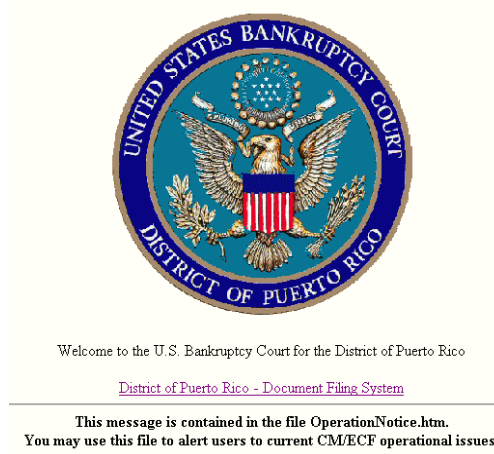


Accessing CM/ECF

Attorneys and external users can access CM/ECF by accessing our web page through the Internet.

STEP 1

- Open your internet browser and type in the address window:
- <https://ecf.prb.uscourts.gov>
- The official USBC, District of Puerto Rico - Document Filing Screen displays. **(See below)**



- Click on:

[District of Puerto Rico - Document Filing System](#)

STEP 2

Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

- Enter your Login, Password and Client Code in the appropriate fields.
- Click on **Login**

Your **Login** and **Password** fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%). The **client code** field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the **[Clear]** button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at <http://pacer.psc.uscourts.gov/>

STEP 3

The **CM/ECF MAIN MENU** screen is pictured below.

Access to the various menus is provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain your account.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.



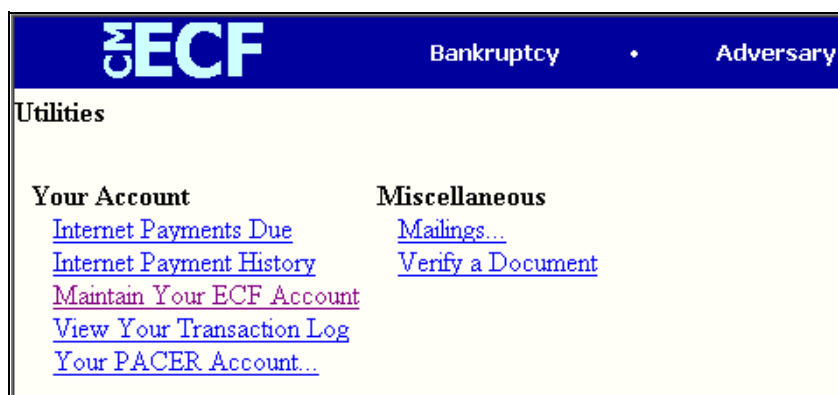
Maintain User Accounts

Once in CM/ECF you will be able to access your account information through the **Utilities** menu. Using this option, users can update their name, mailing and E-mail addresses, phone and fax numbers, passwords, generate user reports, etc. Users can therefore control the accuracy of their own information in a timely manner.

This section explains how you can update:

- user name, address and other party data
- E-mail information
- electronic noticing preferences
- user login and passwords

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the **Your Account** sub-menu.



STEP 2

Click on **Maintain Your ECF Account**. Your user account screen will appear displaying your current account information.

(See below)

- Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- Click on the **Utilities** menu and then go to **Maintain Your ECF Account** again to go over the **[Email information...]** and **[More user information]** buttons.

Note: These buttons located in the bottom of the screen, provide further screens to modify your user profile. The following pages will explain these features in more detail.

- Click on the **[E-Mail Information...]** button which presents options for control of your electronic notification on each court’s CM/ECF system.

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. “All activity” includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the **E-Mail Information...** and **More User Information...** screens is explained below:

<p>Email information... button</p>	<p>Allows you to specify how you want to be notified of CM/ECF filings, and the email address at which you want to receive notification. You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded.</p>
<p>Primary e-mail address</p>	<p>Specify the complete address.</p>
<p>Send the notices specified below</p>	<p>Select one or both options.</p>
<p>Send a notice for each filing</p>	<p>Check one or both options: in cases in which I am involved in these additional cases</p>
<p>Send a Daily Summary Report</p>	<p>Check the box if you want a daily summary report.</p>
<p>Format notices</p>	<p>Select one of the two email formats: "HTML format" or "text format for other e-mail service".</p>

- Click on the **[More User Information...]** button which presents options for control of your personal settings. Each section is explained below:

<p>More user information... button</p>	<p>Allows you to change your login name or password. It also shows the user group(s) in which you are a member (groups affect what menu items and data you see). You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded.</p>
<p>Login</p>	<p>You may change your login.</p>
<p>Password</p>	<p>When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.</p>
<p>Groups</p>	<p>This shows the group(s) to which you belong. Group membership determines which functions you may use.</p>

STEP 3 Click on the **Utilities** menu and then go to the **View your transaction log** hyperlink under **Your Account**.

This will display details of all your transactions (docketing) in CM/ECF on or between the dates you specify. This option may be useful in researching case filings, dates, case numbers, times and document type are tracked. Your transaction activity is not accessible to other users besides yourself except for court systems staff.

- Enter the date selection criteria for your report and click on **[Submit]** to display your transaction log. **(See below)**

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout			
Transaction Log			
Report Period: 01/01/1996 - 03/03/2005			
Id	Date	Case Number	Text
16812	02/23/2005 10:30:56		Opened New BK Case
16815	02/23/2005 11:00:11		Opened New BK Case
16816	02/23/2005 11:24:11	3-05-bk-0	Chapter 13 Plan dated <I>2/25/05</I> filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)
16817	02/23/2005 16:12:16	3-05-bk-0	Motion for Reconsideration <I>(10 day objection language</I>)Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Pizarro Ruano, Mari]
16827	02/24/2005 12:13:58	3-05-bk-0	Motion submitting document(s). filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)
16846	02/26/2005 20:18:40		Opened New BK Case

STEP 4 Click on the **Utilities** menu. Under **Miscellaneous** you will find options for controlling your electronic notification on each court’s CM/ECF system.

- For example: If you click on the **Mailings...** hyperlink you will find:

Creditor Mailing Matrix: Displays creditor names/addresses for a single case, either in single-column label format, or as delimited data fields. May be limited to one or more special mailing groups.

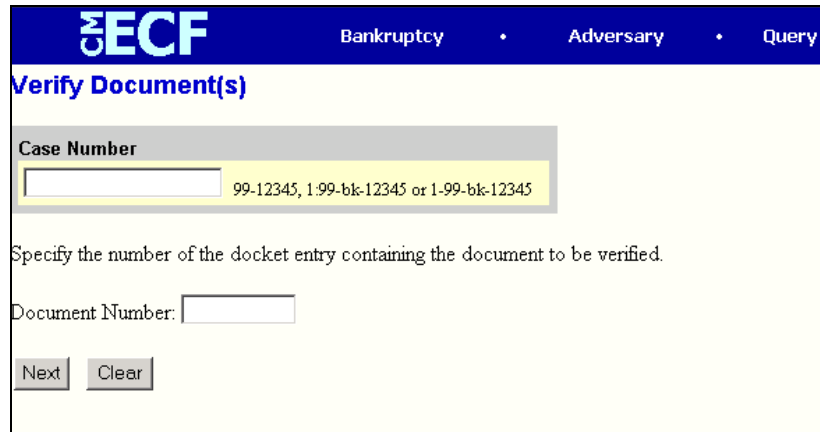
Mailing Info for a Case: For a single case, displays a list of those who receive e-mail notices and those who require manual noticing.

Mailing Labels by Case: Displays name/address data in label format for a single case.

Mailing Labels by Recipient Type: Displays name/address data for a category of people in label format .

STEP 5 Click on the **Utilities** menu and then go to the **Verify a Document** hyperlink under **Miscellaneous**.

- Enter the case and document number of the document you want to verify and click **[Next]** on the screen below:



The screenshot shows the CM/ECF web interface. At the top, there is a blue navigation bar with the 'ECF' logo on the left and 'Bankruptcy', 'Adversary', and 'Query' links on the right. Below the navigation bar, the page title is 'Verify Document(s)'. The main content area has a light yellow background. It features a 'Case Number' label above a text input field. To the right of the input field, there is a small grey box containing the text '99-12345, 1:99-bk-12345 or 1:99-bk-12345'. Below the input field, there is a text instruction: 'Specify the number of the docket entry containing the document to be verified.' Underneath this instruction is a 'Document Number:' label followed by another text input field. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

- If the case and document numbers are valid, you will be able to view the case docket, the PDF, the file size, the document No., etc.

Bankruptcy Case Opening

The case is a chapter 13, joint debtor.

This section shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF.

Note: If your bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in this module, nor to upload the creditor matrix. This will be auto-uploaded by the bankruptcy program into CM/ECF. Check with your petition software company to find out if the case upload feature is available.

Note: Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports. This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password. You can access this court's cm/ecf site by going to <https://ecf.prb.uscourts.gov>.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

- Click the Open a BK Case hypertext link.

STEP 3 The **Case Data** screen displays. **(See below)**

The screenshot shows the 'Open New Bankruptcy Case' screen in the CM/ECF system. The header is blue with the CM/ECF logo on the left and 'Bankruptcy' and 'Adversary' links on the right. The main content area is light gray and contains the following fields:

- Case type: bk
- Date filed: 3/3/2005
- Chapter: 13
- Joint Petition: n
- Deficiencies: n

At the bottom of the form are two buttons: 'Next' and 'Clear'.

Note: The current date is displayed in the Date Filed box. This date cannot be changed. The file date of the petition will be the current date.

- Click the down arrow – to reveal the list of available **Chapter** options. Click to select the appropriate Chapter.
- Click the down arrow to reveal the list of **Joint Filing** options. (The system defaults to '**n**' for no - meaning this is not a joint filing.) Accept the default, or click to select '**y**' to indicate that the filing includes more than one debtor.
- The **Case Type** defaults to **bk**. This is the only option. No action is necessary.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open New Bankruptcy Case". The main content area is white and contains a search form. The form has a label "Search for a party" followed by two input fields: "SSN" and "Tax Id". Below these is a larger input field for "Last/Business name". At the bottom of the form are two buttons: "Search" and "Clear".

- Click **[Next]** to continue.

STEP 4 The **Search for a Party** screen displays. **(See below)**

- The database must always be searched to see if the debtor(s) exist before a new party can be added.
- Type the Social Security Number (in the 111-22-3333 format), Tax Identification Number and/or Last Name or Business Name.
- Click **[Search]** to continue.
- If the system does not locate the party in the database, a message will be displayed: **No Person Found**.
- Click **[Create new party]** to add the debtor into the system and proceed to create a new party (STEP 5).

- If the system **does** locate the party in the database, a **Party search results** screen will display. **(See Below)**

The screenshot shows the 'Party search results' interface. At the top, there's a search bar with fields for 'SSN' and 'Tax Id', and a 'Last/Business name' field. Below the search bar are 'Search' and 'Clear' buttons. The search results are listed in a scrollable area, with 'PEREZ ACOSTA, MILLIE' selected. At the bottom, there are two buttons: 'Select name from list' and 'Create new party'.

- Click the down arrow – to reveal the entire list of search results. Highlight the debtor name. Click **[Select name from list]**.

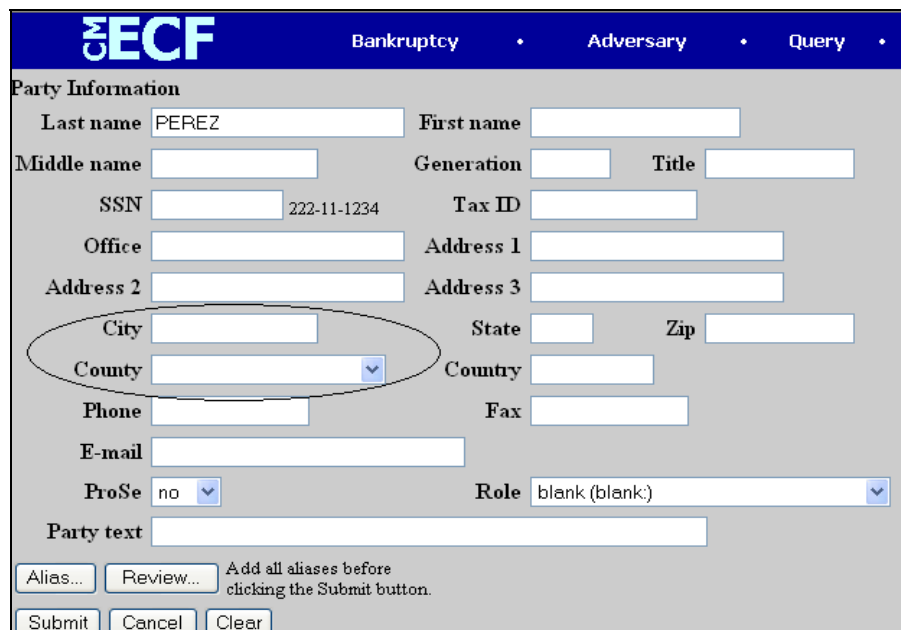
HINT: If you are not sure if one of the parties shown is the debtor you are searching, highlight the name and click **[Select name from list]**. You will be able to verify the social security number, and edit the address if required. However, if it is not the correct party, click the browser **[Back]** button, then click **[Create new party]**.

- The **Party Information** screen displays. **(See below)**

The screenshot shows the 'Party Information' form for 'MILLIE PEREZ ACOSTA'. The SSN is 'xxx-xx-6789'. The address fields are: Office (empty), Address 1 (PO BOX 44), Address 2 (empty), Address 3 (empty). City is 'GURABO', State is 'PR', Zip is '00250'. County is 'Gurabo', Country is (empty). Phone and Fax fields are empty. E-mail is (empty). ProSe is set to 'no'. Role is 'Debtor (db:pty)'. At the bottom, there are buttons for 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note says 'Add all aliases before clicking the Submit button.'

- Fill in the party role and pro se fields, and enter party text, if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) To change address information just for this case for a party already in the database, type over the existing address information.
- To add aliases please go to **STEP 6**.

STEP 5 Create New Party. If the party you are looking for is not in the system you must go to and complete the following screen:



The screenshot shows a web form titled "Party Information" with a blue header containing the ECF logo and navigation links for "Bankruptcy", "Adversary", and "Query". The form fields are as follows:

- Last name: PEREZ
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Title: [empty]
- SSN: 222-11-1234
- Tax ID: [empty]
- Office: [empty]
- Address 1: [empty]
- Address 2: [empty]
- Address 3: [empty]
- City: [empty]
- State: [empty]
- Zip: [empty]
- County: [dropdown menu]
- Country: [empty]
- Phone: [empty]
- Fax: [empty]
- E-mail: [empty]
- ProSe: no
- Role: blank (blank)
- Party text: [empty]

At the bottom of the form, there are buttons for "Alias...", "Review...", "Submit", "Cancel", and "Clear". A note states: "Add all aliases before clicking the Submit button."

As shown on the petition, enter the following information:

- Debtor's **Last name**.
- If the debtor is a business, enter the full business name in the **Last Name** field.
- Debtor's **First name**.
- Debtor's **Middle name**.
- Debtor's **Generation**, if applicable (Jr., Sr., III, II, etc.)
- Debtor's **Title**, if applicable (MD, PHD, etc.)
- **SSN** (Social Security Number), or **Tax ID** (if the debtor is a business).
- The **Office** box may be used to indicate the office name of a business debtor. (This field is used infrequently.)
- Use **Address 1** and **Address 2** lines only to type the debtor's mailing address as shown on the petition.

- Type **City, County, State** and **Zip** information.

Note: It is not necessary to enter a country name, unless the country of the debtor’s residence is not the United States.

- Click the down arrow – to reveal the list of **County** options. Click to highlight the county shown on the petition. You must include **County**. For **Puerto Rico County** means **City**. For example: when the city is San Juan, the county is San Juan.

HINT: Type the first letter of the county name for a faster search.

- **Phone, Fax** and **E-Mail** information of the debtor is optional.
- The **ProSe** box automatically defaults to **‘n’** for no, meaning that the debtor *is not* representing himself. You will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- The **Role** defaults to “blank”. Click the down arrow to reveal the list of role type options and select debtor and select the **Role** type of Debtor.
- The **Party Text** box can be used to add additional descriptive nature to the debtor’s name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.

STEP 6 Adding Aliases

- If this debtor has any aliases, click **[Alias]** to enter the alias information. The Alias screen displays as shown below:

	Last/Business name	First name	Middle name	Generation	Role
1	PEREZ	ACOSTA	CARMEN		aka
2					aka
3					dba
4					fdba
5					fka
					hwi
					pdba
					pka
					ta
					wwi

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information

- Click the down arrow to reveal the list of options in the **Role** category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as.)
- Click to select the appropriate **Role** type for each alias entered.
- Click **[Add aliases]** to submit.
- If you make a mistake during the addition of aliases, click **[Clear]** to begin again.
- If you have more than five aliases to add for this debtor, click **[Add aliases]**

to add the first five. Then click **[Alias]** again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

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

- Verify the debtor information shown. Once all debtor and alias information has been added, click **[Review]** to review the alias information for this debtor.
- You will see the aliases that have been added.

Note: This is where you must delete an incorrectly entered Alias. An alias cannot be edited. If there is anything incorrect about the alias entry, delete it here by clicking **[Clear]** to remove all checked aliases. Then select **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.

- You will note that in the **Attorney(s) added:** section this message **None added** will display. CM/ECF knows who you are, based upon your attorney login, and will add you as the attorney for the debtor.
- Click **[Return to Party screen]** to continue.
- When all the information is correct, click **[Submit]** to continue.

STEP 8 The **Search for a Party** screen displays again.

- Click **[End party selection]**.
- If **'y** for **Joint** was selected on the **Case Data** screen, the Joint Debtor screen will display. Repeat **Steps 4 through 7** for the Joint Debtor.

Note: If this is a joint filing but was not indicated as such, or if this was inadvertently marked as a joint filing and there is no joint debtor,

return to Step 1 and begin again.

- Once the Joint Debtor has been added to the case, proceed to **Step 9**.
- If you indicated the filing was not joint, proceed to **Step 9**.

The screenshot shows the 'Open New Bankruptcy Case' form in the ECF system. The form is titled 'Open New Bankruptcy Case' and has a blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. The form contains several sections for inputting case information:

- Type of debtor:** A row of checkboxes for 'Individual' (checked), 'Corporation', 'Partnership', 'Clearing Bank', 'Railroad', 'Stockbroker', 'Commodity Broker', and 'Other'.
- Fee status:** A dropdown menu set to 'Paid'.
- Nature of debt:** A dropdown menu set to 'consumer'.
- Voluntary:** A dropdown menu set to 'Voluntary'.
- Origin:** A dropdown menu set to 'Original'.
- Date split/transfer:** An empty text input field.
- Asset notice:** A dropdown menu set to 'Yes'.
- Estimated number of creditors:** A dropdown menu set to '1-15'.
- Estimated assets:** A dropdown menu set to '\$0-\$50,000'.
- Estimated debts:** A dropdown menu set to '\$0-\$50,000'.

At the bottom of the form are two buttons: 'Next' and 'Clear'.

STEP 9 The **Statistical Data** screen displays. (See below)

- Enter the statistical case information for the case you are opening. This information comes from the bankruptcy petition.
- Check the appropriate type of debtor by clicking in the box, putting a check mark in all types that apply.
- Use the down arrows to the right of the "list boxes" to display the choices you can select from. For other fields, type the information into the box.
- When all options are correctly selected, click **[Next]** to continue.

- STEP 10** The **PDF Document Selection** screen displays. (For instructions on how to create Adobe PDF files from other word processing applications please go to <http://www.adobe.com/epaper/tips/pdfapps/main.html>)

CM/ECF Bankruptcy • Adversary

Open New Bankruptcy Case

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

Filename

Attachments to Document: No Yes

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. Your petition should be filed as one document without attachments.

Note: If you wish to view the image before associating it with the docket entry, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- Click **[Next]** to continue

STEP 11 Indicate whether the petition has schedules, statements of financial affairs and/or statement of financial compensation. Click **[Next]** to continue

STEP 12 The **Receipt** screen displays.

- **Leave the Receipt Field in blank.** This indicates that the filing fee for the petition will be paid through the attorney's credit card.
- Click **[Next]** to continue.

STEP 13 The **Final Docket Text** screen displays. (See below)

ECF Bankruptcy • Adversary • Query • Reports • Ut

Open New Bankruptcy Case

Docket Text: Final Text

Voluntary petition under chapter 13 With Schedules, With Statement of financial affairs, Attorney Statement of Compensation \$700.00 (Filing fee: \$ 194, Receipt # .). Filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA, CLETO PEREZ CASTRO (Pizarro Ruano, Mari)

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

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct:
Click **[Next]** to continue and officially submit this document.
- If the Final Docket Text is incorrect:
Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort or restart the transaction, return to **Step 1** and begin again.

STEP 14 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- A hypertext link for the [Notice of Bankruptcy Case Filing](#) appears at the top of the notice. Clicking on this hypertext link reveals a notice summarizing the pertinent details and participants of this case. (See screen on next page)

Notice of Bankruptcy Case Filing Screen

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open New Bankruptcy Case

U.S. Bankruptcy Court
District of Puerto Rico ^ TEST ^

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Pizarro Ruano, Mari entered on 3/3/2005 at 10:46 PM CST and filed on 3/3/2005
Case Name: MILLIE PEREZ ACOSTA and CLETO PEREZ CASTRO
Case Number:
Document Number: 1

Docket Text:
Voluntary petition under chapter 13 With Schedules, With Statement of financial affairs, Attorney Statement of Compensation \$700.00 (Filing fee: \$ 194). Filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA, CLETO PEREZ CASTRO (Pizarro Ruano, Mari)

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

Document description: Main Document

Note: Proceed next to upload the creditors. See module: *Uploading a Creditor Matrix* for more information.

Note: You will receive a [Judge/Trustee Assignment](#) on your notice of electronic filing. This assignment will run automatically each night.

Attachments to Documents

- STEP 1** Scan the attachment(s) and convert to *PDF* format. (See Attachment: Converting Scanned Documents to PDF Format Using Adobe Acrobat Software for additional information.) If there are multiple exhibits to attach to a single document, they may be scanned separately or as one attachment.
- STEP 2** During the docketing process, the **PDF Document Selection** screen displays. (See below)

 No Yes'. At the bottom, there are 'Next' and 'Clear' buttons."/>

ECF Bankruptcy • Adversary

Open New Bankruptcy Case

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

Filename

Attachments to Document: No Yes

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located for the main document. Double-click the PDF file to select it.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The **Attachments to Document** radio button defaults to **No**. Click to select **Yes**. Click **[Next]** to continue.

- STEP 3** The **Attachments to Document** screen displays. **(See below)**. This is a three part screen and requires three steps to complete it.

The screenshot shows the ECF interface for opening a new bankruptcy case. The header includes the ECF logo and navigation links for 'Bankruptcy' and 'Adversary'. The main heading is 'Open New Bankruptcy Case'. Below this, the instruction reads 'Select one or more attachments.' followed by three numbered steps:

- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
- 2) Select a document type and/or enter a description.
Type
Description
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

- Enter the pdf document that contains the attachment on **1)**. Type in the file name of the PDF document containing the attachment you are filing; or click on the button to search your network and select from those files. If your filing has more attachments, first continue labeling this attachment following the instructions below.
 - Select a document type and/or enter a description at **2)**. If you press the down arrow to the right of the **Type** box , you see a list of available attachment types. Select the one you want by highlighting it.
 - Under description type a short description of your attachment.
 - Add the filename to the list at **3)**. Add the attachment you have entered to this list by clicking the **[Add to List]** button. If you have made a mistake, highlight the mistaken attachment and click the **[Remove from List]** button.
 - If you have more attachments, go back to Step 1. Continue until all your attachments are on this list. Click *Next* to continue.
 - Proceed to docket the remainder of the event as usual.

Uploading a Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a *.txt* file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.) A creditor matrix will be uploaded for each case immediately following the electronic case opening. The process of uploading a list of creditors into the CM/ECF system is illustrated below.

Format rules are available at:

http://pacer.psc.uscourts.gov/cmecf/bc/library/format_rules.html

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Bankruptcy Events** screen displays.— Click the [Creditor Maintenance](#) hypertext link.
- STEP 3** Go to the [Upload a creditor matrix file](#) hypertext link.
- STEP 4** Enter the case number in yy-nnnnn format including the dash.— Click the **[Next]** button to continue.
- STEP 5** The **Load Creditor Information** screen displays.— Verify the case number displayed.— If the case number is incorrect, click the **[Back]** button to re-enter the case number. **(See below)**

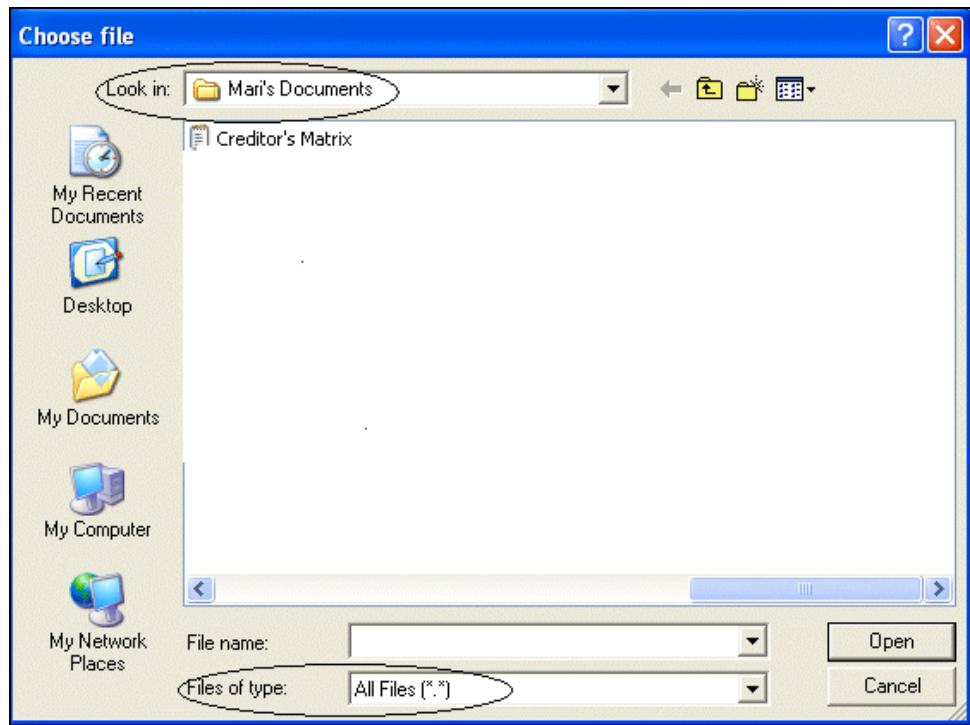
Note: If the system prompts that you have entered an invalid case

The screenshot shows the 'Load Creditor Information' screen in the CM/ECF system. The header is blue with the CM/ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. The main content area is grey and contains the title 'Load Creditor Information'. Below the title, the case number '05-00000' is displayed. A text input field is labeled 'Enter name of file and click on Next' with an example 'c:\creditor.scn'. To the right of the input field is a 'Browse...' button. Below the input field are 'Next' and 'Clear' buttons.

number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Use **[Browse]** to navigate to the appropriate folder and select the creditor matrix file or write the full path and file name of the creditor's matrix to be loaded in the space provided.

- Change **Files of type:** to *All Files (*.*)*. See below.



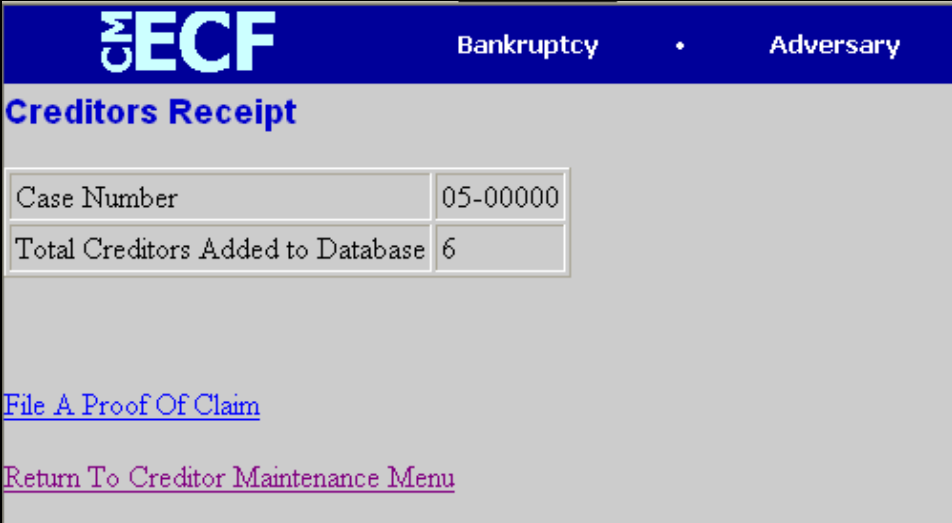
- Click in the **Look In** box, and select the appropriate drive name.
- Choose the correct folder /filename to open the folder and the matrix.

Note: For quality assurance, with the matrix filename highlighted, you may right click and select **Open** on the drop down menu. This will allow you to view and verify the matrix file chosen as correct.

- Close the matrix by clicking the “**X**” in the upper right-hand corner.— If changes were made, choose **Yes** when prompted “Do you want to save changes?”
- Click the [**Open**] button in the **Load Creditor Information** screen to associate the matrix file to the bankruptcy case and then click [**Next**] to continue.

- STEP 6** The **Total Creditors Entered** screen displays. The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition.
- If the Total Creditors Entered amount is correct, click [**Submit**] to finalize the transfer of creditors; — If the creditor total is incorrect, return to **Step 1** to begin again.

- STEP 7** The **Creditor Receipt** screen displays. The case number and total number of creditors added to the database are confirmed. (See below)



ECF		Bankruptcy	•	Adversary
Creditors Receipt				
Case Number	05-00000			
Total Creditors Added to Database	6			
File A Proof Of Claim				
Return To Creditor Maintenance Menu				

- On the Creditors Receipt screen, select File a Proof of Claim to add, edit, or delete claim information for any creditor in the case.
- Click the [Return to Creditor Maintenance Menu](#) hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat the process for each additional creditor matrix.

Filing of Events: Plan

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Bankruptcy Events** screen displays. Click the [Plan](#) hypertext link.
- STEP 3** The **Case Number** screen displays (**below**). Type the case number in yy-nnnnn format including the dash.— Click **[Next]** to continue.

- STEP 4** The Document Selection screen displays. (See below)

- Use the down arrow – to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight **Chapter 13 Plan**.
- Click **[Next]** to continue.

STEP 5 Select the Party screen (**See below**). Select the party represented from the list. If the party is not listed, select "Add/Create New Party." (For certain types of filings, you may also have the option of selecting a group of parties

rather than individual s.)

The screenshot shows the 'File a Plan' interface for 'MILLIE PEREZ ACOSTA'. The header includes 'ECF' and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. The main heading is 'File a Plan: MILLIE PEREZ ACOSTA'. Below this, the instruction 'Select the Party:' is followed by a dropdown menu. The dropdown menu is open, showing 'PEREZ ACOSTA, MILLIE [Debtor]' as the selected option and 'Pujals, Nancy [U.S. Trustee]' as another option. To the right of the dropdown is a link labeled 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select **Open** to view the image in Adobe Acrobat.

- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- Click **[Next]** to continue.

STEP 7

The Docket Text

The screenshot shows the 'File a Plan' interface for 'MILLIE PEREZ ACOSTA'. The 'Docket Text' section contains a highlighted entry: 'Chapter 13 Plan dated [] filed by Mari Pizarro Ruano ACOSTA (Pizarro Ruano, Mari)'. The interface includes 'Next' and 'Clear' buttons at the bottom.

Next screen displays. (See below)

- Verify the accuracy of the Final Docket Text and fill in the blank— Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. Verify the Final Docket Text. Read the warning message.

- If the Final Docket Text is correct: Click **[Next]** to continue and officially submit the document.
- If The Final Docket Text is incorrect: Click the browser **[Back]** button to find the error(s) and then proceed with the event.
- To abort or restart the transaction, return to **Step 1** and begin.

M ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Plan:
[MILLIE PEREZ ACOSTA](#)

Docket Text: Final Text
Chapter 13 Plan dated 1/17/05. filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)

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

STEP 9 The **Notice of Electronic Filing** displays. (See below)

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

The screenshot shows the CM/ECF interface. At the top, there is a blue header with the CM/ECF logo and navigation links for Bankruptcy, Adversary, and Query. Below the header, the text reads: "File a Plan: MILLIE PEREZ ACOSTA". The court information is "U.S. Bankruptcy Court District of Puerto Rico * TEST *". The main heading is "Notice of Electronic Filing". The body text states: "The following transaction was received from Pizarro Ruano, Mari entered on 2/26/2005 at 9:15 PM CS". It lists the case details: "Case Name: MILLIE PEREZ ACOSTA", "Case Number:", and "Document Number: 5".

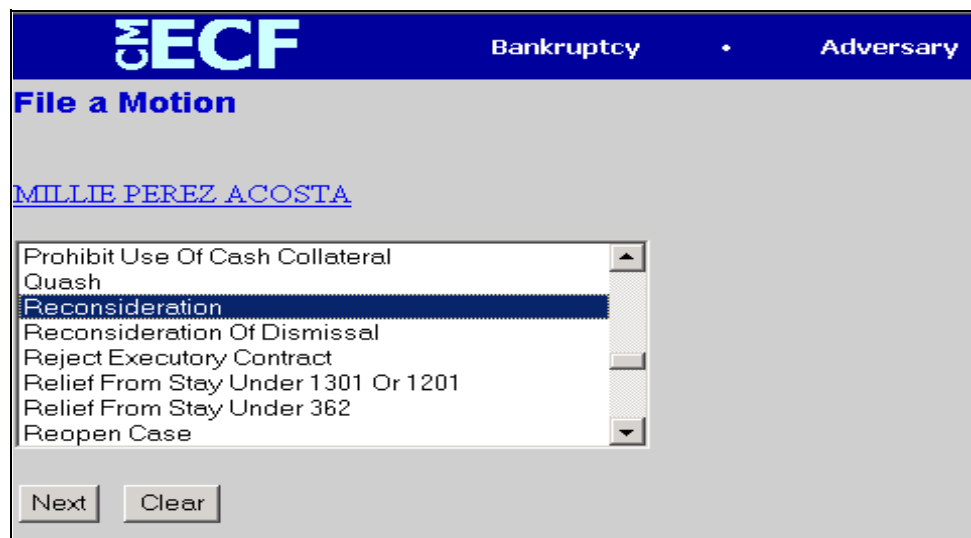
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**; You may also save the notice through the browser **File/Save** option.

Filing of Events: Motion for Reconsideration

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion requesting a reconsideration

Motion for Reconsideration (Motions/Applications)

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Bankruptcy Events** screen displays.—Click the Motions/Applications hypertext link.
- STEP 3** The **Case Number** screen displays.—Enter the case number, including the hyphen, in yy-nnnnn format.—Click **[Next]** to continue.
- STEP 4** The **File a Motion** screen displays.



The screenshot shows the 'File a Motion' interface in the CM/ECF system. At the top, there is a blue header with the 'ECF' logo on the left, 'Bankruptcy' in the center, and 'Adversary' on the right. Below the header, the title 'File a Motion' is displayed in blue. Underneath, the case name 'MILLIE PEREZ ACOSTA' is shown in blue. A dropdown menu is open, listing various motion types: 'Prohibit Use Of Cash Collateral', 'Quash', 'Reconsideration' (which is highlighted in blue), 'Reconsideration Of Dismissal', 'Reject Executory Contract', 'Relief From Stay Under 1301 Or 1201', 'Relief From Stay Under 362', and 'Reopen Case'. At the bottom of the dropdown menu, there are 'Next' and 'Clear' buttons.


- Verify the case name that is displayed. If the case name is incorrect, click the browser **[Back]** button to re-enter the case number. —If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- Click the down arrow to reveal the list of motions. Highlight **Reconsideration** and then click **[Next]** to continue.

HINT: You may also type the first letter of a relief (in this case 'R'), to immediately move to the list of reliefs that begin with a particular letter.

STEP 5 The **Joint Filing** screen displays. —If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.

- Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays. (See below)



The screenshot shows the ECF interface for filing a motion. The header includes the ECF logo and navigation tabs for 'Bankruptcy' and 'Adversary'. The main heading is 'File a Motion: MILLIE PEREZ ACOSTA'. Below this, the instruction 'Select the Party:' is followed by a dropdown menu. The dropdown menu is currently open, displaying two options: 'PEREZ ACOSTA, MILLIE [Debtor]' and 'Pujals, Nancy [U.S. Trustee]'. To the right of the dropdown is a link labeled 'Add/Create New Party'. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'.

- Click the down arrow to scroll the **Select the Party** box to locate the party filer.

- Click to highlight and select the party for which the document is filed.
- Click **[Next]** to continue

STEP 7 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- Click **[Next]** to continue.

STEP 8 The **Refer to Existing Events** screen displays.—Does this filing refer to an existing document?

- Check the box if you would like to relate this event to an earlier event in this case.

Note: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.]

- If pleading has objection language please enter the appropriate value below and then calculate the due date.—Click **[Next]** to continue.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for 'Bankruptcy', 'Adversary', and 'Query'. Below the header, the page title is 'File a Motion:' followed by the case name 'MILLIE PEREZ ACOSTA'. A red instruction reads: 'If Pleading Has Objection Language, Enter 10, 20, etc.' followed by an empty text input box. Below this, there is a 'Due date:' label and another empty text input box. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

STEP 9 The **Final Docket Text** screen displays. (See Below)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the text reads 'File a Motion: MILLIE PEREZ ACOSTA'. A yellow highlighted section contains the docket text: 'Docket Text: Modify as Appropriate. Motion for Reconsideration (10 day objection language) Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Pizarro Ruano, Mari]'. At the bottom left, there are two buttons: 'Next' and 'Clear'.

STEP 10 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the warning message.—If the Final Docket Text is correct, —Click **[Next]** to continue and officially submit document.

—If the final docket text is incorrect: Click the browser **[Back]** button to find the error(s) and proceed with the event. To abort or restart the transaction, return to **Step 1** and begin again.

STEP 11 The **Notice of Electronic Filing** screen displays. The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document. (**See Below**)

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below the header, the text reads 'File a Motion: MILLIE PEREZ ACOSTA'. The main content area is titled 'U.S. Bankruptcy Court District of Puerto Rico * TEST *'. Below this, it says 'Notice of Electronic Filing'. The text continues: 'The following transaction was received from Pizarro Ruano, Mari entered on 2/23/2005 at 4:12 PM CST and filed on 2/23/2005'. It lists 'Case Name: MILLIE PEREZ ACOSTA', 'Case Number:', and 'Document Number: 3'. At the bottom, it shows 'Docket Text: Motion for Reconsideration (10 day objection language) Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Mari]'.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

To print a copy of this notice click the browser **[Print]** icon. To save a copy of this notice, click **[File]** on the browser menu bar and select Save Frame As.

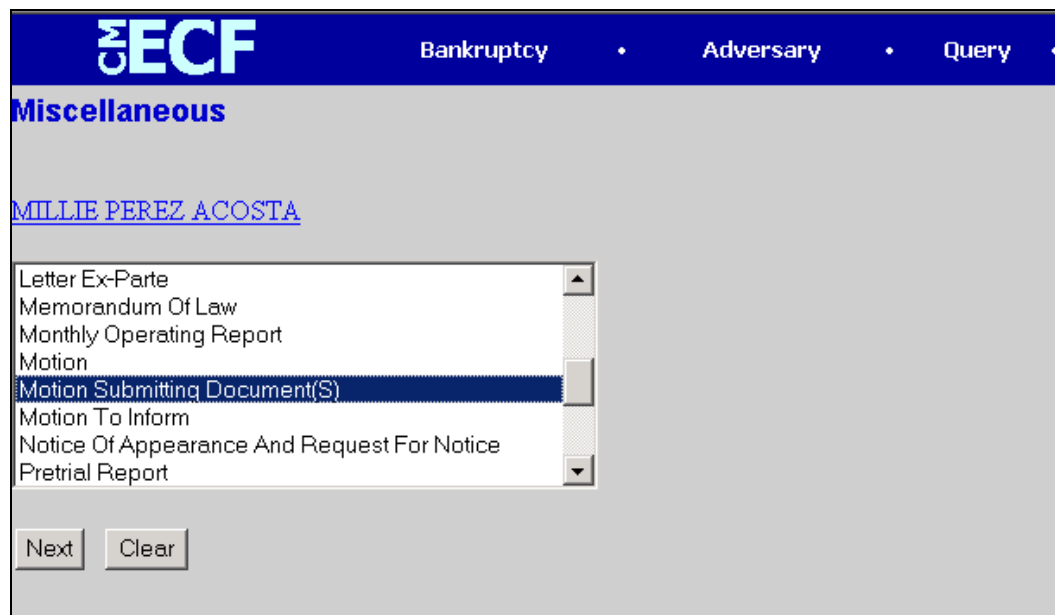
You may also save the notice through the browser **File/Save** option.

Filing of Events: Motion Submitting Documents

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion submitting documents.

Motion Submitting Documents

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.
- STEP 2** The **Bankruptcy Events** screen displays.—Click the Miscellaneous hyperlink.
- STEP 3** The **Case Number** screen displays.—Enter the case number, including the hyphen, in yy-nnnnn format.—Click **[Next]** to continue.
- STEP 4** Select the event (See screen below)
- Click on the type of filing/event you want to docket. Select multiple events by holding down the *Ctrl* key and clicking on the events in the list.



The screenshot shows the CM/ECF Miscellaneous screen. At the top, there is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, and Query. Below the navigation bar, the word "Miscellaneous" is displayed in blue. Underneath, the case name "MILLIE PEREZ ACOSTA" is shown in blue. A dropdown menu is open, listing various event types: Letter Ex-Parte, Memorandum Of Law, Monthly Operating Report, Motion, Motion Submitting Document(S) (which is highlighted in blue), Motion To Inform, Notice Of Appearance And Request For Notice, and Pretrial Report. At the bottom of the screen, there are two buttons: "Next" and "Clear".

- Click the **[Next]** button to continue with the docketing process. Click the **[Clear]** button to clear your selections and reselect the docket events.
- STEP 5** The **Joint Filing** screen displays. —If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
- Click **[Next]** to continue.

- STEP 6** The **Select the Party** screen displays.
- Click the down arrow to scroll the **Select the Party** box to locate the party filer.
 - Click to highlight and select the party for which the document is filed.
 - Click **[Next]** to continue

- STEP 7** The **PDF Document Selection** screen displays.
- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information). Click **[Next]** to continue.

- Step 8** The modify docket text screen is next.
- Review the generated docket text. Add docket text in the space provided, check and then press the **[Next]** button to continue.

ECF Bankruptcy • Adversary • Query • Reports • Utilities

Miscellaneous:
[MILLIE PEREZ ACOSTA](#)

Docket Text: Modify as Appropriate.

Motion submitting document(s): [] . filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)

Next Clear

- STEP 9** The **Final Approval** screen displays.
- Verify the Final Docket Text. Read the warning message.—If the Final Docket Text is correct, —Click **[Next]** to continue and officially submit document. If the final docket text is incorrect: Click the **[Back]** button to find the error(s) and proceed. To abort the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays. The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

To print a copy of this notice click the browser **[Print]** icon. To save a copy of this notice, click **[File]** on the browser menu bar and select Save Frame As. You may also save the notice through the browser **File/Save** option.

Filing of Events: Claims

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. First you must prepare the proof of claim and format it as a PDF document. If the proof of claim amends another, specify it in the from prior to filing it.

- STEP 1** After entering the CM/ECF System, select Bankruptcy on the menu bar. The **Bankruptcy Events** screen displays.
- STEP 2** Click on the **[File Claims]** hyperlink. The **Case Number** screen displays.
- STEP 3** Enter the case number, including the hyphen, in yy-nnnnn format of the case in which you are filing a claim. Do not type the name of a creditor and do not change the Type of creditor field (**see below**).—Click **[Next]** to continue.

- STEP 4** The next screen is shown below. Examine the debtor's name to ensure you have the correct case. If the case is incorrect, click **[Back]** and re-enter the case number. If the case is correct click on the down arrow to reveal the list of creditors, which is derived from the creditor's matrix.

Note: The fact that a creditor's name appears on the list does not mean that the creditor has filed a proof of claim.

Select a Creditor for Claim	
Case 05-0000 : ORLAND RAM	
CITIBANK USA NA-SEARS - PO BOX 71204 SAN JUAN, PR 00936 - 2106579	
CITIBANK USA NA-SEARS - PO BOX 71204 SAN JUAN, PR 00936 - 2106579	
FIRSTBANK-WESTERN AUTO - PO BOX 9146 SAN JUAN, PR 00908-0146 - 2106581	
GE CAPITAL CONSUMER CARD/PEP BOYS - PO BOX 960061 ORLANDO, FL 32896	
ISLAND FINANCE - PO BOX 373 MAYAGUEZ, PR 00681 - 2106583	
ISLAND FINANCE - 998 CALLE SAN ROBERTO SAN JUAN, PR 00946 - 2106589	
ISLAND FINANCE PUERTO RICO INC - BANKRUPTCY DEPARTMENT PO BOX 195	
JC PENNEY - PO BOX 364788 SAN JUAN, PR 00936 - 2106588	
MUEBLERIAS BERRIOS - PO BOX 674 CIDRA, PR 00739 - 2106577	
PEP BOYS - PO BOX 1802 DAYTON, OH 45401-1802 - 2106587	

- STEP 5** Scroll down the list to determine if the creditor for which the proof of claim is to be filed is on the list.
- If the creditor for which you are filling is on the list, click on that name in the drop-down list. Highlight the creditor and click on **[Next]**. Go to **STEP 6**.
 - If the creditor is not on the list click on **[Add Creditor]**. Check the case number, do not type the name of a creditor and do not change the Type of creditor field.—Click **[Next]** to continue.

•
The Add Creditor(s) screen displays. (See below)

- Enter the complete name and address of the creditor.
- Under **[Type]** Select one of the types listed.
- Click *yes or no* depending on whether this creditor is a member of the Creditor Committee.
- Click **[Continue To Enter]** and **[Next]** to add more creditors with this same screen.
- When you have added all the creditors, click **[Last Entry]** and **[Next]** to

get a count of creditors entered.

- The Add Creditor(s) final screen displays. Click **[Submit]** to add creditors.

Proof Of Claim Information For				
1763801 - ASSOCIATES FINANCIAL PO BOX 7559 CAGUAS, PR 00726				
Case Number: 03-00001	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor <input type="text"/>
Last Date To File:	Last Date To File(Govt):	Date Filed: 03/01/2005	Late: No <input type="text"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			

STEP 6 The “Proof of Claim Information for” screen displays. (See below).

- Amount Claimed: Fill in the amounts.
- Amount Allowed: Do NOT fill in these amounts.
- Description: Enter a short description of the claim.
- Remarks: Enter any remarks.

STEP 7 The next screen is the Choose Main PDF File Screen.

- Browse and select the PDF document that is the proof of claim. Add attachments if necessary. This is the last screen before the proof of claim will be filed.
- Click **[Next]** to file the proof of claim. The following and last screen will be the Notice of Electronic Filing Screen.

Reports: Cases Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be broad or quite specific. Some of the features of this report include debtor information, file date, chapter number, case assigned judge, case assigned trustee and asset status.

- STEP 1** Click the Reports hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Reports Menu** screen displays.—Click the Cases hypertext link.
- STEP 3** The **Report Selection Options** screen displays.—Click the Cases hypertext link. (**See below**).

- The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Cases Report.
- The **Case Type** category defaults to 'blank' which means 'all' Case Types will be included in the Cases Report. If you wish to limit the report to a specific Case Type, click the down arrow – to find and select the Case Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on additional Case Type choices.
- The **Trustee** category defaults to 'blank' which means 'all' Trustees will be included in the Cases Report. If you wish to limit the report to a specific Trustees, click the down arrow – to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

- The **Chapter** category defaults to 'blank' which means 'all' Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow – to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.
- There are various ways to limit the results of the Cases Report. Although optional, these fields are:
 - Filed date**; limiting the report to cases filed during a specific period of time.
 - Entered date**; limiting the report to cases entered on the system during a specific period of time.
 - Discharged date**; limiting the report to cases discharged during a specific period of time.
 - Dismissed date**; limiting the report to cases dismissed during a specific period of time.
 - Closed date**; limiting the report to cases closed during a specific period of time.
 - Converted date**; limiting the report to cases converted during a specific period of time.Any combination (or none) of these limiting report options may be chosen.
- The **Open Cases** radio box is automatically checked. If you wish to only see closed cases, un-check the Open Cases radio box and select Closed Cases. Both open and closed cases may be selected.
- Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.
- Click the down arrow – to reveal the list of options in the **Sort By** field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, Trustee and Judge. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.
- When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original default selections and begin again, click **[Clear]**.

STEP 4 The **Cases Report** displays.

- To print a copy of the report, click the browser **[Print]** icon.—To save a copy of the report, click **[File]** on the browser menu bar and select **Save Frame As.**—You may also save the report through the browser **File/Save** option.

Reports: Docket Report

This module demonstrates the steps to take to display or print a Docket Report in CM/ECF.

- STEP 1** Click the Reports hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Report Events** screen displays.—Click the Docket Report hypertext link.
- STEP 3** The **Pacer Login** screen displays. Enter login and password and client code if any.

Note: Once logged into Pacer, you will not be asked again for the Login, Password and Client Code. Any fee-based transactions will automatically billed to the Pacer account. If you wish to change to a different Client Code, or if you wish to change from the Trustee Pacer account to the attorney Pacer account, click Logout on the CM/ECF Main Menu Bar. Then log back into ECF. You will then be presented with a new Pacer login screen when requesting a fee-based transaction.

STEP 4

The Docket Sheet Request screen displays (see below).

The screenshot shows the "Docket Sheet" request form in the CM/ECF system. The form is set against a yellow background and includes the following elements:

- Case number:** A text input field containing "03-01".
- Event Type:** Radio buttons for "Filed" (selected) and "Entered".
- Documents:** Two text input fields for date ranges, with "to" between them.
- Options:** Three checked checkboxes: "Public docket", "Include terminated parties", and "Include links to Notice of Electronic Filing".
- Output Format:** Radio buttons for "HTML" (selected) and "Text".
- Sort by:** A dropdown menu currently showing "Oldest date first".
- Buttons:** "Run Report" and "Clear" buttons at the bottom.


- Enter the case number in yy-nnnnn format including the dash.
- The radio button for the option **Filed** is the default. Leaving this as the default, the Docket Report will be displayed showing the dates documents were *filed*. Changing the default from **Filed** to **Entered**, will result in seeing a Docket Report that will be displayed showing the dates documents were *entered* on the docket. **Filed** is recommended.

- If you want to limit your search to a range of documents, you may do so by entering the document number range in the **Documents** __ to __ field.
- The report defaults to **Include terminated parties**. This is the recommended default.
- If access to the *Notices of Electronic Filing* pertaining to docket entries is needed, click to place a checkmark in the box for the option: Include links to Notice of Electronic Filing.
- Click the down arrow – to reveal the list of **Sort by** options. The system defaults to *Oldest Date First*. The other options is:
Most Recent Date First. Select this option if you wish the docket entries to be presented from newest to oldest.

Note: **To return to the system default for all options, click [Clear].**

- When the selections have been made, click the **[Run the Report]** to continue.

STEP 5 The Docket Report displays. (See below)

 Bankruptcy • Adversary • Query • Reports • Utilities •		
Trustee		
Filing Date	#	Docket Text
01/02/2001	1	VOLUNTARY petition under chapter 7 [Entered: 01/10/01], [DR] SCHEDULES and Statement of Affairs [Entered: 01/10/01], [DR] ATTORNEY Statement of Compensation \$1,100.00 , [DR], ORIGINAL NIBS DOCKET ENTRY #1
01/10/2001	2	NOTICE of 341 meeting on 02/07/01 at 11:00 A.M. at 341 MEETING ROOM, OCHOA BUILDING STREET , FIRST FLOOR, SAN JUAN, PR 00901 [Entered: 01/10/01], [DR] COMPLAINTS Deadline due on 04/09/01 [Entered: 01/10/01], [DR] TRUSTEE Appointment Notice , [DR], ORIGINAL NIBS DOCKET ENTRY #2 (Entered: 01/10/2001)
01/16/2001	3	CERTIFICATE of service Re: Item # 2, [VAP], ORIGINAL NIBS DOCKET ENTRY #3 (Entered: 01/16/2001)
01/24/2001	4	AMENDED schedules Voluntary petition , [EBG], ORIGINAL NIBS DOCKET ENTRY #4 (Entered: 01/24/2001)
01/29/2001	5	NOTICE of appearance of attorney Fernandez Collins & Rivero Vergne for Scotiabank de P.R. , [EBG], DOCKET ENTRY #5 (Entered: 01/30/2001)
02/12/2001	6	TRUSTEE'S report after meeting of creditors: case be closed as no asset. , [EBG], ORIGINAL NIBS DOCKET ENTRY #6 (Entered: 02/12/2001)

- Click the down arrow – to scroll through the entire Docket Report.
- Clicking on a document number hypertext link will provide the *PDF* image of the filed document.
- If there is a related document, clicking the document number of the related document would open the the *PDF* image for the document to which this docket entry is related (linked).
- To print the Docket Report, click the browser **[Print]** icon.
- To save a copy of the Docket Report, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the Docket Report through the browser **File/Save** option.
- If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hypertext link.
- Click the silver ball to view the **Notice of Electronic Filing**.

Query

This module demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, pending motions, and much more.

- STEP 1** Click on the [Query](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2** The **Query Search Clues** screen displays. (**See below**)

The screenshot shows the CM/ECF Query Search Clues interface. The header is blue with the CM/ECF logo and 'Bankruptcy' and 'Adversary' tabs. The main content area is titled 'Query' and contains a 'Search Clues' section. This section has a yellow background and contains the following fields:

- Case Number: (Example: 99-80013)
- Last Name: (Examples: Desoto, Des*t)
- First Name:
- Middle Name:
- SSN:
- Tax ID:
- Type:

At the bottom of the search area are two buttons: 'Run Query' and 'Clear'.

- After identifying the case you want, you will see a menu of the available queries. Query searches can be based upon various pieces of information. The options are: Case Number, last Name, first Name, middle Name, SSN, Tax ID, type (Attorney, Bankruptcy Administrator, Party, Professional, Trustee, U.S. Trustee)
- Enter the information upon which the Query Search should be based.
- Click **[Run Query]** to continue.

Note: To return to the original blank defaults and begin the search again, click **[Clear]**.

- STEP 3** The **Query Results** screen displays. **(See below)**. Notice that for this example we chose to Query using only case number. All items to which you have access are listed.

The screenshot shows the CM/ECF interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. The main content area displays the following information:

03-00001 IVAN PENA RIVERA and LYDIA E RIVERA GUZMAN
 Case type: bk Chapter: 7 Asset: No Vol: v Judge: Enrique S. Lamoutte
 Date filed: 01/02/2003 Date discharged: 04/28/2003
 Date terminated: 04/28/2003 Date of last filing: 05/01/2003

Below this information is a section titled 'Query' with a list of hyperlinks:

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location](#)
- [Case Summary](#)
- [Creditor](#)
- [Claims Register](#)
- [Deadline/Schedule](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents](#)
- [Judge](#)
- [Motions Report](#)
- [Notice of Bankruptcy Case Filing](#)
- [Party](#)
- [Related Transactions](#)
- [Status](#)
- [Trustee](#)

- If the Query Search found more than one case that matched the search criteria, a list of matches will be presented. Click on the hypertext link for the match. The desired case will be presented.
- If the Query Search found only one match, the case will be presented.
- Basic case information is listed at the top of the Query Results screen. This includes the case name, case number, asset status, voluntary or involuntary status, the case file date, the chapter number, and the date of the last docket entry.
- Additional options are:
 - Aliases** - showing any aliases listed for the case.
 - Associated Cases** - showing any associated cases, such as adversary proceedings or jointly administered cases.
 - Attorneys** - showing names, addresses and phone numbers of the case attorneys and the party representation.
 - Case Summary** - provides basic case summary information including debtor social security number, file opening, closing, discharge, dismissal and conversion dates.
 - Creditors** - is a hypertext link to the Creditor Report permitting the viewing of the case creditors names and addresses.
 - Deadlines/Hearings** - is a hypertext link to the Deadlines/Hearings report providing a quick glance at all hearings and deadlines set for the case.
 - Docket Report**- is a hypertext link to the docket sheet for the case.
 - Filers** - shows the names of all parties (filers) in the case. A hypertext link

is available which provides a list of documents filed by each party-filer.

History/Documents is a hypertext link to the History/Documents report. This report can include all events or only events with attached documents. Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the more recent documents first.

Judge - displays Judge information for the selected case.

Motion Report - shows motions (either pending, terminated or both) for the selected case.

Notice of Bankruptcy Filing - is an official electronic notice of the filing of the selected case. It may be printed at any time.

Parties - shows names and addresses all parties in the selected case as well as their counsel.

Related Transactions - shows docket entries related to this case.

- Access to a document image is obtained by clicking on the document number hypertext link.
- Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)

Status - shows pending and terminated status information for the case.

Trustee - shows the name and address of the trustee assigned to the case.

- If you choose to Query by name, and more than one person matched what you entered the Select a Person screen will display. Click on the name of the person whose information you wish to find.
- The Select a Case screen will be displayed if you selected a name from the "Select a Person" screen and that person is associated with more than one case. Click on the number of the case whose information you wish to view.