UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA

ELECTRONIC CASE FILING

STEP BY STEP TRAINING GUIDE
FOR CREDITOR/CLAIMANT FILERS

Table of Contents

Accessing CM/ECF

Access to the CM/ECF system is gained through using Internet Explorer or Netscape Navigator WEB browsers.

STEP 1   Open Internet Explorer or Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Location** field.
www.flmb.uscourts.gov

STEP 2   From the drop down box under Sections, select CM/ECF   **(See Figure 1)**

Figure 1

STEP 3   The CM/ECF Information page displays. **(See Figure 2)**
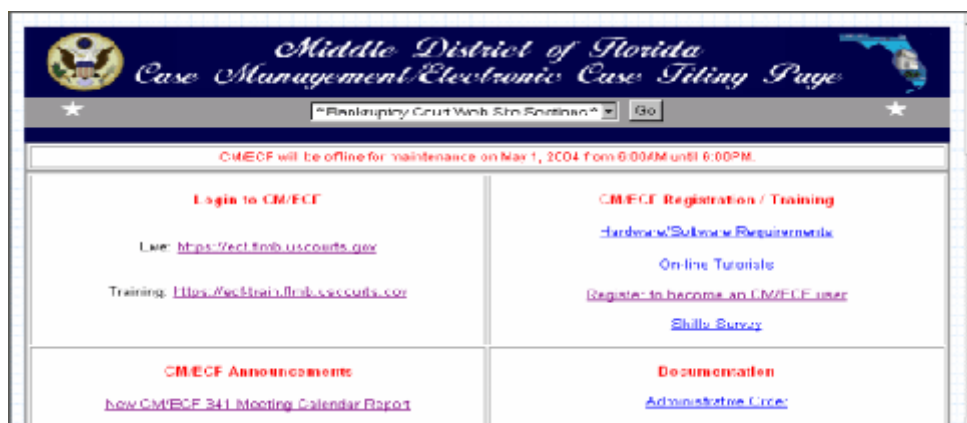
Figure 2

STEP 4   In the **Login to CM/ECF** box, click on the **Training:** hyperlink. Note: After you have successfully completed this training, you will be assigned a login and password to the live database.
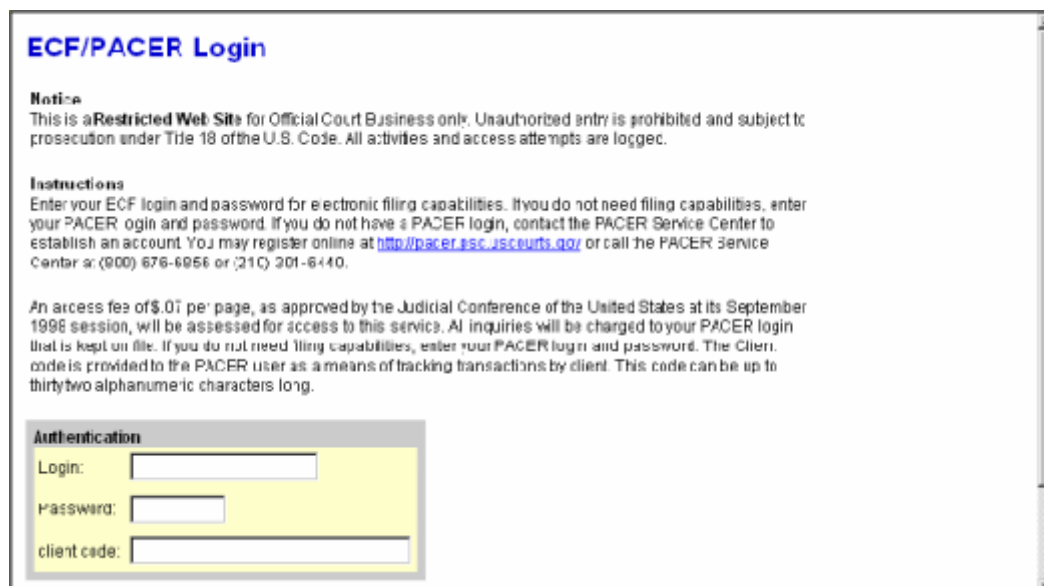
STEP 5   The ECF Main screen displays. **(See Figure 3)**
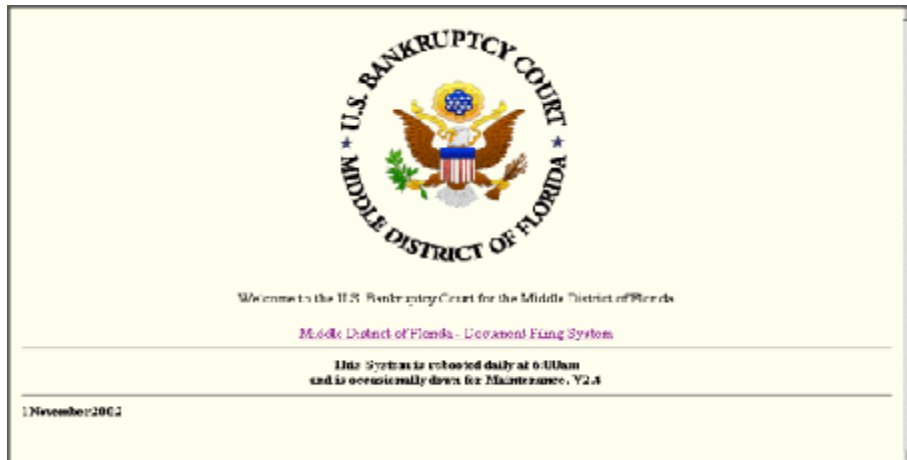
Figure 3

Click on the hypertext link: **Middle District of Florida - Document Filing System.**

STEP 6   The **ECF/Pacer Login** screen displays. **(See Figure 4)**

Figure 4

Enter your **CM/ECF Login** and **Password**. Your login and password are case sensitive. For Example, a login of thomask should not be ThomasK or THOMASK.

Click **[Login]** to continue.

NOTE: The **preferred method** to exit CM/ECF is to click the **Logout** hypertext link on the CM/ECF Main Menu Bar.

Converting to PDF Format
Word Processing Documents

There are two ways to convert documents into PDF (Portable Document Format) files. PDF files can be created from documents that are in a word processing system, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module will guide you through the process of converting word processing documents to PDF format.

Converting Word Processing Documents to PDF Format

This example demonstrates the process using WordPerfect however the same directions apply to Microsoft Word.

STEP 1   Type document in word processing; save to hard drive.

STEP 2   With the document open on the screen, click on File from the drop down menu and select the **Print** option.   **(See Figure 1)**
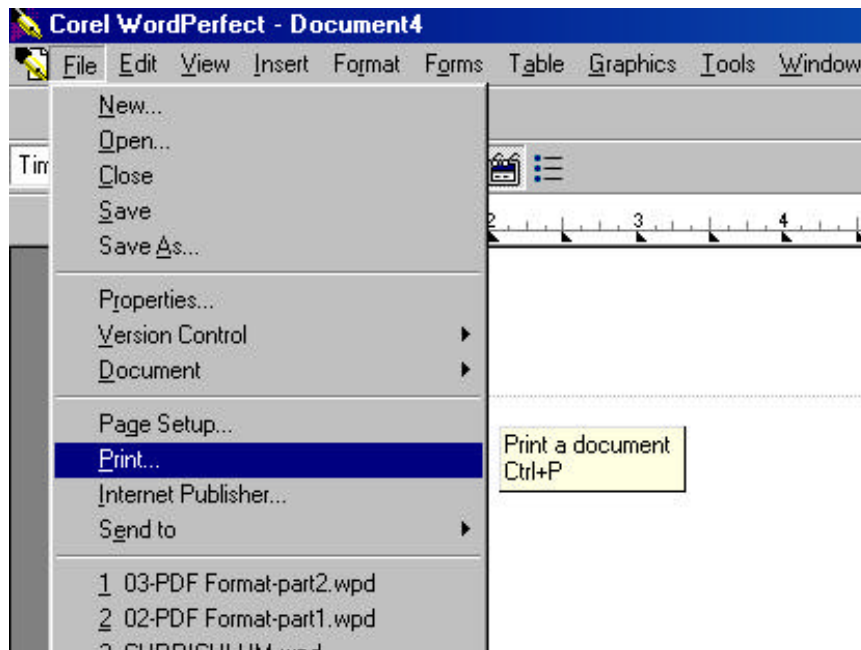
Figure 1

STEP 3   The **Print** dialog box displays. **(See Figure 2)**
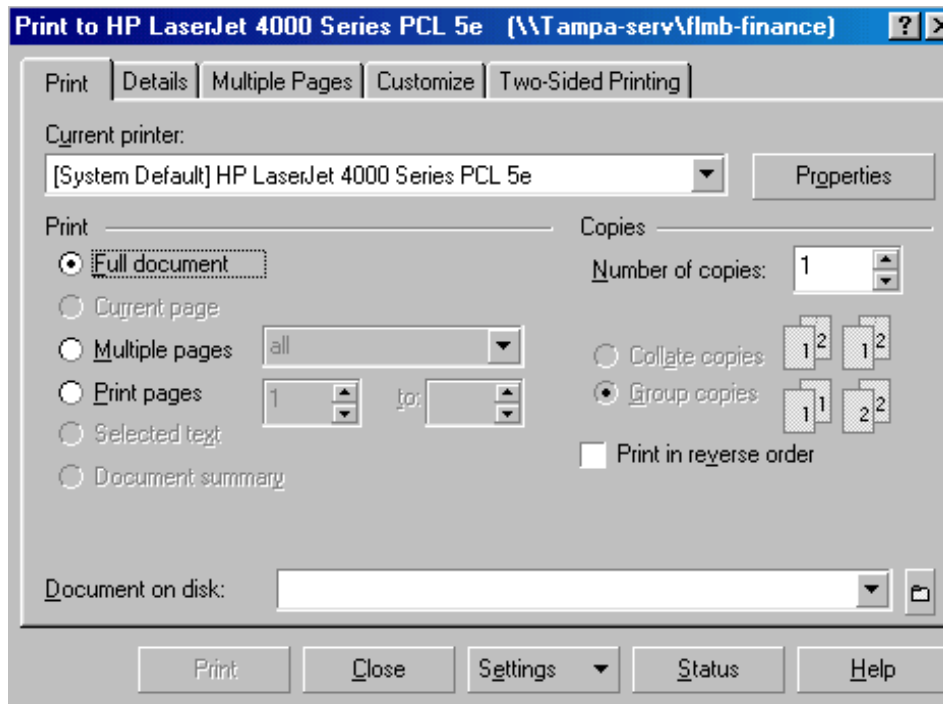
Figure 2

— Click on the down arrow — to the right of **Current printer** field.

STEP 4 A list of available printers displays. **(See Figure 3)**

— Click to highlight and select the **Acrobat PDF Writer** printer.

— Click the **[Print]** button to create the PDF formatted document.

Note: The document will not actually print out; instead it will be translated into PDF format.

STEP 5 The **PDF File Save As** dialog box displays. **(See Figure 4)**

— Navigate to the folder (directory) that you will use to save the PDF image.

— Click inside the **File name:** box and type the name you have chosen for the image.

Note: The *.pdf* extension will automatically be added to the filename you type. *(i.e., if you name your file: hallmotn, the filename will be saved as hallmotn.pdf).*

— Click the **[Save]** button

<u>**Important:**</u>

An Adobe PDF image file has now been created and will be available to associate to the event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original word processing text document remains on your hard drive as originally saved.

If you need to change a document that has already been turned into an image (but not yet docketed), open the text document in word processing and make the necessary changes. Save the corrected text document. Create the PDF image file once again and save over the existing PDF image.

Proofs of Claim
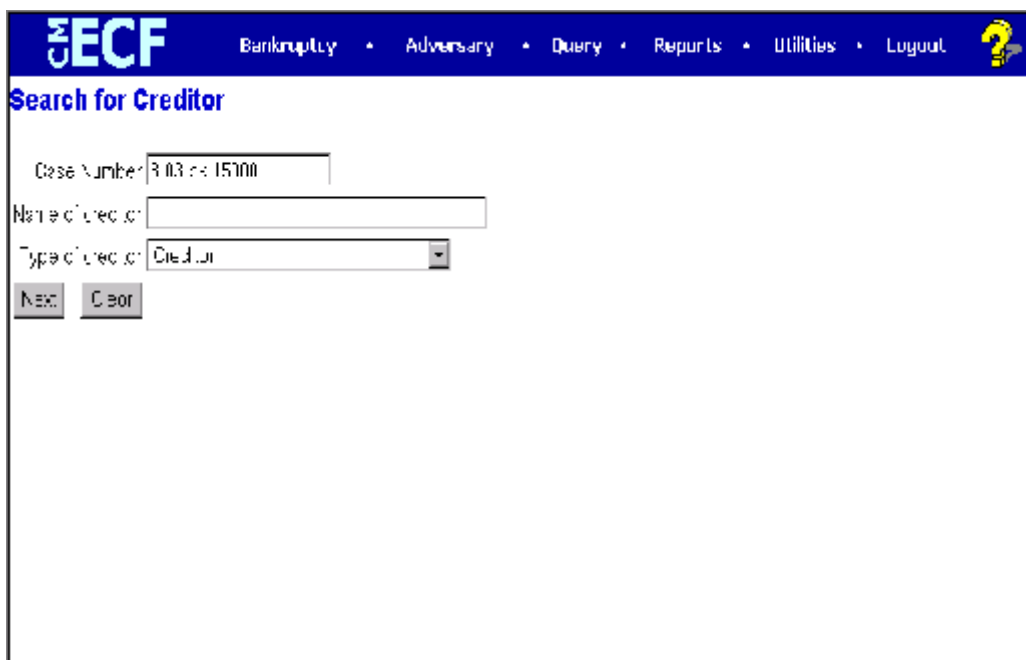
Filing a Proof of Claim involves entering the claim data. In CM/ECF, all filed claims must be associated with a creditor record for the case in which the claim is being filed. The case must first be searched to see if a creditor record exists. If a creditor record does not exist, you will be able to add a record prior to registering the claim.

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

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

                             Click the File Claims hypertext link.

STEP 3   The **Search for Creditor** screen displays. **(See Figure 1)**

Figure 1

                             Enter the complete case number (office code-yy-bk-nnnnn).

                 —   Leave the **Name of creditor** field blank to receive a list of <u>all</u> creditors in the case.

                 —   The **Type of Creditor** box should remain at its default of "creditor".

                 —   Click **[Next]** to search the case database for the list of all creditors as the Creditor name field was left blank.

STEP 4   If the creditor is not in the list, click the <u>add creditor</u> link. Please refer to the Style
                  Guide located at the end of this manual.

    ─   Verify the case number and click **[Next]**.

    ─   Enter the name of the creditor in the Name field. **(See Figure 2)**

    ─   Enter the street/PO box in Address 1

    ─   If there is a suite or additional address, use Address 2. Otherwise enter
             the city, state and zip under Address 2. **Note:** Do not use the Address 5
             field.

    ─   Make sure the **Type** is set to **Creditor**.

Figure 2

    ─   Select **Last Entry** and click on **[Next]**.

    ─   A message is displayed Total Creditors Entered 1. Click **Submit**.

    ─   On the Creditor Receipt screen, click the <u>File a Proof of Claim</u> link. **(See
             Figure 3)**

Figure 3

STEP 5   The **Select a Creditor for Claim** screen displays. **(See Figure 4)**

Figure 4

       —   A list of creditors in the **Name of Creditor** field is presented.

                  Verify the case name and case number displayed.

                  If the case name and number are incorrect, press 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 locate and highlight the creditor name.

       —   Click **[Next]** to continue

STEP 6   The **Proof of Claim Information** screen displays. **(See Figure 5)**

Figure 5

—   Verify creditor name and case number.

—   Enter the data in the appropriate fields for this claim. Do not enter the "$"
              or commas in the dollar amount fields.

              The **Filed By** section defaults to Creditor. If you are filing a claim on
              behalf of the Debtor or Trustee, click the down arrow −to reveal the list of
              Filer Types. Click to highlight the appropriate filer.

              The **Total Amount Claimed** fields total the values of Unsecured,
              Secured, Priority and Unknown. **Note:** The **Total** fields are marked
              display only. You are unable to enter information into these fields. The
              totals will automatically calculate based on the amounts entered.

              The **Description** and **Remarks** fields are available to add more detail to
              the proof of claim. Any information added to these fields will appear on
              the Claims Register. Both fields are 60 characters long.

              Verify information entered.

—   Click **[Next]** to continue.

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

— Click **[Browse]**, then navigate to the directory where the PDF file for this claim is located. To verify you have selected the correct document right click on the highlighted filename and select Open to view the image in Adobe Acrobat. Once verified, double-click on the PDF file or click Open to select and associate it with the claim.

— 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.)

This is the **final** screen before submission.

— Click **[Next]** to continue and officially submit the proof of claim.

STEP 8 The **Notice of Electronic Claims Filing** displays.

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

— Clicking on the case number hypertext link on the **Notice of Electronic Claims Filing** will present the docket report for this case.

— Clicking on the document number hypertext link displays the PDF image of the claim itself.

— Scroll down to see participants who have and have not registered for electronic noticing on this case.

— 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.

<div style="border:1px solid black; text-align:center;">

Transfer of Claim

</div>

A proof of claim must be on file with the court in order to be transferred. The transfer of claim (sometimes referred to as an Assignment of Claim) must include the claim number as well as the original claimant's name and address.

STEP 1   Click the <u>Bankruptcy</u> hypertext link on the CM-ECF Main Menu.

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

                   Click the <u>Claim Related Matters</u> hypertext link.

STEP 3   The **Case Number** screen displays.

          —   Enter the complete case number (office code-yy-bk-nnnnn).

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

STEP 4   The **File a Claim Related Document/Pleading** screen displays. (See Figure 1)

Figure 1

          —   Verify the case name and case number that is displayed.

                  —   If the case name and number are <u>incorrect</u>, press 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 claim related events.

Highlight *Transfer/Assignment of Claim or Transfer/Assignment of Claim with Waiver of Notice*.

— Click **[Next]** to continue.

STEP 5 The **Select Attorney** screen displays.

— Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays.

— Click the down arrow — to scroll the **Select the Party** box. If the transferee is not in the pick list, you will need to add a new party.

Click on Add/Create New Party. Search the database for a previously created record for the transferee. If the name is found with multiple listings, click on each listing to display the address. **(See Figure 2)**
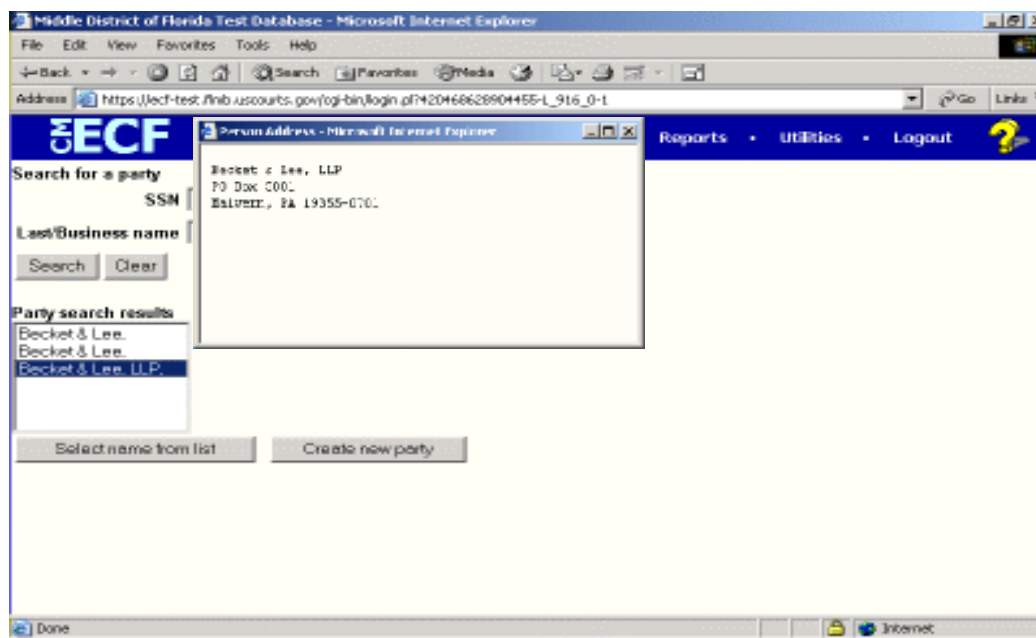
Figure 2

If the transferee is not in the database, click Create new party.

Type the business name in the Last Name Field. Enter the address of the transferee. **Important**: Select **Creditor** as the Role from the drop down list. **(See Figure 3)**

Figure 3

Click **[Submit]** to continue.

—   Click to highlight and select the party for which the document is filed.

        Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

—   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. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

—   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 **Transfer Information** screen displays.

—   Input the name of the Transferor (original claimant).

—   Input the name of the Transferee.

—   Enter the claim number of the claim being transferred.

—   Select **Notice of Transfer** or **Transfer of Claim w/Waiver of Notice**.

(See Figure 4)

Figure 4

    —   Click **[Next]** to continue.

STEP 9   The **Final Docket Text** screen displays. **(See Figure 5)**

Figure 5

    —   A prefix box and supplemental text box window are available to add more detail to the docket text.

            Click the down arrow — to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v").

        —   A supplemental text box window is provided to add more detail to the docket entry.

—   Click **[Next]** to continue.

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

—   Verify the Final Docket Text. Read the Attention!! message.

—   If the Final Docket Text is <u>correct</u>,

—   Click **[Next]** to continue and officially submit document.

—   If the Final Docket text is <u>incorrect</u>:

—   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 that the document is now an official court document.

—   Scroll down to see participants who have and have not registered for electronic noticing on this case.

—   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.

<table>
<tr><td>

Notice of Appearance

</td></tr>
</table>

This module will provide you with step-by-step instructions on how to file a **Notice of Appearance and Request for Notice**.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen is displayed. **(See Figure 1)**

Figure 1

Click on the Notices hyperlink.
.

STEP 3 The **Case Number** screen displays.

— Enter the complete case number (office code-yy-bk-nnnnn).

— Click **[Next]** to continue.

STEP 4 The **File a Notice** screen displays.

Verify the case name and case number that is displayed.

─   If the case name and number are <u>incorrect</u>, press 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.

STEP 5   The EVENT SELECTION screen is displayed. **(See Figure 2)**

Figure 2

─   Scroll to display the **Notice of Appearance and Request for Notice** event.

NOTE: Typing the letter **"n"** will display the first event starting with that letter.

─   Click to highlight, then click on the **[Next]** button to continue.

STEP 6   The **Select Attorney** screen displays.

─   Click **[Next]** to continue.

STEP 7   The **Select the Party** screen displays.

─   Click the down arrow ─ to scroll the **Select the Party** box. If the creditor with the correct address is not in the pick list, you will need to add a new party.

Click on <u>Add/Create New Party</u>. Search the database for a previously created record for the transferee. If the name is found with multiple

listings, click on each listing to display the address. **(See Figure 3)**

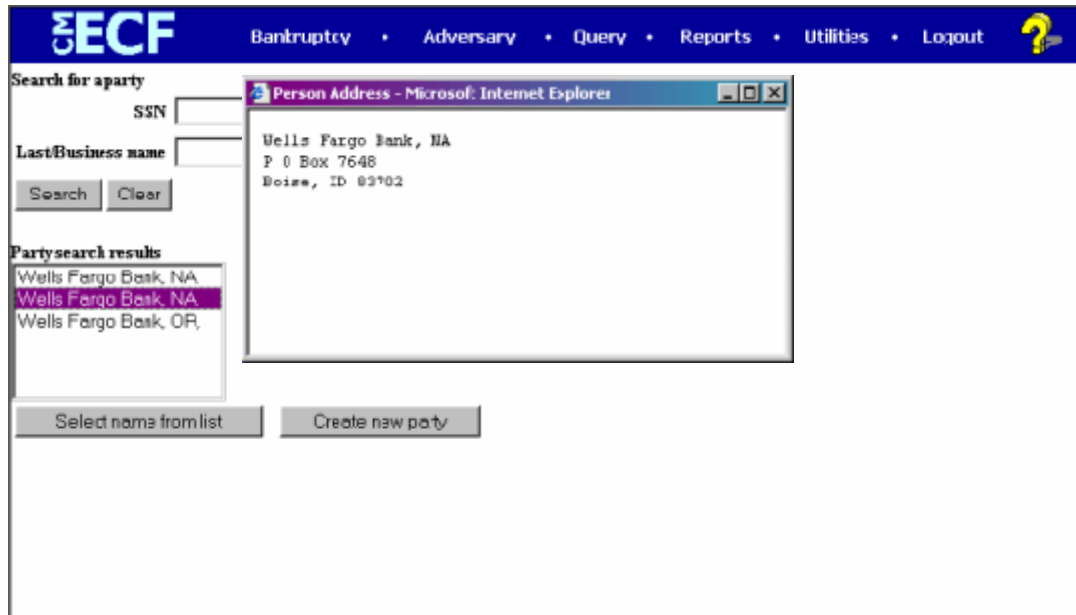**Figure 3**

If the transferee is not in the database, click Create new party.

Type the business name in the Last Name Field. Enter the address of the transferee. **Important**: Select **Creditor** as the Role from the drop down list. **(See Figure 4)**
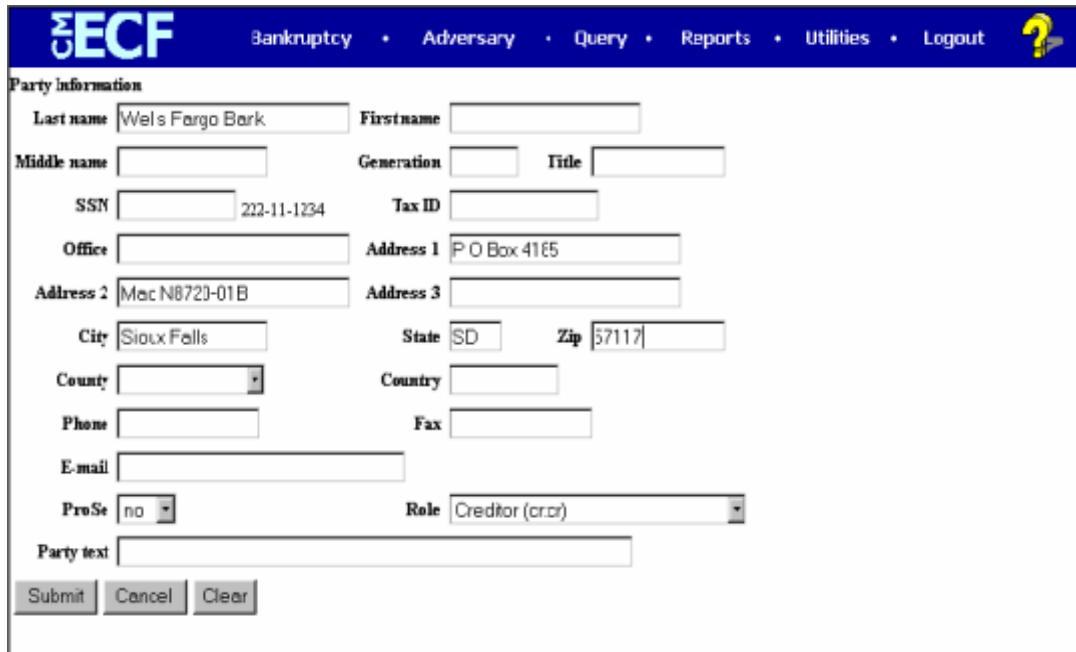

Figure 4

Click **[Submit]** to continue.

— Click to highlight and select the party for which the document is filed.

Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

— Click **[Next]** to continue.

STEP 8 The **PDF Document Selection** screen displays.

— Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

— 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 9 A **Message** screen displays. **(See Figure 5)**
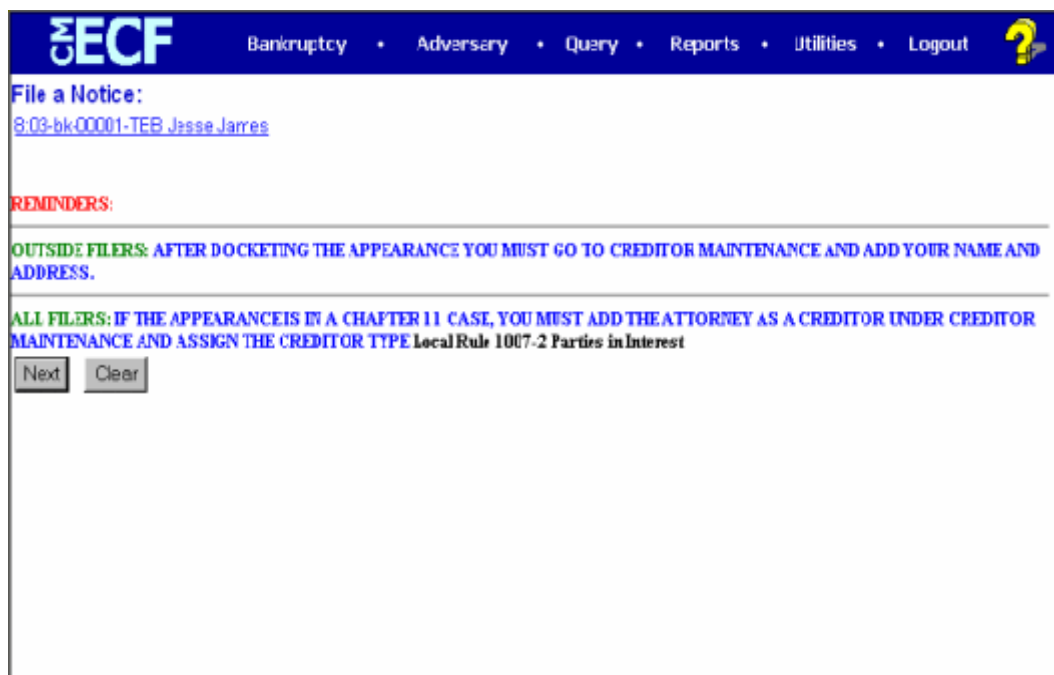
Figure 5

— If you are entering an appearance on behalf of a creditor and your address is different than the creditor, you must add your address to the

creditor mailing list to receive future notices (refer to Step 12).

STEP 10   —   The **Final Docket Text** screen displays. **(See Figure 6)**

Figure 6

A prefix box and supplemental text box window are available to add more detail to the docket text.

—   Click the down arrow — to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified type "v").

—   A supplemental text box window is provided to add more detail to the docket entry.

—   Click **[Next]** to continue.

STEP 11   The **Final Approval** screen displays.

—   Verify the Final Docket Text. Read the Attention!! 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.

STEP 12   Add the address of the party making the appearance to the creditor mailing list.

—   Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

— Click on **Creditor Maintenance.**

— Select <u>Enter Individual Creditors</u>. Verify the case number and click **[Next]**.

Enter the name of the creditor in the Name field. **(See Figure 7)**

Figure 7

Enter the street/PO box in Address 1

If there is a suite or additional address, use Address 2. Otherwise enter the city, state and zip under Address 2. **Note:** Do not use the Address 5 field.

— Make sure the **Type** is set to **Creditor**.

— Select **Last Entry** and click on **[Next]**.

— A message is displayed Total Creditors Entered 1. Click **Submit**.

Reaffirmation Agreements

A reaffirmation agreement is an agreement between a holder of a claim and the debtor, the consideration for which, in whole or in part, is based on a debt that is dischargeable**.**

Please Note: The debtor's handwritten signature is required on a reaffirmation agreement or a proposed reaffirmation agreement**.**

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

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

                     Click the Claim Related Matters hypertext link.

STEP 3   The **Case Number** screen displays.

                —   Enter the complete case number (office code-yy-bk-nnnnn).

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

STEP 4   The **File a Claim Related Document/Pleading** screen displays. **(See Figure 1)**

Figure 1

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

STEP 5   The **Select Attorney** screen displays.

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

STEP 6   The **Select the Party** screen displays.

               –   Click the down arrow **–** to scroll the **Select the Party** box. If the creditor is not in the pick list, you will need to add a new party.

                       Click on Add/Create New Party. Search the database for a previously created record for the creditor. If the name is found with multiple listings, click on each listing to display the address. **(See Figure 2)**
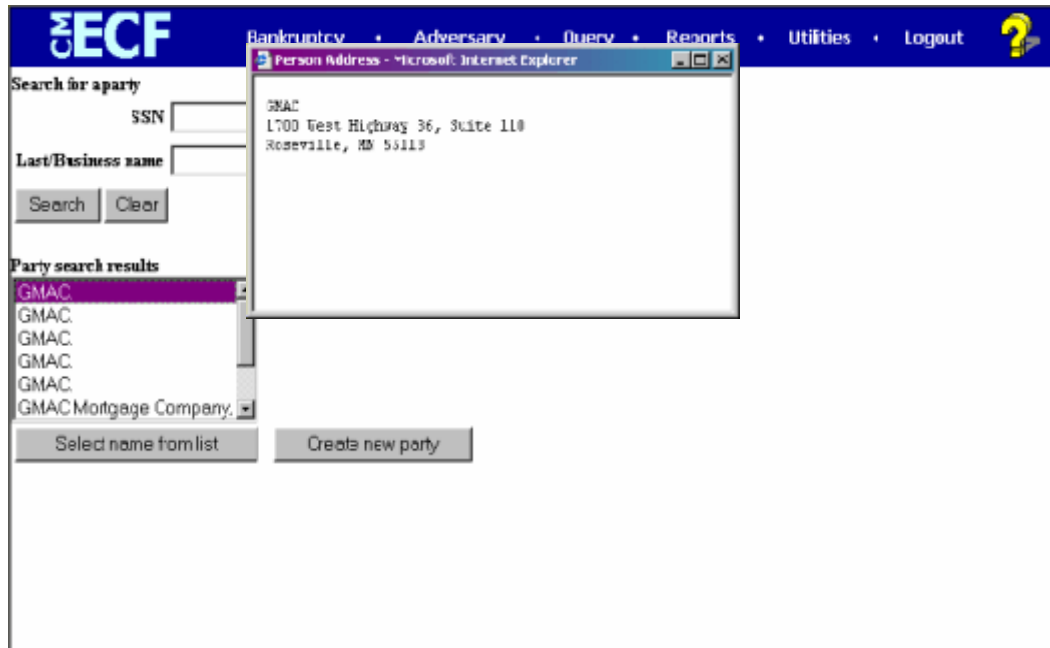
Figure 2

                       If the creditor is not in the database, click Create new party.

                       Type the business name in the Last Name Field. Enter the address of the creditor. **Important**: Select **Creditor** as the Role from the drop down list. **(See Figure 3)**

Figure 3

Click **[Submit]** to continue.

— Click to highlight and select the party for which the document is filed.

 Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

— 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. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

— 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 An **Information** screen displays.

— Complete The Docket Window With The Name Of The Creditor In This Reaffirmation Agreement.

STEP 9 The **Final Docket Text** screen displays.

─   Type the **name of the creditor** in the free text box. **(See Figure 4)**

Figure 4

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

─   Verify the Final Docket Text. Read the Attention!! message.

─   If the Final Docket Text is <u>correct</u>,

─   Click **[Next]** to continue and officially submit document.

─   If the Final Docket text is <u>incorrect</u>:

─   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 that the document is now an official court document.

─   Scroll down to see participants who have and have not registered for electronic noticing on this case.

─   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.

<div style="border: 1px solid black; text-align: center;">

Batch Filings

</div>

The CM/ECF Batch Filings category was developed to expedite the filing of the same type of event in multiple cases by processing one docket entry. The Batch Filings feature offers the Creditor the opportunity to associate a PDF image for each case listed.   This module will guide you through batch filing of documents.

Creditor filers may docket **Notices of Appearance**, **Transfers/Assignment of Claims** and **Transfers/Assignments of Claims with Waiver of Notice** in batch. The same docket text is generated in every case, but each case will have a unique PDF image. **Please note: All transfers of claim docketed in batch must contain the claim number on the face of the transfer.**

This section of the module demonstrates the steps to take to docket an Transfer/Assignment of Claim with Waiver of Notice in Batch Filings.

 All events that can be filed by the Creditor using Batch Filings begin with CREDITOR.

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

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

—   Click the Batch Filings hypertext link.

STEP 3   The **Case Number List Box** screen displays.

—   Type the complete case numbers in the Extended Window box. (Case number format - office code-yy-bk-nnnnn) **(See Figure 1)**

Figure 1

Note: If this entry will be filed in many cases, it is suggested that the list of case numbers be copied to the clipboard after they are typed. This is because if any of the case numbers entered in CM-ECF are erroneous, an error message appears and the valid case numbers already entered will be <u>lost</u> but for the final case number typed. If that happens, one can easily paste the list into the Extended Window Box again, make the corrections, and continue on quickly without having to re-type the entire list. To copy the case numbers to the clipboard:

Type the list of case numbers.
Highlight the list with your mouse
Press the keystroke **[Ctrl + C]** to copy the list.
Use the keystroke **[Ctrl + V]** to paste the list of case numbers in the box.

— Click **[Next]** to continue.

STEP 4   The **Document Selection** screen displays. **(See Figure 2)**

Figure 2

— Verify each case number and case name.

If any of the case numbers and names are incorrect, click the browser **[Back]** button. Paste the case number list into the Extended Window Box, and then find and correct the erroneous case numbers.

Note: If the system prompts that you have entered an invalid case 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 the down arrow ─ to the right of the box to scroll through the event list to select the type of document to be filed (in this example, Trustee - Interim Reports).

─ Click **[Next]** to continue.

STEP 5   The **PDF Document Selection** screen displays. **(See Figure 3)**

Figure 3

─ Click **[Browse]**, to the right of the first case number then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and selecting **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry. **Repeat this step for every case in the batch file.**

─ Click **[Next]** to continue.

STEP 6   The **Transfer Information Screen** will display. **(See Figure 4)**

Figure 4

> ─ Enter the name of the **Original Claimant**.
>
> ─ Enter the name of the **Transferee** (party the claim is being transfered to).
>
>   **NOTE:** The name of the original claimant and the name of the transferee must be the same for all cases docketed in the batch.
>
> ─ Click **[Next]** to continue.

STEP 7   The **Select Attorney** screen displays.

> ─ Click **[Next]** to continue.

STEP 8   The **Select the Party** screen displays.

> ─ Click the down arrow ─ to scroll the **Select the Party** box. If the **Transferee** is not in the pick list, you will need to add a new party.
>
>   Click on Add/Create New Party. Search the database for a previously created record for the creditor. If the name is found with multiple listings, click on each listing to display the address. **(See Figure 5)**

Figure 5

Click **[Submit]** to continue.

—   Click to highlight and select the party for which the document is filed.

            Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.

—   Click **[Next]** to continue.

STEP 9   The **Verification Screen** will display.   **(See Figure 6)**

Figure 6

— Click **[Next]** to continue.

STEP 10 The **Final Docket Text** screen appears **(See Figure 7)**

Figure 7

— Veify the accuracy of the Final Docket Text.

— Verify the Final Docket Text. Read the Attention!! message.

— If the Final Docket Text is <u>correct</u>:

Click **[Next]** to continue and officially submit the document.

— If The Final Docket Text is <u>incorrect</u>:

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 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 that the document is now an official court document.

— Scroll down to see participants who have and have not registered for electronic noticing on this case.

— Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
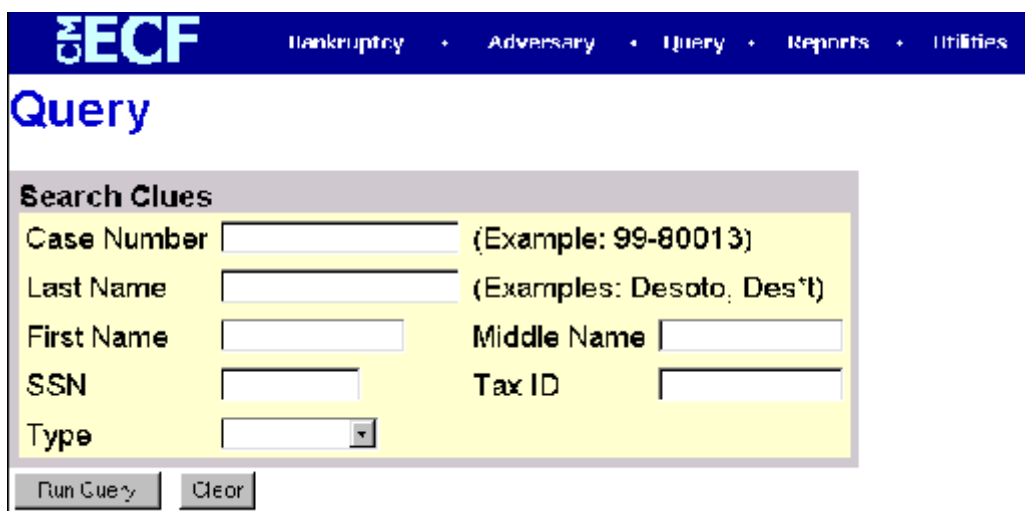
─ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

─ 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.

<div style="border: 1px solid black; text-align: center;">

Query

</div>

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, and much more. **This event requires that you log into Pacer. Once logged in, you will not be asked again for the pacer login, password, and client code.**

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

STEP 2   The **Query Search** screen displays. **(See Figure 1)**

Figure 1

> 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, 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]**.

Query Search using a name : If the query finds more than one case that matched the name criteria, a list of matches will be presented. Click on the hypertext link for the desired match. **(See Figure 2)**

Select A Person

There were 30 matching persons.

SMITH, DOUGLAS A.	(aty)
Smith, Alexander G.	(tr)
Smith, Anna Nicole	(pty)
Smith, Bill	(pty)
Smith, Bill (Mr.)	(pty)

Figure 2

Query Search using case number: If the query finds more than one case that matched the case number, a list of matches will be presented. Check the appropriate box for the desired match. **(See Figure 3)**

☐ 8-03-ap-15 - Mouse v. Mouse
☐ 3-03-bk-15 - Wendy P. Darling
☑ 8-03-bk-15 - Suzanne Marie Frazer

Figure 3

Note: The query search will always find the specific case if the search is done using the complete case number **(office code-yy-[bk or ap]-nnnnn)**

Once the appropriate name/case is selected or if the initial search finds only one match the specific case information will be presented. **(See Figure 4)**

Figure 4

Basic case information is listed at the top of the Query Results screen. This includes the case number, name, case type, chapter number, asset status, voluntary or involuntary status, the case file date, and the date of the last docket entry. Click on the hyperlinks for the additional options.

Aliases - provides any aliases listed for the case.

Associated Cases - provides any associated cases, such as adversary proceedings or jointly administered cases.

Attorneys - provides 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 - provides 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.   Within the document list:

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.)

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.

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

Parties - provides 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 - provides pending and terminated status information for the case.

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

CM/ECF Reports

The following modules demonstrate the steps to take to run and print ECF Reports. The majority of the reports require that you log into Pacer. Once logged in, you will not be asked again for the Login, Password, and Client Code. If you wish to change to a different Client Code click Logout on the CM-ECF Main Menu, then log back into ECF. You will then be presented with a new Pacer login screen.

The only report that <u>does not</u> require Pacer login is the Creditor Matrix - 3 Column Format.

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk's office.

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

STEP 2   The **Report Events** screen displays.   **(See Figure 1)**

Figure 1

STEP 3   The **Pacer Login** screen displays. **(See Figure 2)**

Figure 2

> Enter the Creditor Pacer **Login**.
> Enter the Creditor Pacer **Password**.
> Enter a **Client Code**, if any.
> Click **[Login]** to continue.

<div style="border:1px solid black; text-align:center;">

Docket Report

</div>

This module demonstrates the steps to take to display or print a Docket Report for an ECF case.

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

STEP 2   The **Report Events** screen displays.

—   Click the Docket Report hypertext link.
.

STEP 3   The **Docket Sheet Request** screen displays. **(See Figure 1)**

Figure 1

—   Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

—   The radio button for the option **Filed** is the default. This is the recommended format to view the case docket. The option **Entered** will result in the Docket Report arranged in order of the dates documents were entered on the system.

—   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** XX **to** XX field.

—   The report defaults to **Include terminated parties**. This is the recommended default.

— If you wish to be able to view the **Notices of Electronic Filing** pertaining to docket entries, 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 are:

> Most Recent Date First
> Document number Ascending
> Document number Descending

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

— When you have selected all options, click the **[Run the Report]** to continue.

STEP 4   The **Docket Report** displays.

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. Clicking on the related document number (inside the text box) will provide the PDF image for the document to which the entry relates. **(See Figure 2)**

| 07/16/2001 | ●11 | Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003] |

Figure 2

— To print the Docket Report, click the browser **[Print]** icon.

— 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**.

— The **Receipt Type** screen displays.

— Select to view the Notice of Electronic Filing in either **Html Version** or **Text Version**.

— Click **[Display Receipt]** to continue.

— The html version will contain hypertext links to the docket report and to the document PDF image. The text version contains no hypertext links.

<div style="border: 2px solid black; text-align: center;">

Claims Register

</div>

The Claims Register Report shows the list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

STEP 1   Click the Reports hyperlink on the CM/ECF Main Menu.

STEP 2   The **Reports** screen displays.

—   Select the Claims Register hyperlink.

STEP 3   The **Claims Register Information** screen displays. **(See Figure 1)**

Figure 1

—   Enter the complete **Case Number** (office code-yy-bk-nnnnn).

—   The **Creditor Type** defaults to 'blank' which means 'all' Creditor Types will be included in the report. If you wish to limit the report to a specific Creditor Type, click the down arrow — to find and select the Creditor Type.

—   The **Creditor Number** field can be used to limit the report to only one claim.

—   The **Creditor Name** field can be used to limit the report to only one creditor.

—   The **Claim Number** *XX* **to** *XX* field can be used to limit the report to a consecutive group of claims.

—   Selecting **Filed** will result in the report showing the dates claims were filed.

—   Selecting **Entered** will result in the report showing the dates claims were entered on the docket.

—   The **Terminal Digits** field allows the report to be limited by terminal digit(s).

—   The **Sort by** field defaults to Claim Number then Filed Date. Click the down arrow — to reveal the list of other options for report sorting:

           Claim Number
           Creditor Name
           Filed Date

—   Click **[Run Report]** to generate the Claims Register.

STEP 4   The **Claims Register Summary** displays. **(See Figure 2)**

Figure 2

—   The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.

—   The final page of the register is the Claims Register Summary. **(See Figure 3)**

Figure 3

— To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

Claims Listing

The Claims Listing Report is a Florida Middle District report which displays a list of claim numbers, creditors, file dates, and claim amounts in a particular case. Use the same criteria to run the Claims Listing as the Claims Register. **(See Figure 4 for sample report)**

Middle District of Florida
Claims Register
BKF Nk 04408 MGW Robert Johnson

Judge MICHAEL WILLIAMSON
Claims Par Date , Chapter 3

Claim Number	Creditor Name	Filing Date	Amount Claimed
1	Cindy Adiebe	03/30/2003	$600.00
2	Vincent Perez	03/16/2003	$1,900.00
3	GMAC	03/16/2003	$2,900.00
4	Blue Sky Financial	03/16/2003	$1,900.00
5	Cindy Adiebe	03/16/2003	$690.00

Figure 4

Claims Summary

The Claims Summary is a Florida Middle District report that can be used as an abbreviated Claims Register report. The Claims Summary does include the party who filed the claim. Use the same criteria to run the Claims Summary as the Claims Register. **(See Figure 5 for sample report)**

Figure 5

Creditor Matrix (Mailing Labels)

This module demonstrates the steps to create a Creditor Matrix. This report is used to identify all records on the matrix, to create three-column mailing labels, and to identify attorneys and other parties set up for e-mail notification.

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

STEP 2   The **Reports Menu** screen displays.

                    Click the Creditor Matrix (Mailing Labels) hypertext link.

STEP 3   The **Report Selection Options** screen displays. **(See Figure 1)**
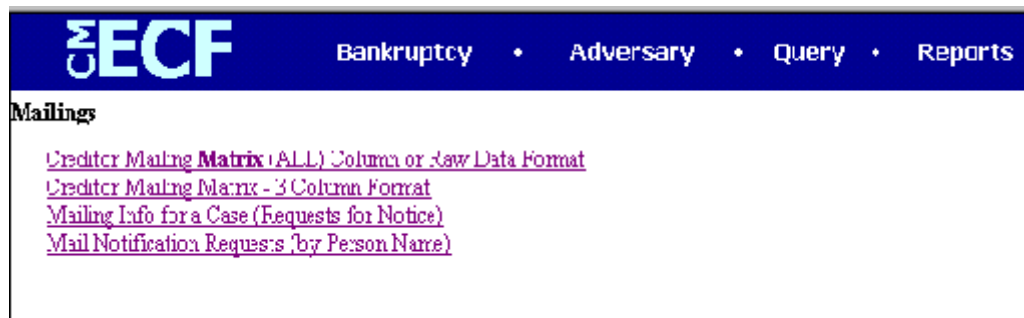
Figure 1

          From the Mailing sub-screen you can select:

                    Creditor Mailing Matrix (All) Column or Raw Data Format
                    Creditor Mailing Matrix - 3 Column Format
                    Mailing Info for a Case (Requests for Notice)
                    Mail Notification Requests (by Person Name)

Creditor Mailing Matrix (All) Column or Raw Data Format

This report lists all creditors and parties involved in the case. This list may include names without full addresses. For complete mailing addresses, use the Creditor Mailing Matrix - 3 Column Format.

Creditor Mailing Matrix - 3 Column Format

This report is used to create 3 column mailing. Mailing labels can be printed on Avery #5160 labels or the equivalent.

─   Click the Creditor Mailing Matrix 3 Column Format hypertext link. **(See Figure 2**)
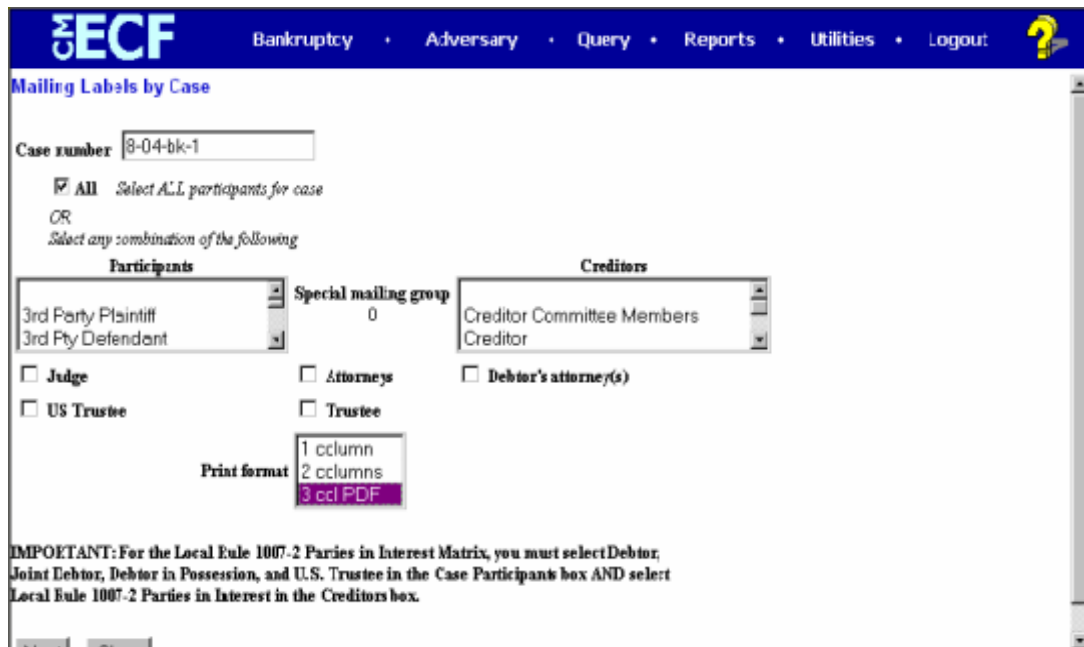
Figure 2

─   Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

─   The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** Lists.

─   The **Participants** list defaults to "blank". You may select more than one participant type by holding down the **[Ctrl]** key and clicking on the Participant types.

─   The **Creditors** list defaults to "blank". You may select more than one creditor type by holding down the **[Ctrl]** key and clicking on the Creditor types.

─   The **Check Boxes** are used to select only the address(es) of the person(s) that are checked. The choices are: **Judge, US Trustee, Attorneys, Trustee**, **Debtor's attorney.**

─   **Print Format:** Select **3 column PDF** to create mailing labels.

─   When all selections are correct, click **[Next]** to continue.

─   The PDF file link will display   **(See Figure 3)**
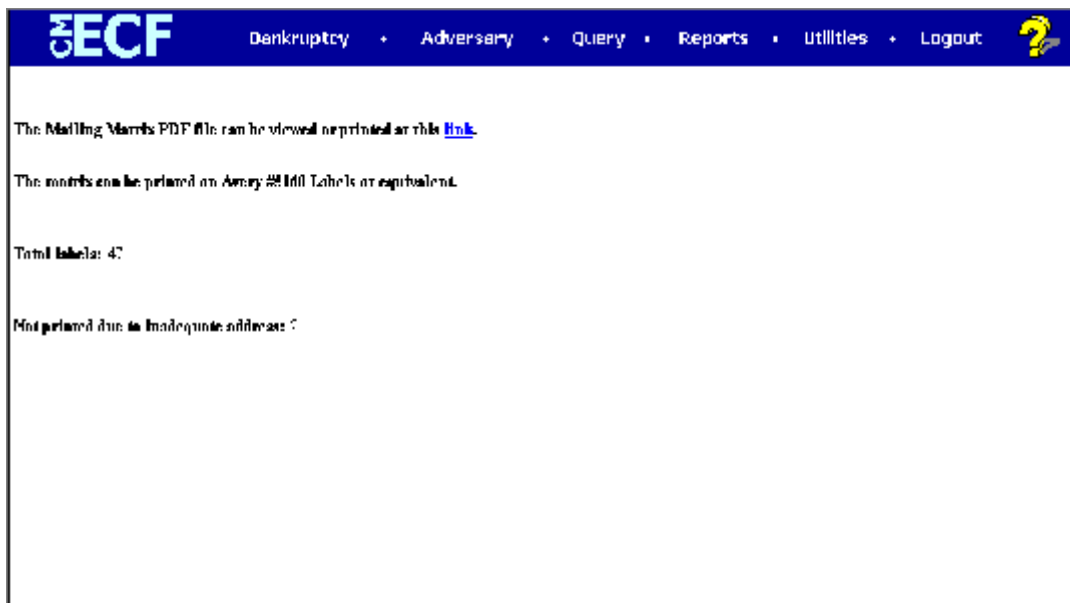
Figure 3

    —   Click on <u>link</u> to run the mailing label program.   **(See Figure 4)**
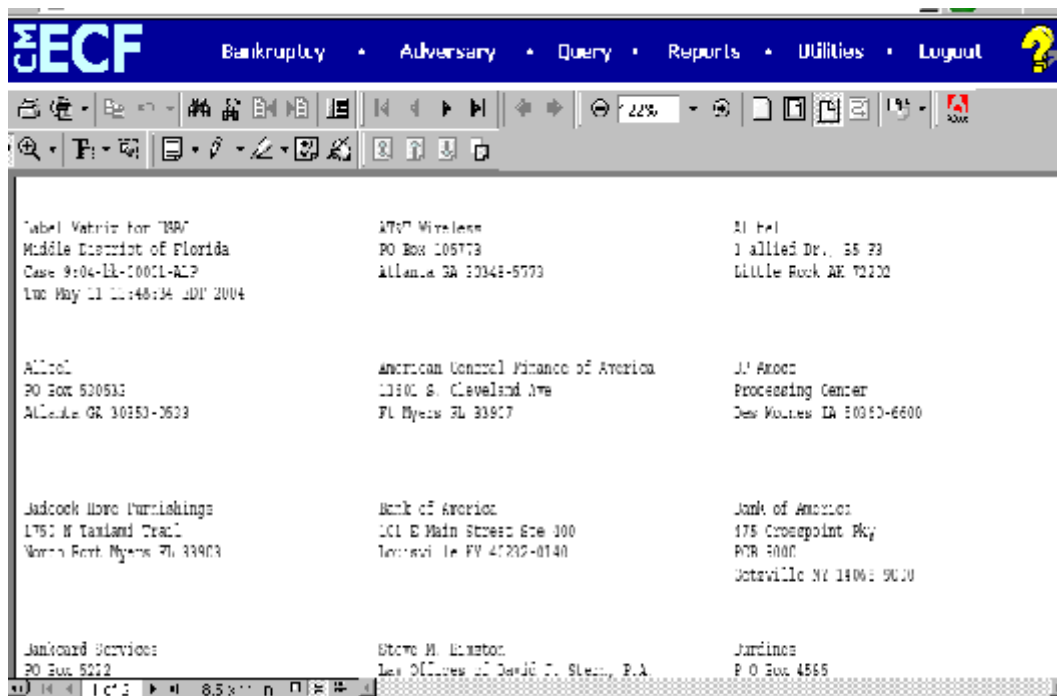
Figure 4

    —   Labels can now be printed on Avery #5160 labels or the equivalent.

Mailing Info for a Case (Requests for Notice)

This report will list all attorneys that will and will not receive an e-mail notification for a particular case.

—   Click the Mailing Info for a Case (Requests for Notice) hypertext link.   **(See Figure 5)**

Figure 5

Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

—   Click **[Submit]**   **(See Figure 6)**

Figure 6

Mail Notification Requests (by Person Name)

This report lists by person record those individuals setup for e-mail notification in the CM/ECF system.

—   Click the Mail Notification Requests (by Person Name) hypertext link. **(See Figure 7)**
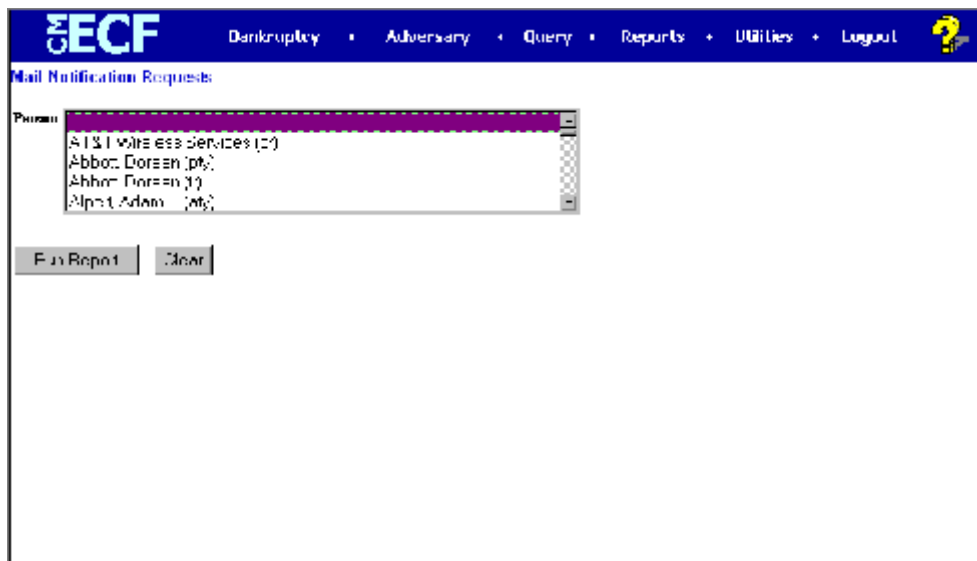
Figure 7

—   Select the participant by highlighting the name. You may select more than one participant by holding down the **[Ctrl]** key and clicking on the name.

—   Click **[Run Report]**   **(See Figure 8)**

Figure 8

Cases Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be used to monitor cases that have been filed, discharged, dismissed, closed, and converted.

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

STEP 2 The **Reports Menu** screen displays.

─ Click the Cases hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 1)**

Figure 1

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

─ The **Case Type** category defaults to 'blank' which means 'all' Case Types will be included in the report. If you wish to limit the report to a specific Case Type, click the down arrow ─ to select the Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the additional 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 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 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. Any combination (or none) of these options may be chosen. The options are:

  - ─ **Filed**; limits the report to cases filed during a specific period of time.

  - ─ **Entered**; limits the report to cases entered on the system during a specific period of time.

  - ─ **Discharged**; limits the report to cases discharged during a specific period of time.

  - ─ **Dismissed**; limits the report to cases dismissed during a specific period of time.

  - ─ **Closed**; limits the report to cases closed during a specific period of time.

  - ─ **Converted**; limits the report to cases converted during a specific period of time.

  - ─ The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

  - ─ 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.

  - ─ Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.

  - ─ Click to place a checkmark in the **Closed Cases** radio box if you wish the report to include Closed Cases.
  - ─ 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, and Trustee. 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 defaults and begin again, click **[Clear]**.

STEP 4   The **Cases Report** displays. **(See Figure 2)**

Figure 2

    —   To print a copy of the report, click the browser **[Print]** icon.

Claims Activity

This module demonstrates the steps to take to create a Claims Activity Report in the CM/ECF system. This report is used to identify recently filed claims for a specific case or can be run for a specific claims filer.

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

STEP 2   The **Reports Menu** screen displays.

      —   Click the Claims Activity hypertext link.

STEP 3   The **Report Selection Options** screen displays. **(See Figure 1)**

Figure 1

      —   If you are searching for claims for a specific case, enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases.

      —   The **Office** defaults to 'blank' which means 'all' Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow — to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional Offices.

      —   The **Trustee** defaults to 'blank' which means 'all' Trustees will be included. 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** defaults to 'blank' which means 'all' Chapters will be included. 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 the Chapter numbers.

— The **Creditor name** category defaults to 'blank'. If you wish to limit the report to a specific creditor type the name of the creditor in this field.

— The **Category** defaults to 'blank' which means 'all' categories will be included. If you wish to limit the report to a specific category click the down arrow — to select the category. You may select more than one category by holding down the **[Ctrl]** key and clicking on the categories.

— Enter a date range in the **Entered between/and** fields**.**

— Click the down arrow — to reveal the list of options in the **Sort By** field.

— When all selections are correct, click **[Run Report]** to continue.

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

STEP 4   The **Claims Activity Report** displays. **(See Figure 2)**

Figure 2

To print a copy of the report, click the browser **[Print]** icon.

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Style Guide

</div>

This guide contains the preferred style practices for all users of the CM/ECF application in the Middle District of Florida. Style consistency is the key to efficient searches in CM/ECF. Queries require very exact matches on search data including punctuation, abbreviations, and upper or lower case characters.

Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

· Use upper and lower case characters for all names and capitalize the first letter in a proper noun.

Wallace D Smith
United Services Fidelity and Guaranty

· Use only the following punctuation;
Hyphens (-)
Apostrophes (')

· Use single spacing between all names and following initials.

J J Jones
Smith Inc
C W Bradford Ltd

· When typing names that have upper and lower case letters or hyphens enter the name as it appears on the document

Patrick MacDougal
Kathleen O'Brien
Mary Smith-Baker

· If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

Last name field:	Martin
Middle name field:	Kramer Johns
First name field:	Robert

- Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.

- Do not use the ampersand sign (&) for "and" unless it is part of a company name on the petition or pleading. Use single space on both sides of the ampersand sign (&).
     B & D Company
     Cameron & Associates
     J & J Trucking

- Enter U.S. and U.S.A. without any spaces or periods.
     US Department of Agriculture
     US Trustee
     US Attorney

Adding Parties

Debtors

- Company names beginning with the words *"The, A,* or *An"* should be entered beginning with 'The, A or An."

     Enter *The Cookie Company* as;

     Last name field: The Cookie Company
     First Name Field: Leave blank
     Middle name field: Leave blank

     Enter *A Toy Store Inc as;*

     Last name field: A Toy Store Inc
     First name field: Leave Blank
     Middle name field: Leave Blank

Title, Prefix and Suffix Tips

- Titles and Prefixes such as;

   Dr
   Rev

   Should be entered in first name field.

   Enter Rev Daniel Hoseman as;
   Last name field: Hoseman
   First name field: Rev Daniel

   Enter Dr David Smith as;
   Last name field: Smith
   First name field: Dr David

- Suffixes such as;

MD	DDS
Sr	Jr

Should be entered in last name field.

Enter Roger Thomas DDS as:
Last name field: Thomas DDS
First name field: Roger

Enter Daniel A Hasioka MD as:
Last name field: Hasioka MD
First name field: Daniel
Middle name field: A

Plaintiffs and Defendants

Do not add addresses in the Party Pick List screen for plaintiffs or defendants unless the plaintiff or defendant is pro se. If pro se, add the address in the Party Pick List screen

Do not add titles for plaintiffs and defendants.

Parties

When docketing documents that requires a party to be selected from the Party Pick List; select party from pick list only if you find an exact name match. If an exact match is not found, select add/create new party to record.

Style Conventions for Addresses

These style conventions apply to all debtor and creditor addresses entered in CM/ECF.

·   The party name and address **must** be a minimum of *(2)* lines. The party name and address **must** not exceed five *(5)* lines.

·   When there is a street address as well as a mailing address for a debtor add only the mailing address.

·   When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention.

 Cookie Factory Inc
 Attn Grover Smith
 First National Cookie Blvd
123 Cookie Street
Chicago IL 60604

·   The city, state, and zip code must be the only information on the last address line.

·   The preferred format for telephone numbers is (210) 261-3851.

Foreign Address

·   Foreign addresses must have the full name of the post office and country of destination printed in capital letters.

·   The country name or APO destination must be the only information on the last address line.

Name field: Alfonso Diaz   Name field: **Name field**:   Sgt John
Address 1:   Rio de Danubec y Rio Florido   **Address 1:**   C Company 237 Armor
Address 2:   CD JUAREZ CHIHUAHUA   **Address 2**:   Unit #21103 Box 512
Address 3:   MEXICO #1050   **Address 3**:   APO AE 09014

Abbreviations
When using abbreviations, use the approved standard abbreviations.

Standard

And	&	Drive	Dr	National	Natl
Account	Acct	Federal	Fed	Number	#
Association	Assoc	Finance	Fin	Secretary	Secy
Attention	Attn	In care of	ICO	Square	Sq
Attorney	Atty	Incorporate	Inc	System	Sys
Corporation	Corp	Intentional	Intl	Terrace	Terr
Company	Co	Limited	Ltd	Turnpike	Tpke
Department	Dept	Medical	Med	United States	US

Street Designators

Apartment	Apt	Highway	Hwy
Avenue	Ave	Interstate Highway	IH
Basement	Bsmt	Lane	Ln
Boulevard	Blvd	Parkway	Pkwy
Center	Ctr	Place	P1
Circle	Cir	Post Office Box	POB
Court	Ct	Road	Rd
Drive	Dr	Room	Rm
Expressway	Expy	Square	Sq
Floor	Fl	Street	St
Freeway	Fwy	Suite	Ste

Geographic Directions

North = N	Northeast = NE
South = S	Southwest = SW
East = E	Southeast = SE
West = W	Northwest = NW

States and Territories

AL	Alabama		MT	Montana
AK	Alaska		NE	Nebraska
AZ	Arizona		NV	Nevada
AR	Arkansas		NH	New Hampshire
AS	American Samoa		NJ	New Jersey
CA	California		NM	New Mexico
CO	Colorado		NY	New York
CT	Connecticut		NC	North Carolina
DE	Delaware		ND	North Dakota
DC	District of Columbia		CM	N. Mariana Isl.
FL	Florida		OH	Ohio
GA	Georgia		OK	Oklahoma
GU	Guam		OR	Oregon
HI	Hawaii		TT	Palau
ID	Idaho		PA	Pennsylvania
IL	Illinois		PR	Puerto Rico
IN	Indiana		RI	Rhode Island
IA	Iowa		SC	South Carolina
KS	Kansas		SD	South Dakota
KY	Kentucky		TN	Tennessee
LA	Louisiana		TX	Texas
ME	Maine		UT	Utah
TT	Marshall Island		VT	Vermont
MD	Maryland		VA	Virginia
MA	Massachusetts		VI	Virgin Islands
MIX	Mexico		WA	Washington
MI	Michigan		WV	West Virginia
TT	Micronesia		WI	Wisconsin
MS	Mississippi		WY	Wyoming
MO	Missouri			

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CREDITOR/CLAIMANT EVENT GUIDE
UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA

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SELECTION TEXT

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<td>

ACTUAL DOCKET TEXT
~(prefix box)~ allows selection of dropdown list of prefix text, such as 'amended'

~(text box)~ is a text box to allow input of additional docket text

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EVENT LOCATION

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<tr>
<td>Objection to Transfer of Claim</td>
<td>~(prefix box)~ **Objection To Transfer of Claim To _____ in the amount of $_____** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters</td>
</tr>
<tr>
<td>Reaffirmation Agreement</td>
<td>~(prefix box)~ **Reaffirmation Agreement Between Debtor and** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters and Bankruptcy: Batch Filings</td>
</tr>
<tr>
<td>Notice of Appearance and Request for Notice</td>
<td>~(prefix box)~ **Notice of Appearance and Request for Notice** ~(text box)~</td>
<td align="center">Bankruptcy: Notices</td>
</tr>
<tr>
<td>Transfer/Assignment of Claim</td>
<td>~(prefix box)~ **Notice of Transfer/Assignment of Claim regarding Claim Number ____ . Original Claimant: _____, Transferee: _____** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters and Bankruptcy: Batch Filings</td>
</tr>
<tr>
<td>Transfer/Assignment of Claim with Waiver of Notice</td>
<td>~(prefix box)~ **Notice of Transfer/Assignment of Claim and Waiver of Opportunity to Object Regarding Claim Number _____ . Original Claimant: _____, Transferee: _____** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters and Bankruptcy: Batch Filings</td>
</tr>
<tr>
<td>Withdrawal of Claim</td>
<td>**Withdrawal of Claim(s): #_____** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters</td>
</tr>
<tr>
<td>Withdrawal of Transfer of Claim</td>
<td>**Withdrawal of Transfer of Claim(s): #_____** ~(text box)~</td>
<td align="center">Bankruptcy: Claim Related Matters and Bankruptcy: Batch Filings</td>
</tr>
<tr>
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<tr>
<td>File a Proof of Claim</td>
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<td align="center">Bankruptcy: File Claims</td>
</tr>
<tr>
<td>Print or View a Docket</td>
<td></td>
<td align="center">Reports - Docket Report</td>
</tr>
<tr>
<td>Print or View a Claims Register</td>
<td></td>
<td align="center">Reports - Claims Register</td>
</tr>
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