Juan
G	
Galvin	*Lewis*

Gardiner	Clallam
Garfield	Out of District*
Gig Harbor	*Pierce*
Glacier	Whatcom
Glenoma	*Lewis*
Gold Bar	Snohomish
Gorst	Kitsap
Graham	*Pierce*
Granite Falls	Snohomish
Grapeview	*Mason*
Grayland	*Grays Harbor*
Grays River	*Wahkiakum*
Greenbank	Island
Greenwater	King
Grotto	King
Guemes Island	Skagit
H	
Hadlock	Jefferson
Hamilton	Skagit
Hansville	Kitsap
Harper	Kitsap
Hazel Dell	*Clark*
Heisson	*Cowlitz*
Hobart	King
Hoodsport	*Mason*
Hoquiam	*Grays Harbor*
Humptulips	*Grays Harbor*
I	
Ilwaco	*Pacific*
Index	Snohomish
Indianola	Kitsap
Issaquah	King
J	
Joyce	Clallam
Juanita	King
K	

*County Code Location is **King**

Kalama	*Cowlitz*
Kapowsin	*Pierce*
Kelso	*Cowlitz*
Kenmore	King
Kennewick	Out of District*
Kent	King
Keyport	Kitsap
Kingston	Kitsap
Kirkland	King
	l
La Center	*Clark*
La Conner	Whatcom
La Grande	*Pierce*
La Push	Clallam
Lacey	*Thurston*
Lake Bay	*Pierce*
Lake Forest Park	King
Lake Stevens	Snohomish
Lakeview	*Pierce*
Lakewood	*Pierce*
Langley	Island
Lebam	*Pacific*
Lilliwaup	*Mason*
Littlerock	*Thurston*
Long Beach	*Pacific*
Longbranch	*Pierce*
Longmire	*Pierce*
Longview	*Cowlitz*
Lopez Island	San Juan
Lowell	Snohomish
Lummi Island	Skagit
Lyman	Whatcom
Lynden	Whatcom
Lynnwood	Snohomish
	M

Mabton	Skagit
Malone	*Grays Harbor*
Manchester	Kitsap
Manette	Kitsap
Manson	Out of District*
Maple Falls	Whatcom
Maple Valley	King
Marblemount	Skagit
Marietta	Whatcom
Marysville	Snohomish
Matlock	*Mason*
McChord AFB	*Pierce*
McCleary	*Grays Harbor*
McKenna	*Pierce*
McMillin	*Pierce*
Medical Lake	Out of District*
Medina	King
Menlo	*Pacific*
Mercer Island	King
Midway	King
Mill Creek	Snohomish
Milton	King/*Pierce*
Mineral	*Lewis*
Minnehaha	*Clark*
Moclips	*Grays Harbor*
Monroe	Snohomish
Monta Vista	*Pierce*
Montesano	*Grays Harbor*
Morton	*Lewis*
Mossyrock	*Lewis*
Mount Vernon	Whatcom
Mountlake Terrace	Snohomish
Mukilteo	Snohomish
	N

*County Code Location is **King**

Nahcotta	*Pacific*
Napa Vine	*Lewis*
Naselle	*Pacific*
Neah Bay	Clallam
Neilton	*Grays Harbor*
Newcastle	King
Nine Mile Falls	Out of District*
Nooksack	Whatcom
Nordland	Jefferson
Normandy Park	King
North Bend	King
North Bonneville	*Skamania*
North Fort Lewis	*Lewis*
	O
Oak Harbor	Island
Oakville	*Grays Harbor*
Ocean City	*Grays Harbor*
Ocean Park	*Pacific*
Ocean Shores	*Grays Harbor*
Olalla	Kitsap
Olga	San Juan
Olympia	*Thurston*
Onalaska	*Lewis*
Orcas	San Juan
Orchards	*Clark*
Orting	*Pierce*
Oso	Snohomish
Overland Park	King
Oysterville	*Pacific*
	P
Pacific	King
Pacific Beach	*Grays Harbor*
Packwood	*Lewis*
Palmer	King
Paradise Island	*Pierce*
Parkland	*Pierce*
Pe Ell	*Lewis*
Peshastin	Out of District*
Pinehurst	Snohomish
Point Roberts	Whatcom
Port Angeles	Clallam
Port Blakely	King
Port Gamble	Kitsap
Port Hadlock	Jefferson
Port Ludlow	Jefferson
Port Orchard	Kitsap
Port Townsend	Jefferson
Porter	*Grays Harbor*
Potlatch	*Mason*
Poulsbo	Kitsap
Preston	King
Proctor	*Pierce*
Puyallup	*Pierce*
	Q
Quilcene	Jefferson
Quinalt	*Grays Harbor*
	R
Rainier	*Thurston*
Randle	*Lewis*
Ravensdale	King
Raymond	*Pacific*
Redmond	King
Redondo	King
Renton	King
Retsil	Kitsap
Ridgefield	*Clark*
Riverside	Out of District*
Roche Harbor	San Juan

*County Code Location is **King**

Rochester	*Thurston*
Rockport	Skagit
Rollingbay	Kitsap
Rosburg	*Wahkiakum*
Roy	*Pierce*
Ruston	*Pierce*
Ryderwood	*Cowlitz*
S	
Salkum	*Lewis*
Sammamish	King
Sappho	Clallam
Satsop	*Grays Harbor*
Seabeck	Kitsap
Seahurst	King
Seatac	King
Seattle	King
Seaview	*Pacific*
Sedro Woolley	Skagit
Sekiu	Clallam
Sequim	Clallam
Shaw Island	San Juan
Shelton	*Mason*
Sheridan Park	Kitsap
Shoreline	King
Silvana	Snohomish
Silver Creek	*Lewis*
Silverlake	*Cowlitz*
Silverdale	Kitsap
Skamania	*Skamania*
Skamokawa	*Wahkiakum*
Skykomish	King
Skyway	King
Snohomish	Snohomish
Snoqualmie	King
Snoqualmie Falls	King
Snoqualmie Pass	King

South Bend	*Pacific*
South Colby	Kitsap
South Prairie	*Pierce*
Southgate	*Thurston*
Southworth	Kitsap
Spanaway	*Pierce*
Stanwood	Snohomish
Startup	Snohomish
Steilacoom	*Pierce*
Stevenson	Samania
Sultan	Snohomish
Sumas	Whatcom
Sumner	*Pierce*
Suquamish	Kitsap
T	
Tacoma	*Pierce*
Taholah	*Grays Harbor*
Tahuya	*Mason*
Tenino	*Thurston*
Tillicum	*Pierce*
Tokeland	*Pacific*
Toledo	*Lewis*
Tonasket	Out of District*
Toutle	*Cowlitz*
Tracyton	Kitsap
Tukwila	King
Tumwater	*Thurston*
U	
Underwood	*Skamania*
Union	*Mason*
University Place	*Pierce*
Urban	Skagit
V	
Vader	*Lewis*
Van Zandt	Watcom
Vancouver	*Clark*

*County Code Location is **King**

Vashon	King
Vaughn	*Pierce*
Veradale	Out of District*
	W
Waldron	San Juan
Washougal	*Clark*
Wauna	*Pierce*
West Port	*Grays Harbor*
Wickersham	Whatcom
Wilkeson	*Pierce*
Winlock	*Lewis*
Winslow	Kitsap
Woodinville	King/Snohomish
Woodland	*Cowlitz*
Wycoff	Kitsap
	y
Yacolt	*Cowlitz*
Yelm	*Thurston*
	Z
Zenith	King

*County Code Location is **King**

UNITED STATES BANKRUPTCY COURT
Western District of Washington

Case Opening

This section of the Attorney/Trustee Participants Guide contains instructions for filing cases in CM/ECF.

- **Adversary Case Opening**
- **BK Case Opening**
- **Involuntary Case Opening**
- **Notice of Removal**
- **Judge/Trustee Assignment**
- **Case Upload**
- **Creditor Upload**

Version II

Electronic Case Files

Adversary Case Opening

This process shows the steps required for attorneys to open an adversary proceeding and for filing a notice of removal.

A removed proceeding is a transferred civil action which is pending in a state court or another federal court.

NOTE: The Credit Card module that will be implemented on March 1, 2004, is designed to allow filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. The module offers advantages that include the ability to;

- Pay the filing fee over the Internet with a credit card at any time.
- Review the history of credit card transaction payments.
- Review outstanding payments due to the court.
- Request online payment of any unpaid balance.

Refer to the **Electronic Case Filing On-line Credit Card Payment Guide** for detailed instruction.

STEP 1 Click on the **Adversary** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

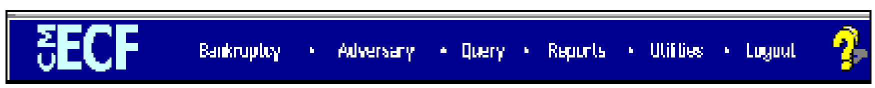
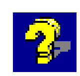


Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays.

❑ For further information on each of these categories, click the help icon.



❑ Click the **Open an Adversary Case**.

STEP 3 The **OPEN AN ADVERSARY CASE** screen displays.

❑ **Case Type** is defaulted to **AP.**

❑ **Date Filed** is the date the adversary is electronically docketed.

❑ Complaint should be **y.** *Select **n** when filing a notice of removal.*

- ❑ Click the **[Submit]** button.

STEP 4 The **Add Associated Case** screen displays.

- ❑ Enter the **Lead Case Number.** The lead case number is the main BK case number.
- ❑ **Association Type** is the type of adversarial relief sought. Select **Adversary** unless the nature of suit is an objection to discharge under 11 USC sec. 727.
- ❑ When the suit is an objection to discharge, choose **Adversary Objection to Discharge 727.**
- ❑ Click **[Submit].**

STEP 5 The **Divisional Office/Judge** screen displays.

- ❑ Verify the main case number and judge information.
- ❑ Click **[Submit]**.

STEP 6 The **Search for a Party Information** screen displays.

- ❑ Type the Plaintiff's last or business name to begin a party search. Note: ECF is case sensitive. Search by capitalizing first initial of the last name.
- ❑ Click **[Search]**
- ❑ When the plaintiff is not listed in ECF, click the **[Create New Party]** button.

STEP 7 The **Party Information** screen displays.

- ❑ Enter all applicable plaintiff name and address information.
- ❑ The Role type MUST be "**Plaintiff: (pla:pty.)**
- ❑ Click the **Attorney** button.

STEP 8 The **Search for an Attorney** screen is displayed.

- ❑ Add your **last name** and/or **Bar ID** number.

➢ *Although you have selected attorney for the plaintiff, the application doesn't automatically link or associate you with that party. This screen, then, is to link the selected party with the attorney who is logged in.*

- ❑ Click the **[Search]** button.
- ❑ At attorney search results, click your attorney name and click the **SELECT NAME FROM LIST** button.

STEP 9 The **Attorney Information** screen is displayed.

- ❑ Verify the attorney information.
- ❑ Click the **[Add Attorney]** button.

STEP 10 The **Party Information** screen displays again.

- ❑ Click the **[Alias]** button when alias information is applicable.
- ❑ Click the **[Submit]** button.
- ❑ The **Search for Party** screen is displayed again. ***In the case of multiple plaintiffs, add as indicated above.***
- ❑ **Click the [Add Attorney] button when adding each plaintiff to the case.**
- ❑ After the plaintiffs have been added, **add defendants**.
- ❑ Defendants are added to the case in the same manner as the plaintiff(s) were added.

➢ **NOTE: DO NOT** enter attorney(s) for defendant(s). They are added to the case when an answer or response is filed. **EXCEPTION:** When filing a Notice of Removal add the attorney for the defendant.

➢ **NOTE: The Role Type for defendants MUST be defendant (dft:pty).**

- ❑ After the last party as been entered, click **[End Party Selection].**

STEP 11 The **Nature of Suit** information screen displays.

❑ At **Party Code** select one
1. U.S. is a Plaintiff
2. U.S. is a Defendant
3. U.S. is not a Party

❑ Select the **Nature of Suit** from the pick list.
1. 424 (Obj/Revocation Discharge 727)
2. 426 (Dischargeability 523)
3. 434 (Injunctive Relief)
4. 435 Validity/Priority/Extent Lien)
5. 454 (Recover Money/ Property)
6. 455 (Revoke Plan Confirmation)
7. 456 (Declaratory Judgment)
8. 457 (Subordinate Claim/Interest)
9. 458 (Approval For Sale)
10. 459 (Application for Removal) - *Select when filing a notice of removal*
11. 498 (Other Action)

❑ Select the **Origin**
1. Original Proceeding
2. Removed from State - *Select when filing a notice of removal*
3. Remand from Appeal Court
4. Reinstated/Reopened
5. Transferred in from Other District
6. Multi-District Litigation

❑ **Transfer date**: If applicable
- When filing a notice of removal enter the date the case was transferred from state court.

❑ **Rule 23 (class action)**: usually **n**

❑ **Jury Demand** (Usually: none)
Both
Defendant
None
Plaintiff

❑ Demand **($)** dollar amount.

❑ Click **[Submit].**

STEP 12 The **Filer Type** screen displays.

- ❑ Answer **y** or **n**, as applicable at "Is the plaintiff the Debtor, Trustee, Debtor in Possession or Examiner?"

  - ➢ **Note:** When the filing is in behalf of the debtor, trustee, Debtor in Possession or Examiner and y is entered in the field, the Electronic Payment prompt will not display.

- ❑ Click **[Submit].**

STEP 13 The **Event Selection** screen displays. *(Optional screen: Displays only when filing a notice of removal).*

- ❑ Select **Notice of Removal of Case** from the events pick-list.

- ❑ Click **[Submit].**

STEP 14 *The* **PDF Documents** screen is displayed.

- ❑ The **Select the PDF document** screen prompts you to enter the path and name for the PDF image of the document. This entry is handled as follows::

- ❑ Click the **[Browse]** button, and the **File Upload** window will display.

- ❑ Click the down arrow to the right of the **Files of type:** field and click on **All Files (*.*)**.

- ❑ Click the down arrow to the right of the **Look in:** field, at the top of the window, and navigate to the directory where the appropriate PDF file is located.

- ❑ Click the PDF file to select it. The name appears in the **File Name** window.

- ❑ Click the **Open** button to upload the file.

- ❑ Leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (Attachments are covered in another module.)

- ❑ Click the **[Submit]** button.

STEP 15 The **Filing Fee Due/Civil Case** screen displays. *(The Civil Case information portion of the screen displays only when filing a notice of removal).*

- ❑ Enter the name of the court where the case was originally filed in the **Court** field.
- ❑ Enter the original court's case number in the **Case Number** field.
- ❑ Click the **[Submit]** button.

STEP 16 The **Docket Text: Modify** screen is displayed.

- ❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.
- ❑ If the docket text has a significant error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen which caused the error, and correct the error.
- ❑ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the **ECF Main Menu Bar.** Although this can be done at any time, this is your last opportunity to change the event.
- ❑ If the docket text is correct, click **[Submit]** to continue.

STEP 17 The **Final Text** screen is displayed.

- ❑ Verify accuracy of information.
- ❑ Click **Back** on the browser button to correct errors.
- ❑ Click the **[Submit]** button.

STEP 18 The **Electronic Payment** prompt displays.*(Optional: This screen does not display answering yes at Step 12".*

- ❑ Select **[Pay Now]** to make payment.

- ❑ **OR [Continue Filing]** to file other cases prior to making payment or to exit the module.

- ❑ Refer to the **Electronic Case Filing On-line Credit Card Payment** Guide for an explanation of the module.

STEP 19 The **Notice of Electronic Filing** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the case was opened.

- ❑ Clicking on the adversary case number hyperlink will display the docket report for the adversary.

- ❑ Clicking on the main case number hyperlink will display the docket report for the main case.

- ❑ Clicking on the document number hyperlink will display the PDF image of the document just filed.

- ❑ To print a copy of this notice, click the browser **[Print]** icon or button.

- ❑ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

    - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to html.

Bankruptcy Case Opening

This process shows the steps for attorneys to open a bankruptcy case on ECF. A number of bankruptcy software programs automatically upload the case information into ECF allowing attorneys to bypass this procedure. See the section on Bankruptcy Case Upload for more information.

Credit Card Payment Module: The Credit Card module that will be implemented on March 1, 2004, is designed to allow filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. The module offers advantages that include the ability to;

- Pay the filing fee over the Internet with a credit card at any time.
- Review the history of credit card transaction payments.
- Review outstanding payments due to the court.
- Request online payment of any unpaid balance.

Refer to the **Electronic Case Filing On-line Credit Card Payment Guide** for detailed instruction.

Special Note: Amendments to the Federal Rules of Bankruptcy Procedure and the Official Bankruptcy Forms will take effect December 1, 2003. Key changes include the following:

- The petition will contain only the last four digits of the individual debtor's Social Security numbers. *The 9-digit case number will continue to be entered when the case is opened.*
- Amendments to Rule 1007 will require debtors to *submit* a verified statement containing the full nine-digit number.
- The new Form B21, Statement of Social Security Number(s) will not become part of the case available to the public at the court or over the Internet. (*The form is available on the court's website at* *www.wawb.uscourts.gov* in Documents/Forms/Statement of Social Security Number(s). It must be completed and converted to PDF prior to the docketing.
- Rule 2002 will be amended to require the clerk to include the debtor's full Social Security number in the copy of the section 341 meeting notice sent to creditors, but the copy of the notice in the court file will only contain the last four digits.

Refer to instructions at the end of this lesson for filing the Statement of Social Security Number.

STEP 1 Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Open a BK Case** hyperlink.

➢ For further information on each of these categories, click the (Help) icon. 

STEP 3 The **CASE DATA** screen displays.

- ❑ The **Case Type** defaults to **bk**. No action is necessary.
- ❑ The current date is displayed as the **Case Filed** date.
- ❑ Select the **Chapter** from the pick list. **7, 11** or **13.**
- ❑ The default value for **Joint** is **n**, for a Joint filing select **y**.
- ❑ If there are any items missing from the petition change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- ❑ Click the **[Submit]** button.

STEP 4 The **SEARCH FOR A PARTY** screen displays.

- ❑ **Before adding a party, a search of the database for the party must be performed**. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.
    - Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include an apostrophe or hyphen if part of the name. (O'Brien) Omit other punctuation, such as periods or commas.
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.

❑ Click the **[Search]** button.

STEP 5 If there are no matches, the system will return a **No Person Found** message.

NOTE: If the party's name appears as a result of the search and "BARRED - ALL CH - INDEF" appears in the "Office", the debtor is barred from filing a bankruptcy petition with the court. Do NOT file the case.

If a chapter and/or expiration date is provided, a case may not be filed under that chapter or until the expiration date. Contact the court for assistance.

❑ Since the party is not already on the database, proceed to add the debtor. Click the **[Create New Party]** button.

STEP 6 The **PARTY INFORMATION** screen displays**.**

❑ Enter debtor **Name** and **Address** information in the appropriate boxes.

- **REMINDER: CM/ECF is case sensitive. Capitalize the first letter of the first and last name and type the remainder of the name in lower case.**
- **REMINDER: DO NOT USE COMMAS OR PERIODS WHEN ADDING DEBTOR NAME AND ADDRESS INFORMATION TO A CASE.**

❑ Select the debtor's **County** of residence from the pick list.

- **NOTE:** Refer to the list of cities and their corresponding counties in this guide. If the city is not listed, notify the court prior to opening the case and selecting a county of residence.

- **NOTE:** You may type the first letter of the county name to conduct a faster search.

  - ❑ **Pro *se*** field should be **no**.
  - ❑ The **Role Type** selection should be defaulted to **Debtor**. You should not be required to take action. However, if the Role Type default is not set, choose Debtor.
  - ❑ Enter further descriptive text in the **Party Text** field, if appropriate. (A Connecticut Corporation, etc.)
  - ❑ If the party has an alias, click the **[ALIAS]** button.

STEP 7 The **ALIAS** screen appears.

- ❑ You can enter up to 5 alias records. **Alias Role** selections include aka, dba, fdba, fka, whi, wwi, whw, www.
- ❑ Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen appears once more.

- ❑ Click the **[Submit]** button.

STEP 9 The **DIVISIONAL OFFICE** screen displays.

- ❑ Verify the filing location and click the **[Submit]** button.

- When the case is a joint filing, the joint debtor screen displays. Enter the joint debtor information as outlined above.

STEP 10 The **STATISTICAL DATA** screen displays.

- ❑ Select the **Type of Debtor** by clicking in the appropriate box(es).

- ❑ **Fee Status** values are Paid, Installment, and Credit Card. If the petition is accompanied by an Application to Pay Filing Fees in Installments, choose Installment from the pick list.

  ➢ **Note:** When installment is selected at "Fee Status" the Electronic Payment prompt will not display.

- ❑ Designate the **Type of Debtor** as Consumer or Business.

- ❑ The default value is for a **Voluntary** Petition. For Involuntary Petitions, select Involuntary from the pick list.

- ❑ The **Origin** code should be *Original*.

- ❑ **Date Split/Transfer** should NOT be used. Ignore and bypass this field.

- ❑ Choose Y or N for **Asset notice** designation.

  Chapter 7 & 11= n
  Chapter 13 = y

- ❑ Select the range of **Estimated Creditors** from the pick list.

  - 1 -15
  - 16 - 49
  - 50 - 99
  - 100 -199
  - 200 - 999
  - 1,000 - over

- ❑ Select the correct dollar range for **Estimated Assets**.

  - Under $50,000
  - $50,001 - 100,000
  - $100,001 - 500,000
  - $500,001 - 1 million
  - $1,000,001 - 10 million
  - $10,000,001 - 50 million
  - $50,000,001 - 100 million
  - More than $100 million

- ❑ Select the correct dollar range for **Estimated Debts**.

  - Under $50,000
  - $50,001 - 100,000
  - $100,001 - 500,000
  - $500,001 - 1 million

- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

❑ Click **[Submit]** to continue.

STEP 11 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the **DEFICIENCY LIST** screen displays.

❑ Select the check box for each item that is not included with this petition. When schedules A-J are missing, rather than clicking individual boxes, click **Schedules A-J**.

❑ Click **[Submit]** to continue.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.

❑ To verify that this is the appropriate document, highlight the document name.

- Right click with your mouse.
- Select **open** to view the imaged document.
- Click **X** in the upper-right corner to exit to image.
- If correct, double-click the PDF file to select it.

❑ Click the **[Submit]** button.

STEP 13 The **Incomplete Filing Submission** screen displays**.**

❑ The deadline for missing documents is calculated and displays. This will print on the final docket text and as a schedule record for queries and reports.

❑ Click the **[Submit]** button.

STEP 14 The **Filing Fee Requirement** screen displays.

❑ Click the **[Submit]** button.

STEP 15 A Miscellaneous Submit Screen displays.

- ❑ Click the **[Submit]** button.

STEP 16 The **FINAL TEXT** screen is displayed.

- ❑ This is the last opportunity to verify the accuracy of text.
- ❑ Click the **[Submit]** button.

STEP 17 The **ELECTRONIC PAYMENT** prompt displays.*(Optional: Screen does not display when Installment was selected at "Fee Status".*

- ❑ Select **[Pay Now]** to make payment.
- ❑ OR **[Continue Filing]** to file other cases before making payment.
- ❑ Refer to the **Electronic Case Filing On-line Credit Card Payment** Guide for an explanation of the module.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

➢ **Reminder:** After opening the case, click the **Judge/Trustee** hyperlink to assign the judge and trustee and schedules the 341 meeting.

File the **Statement of Social Security Number(s).**

STEP 1 Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Other** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the appropriate case number.
- ❑ Click **[Submit].**

STEP 4 The **EVENT SELECTION** screen displays.

- ❑ Scroll to and select **Social Security Number(s) Statement - PDF viewable by court only**.
- ❑ Click **[Submit].**

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Select the debtor(s) from the pick-list.

STEP 6 The **PDF ATTACHMENT** screen displays.

- ❑ Click **[Browse]**, then navigate to the directory where the imaged statement is located or type in the full directory and file path.
- ❑ Click **[Submit].**
- ❑ Click **[Submit].**

STEP 7 The **FINAL DOCKET** text screen displays.

- ❑ Verify the docket text. This information displays on the case docket.
- ❑ Click **[Submit]**.

Involuntary Case Opening

This process shows the steps for attorneys to open Involuntary cases on ECF.

NOTE: The Credit Card module that will be implemented on March 1, 2004, is designed to allow filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. The module offers advantages that include the ability to;

- Pay the filing fee over the Internet with a credit card at any time.
- Review the history of credit card transaction payments.
- Review outstanding payments due to the court.
- Request online payment of any unpaid balance.

Refer to the **Electronic Case Filing On-line Credit Card Payment Guide** for detailed instruction.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

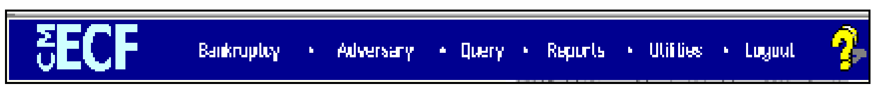


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click on the **Open an Invol Case** hyperlink.

➢ For further information on each of these categories, click the (Help) icon. 

STEP 3 The **CASE DATA** screen displays.

❑ The **Case Type** is **bk**.

❑ The current date displays as the **Case Filed** date.

❑ Select the **Chapter** from the pick list. **7** or **11.**

❑ The default value for **Joint** is **n**. No action is necessary. *A joint involuntary case may NOT be filed. A separate case must be filed for each alleged debtors.*

❑ Case Deficiencies defaults to **n**. No action is necessary.

❑ Click the **[Submit]** button.

STEP 4 The **SEARCH FOR A PARTY** screen displays.

❑ **Before adding a petitioning creditor, a search of the database for the party must be performed**. A search may be performed by Social Security Number, Tax Identification Number, Last Name or Business Name.

- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word or significant words of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

Search Hints:

- **Enter one field of data for each search.**
- **Format Social Security Number or Tax ID with hyphens.**
- **Searching is case sensitive. (Smith, not smith)**
- **Include an apostrophe or hyphen if part of the name. (O'Brien)** **Omit other punctuation, such as periods or commas.**
- **Try alternate search clues if your first search is not successful.**
- **Partial names can be entered.**

❑ Click the **[Search]** button.

STEP 5 If there are no matches, the system will return a **No Person Found** message.

❑ Since the party is not already on the database, proceed to add the first petitioning creditor. Click the **[Create New Party]** button.

STEP 6 The **PARTY INFORMATION** screen displays**.**

❑ Enter debtor **Name** and **Address** information in the appropriate boxes.

! **REMINDER: ECF is case sensitive. Capitalize the first letter of the first and last name and type the remainder of the name in lower case.**

! **REMINDER: DO NOT USE COMMAS OR PERIODS WHEN ADDING DEBTOR NAME AND ADDRESS INFORMATION TO A CASE.**

❑ Select the **County** of residence from the pick list.

➢ **NOTE:** Refer to the **County-City Codes** section of this manual . If the city is not listed, notify the court prior to opening the case and selecting a county of residence.

➢ **NOTE:** You may type the first letter of the county name to conduct a faster search.

❑ **Pro *se*** field should be **no**.

❑ The **Role Type** selection is **Petitioning Creditor**.

❑ Enter further descriptive text in the **Party Text** field, if appropriate. (A Connecticut Corporation, etc.)

❑ If the party has an alias, click the **[ALIAS]** button.

STEP 7 The **ALIAS** screen displays.

❑ You can enter up to 5 alias records. **Alias Role** selections include aka, dba, fdba, fka, whi, wwi whw,www.

❑ Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen displays again.

❑ Click the **[Submit]** button.

STEP 9 The **SEARCH FOR PARTY** screen displays again.

❑ Repeat steps 4 thru 8 for each of the petitioning creditors.

➢ **NOTE:** The role type for each petitioning creditor must be **Petitioning Creditor (ptcrd:pty)**.

❑ After adding the petitioning creditors, add the alleged debtor.

- The **Role** type for the debtor must be **Debtor.**

❑ After all parties have been entered, click the **[End Party Selection]** button.

STEP 10 The **DIVISIONAL OFFICE** selection screen displays.

❑ Verify or select the filing location.

❑ Click the **[Submit]** button.

STEP 11 The **STATISTICAL DATA** screen displays.

❑ Select the **Type of Debtor** by clicking in the appropriate box(es).

❑ **Fee Status** values are Paid, Installment, and Credit Card. Paid must be selected. An installment involuntary may not be filed.

❑ Designate the **Type of Debtor** as Consumer or Business.

❑ The default value is for a **Voluntary** Petition. **Select Involuntary Petitions from the pick list.**

❑ The **Origin** code should be *Original*.

❑ **Date Split/Transfer** should NOT be used. Ignore and bypass this field.

❑ Choose Y or N for **Asset notice** designation.

- Chapter 7 = n
- Chapter 11 = u

- Select the range of **Estimated Creditors** from the pick list.

- 1 -15
- 16 - 49
- 50 - 99
- 100 -199
- 200 - 999
- 1,000 - over

❑ Select the correct dollar range for **Estimated Assets**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million

- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

❑ Select the correct dollar range for **Estimated Debts**.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

❑ Click **[Submit]** to continue.

STEP 12 The **SELECT EVENT** screen displays.

❑ Select **Involuntary Petition Chapter 7** or **Involuntary Petition Chapter 11** from the pick-list, as applicable.

❑ Click the **[Submit]** button.

STEP 13 The **PDF DOCUMENT SELECTION** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.

❑ To verify that this is the appropriate document, highlight the document name.

- Right click with your mouse.
- Select **open** to view the imaged document.
- Click **X** in the upper-right corner to exit to image.
- If correct, double-click the PDF file to select it.

❑ Click the **[Submit]** button.

STEP 14 The **FEE** screen displays..

❑ Click the **[Submit]** button.

STEP 15 The **MISCELLANEOUS INVOLUNTARY** screen displays.

- ❑ Click the **[Submit]** button.

STEP 16 The **FINAL TEXT** screen is displayed.

- ❑ Verify the final docket text. This is your final opportunity to make changes.
- ❑ If correct, click the **[Submit]** button.
- ❑ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - To abort and restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar.**

STEP 17 The **ELECTRONIC PAYMENT** prompt displays.

- ❑ Select **[Pay Now]** to make payment.
- ❑ OR **[Continue Filing]** to file other cases prior to making payment.
- ➢ Refer to the **Electronic Case Filing On-line Credit Card Payment** Guide for an explanation of the module.

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Notice of Removal

This process shows the steps required to open a Notice of Removal. Removal in bankruptcy is the transfer of claims or causes of action in civil actions pending in a state court or another federal court to the district court in the district in which the civil action is pending.

STEP 1 Click on the **Adversary** hyperlink on the CM/ECF Main Menu Bar. **(See Figure 1.)**

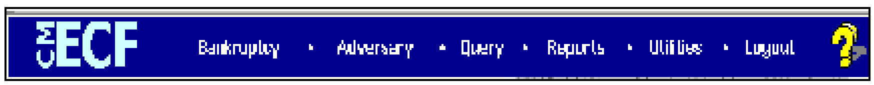


Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays.

- ❏ Click the **Open an Adversary Case.**

STEP 3 The **Case Data** screen displays.

- ❏ **Case Type** field is defaulted to **AP**.
- ❏ Complaint should be **n.**
- ❏ Click **[Submit]** button.

STEP 4 The **Case Association** screen displays.

- ❏ Enter the **Lead Case Number.** The lead case number is the main BK case number. If the bankruptcy case is pending in another district, leave this field blank.
- ❏ Select **Adversary** at **Association Type** .
- ❏ Click the **[Submit]** button**.**

STEP 5 The **Divisional Office/Judge** screen displays.

- ❑ Verify the main case number and judge information. If the bankruptcy case is pending in another district, the Clerk's Office will assign a judge.
- ❑ Click the **[Submit]** button.

STEP 6 The **Search for a Party Information** screen displays.

- ❑ Type the Plaintiff's last or business name to begin a party search. Note: ECF is case sensitive. Search by capitalizing the first initial of the last name.
- ❑ Click the **[Search]** button.
- ❑ When the plaintiff is not listed in CM/ECF, click the **[Create New Party]** button.

STEP 7 The **Party Information** screen displays

- ❑ Enter all applicable plaintiff name and address information.
- ❑ The Role type MUST be **"Plaintiff: (pla:pty.)**
- ❑ Click the **[Attorney]** button.

STEP 8 The **Search for an Attorney** screen displays.

- ❑ Add your **last name** and/or **Bar ID** number.
- ❑ Although you have selected attorney for the plaintiff, the application doesn't automatically link or associate you with that party. This screen, then, is to link the selected party with the attorney who is logged in.
- ❑ Click the **[Search]** button.
- ❑ At attorney search results, click your attorney name and click the **SELECT NAME FROM LIST** button.

STEP 9 The **Attorney information** screen displays.

- ❑ Verify the attorney information.
- ❑ Click the **[Add Attorney]** button.

STEP 10 The **Party information** screen displays again.

- ❑ Click the **[Alias]** button when alias information is applicable.
- ❑ Click the **[Submit]** button.
- ❑ The **Search for Party** screen is displayed again. **If there are multiple plaintiffs, add as indicated above.**
- ❑ Click the **[Add Attorney]** button when adding each plaintiff to the case.
- ❑ After the plaintiffs have been added, **add defendants**.
- ❑ Defendants are added to the case in the same manner as the plaintiff(s) were added.
- ➢ **NOTE: The Role Type for defendants MUST be defendants (dft:pty).**
- ❑ Follows screens to select/or add the attorney to the case.
- ❑ Click the **[Submit]** button after adding the defendant and defendant's attorney information. **NOTE**: If multiple defendants, repeat steps 6 & 7 until all defendants have been added to the case.
- ❑ After the last party has been entered, click **[End Party Selection]**.

STEP 11 The **Nature of Suit** screen displays.

- ❑ At **Party Code** select one
  1. U.S. is a Plaintiff
  2. U.S. is a Defendant
  3. U.S. is not a Party
- ❑ Select the **Nature of Suit** from the pick list.
  10. 459 (Application for Removal)
- ❑ Select the **Origin**
  2. Removed from State

- ❑ **Transfer date**: If applicable
  - Enter the date the case was transferred from state court.
- ❑ Click the **[Submit]** button.

STEP 12 The **Event selection** screen displays.

- ❑ Select *Notice of Removal of Case* from the pick list.
- ❑ Click the **[Submit]** button.

STEP 13 The **PDF ATTACHMENT** screen displays.

- ❑ The **Select the PDF document** screen prompts you to enter the path and name for the PDF image of the document. This entry is handled as follows::
- ❑ Click the **[Browse]** button, and the **File Upload** window will display.
- ❑ Click the down arrow to the right of the **Files of type:** field and click on **All Files (*.*)**.
- ❑ Click the down arrow to the right of the **Look in:** field, at the top of the window, and navigate to the directory where the appropriate PDF file is located.
- ❑ Click the PDF file to select it. The name appears in the **File Name** window.
- ❑ Click the **Open** button to upload the file.
- ❑ Leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (Attachments are covered in another module.)
- ❑ Click the **[Submit]** button.

STEP 14 The **Civil Case Information** screen displays.

- ❑ **Do not click the checkbox to Refer to an existing document?.**
- ❑ Enter the name of the court where the case was originally filed in the **Court** field.

- ❑ Enter the original court's case number in the **Case Number** field..
- ❑ Click the **[Submit]** button.

STEP 15 The **Docket Text: Modify** screen is displayed.

- ❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.
- ❑ If the docket text has a significant error, click the browser’s **[Back]** button at the top of the screen one or more times to access the screen which caused the error, and correct the error.
- ❑ To abort or restart the transaction, click on the **Adversary** hyperlink on the **ECF Main Menu Bar.** Although this can be done at any time, this is your last opportunity to change the event.
- ❑ If the docket text is correct, click **[Submit]** to continue.

STEP 16 The **Final Text** screen is displayed.

- ❑ Verify accuracy of information.
- ❑ Click **Back** on the browser button to correct errors.
- ❑ Click the **[Submit]** button.

STEP 17 The **Notice of Electronic Filing** screen is displayed.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database. It certifies that the case was opened.
- ❑ Clicking on the adversary case number hyperlink will display the docket report for the adversary.
- ❑ Clicking on the main case number hyperlink will display the docket report for the main case.
- ❑ Clicking on the document number hyperlink will display the PDF image of the document just filed.

❑ To print a copy of this notice, click the browser **[Print]** icon or button.

❑ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to html.

Judge, Trustee & 341 Meeting Assignment

These instructions provide steps in assigning a judge, trustee and 341 date, time and location in cases that have been opened in ECF. The assignment is based on the county selected during case opening. The county code must be correct to avoid errors in assigning the judge, trustee and 341 meeting location.

STEP 1 Open the case(s) in ECF. *Refer to either the section on Bankruptcy Case Opening, or Bankruptcy Case Upload for instructions on opening cases.*

➢ **Note:** In a **Chapter 13** case you must docket the Plan before assigning the judge, trustee and 341 meeting location.

STEP 2 From the main menu in ECF, click the **Bankruptcy** hyperlink.

❑ Click the **Judge/Trustee Assign** hyperlink.

STEP 3 The **RUNNING JUDGE/TRUSTEE/341 ASSIGNMENT** screen displays.

❑ The assignment table provides the following information.

- The **Case Number(s).**
- The **Chapter Number(s).**
- **341 Meeting Information** (*Including date, time and location of meeting, the trustee*, *and the deadline for filing complaints).*
- The **Judge Name.**
- The **Trustee Name.**

❑ Review the assignment for accuracy. Contact the clerk's office if you feel the case was assigned to a judge or trustee in the wrong geographical area.

➢ **NOTE:** If you forget to assign the judge and trustee, one will automatically be assigned overnight.

Bankruptcy Case Upload

Most bankruptcy software programs allow for the upload of cases into the ECF system. The upload extracts the debtor information, attaches the PDF petition and schedules to the docket, uploads the creditor matrix, and dockets the chapter 13 plan. The following steps outline the upload process. Refer to the instructions from your software vendor for more information.

NOTE: The Credit Card module that will be implemented on March 1, 2004, is designed to allow filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. The module offers advantages that include the ability to;

- Pay the filing fee over the Internet with a credit card at any time.
- Review the history of credit card transaction payments.
- Review outstanding payments due to the court.
- Request online payment of any unpaid balance.

Refer to the **Electronic Case Filing On-line Credit Card Payment Guide** for detailed instruction.

➢ **IMPORTANT:** Case upload can only be used for complete filings. Use Open a BK Case if any items are missing.

If you are filing in both the Seattle and Tacoma locations, you must upload the cases for each office separately in order for the judge and trustee assignment to be correct.

➢ **IMPORTANT:** Case upload can not be used if the filing fee will be paid in installments. The case must be opened manually. Only use Case Upload if the filing fee will be paid in full. Refer to the "Open BK Case" section of this guide.

STEP 1 After accessing the ECF system using a web browser, click on the Bankruptcy **hypertext link. (See Figure 1.)**

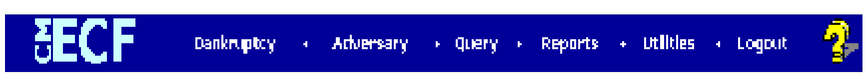


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays**.**

- ❑ Click on the **CaseUpload** hyperlink.

STEP 3 The **OPEN NEW BANKRUPTCY CASE** screen displays four browser fields.

- Debtor.txt extracts the case opening information into the appropriate ECF fields.
- Petition.pdf attaches the petition and schedules to the case docket.
- Creditor.txt uploads the creditor matrix
- Plan.pdf attaches the chapter 13 plan to the docket entry.

- ❑ Click on the **Debtor.txt** browse button then navigate to the directory where the appropriate .txt file is located or type in the full directory and file path.
- ❑ Click on the **Petition.pdf** browse button then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.
- ❑ Click on the **Creditor.txt** browser button then navigate to the directory where the appropriate .txt file is located or type in the full directory and file path.
- ❑ If appropriate, click on the **Plan.pdf** browser button then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.
- ❑ Click on the **[Submit]** button.

STEP 4 The **ELECTRONIC PAYMENT** prompt displays.*(Optional: Screen does not display when Installment was selected at "Fee Status".*

- ❑ Select **[Pay Now]** to make payment.
- ❑ OR **[Continue Filing]** to file other cases before making payment.
- ➢ Refer to the **Electronic Case Filing On-line Credit Card Payment** Guide for an explanation of the module.

STEP 4 The **NOTICE OF BANKRUPTCY FILING** screen displays.

❑ Click the browser **[Print]** button to print a copy of this notice.

❑ You may also save the notice through the browser **File/Save** option.

➢ **IMPORTANT:** You must upload all cases in a batch filing before using the Judge/Trustee/341 Meeting Assignment.

➢ If you are filing in both Seattle and Tacoma locations, you must upload the cases for each office separately in order for the judge and trustee assignment to be correct.

STEP 5 On the ECF menu **(see figure 1)** click on the **Bankruptcy** **hypertext link**.

STEP 6 The **BANKRUPTCY EVENTS** screen displays**.**

❑ Click on the **Judge/Trustee Assign** hyperlink.

❑ Enter the case number from the Notice of Bankruptcy Filing

❑ Follow the steps to assign the judge, trustee and 341 meeting date, or refer to Judge/Trustee/341 Date section in this guide for more information.

Uploading a Creditor Matrix

A creditor matrix contains the names and mailing addresses of creditors. The creditor matrix must be in a .txt file before it can be successfully uploaded. Refer to the procedure **Saving Text Documents** for instructions on how to save a file as .txt. All other file types within ECF will be PDF files. The process of uploading a .txt file is listed below.

STEP 1 After accessing the ECF system using a web browser, click on the **Bankruptcy** **hypertext link. (See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays**.**

❑ Click on the **Creditor Maintenance** hyperlink.

STEP 3 The **CREDITOR MAINTENANCE** screen displays**.**

❑ Click on **Upload a creditor matrix file** hyperlink**.**

STEP 4 The **UPLOAD A FILE** screen displays.

❑ Enter the case number in yy-nnnnn format.

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

❑ Click the **[Submit]** button to continue.

STEP 5 The **LOAD CREDITOR INFORMATION** screen displays.

❑ Use the Browse feature to navigate to the appropriate creditor matrix file. To do this:

- Click on the **[Browse]** button to display the **FILE UPLOAD** screen.

- Click on the **Look In** box and select the appropriate drive name, folder and/or document.

- Change Files of types: to Text **(*.txt)** or **All Files.**

- Highlight the appropriate matrix with a click of the mouse button.

➢ **NOTE:** For quality assurance, select Open on the drop down menu with a right click, for viewing and verification.

- Close the matrix by clicking on "**X**" in the upper right-hand corner.

➢ **NOTE:** Corrections to the matrix may be done once you have opened the document.

- Click on the **[Open]** button to upload the .txt file to the bankruptcy case.

❑ Click on the **[Submit]** button to continue**.**

STEP 6 The **TOTAL CREDITORS ENTERED** screen appears.

❑ If the total number of creditors entered is not the same as the total number of creditors on the matrix, click the browser's **[Back]** button and research the error.

❑ Click the **[Submit]** button.

STEP 7 The **CREDITOR RECEIPT** screen displays.

❑ The information displayed confirms the number of creditors added to the case.

STEP 8 Click on the **Return to Creditor Maintenance Menu** link to add creditors for additional cases. If there are no other matrices to add, select Logout or select another option on the **Main Menu Bar.**

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Chapter 13 Plan

This section of the Attorney/Trustee Participants Guide contains instructions for filing a chapter 13 plan.

- **Chapter 13 Plan**
- **Amended Chapter 13 Plan**

Version II

Electronic Case Files

Chapter 13 Plan

This process shows the steps to file a chapter 13 plan.

➢ **NOTE:** You must docket the chapter 13 plan before you assign a judge, trustee or 341 meeting date to the case. See the section on Case Opening, Judge\Trustee Assignment.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Plan** hyperlink.
- ❑ For further information on each of these categories, click the (**Help**) icon. 

STEP 3 The **File A Plan** screen displays.

- ❑ Enter the case number for the appropriate case using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **Events** screen displayed.

- ❑ Select **Chapter 13 Plan** from the list of events when docketing the original plan.
- ❑ Click the **[Submit]** button.

STEP 5 The **Party** screen displays.

- ❑ Select the **Debtor(s)** from the party list.

- ❑ Click the **[Submit]** button.

STEP 6 The **PDF Attachment** screen displays.

- ❑ Browse and locate the PDF document.
  - Right-click on the PDF document.
  - Click on **Open** from the drop down list.
  - Verify that it is the correct PDF document.
  - Click **X** in the upper-right corner of the PDF document to close it.
  - Double click the file name to attach the document to the electronic event.
- ❑ Click the **[Submit]** button.

STEP 7 The **Name/Case Number** verification screen displays.

- ❑ Click **[Submit]**.

STEP 8 The **Name/Case Number** verification screen displays.

- ❑ Click **[Submit].**

STEP 9 The **Final Text** screen displays.

- ❑ This is your last opportunity to verify the accuracy of your information.
- ❑ Click **[Submit].**

STEP 10 The **Notice of Filing** screen displays.

- ❑ To print the notice, click the **Print** icon on the browser button.

Amended Chapter 13 Plan

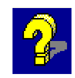
This process shows the steps to file an amended chapter 13 plan.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Plan** hyperlink.
- ❑ For further information on each of these categories, click the (**Help**) icon.



STEP 3 The **FILE A PLAN** screen displays.

- ❑ Enter the case number for the appropriate case using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **EVENT SELECTION** screen displayed.

- ❑ Select **Amended Chapter 13 Plan**
- ❑ Click the **[Submit]** button.

. **STEP 5** The **PARTY SELECTION** screen displays.

- ❑ Select the **Debtor(s)** from the party list.
- ❑ Click the **[Submit]** button.

STEP 6 The **PDF ATTACHMENT** screen displays.

❑ Browse and locate the PDF document.

- Right-click on the PDF document.
- Click on **Open** from the drop down list.
- Verify that it is the correct PDF document.
- Click **X** in the upper-right corner of the PDF document to close it.
- Double click the file name to attach the document to the electronic event.

❑ Click the **[Submit]** button.

STEP 7 The **NAME/CASE NUMBER** verification screen displays.

❑ Click **[Submit].**

STEP 8 The **DEADLINE TERMINATION** screen displays.

❑ Click the **[Submit]** button.

STEP 9 The **MODIFY TEXT SCREEN** displays.

❑ Verify accuracy of information in text window.

❑ Use the back button to make changes. Click on any menu option to abort the event.

❑ Click **[Submit].**

STEP 10 The **FINAL TEXT** screen displays.

❑ This is your last opportunity to verify the accuracy of your information.

❑ Click **[Submit].**

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.

- To print a copy of the notice, click the browser **[Print]** icon.

- To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As.**

- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

UNITED STATES BANKRUPTCY COURT
Western District of Washington

Claims

This section of the Attorney/Trustee Participants Guide contains instructions for filing claim related actions, as follows.

- **Proof of Claim**
- **Objection to Cliam**
- **Transfer of Claim**
- **Withdrawal of Claim**

Version II

Electronic Case Files

PROOF OF CLAIM

These instructions will guide you through the process of filing a Proof of Claim, and adding a creditor to a case if one is missing.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

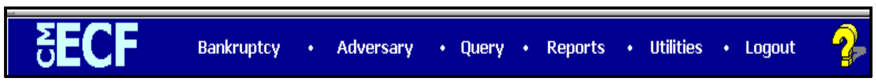


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click **File Claims** from the list of categories.

STEP 3 The **SEARCH FOR CREDITOR** screen displays.

❑ Enter the case number, including the hyphen, YY-NNNNN.

❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **SELECT A CREDITOR FOR CLAIM** screen displays.

❑ Click the ▼ down arrow to scroll through the list of creditors.

❑ Click the creditor's name to select it.

❑ Enter the creditor's name when they are not listed.

❑ Click on **[Submit]**.

➢ **NOTE:** If the creditor is not listed, skip to **STEP 8** for instructions on how to add a creditor.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays.

Proof of Claim Information For

Creditor Name
Street Address
City, State, ZIP

Case Number **02-00000-XYZ**	Claim No:	Amends Claim #	Duplicates Claim #	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 03/01/02	Late: NO	Status:

Amount claimed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Amount Allowed

Unsecured	Secured	Priority	Unknown	Total (Display Only)

Description	
Remarks	

❑ Fill in the Proof of Claim Information as follows:

The gray areas are automatically filled.
[Amends Claim #] Always leave blank.
[Duplicates Claim #] If the claim duplicates one previously filed, enter the claim number.
[Filed by] Accept the default Creditor.
[Late:] Accept the default No. The trustee or Debtor in Possession will determine if the claim was filed after the due date.
[Status] Always leave blank.

❑ Fill in the Amount Claimed information by category.

➢ **NOTE:** Amounts must be entered without $ signs or commas. Use periods to denote decimals. The amounts in the different categories will be totaled and displayed in the Total (Display) box.

❑ Fill in the Description and Remarks boxes with additional comments to describe the claim, if applicable.

❑ Click **[Submit]**.

STEP 6: The **PDF ATTACHMENT** screen displays.

➢ **NOTE:** Before you attach the claim it must be converted to a PDF format and stored in a folder on a hard drive or computer network.

- ❏ Click on the **[Browse]** to locate the claim on the hard drive or network.
- ❏ Click on the Files of type ▼ symbol.
- ❏ Select *All Files*.
- ❏ Highlight the Proof of Claim PDF file.
- ❏ Click on Open.
- ❏ Click **[Next]** if the filename is correct.

STEP 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** screen appears

- ❏ Print a copy of the screen for your records. This is the verification of the date and time the claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

FOLLOW THESE INSTRUCTIONS IF THE CREDITOR IS NOT LISTED IN STEP 4.

STEP 8 At the **SELECT A CREDITOR FOR CLAIM** screen.

- ❏ Select **[Add Creditor]**.
- ❏ Click **[Submit].**

STEP 9 The **CREDITOR PROCESSING** screen appears.

- ❏ Click **[Submit]**. The case number is correct.

STEP 10 The **ADD CREDITOR(S)** screen appears.

- ❏ Enter the creditor's name and address in the following format:

Name: Jane Doe
Address 1 1111 1st Ave SW
Address 2 Seattle, WA 98158

- ❑ Leave Type at the default Creditor .
- ❑ Click the Last Entry radio button.
- ❑ Click **[Submit].**

STEP 11 The **ADD CREDITOR(S)** screen appears with total number of creditors entered.

- ❑ Click **[Submit]**.

STEP 12: The **CREDITORS RECEIPT** screen appears.

- ❑ Click **[File A Proof of Claim]**.
- ❑ Follow **STEP 4 - STEP 7** to file your claim.

OBJECTION TO CLAIM

This procedure explains how to file an Objection to Claim Notice of Hearing and Certificate of Mailing.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

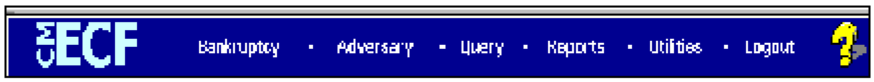


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❏ Click the **Claim Actions** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❏ Enter the case number, including the hyphen, YY-NNNNN.

❏ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A CLAIM ACTION** screen displays.

❏ Select **Objection to Claim, Notice of Hearing and Certificate of Mailing** from the pick list.

❏ Click **[Submit].**

➢ **NOTE:** Before you attach the Objection to Claim document it must be converted to a pdf format

STEP 5 The **SELECT THE PARTY** screen appears.

❑ Click on the name of the creditor.

❑ If the creditor is not listed, click **[Add/Create New Party]** to add them.

❑ Refer to the **Bk Case Opening** section of this guide for instructions in adding parties to cases.

➢ **NOTE:** When adding a creditor to the case it is not necessary to add the address when entering the creditor information.

➢ **NOTE:** The **Role** must be **Creditor:(cr:cr)**

❑ Click **[Submit].**

➢ **NOTE:** When the creditor is newly added, an attorney/party association screen displays. Click the checkbox to associate with the creditor and click submit to continue.

STEP 6 The **SELECT PDF DOCUMENT** screen displays.

❑ Click on the **[Browse]** to locate the Objection of Claim on your hard drive or network.

❑ Locate the folder where the document is stored.

- Click on the Files of type ▼ symbol.
- Select *All Files*.
- Select the pdf document.
- Click on Open.

❑ Click **[Submit]** if the filename is correct

❑ Click **[Submit]** on the next screen.

STEP 7 The **HEARING INFORMATION** screen displays.

❑ Enter the date, time, and location in the appropriate boxes.

❑ Click **[Submit].**

➢ **NOTE:** You must obtain approval from the presiding judge prior to scheduling an evidentiary hearing or other contested matter where testimony will be taken. Contact the appropriate judge's secretary or courtroom deputy.

STEP 8 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

❑ Enter additional remarks in the text box, if applicable.

❑ Click **[Submit].**

STEP 9 The **DOCKET TEXT: FINAL TEXT** screen appears.

❑ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen appears

❑ Print a copy of the screen for your records. This is the verification of the date and time the Objectionl of Claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

NOTICE OF TRANSFER OF CLAIM

This procedure explains how to file a Notice of Transfer of Claim.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

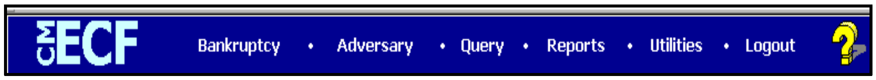


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click the **Claim Actions** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number, including the hyphen, YY-NNNNN.

❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A CLAIM ACTION** screen displays.

❑ Select **Notice of Transfer of Claim** from the pick list.

❑ Click **[Submit].**

STEP 5 The **SELECT THE PARTY** screen appears.

❑ Click on the creditor's name to highlight it.

❑ If the creditor is not listed, click **[Add/Create New Party]** to add them.

❑ Refer to the **Bk Case Opening** section of this guide for instructions in adding parties to cases.

➢ **NOTE:** When adding a creditor to the case it is not necessary to add the address when entering creditor information.

➢ **NOTE:** The **Role** must be **Creditor:(cr:cr)**

❑ Click **[Submit]**.

➢ **NOTE:** Before you attach the Notice of Transfer of Claim document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

➢ **NOTE:** When the creditor is newly added the attorney/party association screen displays. Click the checkbox to form an association and click **[Submit]**.

STEP 6 The **SELECT PDF DOCUMENT** screen displays.

❑ Click on the **[Browse]** to locate the Notice of Transfer of Claim on your hard drive or network.

❑ Click on the Files of type ▼ symbol.

❑ Select *All Files*.

❑ Highlight the Proof of Claim PDF file.

❑ Click on Open.

❑ Click **[Submit]** if the filename is correct.

STEP 7 The **ENTER TRANSFEROR/TRANSFEREE** screen displays.

❑ Enter the name of the Transferor.

❑ Enter the name of the Transferee.

❑ Click **[Submit]**.

STEP 8 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

❑ Enter additional remarks in the text box, if applicable.

❑ Click **[Submit]**.

STEP 9 The **DOCKET TEXT: FINAL TEXT** screen appears

- ❑ Click on **[Submit]** if the final text is accurate, or
- ❑ Click on the browser back button to find the screen, make the correction, and resubmit.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

WITHDRAWAL OF CLAIM

This procedure explains how to file a Withdrawal of Claim.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

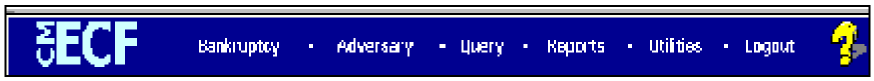


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click the **Claim Actions** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number, including the hyphen, YY-NNNNN.

❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **FILE A CLAIM ACTION** screen displays.

❑ Select **Withdrawal of Claim** from the pick list.

❑ Click **[Submit].**

➢ **NOTE:** Before you attach the Withdrawal of Claim document it must be converted to a pdf format

STEP 5 The **SELECT THE PARTY** screen appears.

❑ Click on the name of the creditor.

- ❑ If the creditor is not listed, click **[Add/Create New Party]** to add them.
- ❑ Refer to the **Bk Case Opening** section of this guide for instructions in adding parties to cases.
  - ➢ **NOTE:** When adding a creditor to the case it is not necessary to add the address when entering creditor information.
  - ➢ **NOTE:** The **Role** must be **Creditor:(cr:cr)**
- ❑ Click **[Submit].**

STEP 6 The **SELECT PDF DOCUMENT** screen displays.

- ❑ Click on the **[Browse]** to locate the Withdrawal of Claim on your hard drive or network.
- ❑ Locate the folder where the document is stored.
  - Click on the Files of type ▼ symbol.
  - Select *All Files*.
  - Select the pdf document.
  - Click on Open.
- ❑ Click **[Submit]** if the filename is correct
- ❑ Click **[Submit]** on the next screen.

STEP 7 The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

- ❑ Enter additional remarks in the text box, if applicable.
- ❑ Click **[Submit].**

STEP 8 The **DOCKET TEXT: FINAL TEXT** screen appears.

- ❑ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 9 The **NOTICE OF ELECTRONIC FILING** screen appears

- ❑ Print a copy of the screen for your records. This is the verification of the date and time the Withdrawal of Claim was filed with the court.

➢ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at: http://pacer.psc.uscourts.gov.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Mailing Matrix

This section of the Attorney/Trustee Participants Guide contains instructions for viewing and printing a creditor matrix.

- **Mailing Matrix**

Refer to Creditor Upload in the Case Opening section of this guide for instructions in adding new creditors to a case.

Version II

Electronic Case Files

Mailing Matrix

A mailing matrix may be viewed in ECF and printed as follows:

STEP 1: Click **Utilities** from the menu options.

STEP 2: Select **Mailings** from the Miscellaneous column.

STEP 3: Select **Mailing Labels by Case**.

STEP 4: The **Mailing Labels by Case** screen displays.

❑ **Case number** - enter the case number.

❑ **All** - displays all parties to the case, including debtor, judge, trustee and special requests.

NOTE: A Special Request mailing matrix is produced by selecting **Special Request** from the Participants List.

❑ **Participants**

- 3rd Party Plaintiff
- 3rd Pty Defendant
- Accountant
- Alleged Debtor
- Appraiser
- Auctioneer
- Consultant
- Counter-Claimant
- Counter Defendant
- Creditor
- Creditor Committee
- Cross Defendant
- Cross-Claimant
- Debtor
- Debtor in Possession
- Defendant
- Examiner
- Interested Party
- Interpleader
- Intervenor
- Intervenor-Defendant
- Intervenor-Plaintiff
- Judge
- Other Prof.
- Petitioning Creditor
- Plaintiff
- Realtor
- Respondent
- Spec. Counsel
- **Special Request**
- Trustee

STEP 6: The **Print Format** report displays in 1, 2 or 3 columns.

1 column
2 columns
3 columns
3 column PDF

- ❑ Select **3 column PDF** to format the list of all creditors for three column mailing labels.
- ❑ Click the **[Next]** button.
- ❑ Click **link** to view the mailing matrix.
- ❑ Click the print icon on the Adobe Acrobat menu bar to print the mailing matrix.

NOTE: Instructions for uploading the creditor list in a raw data format can be found on the first screen of Mailing Labels By Case. Click on **Label Printing Instructions**.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Motions/Applications

This section of the Attorney/Trustee Participants Guide contains instructions for filing Motions and Applications in CM/ECF.

- **Application For Installment Payment**
- **Motions & Applications (general)**

NOTE: Use the prompt within the motion or application event to set the hearing. Hearing Notice will no longer sets a hearing date.

Trustees and Attorney for Trustees should refer to the Trustee section of this guide for instructions in filing trustee related motions or applications.

Version II

Electronic Case Files

Application To Pay Filing Fees In Installments

This procedure explains how to electronically file an Application to Pay Filing Fees in installments. The debtor(s) must certify in the Declaration Re: Electronic Filing that he/she understands that the case will be dismissed if the filing fee isn't paid.

➢ **NOTE:** The filing fee will be charged to the attorney's credit card **unless** an Application to Pay Filing Fees in Installments is entered on the docket at the time the case is filed. The application must be for the full amount of the fee. A **partial filing fee** payment may be sent to the court with the Declaration Re: Electronic Filing.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

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

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the correct case number (yy-nnnnn) including the hyphen.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **MOTION DOCUMENT SELECTION** screen displays.

- ❑ Scroll to display the **Pay Filing Fees in Installments (ECF Case Only)** and click on the event to select it.
- ❑ Click **[Submit]**.

STEP 5 The **PARTY/FILER** screen displays.

- ❑ Select the **Debtor(s)** from the pick-list.

❑ Click the **[Submit]** button.

STEP 6 The **PDF DOCUMENT SELECTION** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.

❑ To verify that this is the appropriate document, highlight the document name.

- Right click with your mouse.
- Select **open** to view the imaged document.
- Click **X** in the upper-right corner to exit to image.
- If correct, double-click the PDF file to select it.

❑ There should be no attachments to the application. Leave the default as **n**.

❑ Click **[Submit]**.

STEP 7 The **Case Number/Name** verification screen displays.

❑ Verify case name and number.

❑ Click the **[Submit]** button.

STEP 8 The **MODIFY DOCKET TEXT** screen appears.

❑ A prefix drop-down box is available to expand any motion or application text.

❑ A free text box also allows the user to expand the docket entry, if appropriate.

❑ Click **[Submit]**.

STEP 9 The **FINAL DOCKET TEXT** screen appears.

❑ The debtor appears as the filer of this application. The filing attorney representing the debtor will display in parentheses.

❑ Verify the final docket text. Read the warning message and proceed. This is your final opportunity to make changes.

❑ If correct, click **[Submit]**.

❑ If the final docket text is incorrect:

- Click the browser **[Back]** button to find the errors(s) and proceed with the event.

- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will display the docket report for this case. You will be prompted to enter you PACER login and password.

❑ Clicking on the document number hyperlink will display the PDF image of the application just filed. You will be prompted to enter your PACER login and password.

❑ To print a copy of this receipt click the browser **[Print]** icon.

❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

! The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Motions/Applications

This procedure explains how to docket a motion, including a multi-part motion. The example used is a Motion for Relief from Stay, or for Adequate Protection, with an Attached Proposed Order.

> **NOTE:** The Credit Card module that will be implemented on March 1, 2004, is designed to allow filers to pay filing fees interactively as part of the electronic filing process via the Internet to the U.S. Treasury. The module offers advantages that include the ability to;
> - Pay the filing fee over the Internet with a credit card at any time.
> - Review the history of credit card transaction payments.
> - Review outstanding payments due to the court.
> - Request online payment of any unpaid balance.

The Electronic Payment prompt will display when motions requiring a fee are filed. Refer to the **Electronic Case Filing On-line Credit Card Payment Guide** for detailed instruction.

The notice of hearing is now set within the motion event.

STEP 1 Click the **Bankruptcy** hypertext link on the ECF Main Menu. **(See Figure 1.)**

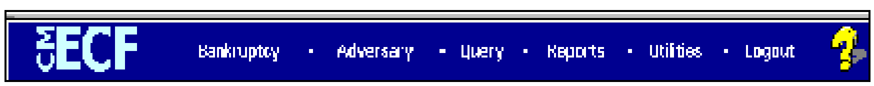


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Motions/Applications** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number, including the hyphen. YY-NNNNN.
- ❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **MOTION EVENTS** screen displays.

❑ Use the ▲▼ arrows to scroll to the relief type sought, or type the first letter of the motion for a faster search.

❑ For example, click on **Relief from Stay (fee)** to select it.

❑ Click the **[Submit]** button.

STEP 5 The **PARTY/FILER** screen displays.

❑ Select the filer from the list by clicking on the name. (Skip to **STEP 10** if the party is listed)

❑ If the filer is not listed, click the **Add/Create New Party** hyperlink and complete **STEP 5 - STEP 9**.

STEP 6 The **SEARCH FOR PARTY** screen displays.

❑ Enter the last name of the party.

➢ **Note:** ECF is case sensitive. You must type the first letter of the name in CAPS and the rest in lower case.

❑ Click the **[Search]** button.

STEP 7 The **PARTY SEARCH** results screen displays.

❑ Select the party's name from the list.

❑ If the party is not listed, click the **[Create New Party]** button.

STEP 8 The **PARTY INFORMATION** screen displays.

❑ Enter the party information.

❑ **Role type must be Creditor.**

❑ Click the **[Submit]** button.

STEP 9 The **PARTY SELECTION** screen displays again.

- ❑ The added party's name should be highlighted. If it is not, click on the name to highlight it.
- ❑ Click the **[Submit]** button.

STEP 10 A **PARTY/ATTORNEY ASSOCIATION** screen displays.

- ❑ Click the check mark box to associate with the party.
- ❑ Click the **[Submit]** button.

STEP 11 The **MOTION REQUIRING NOTICE** screen displays.

- ❑ The "**Does this motion require a hearing? [y/n]:"** default to **y** allows the notice of hearing to be set within the motion event.

➢ **NOTE:** Answer **n** ONLY when a notice of hearing will not be set.

- ❑ Click the **[Submit]** button.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.

- ❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.
- ❑ To verify that this is the appropriate document, highlight the document name.
  - Right click with your mouse.
  - Select **open** to view the imaged document.
  - Click **X** in the upper-right corner to exit to image.
  - If correct, double-click the PDF file to select it.
- ❑ Select **y** at **Attachments to Document** when a proposed order will be submitted.
- ❑ Click the **[Submit]** button.

STEP 13 The **ATTACHMENTS SELECTION** screen displays. *(Optional: Screen appears only when answering **yes** to **attachments to document**.)*

- ❑ Click **Browse** to locate and attach the proposed order.
- ❑ From within the **Type** list of options, select **Proposed Order**.

- ❑ Click **Add to List.** The attachment name and location displays.

➢ If your document is larger than 1.5MB in size, an error message is displayed. The document must be broken into smaller parts and each part attached. See instructions in breaking apart an imaged document, refer to the **Modification of PDF Images** section of this manual.

- ❑ Click the **[Next]** button.

STEP 14 The **HEARING INFORMATION** screen displays.

- ❑ Enter the hearing date, time, location and response due date (if applicable) in the appropriate fields. Make certain the a.m. or p.m. box is selected, as applicable

➢ **NOTE:** You must obtain approval from the presiding judge prior to scheduling an evidentiary hearing or other contested matter where testimony will be taken.

- ❑ Click the **[Submit]** button.

STEP 15 The **MODIFY DOCKET TEXT** screen displays.

- ❑ Text boxes are displayed to allow for an expanded description of the motion.
- ❑ In the text box after Motion for Relief From Stay type, **or for Adequate Protection.**
- ❑ Click the **[Submit]** button.

STEP 16 The **FINAL TEXT** screen displays.

- ❑ Carefully verify the final docket text. This is your last chance to change this entry before adding it to the case.
- ❑ If correct, click **[Submit]**
- ❑ If the final docket text is incorrect:
- ❑ Click the browser **[Back]** button to find the screen to be modified.
- ❑ To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

STEP 17 The **NOTICE OF BANKRUPTCY FILING** screen displays.

❑ Click the browser **[Print]** button to print a copy of this notice.

❑ You may also save the notice through the browser **File/Save** option.

STEP 18 The **SUMMARY OF CHARGES** screen displays. *(Optional Screen: Displays only when filing fees are required for the event).*

❑ Click **Continue Filing** to pay later or **Pay Now** to make payment.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Notice of Hearing

This section of the Attorney/Trustee Participants Guide contains instructions for filing a Notice.

- **Hearing Notice -**
- **Notice of Removal (Refer to Adversary Case Opening instructions).**

REMINDER: **The Notice of Hearing event no longer sets a hearing date. Refer to the Motions/Applications section of this guide.**

Version II

Electronic Case Files

Hearing Notice

This process shows the steps required to file a Notice of Hearing in ECF. This event no longer allows a hearing to be set on a judge's calendar.

Refer to the “Motion & Application” section of this guide when setting a hearing on a judge's calendar in ECF.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click on the **Notices** hyperlink.

➢ For further information on each of these categories, click the (Help) icon. 

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the case number using the YY-NNNNN format.

❑ Click the **[Submit]** button.

STEP 4 The **NOTICE EVENTS** screen displays.

❑ Select **Hearing Notice** from the list of events.

❑ Click the **[Submit]** button.

STEP 5 The **SELECT PARTY/ADD FILER** screen displays.

❑ Select the party that you are representing.

❑ If the party you are representing is not listed, you may add them by clicking the **add/create new party** hyperlink. (Refer to the case opening portion of this manual for instructions in adding parties to cases).

➢ **NOTE**: the **Role** type is *either creditor or interested party*.

❑ Click the **[Submit]** button.

STEP 6 The **PDF ATTACHMENT** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.

❑ To verify that this is the appropriate document, highlight the document name.

- Right click with your mouse.
- Select **open** to view the imaged document.
- Click **X** in the upper-right corner to exit to image.

❑ Double click the file name to upload it.

❑ Click the **[Submit]** button.

STEP 7 The **MOTIONS REFERENCE** screen displays.

❑ Click the checkbox at *"Refer to existing event(s)?*"

❑ Click the **[Submit]** button.

STEP 8 The **CATEGORY SELECTION/HEARING INFORMATION** screen displays.

❑ Select the category which contains the event you are referencing. Select **motion** in the *"category from which your event relates*" box.

- To narrow your search you may also enter the filed date for the motion in the **Filed** fields and/or enter the docket number for the motion in the **Documents** fields.

- ❏ Click the **[Submit]** button.

STEP 9 The **PENDING MOTIONS** screen displays.

- ❏ Click the checkbox for the applicable motion.

➢ **NOTE:** A hearing cannot be set using this event. Refer to the motion section of this guide when setting a hearing before a judge in ECF.

- ❏ Click the **[Submit]** button.

STEP 10 The **MODIFY TEXT** screen displays.

- ❏ Click the **[Submit]** button.

STEP 11 The **FINAL TEXT** screen displays.

- ❏ Verify accuracy of text.
- ❏ Use the **[Back]** browser button to change any information entered.
- ❏ Click the **[Submit]** button.

STEP 12 The **NOTICE OF BANKRUPTCY FILING** screen displays.

- ❏ Click the **Print** icon on the browser to print the notice. *(Optional).*
- ❏ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Orders

This section of the Attorney/Trustee Participants Guide contains instructions for submitting an Order through CM/ECF.

- **Received Unsigned Order**
- **Declaration of No Objection**

Ex-Parte Orders and approved orders submitted after the response or hearing date may be filed electronically.

Version II

Electronic Case Files

Declaration of No Objection

This lesson explains how to docket a declaration of no objection to an order previously submitted.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Answer/Response** hyperlink.

STEP 3 The **ANSWER/RESPONSE TYPE** screen displays.

- ❑ Click the **Reference an existing motion/application** hyperlink.

STEP 4 The **CASE NUMBER** screen displays

- ❑ Enter the correct case number, including the hyphen.
- ❑ Click **[Submit].**

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Select the party you are representing from the list.
- ❑ Click **[Submit].**

STEP 6 The **DOCKET EVENT** screen displays.

- ❑ Select **Declaration** from the pick list of events.
- ❑ Click the **[Submit]** button.

STEP 7 The **PDF ATTACHMENT SELECTION** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

❑ Double-click the PDF file to select it.

❑ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.

❑ Click the **[Submit]** button.

STEP 8 The **DOCUMENT REFERENCE** screen displays.

❑ Click the checkbox at "*Does this filing refer to an existing document in this case*?"

❑ Click the **[Submit]** button.

STEP 9 The **EVENTS CATEGORY** screen displays.

❑ Select the *motion* category. *When a specific category is not appropriate, choose misc. The misc category provides a generic list of events.*

❑ Click the **[Submit]** button.

STEP 10 The **FILE AN ANSWER TO A MOTION** screen displays.

❑ Select the appropriate motion/application event by clicking on the box to its left. This is the event that the Declaration of No Objection relates to.

❑ Highlight the event text by clicking on the first letter of the first word and dragging across to last letter of the last word of the text.

❑ Release the mouse after you have selected the text.
- Click the **Edit** button on the browser.
- From the drop-down list select **copy**.

❑ Click the **[Submit]** button.

STEP 11 The **MODIFY TEXT** screen displays.

❑ Click within the additional text box. (It appears as a white box that allows for the addition of text to the event).

- Modify the entry so that the title reads *Declaration of No Objection*
- Click **Edit** on the browser Menu.

- Select **Paste** from the drop down list.

- Text regarding the motion is pasted into the text window.

❑ Verify the accuracy of information.

❑ Click the **[Submit]** button.

STEP 12 The **FINAL TEXT** screen displays.

❑ Verify the accuracy of the text.

❑ Use the **Back** browser button when corrections must be made.

❑ Clicking on Bankruptcy or any menu option aborts the entry.

❑ If the information is correct, click the **[Submit]** button.

STEP 13 The **Notice of Bankruptcy Filing** screen displays.

❑ Click **Print** on the browser button to print a copy of the notice for your records. (Optional)

❑ To save a copy for your records, click **File** on the Netscape browser, select **Save Frame As.** (Optional)

- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Received Unsigned Orders

Ex-Parte orders and approved orders submitted after the response date or hearing date may be filed electronically as Received Unsigned Orders. All other orders must be brought in paper form to the court at the time of the hearing.

Proposed orders are submitted as an attachment to the motion. Refer to the Motions section of this manual for instructions on submitting proposed orders.

Received Unsigned Orders are processed as follows:

- The order is prepared in a word processing program
- An /s/ is used as the attorney's signature
- The order is converted to PDF
- The court receives the order electronically
- A judge reviews the order.
- *If* the judge signs the order, it is docketed by a member of the court staff and the PDF image is attached to the electronic docket.

➢ **NOTE:** When filing a Received Unsigned Order, type an /s/ and the filing attorney's name on the signature line, enter the hearing date and time in the upper right corner, and convert the order to .pdf – Do not sign and/or scan orders prior to submitting.

The following procedure explains how to submit a Received Unsigned Order to the court electronically.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

❑ Click the **Other** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

❑ Enter the correct case number (yy-nnnnn) including the hyphen.

❑ Click **[Submit].**

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **OTHER EVENTS** screen displays.

❑ Scroll to the **Received Unsigned Order** event or type **r** to shortcut to the events beginning with that letter.

❑ Highlight/select the event**.**

❑ Click **[Submit].**

STEP 5 The **PARTY/FILER** screen displays.

❑ Select the **Party** you are representing from the pick-list. When the party is not listed, click the **Add/Create New Party** hyperlink to add them to the case. ***Reminder: When adding a new party to the case, the role type should be creditor or interested party.***

❑ Click the **[Submit]** button.

STEP 6 The **ATTORNEY/PARTY ASSOCIATION** screen displays. *(Optional screen. Displays only when the attorney is not already associated with the party).*

❑ Click the checkbox to form an association in the database.

❑ Click the **[Submit]** button.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type in the full directory and file path.

❑ Highlight the file. Right click with your mouse and select **open** to verify the contents of the document.

- Click **X** in the upper-right corner to exit to image.
- If correct, double-click the PDF file to select it.

❑ There should be no attachments to the order.

- ❑ Click **[Submit]**.

STEP 8 The **DOCUMENT REFERENCING** screen displays.

- ❑ Click the checkbox at *"Refer to existing event(s)?"*
- ❑ Click the **[Submit]** button.

STEP 9 **The CATEGORY SELECTION** screen displays.

- ❑ A list of the categories available in ECF displays. Select the category that contains the event that you are referencing. For example, when the received unsigned order deals with a motion in the case, select the motions category.
  - To narrow your search you may also enter the filed date for the motion in the **Filed** fields and/or enter the docket number for the motion in the **Documents** fields.
- ❑ Click the **[Submit]** button.

STEP 10 The **MOTIONS LINKING** screen displays.

- ❑ Click the check box for the appropriate motion.
- ❑ Click the **[Submit]** button.

STEP 11 The **MODIFY DOCKET TEXT** screen appears.

- ❑ A prefix drop-down box is available to expand any motion or application text.
- ❑ A free text box also allows the user to expand the docket entry.
- ❑ Click **[Submit]**.

STEP 12 The **FINAL DOCKET TEXT** screen appears.

- ❑ Verify the final docket text. Read the warning message and proceed. This is your final opportunity to make changes.
- ❑ If correct, click **[Submit]**.

- ❑ If the final docket text is incorrect:

  - Click the browser **[Back]** button to find the error and proceed with the event.

  - To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will display the docket report for this case.

- ❑ Clicking on the document number hyperlink will display the PDF image of the unsigned order just filed.

- ❑ To print a copy of this receipt click the browser **[Print]** icon.

- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Responses/Answers/Objections

This section of the Attorney/Trustee Participants Guide contains instructions for filing responses, answers and/or objections in CM/ECF.

- **Answer to Complaint**
- **Responses/Objections**

Version II

Electronic Case Files

Answer to Complaint

This process shows the steps required for an attorney to file the answer to a complaint in an adversary case.

STEP 1 From the ECF main menu, click on the **Adversary**. **(See Figure 1.)**

Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays.

➢ For further information on each of these categories, click the help icon. 

❑ On the Adversary Events screen, click the **Answer a Complaint** hyperlink.

STEP 3 The **CASE NUMBER** screen displays. *The system usually displays the number of the last case you accessed in this session*.

❑ Enter the case number, including the hyphen. YY-NNNN.

❑ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen the displays.

❑ On this screen you select the defendant(s) for whom this answer is being filed.

❑ Click the party name to select it.

❑ Click the **[Submit]** button.

STEP 5 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- ❑ Although you have selected a party for the answer, the application doesn't automatically link or associate you with that party. This screen links the selected party with the attorney who is logged in.
- ❑ Click the check box to make the association.
- ❑ Click the **[Submit]** button.

STEP 6 The **ANSWER A COMPLAINT** linking screen displays.

- ❑ This screen displays the complaints in the case.
- ❑ Click in the check box to link the answer to the appropriate complaint.
- ❑ Click the **[Submit]** button.

STEP 7 The **PDF ATTACHMENT** screen displays.

- ❑ This screen prompts you to enter the path and name for the PDF document. This enry is handled as follows:
  - Click the **[Browse]** button and the **File Upload** window will display.
  - Click on the down arrow to the right of the **Files of type:** field, at the bottom of the window, and click on **All Files (*.*)**.
  - Click on the down arrow to the right of the **Look in:** field, at the top of the window, and navigate to the directory where the appropriate PDF file is located.
  - Click the PDF file to select it, then click the Open button on the **File Upload** window to put that path and filename in the **Filename** field.
  - Leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. Attachments are covered in another module.
- ❑ Click the **[Submit]** button.

STEP 8 The **ANSWER INCLUSION** screen displays.

- ❑ If the answer includes a *cross-claim, third party complaint,* or *counterclaim*, check the appropriate box.

- ❑ Click the **[Submit]** button.

STEP 9 The **PARTY/FILER** screen displays. *(Optional)*

➢ **Note:** This screen displays ONLY when cross-claim, third party complaint or counterclaim has been selected for inclusion.

- ❑ Select the party **against** whom you are filing this counterclaim, cross-claim or third party complaint. For this example, counterclaim. Parties may be added to the case when they are not listed. Click the **Add/Create Party** hyperlink.

- ➢ When adding a third party to the case, use care in entering the **Role** type information; **3rd Party Plaintiff** or **3rd Party Defendant.**

- ❑ Click the **[Submit]** button.

STEP 10 The **MODIFY TEXT** screen displays.

- ❑ Enter any applicable text to the text box(es).

- ❑ In the field before “Answer” you can select a prefix, such as Amended, Joint, or Second, if appropriate.

- ❑ In the field after “Complaint” you can insert any additional descriptive text that you feel is relevant. Any text inserted here will appear in italics in the final docket entry.

- ❑ Verify the accuracy of your text.

- ❑ Click the **[Submit]** button.

STEP 11 The **FINAL TEXT EDITING** screen displays.

- ❑ This is your last opportunity to change the event.

- ❑ If the docket text is correct, click **[Submit]** to continue.

STEP 12 The **Notice of Electronic Filing** screen displays.

- ❏ Verify the information placed on the electronic docket.
- ❏ You may print a copy of the notice by clicking **Print** on the Netscape browser.
- ❏ To save a copy of the notice for your records, click **File** on the Netscape browser and **Save Frame As.**
  - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Objections/Responses
to Motions

This lesson explains how to docket an objection or a response to a motion or application. The example used is an objection to a Motion for Relief from Stay, or for Adequate Protection.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Answer/Response** hyperlink.

STEP 3 The **ANSWER/RESPONSE TYPE** screen displays.

- ❑ Click the **Reference an existing motion/application** hyperlink.

STEP 4 The **CASE NUMBER** screen displays

- ❑ Enter the correct case number, including the hyphen.
- ❑ Click **[Submit].**

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Select the party you are representing from the list.
- ❑ Click **[Submit].**
- ❑ Skip forward to **STEP 10.**

➢ If the party is **not listed** in the case, add them to the case.

- ❑ Click the **Add/Create New Party** hypertext link.

STEP 6 The **SEARCH FOR PARTY** screen displays.

- ❑ Enter the last or business name to begin a search for the party to be added.
- ❑ Click the **[Search]** button.

STEP 7 The **PARTY SEARCH RESULTS** screen displays

- ❑ If the party is not included in the database, click the **[Create New Party]** button.

STEP 8 The **PARTY INFORMATION** screen displays.

- ❑ Enter the party's full name. All other information is optional.
- ❑ Click the **Role** type down arrow and select **Interested Party.**
- ❑ Click the **[Submit]** button.

STEP 9 The **PARTY SELECTION** screen displays again.

- ❑ The party name is pre-selected.
- ❑ Click the **[Submit]** button.

STEP 10 The **PARTY ASSOCIATION** screen.

- ❑ Click the association check box to create a link between you and the filing party.
- ❑ Click the **[Submit]** button.

STEP 11 The **RESPONSE/OBJECTIONS EVENT** screen displays.

- ❑ Select **Objection** from the pick list of events.
- ❑ Click the **[Submit]** button.

STEP 12 The **PDF DOCUMENT SELECTION** screen displays.

- ❑ Click **[Browse]**, then navigate to the directory where the appropriate

PDF file is located or type in the full directory and file path.

❑ To verify that this is the appropriate document, highlight the document name.

- Right click with your mouse.
- Select **open** to view the imaged document.
- Click **X** in the upper-right corner to exit to image.
- If correct, double-click the PDF file to select it.

❑ Select **y** at **Attachments to Document** when a proposed order will be submitted.

❑ Click the **[Submit]** button.

STEP 13 The **ATTACHMENTS SELECTION** screen displays. *(Optional: Screen appears only when answering **yes** to **attachments to document**.)*

❑ Click **Browse** to locate the attachments.

➢ If your document is larger than 1.5MB in size, an error message is displayed. The document must be broken into smaller parts and each part attached. For instructions in breaking apart an imaged document, refer to the **Modification of PDF Images** section of this manual.

❑ From within the **Type** list of options, select the most applicable type.

❑ Click **Add to List.** The attachment name and location displays.

❑ Click the **[Next]** button.

STEP 14 The **DOCUMENT REFERENCE** screen displays.

❑ Click the checkbox at "*Refer to existing event(s)*?"

❑ Click the **[Submit]** button.

STEP 15 The **EVENTS CATEGORY** screen displays.

❑ Select the category of document you are responding/objecting to. *For example when objecting to a motion, select the motions category. When a specific category is not appropriate, choose misc. The misc category provides a generic list of events.*

- To narrow your search through pending events, you may enter the filed date for the motion in the **Filed** fields and/or enter the docket number for the motion in **Documents** fields, when they are known.

- ❑ Click the **[Submit]** button.

STEP 16 The **ANSWER TO MOTIONS** screen displays.

- ❑ Select the appropriate docket event. This is the event being objected to.
- ❑ Click the **[Submit]** button.

STEP 17 The **MODIFY TEXT** screen displays.

- ❑ Enter any required text in the free text box.
- ❑ Verify the accuracy of information.
- ❑ Click the **[Submit]** button.

STEP 18 The **FINAL TEXT** screen displays.

- ❑ Verify the accuracy of the text.
- ❑ Use the **Back** browser button when corrections must be made.
- ❑ Clicking on Bankruptcy or any menu option aborts the entry.
- ❑ If the information is correct, click the **[Submit]** button.

STEP 19 The **Notice of Bankruptcy Filing** screen displays.

- ❑ Click **Print** on the browser button to print a copy of the notice for your records. (Optional)
- ❑ To save a copy for your records, click **File** on the Netscape browser, select **Save Frame As.** (Optional)
  - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Request/Notice of Appearance

This section of the Attorney/Trustee Participants Guide contains instructions for filing Requests and a Notice of Appearance in CM/ECF.

- **Notice of Appearance**
- **Request for No Future Notice**
- **Special Request**

Version II

Electronic Case Files

Notice of Appearance
(Attorney)

These instructions will guide attorneys through the process of e-filing a Notice of Appearance for a party in a case, (i.e. debtor or defendant). *When the attorney represents a creditor, not a party to the case, refer to the Special Request section of this guide.*

STEP 1 Click **Bankruptcy** on the CM/ECF menu bar.

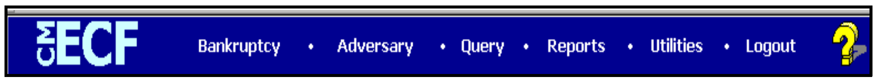


Figure 1

STEP 2 The **CATEGORY SELECTION** screen displays.

- ❑ Select **Notices**.

STEP 3 The **File Notice** screen displays.

- ❑ Enter the case number using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **EVENT SELECTION** screen displays.

- ❑ Select **Notice of Appearance**. For a faster search type “N” and scroll from that point forward.
- ❑ Click the **[Submit]** button.

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Select the party the attorney is appearing for.
- ❑ Click the **[Submit]** button.

STEP 6 The **ATTORNEY/PARTY** association screen displays.

- ❑ Click the checkbox to form an association in the CM/ECF database.
- ❑ Click the **[Submit]** button.

STEP 7 The **PDF ATTACHMENT** screen displays.

- ❑ Browse and attach the appropriate image.
- ❑ Click the **[Submit]** button.

STEP 8 The **NAME/CASE NUMBER** verification screen displays.

- ❑ Click the **[Submit]** button.

STEP 9 The **SEARCH FOR PARTY** screen displays.

- ❑ Click the **[End Party Selection]**. *It is not necessary to add any additional parties to the case.*

STEP 10 A **MISCELLANEOUS FLAG** screen displays.

- ❑ Click the **[Submit]** button.

STEP 11 The **TEXT MODIFICATION** screen displays.

- ❑ Verify the accuracy of the information.
- ❑ Click the **[Submit]** button.

STEP 12 The **FINAL TEXT VERIFICATION** screen displays.

- ❑ This is your final opportunity to make changes.
    - When it is necessary to make changes click the **[Back]** button to the screen where changes are required.

❏ Click the **[Submit]** button.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.

❏ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.

- To print a copy of the notice, click the browser **[Print]** icon.
- To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As.**
- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Request for No Future Notice

ECF not only generates e-mail notices of activity regarding specific matters in cases, but will continue to generate e-notification of all activity until a Request for No Future Notice is filed with the court.

This procedure explains how to docket a Request for No Future Notice.

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click the **Other** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the correct case number (yy-nnnnn) including the hyphen.
- ❑ Click **[Submit]** .

➢ **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.

STEP 4 The **EVENT SELECTION** screen displays.

- ❑ Scroll to **Request for No Future Notice** and click on the event to select it.
- ❑ Click **[Submit]**.

STEP 5 The **PARTY/FILER** screen displays.

- ❑ Select the party the attorney represents.

- ❑ Click **[Submit].**

STEP 6 The **ATTORNEY ASSOCIATION** screen displays.

- ❑ Select the attorney (name) representing party (name).
- ❑ Click **[Submit]**.

STEP 7 The **NAME/NUMBER** verification screen displays.

- ❑ Verify the case name and number.
- ❑ Click the **[Submit]** button.

STEP 7 The **FINAL DOCKET TEXT** screen displays.

- ❑ Verify the final docket text. Read the warning message and proceed. This is your final opportunity to make changes.
- ❑ If correct, click **[Submit].**
- ❑ If the final docket text is incorrect:
  - Click the browser **[Back]** button to find the error(s) and proceed with the event.
  - To abort and restart the transaction, click the **Bankruptcy** hyperlink on the **Menu Bar.**

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ Clicking on the case number hyperlink on the Notice of Electronic Filing will display the docket report for this case. You will be prompted to enter your PACER login and password.
- ❑ Clicking on the document number hyperlink will display the PDF image of the notice you just filed. You will be prompted to enter your PACER login and password.
- ❑ To print a copy of the receipt click the browser **[Print]** icon.

- ❑ To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As.**

    - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Request for Special Notice

This lesson explains how to docket a Request for Special Notice to add an attorney and creditor to a master mailing list. It also contains steps to follow when both the creditor and the attorney want to receive notice.

STEP 1: Click the **Bankruptcy** hyperlink on the ECF main menu. (**See Figure 1**).

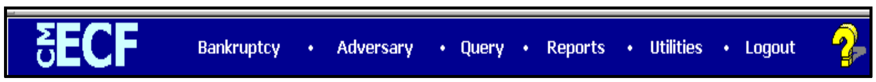


Figure 1

STEP 2: Select **Other** from the list of categories.

STEP 3: The **CASE NUMBER/MISCELLANEOUS** screen displays.

❑ Enter the case number using the YY-NNNN format.

❑ Click the **[Submit]** button.

STEP 4: The **EVENT SELECTION** screen displays.

❑ Scroll to **Request for Special Notice** or type an **R** to move down the list faster.

❑ Click the **[Submit]** button.

☞**SPECIAL NOTE:** If only the attorney will receive Special Notice add the attorney's(your) name and address information in the party addition/information screens.

STEP 5: The **PARTY SELECTION** screen displays.

❑ Click the **Create/Add New Party** hyperlink.

❑ Click the **[Submit]** button.

STEP 6: The **PARTY SEARCH** screen displays.

❑ Enter the creditor's business or last name in the **Last/Business Name** field.

❑ Click the **[Search]** button.

STEP 7 The **SEARCH RESULTS** screen displays.

❑ Click on the creditor's name from the list to select it.

- Verify the creditor's address information. Make changes to the address as appropriate.

- **IMPORTANT:** The **Role Type** must be changed to **Special Request (sr:pty)**.

❑ If the creditor is not listed, click the **[Create new Party]** button.

STEP 8 The **PARTY INFORMATION** screen displays.

❑ Enter the address in the manner indicated below. An address must appear for the party. **(See Figure 2.)**

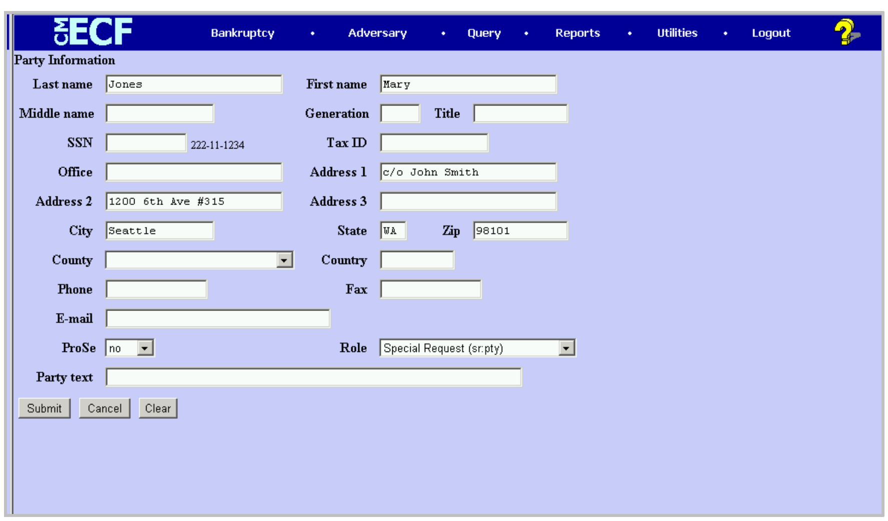


Figure 2

Mary Jones

c/o John Smith
1200 6th Ave #315
Seattle WA 98101

➢ **NOTE:** The creditor's address must be entered when notices should be mailed to them as well as the attorney.

VERY IMPORTANT The **Role** must be **Special Request (sr:pty)**.

- ❑ Click the **[Submit]** button.

STEP 9 The **PARTY SELECTION SCREEN** displays.

- ❑ The creditor's name is preselected.
- ❑ Click the **[Submit]** button.

STEP 10 The **ATTORNEY/PARTY ASSOCIATION** screen displays.

- ❑ Click the checkbox to associate the attorney with the special request party. When both the attorney and creditor want to receive notice there will be two checkboxes. Click on the lower box.
- ❑ Click the **[Submit]** button.

STEP 10: The **PDF ATTACHMENT** screen displays.

- ❑ Locate and attach the PDF imaged document.
- ❑ Click the **[Submit]** button.

STEP 11: The **NAME/NUMBER VERIFICATION** screen displays.

- ❑ Verify the case name and number.
- ❑ Click the **[Submit]** button.

STEP 12: The **TEXT MODIFICATION** screen displays.

- ❑ Edit the text if applicable.

- ❑ Click the **[Submit]** button.

STEP 13 The **FINAL TEXT** screen displays.

- ❑ Review the docket text. This is your last opportunity to make changes.
- ❑ Click **[Back]** on the browser toolbar to make changes, if necessary.
- ❑ When no changes are necessary, click the **[Submit]** button to proceed.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.
  - To print a copy of the notice, click the browser **[Print]** icon.
  - To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As.**
  - The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Schedules

This section of the Attorney/Trustee Participants Guide contains instructions for filing Schedules in CM/ECF.

- **Amended Schedules**
- **Completed Schedules**

Refer to the Creditor Upload instructions in the Case Opening section of this guide for instructions when adding new creditors to a case.

Version II

Electronic Case Files

Amending Schedules
& Adding Creditor(s) to Matrix

This process shows the steps required to file amendments to the schedules and to add one or more creditors to the master mailing list (matrix).

NOTE: There is NO LONGER a fee to amend schedules D, E, F, and to add creditors to a matrix for a chapter 7 or chapter 11 case.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

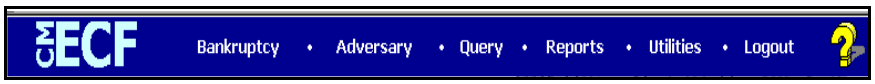


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Other** hyperlink.

➢ For further information on each of these categories, click the (Help) icon.

STEP 3 The **Case Number** screen displays.

- ❑ Enter the case number using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **Docket Events** screen displays.

- ❑ Scroll down to select the **Amendment-Adding new names and addresses for ch 7 & 11 cases** event.
- ❑ Click once on the event to highlight/select it.
- ❑ Click the **[Submit]** button.

STEP 5 The **Party Selection** screen displays.

- ❑ Select the **Debtor(s)**.
- ❑ Click the **[Submit]** button.

STEP 6 The **PDF attachment** screen displays.

- ❑ Browse and locate the PDF document.
  - Right-click on the PDF document.
  - Click on **Open** from the drop down list.
  - Verify that it is the correct PDF document.
  - Click **X** in the upper-right corner of the PDF document to close it.
  - Double click the file name to attach the document to the electronic event.
- ❑ Click the **[Submit]** button.

STEP 7 The **Case Name/Number** verification screen displays.

- ❑ Click the **[Submit]** button.

STEP 8 The **Deadline Termination** screen displays.

- ❑ Click the **[Submit]** button.

STEP 9 The **Modify Text** screen displays.

- ❑ Enter text indicating what schedules you are amending.
- ❑ Click the **[Submit]** button.

STEP 10 The **Final Text** screen displays.

- ❑ Verify the accuracy of information entered.

- ❑ Use the **[Back]** button to back up to the point of error and make necessary corrections.
- ❑ Clicking any menu options prior to the final submit aborts the entry.
- ❑ Click the **[Submit]** button.

STEP 11 The **Notice of Filing** screen displays.

- ❑ Click the **Print** icon on the browser to print the notice. *(Optional).*
- ❑ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

➢ **NOTE:** An attorney is required by LBR 1009-1(d) to send a copy of the notice of the section 341 meeting to any creditor not included on the original master mailing list.

The Affidavit of Service in **Other** events can be used if all creditors who received notice are listed in a single document. The Notice to Creditors Added by Amendment in **Notices** is the event to use if a separate notice is prepared for each creditor.

STEP 12 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar.

STEP 13 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Creditor Maintenance** hyperlink
- ❑ Select **Enter Individual Creditors**.

STEP 14 The **Case Number** screen displays.

- ❑ Enter the case number using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 15 The **Add Creditors** screen displays.

- ❑ Enter the name and address of the creditor including the zip code.

❑ Click the **[Submit]** button.

NOTE: When you have added all the creditor names and addresses click the **Last Entry** radio button prior to **[Submit]**.

➢ **OPTIONAL METHOD OF ADDING CREDITORS:** Additional creditors can be added from a .txt file. Choose the **Upload a Creditor Matrix File** option and follow the instructions on the screens to add the creditors. Remember to only add new creditors to the mailing matrix.

Completed Schedules

This process shows the steps required to complete the filing requirements for schedules.

STEP 1 Click on the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays.

- ❑ Click on the **Other** hyperlink.

➢ For further information on each of these categories, click the (Help)  icon.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **MISCELLANEOUS EVENTS** screen displays.

- ❑ Scroll down to select the **Balance of Schedules** event from the list. OR If the debtor is only filing a portion of the schedules that are due, select the **Schedules** event.
- ❑ Click once on the event to highlight/select it.
- ❑ Click the **[Submit]** button.

STEP 5 The **PARTY FILER** screen displays.

❑ Select the **Debtor(s)**.

❑ Click the **[Submit]** button.

STEP 6 The **PDF ATTACHMENT** screen displays.

❑ Browse and locate the PDF document.

- Right-click on the PDF document.
- Click on **Open** from the drop down list.
- Verify that it is the correct PDF document.
- Click **X** in the upper-right corner of the PDF document to close it.
- Double click the file name to attach the document to the electronic event.

❑ Click the **[Submit]** button.

STEP 7 The **NAME/NUMBER VERIFICATION** screen displays.

❑ Verify the debtor's name and case number.

❑ Click the **[Submit]** button.

STEP 8 The **DEADLINE TERMINATION** screen displays.

❑ Click the check box for the document(s) being filed or click the **[terminate all]** button when all required documents are being filed.

❑ Click the **[Submit]** button.

STEP 9 The **MODIFY TEXT** screen displays.

❑ Enter schedule information in the text box. For example, if all schedule requirements have been met, enter **Completed.** If some part of the schedules is being submitted, enter the schedule that is being filed, i.e. *Schedule A*.

❑ Click the **[Submit]** button.

STEP 10 The **FINAL TEXT** screen displays.

❑ Verify the accuracy of information entered.

❑ Use the **[Back]** button to back up to the point of error and make necessary corrections.

❑ To abort the entry, click on any menu option..

❑ Click the **[Submit]** button.

STEP 11 The **NOTICE OF FILING** screen displays.

❑ Click the **Print** icon on the browser to print the notice. *(Optional).*

❑ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

➢ **NOTE:** An attorney is required by LBR 1009-1(d) to send a copy of the notice of the section 341 meeting to any creditor not included on the original master mailing list.

The Affidavit of Service in **Other** events can be used if all creditors who received notice are listed in a single document. The Notice to Creditors Added by Amendment in **Notices** is the event to use if a separate notice is prepared for each creditor.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Reports

This section of the Attorney/Trustee Participants Guide contains instructions for generating Reports in CM/ECF.

- **Reports**

Version II

Electronic Case Files

Reports

ECF generates the following reports:

- **Cases** – A list of bankruptcy or adversary cases sorted by judge, trustee, date filed or other criteria.
- **Claims Register** – A register of all the claims filed in a case, the name of the creditor, the type of claim and the amount.
- **Docket Report** – A summary of all the documents filed in a case.
- **Calendar Events** –The court motion and trial calendar sorted by case number, judge, date or other criteria.
- **Creditor Mailing Matrix** – A mailing list containing the names and addresses of creditors and other parties associated with a case.

STEP 1 Click the Reports hyperlink on the ECF Main Menu. **(See Figure 1.)**

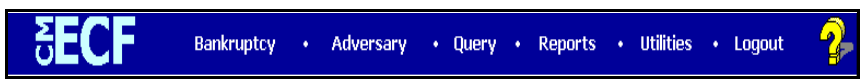


Figure 1

STEP 2 The **REPORTS** screen displays.

➢ **NOTE:** You must have a PACER account to generate a report.

❑ Select one of the following hyperlinks:

- Cases
- Claims Register
- Docket Report
- Calendar Events
- Creditor Mailing Matrix

STEP 3 The **PACER Login** screen displays

❑ Enter your PACER login and password.

❑ Click on the Login button, or select Reset if an error was made in the login or password.

STEP 4 The **REPORT CRITERIA** screen appears.

- ❑ Enter the criteria for the report, or select from the drop down menu.
- ❑ Click on the **[Run Report]** button

UNITED STATES BANKRUPTCY COURT

Western District of Washington

Trustee

This section of the Attorney Participants Guide contains instructions in filing trustee related documents in CM/ECF

- **Trustee Batch-Multi-Case**
- **Trustee Motion to Employ & Notice of Hearing *(Hearing may now be set within the event)*.**
- **Trustee Final Report**
- **Trustee Motion to Convert or Dismiss**
- **Trustee Notice of Asset**
- **Trustee 341**
- **Trustee Revocation of No Asset Report**

Version II

Electronic Case Files

TRUSTEE'S 341
MEETING FILINGS

In ECF the Report of No Distribution, Initial Report, and continuation of the 341 meeting are text only entries on the docket. There are no minute sheets to attach to the entry. The following steps show how to use the Trustee 341 Filings.

STEP 1 Click **Bankruptcy** on the ECF Main Menu Bar. (**See Figure 1**)

Figure 1

STEP 2 Click the **Trustee 341 Filings** hypertext link.

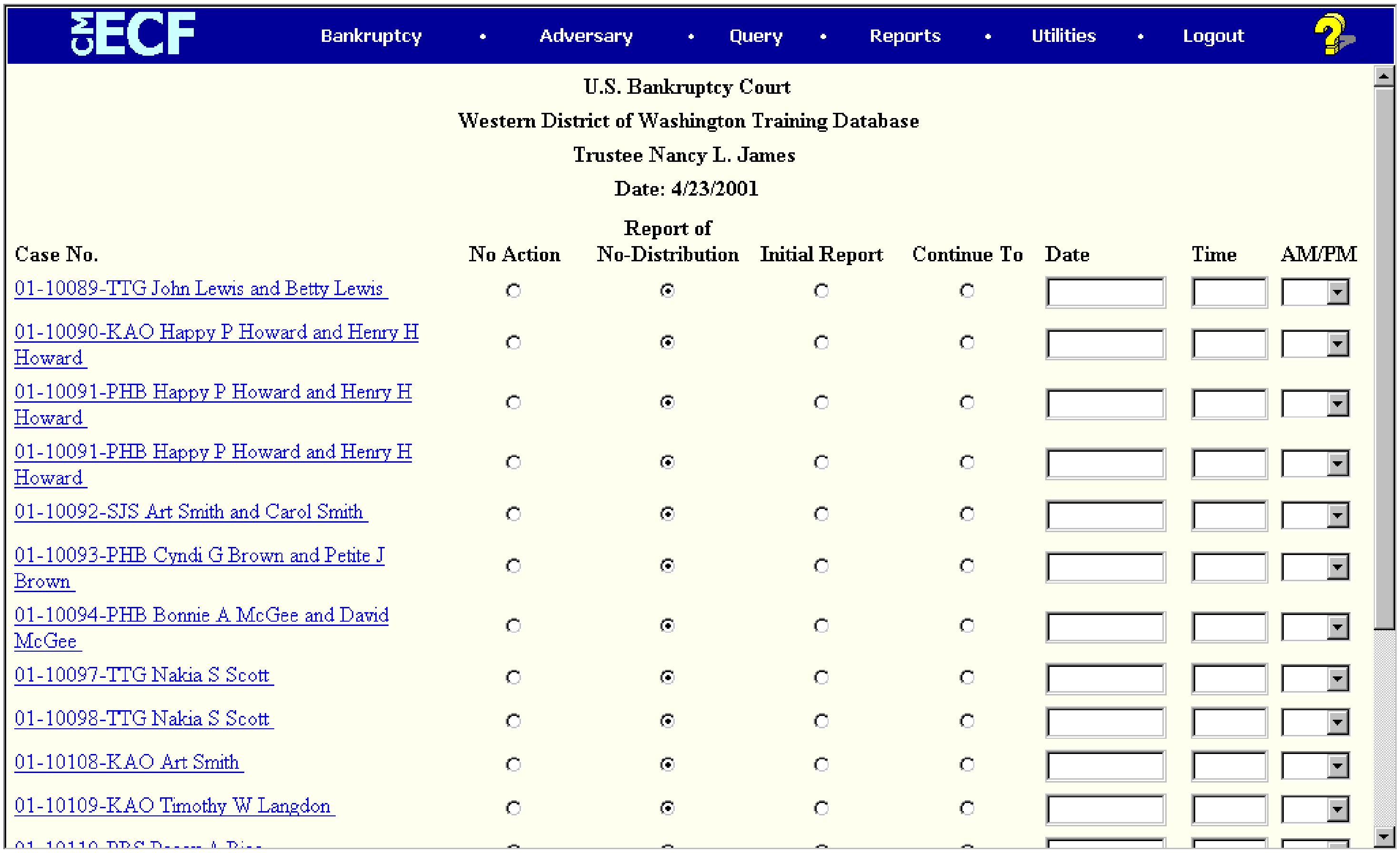
STEP 3 The **341 MEETING DATE** screen displays.

- ❑ Enter the date in a mm/dd/yy format or click on the Calendar button to select the month and date.
- ❑ Click on the **[Submit]** button.

STEP 4 The **341 MEETING CALENDAR** displays. **(See Figure 2)**

➢ Note: The calendar is divided into columns.

- The **Case No.** column lists all the cases scheduled for 341 meeting. Click on the case name and number to view the docket sheet.
- Select **No Action** if the other options do not apply. No entry will be made on the docket.
- The **Report of No Distribution** is the default setting. A text only entry will be entered on the docket unless another selection is made.\
- Select **Initial Report** if the case appears to have assets. A text only entry will appear on the docket.
- The final option allows you to continue the 341 meeting.



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

U.S. Bankruptcy Court
Western District of Washington Training Database
Trustee Nancy L. James
Date: 4/23/2001

Case No.	No Action	Report of No-Distribution	Initial Report	Continue To	Date	Time	AM/PM
01-10089-TTG John Lewis and Betty Lewis							
01-10090-KAO Happy P Howard and Henry H Howard							
01-10091-PHB Happy P Howard and Henry H Howard							
01-10091-PHB Happy P Howard and Henry H Howard							
01-10092-SJS Art Smith and Carol Smith							
01-10093-PHB Cyndi G Brown and Petite J Brown							
01-10094-PHB Bonnie A McGee and David McGee							
01-10097-TTG Nakia S Scott							
01-10098-TTG Nakia S Scott							
01-10108-KAO Art Smith							
01-10109-KAO Timothy W Langdon							

Figure 2

- ❑ After making your selections, review minute entries for accuracy.
- ❑ If an error is discovered, click on the correct button, or if applicable, enter a different continuance date. You also can use the **[Clear]** button to return to the default setting for all cases.
- ❑ If the information is correct, click the **[Submit]** button.

STEP 4 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the text only entry has been sent electronically to the court's database for each of the cases.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.

- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Trustee's Application to Employ

STEP 1 Click on the **Bankruptcy** hypertext link on the ECF Main Menu Bar. **(See Figure 1)**

Figure 1

STEP 2 Click the **Motions/Applications** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Insert the case number using the YY-NNNNN format.
- ❑ Click the **[Submit]** button.

STEP 4 The **FILE A MOTION** screen displays.

- ❑ Scroll to the **Employ** event. To conduct a faster search for the event, type **e** and scroll from that point.
- ❑ Click on the **Employ** event to select it.
- ❑ Click the **[Submit]** button.

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Highlight your name as Trustee to select it.
- ❑ Click the **[Submit]** button

STEP 6 The **MOTION REQUIRING NOTICE** screen displays.

- ❑ The "**Does this motion require a hearing? [y/n]:"** default to **y** allows the notice of hearing to be set within the motion event.

➢ **NOTE:** Answer **n** ONLY when a notice of hearing will not be set.

- ❑ Click the **[Submit]** button.

STEP 7 The **PDF ATTACHMENT** screen displays.

- ❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ❑ To verify accuracy of the document prior to uploading, right click on the document name.
  - Select open from the drop down list.
  - Verify document contents.
  - Click the **X** in the upper right corner of the document screen.
- ❑ Double-click the PDF file to select it.
  - Select **y** at **Attachments to Document** when a proposed order will be submitted.
- ❑ Click the **[Submit]** button.

STEP 8 The **ATTACHMENTS SELECTION** screen displays. *(Optional: Screen appears only when answering **yes** to **attachments to document**.)*

- ❑ Click **Browse** to locate and attach the proposed order.
- ❑ From within the **Type** list of options, select **Proposed Order**.
- ❑ Click **Add to List.** The attachment name and location displays.
- ❑ Click the **[Next]** button.

STEP 9 The **PERSON EMPLOYED/HEARING INFORMATION** screen displays.

- ❑ *Enter the name of Person to be Employed* in the appropriate field.
- ❑ *Enter Type of Position* in the appropriate field. *(For Example: Enter "Attorney for Trustee" when employment of attorney for trustee is requested.)*
- ❑ Enter the hearing date, time, location and response due date (if applicable) in the appropriate fields. Make certain the a.m. or p.m. box is selected, as applicable

➢ NOTE: You must obtain approval from the presiding judge prior to scheduling an evidentiary hearing or other contested matter where testimony will be taken.

❑ Click the **[Submit]** button.

STEP 10 The **TEXT MODIFICATION** screen displays.

❑ A pre-text box displays. Select the appropriate option if applicable.

❑ An expanded text box also displays. Verify the accuracy of information

❑ Click on the **[Submit]** button.

STEP 11 The **FINAL TEXT** screen appears.

❑ Review the docket text. This is your last opportunity to make changes.

❑ Click **[Back]** on the browser toolbar to make changes, if applicable.

❑ Click on the **[Submit]** when text information is correct.

STEP 12 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the motion or application is now an official court document.

- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Batch Filing and
Multi-Case Docketing

A time-saving feature of ECF allows a trustee to file the same type of document in multiple cases using one event. Batch Filing is used for documents commonly filed in numerous cases, such as, a Chapter 13 Pre-Confirmation Report or a Final Report and Account. A PDF file is attached to each entry. Multi-Case Docketing creates a text only entry on the docket, for example, a Trustee Report of No Distribution.

Batch Filing

STEP 1 Click on the Bankruptcy hypertext link on the ECF Main Menu Bar. **(See Figure 1)**

Figure 1

❑ Select the Batch Files hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

❑ Insert the case number using the yy-nnnnn format.

❑ Press return to continue adding case numbers.

❑ Repeat the steps until all the case numbers are entered.

❑ Click the **[Submit]** button.

STEP 3 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

❑ Select the appropriate event from the events list.

❑ Click the **[Submit]** button.

STEP 4 The **PDF ATTACHMENT** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path. ***Reminder:*** *This step must be performed for* *each included case.*

- ❑ To verify accuracy of the document prior to uploading, right click on the document name.
  - Select open from the drop down list.
  - Verify document contents.
  - Click the **X** in the upper right corner of the document screen.
- ❑ Double-click the PDF file to select it.
- ❑ Repeat the steps until a PDF file is associated with each case.
- ❑ Click the **[Submit]** button.

STEP 5 The **CASE NAME/NUMBER VERIFICATION** screen displays.

- ❑ Verify the accuracy of the case information. .
- ❑ Click the **[Submit]** to continue.

STEP 6 The **FINAL TEXT** screen displays.

- ❑ Review the docket text for accuracy.
- ❑ Use the **[Back]** button to return to previous screen(s) to make necessary corrections.
- ❑ If, after review, the information is correct, click the **[Submit]** button.

STEP 7 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❑ Each case is listed separately with the document number hyperlink.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format.

Multi-Case Docketing

STEP 1 Click on the Bankruptcy hypertext link on the ECF Main Menu Bar. **(See Figure 1)**

Figure 1

- ❑ Select the Multi-Case Docketing hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

- ❑ Insert the case number using the yy-nnnnn format
- ❑ Press return to continue adding case numbers.
- ❑ Repeat the steps until all the case numbers are entered
- ❑ Click the **[Submit]** button.

STEP 3 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

- ❑ Select the appropriate event from the events list.
- ❑ Click the **[Submit]** button.

STEP 4 The **MULTI-CASE LISTING** screen displays.

- ❑ Verify the cases entered.
- ❑ Click the **[Submit]** button.

STEP 5 The **MULTI-CASE LISTING** screen displays again.

- ❑ Click **[Submit]** to continue.

STEP 6 The **FINAL TEXT** screen displays.

- ❑ If, after review, the information is correct, click the **[Submit]** button.

STEP 7 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❑ Each case is listed separately with the hyperlink to the docket entry.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Chapter 7 Trustee's Final Report and Account

The following steps will guide you through the process of electronically filing the Chapter 7 Trustee's Final Report and Account. Bank statements and canceled checks that have been filed with this report in the past will be retained by the trustee.

STEP 1 Click on the **Bankruptcy** hypertext link on the ECF Main Menu Bar. **(See Figure 1)**

Figure 1

- ❑ Select the **Trustee/US Trustee** hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

- ❑ Insert the case number using the yy-nnnnn format
- ❑ Click the **[Submit]** button.

STEP 3 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

- ❑ Scroll to the **Chapter 7 Trustee's Final Report and Account** event. Type a "**c**" and scroll from that point to conduct a faster search.
- ❑ Click on the event to select it.
- ❑ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen displays.

- ❑ Click on the trustee name to select it.
- ❑ Click the **[Submit]** button.

STEP 5 The **PDF ATTACHMENT** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

❑ To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

❑ Double-click the PDF file to select it.

❑ Click the **[Submit]** button.

STEP 6 The **NAME/NUMBER VERIFICATION** screen displays.

.

❑ Verify debtor's name and number information.

❑ Click the **[Submit]** button.

STEP 7 The **TEXT MODIFICATION** screen displays.

❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.

- A pre-text box displays. Select any option from the drop down list that is applicable.

- An enhance text field also displays. Additional, relevant text may be included.

❑ If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen, and correct the error.

❑ To start over, click on the **Bankruptcy Events** hyperlink on the **ECF Main Menu Bar**.

❑ If the docket text is correct, click **[Submit]** to continue.

STEP 8 The **FINAL TEXT** screen displays.

- ❏ Review the docket text for accuracy.
- ❏ Use the **[Back]** button to return to previous screen(s) to make necessary corrections.
- ❏ If, after review, the information is correct, click the **[Submit]** button.

STEP 9 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❏ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❏ To print a copy of this notice, click the browser **[Print]** icon.
- ❏ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❏ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

TRUSTEE'S NOTICE OF ASSETS AND REQUEST TO SET CLAIMS BAR DATE

The Notice of Assets and Request to Set Claims Bar Date is a text only entry on the docket in ECF. You will not need to prepare a notice and attach it to the docket entry. The Clerk's Office will generate a report that lists the request to set a bar date, and will send a notice to creditors.

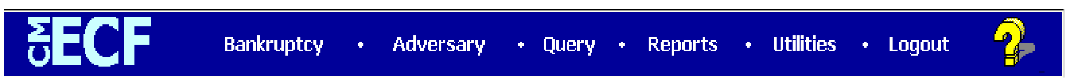


Figure 1

STEP 1 Click the **Bankruptcy** hyperlink on the ECF Main Menu Bar. **(See Figure 1)**

STEP 2 The **BANKRUPTCY EVENTS** screen displays**.**

- ❏ Click the **Trustee/US Trustee** hyperlink.

STEP 3 The **CASE NUMBER** screen displays.

- ❏ Insert the case number using the yy-nnnnn format.
- ❏ Click the **[Submit]** button.

STEP 4 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

- ❏ Scroll to the **Chapter 7Trustee's Notice of Assets on Case and Request to Set Claims Bar Date** event.
- ❏ Click on the event name to select it.
- ❏ Click the **[Submit]** button.

STEP 5 The **FILER/PARTY** screen displays.

- ❑ Click the **Trustee** name as the document filer.
- ❑ Click the **[Submit]** button.

STEP 6 The **CASE NUMBER/NAME** verification screen displays.

- ❑ Verify the case name and number.
- ❑ Click the **[Submit]** button.
- ❑ Click the **[Submit]** button again.

STEP 7 The **TEXT MODIFICATION** screen displays.

- ❑ Verify the accuracy of the docket text. This is what will display on the docket sheet.
- ❑ To abort or restart the transaction, click on the **Bankruptcy Events** hyperlink on the **ECF Main Menu Bar**.
- ❑ If the docket text is correct, click **[Submit]** to continue.

STEP 8 The **FINAL TEXT** screen displays.

- ❑ Review the docket text for accuracy.
- ❑ If, after review, the information is correct, click the **[Submit]** button.

STEP 9 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format.

The format type is generally defaulted to HTML.

Trustee's Revocation of Report of No Distribution

The Trustee's Revocation of Report of No Distribution is a text only entry on the docket in ECF. You will not need to prepare a notice and attach it to the docket entry. The Clerk's Office will generate a report that lists the revocation.

STEP 1 Click on the **Bankruptcy** hypertext link on the ECF Main Menu Bar. **(See Figure 1)**

Figure 1

❑ Select the **Trustee/US Trustee** hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

❑ Insert the case number using the yy-nnnnn format

❑ Click the **[Submit]** button.

STEP 3 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

❑ Scroll to the **Trustee's Revocation of Report of No Distribution** event. Type a **t** and scroll from that point to conduct a faster search.

❑ Click on the event to select it.

❑ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen displays.

❑ Click on the trustee name to select it.

❑ Click the **[Submit]** button.

STEP 5 The **NAME/NUMBER VERIFICATION** screen displays.

❑ Click the **[Submit]** button.

- ❑ Click the **[Submit]** button again.

STEP 7 The **FINAL TEXT** screen displays.

- ❑ Review the docket text for accuracy.
- ❑ Use the **[Back]** button to return to previous screen(s) to make necessary corrections.
- ❑ If, after review, the information is correct, click the **[Submit]** button.

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

UNITED STATES BANKRUPTCY COURT

Western District of Washington

U.S. Trustee

This section of the Attorney/Trustee Participants Guide contains instructions specific to U.S. Trustee filings.

- **Appointment of Creditor's Committee**
- **Appointment of Trustee**
- **Motion to Convert/Dismiss/Set Deadline**
- **Notice of Appearance**

Version II

Electronic Case Files

US TRUSTEE'S APPOINTMENT OF UNSECURED CREDITORS COMMITTEE

STEP 1 Click the **Bankruptcy** hypertext link on the CM/ECF Main Menu Bar. (**See Figure 1**)

❑ Select the **Trustee/US Trustee** hypertext link.

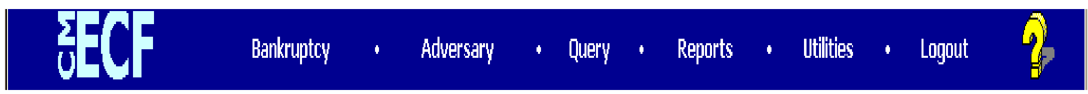


Figure 1

STEP 2 The **CASE NUMBER** screen displays.

❑ Insert the case number using the yy-nnnn format.

❑ Click the **[Submit]** button.

STEP 3 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

❑ Scroll to the **U.S. Trustee's Appointment of Committee of Unsecured Creditors** event. Type a "u" for a faster access to the event.

❑ Click the event to select it.

❑ Click the [**Submit**] button.

STEP 4 The **PARTY SELECTION** screen displays.

❑ Click the **Add/Create New Party** link.

STEP 5 The **PARTY SEARCH** screen displays.

❑ Enter **Unsecured Creditor's Committee** in the last name field.

❑ Click the [**Search**] button.

STEP 6 The **PARTY SEARCH RESULTS** screen displays.

❑ Select **Unsecured Creditor's Committee** from the list of parties.

❑ If **Unsecured Creditor's Committee** is not listed, verify the spelling and click the **Create New Party** hyperlink.

STEP 7 The **PARTY INFORMATION** screen displays.

❑ The Creditor Committee **Role Type** must be changed to **Creditor Committee (crcm:pty).**

❑ Click the **Submit** button.

STEP 8 The **PARTY SELECTION** screen displays again.

❑ The **Unsecured Creditor Committee** name should be pre-selected.

❑ Click the [**Submit**] button.

STEP 9 The **PDF ATTACHMENT** screen displays.

❑ Browse and locate the PDF document.

- Right-click on the PDF document.
- Click on **Open** from the drop down list.
- Verify that it is the correct PDF document.
- Click **X** in the upper-right corner of the PDF document to close it.
- Double click the file name to attach the document to the electronic event.

❑ Click the **[Submit]** button

STEP 10 The **DOCUMENT LINKING** screen displays.

- ❏ Do not click on the check box. This entry does not refer to an existing document.
- ❏ Click the **[Submit]** button.

STEP 11 The **TEXT MODIFICATION** screen displays.

- ❏ Review the docket text for accuracy.
- ❏ Click **Back** on the browser toolbar when changes are required.
- ❏ If the text appears correctly, click the **Submit** button.

STEP 12 The **FINAL TEXT** screen displays.

- ❏ Review the Docket text for accuracy.
- ❏ Use the **Back** button, if necessary, to return to previous screens to make corrections.
- ➢ Clicking the **Bankruptcy** menu option prior to the final submit aborts the transaction and allows you to begin again.
- ❏ If, after review, the information is correct, click on the **Submit** button.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ❏ Click the **Print** icon on the browser to print the notice. *(Optional).*
- ❏ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

➢ **NOTE:** The document may be saved as an HTML file or in some other format, such as WordPerfect.

US TRUSTEE'S APPOINTMENT OF TRUSTEE

STEP 1 Click on the Bankruptcy hypertext link. (**See Figure 1**)

Figure 1

STEP 2 Click on the **Trustee/US Trustee** hypertext link.

STEP 3 The **CASE NUMBER** screen displays.

- ❑ Enter the case number using the yy-nnnn format .
- ❑ Click the **[Submit]** button.

STEP 4 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

- ❑ Scroll to the **Appointment of Trustee by the United States Trustee** event.
- ❑ Click on the event to select it.
- ❑ Click on the **[Submit]** button.

STEP 5 The **PARTY SELECTION** screen displays.

- ❑ Click the **Add/Create New Party** hypertext link to add the trustee to the case.

STEP 6 The **PARTY SEARCH** screen displays.

- ❑ Enter the last name of the trustee in the **Last/Business name** field.
- ❑ Click the **[Search]** button.

STEP 7 The **PARTY SEARCH RESULTS** screen displays.

❑ Select the trustee name from the search results list.

❑ Click the **[Select name from list]** button.

STEP 8 The **PARTY INFORMATION** screen displays.

❑ **Trustee (tr:tr)** must be selected as the **Role Type.**

❑ Click the **[Submit]** button.

STEP 9 The **PARTY SELECTION** screen displays again.

❑ The trustee's name should be pre-selected.

❑ Click the **[Submit]** button.

STEP 10 The **PDF ATTACHMENT** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

❑ To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

❑ Double-click the PDF file to select it.

❑ Click the **[Submit]** button.

STEP 11 The **NAME/NUMBER VERIFICATION** screen displays.

❑ Verify the case name and number.

❑ Click the **[Submit]** button.

STEP 12 The **TRUSTEE ADDITION** screen displays.

- ❑ Select the appropriate trustee from the pick-list.
- ❑ Click the **[Submit]** button.

STEP 13 The **TEXT MODIFICATION** screen displays.

- ❑ A pre-text box displays. If appropriate, select a pre-text option.
- ❑ A enhanced text box also displays. Enter the Trustee's name.
- ❑ Click on the **Submit** button.

STEP 13 The **FINAL TEXT** screen displays..

- ❑ Review the docket text for accuracy.
- ❑ Click **Back** on the browser button to make changes, if necessary.
- ❑ If correct, click on the **Submit** button.

STEP 14 The **NOTICE OF ELECTRONIC FILING** now displays.

- ❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- ❑ To print a copy of this notice, click the browser **[Print]** icon.
- ❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ❑ The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

US TRUSTEE MOTION TO CONVERT, DISMISS OR SET DEADLINE

STEP 1 Click on the Bankruptcy hypertext link on the ECF Main Menu Bar. (**See Figure 1**)

Figure 1

STEP 2 Select the Trustee/US Trustee hypertext link .

STEP 3 The **CASE NUMBER** screen displays.

❑ Insert the case number using the yy-nnnn format.

❑ Click the **[Submit]** button.

STEP 4 The **TRUSTEE/US TRUSTEE EVENTS** screen displays.

❑ Scroll to the **US Trustee Motion to Convert, Dismiss or Set Deadline**.

❑ Click on the event to select it.

❑ Click on the **[Submit]** button.

STEP 5 The **PARTY SELECTION** screen displays.

❑ Select **US Trustee** from the pick list.

❑ Click on the **[Submit]** button.

STEP 6 The **PDF ATTACHMENT** screen displays.

❑ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

- ❑ To verify accuracy of the document prior to uploading, right click on the document name.
  - Select open from the drop down list.
  - Verify document contents.
  - Click the **X** in the upper right corner of the document screen.
- ❑ Double-click the PDF file to select it.
- ❑ Select **y** at **Attachments to Document** when a proposed order will be submitted.
- ❑ Click the **[Submit]** button.

STEP 7 The **ATTACHMENTS SELECTION** screen displays. *(Optional: Screen appears only when answering **yes** to **attachments to document**.*)

- ❑ Click **Browse** to locate and attach the proposed order.
- ❑ From within the **Type** list of options, select **Proposed Order**.
- ❑ Click **Add to List.** The attachment name and location displays.
- ❑ Click the **[Next]** button.

STEP 8 The **CASE VERIFICATION** screen displays.

- ❑ Verify the case name and number.
- ❑ Click the **[Submit]** button.

STEP 9 The **TEXT MODIFICATION** screen displays.

- ❑ Review the docket text. To correct errors, click on the Back button to return to previous screen(s) to make corrections.
- ❑ Click on the **[Submit]** button.

STEP 10 The **FINAL TEXT** screen displays.

❑ Click on the **[Submit]** button.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

❑ To print a copy of this notice, click the browser **[Print]** icon.

❑ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

❑ The save box that displays allows you to name and save the page.

Notice of Appearance
of United States Trustee

These instructions will guide attorneys for the U.S. Trustee through the process of e-filing a Notice of Appearance.

STEP 1 Click **Bankruptcy** on the CM/ECF menu bar.

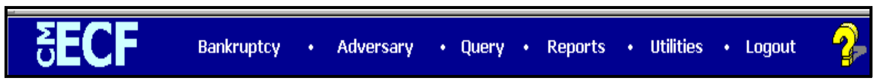


Figure 1

STEP 2 The **CATEGORY SELECTION** screen displays.

❑ Select **Notices**.

STEP 3 The **File Notice** screen displays.

❑ Enter the case number using the YY-NNNNN format.

❑ Click the **[Submit]** button.

STEP 4 The **EVENT SELECTION** screen displays.

❑ Select **Notice of Appearance**. For a faster search type “N” and scroll from that point forward.

❑ Click the **[Submit]** button.

STEP 5 The **PARTY SELECTION** screen displays.

❑ Select “*US Trustee Office*”.

❑ Click the **[Submit]** button.

STEP 6 The **PARTY/ATTORNEY ASSOCIATION** screen displays.

- ❑ Click the checkbox to create a linkage. *It is very important that this step not be missed.*
- ❑ Click the **[Submit]** button.

STEP 7 The **PDF ATTACHMENT** screen displays.

- ❑ Browse and attach the appropriate image.
- ❑ Click the **[Submit]** button.

STEP 8 The **NAME/CASE NUMBER** verification screen displays.

- ❑ Click the **[Submit]** button.

STEP 9 The **SEARCH FOR PARTY** screen displays.

- ❑ Click the **[End Party Selection]**. *It is not necessary to add any additional parties to the case. Alternatively, you may click* ***Bankruptcy*** *to abort the event and begin again*.

STEP 10 A **MISCELLANEOUS FLAG** screen displays.

- ❑ Click the **[Submit]** button.

STEP 11 The **TEXT MODIFICATION** screen displays.

- ❑ Verify the accuracy of the information.
- ❑ Click the **[Submit]** button.

STEP 12 The **FINAL TEXT VERIFICATION** screen displays.

- ❑ This is your final opportunity to make changes.
  - When it is necessary to make changes click the **[Back]** button to the screen where changes are required.

❑ Click the **[Submit]** button.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.

❑ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.

- To print a copy of the notice, click the browser **[Print]** icon.
- To save a copy of the receipt, click **[File]** on the browser menu bar and select **Save Frame As.**
- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.

Verifying Documents
&
Viewing Transaction Log

This process shows the steps required to verify a document on the electronic docket, and to view your transaction log.

VERIFYING A DOCUMENT:

STEP 1 Click on the **Utilities** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

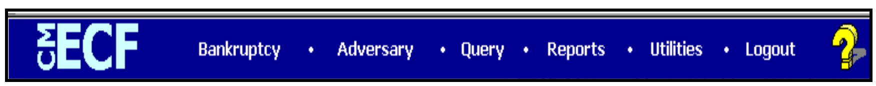


Figure 1

STEP 2 The **UTILITIES** screen displays.

- ❏ Under Miscellaneous click on the **Verify a Document** .

STEP 3 The **CASE NUMBER** screen displays .

- ❏ Enter the case number using the YY-NNNNN format.
- ❏ You MUST enter the document number for the document you wish to verify.
- ❏ Click the **[Submit]** button.

STEP 4 The **VERIFY DOCUMENT(S)** screen displays.

- ❏ Click on the debtor's name and case number to view the docket. You will be prompted to enter a PACER login and password.
- ❏ Click on the document number to view the document. You will be prompted to enter a PACER login and password.

- ❑ Scroll down to view the Original Signature(s) and Verified Signature(s) information. This includes the filed date and code for the electronic signature.

VIEWING TRANSACTION LOG:

STEP 1 Click on the **Utilities** hyperlink on the ECF Main Menu Bar. **(See Figure 1.)**

Figure 1

STEP 2 The **UTILITIES** screen displays.

- ❑ Under the Your Account menu, click the **View your Transaction Log** hyperlink.

STEP 3 The **TRANSACTION LOG** screen displays.

- ❑ Enter an applicable date range.
- ❑ Click the **[Submit]** button.

STEP 4 The **TRANSACTION REPORT** screen displays.

- ❑ The report displays information such as :
  - Date and time the entry was made on the electronic docket
  - Case number
  - Text of the electronic docket entry .