

United States Bankruptcy Court Middle District of Louisiana



Attorney 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 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 4:00 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, enter an Order to Show Cause, or impose 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.

OPENING A BANKRUPTCY CASE

Your PDF must consist of the following:

CHAPTER 7

Voluntary Petition - Form B101
Creditor Mailing Matrix
Mailing List Verification/Declaration - (Local Form 1)

CHAPTER 13

Voluntary Petition - Form B101
Creditor Mailing Matrix
Mailing List 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:

Chapter - 7, 13, 11, 12

Joint Petition - Y (Yes) or N (No)

Deficiencies - If you are not filing the Schedules, Statements, Plan, Disclosure of Compensation, or Payment Advices, when opening a bankruptcy case, you must select - Y (Yes). An automatic 14 day deadline to submit the incomplete filings will be set.

Open New Bankruptcy Case

Office

Case type bk

Date filed 4/25/2016

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

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.

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

Debtor Information screen. Enter the following information as it appears on the Voluntary Petition :

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:** Enter the mailing address.
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.

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

Debtor Information

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="555-55-5555"/> <input type="checkbox"/> 999-99-9999	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
		Fax	<input type="text"/>
Party text	<input type="text"/>		

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

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 also 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.

You will enter the following information which **MUST** match the information found on the Voluntary Petition.

1. **Prior filing within last 8 years** - Yes or No.
2. **Fee Status** - Paid.
3. **Nature of Debt** - Business or Consumer.
4. **Asset Notice** - Yes or No. Located under Statistical/Administrative Information.
5. **Estimated Number of Creditors**
6. **Estimated Assets**
7. **Estimated Liabilities**
8. **Type of Debtor** - Individual, Corporation, Partnership, Other.
9. **Nature of Business** - Select one only if debtor is a business.

Open New Bankruptcy Case

Prior filing within last 8 years	<input type="text" value="no"/>	Type of debtor
Fee status	<input type="text" value="Paid"/>	<input checked="" type="radio"/> Individual
Nature of debt	<input type="text" value="consumer"/>	<input type="radio"/> Corporation (includes LLC & LLP)
Asset notice	<input type="text" value="No"/>	<input type="radio"/> Partnership
Estimated number of creditors	<input type="text" value="1 - 49"/>	<input type="radio"/> Other
Estimated assets	<input type="text" value="\$50,001 to \$100,000"/>	Nature of business
Estimated liabilities	<input type="text" value="\$100,001 to \$500,000"/>	<input type="radio"/> Health Care Business
		<input type="radio"/> Single Asset Real Estate
		<input type="radio"/> Railroad
		<input type="radio"/> Stockbroker
		<input type="radio"/> Commodity Broker
		<input type="radio"/> Clearing Bank
		<input type="radio"/> None of the above

Click Next

Summary of Assets and Liabilities and Certain Statistical Information 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 Assets and Liabilities and Certain Statistical Information form B106.

Open New Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A/B,D,E/F,I,J,J2,Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		<input type="text"/>	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		<input type="text"/>	

Next

Clear

Click **Next**

Chapter 7 EOUST screen. When completing this screen the amounts you enter **MUST** match the amounts located on the Schedules, Chapter 7 Statement of Your Current Monthly Income Form B122A-1, and Chapter 7 Means Test Calculation Form B122A-2.

Open New Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

Form B122A-1

Line 1: Marital and filing status

Line 11: Total current monthly income Debtor Spouse

Line 13: Number of people in debtor's household

Line 13: Applicable median family income

Form B122A-1Supp

Line 1: Declaration of non-consumer debt

Line 2: Disabled veteran

Form B122A-2

Line 4: Adjusted current monthly income

National Standards

Line 6: Food, clothing and other items

Line 7c: Out-of-pocket health care allowance: people under 65 years of age

Line 7f: Out-of-pocket health care allowance: people 65 years of age or older

Local Standards

Line 8: Housing and utilities; insurance and operating expenses

Line 9c: Housing and utilities; Net mortgage or rent expense

Line 11: Local transportation expenses: number of vehicles

Line 12: Vehicle operation expense OR Line 14: Public transportation expense

Line 13c: Net Vehicle 1 ownership or lease expense:

Line 13f: Net Vehicle 2 ownership or lease expense:

Line 15: Additional public transportation expense

Other Expenses

Line 24: Total expenses allowed under IRS expense allowance

Line 29: Education expenses for dependent children younger than 18

Line 30: Additional food and clothing expense

Line 32: Total additional expense deductions

Line 37: Total deductions for debt payment

Line 38: Total deductions from income

Determine Presumption of Abuse

Line 39c: Monthly disposable income

Line 39d: 60-month disposable income

Line 40: Initial presumption determination

Line 41a: Total nonpriority unsecured debt

Line 41b: 25% of total nonpriority unsecured debt

Line 42: Secondary presumption determination

Click Next

Chapter 13 EOUST screen. If opening a Chapter 13 Bankruptcy case you must enter 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 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

Click **Next**

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/B-J. Only the following should be selected as a deficiency:

Chapter 7 Deficiency List

Open New Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- BPP Dcl Sign (Form 119)
- 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
- Means Test Exempt 122A-1 Supp
- Means Test Calculation 122A-2
- Schedule A
- Schedule B
- Schedule A/B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule E/F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule J-2
- Schedules A/B-J
- SSN/Tax ID
- Stmt. of Fin. Affairs
- Summary of Schedules
- Payment Advices

Click **Next**

Chapter 13 Deficiency List

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
- Chapter 13 Plan
- Db. Sig. re: Relief Av.
- Inventory of Property
- List of All Creditors
- Schedule A
- Schedule B
- Schedule A/B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule E/F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule J-2
- Schedules A/B-J
- SSN/Tax ID
- Stmt. of Fin. Affairs
- Summary of Schedules
- Ch13 Income Form 122C-1
- Ch 13 Disposable Income 122C-2

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

Open New Bankruptcy Case

Filename
 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**

If you open the case with deficiencies, two deadlines will appear. The Incomplete Filings due date and the 11 USC Section 521i Deadline. These deadlines will also appear in the docket text and on the confirmation of filing screen.

Open New Bankruptcy Case

Incomplete Filings due date: 05/9/2016

11 USC Section 521i Deadline: 06/9/2016

Click **Next**

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

Open New Bankruptcy Case

Presumption of Abuse

Click **Next**

Method of Payment/Receipt screen. 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 Pay.gov.

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: \$335

Next

Clear

Click Next

**** 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 and/or an Order to Show Cause being entered.******

Docket Text: Modify as Appropriate screen.

Open New Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition for Individuals . Fee Amount \$335 Filed by Mr. Debtor , Mrs. Debtor . 11 USC Section 521(i); Deadline06/9/2016. Atty Disclosure Statement due 05/9/2016.Means Test Form Due: 05/9/2016Chapter 7 Means Test Form 122A-1 Supp Exemption Due: 05/9/2016.Chapter 7 Means Test Form 122A-2 Due: 05/9/2016. Schedules A/B-J due 05/9/2016. Statement of Financial Affairs due 05/9/2016. Summary of Assets and Liabilities due 05/9/2016.Payment Advices due: 05/9/2016. Incomplete Filings due by 05/9/2016. (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 for Individuals . Fee Amount \$335 Filed by Mr. Debtor, Mrs. Debtor. 11 USC Section 521(i); Deadline 06/9/2016. Atty Disclosure Statement due 05/9/2016. Means Test Form Due: 05/9/2016 Chapter 7 Means Test Form 122A-1 Supp Exemption Due: 05/9/2016. Chapter 7 Means Test Form 122A-2 Due: 05/9/2016. Schedules A/B-J due 05/9/2016. Statement of Financial Affairs due 05/9/2016. Summary of Assets and Liabilities due 05/9/2016. Payment Advices due: 05/9/2016. Incomplete Filings due by 05/9/2016. (Mason, Perry)

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**

Electronic Payment screen. This screen will only appear if you have left the Receipt # box blank and will be paying by credit card via Pay.Gov. 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 and/or an Order to Show Cause being entered.****

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 the deadlines for any incomplete filings, if applicable.

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 4/25/2016 at 3:42 PM CDT and filed on 4/25/2016

Case Name: Mr. Debtor and Mrs. Debtor

Case Number: 16-10020

Document Number: 1

Docket Text:

Chapter 7 Voluntary Petition for Individuals . Fee Amount \$335 Filed by Mr. Debtor, Mrs. Debtor. 11 USC Section 521(i); Deadline06/9/2016. Atty Disclosure Statement due 05/9/2016.Means Test Form Due: 05/9/2016Chapter 7 Means Test Form 122A-1 Supp Exemption Due: 05/9/2016.Chapter 7 Means Test Form 122A-2 Due: 05/9/2016. Schedules A/B-J due 05/9/2016. Statement of Financial Affairs due 05/9/2016. Summary of Assets and Liabilities due 05/9/2016.Payment Advices due: 05/9/2016. Incomplete Filings due by 05/9/2016. (Mason, Perry)

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/train/server/support/Keys.key) is not available for this court.

16-10020 Notice will be electronically mailed to:

Perry Mason on behalf of Debtor Mr. Debtor

perry@masonlaw.u.s.com

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:

Internal Revenue Service
District Counsel
P.O. Box 30509
New Orleans, LA 70190

Office of the U. S. Attorney
Middle District of Louisiana
777 Florida Street
Baton Rouge, LA 70801

Office of the U. S. Trustee
Region V
600 S. Maestri Place, Ste 840-T
New Orleans, LA 70130

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

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

Click **Upload list of creditors file**.

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

Creditor Processing - Upload a File Method



The screenshot shows a web interface for entering a case number. At the top, the title "Creditor Processing - Upload a File Method" is displayed in blue. Below the title is a light blue box containing a "Case Number" label, a text input field with "16-10020" entered, and a "Find This Case" button. Below this box are two buttons: "Next" and "Clear".

Click **Next**

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 **ASCII DOS Text**.
4. In Microsoft Word, click on the drop down box arrow in the **SAVE AS TYPE** box. Select the file type **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 screen. Enter the name of the file. The matrix **MUST** be in “.txt” format.

Load Creditor Information

Case number 3:16-bk-10020

Enter name of file and click on Next Browse...

Example: c:\creditor.scn

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 5

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**

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	3:16-bk-10020
Total Creditors Added to Database	5

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

FILING THE STATEMENT OF SOCIAL SECURITY NUMBER/TAX ID NUMBER

Your PDF should consist of the following:

Statement of Social Security Number - Form B121

****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).

The debtor(s) **MUST** sign and date the Statement of Social Security Number.

The Statement of Social Security Number is required to be filed at the time of filing the bankruptcy case. You may not open a bankruptcy case without filing this document.

If filing a business bankruptcy, the tax identification number would be used in place of the social security number.

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

16-10020 Find This Case

Next Clear

Click **Next**

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

Miscellaneous

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

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

Available Events (click to select events)

- 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
- Statement of Social Security Number**
- Statement of Sums Due
- Stipulation
- Summary of Ballots
- Summary of Your Assets and Liabilities and Certain Statistical Information
- Supplement to Schedule I/J (For Chapter 13 Post Petition Income)
- Tax Documents
- Transcript Redaction Request
- Update EOUST Stats
- Voluntary Petition (Chapter 9)
- Waiver of Discharge
- Witness List

Selected Events (click to remove events)

- Statement of Social Security Number

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Joint filing with other attorney(s).

Next

Clear

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Debtor, Mrs. [Consolidated debtor]
- Murray, Dwayne M. [Trustee]
- 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:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

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:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Docket Text: Modify as Appropriate.

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

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Docket Text: Final Text

**Statement of Social Security Number Filed by Perry Mason on behalf of Mr. Debtor, Mrs. 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

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

FILING THE CERTIFICATE OF CREDIT COUNSELING

Your PDF should consist of the following:

The Certificate(s) 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 filing a Joint Petition, **both** the debtor and the joint debtor must take Credit Counseling.

If the debtor(s) do not have the Certificate of Credit Counseling on the date of filing the case, but did take Credit Counseling, the court will require that the Certificate of Credit Counseling be filed within 14 days. If it is not timely filed, the case will be dismissed.

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

www.lamb.uscourts.gov

or

www.justice.gov/ust/eo/bapcpa/ccde/cc_approved.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

16-10020 Find This Case

Next Clear

Click **Next**

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

Miscellaneous

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, 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)
Attorney Time Sheet	Certificate of Credit Counseling
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Ballots - Chapter 11	
Bankruptcy Petition Preparer's Notice, Declaration, and Signature (Form 119)	
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	
Chapter 11 Statement of Monthly Income Form 122B	
Chapter 11 Status Report	
Chapter 12 Calculation of Disposable Income 122C-2	

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Joint filing with other attorney(s).

Next

Clear

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Select the Party:

- Debtor, Mr. [Debtor]
- Debtor, Mrs. [Consolidated debtor]
- Murray, Dwayne M. [Trustee]
- 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:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

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:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Docket Text: Modify as Appropriate.

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

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: CounDue, DebtEd, DebtEdJt, PymtAdvDue, SCH, E-DecDue, MEANSNO

Docket Text: Final Text

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

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

Have you redacted?

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 REGARDING ELECTRONIC FILING (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.

You can **mail** or **hand deliver** this form to the court.

The Declaration Regarding Electronic Filing is due within **five business days** from the opening of a bankruptcy case.

You may bring an additional copy to the court to be file stamped, and kept 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.*****

FILING PAYMENT ADVICES

Your PDF should consist of one of the following:

The debtor(s) Payment Advices (pay stubs)

Affidavit of income or non-income signed by debtor(s), **MUST** be filed under the event, Payment Advices, if debtor has no pay stubs

****NOTE****

The Payment Advices should never include the complete social security number, or account numbers.

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

If filing a joint petition, both debtors **MUST** file payment advices.

The case will be dismissed if Payment Advices, or an Affidavit of income or non-income, is not filed.

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

16-10020 Find This Case

Next Clear

Click **Next**

Select **Payment Advices** from the list.

Miscellaneous

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

Assets: n Case Flag: DebtEd, DebtEdJt, PymtAdvDue, SCH, 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 to Individual Consumer Debtor under Section 342(b) of the Bankruptcy Code	Payment Advices
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	

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the Debtor(s).

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Select the Party:

Debtor, Mr. [Debtor] Add/Create New Party
Debtor, Mrs. [Consolidated debtor]
Murray, Dwayne M. [Trustee]
U. S. Trustee, [U.S. Trustee]

Next Clear

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

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

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 THE CHAPTER 7 STATEMENT OF YOUR
CURRENT MONTHLY INCOME
&
CHAPTER 7 MEANS TEST CALCULATION**

Your PDF should consist of one of the following:

Chapter 7 Statement of Current Monthly Income - Form B122A-1 signed and dated
Chapter 7 Means Test Calculation - Form - B122A-2 signed and dated

****NOTE****

The Chapter 7 Statement of Current Monthly Income and the Chapter 7 Means Test Calculation can be filed separately 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

16-10020 Find This Case

Next Clear

Click **Next**

Select **Chapter 7 Statements-Monthly Income (122A-1) Exemption Presumption of Abuse (122A-1Supp)**, and **Chapter 7 Means Test Calculation 122A-2** from the list.

Miscellaneous

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: DebtEd, DebtEdJt, SCH, 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)
Certificate of Service	Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/14)
Certificate of Service of Tax Information	Chapter 7 Means Test Calculation 122A-2
Certificate of Service of Tax Information to Requestor	
Chapter 11 Statement of Monthly Income Form 122B	
Chapter 11 Status Report	
Chapter 13 Calculation of Disposable Income 122C-2	
Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)	
Chapter 13 Statement of Monthly Income 122C-1	
Chapter 15 List	
Chapter 7 Means Test Calculation 122A-2	
Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/14)	
Cure of Residential Judgment	
Debtor Repayment Plan	
Debtor Verification of Direct Payments	

Next Clear

Click **Next**

Select the PDF that relates to the filing.

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

Click **Next**

Select **Yes** or **No**

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Do you Believe That you are Exempted From a Presumption of Abuse Because you Have **Primarily Business Debt OR Qualifying Military Service?**

- Yes
- No

Click **Next**

Presumption of Abuse, Select No or Unknown. Enter the total current monthly income from line 11 of Form B122A-1

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Presumption of Abuse

Enter Total Current Monthly Income From Line 11 of Form 122A-1:

Click **Next**

Presumption of Abuse, Select Yes or No.

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n Case Flag: DebtEd, DebtEdJt,
SCH, MEANSNO

Presumption of Abuse

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n Case Flag: DebtEd, DebtEdJt,
SCH, MEANSNO

Docket Text: Modify as Appropriate.

Chapter 7 Statement of Your Current Monthly Income Form 122A-1
 Chapter 7 Means Test Calculation Form 122A-2
Filed by Perry Mason on behalf of Mr. Debtor , Mrs. Debtor RE: related
document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor.
(Mason, Perry)

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Chapter 7 Statement of Your Current Monthly Income Form 122A-1 , Chapter 7 Means Test Calculation Form 122A-2 Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor RE: related document(s)[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. (Mason, Perry)

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

Have you redacted?

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 YOUR
CURRENT MONTHLY INCOME AND CALCULATION
OF COMMITMENT PERIOD
&
CHAPTER 13
CALCULATION OF DISPOSABLE INCOME**

Your PDF should consist of the following:

Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period - Form B122C-1, and Chapter 13 Calculation of Disposable Income - Form B122C-2, signed and dated.

****NOTE****

The Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period - Form B122C-1, and Chapter 13 Calculation of Disposable Income - Form B122C-2 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

16-10021 Find This Case

Next Clear

Click **Next**

Select **Chapter 13 Statement of Current Monthly Income 122C-1 & Chapter 13 Calculation of Disposable Income 122C-2** from the list. The events you are selecting must be included in your PDF. ****You need to hold the control (Ctrl) key down to select multiple events.****

Miscellaneous

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: PlnDue, DebtEd, DebtEdJt

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)
Chapter 11 Statement of Monthly Income Form 122B	Chapter 13 Calculation of Disposable Income 122C-2
Chapter 11 Status Report	Chapter 13 Statement of Monthly Income 122C-1
Chapter 13 Calculation of Disposable Income 122C-2	
Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(g)	
Chapter 13 Statement of Monthly Income 122C-1	
Chapter 15 List	
Chapter 7 Means Test Calculation 122A-2	
Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/14)	
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	

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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Joint filing with other attorney(s).

Click **Next**

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Select the Party:

Crawford, Annette [Trustee]	Add/Create New Party
Debtor, Mr. [Debtor]	
Debtor, Mrs. [Consolidated debtor]	
U. S. Trustee, [U.S. Trustee]	

Click **Next**

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

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 Monthly Income From Line 14 of Form 122C-1 screen.

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Enter Your Current Monthly Income from Line 14 of Form 122C-1:

Click **Next**

Select **Yes** or **No** if disposable income has been determined.

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Is Disposable Income Determined?

- Yes
- No

Click **Next**

Select **3 Year** or **5 Year** commitment period.

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Is Commitment Period for 3 or 5 Years?

- 3 Years
- 5 Years

Click **Next**

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Docket Text: Modify as Appropriate.

Chapter 13 Calculation of Your Disposable Income Form 122C-2
 Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period for 3 Years Form 122C-1. Disposable Income Is Determined Filed by Perry Mason on behalf of Mr. Debtor , Mrs. Debtor RE: related document(s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. (Mason, Perry)

Click Next

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Docket Text: Final Text

Chapter 13 Calculation of Your Disposable Income Form 122C-2 , Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period for 3 Years Form 122C-1. Disposable Income Is Determined Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor RE: related document(s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. (Mason, Perry)

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

Have you redacted?

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/B-J, STATEMENT OF INTENTION, STATEMENT OF FINANCIAL AFFAIRS, DISCLOSURE OF COMPENSATION

Your PDF may consist of the following:

CHAPTER 7

Summary of Your Assets and Liabilities - Form B206
Schedules A/B-J -Form B206A/B to Form B206J
Declaration Concerning Debtor's Schedules - Form B106 signed by the debtor(s)
Statement of Financial Affairs - Form B107 signed and dated.
Statement of Intention - Form B108 signed and dated.
Disclosure of Compensation - Form B2030 signed and dated.

****You may also include the Notice to Individual Consumer Debtor, the Chapter 7 Statement of Current Monthly Income - Form B122A-1, & Chapter 7 Calculation of Disposable Income - Form B122A-2****

CHAPTER 13

Summary of Your Assets and Liabilities - Form B206
Schedules A/B-J -Form B206A/B to Form B206J
Declaration Concerning Debtor's Schedules - Form B106 signed by the debtor(s)
Statement of Financial Affairs - Form B107 signed and dated.
Disclosure of Compensation - Form B2030 signed and dated.

****You may also include the Notice to Individual Consumer Debtor, the Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period - B122C-1, & Chapter 13 Calculation of Disposable Income - Form B122C-2****

****NOTE****

These pleadings will be due within 14 days from the date the case is opened.

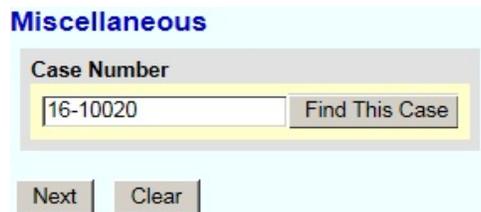
Schedules A/B-J are to be filed together, **DO NOT** file the Schedules individually.

The Summary of Your Assets and Liabilities and the Declaration Concerning Debtor's Schedules **MUST** always be included when filing Schedules A/B-J.

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

16-10020 Find This Case

Next 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/B-J ****Do Not select the individual Schedules.****

Statement of Financial Affairs

Statement of Intention

Summary of Your Assets and Liabilities

****If you include the Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy, the Chapter 7 Statement of Current Monthly Income & Chapter 7 Calculation of Disposable Income, you must select these items also.****

Chapter 13

Disclosure of Compensation

Schedules A/B-J ****Do Not select the individual Schedules.****

Statement of Financial Affairs

Summary of Your Assets and Liabilities

****If you include the Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy, the Statement of Current Monthly Income and Calculation of Commitment Period & Chapter 13 Calculation of Disposable Income, you must select these items also.****

Select Disclosure of Compensation, Schedules A/B-J, Statement of Financial Affairs, Statement of Intention, and Summary of Your Assets and Liabilities from the list. **The events you are selecting must be included in your PDF.**

Miscellaneous

16-10020 Mr. Debtor and Mrs. Debtor

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

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

Available Events (click to select events)

- Schedule A
- Schedule A/B
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule E/F
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule J-2
- Schedules A/B-J**
- Statement About Payment of Eviction Judgment (Form 101B)
- Statement in Support of Reaffirmation Agreement
- Statement of Corporate Ownership
- Statement of Financial Affairs
- Statement of Intention

Selected Events (click to remove events)

- Disclosure of Compensation of Attorney for Debtor
- Schedules A/B-J
- Statement of Financial Affairs
- Statement of Intention
- Summary of Your Assets and Liabilities and Certain Statistical Information

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Joint filing with other attorney(s).

Next Clear

Click Next

Enter the exact amounts that correlate with the amounts found on the **Summary of Your Assets and Liabilities and Certain Liabilities**. If the amount is zero, enter 0.00. **Do not leave blanks**. You will not get the (computed) total of dischargeable debt if any of these fields are left blank.

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: DebtEd, DebtEdJt,
SCH, MEANSNO

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		<input type="text"/>	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		<input type="text"/>	

Next

Clear

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Modify as Appropriate.

Disclosure of Compensation of Attorney for Debtor [redacted], Schedules A-J
[redacted], Statement of Financial Affairs for Individual [redacted],
Statement of Intention [redacted], Summary of Your Assets and Liabilities and Certain
Statistical Information Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor RE: related document(s)
[1] Voluntary Petition (Chapter 7) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. (Mason,
Perry)

Next Clear

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

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

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 AMENDED LIST OF CREDITORS AND AMENDED SCHEDULES

Your PDF should consist of the following:

Summary of Your Assets and Liabilities - Form B206

The Individual Amended Schedules - Form B206A/B to Form B206J

Declaration Concerning Debtor's Schedules - Form B106 signed by the debtor(s)

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

Mailing List Verification Form (Local Form 1) signed and dated.

****NOTE****

The Summary of Your Assets and 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(s).

If filing Amending both the List of Creditors and Schedules, please select the correct event, **Amended List of Creditors and Amended Schedules**. This event will prompt one filing fee.

If you select the two events, Amended List of Creditors and Amended Schedules D, E, or F, and two filing fees are prompted, you will be responsible to pay both fees.

If filing only Amended Schedules but not adding creditors, select the correct Amended Schedules event. Amended Schedules are grouped into three events to select from:

Amended Schedules A, B, 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

16-10020 Find This Case

Next Clear

Click **Next**

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
Summary of Your Assets and Liabilities and Certain Statistical Information**

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

Miscellaneous

16-10020 Mr. Debtor and Mrs. Debtor

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

Assets: n Case Flag: DebtEd, DebtEdJt, 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 List of Creditors and Amended Schedules
Acknowledgement of Terms for Chapter 13 plan	Summary of Your Assets and Liabilities and Certain Statistical Information
Affidavit	
Amended List of Creditors	
Amended List of Creditors and Amended Schedules	
Amended Schedule C	
Amended Schedules A, B, A/B, G, H, I, or J	
Amended Schedules D, E, F or E/F	
Amended Voluntary Petition	
Attachment to Voluntary Petition for Non-Individuals Ch 11	
Attorney Declaration	
Attorney Time Sheet	
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Ballots - Chapter 11	

Next Clear

Click **Next**

If filing Amended Schedules, but not amending the creditor mailing matrix, select the following items from the list that are included in your PDF:

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

Amended Schedule C

Amended Schedules D, E, or F

Summary of Your Assets and Liabilities and Certain Statistical Information

Miscellaneous

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: DebtEd, DebtEdJt, 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 Schedules A, B, A/B, G, H, I, or J
Acknowledgement of Terms for Chapter 13 plan	Amended Schedule C
Affidavit	Amended Schedules D, E, F or E/F
Amended List of Creditors	Summary of Your Assets and Liabilities and Certain Statistical Information
Amended List of Creditors and Amended Schedules	
Amended Schedule C	
Amended Schedules A, B, A/B, G, H, I, or J	
Amended Schedules D, E, F or E/F	
Amended Voluntary Petition	
Attachment to Voluntary Petition for Non-Individuals Ch 11	
Attorney Declaration	
Attorney Time Sheet	
Auditors Report	
BPP Disclosure Notice to Debtors - Form 19B	
Balance Sheet	
Ballots - Chapter 11	

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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Joint filing with other attorney(s).

Next Clear

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Select the Party:

Debtor, Mr. [Debtor]	Add/Create New Party
Debtor, Mrs. [Consolidated debtor]	
Murray, Dwayne M. [Trustee]	
U. S. Trustee, [U.S. Trustee]	

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

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. Enter a method of payment. Enter O (Other form of Payment) - to pay by check, cash, or money order. Leave the Receipt # box blank if you wish to pay by credit card via Pay.Gov.

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Remember, Adding or Deleting Creditors Incurs a Fee.

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$30

Next Clear

Click Next

Summary of Assets and Liabilities and Certain Statistical Information screen .Enter the exact amounts that correlate with the amounts found on the **Amended Summary**. 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.

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule A/B - Total Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule D - Total Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Priority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Nonpriority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule I - Monthly Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule J - Monthly Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear

Click Next

Docket Text: Modify as Appropriate screen. You must enter the Amended Schedules that are included in your PDF. **Example - Docket text should read, "Amended Schedules C, D, & J"**.

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Modify as Appropriate.

Amendment to List of Creditors and Amended Schedules C, D, & J Fee
Amount \$30. ., Summary of Your Assets and Liabilities and Certain Statistical Information Filed by Perry
Mason on behalf of Mr. Debtor , Mrs. Debtor . (Mason, Perry)

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Amendment to List of Creditors and Amended Schedules C, D, & J Fee Amount \$30., Summary of
Your Assets and Liabilities and Certain Statistical Information Filed by Perry Mason on behalf of
Mr. Debtor, Mrs. Debtor. (Mason, Perry)

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

Have you redacted?

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 PLAN

Your PDF should consist of the following:

The Plan signed and dated by both the attorney and the debtor(s) - Located on the Court's website, www.lamb.uscourts.gov, under Local Forms.

****NOTE****

The Chapter 13 Plan must be signed by both the attorney and the debtor(s) and is due within 14 days from the date the bankruptcy case was opened.

Only the first Chapter 13 Plan requires a Certificate of Service to be filed.

The Chapter 13 Plan **MUST** be noticed to **ALL** parties on the creditor mailing matrix when filed.

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

16-10021 Find This Case

Next Clear

Click **Next**

Select the Plan you are filing. Select **Chapter 13 Plan**

File a Plan

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: PlnDue, DebtEd, DebtEdJt

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	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 11 plan	
Modified 13 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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Joint filing with other attorney(s).

Click **Next**

Select Party screen. Select the Debtor(s).

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

Select the Party:

<input type="checkbox"/> Crawford, Annette [Trustee]	Add/Create New Party
<input checked="" type="checkbox"/> Debtor, Mr. [Debtor]	
<input checked="" type="checkbox"/> Debtor, Mrs. [Consolidated debtor]	
<input type="checkbox"/> U. S. Trustee, [U.S. Trustee]	

Click **Next**

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

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: PlnDue, DebtEd, DebtEdJt

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**

Confirmation Hearing Information screen. If the Notice of Chapter 13 Bankruptcy Case, Meeting of Creditors, & Deadlines has been filed, the Confirmation hearing date is available. You **MUST** enter the Confirmation hearing date, time, and location. Failing to enter this information may result in your Plan not appearing on the court's calendar.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: PlnDue, DebtEd, DebtEdJt

Confirmation Hearing Information

No previous calendar event was found - Please enter a new one below

Confirmation Hearing Date: Hearing Time:

Location:

WARNING: If the confirmation hearing has been set you MUST enter the date and time of the hearing.

Click **Next**

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

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: PlnDue, DebtEd, DebtEdJt

Docket Text: Modify as Appropriate.

Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor , Mrs. Debtor RE: related document(s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. Confirmation hearing to be held on 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 324. (Mason, Perry)

Click **Next**

Docket Text: Final Text screen. The Confirmation Hearing date, time, and location should appear. Review this screen for errors. If you have any questions, contact the court.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: PlnDue, DebtEd,
DebtEdJt

Docket Text: Final Text

Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor RE: related document (s)[1] Voluntary Petition (Chapter 13) filed by Debtor Mr. Debtor, Consolidated debtor Mrs. Debtor. Confirmation hearing to be held on 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 324. (Mason, Perry)

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

Have you redacted?

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 Chapter 13 Plan must be signed and dated by both the attorney and the debtor(s) Located on the Court's website, www.lamb.uscourts.gov, under Local Forms.

****NOTE****

All Chapter 13 Plans filed between the filing of the Chapter 13 Plan and the entry of an Order Confirming a Plan, are Amended Chapter 13 Plans.

Amended Chapter 13 Plans **MUST** be numbered, First, Second, Third, etc.

Amended Chapter 13 Plans do not require a Certificate of Service.

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

16-10021 Find This Case

Next Clear

Click **Next**

Select the **Plan** you are filing. Select **Amended Chapter 13 Plan**

File a Plan

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

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 11 plan	
Modified 13 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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the Debtor(s).

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: DebtEd, DebtEdJt

Select the Party:

Crawford, Annette [Trustee]	Add/Create New Party
Debtor, Mr. [Debtor]	
Debtor, Mrs. [Consolidated 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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: DebtEd, DebtEdJt

Filename

Attachments to Document: No Yes

Click **Next**

Select the PDF that relates to the filing.

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

Click **Next**

Confirmation Hearing Information screen. You **MUST** enter the Confirmation hearing date, time, and location. Failing to enter this information may result in your Amended Plan not appearing on the court's calendar.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

Confirmation Hearing Information

No previous calendar event was found - Please enter a new one below

Confirmation Hearing Date: 10/31/2016 Hearing Time: 9:00 AM

Location: 707 Florida St., Rm. 222

WARNING: If the confirmation hearing has been set you MUST enter the date and time of the hearing.

Next Clear

Click Next

Docket Text: Modify as Appropriate screen. There is a drop down list for you to select, **First**, **Second**, **Third**, etc., as shown below. You must number your plan.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

Docket Text: Modify as Appropriate.

Amended Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor . Hearing scheduled 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Mason,

- 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. The text should read, “**First Amended Chapter 13 Plan**” The Confirmation Hearing date, time, and location should appear. Review this screen for errors. If you have any questions, please contact the court.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: DebtEd, DebtEdIt

Docket Text: Final Text

First Amended Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor. Hearing scheduled 10/31/2016 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.

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 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. You are modifying a confirmed plan.

There are no “Amended” Modified Plans.

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

The Modified Plan, and the Notice of Hearing both require a separate Certificate of Service to be filed.

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

16-10021 Find This Case

Next Clear

Click **Next**

Select **Modified Chapter 13 Plan** from the list.

File a Plan

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

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 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 11 plan	
Modified 13 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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: DebtEd, DebtEdJt

Joint filing with other attorney(s).

Next Clear

Click **Next**

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

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: DebtEd, DebtEdJt

Select the Party:

Crawford, Annette [Trustee]
Debtor, Mr. [Debtor]
Debtor, Mrs. [Consolidated 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:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: DebtEd, DebtEdJt

Filename

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**

Confirmation Hearing Information screen. You **MUST** enter the hearing date, time, and location that appears on your Notice of Hearing. Failing to enter this information may result in your Modified Plan not appearing on the court's calendar.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: DebtEd, DebtEdJt

WARNING: You MUST enter the hearing date and time on the modified plan.

Confirmation Hearing Information

No previous calendar event was found - Please enter a new one below

Confirmation Hearing Date: Hearing Time:

Location:

Click Next

Select Chapter Number screen. Select the Chapter 13.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Case Flag: DebtEd, DebtEdJt

Select Chapter Number

Click Next

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

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: DebtEd, DebtEdJt

Docket Text: Modify as Appropriate.

Modified 13 Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor , Mrs. Debtor . Confirmation hearing to be held on 11/7/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

Click Next

Docket Text: Final Text screen. The Confirmation Hearing date, time, and location should appear. Review this screen for errors. If you have any questions, contact the court.

File a Plan:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk	Chapter: 13 v	Office: 3 (Baton Rouge)
Assets: y	Judge: ddd	Case Flag: DebtEd, DebtEdJt

Docket Text: Final Text

Modified 13 Chapter 13 Plan Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor. Confirmation hearing to be held on 11/7/2016 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.

Have you redacted?

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 COMPLETION OF POST-PETITION INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT

Your PDF should consist of the following:

The Debtor(s) Certification About Financial Management Course - Form B423

The Debtor(s) Certificate(s) of Debtor's Education Course.

****NOTE****

The Debtor(s) Certification About Financial Management Course - Form B423, 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** : 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 debtors** must sign Form B423.

If the Debtor(s) Certificate of Debtor's Education Course is not filed, the court will issue a Notice of Deficiency for Financial Management.

The deficiency notice will require that the Certificate of Debtor's Education Course be filed within 14 days. If not 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

or

www.justice.gov/ust/eo/bapcpa/ccde/cc_approved.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
16-10020 Find This Case

Next Clear

Click **Next**

Select **Financial Management Course** from the list.

Miscellaneous

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: DebtEd, DebtEdJt, 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)
Domestic Support Information	Financial Management Course
Domestic Support Obligations	
Equity Security Holders	
Exhibit	
Exhibit List	
Expenses Re: FVPS	
Financial Management Course	
Initial Statement of Eviction Judgment (Form 101A)	
Insurance Statement	
Interrogatories	
Involuntary Creditor List	
Involuntary Petition (Chapter 11)	
Involuntary Petition (Chapter 7)	
Involuntary Summons Service Executed	
Involuntary Summons Service Unexecuted	
Matrix	
Memorandum/Brief	
Monthly Operating Report	
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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Joint filing with other attorney(s).

Next Clear

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Modify as Appropriate.

Financial Management Course Certificate **Filed by Perry Mason on behalf of Mr. Debtor, Mrs. Debtor. (Mason, Perry)**

Click Next

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor

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

Docket Text: Final Text

Financial Management Course Certificate Filed by Perry Mason on behalf of Mr. Debtor, Mrs. 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 REGARDING DOMESTIC SUPPORT OBLIGATIONS, SECTION 522(q) AND REQUEST FOR ENTRY OF CHAPTER 13 DISCHARGE (LOCAL FORM 6)

Your PDF should consist of the following:

The Debtor's Certification Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge (Local Form 6), with an attached List of Creditors.

If a joint petition, the PDF should include two copies of Local Form 6. One signed by the debtor, and one signed by the joint debtor, along with a List of Creditors.

The Label Matrix can be found by clicking Reports on the blue bar, then click List of Creditors and running the report. The List of Creditors will include all creditors, and parties of interest such as attorneys, the Trustee, and U.S. Trustee.

****NOTE****

The Debtor's Certification Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge must be signed and dated by the debtor, and by the debtor's attorney.

The Debtor's Certification Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge **MUST** be filed by the debtor and also by the joint debtor.

The Debtor's Certification Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge, (Local Form 6), is only to be filed in Chapter 13 cases.

The Debtor's Certification Regarding Domestic Support Obligations, Section 522(q) and Request for Entry of Discharge **MUST** be served on **ALL** creditors and parties on interest, as stated in Local Form 6.

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

16-10021 Find This Case

Next Clear

Click **Next**

Select **Chapter 13 Debtor's Certification Regarding Domestic Support Obligations, Section 522(q)** from the list.

Miscellaneous

[16-10021 Mr. Debtor and Mrs. Debtor](#)

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

Assets: y Judge: ddd

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 Service	Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)
Certificate of Service of Tax Information	
Certificate of Service of Tax Information to Requestor	
Chapter 11 Statement of Monthly Income Form 122B	
Chapter 11 Status Report	
Chapter 13 Calculation of Disposable Income 122C-2	
Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)	
Chapter 13 Statement of Monthly Income 122C-1	
Chapter 15 List	
Chapter 7 Means Test Calculation 122A-2	
Chapter 7 Statements - Monthly Income (122A-1)/ Exemption Presumption of Abuse (122A-1Supp) (12/14)	
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	
Debtor's Request to Activate Electronic Noticing (DeBN)	

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:

[16-10021 Mr. Debtor and Mrs. Debtor](#)

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

Assets: y Judge: ddd

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the Debtor(s).

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

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

Select the Party:

 [Add/Create New Party](#)

Click **Next**

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

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

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**

Click **Next Again**

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

Miscellaneous:

16-10021 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 13 v

Office: 3 (Baton Rouge)

Assets: y

Judge: ddd

Docket Text: Final Text

**Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)
Filed by Perry Mason on behalf of Mr. Debtor, Mrs. 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 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.

How your document is titled may differ from how the CM/ECF event is titled. If you do not see an appropriate event, please contact the court for assistance.

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

If filing a multi-part motion or application, you **MUST** select each event. If all events are not selected the motion will be marked deficient as an incorrect event.

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

The screenshot shows a light blue header with the text "File a Motion". Below it is a search box labeled "Case Number" containing the text "16-10020" and a button labeled "Find This Case". At the bottom of the search area are two buttons: "Next" and "Clear".

Click **Next**

You will select the event, or events that relate to your motion or application. ****You must to hold the control (Ctrl) key down to select multiple events****

The screenshot shows the "File a Motion" screen with case details: "16-10020 Mr. Debtor and Mrs. Debtor", "Type: bk", "Chapter: 7 v", "Office: 3 (Baton Rouge)", "Assets: n", and "Case Flag: 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 "Relief from Stay" which is highlighted. The right column is titled "Selected Events (click to remove events)" and contains a list of events including "Relief from Stay" and "Relief from Co-Debtor Stay". At the bottom of the event lists are two buttons: "Next" and "Clear".

**** If you do not see the appropriate event or events, contact the court for assistance. Remember how your document is titled may differ from how the CM/ECF event is titled. Do Not choose Generic Motion or Generic Application without court permission.****

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:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

Joint filing with other attorney(s).

Click **Next**

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

File a Motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

Select the 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 Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

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

Morning Call Coffee Stand SSN / ITIN:Unknown

Office

Address 1

Address 2

Address 3

City

State Zip

County

Country

Phone

Fax

E-mail

Role

Party text

Click **Submit**

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

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

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

Select the Party:

Morning Call Coffee Stand, [Creditor] [Add/Create New Party](#)
Debtor, Mr. [Debtor]
Debtor, Mrs. [Consolidated debtor]
Murray, Dwayne M. [Trustee]
U. S. Trustee, [U.S. Trustee]

Next Clear

Click **Next**

Check the box to create an attorney/party association.

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

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

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Morning Call Coffee Stand, (crxr) represented by Mason, Perry (aty)

Next Clear

Click **Next**

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

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

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

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**

Method of Payment/Receipt screen. Select a method of payment. ****If your Motion or Application prompts a filing fee, then you must 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 Pay.gov.

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: n

Case Flag: 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: \$176

Click **Next**

****Failure to pay filing fees within 2 business days will result in your user account being automatically locked. The court may also enter an Order to Show Cause.****

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 may select one of these events. You may also modify the text to read, “**with Exhibits**”, if included in the PDF.

****DO NOT select Amended from the drop down selection**** If you need to Amend a Motion or an Application, see instructions on page 103.**

File a Motion:

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.

Agreed	Motion for Relief from Stay	With Exhibits	. Fee Amount \$176,,
Alias	▼	▼	Motion for Relief from Co-Debtor Stay
Amended	on behalf of Morning Call Coffee Stand . (Mason, Perry) Filed		
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:

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

Motion for Relief from Stay *With Exhibis*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning 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.

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. Remember the Certificate of Service **MUST** be filed separately.

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.

The Notice of Hearing must be signed and dated.

****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.

There are two sets of hearing dates located on the court's website. www.lamb.uscourts.gov

Motions: Chapter 7, Chapter 11, and Adversaries

Chapter 13 Motions, Modifications and Confirmation Hearings

All matters are to be scheduled for 9:00 a.m, unless the Judge has instructed otherwise.

The Notice of Hearing **MUST** refer 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 the following day.

If the Notice of Hearing is not re-filed with a correct hearing date or time within five days, the Motion, Application, Modified Plan, or other documents will be stricken from the record on the sixth day.

The Notice of Hearing is **NOT** to be set for less than 21 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.

If the Notice of Hearing is set for less than 21 days, without an Order granting a Motion to Expedite Hearing, the court will enter an Order Striking the Notice of Hearing.

A Certificate of Service **MUST** be filed for all Notices. **Do Not** include the Certificate of Service with your Notice of Hearing. The Certificate of Service **MUST** be file separately.

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
16-10020 Find This Case

Next Clear

Click **Next**

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

File a Notice

16-10020 Mr. Debtor and Mrs. 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	
Notice of Hearing	
Notice of Override of Preferred Address 342(e)	
Notice of Proposed Use, Sale or Lease of Property	
Notice of Recission of Reaffirmation Agreement	
Notice of Statement of Intention	
Notice of Voluntary Conversion 11 to 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:

16-10020 Mr. Debtor and Mrs. 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:

16-10020 Mr. Debtor and Mrs. Debtor

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

Select the Party:

- Debtor, Mr. [Debtor]
- Debtor, Mrs. [Consolidated debtor]
- Morning Call Coffee Stand, [Creditor]**
- Murray, Dwayne M. [Trustee]
- 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:

16-10020 Mr. Debtor and Mrs. Debtor

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

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. Do Not leave any blanks.

Enter the following information:

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

File a Notice:

16-10020 Mr. Debtor and Mrs. Debtor

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

No previous calendar event was found - Please enter a new one below

Hearing Date: Hearing Time:

Location:

Click Next

You **MUST** 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.

File a Notice:

16-10020 Mr. Debtor and Mrs. 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 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**. Leave the filed date, and document number boxes blank. Please contact the court if you need any assistance.

File a Notice:

[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.

crcl
creditcrd ^
misc
motion
notice
order
plan
trustee
usmact v
utility

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:

[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:

- 05/02/2016 9 Motion for Relief from Stay *With Exhibis*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)

Click **Next**

In this next screen you will **ONLY** check the box next to the matter you are noticing for hearing. If filing a two-part motion, you will check **only one** of the two docket entries as shown below. Leave blank the Create Schedule record for current docket entry box.

**** 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:

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.
- 05/02/2016 9 Motion for Relief from Stay *With Exhibis*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)
- 05/02/2016 9 Motion for Relief from Stay *With Exhibis*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)

Click Next

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

File a Notice:

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.

Notice of Hearing Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay) Hearing scheduled 10/31/2016 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. Remember the Certificate of Service **MUST** be filed separately.

File a Notice:

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

Notice of Hearing Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay) Hearing scheduled 10/31/2016 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.

Have you redacted?

Next

Clear

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. Remember the Certificate of Service **MUST** be filed separately.

Print this screen for your records

FILING A CERTIFICATE OF SERVICE

Your PDF should consist of the following:

The Certificate of Service signed and dated, 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 is **NOT** to be incorporated with any pleading. The Certificate of Service is **NOT** an attachment to any pleading.

DO NOT use generalizations such as, “The above and foregoing”, or collectives such as, “All parties of interest”.

Be Specific - “The Motion for Relief From Stay, and the Notice of Hearing have been served on the following parties listed below this [date], by U.S. first class mail.

The Certificate of Service **MUST** identify the specific pleading(s) being served.

The Certificate of Service **MUST** identify the person(s) served by name, and mailing address.

All Motions, Notices, Answer/Response/Objections and the original Chapter 13 Plan require a separately filed Certificate of Service.

The Certificate of Service **MUST** be filed immediately after filing your Motions, Notices, Answer/Response/Objections and the original Chapter 13 Plan.

An Order Striking your documents will be entered for failure to comply with Local Rule 9013-4.

****If serving via the Court’s Electronic Noticing System****

The Certificate of Service **MUST** identify the person(s) served by name, and **e-mail address**.

The Certificate of Service **MUST** identify date, and method of service.

The Certificate of Service **MUST** refer to **ALL** related items, Motions, Notices etc., that have been served.

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

16-10020 Find This Case

Next Clear

Click **Next**

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

Miscellaneous

16-10020 Mr. Debtor and Mrs. 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)
Bankruptcy Petition Preparer's Notice, Declaration, and Signature (Form 119)	Certificate of Service
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	
Chapter 11 Statement of Monthly Income Form 122B	
Chapter 11 Status Report	
Chapter 13 Calculation of Disposable Income 122C-2	
Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)	
Chapter 13 Statement of Monthly Income 122C-1	
Chapter 15 List	

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:

16-10020 Mr. Debtor and Mrs. 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:

16-10020 Mr. Debtor and Mrs. Debtor
Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Select the Party:

Debtor, Mr. [Debtor]	Add/Create New Party
Debtor, Mrs. [Consolidated debtor]	
Morning Call Coffee Stand, [Creditor]	
Murray, Dwayne M. [Trustee]	
U. S. Trustee, [U.S. Trustee]	

Next Clear

Click **Next**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor
Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

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**

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

Miscellaneous:

16-10020 Mr. Debtor and Mrs. Debtor
Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: n Case Flag: MEANSNO

Refer to existing event(s)?

Next Clear

Click **Next**

Select the category to which your event(s) relates screen. You **MUST** select a category. Leave the filed date, and document number boxes blank.

Miscellaneous:

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.

crcl
crditcrd ^
misc
motion
notice
order
plan
trustee
usmact v
utility

Filed to

Documents to

Next Clear

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:

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:

- 05/02/2016 9 Motion for Relief from Stay *With Exhibits*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)
- 05/03/2016 10 Notice of Hearing Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)9 Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay) Hearing scheduled 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

Next Clear

Click Next

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

Miscellaneous:

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.

Certificate of Service Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay, [10] Notice of Hearing filed by Creditor Morning 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:

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

Certificate of Service Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay, [10] Notice of Hearing filed by Creditor Morning 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.

Have you redacted?

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****

An Amended Motion or Amended Application completely replaces the original Motion or Application being amended.

If the original Motion/Application (PDF) included attachments/exhibits, the Amended Motion/Application must also include the attachments/exhibits.

Selecting Amended Motion or Amended Application will allow you to refer to the motion or application being amended.

There is no fee when you correctly 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 Amended Motions and Amended Applications.

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 the 'File a Motion' interface. At the top, there is a 'Case Number' field containing '16-10020' and a 'Find This Case' button. Below this are 'Next' and 'Clear' buttons.

Click **Next**

Select **Amended Application** or **Amended Motion** from the list.

The screenshot shows the 'File a Motion' interface for case 16-10020 Mr. Debtor and Mrs. Debtor. It displays case details: Type: bk, Chapter: 7 v, Office: 3 (Baton Rouge), Assets: n, Case Flag: MEANSNO. Below is a search bar with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' A list of 'Available Events' is shown, with 'Amended Motion' selected. A 'Selected Events' list on the right contains 'Amended Motion'. 'Next' and 'Clear' buttons are at the bottom.

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.

The screenshot shows the 'File a Motion' interface for case 16-10020 Mr. Debtor and Mrs. Debtor. It displays case details: Type: bk, Chapter: 7 v, Office: 3 (Baton Rouge), Assets: n, Case Flag: MEANSNO. Below is a checkbox labeled 'Joint filing with other attorney(s)'. 'Next' and 'Clear' buttons are at the bottom.

Click **Next**

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

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

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

Select the Party:

Debtor, Mr. [Debtor]	Add/Create New Party
Debtor, Mrs. [Consolidated debtor]	
Morning Call Coffee Stand, [Creditor]	
Murray, Dwayne M. [Trustee]	
U. S. Trustee, [U.S. Trustee]	

Click **Next**

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

File a Motion:

16-10020 Mr. Debtor and Mrs. Debtor

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

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**

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 next to the Motion or Application being amended.

****This is a very important step.** Failure to check the box next to the event will result in the amended motion not appearing on the court's calendar.**

File a Motion:

16-10020 Mr. Debtor and Mrs. 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:

- 05/02/2016 9 Motion for Relief from Stay *With Exhibis*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)

Next

Clear

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:

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.

Amended Motion for Relief From Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand
RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay. (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. Remember the Certificate of Service **MUST** be filed separately.

File a Motion:

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

Amended Motion for Relief From Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand RE: related document(s)[9] Motion for Relief From Stay filed by Creditor Morning Call Coffee Stand, Motion for Relief from Co-Debtor Stay. (Mason, Perry)

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 ANSWER/RESPONSE/OBJECTION

Your PDF should consist of the following:

The Answer/Response/Objection signed and dated, along with attachments or exhibits.

****NOTE****

If you are filing an Objection to the Confirmation of a Plan, go to Bankruptcy Events and click Plan/Objection to Confirmation. **DO NOT** file an Objection to the Confirmation of a Plan under Answer/Objection/Response.

The Motion that you are answering has likely been set for a hearing date. You **MUST** enter that hearing date when filing your Answer/Response/Objection.

If you do not know the hearing date, time or location, you can find it through PACER or by contacting the court.

If you fail to enter the hearing date, time, and location, your Answer/Response/Objection will not appear on the court's calendar and the case will not be called.

Your Answer/Response/Objection must be filed eight days prior to the hearing date, unless an Order has granted a Motion for Leave to File a Late Objection.

DO NOT include or attach the Certificate of Service with your Answer/Response/Objection.

The Certificate of Service **MUST** be file separately.

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

Below Bankruptcy Events, click **Answer/Objection/Response**.

Answer/Response screen. Select **Reference an Existing Motion/Answer**.

Answer/Response

[Reference an Existing motion/application](#)
[Other Answers](#)

File an Answer to a Motion screen. Enter the bankruptcy case number.

File an answer to a motion

Case Number
16-10020 Find This Case
Next Clear

Click **Next**

Select **Objection, Reply, or Response**.

File an answer to a motion

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Available Events (click to select an event)
Objection
Objection to Exparte Motion
Objection to Professional Fees
Reply
Response
Selected Event
Objection
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 an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. Select the **Party** you are representing. If you do not see the party you represent, click on **Add/Create New Party**. **** (Refer to page 86)****

File an answer to a motion:

16-10020 Mr. Debtor and Mrs. Debtor

Select the Party:

Debtor, Mr. [Debtor]	Add/Create New Party
Debtor, Mrs. [Consolidated debtor]	
Morning Call Coffee Stand, [Creditor]	
Murray, Dwayne M. [Trustee]	
U. S. Trustee, [U.S. Trustee]	

Click **Next**

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

File an answer to a motion:

16-10020 Mr. Debtor and Mrs. Debtor

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. **DO NOT** leave any blanks. Enter the following information: **Hearing Date, Hearing Time, Hearing Location.** **If you are not sure of the hearing date, you can confirm the date through PACER or by contacting the court.**

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

No previous calendar event was found - Please enter a new one below
Hearing Date: Hearing Time:

Location:

Click **Next**

You **MUST** also check the **Refer to existing event(s)** box. Your Answer/Response/Objection will **NOT** appear on the court's calendar if not correctly linked.

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Refer to existing event(s)?

Click **Next**

Select the category to which your event relates screen. You **MUST** select an event. If you are objecting to a motion, you would select **Motion**. Leave the filed date, and document number boxes blank.

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Select the category to which your event relates.

Filed to

Documents to

Click **Next**

By previously selecting the motion category, **all** pending motions filed in the case will appear. **Check** the box next to the specific motion you are responding to.

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

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

- 05/02/2016 9 Motion for Relief from Stay *With Exhibits*. Fee Amount \$176., Motion for Relief from Co-Debtor Stay Filed by Perry Mason on behalf of Morning Call Coffee Stand. (Mason, Perry)

Next

Clear

Click Next

Docket Text: Modify as Appropriate screen. You will need to modify the text to include the pleading you are responding to, as shown below.

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Docket Text: Modify as Appropriate.

Objection to Motion for Relief from Stay Filed by Mr. Debtor , Mrs. Debtor (related document(s)[9]). Hearing scheduled 10/31/2016 at 09:00 AM at 707 Florida St., Rm. 222. (Mason, Perry)

Next

Clear

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.

File an answer to a motion:

[16-10020 Mr. Debtor and Mrs. Debtor](#)

Docket Text: Final Text

Objection to *Motion for Relief from Stay* Filed by Mr. Debtor, Mrs. Debtor (related document(s)[9]). Hearing scheduled 10/31/2016 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.

Have you redacted?

Next

Clear

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. Remember, a Certificate of Service is required and **MUST** be filed separately.

Print this screen for your records

SUBMISSION OF ORDERS AND JUDGMENTS

****NOTE****

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

Orders **MUST** be e-mailed to the court. This should be done immediately following the filing of your Motion or Application.

The procedure for submitting Orders and Judgments can be found in the Administrative Procedures, located on the Bankruptcy Court's website.

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

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.