United States Bankruptcy Court
Middle District of Louisiana

Creditor Electronic Filing Guide

May 15, 2016

Case Management/Electronic Case Filing System (CM/ECF)
Version 5.1.1

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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
Internet Explorer
Google Chrome
Safari

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 COMMERCIALLY AVAILABLE.

**** Public access to file documents is always available in the lobby of the Clerks Office. Business hours are 8:30 a.m. to 4:00 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

The court's website provides you with the following:

News & Announcements

All National Bankruptcy Forms

All Local Forms

National Rules

Local Rules

Administrative Procedures

Hearing Dates and Times

Fee Schedules

Attorney Admission

Trustee Information

Credit Counseling Requirements

Contacts & Office Hours

Training Information & User Guides

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

NOTICES OF DEFICIENCY AND DOCKET ENTRY NOTATIONS

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.

When a filer fails to provide the required documents, or files documents incorrectly, the filer will receive a notice of deficiency or an Order to Show Cause. The notice of deficiency will give a deadline 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 Incorrect Event

Notice of Deficiency for Incomplete PDF Attached

Notice of Deficiency for Incorrect PDF Attached

Notice of Deficiency for Missing Signature

Notice of Deficiency for Financial Management Course

Notice of Deficiency for Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge

The information in this manual will assist you in filing your documents correctly under version 5.1.1.

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, or when you are unsure of the proper procedure, or if you have received a notice of deficiency and are not sure why.

FILING A PROOF OF CLAIM

Your PDF should consist of the following:

Proof of Claim - Form B410 signed and dated.

Include documents that support your claim, a bill, invoice, judgment etc.

NOTE

DO NOT include a complete social security number on the Proof of Claim or any attachments.

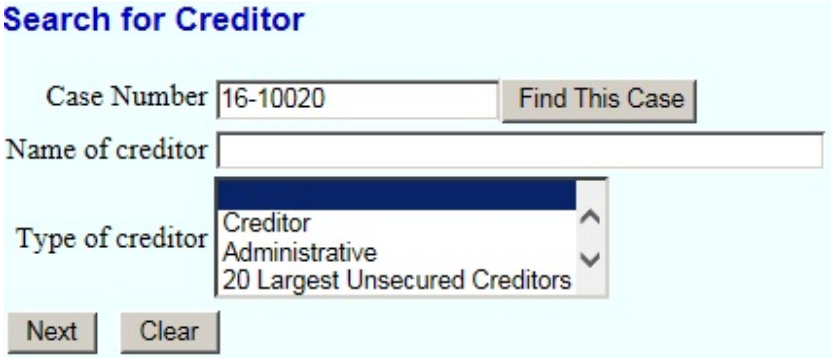
You may only show the last four digits of the social security number.

The Proof of Claim form B410 **MUST** be signed and dated by the creditor or representative.

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

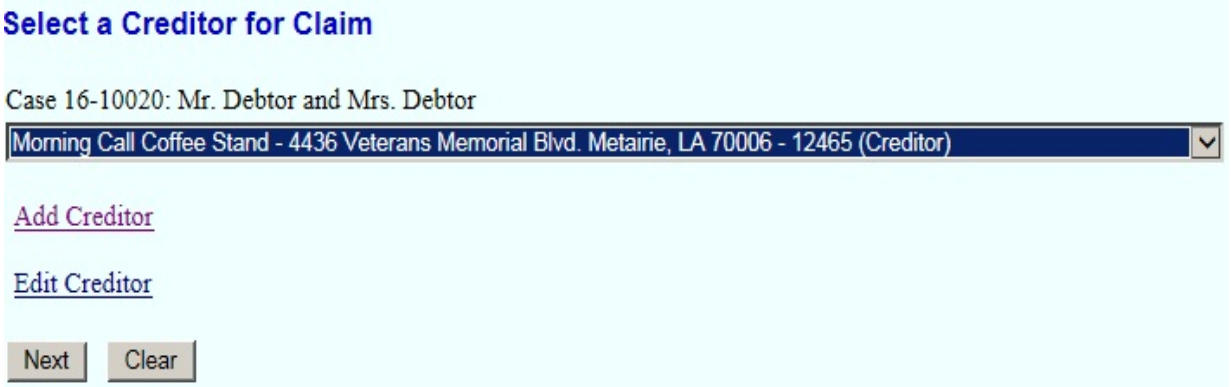
Below Bankruptcy Events, click **File Claims**.

Search for Creditor screen. Enter the bankruptcy case number **ONLY**.



Click **Next**

Select a Creditor for Claim screen. Click the drop down list and select the name of the creditor.



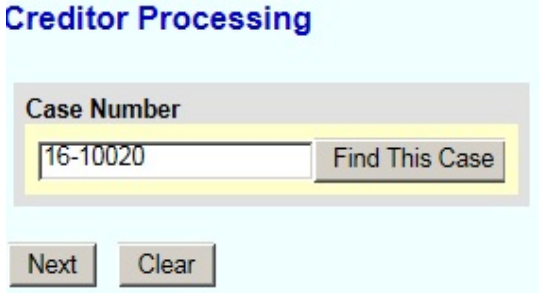
Click **Next**

If you do not have to **Add or **Edit** creditor information, skip the following instructions on adding or editing a creditor and **continue to page 10**.**

If the creditor's name does not appear, click **Add Creditor**.

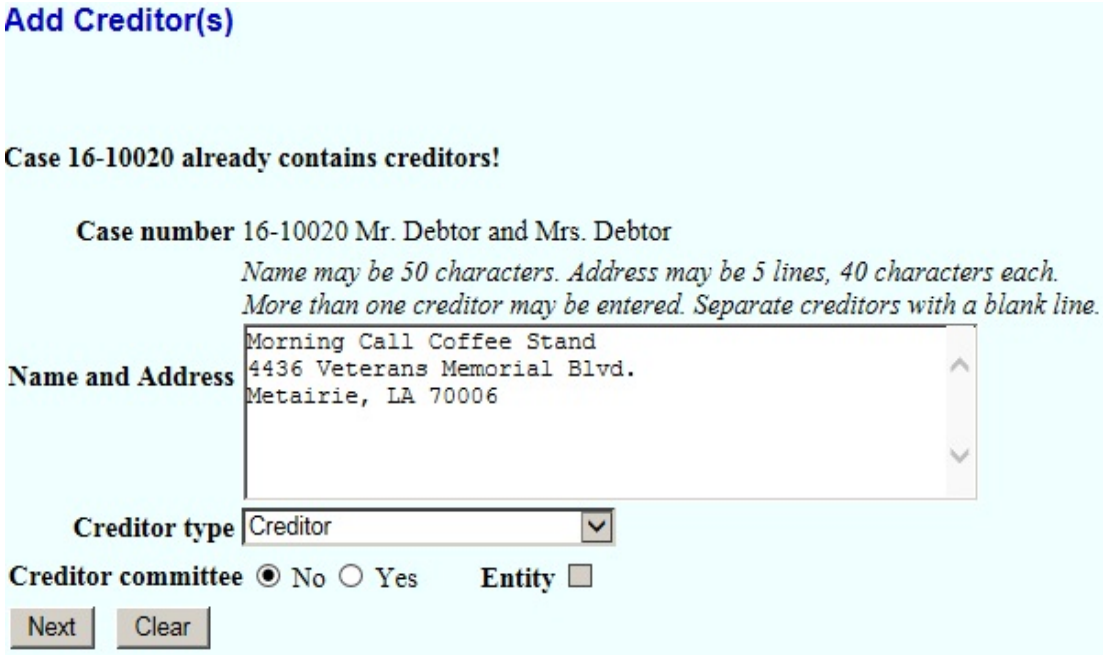
Adding a Creditor

Creditor Processing screen. Enter the bankruptcy case number.



Click **Next**

Add Creditor(s) screen. Enter the **Name** and **Address** of the creditor, as shown below.



Click **Next**

Add Creditor(s)

Total Creditors Entered 1

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

Have you redacted?

Submit

Click **Submit**

Creditors Receipt screen

Creditors Receipt

Case Number	3:16-bk-10020
Total Creditors Added to Database	1

File A Proof Of Claim
Return To Creditor Maintenance Menu

Click **File A Proof Of Claim.** You will return to the Search for Creditor screen. The creditor's name and address you have added will now appear. Click on the creditor's name.

Click **Next**

Continue to page 10.

If the creditor's name or address is listed but incorrect, click **Edit Creditor**.

Select a Creditor for Claim

Case 16-10020: Mr. Debtor and Mrs. Debtor

Morning Call Coffee Stand - 4436 Veterans Memorial Blvd. Metairie, LA 70006 - 12465 (Creditor)

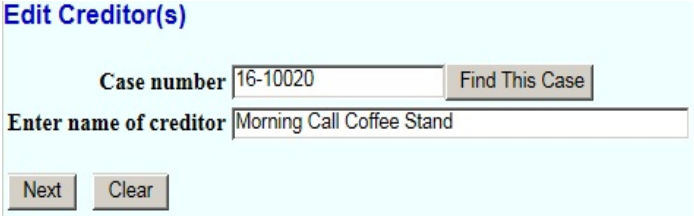
Add Creditor

Edit Creditor

Next Clear

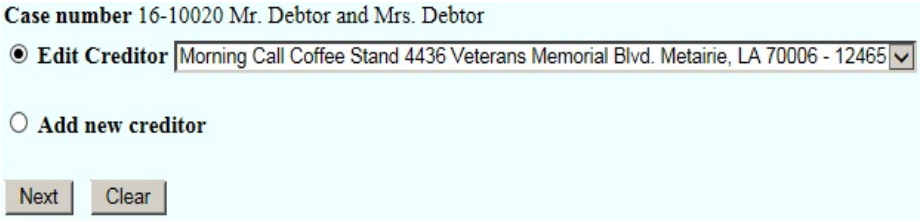
Click **Next**

Edit Creditor(s) screen. Enter the **Name** of the creditor, as shown below.



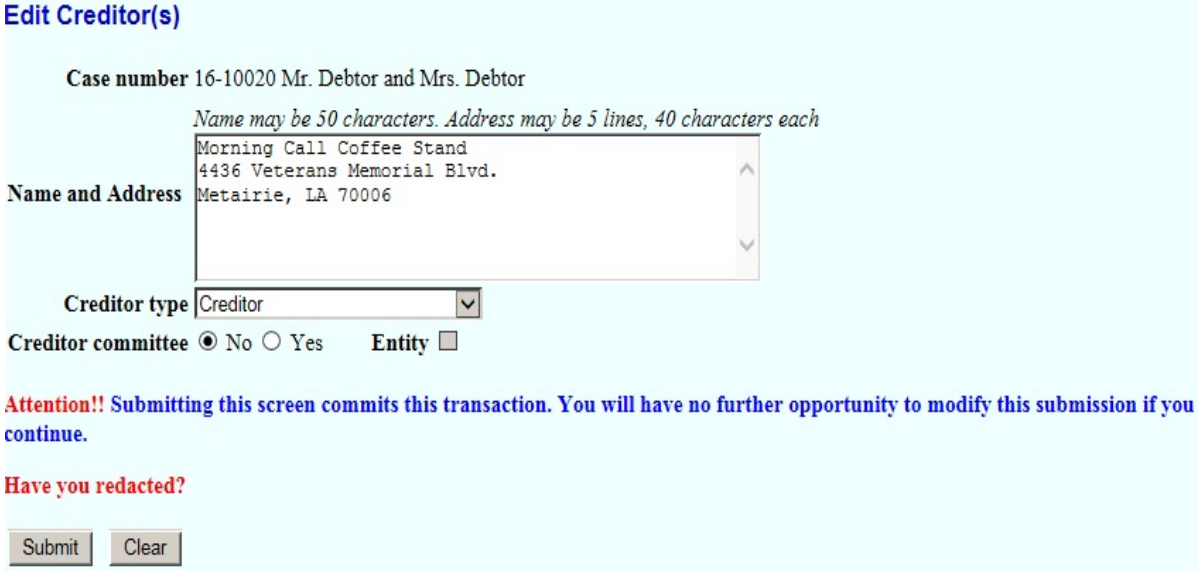
Click **Next**

Select the Creditor from the drop down selection.



Click **Next**

Edit Creditor(s) screen. Edit the **Name** or **Address** of the creditor, as shown below. The creditor's name and address **MUST** match the name and address on the Proof of Claim form.



Click **Submit**

Modify Completed!

File A Proof Of Claim

Edit Creditor

Click **File A Proof Of Claim.** The case number will appear.

Search for Creditor

Case Number 16-10020 Find This Case

Name of creditor

Type of creditor
Creditor
Administrative
20 Largest Unsecured Creditors

Next Clear

Click **Next**.

Select the Creditor from the drop down selection. The creditor's name and address you have edited will now appear.

Select a Creditor for Claim

Case 16-10020: Mr. Debtor and Mrs. Debtor

Morning Call Coffee Stand - 4436 Veterans Memorial Blvd. Metairie, LA 70006 - 12465 (Creditor)

Add Creditor

Edit Creditor

Next Clear

Click **Next**.

The Proof of Claim Information screen. Below **Claimed,** enter the amount of claim in the box listed **Amount Claimed** (Unsecured)**, Secured** or **Priorit**y. This information must match the information on the B410 Proof of Claim form.

Proof Of Claim Information For

12465 - Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Case Number: 16-10020	Amends Claim #: Find	Filed By: Creditor
Last Date To File: Last Date To File(Govt):	Date Filed: 05/04/2016	

Claimed		
Amount Claimed 350.00 *Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)*	Secured *If all or part of your claim is secured, enter the secured amount (Box 4 on claim)*	Priority *If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)*
Description:		
Remarks:		

Amend options: ○ Clear All Amounts

Next Clear

Click **Next**

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

Case **16-10020**

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**

Make sure you have attached the correct PDF and the documents within have been redacted.

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

Have you redacted?

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, creditor name, claim number, total amount claimed, date and time of filing.

U.S. Bankruptcy Court

Middle District of Louisiana Training Database

Notice of Electronic Claims Filing

The following transaction was received from Morning Call Coffee Stand on 5/4/2016 at 11:16 AM CDT

File another claim

Case Name: Mr. Debtor and Mrs. Debtor
Case Number: 16-10020
Creditor Name: Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006
Claim Number: 1 Claims Register
Amount Claimed: $350.00
Amount Secured:
Amount Priority:

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

Document description: Main Document
Original filename:PDF.pdf
Electronic document Stamp:
KeyFile (/opt/BKECF/train/server/server/../support/Keys//opt/BKECF/tra
in/server/support/Keys.key) is not available for this court.

Print this screen for your records

FILING AN AMENDED PROOF OF CLAIM

Your PDF should consist of the following:

Amended Proof of Claim - Form B410 signed, dated and marked as Amended.

Include documents that support your claim, a bill, invoice, judgment etc.

NOTE

You will need to know the claim number being amended.

The Amended Proof of Claim will replace the prior claim. So make sure your PDF is complete, containing the Amended Proof of Claim form and supporting documents.

Do not include the complete social security number. You may only show the last four digits of the social security number.

The Amended Proof of Claim **MUST** be signed and dated by the creditor or representative.

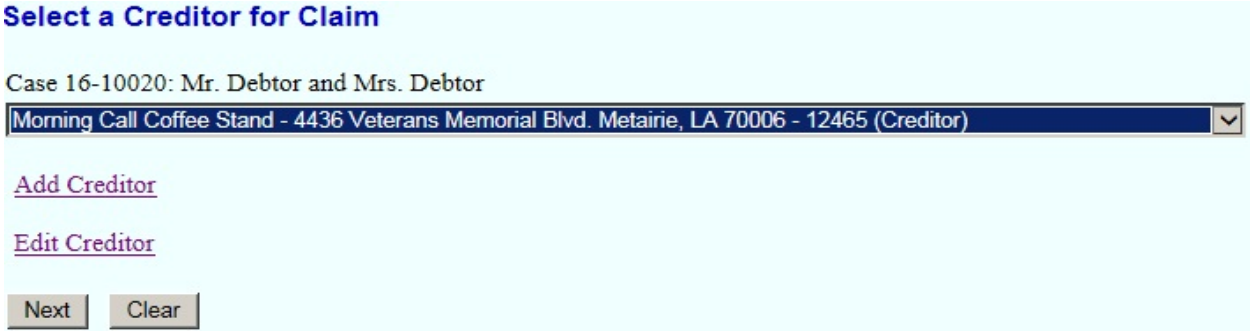
Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **File Claims**.

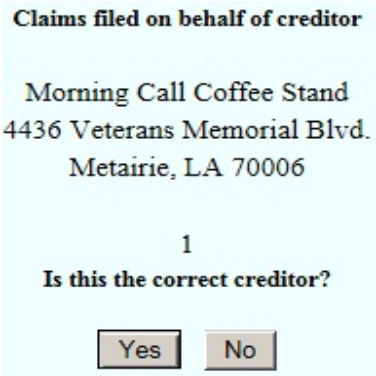
Search for Creditor screen. Enter the bankruptcy case number **ONLY**.

Click **Next**

Select a Creditor for Claim screen. Click the drop down list and select the name of the creditor.



Claims filed on behalf of creditor window appears with the creditor's name, address and claim number.



Click **Yes** - If the information is correct.

The Proof of Claim Information screen. In the **Amends Claim #** box, you **MUST** enter the claim number being amended. If you are amending claim number one, you would enter “1", in the **Amends Claim** # box as shown below.

Proof Of Claim Information For

12465 - Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Case Number: 16-10020	Amends Claim #: 1 Find	Filed By: Creditor
Last Date To File: Last Date To File(Govt):	Date Filed: 05/04/2016	

Claimed

Amount Claimed	Secured	Priority
Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)	*If all or part of your claim is secured, enter the secured amount (Box 4 on claim)*	*If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)*

Description:	
Remarks:	

Amend options: ○ Clear All Amounts

Next Clear

Click **Find**

A window will appear with the creditor’s name, claim number and the date filed.

TRAIN Database Area - Internet Explorer

https://ecf-train.lamb.uscourts.gov/cgi-bin/get_claim_data.pl?caseid=2277&creditorid=12465&claimno=1&casenumber=16-10020&creditortype=C

Creditor Name ↓	*Claim #*	*Date filed*
Morning Call Coffee Stand	1	05/04/2016

Click on the name of the creditor.

The Proof of Claim Information screen. Below **Amount Claimed,** enter the amended information. This information must match the information, (amount of claim, type of claim), on the Amended Proof of Claim form B410.

Proof Of Claim Information For

12465 - Morning Call Coffee Stand
4436 Veterans Memorial Blvd.
Metairie, LA 70006

Case Number: 16-10020	Amends Claim #: 1 Find	Filed By: Creditor
Last Date To File: Last Date To File(Govt):	Date Filed: 05/04/2016	

Claimed		
Amount Claimed 5300.00 *Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)*	Secured *If all or part of your claim is secured, enter the secured amount (Box 4 on claim)*	Priority *If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)*
Description:		
Remarks:		

Amend options: ○ Clear All Amounts

Next Clear

Click **Next**

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

Case **16-10020**

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 PDF.

Click **Next**

Make sure you have attached the correct PDF and the documents within have been redacted.

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

Have you redacted?

Next | Clear

Click **Next**

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, creditor name, **Amended Claim Number**, total amount claimed, date and time of filing.

U.S. Bankruptcy Court

Middle District of Louisiana Training Database

Notice of Electronic Claims Filing

The following transaction was received from Morning Call Coffee Stand on 5/4/2016 at 12:30 PM CDT

File another claim

Case Name:	Mr. Debtor and Mrs. Debtor
Case Number:	16-10020
Creditor Name:	Morning Call Coffee Stand 4436 Veterans Memorial Blvd. Metairie, LA 70006
Claim Number:	Amended 1 Claims Register

Amount Claimed: $5300.00
Amount Secured:
Amount Priority:

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

Document description: Main Document
Original filename:PDF.pdf
Electronic document Stamp:
KeyFile (/opt/BKECF/train/server/server/../support/Keys//opt/BKECF/tra in/server/support/Keys.key) is not available for this court.

Print this screen for your records

FILING A WITHDRAWAL OF CLAIM

Your PDF should consist of the following:

Withdrawal of Claim statement signed and dated.

****NOTE****

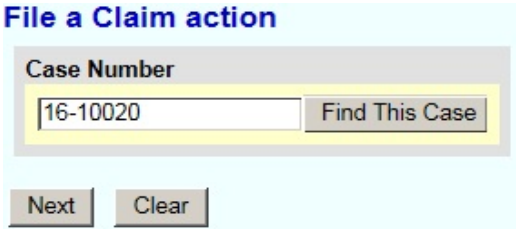
The Withdrawal of Claim **MUST** indicate the claim number and claim amount.

The Withdrawal of Claim **MUST** be signed and dated by the creditor.

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

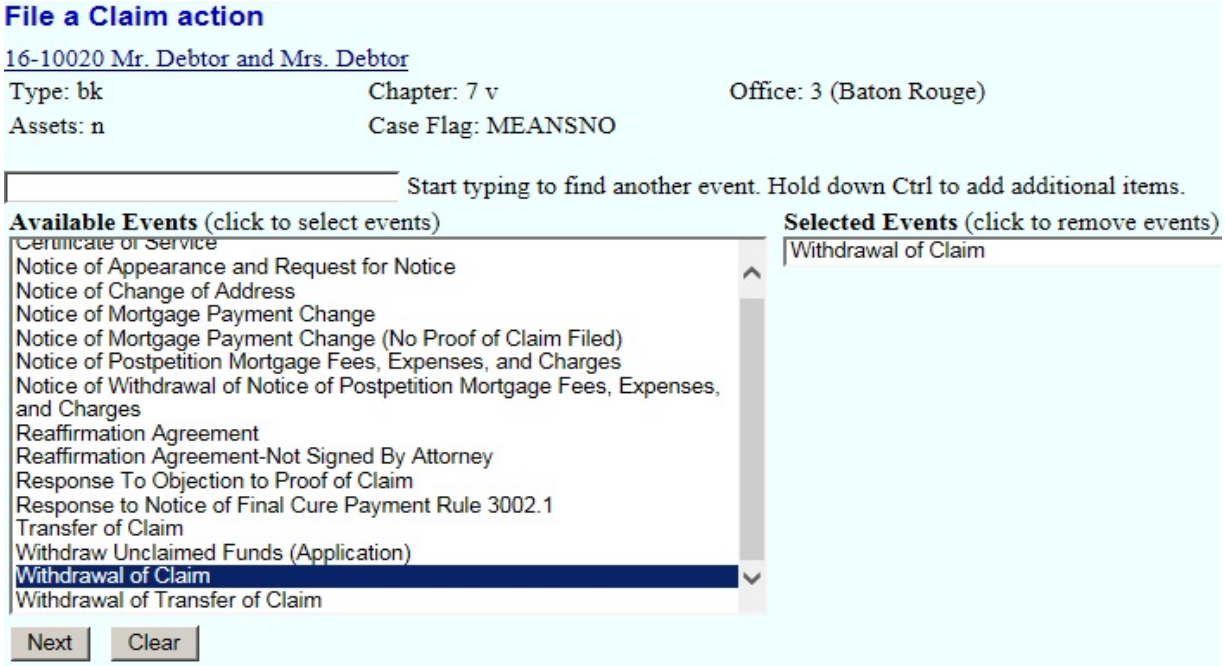
Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.



Click **Next**

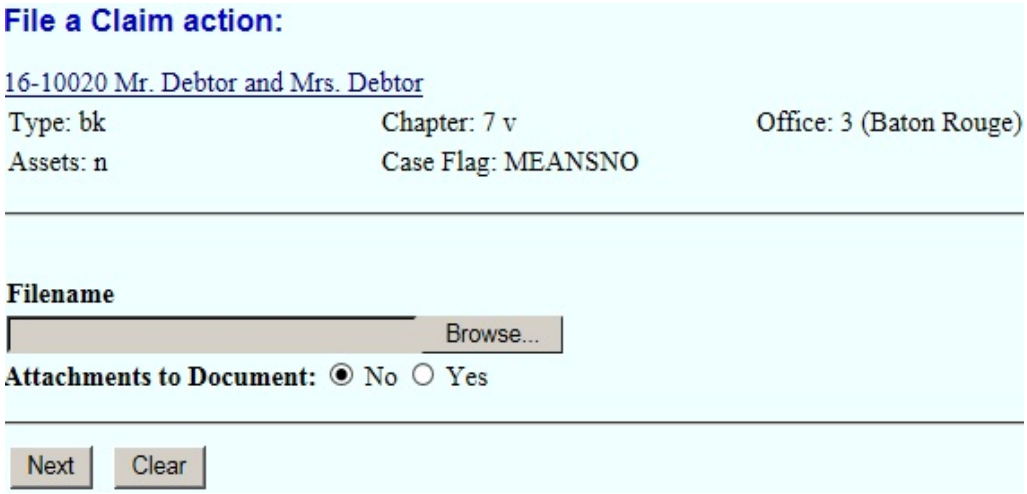
Select **Withdrawal of Claim** from the list.



Click **Next**

Click **Next** again

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

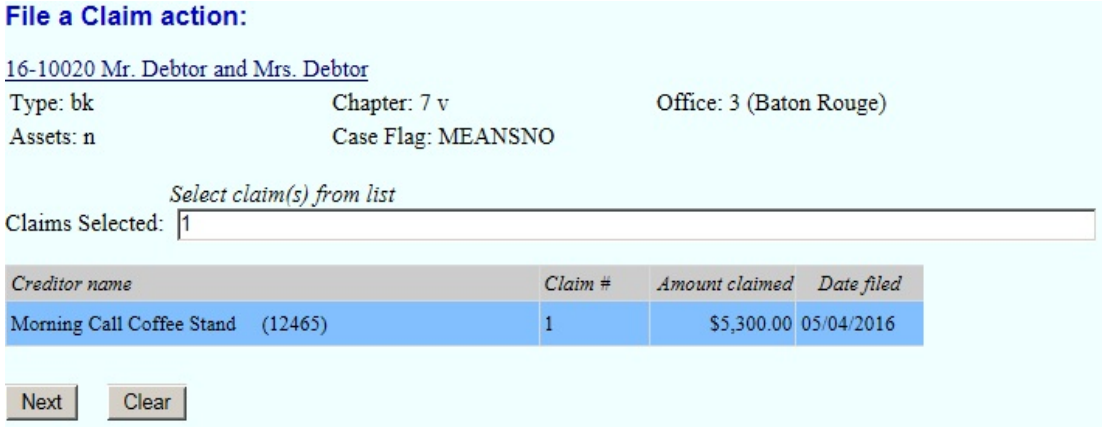


Click **Browse**

Select the PDF that relates to the filing. Click **Open** or double click on file name.

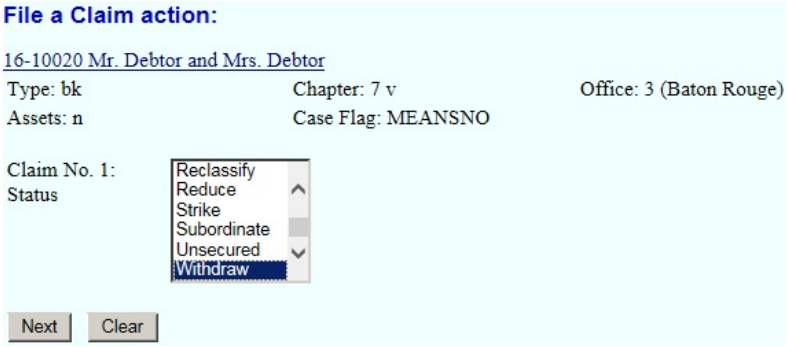
Click **Next**

Click on the name of the creditor.



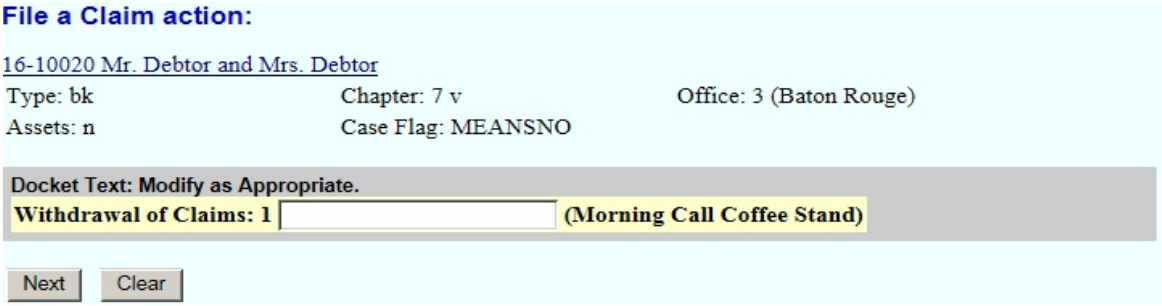
Click **Next**

Select Status for Claim No. 1 : Select **Withdraw**.



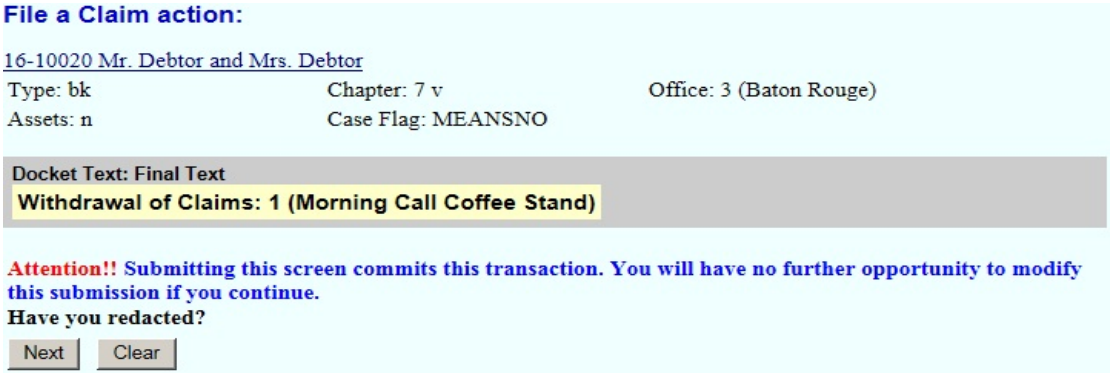
Click **Next**

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



Click **Next**

Docket Text: Final Text screen. Review this screen for errors.



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 RESPONSE TO OBJECTION TO PROOF OF CLAIM

Your PDF should consist of the following:

The Response To Objection to Proof of Claim along with any attachments or exhibits.

The Response To Objection to Proof of Claim **MUST** be signed and dated.

NOTE

Objections to Claims are set for a hearing date. When you file a Response To Objection to Proof of Claim, you **MUST** enter that hearing date, time and location.

You **MUST** also refer your Response To Objection to Proof of Claim, to the Objection to Claim.

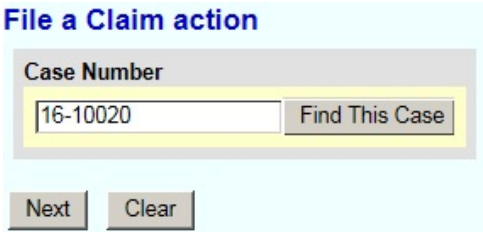
A Certificate of Service **MUST** be filed separately.

If the Certificate of Service is not filed as a separate document, under the event "Certificate of Service", your Response To Objection to Proof of Claim will be stricken from the record.

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

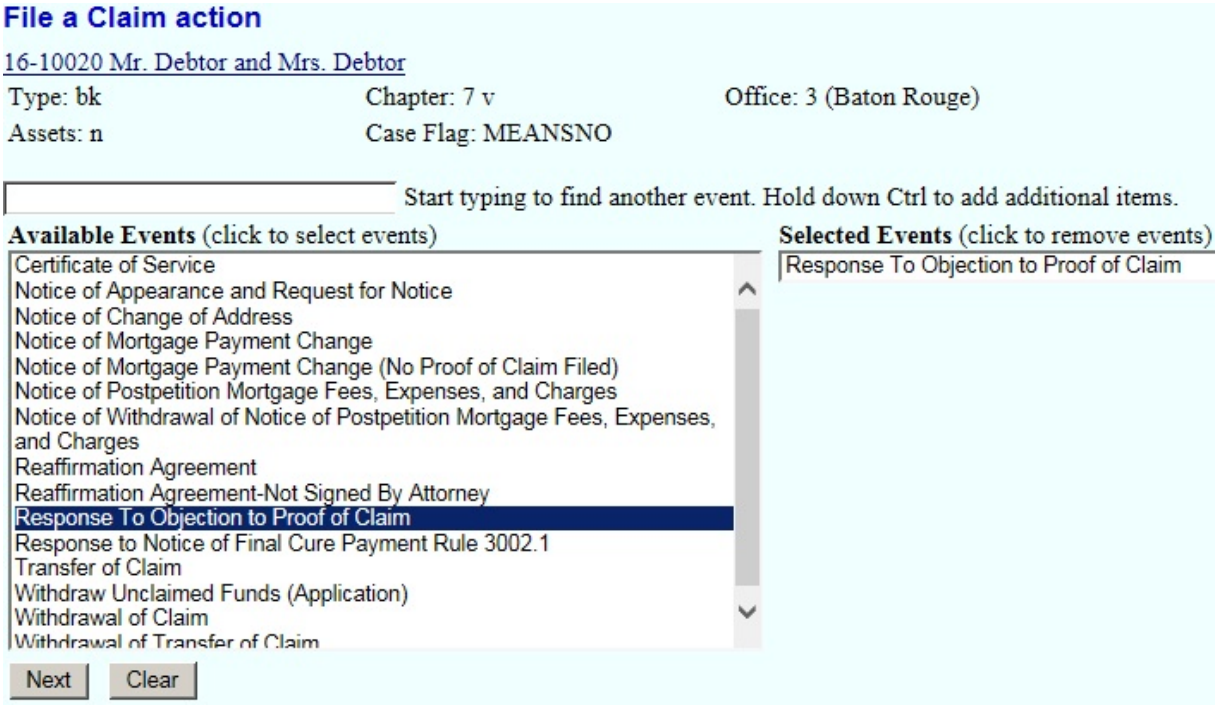
Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.



Click **Next**

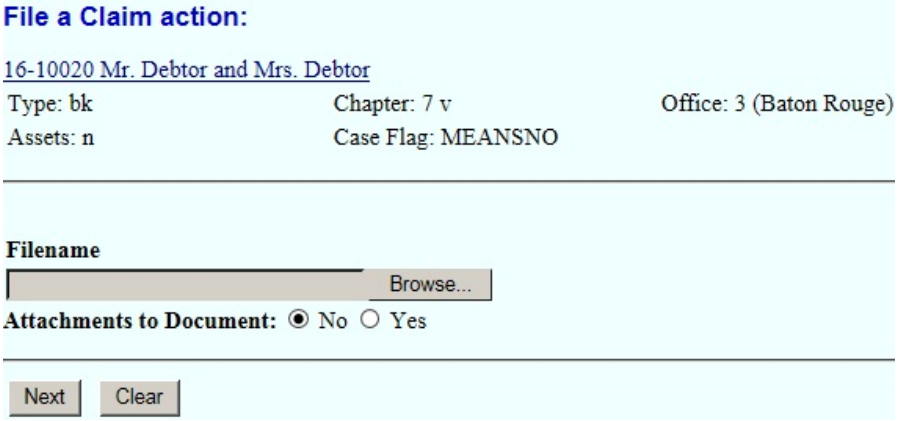
Select **Response To Objection to Proof of Claim** from the list.



Click **Next**

Click **Next** again

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



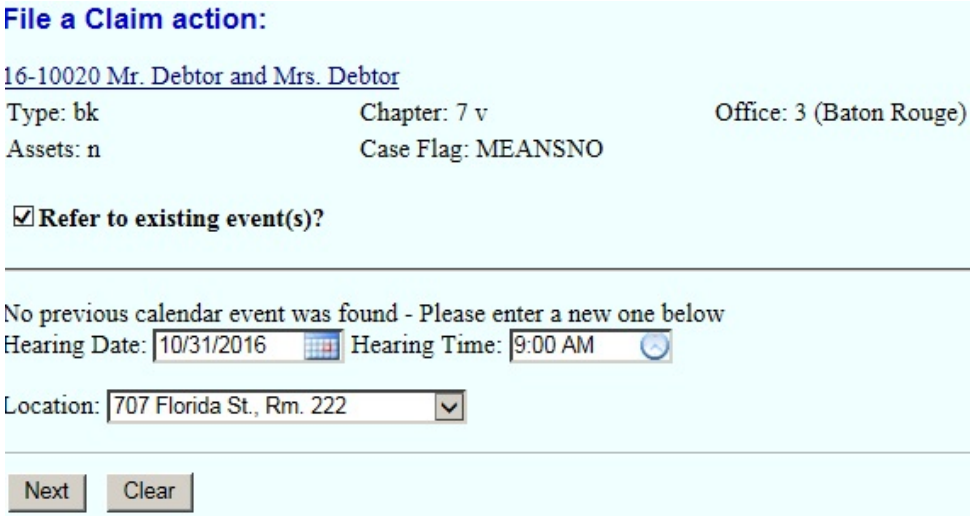
Click **Browse**

Select the PDF that relates to the filing. Click **Open** or double click on file name.

Click **Next**

****Remember the Objection to Claim will be set for hearing. You MUST enter that hearing date, time and location. Failing to enter the hearing information, or failing to refer your response to the correct event will result in your response not appearing on the court's calendar.****

Hearing Information screen. Enter the hearing date, time, and location. You **MUST** also check "**Refer to existing event(s)**" box. If you have any questions, please contact the court.



Click **Next**

Select the category to which your event relates screen. Select **claims** as the category to which your event relates. If your not sure which category to select, you may select all categories or contact the court for assistance.

File a Claim action:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n | Case Flag: MEANSNO

Select the category to which your event relates.

answer
appeal
appeala
auditor
claims
cmp
court
crcl
crditcrd
misc

Filed to

Documents to

Next Clear

Click **Next**

Select the appropriate event(s) to which your event relates screen. You **MUST** check the box next to the event to which you are responding.

File a Claim action:

16-10020 Mr. Debtor and Mrs. 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:

☑ 05/04/2016 16 Objection to Claim *1* Filed by Trustee Dwayne M. Murray. (Murray, Dwayne)

Next Clear

Click **Next**

The following schedule records will be associated with the docket entries specified below screen. **DO NOT** check the box next to "Create Schedule record for docket entry". You **MUST** again check the box next to the docket entry to which you are responding, as shown below.

File a Claim action:

16-10020 Mr. Debtor and Mrs. Debtor

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

Type	hrg
Date	10/31/2016
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.

☑ 05/04/2016 16 Objection to Claim *1* Filed by Trustee Dwayne M. Murray. (Murray, Dwayne)

Next Clear

Click **Next**

Docket Text : Modify as Appropriate screen. You may modify the text to read, "**with Exhibits**" if included in the PDF.

File a Claim action:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Modify as Appropriate.

Response to Objection to Proof of Claim with Exhibits **RE: related document (s)[16] Objection to Claim filed by Trustee Dwayne M. Murray) Hearing scheduled 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Morning Call Coffee Stand)**

Next Clear

Click **Next**

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

File a Claim action:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Response to Objection to Proof of Claim *with Exhibits* RE: related document(s)[16] Objection to Claim filed by Trustee Dwayne M. Murray) Hearing scheduled 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Morning Call Coffee Stand)

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

Have you redacted?

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 A CERTIFICATE OF SERVICE

Your PDF should consist of the following:

The Certificate of Service and a list of the parties being noticed.

****NOTE****

The Certificate of Service **MUST** be filed separately. **DO NOT** attach, or incorporate the Certificate of Service with any pleadings.

A Certificate of Service is required for all Notices, and all Responses.

You **MUST** refer your Certificate of Service to your Notice, or Response.

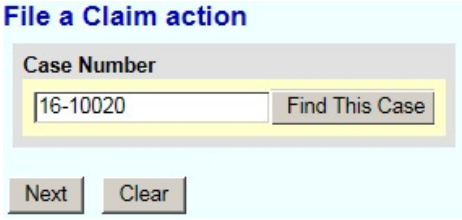
The Certificate of Service **MUST** identify the pleadings and persons served by name, mailing address, or e-mail address, and state the date, and method of service for each party.

If you fail to file the Certificate of Service in compliance with Local Rule 9013-4, your pleading and all related items will be stricken from the record.

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

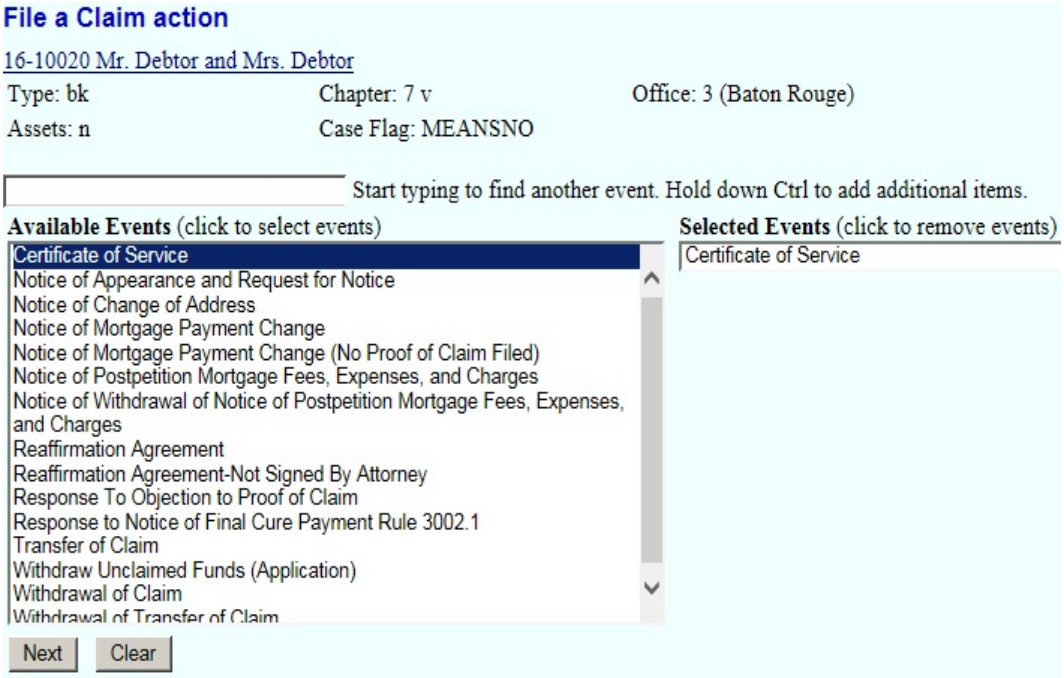
Below Bankruptcy Events, click **Creditor Claims Actions**.

File a Claim Action screen. Enter the bankruptcy case number.



Click **Next**

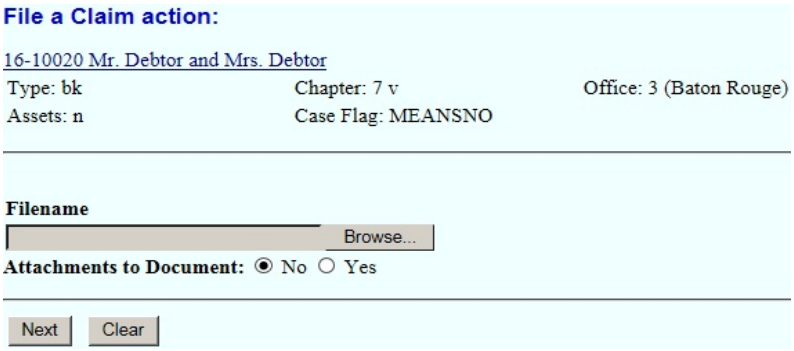
Select **Certificate of Service** from the list.



Click **Next**

Click **Next** again

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

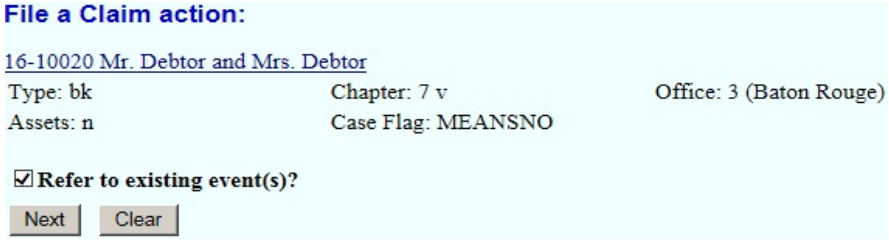


Click **Browse**

Select the PDF that relates to the filing. Click **Open** or double click on file name.

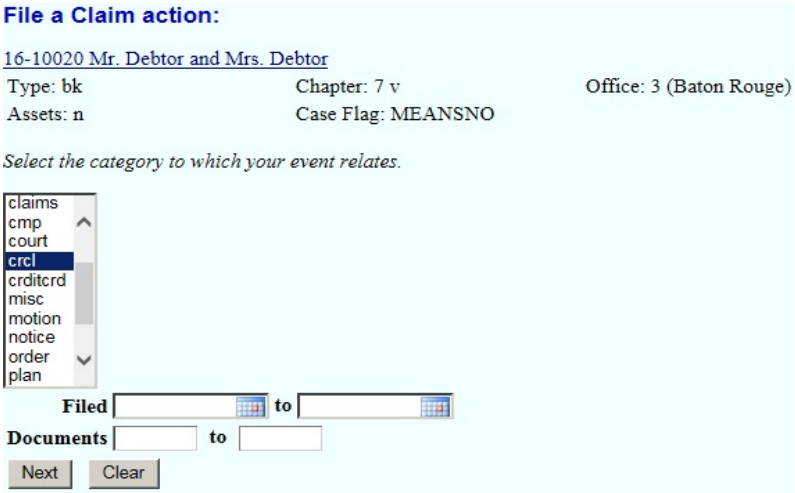
Click **Next**

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



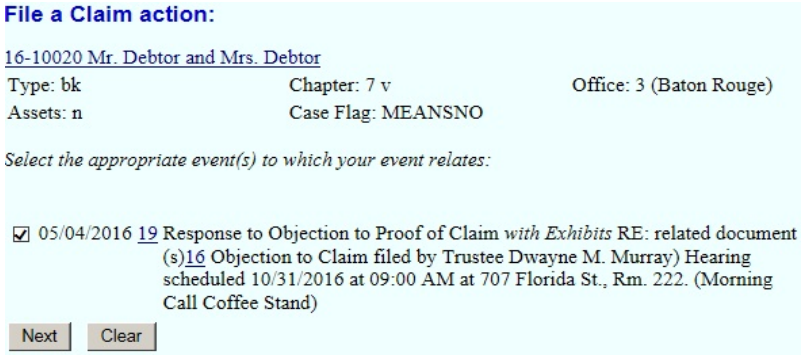
Click **Next**

Select the category to which your event relates screen. You **MUST** select a category.



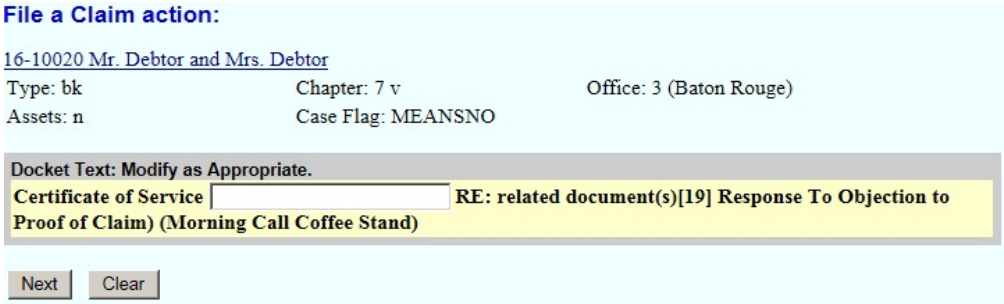
Click **Next**

Check the Box next to the specific event to which your Certificate of Service relates.



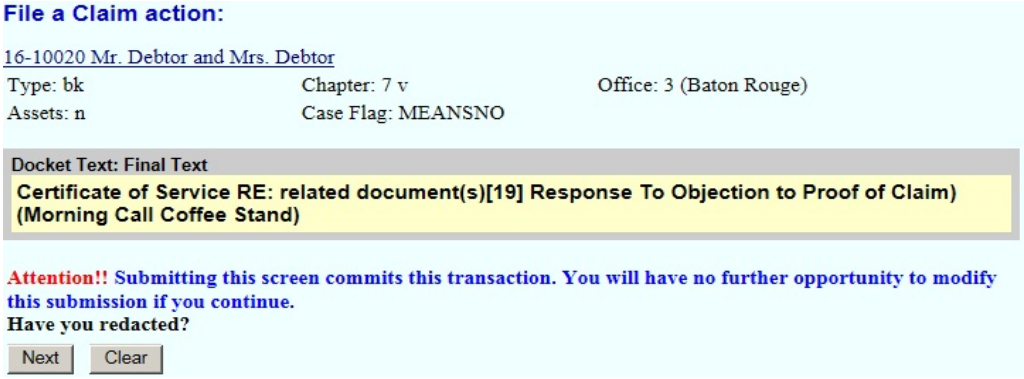
Click **Next**

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



Click **Next**

Docket Text: Final Text screen. Final text should show related document(s).



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 Cover Sheet - Form B427, signed by the filer.

Reaffirmation Agreement - Form B2400A, signed by the debtor(s), debtor's attorney, and the creditor.

****NOTE****

There are two Reaffirmation Agreement events to select from when filing;

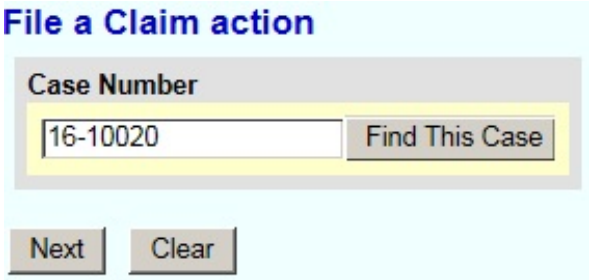
1. Reaffirmation Agreement.
2. Reaffirmation Agreement - Not Signed by Attorney.

If the incorrect Reaffirmation Agreement event is selected, it will have to be re-filed correctly or, it will be stricken from the record.

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

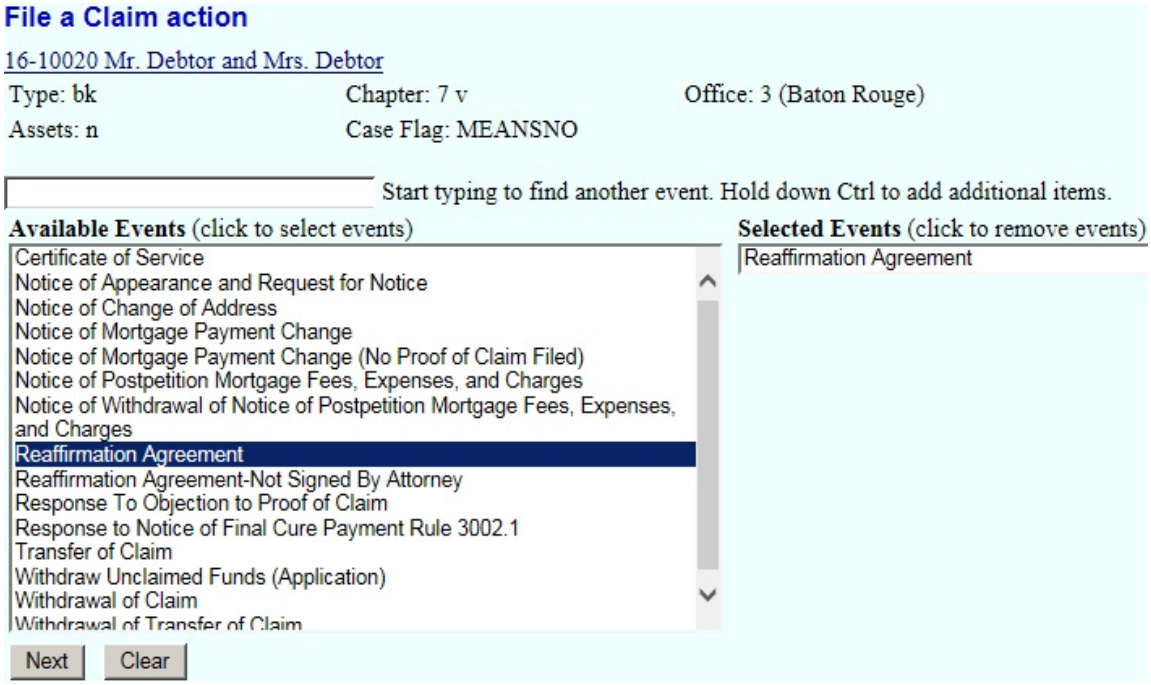
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

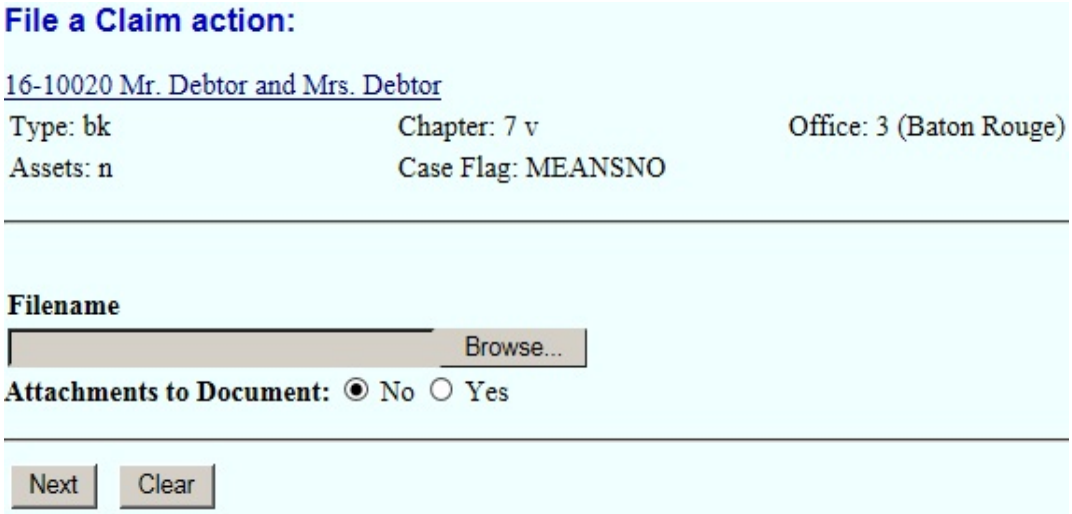
Select **Reaffirmation Agreement** from the list if signed by debtor's attorney.



Click **Next**

Click **Next** again

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

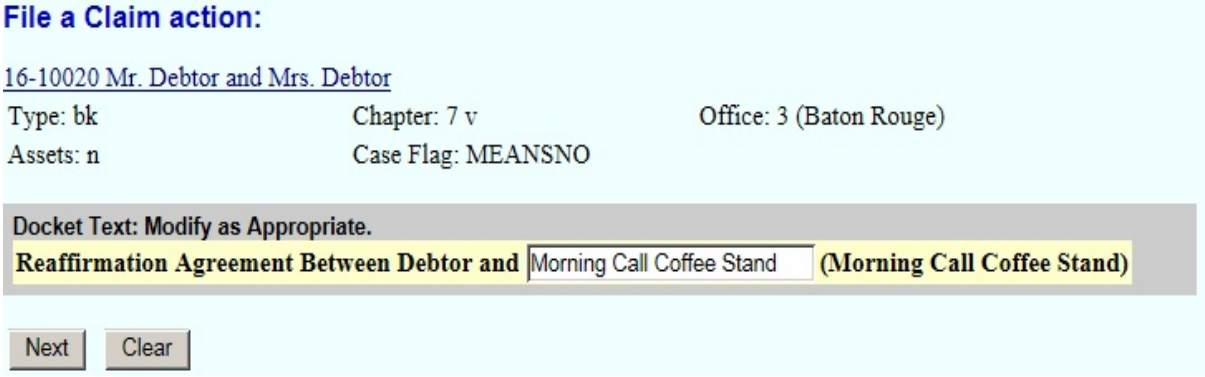


Click **Browse**

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, "**Reaffirmation Agreement between Debtor and Creditor's name**", as shown below.



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, as shown below. If you have any questions, contact the court.

File a Claim action:

16-10020 Mr. Debtor and Mrs. 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* (Morning Call Coffee Stand)

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

Have you redacted?

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 A REAFFIRMATION AGREEMENT - NOT SIGNED BY ATTORNEY

Your PDF should consist of the following:

Reaffirmation Agreement Cover Sheet - Form B427, signed by the filer.

Reaffirmation Agreement - Form B2400A, signed by the debtor(s), and the creditor.

NOTE

There are two Reaffirmation Agreement events to select from when filing;

1. Reaffirmation Agreement.
2. Reaffirmation Agreement - Not Signed by Attorney.

If the incorrect Reaffirmation Agreement event is selected, it will have to be re-filed correctly within five days or it will be stricken from the record.

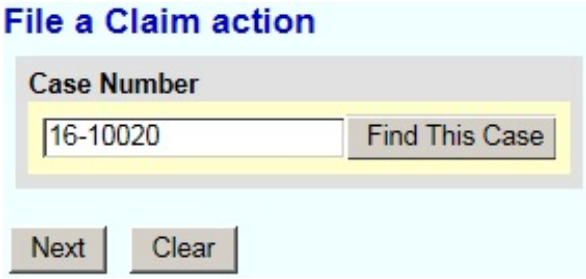
The Reaffirmation Agreement - Not Signed by Attorney will be noticed for hearing by the court.

The debtor(s) **MUST** attend the hearing.

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

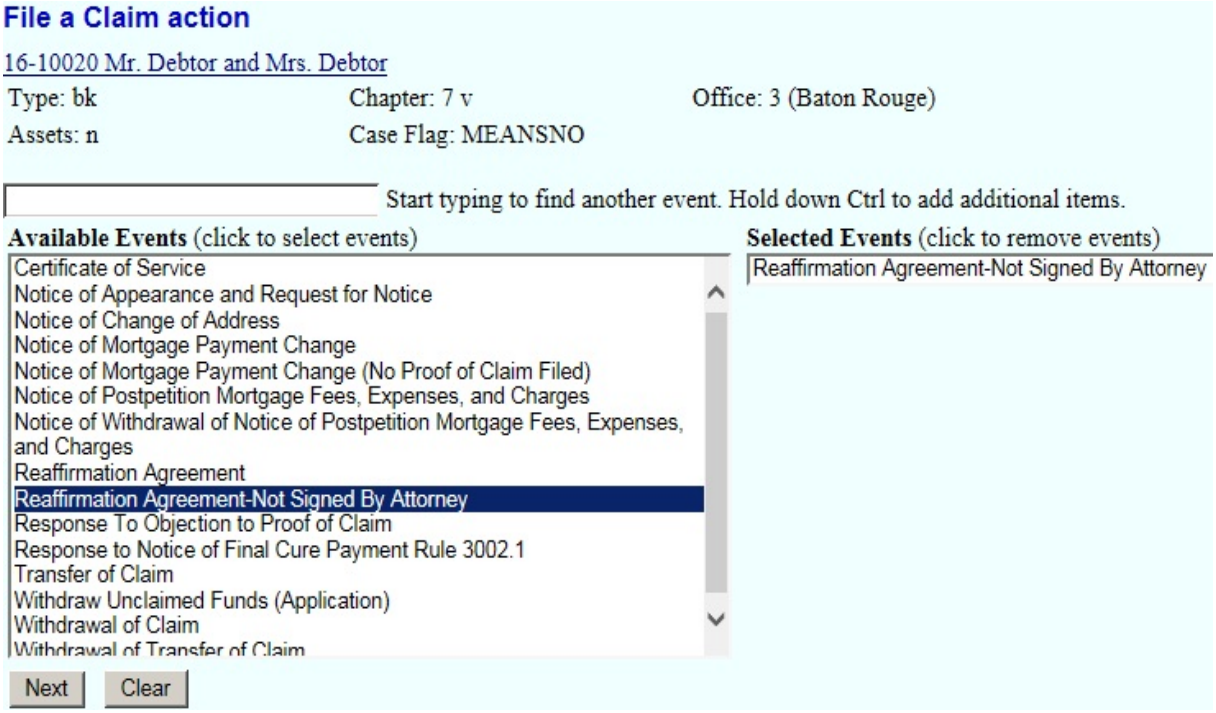
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

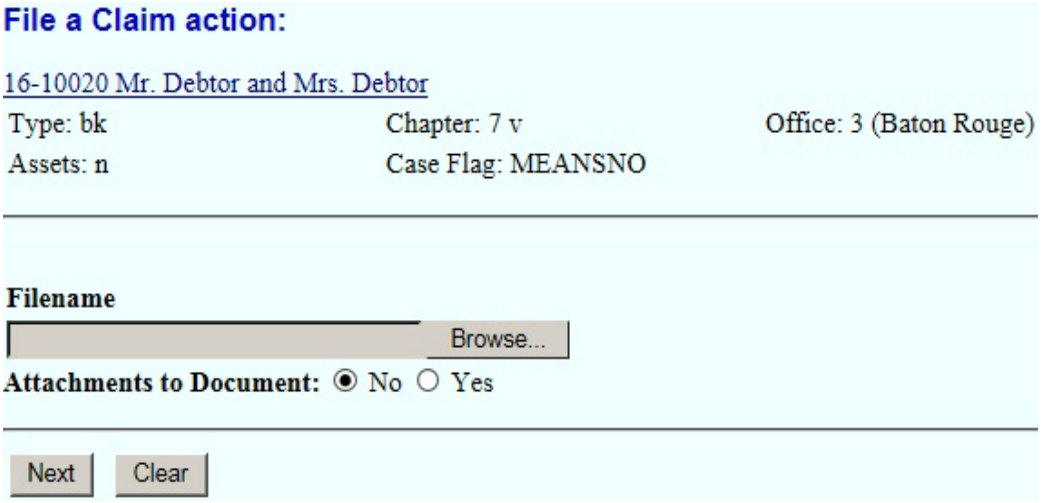
Select **Reaffirmation Agreement-Not Signed By Attorney** from the list, if not signed by the debtor's attorney.



Click **Next**

Click **Next** again

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

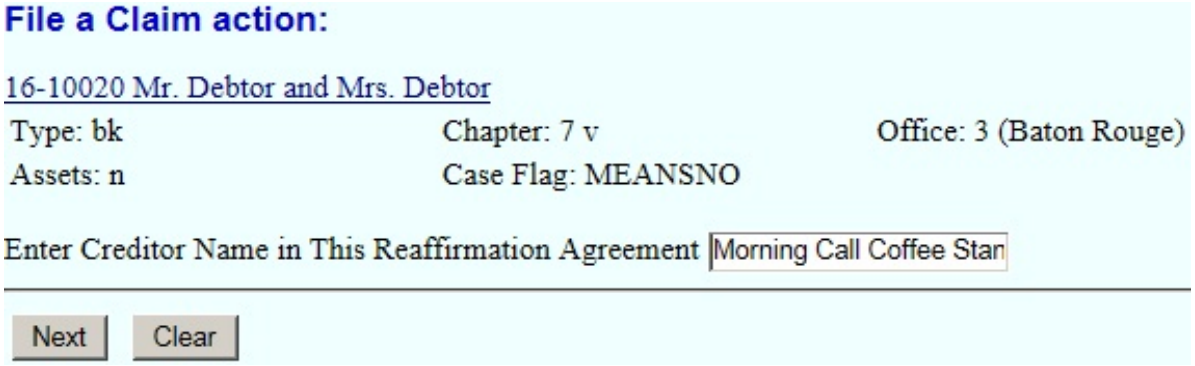


Click **Browse**

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.



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 the name of the creditor, as shown below. If you have any questions, contact the court.

File a Claim action:

16-10020 Mr. Debtor and Mrs. 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 Call Coffee Stand (Morning Call Coffee Stand)

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

Have you redacted?

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 AN APPLICATION TO WITHDRAW UNCLAIMED FUNDS

Your PDF should consist of the following:

A signed and dated Application to Withdraw Unclaimed Funds.

A copy of your drivers license **MUST** be included.

NOTE

You must e-mail an ex parte order to the court. Instructions can be found in the Administrative Procedure Manual, under Submission of Orders and Judgments, (see page).

The e-mail address to which all proposed orders shall be sent is orders@lamb.uscourts.gov

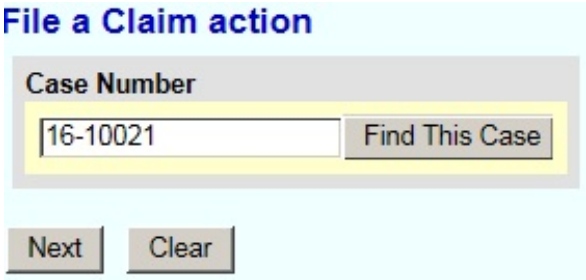
The subject line should begin with the term Ex Parte, which shall be followed, after a space, by the seven digit case number. **Example: Ex Parte 16-10010**

A Certificate of Service noticing the Office of the U.S. Attorney **MUST** be filed separately.

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

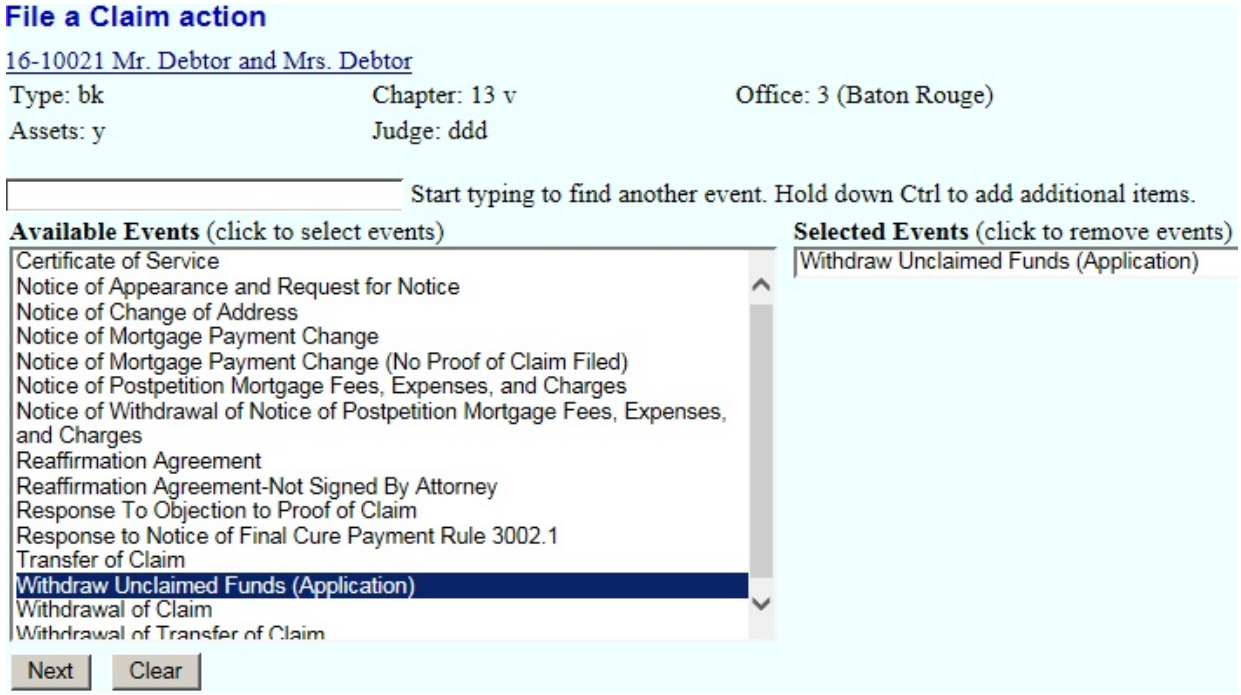
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

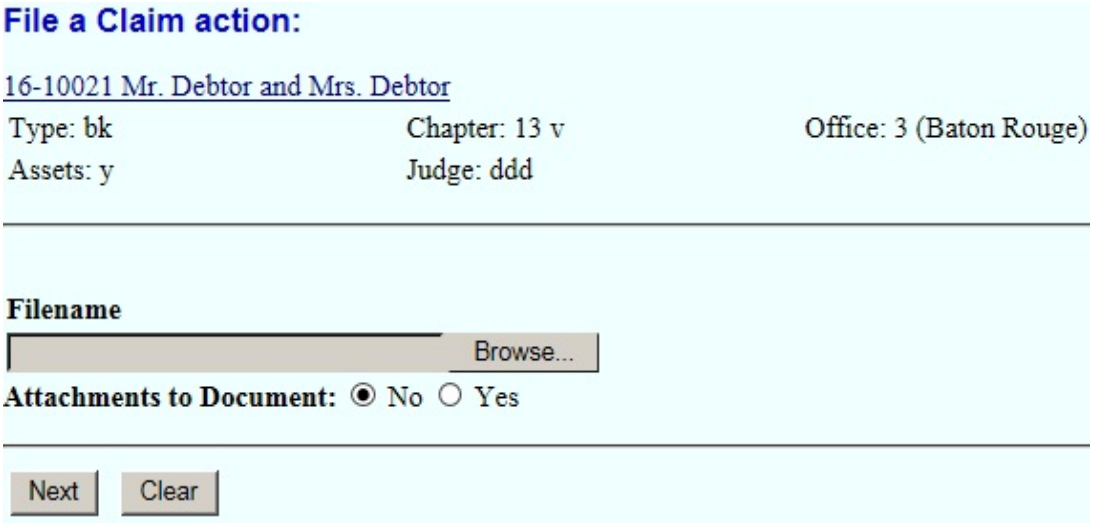
Select **Withdraw Unclaimed Funds (Application)** from the list.



Click **Next**

Click **Next** again

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

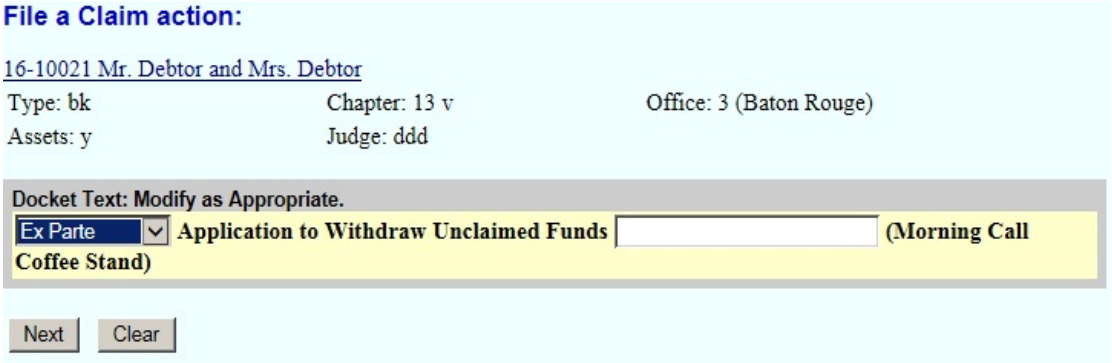


Click **Browse**

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. Select **"Ex Parte"**. If you have any questions, please contact the court.



Click **Next**

Docket Text: Final Text screen. Review this screen for errors. You also file a **Certificate of Service** separately, refer to page 27. If you have any questions, please contact the court.

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Ex Parte Application to Withdraw Unclaimed Funds (Morning Call Coffee Stand)

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

Have you redacted?

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 A NOTICE OF APPEARANCE AND REQUEST FOR NOTICE

Your PDF should consist of the following:

A statement that includes the case name, case number, as well as the name and mailing address of the party wanting to receive notices.

The Notice of Appearance and Request for Notice must be signed and dated.

NOTE

A Notice of Appearance **DOES NOT** replace an existing name and mailing address.

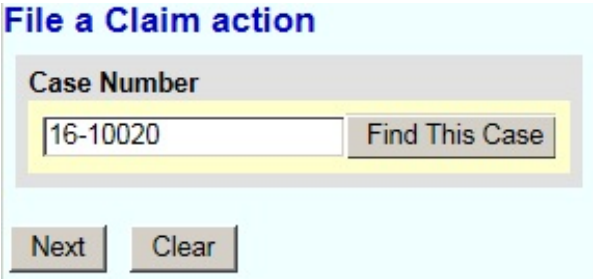
If you want to replace an existing name and mailing address, then you must file a Notice of Change of Address. **(See page 48)**

A Certificate of Service is not required when filing a Notice of Hearing.

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

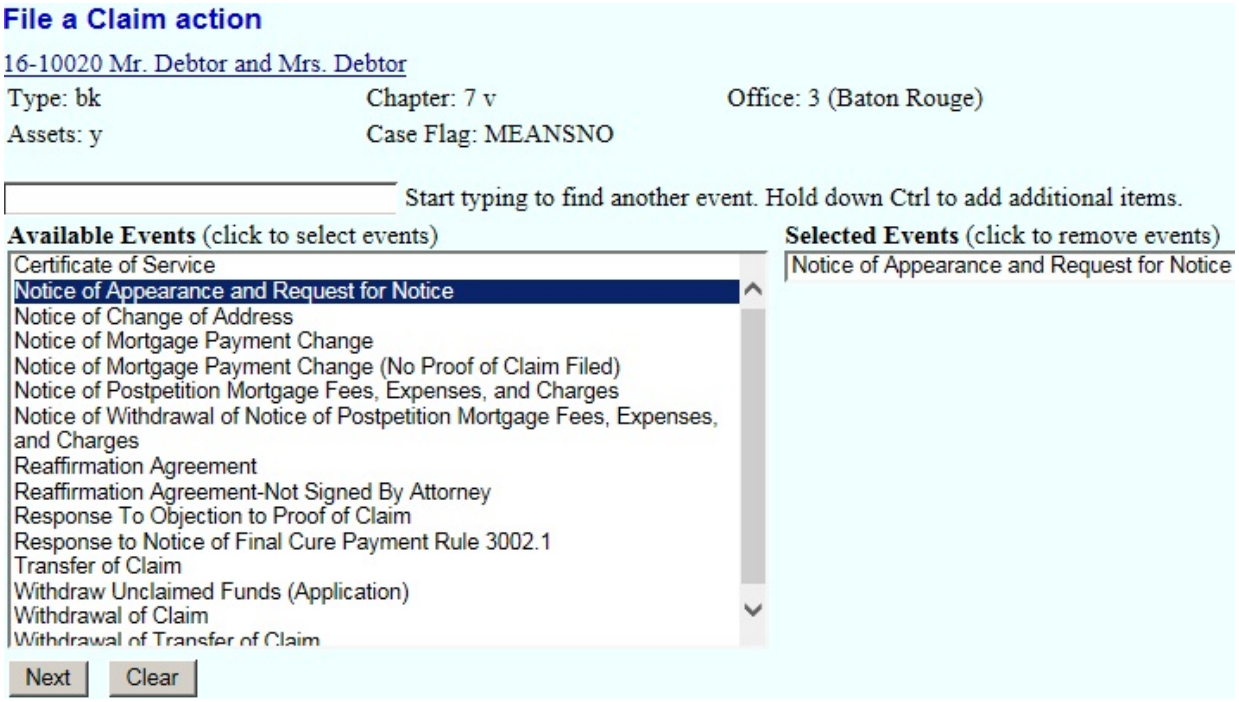
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

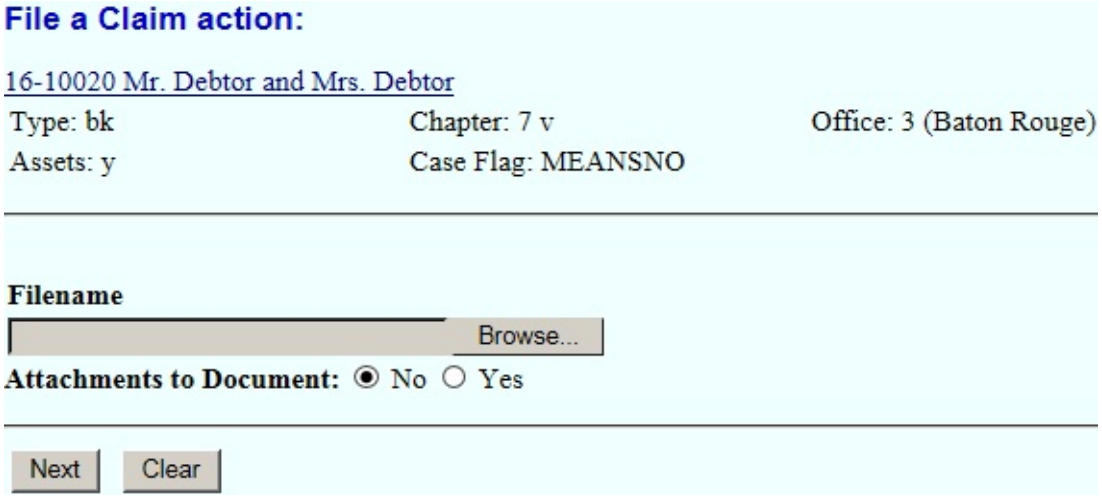
Select **Notice of Appearance and Request for Notice** from the list.



Click **Next**

Click **Next** again

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

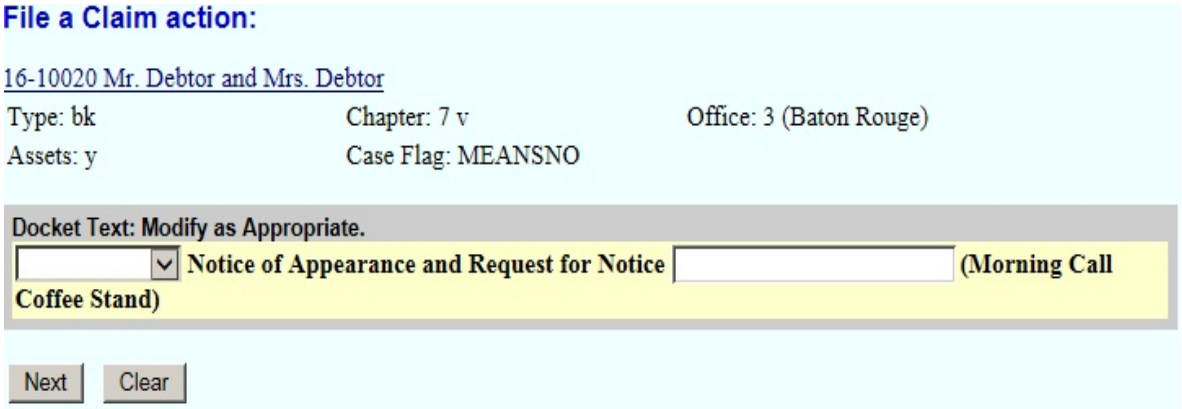


Click **Browse**

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 modify the docket text.



Click **Next**

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

File a Claim action:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Notice of Appearance and Request for Notice (Morning Call Coffee Stand)

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

Have you redacted?

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 A NOTICE OF CHANG OF ADDRESS

Your PDF should consist of the following:

A statement that includes the current name and mailing address of the party receiving notices, as well as the new mailing address of the party wanting to receive notices.

The Notice of Change of Address **MUST** be signed and dated.

****NOTE****

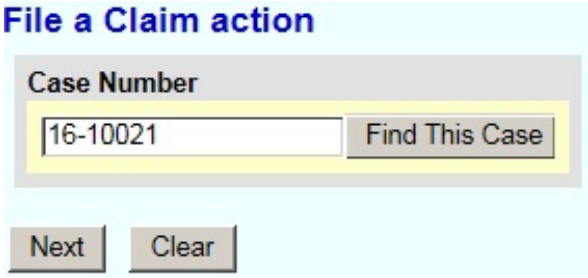
A Notice of Change of Address **WILL** replace an existing name and mailing address.

A Certificate of Service is not required when filing a Notice of Hearing.

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

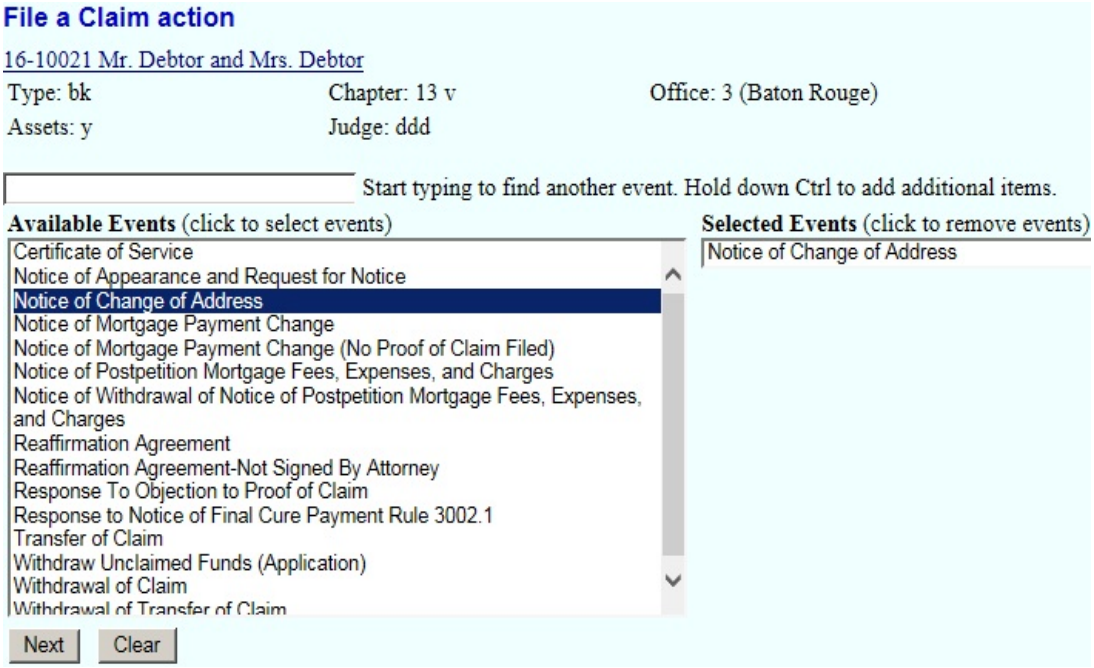
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

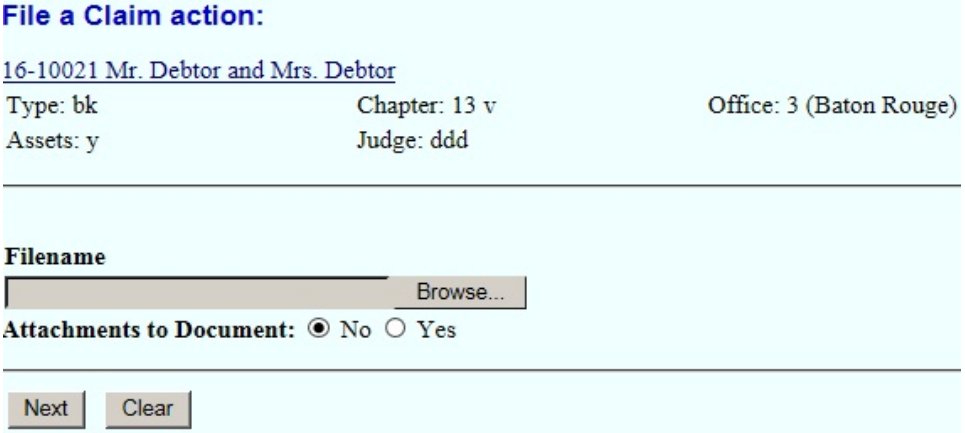
Select **Notice of Change of Address** from the list.



Click **Next**

Click **Next** again

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



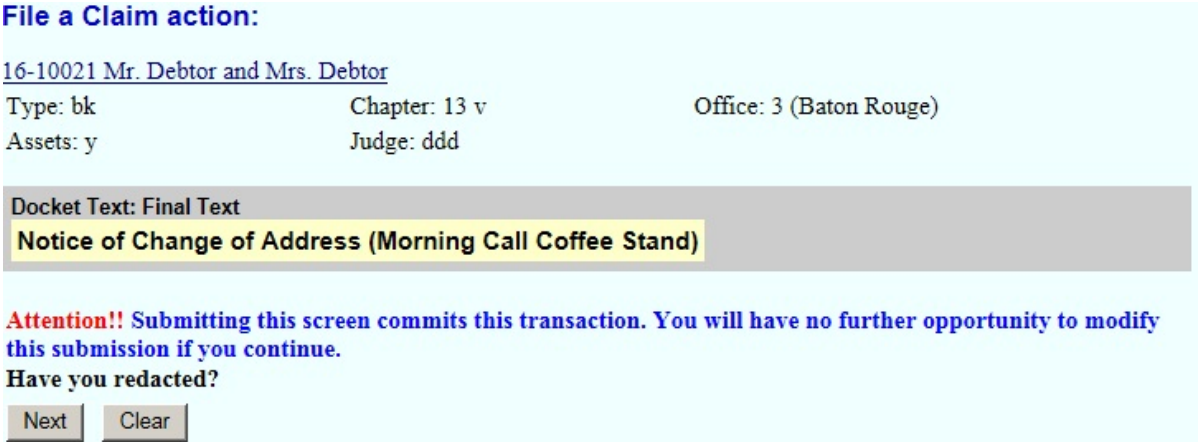
Click **Browse**

Select the PDF that relates to the filing. Click **Open** or double click on the file name.

Click **Next**

Click **Next** again

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



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 TRANSFER OF CLAIM

Your PDF should consist of the following:

Transfer of Claim - Form B2100A signed and dated.

NOTE

You must include the name and address of both the transferee and the transferor.

You must include the claim number and the amount of the claim being transferred.

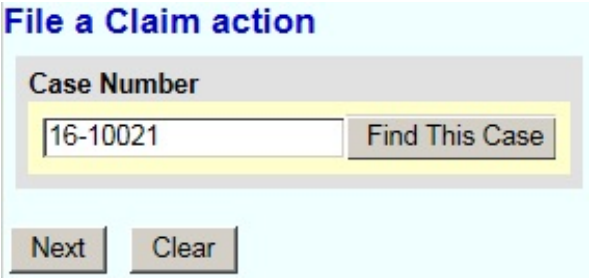
IMPORTANT: Immediately upon the filing of this document, a filing fee is due. Pursuant to Local Rule 5082-1, any and all filing fees for CM/ECF transactions must be paid within 2 business days, and all filing fees must be paid online using the CM/ECF credit card module (pay.gov).

Failure to pay this fee will result in **SUSPENSION** of your CM/ECF filing account until all outstanding filing fees are paid in full. Failure to pay filing fees within 48 hours will also result in the matter being brought to the attention of the Judge.

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

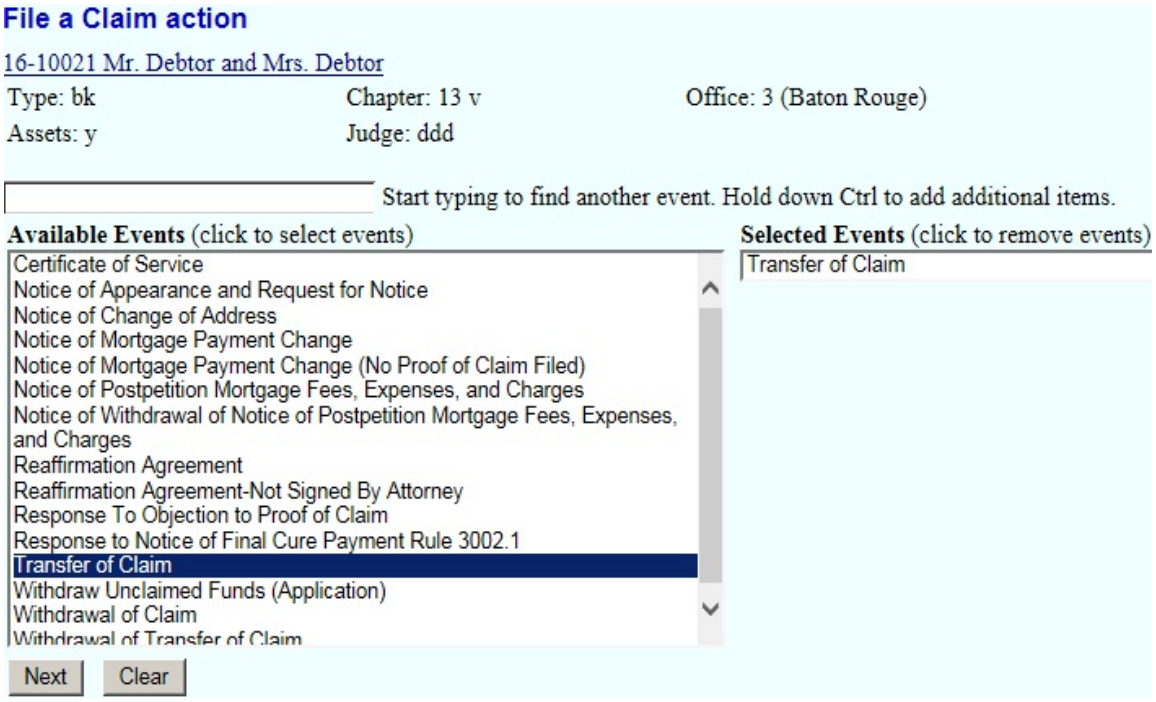
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

Select **Transfer of Claim**. from the list.



Click **Next**

Click **Next** again

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

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

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**

File A Claim Action screen. Select on of the two options.

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Does this Transfer Refer to a Proof of Claim on File or a Claim Listed on the Schedules Filed by the Debtor?

◉ Proof of Claim on File
○ Claim Listed on Schedules

Next Clear

Click **Next**

You **MUST** enter the following information.

Select the **Transfer Type**.
Search and select the **Transferee,** the creditor that the claim is being transferred to.
Search and select the **Transferor,** the creditor who is transferring the claim.
Enter the **Claim number** being transferred.

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Transfer type ◉ **3001 (e) 1** ○ **3001 (e) 2** ○ **3001 (e) 3** ○ **3001 (e) 4**

Search for transferee [ ] Search Creditors | Add New Creditor

Transferee selected Mr. Nice Guy Collections,619 North Street,Baton Rouge, LA 70802

Search for transferor [ ] Search Creditors
Transferor selected Morning Call Coffee Stand
Claim number 1

Search for transferor [ ] Search Creditors
Transferor selected [ ]
Claim number [ ]

Search for transferor [ ] Search Creditors
Transferor selected [ ]
Claim number [ ]

Transfer More Claims

Next | Clear

Click **Next**

Method of Payment/Receipt screen. Leave the **Receipt #** box blank to pay by credit card via Pay.gov. ****All filing fees will be due within 2 business days after filing. ****

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

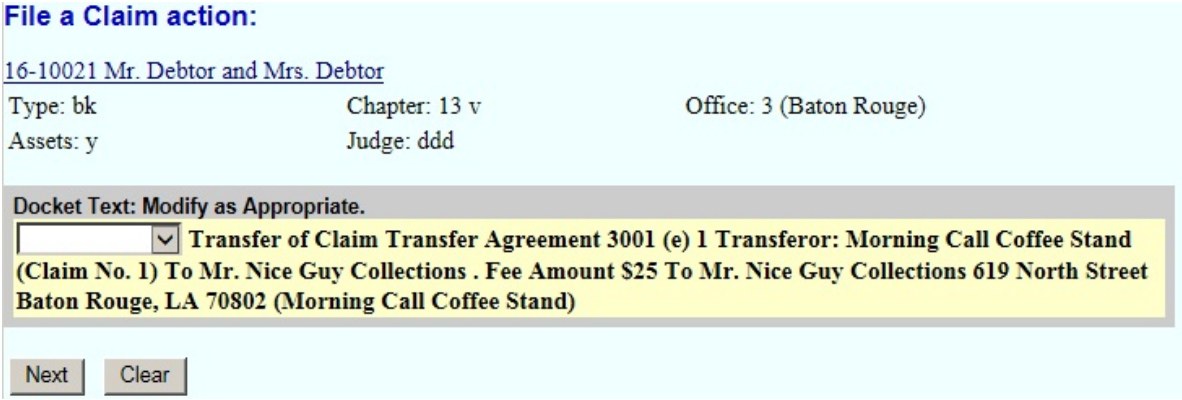
Leave the receipt number (Receipt #) blank.

Receipt #: [ ] Fee: $25

Next | Clear

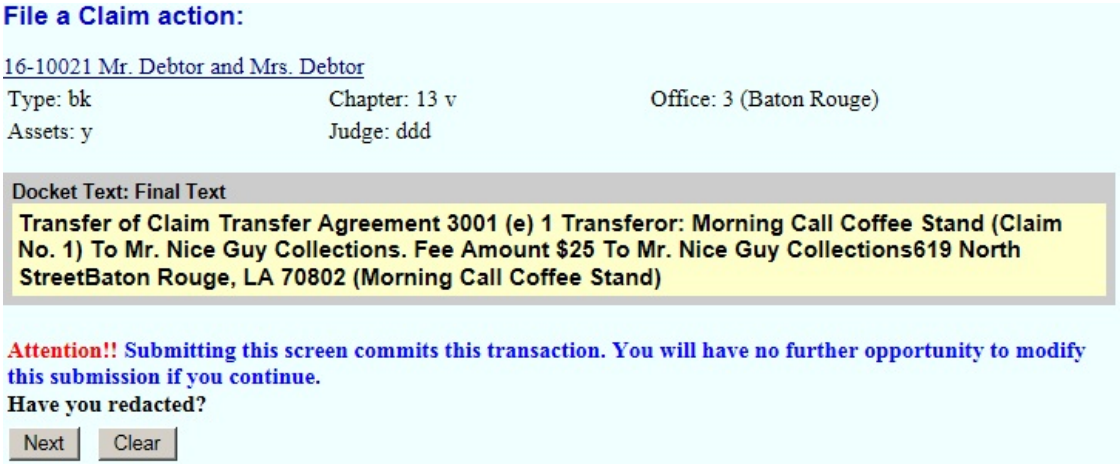
Click **Next**

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



Click **Next**

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



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 MORTGAGE PAYMENT CHANGE

Your PDF should consist of the following:

The Notice of Mortgage Payment Change - National Form B410S1.

*****NOTE*****

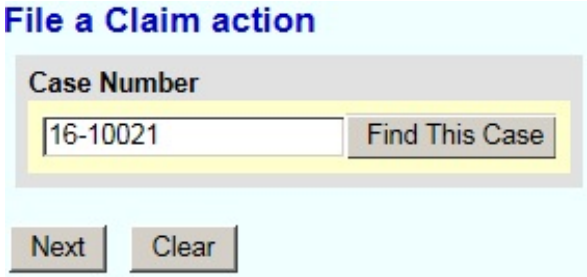
The Notice of Mortgage Payment Change must be signed and dated.

The Certificate of Service **MUST** be filed separately. **Do Not** attach, or incorporate the Certificate of Service with any pleadings.

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

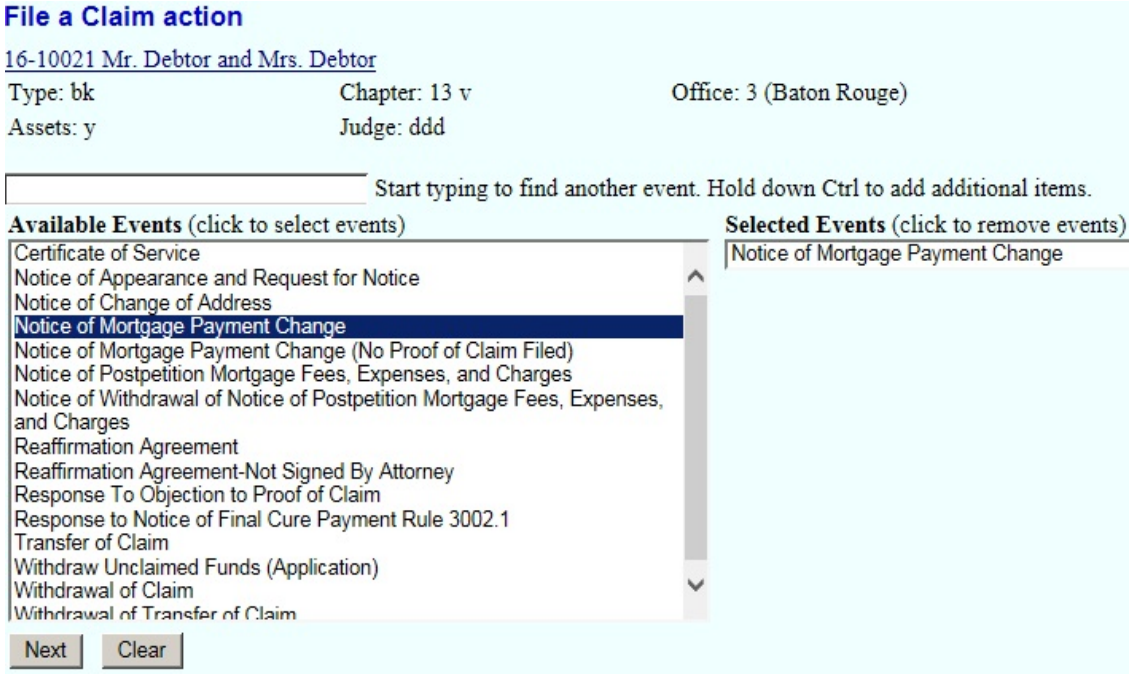
Below Bankruptcy Events, click **Creditor Claims Actions**.

File A Claim Action screen. Enter the bankruptcy case number.



Click **Next**

Select **Notice of Mortgage Payment Change** from the list if a Proof of Claim has been filed.
Or
Select **Notice of Mortgage Payment Change (No Proof of Claim Filed).**



Click **Next**

Click **Next** again

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

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Document number assignment: no number assigned

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**

File A Claim Action screen. **Click** on the name of the creditor.

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Select claim(s) from list

Claims Selected: 2

Creditor name	*Claim #*	*Amount claimed*	*Date filed*
Home Mortgage Company (12470)	2	$250,000.00	05/06/2016

Next | Clear

Click **Next**

After filing this document, file the Certificate of Service as a separate document using the event Certificate of Service.

Click **Next** again

Docket Text : Modify as Appropriate screen. Type in the name of the creditor as shown below.

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Docket Text: Modify as Appropriate.

Notice of Mortgage Payment Change (Claim # 2) Filed by Home Mortgage Company **(Morning Call Coffee Stand)**

Next Clear

Click **Next**

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

File a Claim action:

16-10021 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Notice of Mortgage Payment Change (Claim # 2) Filed by *Home Mortgage Company* (Morning Call Coffee Stand)

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

Next Clear

Click **Next**

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

Print this screen for your records

SUBMISSION OF ORDERS AND JUDGMENTS

****NOTE****

Orders are **NOT** to be filed electronically.

Orders are to be submitted in Word or Word Perfect. **DO NOT** submit a PDF.

Orders must be e-mailed to the court. The address to which all proposed orders shall be sent is

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 Convert or Dismiss Case
    b. Applications to Pay Filing Fee in Installments
    c. Applications to Waive the Chapter 7 Filing Fee

B. E-mail 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

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: 01/01/15 15-10010

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 15-10010

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 15-10010

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.