

*UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF LOUISIANA*

*ELECTRONIC CASE FILING
STEP BY STEP GUIDE
FOR ATTORNEY FILERS*

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SECTION 1:
OPENING A BANKRUPTCY CASE

Opening a New Bankruptcy Case

- Go to our website, <https://ecf.lamb.uscourts.gov/>
- Click on our **ECF database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will appear)
- Click on **“open a bankruptcy case”**

- On the first screen, click on each box to add appropriate information (joint petition, chapter, deficiencies). If you are filing an incomplete petition, one that does not contain all of the required documents, be sure to check yes for deficiencies. Click **“next”**.

Case Number

Office

Date Filed

Chapter

Joint Petition

Case Type

Deficiencies

- The computer will ask you to search for a party. Enter the last/business name of the debtor and click **“search”**. *Always search for your party first to ensure that he/she is not already in the system.

Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

- The next screen will tell you if the party is found. If no person is found, click **“create new party”**.
- You will then enter the party’s information. If the party has an alias, click on **“alias”** to add. Once that is complete, you may review the information you have entered before submitting.

Party Information

Last name <input type="text" value="Davis"/>	First name <input type="text" value="Marvin"/>
Middle name <input type="text"/>	Generation <input type="text"/> Title <input type="text"/>
SSN <input type="text" value="222-11-1234"/>	Tax ID <input type="text"/>
Office <input type="text"/>	Address 1 <input type="text" value="2222 North St."/>
Address 2 <input type="text"/>	Address 3 <input type="text"/>
City <input type="text" value="Baton Rouge"/>	State <input type="text" value="LA"/> Zip <input type="text" value="70809"/>
County <input type="text" value="East Baton Rouge"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
ProSe <input type="text" value="no"/>	Role <input type="text" value="Debtor (db.pty)"/>
Party text <input type="text"/>	

Add all aliases before clicking the Submit button.

- Once you are sure all information is complete, click on “**submit**”.
- At the next screen, you will be asked to add a joint debtor, if you selected joint debtor on the first screen. If you did not select joint debtor on the first screen, you will not see this screen.
- The next screen will ask for statistical information about the debtor. Be sure to complete each block. All cases in this district are to be opened as asset cases, be sure to click “**yes**” for asset notice. Click “**next**”.

Open New Bankruptcy Case

Type of debtor Individual Corporation Partnership Other
 Railroad Stockbroker Commodity Broker

Fee status Asset notice

Nature of debt Estimated number of creditors

Voluntary Estimated assets

Origin Estimated debts

Date split/transfer

- The computer will then ask for a pdf document. Attach the pdf document (**NOTE: When opening a bankruptcy case, your pdf must contain the voluntary petition, matrix, and matrix verification. The schedules, statements, and fee disclosure must be filed separately from the petition.) Once you have attached the pdf document, click “**next**”.

Open New Bankruptcy Case

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

Filename

Attachments to Document: No Yes

- You will then be asked for a receipt number. Enter “**cc**” if paying by a credit card and “**o**” for all other forms of payment. If you have a credit card number on file with the Clerk’s office, your card will be automatically charged. If you wish to pay with cash or check, you must submit your fee to the Clerk’s office within 48 hours of filing the petition. If you do not pay the fee, your case will be dismissed.
- The docket text screen will ask you if you want to modify the text. If you need to modify the text in any way, do so, then click “**next**”.

Open New Bankruptcy Case

Docket Text: Modify as Appropriate.
 Chapter 7 Voluntary Petition [schedules and statements]. Fee Amount \$ 200. Filed by Marvin Davis . (Grand, Trenton)

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“submit”**.

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition with all schedules and statements. Fee Amount \$ 200. Filed by Marvin Davis. (Grand, Trenton)

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

- The next screen gives you the **“Notice of Bankruptcy Case Filing”**, which gives you the new bankruptcy case number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the document or docket sheets.

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Grand, Trenton on 11/29/2000 at 5:35 PM CST

Case Name: Steven Jones

Case Number: [00-10004](#)

Document Number: [1](#)

Docket Text:

Chapter 13 Voluntary Petition with all schedules and statements. Fee Amount \$ 185. Filed by Steven Jones. (Grand

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

Document description:Main Document

Original filename:C:/My Documents/ch7petition.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=973335398 [Date=11/29/2000] [FileNumber=377-0] [5
c3492cecb64e5d9b6b91d971a4dd950a32cd0821a99b37def284e7a78fb0900754bf00
a58362d0a03c7ff0c08ba8fed80c697df1b9f0ad715b711df157a4ab9e11

****NOTE: Once you have filed your petition, don't forget to upload your creditor matrix. See Sections 3 & 4 of this guide for instructions.**

SECTION 2:

**OPENING AN ADVERSARY
PROCEEDING**

Opening a New Adversary Proceeding

- Go to our website, <https://ecf-train.lamb.uscourts.gov>
- Click on **ECF database**
- Type in your login and password
- Click on “**Adversary**” (a list of adversary events will appear)
- Click on “**Open an AP/MP Case**”

- On the first screen click on each box to add appropriate information. Click “**next**”.

- The computer will ask you to search for a party. Enter the last/business name of the plaintiff and click search. If the party is found, choose that party and click “**select name from list**”. If the party is not found, click “**create new party**” and follow the steps for adding a new party from the opening a bankruptcy case section of this guide. Be sure to change the “**role**” on the party information to say plaintiff.

- Once you have completed the party information, you must add an attorney for the plaintiff. Click “**Attorney**” and choose the attorney from the list or add one if the attorney is not listed. Once you have chosen the attorney, click “**add attorney**”. Once you have added the party and attorney information, click “**submit**”.

- The computer will again ask for a party. At this point, you can either add another plaintiff (if there is more than one) or add the defendant. Follow the same steps for searching for a party as stated above. Be sure to change the “**role**” on the party information to say defendant. Then you may add an attorney for the defendant, if known. Once you are finished, click “**submit**”.

- On the next screen, complete the appropriate information for each box. It is very important that you select the nature of suit, origin, and party code. Click “next”.

Open Adversary/MP Case

Party code:

Nature of suit:

Origin:

Transfer date:

Rule 23 (class action):

Jury demand:

Demand (\$000):

- Then you will add associated cases by entering the bankruptcy case number. Click “next”.

Open Adversary/MP Case

Add Associated Cases

Member case number

Lead case number:

Association type:

- The computer will then ask for a pdf document. Attach the appropriate pdf document and click “next”.

Open Adversary/MP Case

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

Filename:

Attachments to Document: No Yes

- You will then be asked for a receipt number. Enter “cc” if paying by credit card and “o” for all other forms of payment. If you have a credit card number on file with the Clerk’s office, your card will automatically be charged. If you wish to pay with cash or check, you must submit your fees to the Clerk’s office within 48 hours of filing the adversary. If you do not pay your fee, your case will be dismissed.
- On the next screen you need to modify the text to state the nature of the suit. Once all modifications have been made, click “next”.

Open Adversary/MP Case

Docket Text: Modify as Appropriate.

by Baton Rouge Teachers
Federal Credit Union against Marvin Davis . Fee Amount \$ 150 . (Giblin, Jon Ann)

- The next screen is very important! You will see a warning that says: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “submit”.

Open Adversary/MP Case

Docket Text: Final Text

Complaint *Objection to Dischargeability, Section 523 Complaint* by Baton Rouge Teachers Federal Credit Union against Marvin Davis. Fee Amount \$ 150. (Giblin, Jon Ann)

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

- The next screen gives you the “**Notice of Electronic Filing**”, which contains the new adversary proceeding number. You can print this page for your records. This will be the only proof of filing that you will have. You may click on the hyperlinks under the case number and document number to login into Pacer to view the document or the docket sheet in that case.

Open Adversary/MP Case

Notice of Electronic Filing

The following transaction was received from Giblin, Jon Ann on 11/30/2000 at 9:38 AM CST

Case Name: Baton Rouge Teachers Federal Credit Union v. Davis

Case Number: [00-01001](#)

Document Number: [1](#)

Case Name: Doyle Ray Bellotte

Case Number: [00-10006](#)

Document Number: [4](#)

Docket Text:

Complaint Objection to Dischargeability, Section 523 Complaint by Baton Rouge Teachers Federal Credit Union a Marvin Davis. Fee Amount \$ 150. (Giblin, Jon Ann)

SECTION 3:
**SPECIFICATIONS FOR A CREDITOR
MATRIX**

Specifications for a Creditor Matrix

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

EXAMPLE:

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

Sears
P.O. Box 3242
Des Moines, IA 45344

Citibank
P.O. Box 2121
Baltimore, MD 45464

First Family Financial
ATTN: Bob Curtis
3233 North Street
Baton Rouge, LA 70809

SECTION 4:

UPLOADING A CREDITOR MATRIX

Uploading a Creditor Matrix

- After accessing the ECF database, click on “**bankruptcy**”.
- Click on “**Creditor Maintenance**”.
- Click on “**Upload a creditor matrix file**”
- Enter the case number and click “**next**”.

Creditor Processing - Upload a File Method

Case Number

99-12345, 199-88-12345 or 199-88-12345

Next Clear

- The computer will then ask for the name of the file. The matrix must be in “.txt” format.

Load Creditor Information

Case number 00-10005

Enter name of file and click on Next
Example: c:\creditor.scn

Browse...

Next Clear

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

- Click on the **FILE** button in Wordperfect or Microsoft Word toolbar to display the drop down menu.
- Click the **SAVE AS** in the drop down list.
- 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**.
- In Microsoft Word, click on the drop down box arrow in the **SAVE AS TYPE** box. Select the file type of **TEXT FILES (*.txt)**.
- Enter the file name in the **FILE NAME** box. The .txt extension will be appended.
- Click the **SAVE** button.

- Once the file has been attached, click “**next**”.
- On the next screen, the total creditors entered will appear. If that number is correct, click “**submit**”. If the number is incorrect, click the browser's back button and find the error.

Add Creditor(s)

Total Creditors Entered 3

Submit

- The next screen will display the creditor receipt. This confirms the number of creditors added to the case.

Creditors Receipt

Case Number	00-10005
Total Creditors Added to Database	3

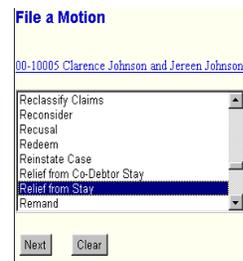
[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

SECTION 5:
FILING A MOTION

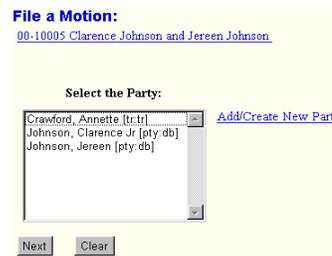
Filing a Motion

- Go to our website, <https://ecf.lamb.uscourts.gov>
- Click on the **ECF database**
- Type in your login and password
- Click on “**bankruptcy**” or “**adversary**” (Refer to the Glossary of Events to find the motion you are filing)
- When you file a motion, regardless of the type, most of the screens will be the same. The following is an example of a motion for relief from stay, or in the alternative, for adequate protection.
- First you click “**Motions/Applications**”
- The computer will ask for the case number. Enter the number and click “**next**”.
- On the next screen, you will choose the relief sought. Click on the choice of relief and click “**next**”. **NOTE:** If you have a multiple part motion, you must click the first part of the relief sought, hold your control key down, and scroll to the next relief sought. If you do not hold the control key down the entire time, one of the reliefs will not appear in the docket text.



The screenshot shows a web interface titled "File a Motion" for case 00-10005 Clarence Johnson and Jereen Johnson. A dropdown menu is open, listing various motion types: Reclassify Claims, Reconsider, Recusal, Redeem, Reinstate Case, Relief from Co-Debtor Stay, Relief from Stay (highlighted), and Remand. "Next" and "Clear" buttons are visible at the bottom.

- The next screen will ask if this is a joint filing with other attorneys. If it is, check the box that says “joint filing with other attorneys”. Then click “**next**”.
- The computer will then ask for the party that you are filing on behalf of. If the party is there, then select the party and click “**next**”. If the party is not there, click “**Add/Create New Party**” and follow the instructions as indicated in the opening a bankruptcy case section of this guide.



The screenshot shows the "File a Motion" screen for case 00-10005 Clarence Johnson and Jereen Johnson. Under the heading "Select the Party:", a dropdown menu lists three parties: Crawford, Annette [tr], Johnson, Clarence Jr [pty: db], and Johnson, Jereen [pty: db]. A link for "Add/Create New Party" is to the right. "Next" and "Clear" buttons are at the bottom.

- You will then be asked for the pdf document associated with the motion. Enter the pdf, then click “next”.

File a Motion:
[00-10005 Clarence Johnson and Jereen Johnson](#)

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

Filename

Attachments to Document: No Yes

- The computer will then alert you that there is a fee for this motion and to enter the receipt number. You will enter either “cc”, if paying by credit card or “o”, if paying by cash or check. Click “next”.
- The next screen will allow you to modify the text, if necessary. Once you have completed the text, click “next”. *Note: When docketing multiple part motions, the text will be listed in alphabetical order.

File a Motion:
[00-10005 Clarence Johnson and Jereen Johnson](#)

Docket Text: Modify as Appropriate.

Fee Amount
 \$ 75. Filed by Eaton Rouge Teachers Federal Credit Union . Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

- The next screen is very important! You will see a warning that says: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “next”.

File a Motion:
[00-10005 Clarence Johnson and Jereen Johnson](#)

Docket Text: Final Text

Motion for Adequate Protection, Motion for Relief from Stay, Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

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

- The final screen gives the “**Notice of Electronic Filing**”, which gives you the document number, and a hyperlink to the docket sheet. It also lists you will receive notice of the filing of the document and by which means the notice will be sent.

[00-10005 Clarence Johnson and Jereen Johnson](#)

Notice of Electronic Filing

The following transaction was received from Giblin, Jon Ann on 11/30/2000 at 3:00 PM CST

Case Name: Clarence Johnson and Jereen Johnson
Case Number: [00-10005](#)
Document Number: [6](#)

Docket Text:
 Motion for Adequate Protection, Motion for Relief from Stay, Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

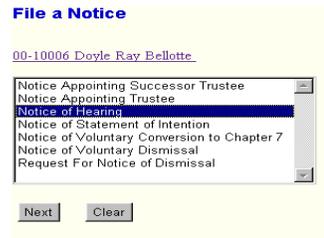
The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\My Documents\advproceeding.pdf
Electronic document Stamp:
 [STAMP bkccfStamp_ID=#73335398 [Date=11/30/2000] [FileNumber=392-0] [9

SECTION 6:
FILING A NOTICE OF HEARING

Filing a Notice of Hearing

- Once you have accessed the ECF Database, click on “Bankruptcy”.
- Click on “Notices”
- Then you must enter the case number and click “next”.
- The computer will then ask you to choose what type of notice you are filing. Click “Notice of Hearing” and then “next”.

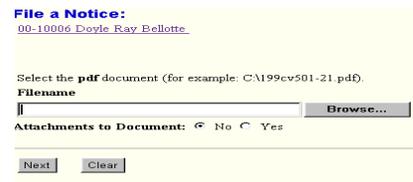


File a Notice
00-10006 Doyle Ray Belloite

Notice Appointing Successor Trustee
Notice Appointing Trustee
Notice of Hearing
Notice of Statement of Intention
Notice of Voluntary Conversion to Chapter 7
Notice of Voluntary Dismissal
Request For Notice of Dismissal

Next Clear

- You will then have to select the pdf document and click “next”.



File a Notice:
00-10006 Doyle Ray Belloite

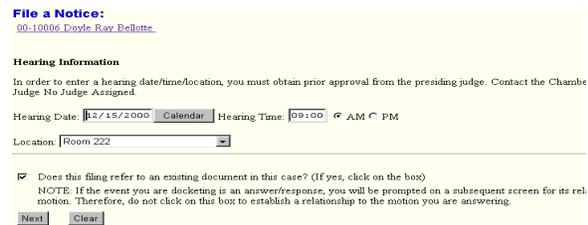
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
Browse...

Attachments to Document: No Yes

Next Clear

- On the next screen, you will enter the hearing information (date, time, location). You can obtain a hearing date from our website, www.lamb.uscourts.gov or by calling our automated system at 389-0211 and select option 2. You will also be asked if this refers to an existing document? (If yes, click the box) Then click “next”.



File a Notice:
00-10006 Doyle Ray Belloite

Hearing Information
In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chamber Judge. No Judge Assigned

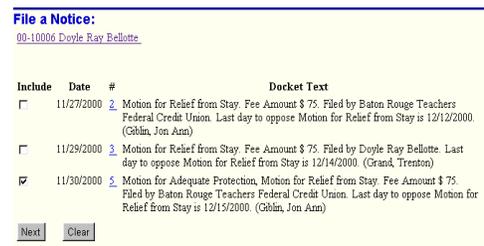
Hearing Date: 12/15/2000 Calendar Hearing Time: 09:00 AM PM

Location Room 222

Does this filing refer to an existing document in this case? (If yes, click on the box)
NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its relation. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Next Clear

- The next screen will ask for the category of documents to which your document refers. Select the category and click “next”.
- On the next screen you will see a list of the motions filed in the case. Click on the document that your notice refers to and click “next”.



File a Notice:
00-10006 Doyle Ray Belloite

Include	Date	#	Docket Text
<input type="checkbox"/>	11/27/2000	2	Motion for Relief from Stay. Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/12/2000. (Coblin, Jon Ann)
<input type="checkbox"/>	11/29/2000	3	Motion for Relief from Stay. Fee Amount \$ 75. Filed by Doyle Ray Belloite. Last day to oppose Motion for Relief from Stay is 12/14/2000. (Grand, Trenton)
<input checked="" type="checkbox"/>	11/30/2000	4	Motion for Adequate Protection, Motion for Relief from Stay. Fee Amount \$ 75. Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Coblin, Jon Ann)

Next Clear

- The next screen will show you the schedule records that are associated with the docket entry. If correct, click the box next to the motion you want the notice of hearing linked to, remove the check by “**create schedule record for current docket entry**” and click “**next**”.

00-10006 Doyle Ray Bellotte

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

Type	Arg
Date	12/15/2000
Time	09:00
Location	Room 222
Prompt	

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

Create Schedule record for current docket entry.

Motion for Adequate Protection, Motion for Relief from Stay Fee Amount \$ 75 Filed by Baton Rouge Teachers Federal Credit Union. Last day to oppose Motion for Relief from Stay is 12/15/2000. (Giblin, Jon Ann)

- On the next screen you will have the opportunity to modify the text. Once completed click “**next**”.

File a Notice:
00-10006 Doyle Ray Bellotte

Docket Text: Modify as Appropriate.

Notice of Hearing Motion for relief from Filed by Baton Rouge Teachers Federal Credit Union (related document(s)[5]). Hearing scheduled for 12/15/2000 at 09:00 AM at Room 222. (Giblin, Jon Ann)

- The next screen is very important! You will see the warning: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the docket text completely (this is what will appear on the docket sheet) and if correct click “**next**”.

File a Notice:
00-10006 Doyle Ray Bellotte

Docket Text: Final Text

Notice of Hearing on Motion for relief from stay or for adequate protection Filed by Baton Rouge Teachers Federal Credit Union (related document(s)[5]). Hearing scheduled for 12/15/2000 at 09:00 AM at Room 222. (Giblin, Jon Ann)

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

- The last screen gives you the **Notice of Electronic Filing**. This is your proof that the document was filed. You will also notice that you have hyperlinks to the document and the docket sheet. You may want to print this screen for your records.

SECTION 7:
SUBMITTING ORDERS

SUBMITTING ORDERS

- When you need to submit an order to the Court, you must email the order to:
orders@lamb.uscourts.gov
- Depending on the type of order you are submitting, you must title the subject of the email accordingly.
 - a) if the order is for a hearing:
mm/dd/yy case number
 - b) if the order is for an ex parte motion:
Exparte case number
 - c) if the order is for an expedited motion:
Expedited case number
- The order must be sent as an attachment to the email and must be in a word processing form, not a pdf file.

SECTION 8:
FILING A PROOF OF CLAIM

Filing a Proof of Claim

- Go to our website, <https://ecf.lamb.uscourts.gov>
- Click on **ECF database**
- Type in your login and password
- Click on **“bankruptcy”** (a list of bankruptcy events will appear)
- Click on **“File Claims”**

- On the first screen, you will be asked for the case number and name of creditor. You must enter a case number, but you do not have to enter the creditor name if you want all of the creditors in a case to appear. For type of creditor, choose the default of creditor. (If you choose another type of creditor, nothing will appear) Click **“next”**.

The screenshot shows the 'Search for Creditor' interface. At the top, there is a navigation bar with 'ECF' and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the title 'Search for Creditor' is displayed. The form contains three input fields: 'Case Number' with the value '01-10029', 'Name of creditor' (empty), and 'Type of creditor' with a dropdown menu set to 'Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

- On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click on the down arrow to view all creditors) Click on the creditor for which you are filing this claim and click **“next”**. **NOTE: You are not allowed to add creditors here. If your creditor is not found on the drop down menu, you must first file a Notice of Appearance and Request for Notice. The Court will then add your creditor to the matrix, so that you may file a proof of claim.**

The screenshot shows the 'Select a Creditor for Claim' interface. The navigation bar is the same as in the previous screenshot. The title is 'Select a Creditor for Claim'. Below the title, it says 'Case 01-10029: Linda Browning Mayes'. There is a dropdown menu showing a list of creditors: '240 - Citibank - c/o Stuart Masters P.O. Box 4444 Sioux Falls, SD 56777', '240 - Citibank - c/o Stuart Masters P.O. Box 4444 Sioux Falls, SD 56777', '239 - Family Financial Services - 5432 Florida Blvd, Suite A Baton Rouge, LA 70808', and '238 - Sears - P.O. Box 2222 Des Moines, IA 50319'. At the bottom are 'Next' and 'Clear' buttons.

- The next screen will ask you to enter the information that is found on the claim. Once you are finished, click **“next”**.

The screenshot shows the claim information entry form. The navigation bar is the same. The form is divided into several sections. At the top, there are fields for 'Case Number' (01-10029), 'Claim No.', 'Amends Claim #' (with a dropdown), 'Duplicates Claim #' (with a dropdown), and 'Filed By' (with a dropdown). Below these are 'Last Date To File', 'Last Date To File (Govt)', 'Date Filed' (01/23/2001), 'Late' (with a dropdown set to 'No'), and 'Status' (with a dropdown). The next section is 'Amount Claimed', which has sub-fields for 'Unsecured', 'Secured', 'Priority', 'Unknown', and 'Total (Display Only)'. Below that is 'Amount Allowed' with similar sub-fields. At the bottom, there are 'description:' and 'remarks:' fields. At the very bottom are 'Next' and 'Clear' buttons.

- You will then be asked to choose the pdf document associated with this claim. Attach the appropriate pdf file and click “**next**”.

- The next screen gives you the “**Notice of Electronic Claims Filing**”, which gives you the claim number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and claim number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the claim or docket sheets.

SECTION 9:
GLOSSARY OF EVENTS

Bankruptcy Filings:

ANSWER/RESPONSE

Answer to Complaint
Answer to Counterclaim
Answer to Crossclaim
Answer to Section 304 Petition
Answer to Third Party Complaint
Involuntary Answer
Involuntary Answer
Objection
Reply
Response

APPEALS

Appellant Designation
Appellee Designation
Cross Appeal
Notice of Appeal
Request for Transcript re: Appeal
Statement of Issues on Appeal

CLAIM ACTIONS

Objection to Claim
Objection to Transfer of Claim
Subordination of Claim
Transfer of Claim
Withdrawal of Claim

OTHER

20 Largest Unsecured Creditors
Acknowledgement of Terms of Chapter 13 Plan
Affidavit
Amended Creditor Matrix
Amended Schedules A,B,C,G,H,I, or J
Amended Schedules D,E, or F (Fee)
Amended Voluntary Petition
Attorney Declaration
Attorney Time Sheet
Brief/Memorandum
Certificate of Performance
Certificate of Service
Chapter 11 Ballots

Creditor Disk
Creditor Request for Notices
Declaration
Disclosure of Compensation of Attorney for Debtor
Equity Security Holders
Exhibit
Involuntary Petition (Chapter 11) for Attorneys
Involuntary Petition (Chapter 7) for Attorneys
Involuntary Petition - Add Alleged Debtor
Involuntary Summons Service Executed
Involuntary Summons Service Unexecuted
Matrix
Notice of Appearance and Request for Notice
Notice of Change of Address
Objection to Debtor's Claim of Exemptions
Operating Report
Reaffirmation Agreement
Rescission of Reaffirmation Agreement
Request For Telephonic Hearing
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 of Financial Affairs
Statement of Intent
Stipulation
Summary of Ballots
Summary of Schedules
Voluntary Petition (Chapter 11)
Voluntary Petition (Chapter 12)
Voluntary Petition (Chapter 13)
Voluntary Petition (Chapter 7)
Voluntary Petition (Chapter 9)

MOTION/APPLICATION

Abandon
Accounting
Adequate Protection
Administrative Expenses (Application)
Allow Claims
Allow Payment Arrearages
Amended Application
Amended Motion
Appear pro hac vice
Application (Generic)
Appoint Creditors' Committee
Appoint Trustee
Assume/Reject
Avoid Lien
Borrow
Compel
Compensation (Application)
Compromise
Consolidate
Contempt
Continue Hearing
Continue Meeting
Convert Case to 11
Convert Case to 12
Convert Case to 13
Convert Case to 7
Deconsolidate Case Association
Defer Fee (Application)
Deposit Funds into Court Registry
Deposit Unclaimed Funds (Application)
Determine Tax Liability
Disallow Claims
Disburse Bond Premium
Dismiss Case
Dismiss Party
Dismiss/Withdraw Document
Employ (Application)
Examination (2004)
Expedite Hearing
Extend Exclusivity Period
Extend Plan Payments
Extend Time
Final Decree
Generic Motion

Generic Motion Two Part
Hardship Discharge
Joint Administration
Leave to Appeal
Limit Notice
Limited Admissions
Moratorium
More Definite Statement
Obtain Tax Refund
Pay
Pay Filing Fees in Installments (Application)
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Quash
Reaffirmation
Reclassify Claims
Reconsider
Recusal
Redeem
Reinstate Case
Relief from Co-Debtor Stay
Relief From Stay
Remand
Remove Debtor as Debtor in Possession
Reopen Chapter 11 Case
Reopen Chapter 12 Case
Reopen Chapter 7/13 Case
Sanctions
Sell
Set Hearing
Set Last Day to File Proofs of Claim
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 7/13 Case
Stay
Stay Pending Appeal
Substitute Attorney
Substitute Attorney at 341 Meeting
Transfer Case
Use Cash Collateral
Vacate
Vacate Discharge
Waive Appearance
Waive Discharge

Waive Pay Order
Withdraw as Attorney
Withdraw Unclaimed Funds (Application)
Withdrawal of Reference
Writ (Application)

NOTICES

Notice
Notice of Abandonment
Notice of Hearing
Notice of Statement of Intention
Notice of Voluntary Conversion to Chapter 7

PLAN

Amended Chapter 11 Disclosure Statement
Amended Chapter 11 Plan
Amended Chapter 13 Plan
Chapter 11 Disclosure Statement
Chapter 11 Plan
Chapter 12 Plan
Chapter 13 Plan
Chapter 9 Plan
Objection to Confirmation of the Plan

ADVERSARY FILINGS:

ANSWERS

Motion/Application
Complaint, 3rd, Cross, Counter

COMPLAINT/SUMMONS

Amended Complaint
Counterclaim
Crossclaim
Registration of Foreign Judgment
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

MOTIONS

Amend
Amended Application
Amended Motion
Appear pro hac vice
Application (generic)
Compel
Consolidate
Consolidate of Trial
Contempt
Continue Hearing
Deconsolidate Case Association
Default - Clerk's Entry
Default Judgment
Defer Fee (Application)
Dismiss Adversary
Dismiss Party
Dismiss/Withdraw Document
Expedite Hearing
Extend Time
Generic Motion
Generic Motion Two Part
Intervene
Jury Trial
More Definite Statement
Pre-Trial Order
Preliminary Injunction
Protective Order
Quash
Reconsider
Recusal
Reinstate Case
Remand
Reopen Case
Sanctions
Set Hearing
Stay
Stay Pending Appeal
Substitute Attorney
Summary Judgment
Transfer Adversary
Withdraw as Attorney
Withdrawal of Reference

APPEALS

Appellant Designation

Appellee Designation

Cross Appeal

Notice of Appeal

Request for Transcript Re: Appeal

Statement of Issues on Appeal

NOTICES

Notice

Notice of Hearing

Notice of Stipulated Dismissal in an Adversary Proceeding