

# **United States Bankruptcy Court Middle District of Louisiana**



## **Attorney Manual**

**Case Management/Electronic Case Filing System (CM/ECF)  
Version 3.3.1**

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# **CM/ECF HARDWARE AND SOFTWARE REQUIREMENTS**

## **COMPUTER**

Windows or Macintosh operating systems.

## **INTERNET ACCESS**

High speed Internet access is highly recommended, but not required.

## **INTERNET BROWSER SUCH AS:**

Mozilla Firefox

Netscape

Internet Explorer

Macintosh browsers should also be compatible

## **PROGRAM TO CONVERT DOCUMENTS INTO PDF FORMAT**

Microsoft Word

Corel WordPerfect

Adobe Acrobat Writer

## **ADOBE ACROBAT READER**

Will be needed to open and view PDFs

## **SCANNER**

To scan paper documents and save them as a PDF.

## **THIRD PARTY BANKRUPTCY SOFTWARE IS COMMERCIALY AVAILABLE.**

**\*\* Public access to file documents is always available in the lobby of the Clerks Office.  
Business hours are 8:30 a.m. to 4:30 p.m.\*\***

# USING THE COURT'S WEBSITE

The court's website is a tool to assist you with the basics of CM/ECF, as well as providing you with a resource for filing documents electronically in our court.

Our website address is:

[www.lamb.uscourts.gov](http://www.lamb.uscourts.gov)

The court's website provides you with the following:

**Recent News and Updates**

**All National Bankruptcy Forms**

**All Local Forms**

**National Rules**

**Local Rules**

**Hearing Dates and Times**

**Fee Schedules**

**Attorney Admission**

**Trustee Information**

**Opinions**

**Standing Orders**

**Contacts and Office Hours**

**Training Information**

**User Guides**

**ECF Tips**

**FAQ's**

Please become familiar with the court's website and its resources and check it regularly for any updates or changes. The Middle District of Louisiana has created this website to provide public access to the most current forms and information.

# NOTICES OF DEFICIENCY AND DOCKET ENTRY NOTATIONS

The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA), requires the court to compile statistics on certain types of filings beginning October 17, 2006. CM/ECF Version 3.3.1 was developed to capture these statistics which must be reported by the court each month. To accomplish this, filers **must** select the proper docketing event when filing documents.

The court will continue to check all filings and make notations on the docket sheet regarding errors or issue notices of deficiency. It is important for filers to correct their mistakes within the time frame requested by the court.

There are new procedures on how the court will handle errors that are not corrected.

- a. Once the court makes a notation that an entry was entered in error, or an event selected is not included in PDF, the filer should correct the error within five days. If the error is not corrected in that time period, the document will be stricken from the record. The notations made to docket entries are as follows;

- **\*ENTERED IN ERROR\***
- **\*NOT INCLUDED IN PDF FILE\***

- b. When a filer fails to provide the required documents, the filer will receive a notice of deficiency. The notice of deficiency will give five, ten or fifteen days to file the required documents or correct any mistakes. If not filed, the court may strike the document, or enter an order to show cause and for sanctions. The notices of deficiency are as follows;

- **Notice of Deficiency for Certificate of Service**
- **Notice of Deficiency for Chapter 13 Plan**
- **Notice of Deficiency for Declaration Upon Electronic Filing of Bankruptcy Case**
- **Notice of Deficiency for Financial Management Course**
- **Notice of Deficiency for Incorrect Event**
- **Notice of Deficiency for Incomplete PDF Attached**
- **Notice of Deficiency for Incorrect PDF Attached**

- **Notice of Deficiency for Mailing Matrix**
- **Notice of Deficiency for Means Test**
- **Notice of Deficiency for Missing Signature**
- **Notice of Deficiency for Payment Advices**
- **Notice of Deficiency for Reaffirmation Agreement**
- **Notice of Deficiency for Schedules and Statements**
- **Notice of Deficiency for Schedules, Statements and Plan**
- **Notice of Deficiency for Statement of Social Security**
- **Notice of Deficiency for Summary of Schedules**

The information in this manual will assist you in filing your documents correctly under version 3.3.1 of CM/ECF. Please become familiar with this manual and use it as a reference tool when filing. Please contact the court with questions before filing a document when you are unsure of the proper procedure or if you have received a notice of deficiency and are not sure why.

# OPENING A BANKRUPTCY CASE

**Your PDF must consist of the following:**

## **CHAPTER 7**

Voluntary Petition - Form B1

Exhibit D

Creditor Mailing Matrix

Mailing Matrix Verification/Declaration - Local Form 1

## **CHAPTER 13**

Voluntary Petition - Form B1

Exhibit D

Creditor Mailing Matrix

Mailing Matrix Verification/Declaration - Local Form 1

## **CHAPTER 11**

Voluntary Petition - Form B1

Form B1 Exhibit A - For publicly held corporations.

List of Equity Security Holders - Names and addresses.

Creditor Mailing Matrix

Matrix Verification/Declaration - Local Form 1

## **CHAPTER 12**

Voluntary Petition - Form B1

Creditor Mailing Matrix

Mailing Matrix Verification/Declaration - Local Form 1

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click on **Open a BK Case**.

**Open New Bankruptcy Case** screen. This is where you will select the following:

1. **Chapter** - 7, 13, 11, 12
2. **Joint Petition** - Y ( Yes ) or N ( No )
3. **Deficiencies** - If you are not filing the Schedules, Statements, Plan, Attorney Declaration, Disclosure of Compensation, or Payment Advices, when opening a bankruptcy case, you must select - Y ( Yes ). An automatic 15 day deadline to submit the incomplete filings will be set.

**Open New Bankruptcy Case**

Office

Case type

Date filed

Chapter

Joint Petition

Deficiencies

Click **Next**

**Search for a Debtor** screen. Enter debtor's complete social security number.

**Open New Bankruptcy Case**

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Click **Search**

If the debtor's name appears, then the debtor has filed a prior bankruptcy case. You should make sure that the debtor is eligible to file another bankruptcy case and that you have included the prior case information on the Voluntary Petition.

**\*\*NOTE\*\***

If filing a joint petition, the first debtor you enter will be listed as the **Debtor**. The second debtor you enter will be listed as the **Joint-Debtor**. This should match the Voluntary Petition.

If the debtor's name does not appear, the screen will say **No Person Found**. Click on **Create New Party**.

**Search for a debtor**

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

**Party search results**

No person found.

**Debtor Information** screen. Enter the following information:

1. **Debtor's Name:** Last name, middle name and first name. Begin all names with a capital letter.
2. **Generation:** Jr. or Sr., I, II, III.
3. **Address 1:** Street address. This address should match the mailing address on the Voluntary Petition.
4. **Address 2:** Apartment number, Lot number, Suite number.
5. **City**
6. **State**
7. **Zip Code**
8. **County:** Click on arrow to drop selection. Choose the parish in which the debtor resides.
9. **Optional:** Debtor's phone number, fax number, e-mail address.

**Debtor Information**

Last name  First name

Middle name  Generation  Title

SSN / ITIN   Tax ID / EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Party text

Add all aliases and corporate parents or affiliates before clicking the Submit button.

If debtor has an alias, click on **Alias**. The next screen will allow you to enter as many aliases as needed. Click **Add Alias**.

Click **Submit**

If filing a joint petition, a second **Search for Party** screen appears.

**Search for Party (Joint Debtor)** Enter the joint debtor’s complete social security number.

Click **Search**

If the joint debtor’s name appears, then the joint debtor has filed a prior bankruptcy case. You should make sure that the joint debtor is eligible to file another bankruptcy case and that you have included the prior case information on the Voluntary Petition.

If the joint debtor's name does not appear, the screen will say **No Person Found**. Click **Create New Party**. You also have an option to copy the previous party's address.

**Search for a party**

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

**Party search results**

**No person found.**

**Copy previous party's address**

**Party Information** screen. Enter the following information:

1. **Joint Debtor's Name:** Last name, middle name and first name. Begin all names with a capital letter.
2. **Generation:** Jr. or Sr., I, II, III.
3. **Address 1:** Street address. This address should match the mailing address on the Voluntary Petition.
4. **Address 2:** Apartment number, Lot number, Suite number.
5. **City**
6. **State**
7. **Zip**
8. **County:** Click on arrow to drop selection. Choose the parish in which the debtor resides.

Click **Submit**



**Summary of Schedules** screen. If you are opening the bankruptcy case with deficiencies you will **not** enter the summary information at this time. If you are opening the bankruptcy case without deficiencies then you will enter the information at this time. The amounts you enter **must** match the amounts located on the Summary of Schedules and the Statistical Summary of Certain Liabilities.

**Open New Bankruptcy Case**

**New Statistical Reporting Requirements:** You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

**SUMMARY OF SCHEDULES**

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>
<b>TOTAL Type of Liability</b> from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		<input type="text"/>	

Click **Next**

**Chapter 7 EOUST** screen. If you are opening a Chapter 7 Bankruptcy case you will enter additional information from the Means Test, Form B22A. The amounts you enter **must** match the amounts located on the Schedules and on Form B22A.

**Open New Bankruptcy Case**

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

**Form B22A**

Line 1A: Veteran's declaration

Line 1B: Declaration of non-consumer debts

Line 2: Marital/filing status

Line 11: Subtotal of current monthly income Debtor  Spouse

Line 14B: Debtor's household size

Line 14: Applicable median family income

Line 18: Current monthly income

Line 19A: National standards: food, clothing and other items

Line 19B: National standards: health care for household members under 65 years of age (Subtotal C1)

Line 19B: National standards: health care for household members 65 years of age or older (Subtotal C2)

Line 20A: Local standards: housing and utilities; non-mortgage expenses

Line 20B: Local standards: housing and utilities; mortgage/rent expenses

Line 22A: Local standards: transportation: vehicle operation/public transportation expense Number of vehicles used  Amount

Line 22B: Local standards: transportation: additional public transportation expense

Line 23: Local standards: transportation ownership/lease expense Number of vehicles owned

Line 23c and 24c: Local standards: Net transportation ownership/lease expense Vehicle 1  Vehicle 2

Line 33: Total expenses allowed under IRS standards

Line 38: Education expenses for dependent children under 18

Line 39: Additional food and clothing expense

Line 41: Total additional expense deductions

Line 46: Total deductions for debt payment

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income

Line 51: 60-month disposable income

Line 52: Initial presumption determination

Line 53: Total non-priority unsecured debt

Line 54: Threshold debt payment amount

Line 55: Secondary presumption determination

**Click Next**

**Chapter 13 EOUST** screen. If opening a Chapter 13 Bankruptcy case you must enter additional Schedule information. The amounts you enter **must** match the amounts located on the Schedules.

**Open New Bankruptcy Case**

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

**Chapter 11 EOUST** screen. If opening a Chapter 11 Bankruptcy case you must enter additional Schedule information. The amounts you enter **must** match the amounts located on the Schedules.

**Open New Bankruptcy Case**

Form B1: Debtor's aggregate non-contingent liquidated debts < \$2,190,000

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

**Chapter 12 EOUST** screen. If opening a Chapter 12 Bankruptcy case you must enter additional Schedule information. The amounts you enter **must** match the amounts located on the Schedules.

**Open New Bankruptcy Case**

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

**Deficiency List** screen will appear only if you are opening the case with deficiencies. Select the items you are missing. Please do not select individual schedules, select schedules A-J. Only the following should be selected as a deficiency:

- Aty Disclosure Stmt.**
- Means Test Form**
- Schedules A-J**
- Stmt. of Fin. Affairs**
- Summary of Schedules**
- Payment Advices**

### **Open New Bankruptcy Case**

#### Deficiency List

*Check item(s) **NOT** included in the petition*

- Aty Disclosure Stmt.
- Aty Sign. Exhibit B
- Aty Sign. Page 2
- Db. Sig. re: Relief Av.
- Inventory of Property
- List of All Creditors
- Means Test Form
- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedules A-J
- SSN/Tax ID
- Stmt. of Fin. Affairs
- Summary of Schedules
- Payment Advices

Next

Clear

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

## Open New Bankruptcy Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

\*\*\*If you open the case with deficiencies, the date by which all incomplete filings are due will appear. The incomplete filings due date will also appear in the docket text and on the confirmation of filing screen.\*\*\*

## Open New Bankruptcy Case

Incomplete Filings due date: 05/15/2009

Click **Next**

**Presumption Arises** screen. (Presumption of Abuse) Choose **Yes** or **No**. This is based on the Means Test.

### Open New Bankruptcy Case

Presumption Arises

Click **Next**

**Method of Payment/Receipt** screen.

### Open New Bankruptcy Case

All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments.

Leave the receipt number (Receipt #) blank if you will be paying via the Internet.

Otherwise, for Receipt #, Enter O for Other Payment.

Receipt #:  Fee: \$299

Select a method of payment.

Enter O ( Other form of Payment) - to pay by check, cash, or money order.

or

Leave the Receipt # box blank if you wish to pay by credit card via the Internet.

**\*\*All filing fees will be due within 2 business days after filing. Failure to pay the filing fees within 2 business days will result in your user account being automatically locked.\*\***

Click **Next**

**Docket Text: Modify as Appropriate** screen.

### Open New Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Mr. Debtor , Ms. Joint Debtor . Atty Disclosure Statement due 05/15/2009. Schedules A-J due 05/15/2009. Statement of Financial Affairs due 05/15/2009. Summary of schedules due 05/15/2009. Payment Advices due: 05/15/2009. Incomplete Filings due by 05/15/2009. (Mason, Perry)

Next

Clear

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

### Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Mr. Debtor, Ms. Joint Debtor. Atty Disclosure Statement due 05/15/2009. Schedules A-J due 05/15/2009. Statement of Financial Affairs due 05/15/2009. Summary of schedules due 05/15/2009. Payment Advices due: 05/15/2009. Incomplete Filings due by 05/15/2009. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Click Next

**Electronic Payment** screen. This screen will only appear if you left the Receipt # box blank and will be paying by credit card via the Internet. You may select **Pay Now** or **Continue Filing** and pay when you are done. Please refer to the Pay.Gov Users Guide located on the court's website.

**\*\*Failure to pay the filing fees within 2 business days will result in your user account being automatically locked.\*\***

**Confirmation/Electronic File Stamp** screen. This confirms the filing of the bankruptcy case. It contains the case number, case name, document number, date and time of filing and when incomplete filings are due, if applicable.

### Open New Bankruptcy Case

U.S. Bankruptcy Court

Middle District of Louisiana Training Database

#### [Notice of Bankruptcy Case Filing](#)

The following transaction was received from Perry Mason entered on 4/30/2009 at 11:03 AM CDT and filed on 4/30/2009

**Case Name:** Mr. Debtor and Ms. Joint Debtor

**Case Number:** [09-10031](#)

**Document Number:** [1](#)

#### **Docket Text:**

Chapter 7 Voluntary Petition . Fee Amount \$299 Filed by Mr. Debtor, Ms. Joint Debtor. Atty Disclosure Statement due 05/15/2009. Schedules A-J due 05/15/2009. Statement of Financial Affairs due 05/15/2009. Summary of schedules due 05/15/2009. Payment Advices due: 05/15/2009. Incomplete Filings due by 05/15/2009. (Mason, Perry)

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

**Document description:** Main Document

**Original filename:** C:\Documents and Settings\chad\My Documents\PDF.pdf

#### **Electronic document Stamp:**

KeyFile (/opt/BKECF/train/server/server/./support/Keys//opt/BKECF/train/server/support/Keys.key) is not available for this court.

#### **09-10031 Notice will be electronically mailed to:**

Perry Mason on behalf of Debtor Mr. Debtor  
perry@masonlaw.u.s.c.com

#### **09-10031 Notice will not be electronically mailed to:**

U. S. Trustee

**Print this screen for your records**

# UPLOADING A CREDITOR MATRIX

## Specifications for a Creditor Matrix

1. The name and address of each creditor must be four lines or less.
2. Each line may contain no more than 40 characters including blanks.
3. Names and addresses should be left justified (flush against the left margin, no leading blanks).
4. Account numbers or “attention” lines should be placed on the second line of the name/address.
5. City, state and zip codes must be on the last line.
6. Nine digit zip codes must be typed with a hyphen separating the two groups of digits.
7. All states must be two letter abbreviations.
8. Each creditor must be separated by at least one blank line.
9. Do not include page numbers, headers, footers, etc.
10. The creditor matrix must be saved in text (.txt) format.

### EXAMPLE:

U.S. Trustee  
400 Poydras Street  
Texaco Center, Suite 2110  
New Orleans, LA 70130

U.S. Attorney  
777 Florida Street, Suite 208  
Baton Rouge, LA

Internal Revenue Service  
600 S. Maestri Place, Stop 31  
New Orleans, LA 70130

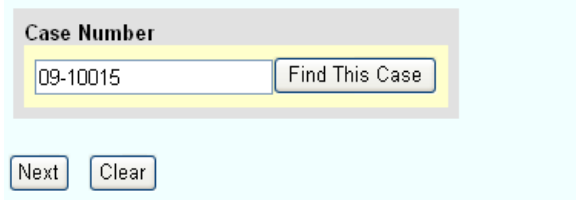
Once logged into CM/ECF, click on **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click on **Creditor Maintenance**.

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

**Creditor Processing - Upload a File Method** screen. Enter the bankruptcy case number.

#### **Creditor Processing - Upload a File Method**



Case Number

09-10015 Find This Case

Next Clear

Click **Next**

**Load Creditor Information** screen. Enter the name of the file. The matrix **must** be in “.txt” format.

**To put your matrix in .txt format, follow these general directions:**

1. Click on **FILE** in the WordPerfect or Microsoft Word toolbar to display the drop down menu.
2. Click **SAVE AS** in the drop down list.
3. In WordPerfect, open the file containing the matrix. Click the drop down menu arrow in the **FILE TYPE** box. Select the file type of either **ALL FILES** or **ASCII DOS Text**.
4. In Microsoft Word, click on the drop down box arrow in the **SAVE AS TYPE** box. Select the file type of **TEXT FILES (\*.txt)**.
5. Enter the file name in the **FILE NAME** box. The .txt extension will be appended.
6. Click **SAVE**.

## Load Creditor Information

Case number 3:09-bk-10015

Enter name of file and click on Next

Example: c:\creditor.scn

Browse...

Next

Clear

Click **Browse**

Select the .txt file that includes the matrix.

Click **Open** or double click on the file name.

Click **Next**.

**Total Creditors Entered** screen. The number of creditors entered will appear. Verify the number of creditors. Review this screen for errors.

**Total Creditors Entered 3**

Submit

Click **Submit**

**Creditor Receipt** screen. This confirms the number of creditors added to the case. If you have any questions, contact the court.

## Creditors Receipt

Case Number	3:09-bk-10015
Total Creditors Added to Database	3

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

# **FILING THE STATEMENT OF SOCIAL SECURITY NUMBER (FORM B21)**

**Your PDF should consist of the following:**

Statement of Social Security Number - Form B21

## **\*\*NOTE\*\***

The Statement of Social Security Number is to be filed alone. **DO NOT** include it with any other filings.

The Statement of Social Security Number must include the complete social security number of the debtor(s).

This document is required to be filed at the time of filing the bankruptcy case. You may not open a bankruptcy case without filing this document.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Statement of Social Security Number** from the list.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Schedules A-J	Statement of Social Security Number
Section 304 Petition	
Statement in Support of Reaffirmation Agreement	
Statement of Corporate Ownership	
Statement of Debtor's Temporary Exclusion from Means Test	
Statement of Financial Affairs	
Statement of Good Faith	
Statement of Intention	
Statement of Military Service	
Statement of Non-Compliance	
Statement of Operations	
<b>Statement of Social Security Number</b>	
Statement of Sums Due	
Statistical Summary of Certain Liabilities	
Stipulation	
Summary of Ballots	
Summary of Schedules	
Tax Documents	
Transcript Redaction Request	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Next

Clear

Click **Next**

**Select Party** screen.

Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Select the Party:**

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

**Browse screen.** This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

Statement of Social Security Number  Filed by Perry Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, MEANSNO

Docket Text: Final Text

Statement of Social Security Number Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

**\*\*Once filed, the Statement of Social Security Number will not be available for public viewing. This is the only electronically filed document that requires the debtors' complete social security numbers\*\***

# **FILING THE CERTIFICATE OF CREDIT COUNSELING**

**Your PDF should consist of the following:**

The Certificate of Credit Counseling

## **\*\*NOTE\*\***

The Certificate of Credit Counseling is to be filed alone. **DO NOT** include it with any other filings.

This document is required to be filed at the time of filing the bankruptcy case.

If the debtor does not have the Certificate of Credit Counseling on the date of filing the case, but did take Credit Counseling, the court will issue a Notice of Deficiency of Certification of Credit Counseling.

The deficiency notice will require that the Certificate of Credit Counseling be filed within 15 days. If it is not timely filed, the case will be dismissed.

Exhibit D - (Official Form 1, Exhibit D), is **NOT** the Certificate of Credit Counseling.

Exhibit D - (Official Form 1, Exhibit D), is to be filed with the Voluntary Petition.

A list of approved credit counseling agencies is posted on the following website addresses :

[www.lamb.uscourts.gov](http://www.lamb.uscourts.gov) or [www.usdoj.gov/ust/eo/bapcpa/index.htm](http://www.usdoj.gov/ust/eo/bapcpa/index.htm)

If the credit counseling has not been obtained prior to filing a bankruptcy case, a Motion for Temporary Waiver of Credit Counseling and Request for Expedited Hearing, or a Motion for Determination of Credit Counseling Exemption and Request for Expedited Hearing must be filed at the time of filing the bankruptcy case.

**If you have questions please contact the Bankruptcy Court.**

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Certificate of Credit Counseling** from the list.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Schedule C	Certificate of Credit Counseling
Amended Schedules A, B, G, H, I, or J	
Amended Schedules D, E, or F	
Amended Voluntary Petition	
Attorney Declaration	
Attorney Time Sheet	
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Ballots - Chapter 11	
Cash Flow Statement	
<b>Certificate of Credit Counseling</b>	
Certificate of Performance	
Certificate of Service	
Certificate of Service of Tax Information	
Certificate of Service of Tax Information to Requestor	
Certification of Compliance Under Section 1328(h)	
Chapter 11 Statement of Current Monthly Income	
Chapter 13 Statement of Current Monthly and Disposable	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorney(s), do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen.

Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Select the Party:**

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

Certificate of Credit Counseling  Filed by Perry Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, MEANSNO

**Docket Text: Final Text**

**Certificate of Credit Counseling Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING THE MOTION FOR TEMPORARY WAIVER OF CREDIT COUNSELING AND REQUEST FOR EXPEDITED HEARING**

## **Your PDF should consist of the following:**

The Motion along with any attachments or exhibits

The Motion or Application must be signed and dated

## **\*\*NOTE\*\***

The Motion for Temporary Waiver of Credit Counseling and Request for Expedited Hearing is required to be filed at the time of filing the bankruptcy case only if the debtor has not obtained credit counseling services.

This is a two-part motion and you **must** select both events, Temporary Waiver (Credit Counseling), and Expedite Hearing.

The court will set the motion for the next available hearing date regardless of the bankruptcy case chapter. For example, if you file a Chapter 7 bankruptcy case, your motion could be heard on a Chapter 13 hearing date.

The hearing may be held the day after the Motion is filed.

It is your responsibility to verify the hearing date with the court.

**DO NOT** select only one event when filing a two-part motion. Failing to select both events will be marked incorrect and you will have to re-file the motion.

If an incorrect event is selected, you must correctly file the motion or application within five days or it will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Motions/Applications**.

**File a Motion** screen. Enter the bankruptcy case number.

The screenshot shows a light blue background with the title "File a Motion" in bold blue text. Below the title is a grey-bordered box containing a search interface. Inside this box, there is a white input field with the text "09-10015" and a button labeled "Find This Case". Below the search box are two buttons: "Next" and "Clear".

Click **Next**

**\*\*You will need to hold the control (Ctrl) key down to select multiple events\*\***

Select both **Expediting Hearing** and **Temporary Waiver** from the list.

The screenshot shows the "File a Motion" screen with case details and a list of events. The title "File a Motion" is in bold blue text. Below it is a blue link: "09-10015 Mr. Debtor and Ms. Joint Debtor". Case details are listed: "Type: bk", "Chapter: 7 v", "Office: 3 (Baton Rouge)", "Assets: n", and "Case Flag: DebtEd, MEANSNO". Below the details is a search box with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search box are two columns of event lists. The left column is titled "Available Events (click to select events)" and contains a list of events including "Set Hearing/Conference", "Set Last Day to File Proofs of Claim", "Setting Property Value", "Sever Chapter 11 Case", "Sever Chapter 12 Case", "Sever Chapter 13 Case", "Sever Chapter 7 Case", "Stay", "Stay Pending Appeal", "Strike Document", "Substitute Attorney", "Substitute Attorney at Creditors' Meeting", "Supplement", "Temporary Waiver (Credit Counseling)", "Termination or Absence of Stay", "Transfer Case (Intra-District)", "Turnover of Property", "Use Cash Collateral", and "Use Insurance Proceeds". The right column is titled "Selected Events (click to remove events)" and contains a list of events including "Expediting Hearing" and "Temporary Waiver (Credit Counseling)". Below the event lists are two buttons: "Next" and "Clear".

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen.

Select the Debtor(s).

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Select the Party:**

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse screen.** This is where you will attach your PDF to the filing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Refer to existing event(s)** box. This two-part motion does not require you to check the box.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, MEANSNO

**Refer to existing event(s)?**

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not need to modify the docket text.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

Motion to Expedite Hearing ,  
  Motion for Temporary Waiver of Credit  
Counseling . Filed by Perry Mason on behalf of Mr. Debtor , Ms.  
Joint Debtor . (Mason, Perry)

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Final Text**

Motion to Expedite Hearing , Motion for Temporary Waiver of Credit Counseling.  
Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING THE NOTICE TO INDIVIDUAL CONSUMER DEBTOR**

**Your PDF should consist of the following:**

Notice to Individual Consumer Debtor - Form B201

## **\*\*NOTE\*\***

The Notice to Individual Consumer Debtor can be filed alone or can be included with the Schedules and Statements.

The Notice to Individual Consumer Debtor event can be filed under one of two Bankruptcy Events, Notices or Other.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other** or **Notices**. If you are including the Notice of Individual Consumer Debtor with other filings you must file under **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

### Miscellaneous

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code** from the list.

### Miscellaneous

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Memorandum/Brief
- Notice of Appearance and Request for Notice
- Notice of Change of Address
- Notice of Intent to Request Transcript Redaction
- Notice of Mortgage Payment Change
- Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code
- Objection to Debtor's Claim of Exemptions
- Objection to Homestead Exemption
- Objection to Professional Fees
- Ombudsman Report
- Operating Report
- Payment Advices
- Petition Foreign Proceeding (Chapter 15)
- Petition for Garnishment
- Post-Trial Memorandum/Brief
- Pre-Trial Memorandum/Brief
- Presumption of Undue Hardship
- Protection of Property from Damage

Selected Events (click to remove events)

- Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s)

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk	Chapter: 7 v	Office: 3 (Baton Rouge)
Assets: n	Case Flag: DebtEd, MEANSNO	

Click **Next** again

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk	Chapter: 7 v	Office: 3 (Baton Rouge)
Assets: n	Case Flag: DebtEd, MEANSNO	

**Docket Text: Final Text**

**Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

## **FILING PAYMENT ADVICES**

**Your PDF should consist of one of the following:**

Payment Advices (pay stubs)

Affidavit signed by debtor must be submitted if debtor has no pay stubs

### **\*\*NOTE\*\***

The Payment Advices should never include the complete social security number.

The Payment Advices should be filed alone. **DO NOT** include it with any other filings.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

### Miscellaneous

Case Number  
09-10015 Find This Case  
Next Clear

Click **Next**

Select **Payment Advices** from the list.

### Miscellaneous

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

#### Available Events (click to select events)

- Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code
- Objection to Debtor's Claim of Exemptions
- Objection to Homestead Exemption
- Objection to Professional Fees
- Ombudsman Report
- Operating Report
- Payment Advices
- Petition Foreign Proceeding (Chapter 15)
- Petition for Garnishment
- Post-Trial Memorandum/Brief
- Pre-Trial Memorandum/Brief
- Presumption of Undue Hardship
- Protection of Property from Damage
- Reaffirmation Agreement
- Reaffirmation Agreement-Not Signed By Attorney
- Reaffirmation Disclosure Statement
- Rebuttal of Presumption of Undue Hardship
- Rescission of Reaffirmation Agreement

#### Selected Events (click to remove events)

- Payment Advices

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

---

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk	Chapter: 7 v	Office: 3 (Baton Rouge)
Assets: n	Case Flag: DebtEd, MEANSNO	

Click **Next** again

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk	Chapter: 7 v	Office: 3 (Baton Rouge)
Assets: n	Case Flag: DebtEd, MEANSNO	

**Docket Text: Final Text**

**Payment Advices for the Debtor Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING THE STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATION (CHAPTER 7)**

**Your PDF should consist of one of the following:**

Statement of Current Monthly Income and Means Test Calculation (Chapter 7) - Form B22A  
signed and dated.

## **\*\*NOTE\*\***

The Statement of Current Monthly Income and Means Test Calculation (Chapter 7) can be filed  
by itself or can be included with the Schedules and Statements.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Chapter 7 Means Test** from the list.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Credit Counseling	Chapter 7 Means Test
Certificate of Performance	
Certificate of Service	
Certificate of Service of Tax Information	
Certificate of Service of Tax Information to Requestor	
Certification of Compliance Under Section 1328(h)	
Chapter 11 Statement of Current Monthly Income	
Chapter 13 Statement of Current Monthly and Disposable Income	
Chapter 15 List	
<b>Chapter 7 Means Test</b>	
Cure of Residential Judgment	
Debtor Repayment Plan	
Debtor Verification of Direct Payments	
Debtor's Election of Small Business Designation	
Debtor's Rebuttal of Presumption of Abuse	
Declaration	
Declaration by BPP	
Disclosure of Compensation of Attorney for Debtor	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Select the Party:

Debtor, Mr. [Debtor]  
Joint Debtor, Ms. [Debtor]  
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Enter Current Income of Individual Debtor(s)** screen.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Presumption Arises

**Enter Current Income of Individual Debtor(s):**

**Presumption Arises**, (presumption of abuse), select **yes** or **no**.

Enter the amount of the current income of the individual debtor(s). This amount can be found on Form B22A Line 18.

Click **Next**

**Chapter 7 EOUST screen.** The amounts you enter **must** match the amounts located on the Schedules and on Form B22A.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

**Form B22A**

Line 1A: Veteran's declaration

Line 1B: Declaration of non-consumer debts

Line 2: Marital/filing status

Line 11: Subtotal of current monthly income Debtor  Spouse

Line 14B: Debtor's household size

Line 14: Applicable median family income

Line 18: Current monthly income

Line 19A: National standards: food, clothing and other items

Line 19B: National standards: health care for household members under 65 years of age (Subtotal C1)

Line 19B: National standards: health care for household members 65 years of age or older (Subtotal C2)

Line 20A: Local standards: housing and utilities; non-mortgage expenses

Line 20B: Local standards: housing and utilities; mortgage/rent expenses

Line 22A: Local standards: transportation: vehicle operation/public transportation expense Number of vehicles used  Amount

Line 22B: Local standards: transportation: additional public transportation expense

Line 23: Local standards: transportation ownership/lease expense Number of vehicles owned

Line 23c and 24c: Local standards: Net transportation ownership/lease expense Vehicle 1  Vehicle 2

Line 33: Total expenses allowed under IRS standards

Line 38: Education expenses for dependent children under 18

Line 39: Additional food and clothing expense

Line 41: Total additional expense deductions

Line 46: Total deductions for debt payment

Line 47: Total of all deductions allowed

Line 50: Monthly disposable income

Line 51: 60-month disposable income

Line 52: Initial presumption determination

Line 53: Total non-priority unsecured debt

Line 54: Threshold debt payment amount

Line 55: Secondary presumption determination

Click Next

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

**Docket Text: Modify as Appropriate.**

Chapter 7 Statement of Current Monthly Income and Means Test Calculation - Form 22A  Filed by Perry Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

**Docket Text: Final Text**

**Chapter 7 Statement of Current Monthly Income and Means Test Calculation - Form 22A Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING THE CHAPTER 13 STATEMENT OF CURRENT MONTHLY INCOME AND CALCULATION OF COMMITMENT PERIOD AND DISPOSABLE INCOME (CHAPTER 13)**

**Your PDF should consist of the following:**

Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Chapter 13) - Form B22C signed and dated.

## **\*\*NOTE\*\***

The Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Chapter 13) can be filed alone or can be included with the Schedules and Statements.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10016 Find This Case

Next Clear

Click **Next**

Select **Chapter 13 Statement of Current Monthly and Disposable Income** from the list.

**Miscellaneous**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Credit Counseling	Chapter 13 Statement of Current Monthly and Disposable Income
Certificate of Performance	
Certificate of Service	
Certificate of Service of Tax Information	
Certificate of Service of Tax Information to Requestor	
Certification of Compliance Under Section 1328(h)	
Chapter 11 Statement of Current Monthly Income	
<b>Chapter 13 Statement of Current Monthly and Disposable Income</b>	
Chapter 15 List	
Chapter 7 Means Test	
Cure of Residential Judgment	
Debtor Repayment Plan	
Debtor Verification of Direct Payments	
Debtor's Election of Small Business Designation	
Debtor's Rebuttal of Presumption of Abuse	
Declaration	
Declaration by BPP	
Disclosure of Compensation of Attorney for Debtor	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s).

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Enter Current Income of Individual Debtor(s)** screen.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Enter Current Income of Individual Debtor(s):

Enter the amount of the current income of the individual debtor(s). This amount can be found on Form B22C Line 20.

Click **Next**

**Chapter 13 EOUST** screen. The amounts you enter **must** match the amounts located on the Schedules.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

**Schedules**

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor  Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor  Spouse

Schedule J line 20c: Monthly net income

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Docket Text: Modify as Appropriate.

Chapter 13 Statement of Current Monthly and Disposable Income

Filed by Perry Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Next

Clear

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Docket Text: Final Text

Chapter 13 Statement of Current Monthly and Disposable Income Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING SCHEDULES A-J, STATEMENT OF INTENTION, STATEMENT OF FINANCIAL AFFAIRS, ATTORNEY DECLARATION, DISCLOSURE OF COMPENSATION**

**Your PDF may consist of the following:**

## **CHAPTER 7**

Summary of Schedules and Statistical Summary of Certain Liabilities - Form B6, Schedules A-J - Form B6A to Form B6J, Declaration Concerning Debtor's Schedules - Form B 6

Statement of Financial Affairs - Form B7 signed and dated.

Statement of Intention - Form B8 signed and dated.

Disclosure of Compensation - Form B203 signed and dated.

**\*\*You may also include the Notice to Individual Consumer Debtor and the Statement of Current Monthly Income and Means Test Calculation (Chapter 7) \*\***

## **CHAPTER 13**

Summary of Schedules and Statistical Summary of Certain Liabilities - Form ,Schedules A-J - Form B6A to Form B6J,Declaration Concerning Debtor's Schedules - Form B6-Declaration signed and dated.

Statement of Financial Affairs - Form B7 signed and dated.

Disclosure of Compensation - Form B203 signed and dated.

**\*\*You may also include the Notice to Individual Consumer Debtor and the Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Chapter 13)\*\***

**\*\*NOTE\*\***

The Summary of Schedules, Schedules A-J, Statement of Financial Affairs, Statement of Intention, and Disclosure of Compensation will be due within 15 days from the date the case is opened.

Schedules A-J are to be filed together, **DO NOT** file the Schedules individually.

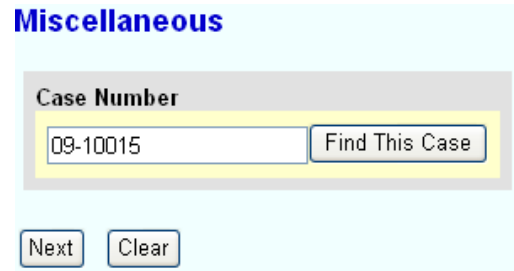
The Summary of Schedules, the Statistical Summary of Certain Liabilities and the Declaration Concerning Debtor's Schedules **MUST** always be included when filing Schedules A-J.

Your PDF should never exceed fifty pages. You can file these items individually to avoid creating a fifty page PDF.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.



The screenshot shows a web interface for a bankruptcy case search. At the top, the word "Miscellaneous" is written in blue. Below it is a search form with a grey header "Case Number". Inside the form, there is a text input field containing "09-10015" and a button labeled "Find This Case". Below the search form are two buttons: "Next" and "Clear".

Click **Next**

**\*\*You need to hold the control (Ctrl) key down to select multiple events.\*\***

Select the following items from the list:

### **Chapter 7**

Disclosure of Compensation

Schedules A-J **\*\*Do Not select individual Schedules.\*\***

Statement of Financial Affairs

Statement of Intention

Summary of Schedules

Statistical Summary of Certain Liabilities

**\*\*If you include the Notice to Individual Consumer Debtor or the Chapter 7 Means Test you must select these items, also.**

### **Chapter 13**

Disclosure of Compensation

Schedules A-J **\*\*Do Not select individual Schedules.\*\***

Statement of Financial Affairs

Summary of Schedules

Statistical Summary of Certain Liabilities

Select **Disclosure of Compensation, Schedules A-J, Statement of Financial Affairs, Statement of Intention, Summary of Schedules, and the Statistical Summary of Certain Liabilities** from the list. **\*\*If you include the Notice to Individual Consumer Debtor or the Chapter 7 Means Test you must select these items, also.\*\***

### Miscellaneous

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

#### Available Events (click to select events)

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedules A-J**
- Section 304 Petition
- Statement in Support of Reaffirmation Agreement
- Statement of Corporate Ownership
- Statement of Debtor's Temporary Exclusion from Means Test
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intention
- Statement of Military Service

#### Selected Events (click to remove events)

- Disclosure of Compensation of Attorney for Debtor
- Schedules A-J
- Summary of Schedules
- Statement of Financial Affairs
- Statement of Intention
- Statistical Summary of Certain Liabilities

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

### Miscellaneous:

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

Select Party screen. Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

Browse screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

<input type="text"/>	<input type="button" value="Browse..."/>
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Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**\*\*The information included in both the Summary of Schedules and in the Statistical Summary of Certain Liabilities must be entered electronically when filing Schedules or Amended Schedules. If you have any questions or problems, please contact the court\*\***

**Summary of Schedules screen.**

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
 Assets: n Case Flag: DebtEd, MEANSNO

**SUMMARY OF SCHEDULES**

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	260000.00		
B - Personal Property	66000.00		
D - Creditors Holding Secured Claims		32200.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		25455.00	
Average Income (from Schedule I, Line 16)			2500.00
Average Expenses (from Schedule J, Line 18)			3500.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			2500.00
<b>TOTAL Type of Liability</b> from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		57655.00	

Next Clear

Enter the exact amounts that correlate with the amounts found on the **Summary of Schedules** and the **Statistical Summary of Certain Liabilities**.

If the amount is zero, enter 0.00. **Do not leave blank.** You will not get the (computed) total of dischargeable debt if any of these fields are left blank.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

Disclosure of Compensation of Attorney for Debtor [text box], Schedules A-J [text box], [text box] Summary of Schedules, Statement of Financial Affairs [text box], Statement of Intention [text box], Statistical Summary of Certain Liabilities Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. Make sure all documents in your PDF are included in the docket text. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Final Text**

Disclosure of Compensation of Attorney for Debtor, Schedules A-J, Summary of Schedules, Statement of Financial Affairs, Statement of Intention, Statistical Summary of Certain Liabilities Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING AMENDED SCHEDULES AND AMENDED CREDITOR MATRIX**

**Your PDF should consist of the following:**

Summary of Schedules and Statistical Summary of Certain Liabilities - Form B6

Individual Amended Schedules - Form B6A to Form B6J

Declaration Concerning Debtor's Schedules - Form B 6-Declaration signed and dated.

Amended Creditor Matrix - only list the creditors to be added or deleted.

## **\*\*NOTE\*\***

The Summary of Schedules and Statistical Summary of Certain Liabilities **MUST** be included when filing Amended Schedules, even if the Summary information does not change.

Amendments to the schedules **MUST** include the Declaration Concerning Debtor's Schedules signed by the debtor.

Amended Schedules are grouped into three events to select from:

Amended Schedules A, B, G, H, I, or J

Amended Schedule C

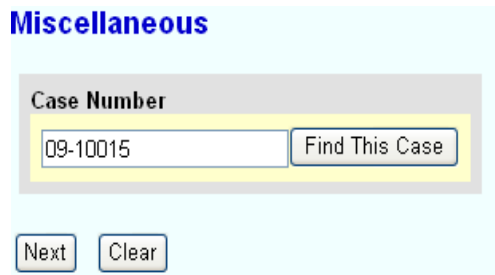
Amended Schedules D, E, or F

You **MUST** select each Schedule event that is included in your PDF file. Failure to do so will result in the filing being marked as an Incorrect Event.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.



**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

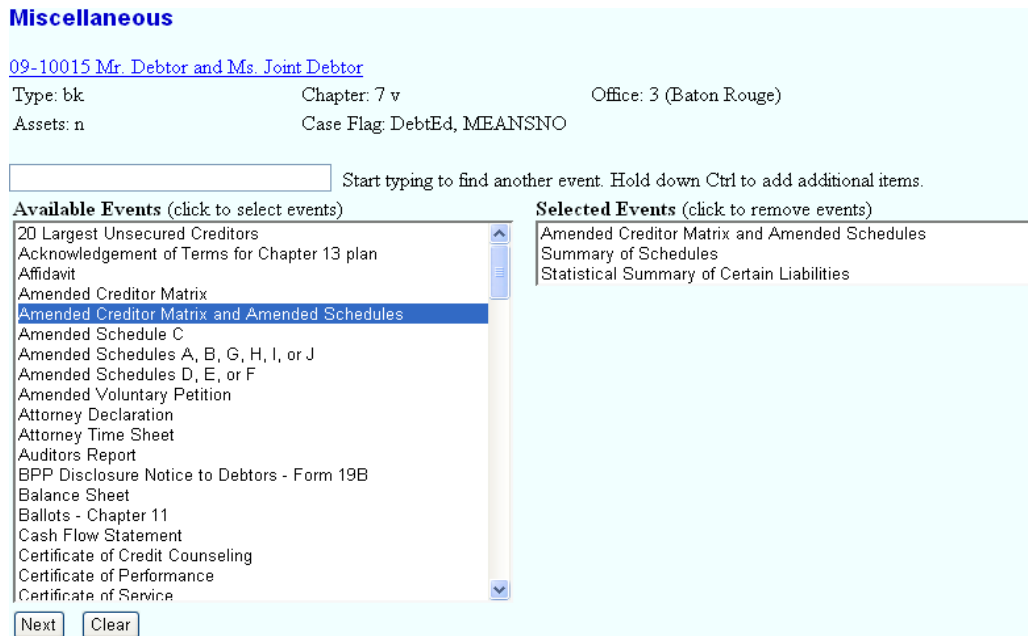
**\*\*You need to hold the control (Ctrl) key down to select multiple items.\*\***

If filing Amended Schedules and Amended Matrix select the following items from the list that are included in your PDF:

**Amended Creditor Matrix and Amended Schedules**

**Statistical Summary of Certain Liabilities**

**Summary of Schedules**



**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
20 Largest Unsecured Creditors	Amended Creditor Matrix and Amended Schedules
Acknowledgement of Terms for Chapter 13 plan	Summary of Schedules
Affidavit	Statistical Summary of Certain Liabilities
Amended Creditor Matrix	
<b>Amended Creditor Matrix and Amended Schedules</b>	
Amended Schedule C	
Amended Schedules A, B, G, H, I, or J	
Amended Schedules D, E, or F	
Amended Voluntary Petition	
Attorney Declaration	
Attorney Time Sheet	
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Ballots - Chapter 11	
Cash Flow Statement	
Certificate of Credit Counseling	
Certificate of Performance	
Certificate of Service	

Next Clear

Click **Next**

If filing Amended Schedules A, B, C, G, H, I or J select the following items from the list that are included in your PDF:

**Amended Schedules A, B, G, H, I or J** -No fee associated with this amendment.

**Amended Schedule C** -No fee associated with this amendment.

### Statistical Summary of Certain Liabilities

### Summary of Schedules

#### Miscellaneous

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

#### Available Events (click to select events)

- 20 Largest Unsecured Creditors
- Acknowledgement of Terms for Chapter 13 plan
- Affidavit
- Amended Creditor Matrix
- Amended Creditor Matrix and Amended Schedules
- Amended Schedule C
- Amended Schedules A, B, G, H, I, or J**
- Amended Schedules D, E, or F
- Amended Voluntary Petition
- Attorney Declaration
- Attorney Time Sheet
- Auditors Report
- BPP Disclosure Notice to Debtors - Form 19B
- Balance Sheet
- Ballots - Chapter 11
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of Performance
- Certificate of Service

#### Selected Events (click to remove events)

- Amended Schedules A, B, G, H, I, or J
- Amended Schedule C
- Summary of Schedules
- Statistical Summary of Certain Liabilities

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

#### Miscellaneous:

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

Select **Party** screen. Select the Debtor(s).

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the Party:

Debtor, Mr. [Debtor]	<a href="#">Add/Create New Party</a>
Joint Debtor, Ms. [Debtor]	
U. S. Trustee, [U.S. Trustee]	

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

---

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Method of Payment/Receipt** screen. Amendments to Schedules D, E, or F, and the Amended Creditor Matrix will prompt an amendment fee.

Enter O ( Other form of Payment) - to pay by check, cash, or money order.  
or

Leave the Receipt # box blank if you wish to pay by credit card via the Internet.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Leave the receipt number (Receipt #) blank if you will be paying via the Internet.

Otherwise, for Receipt #, Enter O for Other Payment.

Receipt #:  Fee: \$26

Click Next

**Summary of Schedules** screen.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**SUMMARY OF SCHEDULES**

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text" value="260000.00"/>		
B - Personal Property	<input type="text" value="66000.00"/>		
D - Creditors Holding Secured Claims		<input type="text" value="32200.00"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text" value="0.00"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text" value="25455.00"/>	
Average Income (from Schedule I, Line 16)			<input type="text" value="2500.00"/>
Average Expenses (from Schedule J, Line 18)			<input type="text" value="3500.00"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text" value="2500.00"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<input type="text" value="0.00"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		<input type="text" value="57655.00"/>	

Click Next

Enter the exact amounts that correlate with the amounts found on the **Summary of Schedules** and the **Statistical Summary of Certain Liabilities**.

If the amount is zero, enter 0.00. **Do not leave blank.** You will not get the (computed) total of dischargeable debt if any of these fields are left blank.

**Docket Text: Modify as Appropriate** screen. You must enter the Amended Schedules that are included in your PDF. Docket text should read, “Amended Schedules **D, E, I and J**”. If the Summary of Schedules has changed, you must enter **Amended** in the text box as shown below. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

D,E, I & J Fee Amount \$26. .,  Summary of Schedules,  
Statistical Summary of Certain Liabilities Filed by Perry Mason on behalf of Mr. Debtor ,  
Ms. Joint Debtor RE: related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor  
Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. Make sure all documents in your PDF have been selected.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Final Text**

Amendment to List of Creditors and Amended Schedules *D,E, I & J* Fee Amount  
\$26., Amended Summary of Schedules, Statistical Summary of Certain Liabilities  
Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related  
document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Debtor  
Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# FILING PLANS

**Your PDF should consist of the following:**

The Plan signed and dated by both the attorney and the debtor(s) - Local Forms

## **\*\*NOTE\*\***

The Chapter 13 Plan must be signed by both the attorney and the debtor(s) and is due within 15 days from the date the bankruptcy case was opened.

The Plan **must** be noticed when filed.

The Certificate of Service **must** state that the Plan was served along with the notice of confirmation hearing.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Plan/Objection to Confirmation**.

**File a Plan** screen. Enter the bankruptcy case number.

### File a Plan

Case Number  
09-10016 Find This Case  
Next Clear

Click **Next**

Select the Plan you are filing.

You will click on one of the following items:

**Chapter 9 Plan**

**Chapter 11 Plan**

**Chapter 11 Small Business Plan**

**Chapter 12 Plan**

**Chapter 13 Plan**

### File a Plan

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Start typing to find another event. Hold down Ctrl to add additional items.

#### Available Events (click to select events)

- Amended Chapter 11 Plan
- Amended Chapter 11 Small Business Plan
- Amended Chapter 12 Plan
- Amended Chapter 13 Plan
- Amended Disclosure Statement
- Amended Disclosure Statement-Small Business
- Chapter 11 Plan
- Chapter 11 Small Business Plan
- Chapter 12 Plan
- Chapter 13 Plan**
- Chapter 9 Plan
- Disclosure Statement
- Disclosure Statement for Small Business
- Modified Plan
- Objection to Confirmation of Plan

#### Selected Events (click to remove events)

- Chapter 13 Plan

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s).

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the pdf document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)  
Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

**Docket Text: Modify as Appropriate.**  
Chapter 13 Plan  Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)  
Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

**Docket Text: Final Text**  
Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

## **FILING AMENDED PLANS**

**Your PDF should consist of the following:**

The Amended Plan must be signed by both the attorney and the debtor(s)

### **\*\*NOTE\*\***

Amended Plans are filed prior to the Confirmation Hearing.

The Amended Plan must be linked to the last Plan filed. **Do Not** link to all Plans.

Amended Plans should be numbered, First, Second, Third, etc.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Plan/Objection to Confirmation**.

**File a Plan** screen. Enter the bankruptcy case number.

**File a Plan**

Case Number

09-10016 Find This Case

Next Clear

Click **Next**

Select the **Amended Plan** you are filing.

You will click on one of the following items:

**Amended Chapter 11 Plan**

**Amended Chapter 11 Small Business Plan**

**Amended Chapter 12 Plan**

**Amended Chapter 13 Plan**

**File a Plan**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)

Assets: y

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Chapter 11 Plan	Amended Chapter 13 Plan
Amended Chapter 11 Small Business Plan	
Amended Chapter 12 Plan	
Amended Chapter 13 Plan	
Amended Disclosure Statement	
Amended Disclosure Statement-Small Business	
Chapter 11 Plan	
Chapter 11 Small Business Plan	
Chapter 12 Plan	
Chapter 13 Plan	
Chapter 9 Plan	
Disclosure Statement	
Disclosure Statement for Small Business	
Modified Plan	
Objection to Confirmation of Plan	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)  
Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the Debtor(s).

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)  
Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the Party:

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)  
Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Select the appropriate event(s) to which your event relates screen appears. You **must** check the box next to the last Plan or Amended Plan filed.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the appropriate event(s) to which your event relates:

07/22/2009 [3](#) Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s) [1](#) Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Click **Next**

**Docket Text: Modify as Appropriate** screen. There will be a drop down list for you to select “**First**”, “**Second**”, “**Third**”, etc.. The text should read “**First Amended Plan**”, as shown below.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

**Docket Text: Modify as Appropriate.**

Amended Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[3] Chapter 13 Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

- Agreed
- Alias
- Amended
- Emergency
- Ex Parte
- Expedited
- Fifth
- Final
- First**
- Fourth
- Interim
- Intervenor's
- Joint
- Omnibus
- Opposition
- Proposed
- Sealed
- Second
- Sixth
- Supplemental
- Supporting
- Third
- Third Party

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. The docket text should read **(First, Second, Third, etc.)** Amended Plan. Final text should show related document(s) and document number. If you have any questions, contact the court.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Docket Text: Final Text**

First Amended Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[3] Chapter 13 Plan filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

## **FILING MODIFIED PLANS**

**Your PDF should consist of the following:**

The Modified Plan must be signed by both the attorney and the debtor(s)

### **\*\*NOTE\*\***

Modified Plans are filed after an Order Confirming Plan has been entered.

Modified Plans **must** be set for hearing by filing a Notice of Hearing.

The First Modified Plan and the Notice of Hearing both require a separate Certificate of Service

If a Modified Plan is incorrectly filed as an Amended Plan, it must be re-filed correctly within five days or it will be stricken from the record.

The Modified Plans must be linked to the last plan filed.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Plan/Objection to Confirmation**.

**File a Plan**

**Case Number**

09-10016 Find This Case

Next Clear

Click **Next**

Select **Modified Plan** from the list.

**File a Plan**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Amended Chapter 11 Plan	Modified Plan
Amended Chapter 11 Small Business Plan	
Amended Chapter 12 Plan	
Amended Chapter 13 Plan	
Amended Disclosure Statement	
Amended Disclosure Statement-Small Business	
Chapter 11 Plan	
Chapter 11 Small Business Plan	
Chapter 12 Plan	
Chapter 13 Plan	
Chapter 9 Plan	
Disclosure Statement	
Disclosure Statement for Small Business	
<b>Modified Plan</b>	
Objection to Confirmation of Plan	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the Debtor(s).

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Select the Party:**

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

<input type="text"/>	Browse...
----------------------	-----------

Attachments to Document:  No  Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Select Chapter Number** screen.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Select Chapter Number**

▼  
11  
12  
13  
9

Clear

Click Next

**Select the appropriate event(s) to which your event relates** screen.

You **must** check the box next to the last Plan filed.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

*Select the appropriate event(s) to which your event relates:*

- 07/22/2009 [3](#) Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s) [1](#) Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)
- 07/22/2009 [4](#) First Amended Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s) [3](#) Chapter 13 Plan filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Next

Clear

Click Next

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Docket Text: Modify as Appropriate.**

Modified Chapter 13 Plan  Filed by Perry Mason on behalf of Mr. Debtor , Ms. Joint Debtor RE: related document(s)[4] Amended Chapter 13 Plan filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

Next

Clear

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. Final text should show related document(s) and document number. If you have any questions, contact the court.

**File a Plan:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Docket Text: Final Text**

Modified Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor RE: related document(s)[4] Amended Chapter 13 Plan filed by Debtor Mr. Debtor, Debtor Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING DOMESTIC SUPPORT INFORMATION**

**Your PDF should consist of the following:**

Domestic Support Information form signed and dated.

This form can be found at the Chapter 13 Trustee's website.

[www.annettecrawford.com](http://www.annettecrawford.com)

## **\*\*NOTE\*\***

The Domestic Support Information form must be filed prior to the 341(a) meeting of creditors.

The Domestic Support Information form must be signed and dated.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click on **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10016 Find This Case

Next Clear

Click Next

Select **Domestic Support Information** from the list.

**Miscellaneous**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)

Assets: y

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Declaration by BPP	Domestic Support Information
Disclosure of Compensation of Attorney for Debtor	
Disclosure of Compensation of Petition Preparer	
Document	
<b>Domestic Support Information</b>	
Domestic Support Obligations	
Equity Security Holders	
Exhibit	
Expenses Re: FVPS	
Financial Management Course	
Insurance Statement	
Interrogatories	
Involuntary Petition (Chapter 11)	
Involuntary Petition (Chapter 7)	
Involuntary Summons Service Executed	
Involuntary Summons Service Unexecuted	
Matrix	
Memorandum/Brief	
Notice of Appearance and Request for Notice	

Next Clear

Click Next

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)

Assets: y

Joint filing with other attorney(s).

Next Clear

Click Next

Select **Party** screen. Select the Debtor(s).

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the Party:

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)  
Assets: y

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

<input type="text"/>	<input type="button" value="Browse..."/>
----------------------	--

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Docket Text: Modify as Appropriate.**

Domestic Support Information  Filed by Perry  
Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10016 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

**Docket Text: Final Text**

Domestic Support Information Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# FILING A MOTION OR AN APPLICATION

**Your PDF should consist of the following:**

The Motion or Application along with any attachments or exhibits.

The Motion or Application must be signed and dated.

## **\*\*NOTE\*\***

You must select the correct event(s) that relate to your motion or application. If you do not see an appropriate event, contact the court for assistance.

**DO NOT** choose Generic Motion or Generic Application without court permission.

If an incorrect event is selected, you must correctly file the motion or application within five days or it will be stricken from the record.

If filing a two part motion or application, you **must** select both events or it will be marked as an incorrect event.

A Certificate of Service and a Mailing Matrix **must** be filed separately for all Motions and all Applications. **Do Not** include the Certificate of Service with your Motion or Application.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Motions/Applications**.

**File a Motion** screen. Enter the bankruptcy case number.

### File a Motion

Case Number  
09-10015 Find This Case  
Next Clear

Click **Next**

You will click on the event or events that relate to your motion or application.

**\*\* If you do not see the appropriate event or events, contact the court for assistance. Do not choose Generic Motion or Generic Application without court permission.\*\***

### File a Motion

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Abandon (If filing with Motion for Relief from Stay, select Relief from Stay before Abandon)
- Access to Tax Documents
- Accounting
- Adequate Protection
- Administrative Expenses
- Allow Claims
- Allow Payment Arrearages
- Amend
- Amended Application
- Amended Motion
- Appear pro hac vice
- Application for Writ
- Appoint Creditors Committee
- Appoint Examiner
- Appoint Trustee
- Appointment of Consumer Privacy Ombudsman
- Approve Mortgage Modification
- Assume/Reient

**Selected Events** (click to remove events)

- Relief from Stay
- Abandon (If filing with Motion for Relief from Stay, select Relief from Stay before Abandon)

Next Clear

**\*\*You must to hold the control (Ctrl) key down to select multiple events\*\***

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Joint filing with other attorney(s).

Click **Next**

**Select Party** screen. Select the **Party** you are representing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Select the Party:**

- Morning Call Coffee Stand, [Creditor]
- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**\*\*If you do not see the party you represent, click on [Add/Create New Party](#).\*\***

**Search for Party** screen.

Enter the **Last/Business name** beginning with a capital letter.

Click **Search**

If the **Party search results** show a name or a list of names, click on the name and verify the address.

**Search for a party**

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

**Party search results**

Morning Call Coffee Stand, 4436 Veterans Memorial Blvd., Metairie, LA

If the address is correct, then click **Select name from list**.

If your **Party search results** show **No person found**, or if the name appears but the address is incorrect, then click **Create new party**.

**Party Information** screen.

Enter or update the **Party Information** (Address, City, State, Zip, Phone, Fax).

You **must** also change the party **Role** from Debtor to Creditor.

**\*\*If you do not change the party Role, you will be listed as a Joint Debtor. If you have any questions, contact the court.\*\***

**Party Information**

<b>Last name</b>	<input type="text" value="Morning Call Coffee Stand"/>	<b>First name</b>	<input type="text"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>SSN / ITIN</b>	<input type="text" value="222-11-1234"/>	<b>Tax ID / EIN</b>	<input type="text" value="11-2222222"/>
<b>Office</b>	<input type="text"/>	<b>Address 1</b>	<input type="text" value="4436 Veterans Memorial Blvd."/>
<b>Address 2</b>	<input type="text"/>	<b>Address 3</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Metairie"/>	<b>State</b>	<input type="text" value="LA"/>
<b>County</b>	<input type="text"/>	<b>Zip</b>	<input type="text" value="70006"/>
<b>Country</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="504-779-5348"/>	<b>Fax</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>		
<b>Role</b>	<input type="text" value="Creditor (cr,cr)"/>		
<b>Party text</b>	<input type="text"/>		

**\*\*Make sure all party information has been entered and the party Role has been changed.\*\***

Click **Submit**

If you have created a new party, it will now appear on the **Select the Party** list.

**Select Party** screen reappears with the added party listed. Select the party you are representing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: DebtEd, MEANSNO

**Select the Party:**

- Morning Call Coffee Stand, [Creditor]
- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- U. S. Trustee, [U. S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**\*\*If your motion or application prompts a filing fee then you must select a method of payment.\*\***

**Method of Payment/Receipt** screen appears.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Leave the receipt number (Receipt #) blank if you will be paying via the Internet.**

**Otherwise, for Receipt #, Enter O for Other Payment.**

Receipt #:  Fee: \$150

Enter O ( Other form of Payment) - to pay by check, cash, or money order.

or

Leave the Receipt # box blank if you wish to pay by credit card via the Internet.

**\*\*All filing fees will be due within 2 business days after filing.\*\***

Click Next

**Docket Text: Modify as Appropriate** screen. There will be a drop down list for you to select the type of Motion/Application. If your Motion/Application is **Expedited, Ex Parte, or Jointly** filed, you must select one of these events. You may also modify the text to read, **“with Exhibits”**, if included in the PDF.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: DebtEd, MEANSNO

**Docket Text: Modify as Appropriate.**

Joint  ,  
or in the alternative  . Fee  
Amount \$150 Filed by  .

Next Clear

- Agreed
- Alias
- Amended
- Emergency
- Ex Parte
- Expedited
- Fifth
- Final
- First
- Fourth
- Interim
- Intervenor's
- Joint**
- Omnibus
- Opposition
- Proposed
- Sealed
- Second
- Sixth
- Supplemental
- Supporting
- Third
- Third Party

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

### **File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, MEANSNO

#### **Docket Text: Final Text**

**Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# FILING A NOTICE OF HEARING

## Your PDF should consist of the following:

The Notice of Hearing with a correct hearing date, time, and location.

A Certificate of Service and a Mailing Matrix **must** be filed separately for all Notices. **Do Not** include the Certificate of Service with your Notice of Hearing.

## **\*\*NOTE\*\***

All hearing dates and times are located on the court's website. You should check these dates each time you file a Notice of Hearing because they do change.

The Notice of Hearing **must** be linked to the Motion, Application, Modified Plan, or other documents to which it relates for it to appear on the court's calendar.

Filing the Notice of Hearing with an incorrect date or time, will result in an order striking the Notice of Hearing. If the Notice of Hearing is not filed with a correct hearing date or time within five days, an order striking the Motion, Application, Modified Plan, or other documents will be entered on the sixth day.

The Notice of Hearing is not to be set for less than 20 days from the file date of the Motion or Application without first filing a Motion to Expedite Hearing and an Order granting that motion has been entered.

There are two sets of hearing dates located on the court's website. [www.lamb.uscourts.gov](http://www.lamb.uscourts.gov)

### **Motions: Chapter 7, Chapter 11, and Adversaries**

These motions should be scheduled for 9:00 a.m. on an available Friday hearing date.

### **Chapter 13 Motions, Modifications and Confirmation Hearings**

These motions, plan modifications, confirmation hearings should be scheduled for 8:30 a.m. on an available Wednesday hearing date.

### **Reaffirmation Agreement Hearings**

Reaffirmation Agreement hearings should be scheduled for 9:45 a.m. on an available Friday hearing date.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Notices**

**File a Notice** screen. Enter the bankruptcy case number.

**File a Notice**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

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

**File a Notice**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Notice	Notice of Hearing
Notice of Abandonment	
Notice of Appearance and Request for Notice	
Notice of Change of Address	
Notice of Chapter 11 Status Conference	
Notice of Commencement of Chapter 15 Case	
Notice of Deposition	
Notice of Foreign Representative's Intent to Commence Case	
<b>Notice of Hearing</b>	
Notice of Override of Preferred Address 342(e)	
Notice of Proposed Use, Sale or Lease of Property	
Notice of Rescission of Reaffirmation Agreement	
Notice of Statement of Intention	
Notice of Voluntary Conversion 11 to 7	
Notice of Voluntary Conversion to Chapter 7	
Notice to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

**Select Party** screen. Select the **Party** you are representing.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Select the Party:**

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
Morning Call Coffee Stand, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Hearing Information** screen. Enter the following information:

**Hearing Date, Hearing Time and Hearing Location (Court hearings will be held at 707 Florida St., Rm. 222)**

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

---

Hearing Date:   Hearing Time:   AM  PM

Location:

---

Refer to existing event(s)?

You **must** also check the **Refer to existing event(s)** box. Your Motion, Application, Modified Plan or other document will **not** appear on the court’s calendar if not correctly linked to the Notice of Hearing.

Click **Next**

**Select the category to which your event relates** screen. You **must** select an event. If you are setting a motion for hearing, you would select **Motion**. If you are setting a modified plan for hearing, you would select **Plan**.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

*Select the category to which your event relates.*

Filed  to

Documents  to

Click **Next**

By previously selecting the motion event, **all** pending motions filed in the case will appear. Check the box next to the specific motion you are setting for hearing.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

- 05/04/2009 [8](#) Motion to Expedite Hearing , Motion for Temporary Waiver of Credit Counseling. Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)
- 07/22/2009 [15](#) Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)

**Click Next**

In this next screen you will **only** select the docket entry associated with the Notice of Hearing by checking the box next to the event. If filing a two-part motion, you will check only one of the two docket entries as shown below. **\*\* This is a very important step. Failure to check the box next to the event will result in that event not showing on the court's calendar. \*\***

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Type	hrg
Date	9/25/2009
Time	09:00
Location	707 Florida St., Rm. 222
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

- Create Schedule record for current docket entry.
- 07/22/2009 [15](#) Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)
- 07/22/2009 [15](#) Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)

**Click Next**

**Docket Text: Modify as Appropriate** screen. You should not need to modify the text. The Certificate of Service **must** be filed separately.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Notice of Hearing  Filed by Perry Mason on behalf of Moring Call Coffee Stand RE: related document(s)[15] Motion for Relief From Stay filed by Creditor Moring Call Coffee Stand, Motion to Abandon) Hearing scheduled 9/25/2009 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. Final text should show the hearing date, time, location, related document(s) and document number. If you have any questions, contact the court.

**File a Notice:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Docket Text: Final Text

Notice of Hearing Filed by Perry Mason on behalf of Moring Call Coffee Stand RE: related document(s)[15] Motion for Relief From Stay filed by Creditor Moring Call Coffee Stand, Motion to Abandon) Hearing scheduled 9/25/2009 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms filing has been completed. It contains the case number, case name, docket number, date and time of filing.

**Print this screen for your records**

# FILING A CERTIFICATE OF SERVICE

## Your PDF should consist of the following:

The Certificate of Service and a Mailing Matrix listing all parties being noticed.

### **\*\*NOTE\*\***

The Certificate of Service **must** be filed separately. Do Not include the Certificate of Service with any other filing.

The Certificate of Service **must** be linked to **all** related items, Motions, Notices etc.

The Certificate of Service **must** identify the pleadings served, identify the persons served by name, address and state the date and method of service.

If serving via the Court's Electronic Noticing System, the Certificate of Service must identify the pleadings served, identify the persons served by name, **e-mail address** and state the date and method of service that was used for each party.

Electronic Filers are responsible for serving documents upon all appropriate parties that do not receive service via the CM/ECF system.

A Notice of Deficiency will be entered for failure to comply with Local Rule 9013-4. If you do not comply with the Notice of Deficiency, all related items will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

The **Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Certificate of Service** from the list.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Ballots - Chapter 11
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of Performance
- Certificate of Service**
- Certificate of Service of Tax Information
- Certificate of Service of Tax Information to Requestor
- Certification of Compliance Under Section 1328(h)
- Chapter 11 Statement of Current Monthly Income
- Chapter 13 Statement of Current Monthly and Disposable Income
- Chapter 15 List
- Chapter 7 Means Test
- Cure of Residential Judgment
- Debtor Repayment Plan
- Debtor Verification of Direct Payments
- Debtor's Election of Small Business Designation
- Debtor's Rebuttal of Presumption of Abuse Declaration

**Selected Events** (click to remove events)

- Certificate of Service

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: n Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

**Select Party** screen. Select the party you are representing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
Morning Call Coffee Stand, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the **pdf** document (for example: CM199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

Refer to existing event(s) screen. Check the Refer to existing event(s) box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Refer to existing event(s)?

Click Next

Select the category to which your event(s) relates screen. You must select a category.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the category to which your event relates.

- court
- crcl
- crditcrd
- misc
- motion**
- notice
- order
- plan
- trustee
- usmact

Filed  to

Documents  to

Click Next

By previously selecting the category, all pending events filed in that category will appear. Check the box next to the specific event(s) to which your Certificate of Service relates.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

- 05/04/2009 [8](#) Motion to Expedite Hearing , Motion for Temporary Waiver of Credit Counseling Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)
- 07/22/2009 [15](#) Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)
- 08/10/2009 [16](#) Notice of Hearing Filed by Perry Mason on behalf of Moring Call Coffee Stand RE: related document(s) [15](#) Motion for Relief From Stay filed by Creditor Moring Call Coffee Stand, Motion to Abandon) Hearing scheduled 9/25/2009 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

Click Next

**Docket Text: Modify as Appropriate** screen. You should not have to modify the docket text.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Modify as Appropriate.**

Certificate of Service  Filed by Perry Mason on behalf of  
Moring Call Coffee Stand RE: related document(s)[15] Motion for Relief From Stay filed by  
Creditor Moring Call Coffee Stand, Motion to Abandon, [16] Notice of Hearing filed by  
Creditor Moring Call Coffee Stand. (Mason, Perry)

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. Final text should show related document(s) and document number. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Final Text**

Certificate of Service Filed by Perry Mason on behalf of Moring Call Coffee Stand  
RE: related document(s)[15] Motion for Relief From Stay filed by Creditor Moring  
Call Coffee Stand, Motion to Abandon, [16] Notice of Hearing filed by Creditor  
Moring Call Coffee Stand. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

## **FILING AN AMENDED MOTION/AMENDED APPLICATION**

**Your PDF should consist of the following:**

The Amended Motion or Amended Application with any attachments or exhibits.

### **\*\*NOTE\*\***

You must select the event Amended Motion or Amended Application. Selecting Amended Motion or Amended Application will allow you to link to the motion or application being amended.

There is no fee when you select the event Amended Motion or Amended Application.

Selecting a Motion or Application event and modifying the text to read “Amended” will be marked as incorrect and will have to be re-filed correctly. If the incorrect event you select prompts another filing fee you will have to pay that fee.

A Certificate of Service and a Mailing Matrix **must** be filed separately for all Motions and Applications. **Do Not** include the Certificate of Service with your Amended Motion or Amended Application.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Motions/Applications**.

**File a Motion** screen. Enter the bankruptcy case number.

**File a Motion**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Amended Application** or **Amended Motion** from the list.

**File a Motion**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Abandon (If filing with Motion for Relief from Stay, select Relief from Stay before Abandon)	Amended Motion
Access to Tax Documents	
Accounting	
Adequate Protection	
Administrative Expenses	
Allow Claims	
Allow Payment Arrearages	
Amend	
Amended Application	
<b>Amended Motion</b>	
Appear pro hac vice	
Application for Writ	
Appoint Creditors Committee	
Appoint Examiner	
Appoint Trustee	
Appointment of Consumer Privacy Ombudsman	
Approve Mortgage Modification	
Assume/Reject	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select **Party** screen. Select the party you are representing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
Morning Call Coffee Stand, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

Click **Next Again**

**Browse** screen. This is where you will attach your PDF to the filing.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

<input type="text"/>	<input type="button" value="Browse..."/>
----------------------	--

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

The next screen that appears will state the following: **This Is An AMENDED Motion. Relate This Filing To The Original Motion.** You must check the box.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**This Is An AMENDED Motion. Relate This Filing To The Original Motion.**

Select the appropriate event(s) to which your event relates:

- 05/04/2009 [8](#) Motion to Expedite Hearing , Motion for Temporary Waiver of Credit Counseling. Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)
- 07/22/2009 [15](#) Joint Motion for Relief from Stay *with Exhibits.*, or in the alternative Motion to Abandon *with Exhibits.* Fee Amount \$150 Filed by Perry Mason on behalf of Moring Call Coffee Stand. (Mason, Perry)

**\*\*This is a very important step. Failure to check the box next to the event will result in the amended event not appearing on the court's calendar.\*\***

Click Next

**Docket Text: Modify as Appropriate** screen. Modify the docket text to include the title of the motion or application being amended in the text box as shown below.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Modify as Appropriate.**

Amended Motion  Filed by Perry Mason on behalf of Moring Call Coffee Stand RE: related document(s)[15] Motion for Relief From Stay filed by Creditor Moring Call Coffee Stand, Motion to Abandon. (Mason, Perry)

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. Final text should show related document(s) and document number. If you have any questions, contact the court.

**File a Motion:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

**Docket Text: Final Text**

Amended Motion *for Relief From Stay* Filed by Perry Mason on behalf of Moring Call Coffee Stand RE: related document(s)[15] Motion for Relief From Stay filed by Creditor Moring Call Coffee Stand, Motion to Abandon. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING A REAFFIRMATION AGREEMENT**

**Your PDF should consist of the following:**

Reaffirmation Agreement - Form B240A, signed by the debtor(s), debtor's attorney, and the creditor.

Schedules I and J, the debtor's total income and expenses must always be attached.

## **\*\*NOTE\*\***

There are two Reaffirmation Agreement events to select when filing.

**1. Reaffirmation Agreement.**

**2. Reaffirmation Agreement - Not Signed by Attorney.**

If the incorrect Reaffirmation Agreement event is selected, it will be marked as incorrect and will have to be re-filed correctly within five days or it will be stricken from the record.

If Schedules I & J are not attached with the Reaffirmation Agreement, a notice of deficiency will be issued. You will have ten days to correct the filing or it will be stricken from the record.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Reaffirmation Agreement** from the list if signed by debtor's attorney.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Payment Advices	Reaffirmation Agreement
Petition Foreign Proceeding (Chapter 15)	
Petition for Garnishment	
Post-Trial Memorandum/Brief	
Pre-Trial Memorandum/Brief	
Presumption of Undue Hardship	
Protection of Property from Damage	
<b>Reaffirmation Agreement</b>	
Reaffirmation Agreement-Not Signed By Attorney	
Reaffirmation Disclosure Statement	
Rebuttal of Presumption of Undue Hardship	
Rescission of Reaffirmation Agreement	
Release From Active Duty	
Request for Production of Documents	
Request for Separate Notice	
Request for Telephonic Hearing	
Request to Reschedule Meeting of Creditors	
Schedule A	
Schedule B	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select **Party** screen. Select the party you are representing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- Morning Call Coffee Stand, [Creditor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You **must** enter the name of the creditor. The docket text should read, i.e. “**Reaffirmation Agreement between Debtor and Creditor’s name**”, as shown below. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Modify as Appropriate.**

Reaffirmation Agreement Between Debtor and  Filed by Perry  
Mason on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Click Next

**Docket Text: Final Text** screen. Review this screen for errors. Final text should read Reaffirmation Agreement between the debtor and the name of the creditor.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Final Text**

Reaffirmation Agreement Between Debtor and *Morning Call Coffee Stand* Filed by  
Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click Next

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING A REAFFIRMATION AGREEMENT- NOT SIGNED BY ATTORNEY**

**Your PDF should consist of the following:**

Reaffirmation Agreement - Form B240A, signed by the debtor(s) and the creditor.  
Schedules I and J, the debtor's total income and expenses must always be attached.

## **\*\*NOTE\*\***

There are two Reaffirmation Agreement events to select when filing.

- 1. Reaffirmation Agreement.**
- 2. Reaffirmation Agreement - Not Signed by Attorney.**

If the incorrect Reaffirmation Agreement event is selected, it will be marked as incorrect and will have to be re-filed correctly within five days or it will be stricken from the record.

If Schedules I & J are not attached with the Reaffirmation Agreement, a notice of deficiency will be issued. You will have ten days to correct the filing or it will be stricken from the record.

The Reaffirmation Agreement - Not Signed by Attorney will be noticed for hearing by the court.

The debtor(s) **must** attend the hearing.

Once logged into CM/ECF, click **Bankruptcy** in the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number

09-10015 Find This Case

Next Clear

Click **Next**

Select **Reaffirmation Agreement** from the list if signed by debtor's attorney.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Payment Advices	Reaffirmation Agreement-Not Signed By Attorney
Petition Foreign Proceeding (Chapter 15)	
Petition for Garnishment	
Post-Trial Memorandum/Brief	
Pre-Trial Memorandum/Brief	
Presumption of Undue Hardship	
Protection of Property from Damage	
Reaffirmation Agreement	
<b>Reaffirmation Agreement-Not Signed By Attorney</b>	
Reaffirmation Disclosure Statement	
Rebuttal of Presumption of Undue Hardship	
Rescission of Reaffirmation Agreement	
Release From Active Duty	
Request for Production of Documents	
Request for Separate Notice	
Request for Telephonic Hearing	
Request to Reschedule Meeting of Creditors	
Schedule A	
Schedule B	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select **Party** screen. Select the party you are representing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Joint Debtor, Ms. [Debtor]
- Morning Call Coffee Stand, [Creditor]
- U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Browse...

Attachments to Document:  No  Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Enter Creditor Name in This Reaffirmation Agreement** screen. You **must** enter the name of the creditor.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

Enter Creditor Name in This Reaffirmation Agreement

Click **Next**

Click **Next** again

**Docket Text: Final Text** screen. Review this screen for errors. Final text should read Pro se Reaffirmation Agreement between the debtor and name of the creditor.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: MEANSNO

**Docket Text: Final Text**

**Pro se Reaffirmation Agreement Between Debtor and Morning Coffee Call Stand Filed by Perry Mason on behalf of Mr. Debtor, Ms. Joint Debtor. (Mason, Perry)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

# **FILING THE DEBTOR'S CERTIFICATION OF POST-PETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT**

**Your PDF should consist of the following:**

The Debtor's Certification of Post-Petition Instructional Course Concerning Personal Financial Management - Form B23, and the Certificate of Debtor's Education Course

## **\*\*NOTE\*\***

The Debtor's Certification of Post-Petition Instructional Course Concerning Personal Financial Management - Form B23, and the Certificate of Debtor's Education Course must be filed to receive a discharge. It is to be filed alone. **DO NOT** include it with any other filings.

Deadlines for filing this certificate depend on the chapter.

- **Chapter 7** : Must be filed within 45 days of the first meeting of creditors date.
- **Chapter 13 or 11** : Must be filed no later than the last payment made under the plan or the filing of a motion for entry of discharge.

If filing a joint petition, **both debtors** must complete the financial management course and both must sign Form B23.

If the Debtor's Certification of Post-Petition Instructional Course Concerning Personal Financial Management - Form B23 is not filed, the court will issue a Notice of Deficiency for Financial Management.

The deficiency notice will require that the Debtor's Certification of Post-Petition Instructional Course Concerning Personal Financial Management - Form B23 be filed within 15 days. If not timely filed, the case will be closed without the entry of discharge.

A list of approved credit counseling agencies is posted on the following website addresses :  
[www.lamb.uscourts.gov](http://www.lamb.uscourts.gov) or [www.usdoj.gov/ust/eo/bapcpa/index.htm](http://www.usdoj.gov/ust/eo/bapcpa/index.htm)

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

**Miscellaneous** screen. Enter the bankruptcy case number.

**Miscellaneous**

Case Number  
09-10015 Find This Case  
Next Clear

Click **Next**

Select **Financial Management Course** from the list.

**Miscellaneous**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: REAF, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Disclosure of Compensation of Attorney for Debtor	Financial Management Course
Disclosure of Compensation of Petition Preparer	
Document	
Domestic Support Information	
Domestic Support Obligations	
Equity Security Holders	
Exhibit	
Expenses Re: FVPS	
<b>Financial Management Course</b>	
Insurance Statement	
Interrogatories	
Involuntary Petition (Chapter 11)	
Involuntary Petition (Chapter 7)	
Involuntary Summons Service Executed	
Involuntary Summons Service Unexecuted	
Matrix	
Memorandum/Brief	
Notice of Appearance and Request for Notice	
Notice of Change of Address	

Next Clear

Click **Next**

You will see a box to check if **joint filing with other attorney(s)**. If not filing with other attorneys, do not check the box.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: REAF, MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the party you are representing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: REAF, MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Joint Debtor, Ms. [Debtor]
Morning Call Coffee Stand, [Creditor]
U. S. Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

**Browse** screen. This is where you will attach your PDF to the filing.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: REAF, MEANSNO

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Browse...

Attachments to Document:  No  Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name.

Click **Next**

**Docket Text: Modify as Appropriate** screen. You should not have to make any modifications.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: REAF, MEANSNO

**Docket Text: Modify as Appropriate.**

Financial Management Course Certificate  Filed by Perry Mason  
on behalf of Mr. Debtor , Ms. Joint Debtor . (Mason, Perry)

Click **Next**

**Docket Text: Final Text** screen. Review this screen for errors. If you have any questions, contact the court.

**Miscellaneous:**

[09-10015 Mr. Debtor and Ms. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)  
Assets: n Case Flag: REAF, MEANSNO

**Docket Text: Final Text**

Financial Management Course Certificate Filed by Perry Mason on behalf of Mr.  
Debtor, Ms. Joint Debtor. (Mason, Perry)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click **Next**

**Confirmation/Electronic File Stamp** screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

**Print this screen for your records**

## **FILING THE DECLARATION UPON ELECTRONIC FILING OF BANKRUPTCY CASE ( LOCAL FORM 2)**

This is the only document that is **NOT** filed electronically.

The debtor's **name** and **case number** must be on the declaration.

This document must have the **complete social security number** of the debtor(s).

The court requires an **original signature** of both the debtor(s) and the attorney.

The Declaration Regarding Electronic Filing is due within **five business days** from the opening of a bankruptcy case.

You can **mail** or **hand deliver** this form to the court.

You may bring an additional copy to the court to be file stamped to keep with your records.

### **\*\*NOTE\*\***

You may **NOT** fax or e-mail this form to the court.

**\*\*\* If you have any questions, please contact the court.\*\*\***

# SUBMISSION OF ORDERS AND JUDGMENTS

## **\*\*NOTE\*\***

Orders are **NOT** to be filed electronically.

Orders must be e-mailed to the court. The address to which all proposed orders shall be sent is

[orders@lamb.uscourts.gov](mailto:orders@lamb.uscourts.gov)

### ***A. Submission of Orders Upon Filing***

1. For all motions, applications, objections to claims, and other requests for relief, the Electronic Filer shall e-mail an appropriate proposed order at the time of filing.
2. The following requests for relief do not require submission of an order. The court will prepare the orders relating to these motions:
  - a. Motions to Expedite Hearing on Motions to Extend or Impose Automatic Stay
  - b. Motions to Convert or Dismiss Case
  - c. Applications to Pay Filing Fee in Installments
  - d. Applications to Waive the Chapter 7 Filing Fee

### ***B. Email Transmission***

Proposed orders and judgments shall be submitted to the court by e-mail as an attached document in **WordPerfect** or **Word** format. The e-mail shall be sent to the e-mail address for orders and judgments. Only one order shall be attached per e-mail.

### ***C. E-Mail Addresses for Orders and Judgments:***

[orders@lamb.uscourts.gov](mailto:orders@lamb.uscourts.gov)

### ***D. Subject Line of E-Mail*** (Pursuant Local Rule 9013-5)

1. For orders or judgments regarding matters noticed for hearing or set for trial, the subject line of the e-mail shall include the hearing date and case number only.  
**Example: 01/01/07 07-10001**

2. For orders or judgments regarding ex parte matters or orders resolving matters prior to a scheduled hearing or trial date, the subject line of the email shall include the word ex parte and the case number only.

**Example: Ex Parte 07-10001**

3. For orders or judgments regarding expedited matters, the subject line of the e-mail shall include the word expedited and the case number only.

**Example: Expedited 07-10001**

### ***E. Restrictions on Fonts***

The Bankruptcy Noticing Center requires the use of Courier and Times New Roman, 12 point type and black type face only. Please use the same font throughout the proposed order or judgment.

### ***F. Affixing Signatures***

Signatures of parties or their attorneys on any agreed order or judgment must be made by means authorized under section II C of these Procedures.