United States Bankruptcy Court
District of Massachusetts

Electronic Filing Reference Manual

Attorney Edition

Acknowledgments

The U.S. Bankruptcy Court for the District of Massachusetts would like to gratefully acknowledge and thank the bankruptcy courts for the Northern District of Georgia, Western District of Texas, Southern District of California, Western District of Missouri, and the Eastern District of Virginia for generously sharing their knowledge and resources during the implementation of Electronic Case Filing. Much of the material found in this manual is the fine work of many talented and dedicated people who pioneered the way for us.

Table of Contents

Section 14

Section 15

Section 16 - Appendices

Appendix 1

Appendix 2

Appendix 3

Appendix 4

Appendix 5

Appendix 6

Introduction

The Electronic Case Files (ECF) System is the newest initiative of the federal courts to develop the next generation of case management software. This management software enables the Clerk's Office to track documents and to automate functions such as noticing, deadline management and fee tracking. For non court personnel, the software allows for electronic filing of documents via the Internet without submitting paper to the Clerk's Office, and in the process, creates the docket and claims register.

Although extensive, this manual covers more than the mere mechanics of filing a document electronically. Instruction is provided on what to include and not include in a document as it is prepared for filing. Additionally, the manual will take you through the process of how to file petitions and open cases, adversary proceedings and explanations of reports and certain utilities, as well as a discussion of the most common errors users make when filing documents electronically.

The manual explains not only how to perform a task, but why performing the task in the manner described is important. The complexities that exist in filing pleadings electronically are due as much to the requirements of bankruptcy law as it is to the mechanics of the software tools being utilized. Ultimately, however, the process is beneficial to all. For attorneys ECF offers: (1) 24 hour availability for filing and research, (2) automatic notification of case activity, (3) ability to download and print documents directly from the court system, (4) eliminates waiting in line or for unavailable files at the courthouse, and (5) eliminates time restraints and costs associated with traveling to and from the courthouse. Conversely, court users will be able to: (1) track particular types of documents, (2) minimize the time required for uploading and retrieving documents, (3) maintain accurate information about the case including the participants and their roles, and (4) provide detailed and accurate information on dockets and calendars.

In order to maximize the benefits of this manual we suggest that you read it throughout in one sitting in order to get a comprehensive view of what ECF is all about. Use the manual as a reference tool when experimenting with the Computer Based Training Modules (CBTs) available at no cost on PACER and the court's training database. Pay particular attention to the Appendices; they contain useful information on document preparation and guidance. Finally, have this manual in hand when contacting the Clerk's Office for assistance. This manual will be used as a reference point for court personnel to guide the user back on the right track.

Massachusetts Rules for Electronic Filing
Highlights

This Section reviews certain rules and procedures that must be followed in order for ECF to work most efficiently. See Appendix 1 for a copy of the Electronic Filing Rules for the District of Massachusetts (MEFR).

Enabling Rules

The Federal Rules of Bankruptcy Procedure and the Massachusetts Local Bankruptcy Rules authorize electronic filing and noticing. Fed.R.Bank.P. 5005-2 permits courts to adopt local rules on electronic filing and states that *[a] document filed by electronic means in compliance with a local rule constitutes a written paper for the purpose of applying these rules*, *the Federal Rules of Civil Procedure made applicable by these rules, and § 107 of the Code*. Appendix 8 of the Massachusetts Local Bankruptcy Rules is known as the Electronic Filing Rules for the District of Massachusetts, hereinafter MEFR, and establishes the requirements for electronic filing with the Bankruptcy Court in this District. Fed.R.Bank.P. 9036 sets forth the ground rules for giving electronic notice.

Registration and Training

Attorneys interested in obtaining access to the Court's Electronic Case Filing (ECF) System should complete the registration forms available at the end of Appendix 1 of this manual, on the Court's website at www.mab.uscourts.gov or from the Clerk's office. Eligible attorneys wishing to participate must complete the requirements described in Rule 2 and complete the training course.

Signatures on Electronically Submitted Documents

Pursuant to MEFR 2(e) all Registered Users are required to safeguard and keep confidential their user name (login) and password in an effort to prevent unauthorized use. Registered Users who believe their login and password may have been compromised must contact the Clerk's office immediately and change their password.

MEFR 8(a) establishes the Registered User's login and password **as the legal equivalent of that attorney's signature for purposes of filing documents and compliance** with the requirements of Fed.R.Bank.P. 9011. Filed documents must include the name, address, telephone number, and E-mail address of the Registered User and if an attorney, his/her BBO number. In addition, each signature line in any document or pleading filed electronically should indicate the signature in the form of the letter **s** preceded and followed by a forward slash then followed by the name of the person who is signing, such as **/s/ John D. Doe**, or an imaged or electronically created signature. Only the Registered User is entitled to use the /s/ John D. Doe as their signature (paralegals and others who are not registered users may not.) See MEFR 8 for additional information concerning signatures.

Service and Proof of Service

MEFR 9 provides that a person who files a pleading or other document electronically must serve the document on the same persons that he or she would serve if the pleading or document had been filed in a paper form. A certificate of service may be filed electronically as part of the main document or as a separate but linked document to the pleading being filed.

Service on another Registered User or participant in the ECF System will take the form of a Notice of Electronic Filing that states the name of the case in which the pleading or document has been filed, the case number, the docket text related to the document (e.g., ABC Corp.'s Motion for Relief From Stay filed by John Doe), the docket number and the date and time that the document was filed, in lieu of a paper or electronic copy of the filed document. This Notice of Electronic Filing is generated by the Court through the ECF System as a result of the correct entry of a document by the moving party. This Notice of Electronic Filing will provide the recipient user with a free look at the document.

Participant attorneys agree to accept service of documents electronically. Electronic service consists of an E-mail message the Notice of Electronic Filing, from the Court generated by the ECF System upon the correct filing of a document by another Registered User representing the filing party. Under this form of service, a participant served does not receive a paper or even an electronic copy of the document, but instead is directed to the ECF website where the document may be viewed and printed.

Accurate and timely service *requires* the Registered User to query the case and determine who the parties are that are already members of the case ***BEFORE*** filing the document. Query is found under Utilities on the blue banner Main Menu. Even if you know that opposing counsel are ECF Registered Users, if they have not filed a document in the specific case you are working with, they will not receive the Notice of Electronic Filing. You must serve them conventionally until they actually become parties to the case.

Parties not represented by attorneys who have appeared in a case and attorneys who are not registered ECF users must be served conventionally by paper. Certificates of service linked to electronically filed documents must reflect the method of service used for each entity served.

Pleadings Signed Under Oath

MEFR 7 requires that <u>all documents signed under oath or the penalties of perjury be maintained in paper form by the Registered User until five (5) years after the closing of the case</u>. In addition, the declarant shall execute and file with the Court a <u>Declaration Re: Electronic Filing for every document signed under oath or the penalties of perjury</u>. See Official Form 7 in Appendix 1. Both documents are deemed to be the property of the Court, not the declarant. Both documents are filed electronically as scanned images with the court, but the originals are retained by counsel per MEFR 7. Please note that the document signed under oath or the penalties of perjury and the Declaration Re: Electronic Filing are filed simultaneously. The Declaration is filed as an attachment to the document.

<u>Orders and Notice of Court Orders and Judgments</u>

MEFR 4 states, *[a]ny order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed his or her signature to a paper copy of the order* while MEFR 10 states, *Transmission of a Notice of Electronic Filing constitutes the notice required by Fed.R.Bank.P. 9022.*

<u>Sealed Documents</u>

MEFR 6 provides that pleadings or other documents that should be sealed must not be filed electronically. A user may file electronically a motion for an order directing that specified pleadings or documents filed or to be filed with the Clerk in paper form be sealed. Counsel should alert the Clerk's office by telephone when filing such a motion.

How to Register for Access and Get Started

Step One: Certification to the Court

The Court offers attorneys three possible ways in which they may become a Registered User of the ECF system. Regardless of which option is selected, **all** attorneys applying for a login and password and any member of their staff who will be using the ECF system must certify to the court that they have done the following:

1. Read and are familiar with the Massachusetts Electronic Filing Rules (Appendix 8 of the Massachusetts Local Bankruptcy Rules).

2. Completed the following seven (7) Computer-Based-Training (CBT) modules available on the PACER website http://pacer.psc.uscourts.gov/ecfcbt/ . It is not necessary to login to PACER to access this training, so therefore no PACER costs are incurred.

   - An Introduction to CM/ECF
   - Logging into CM/ECF
   - Converting a File to PDF
   - Bankruptcy Case Opening
   - Filing a Motion
   - Filing an Objection to a Motion
   - Running CM/ECF Queries.

3. Understand and are able to perform basic computer tasks including:

   - Use common Windows file management skills.
   - Copy and Paste Files
   - Browse File Folders
   - Know how to use a windows-based word processing software package such as Corel WordPerfect, Microsoft Word or windows

based bankruptcy forms software.

- Know how to use a windows-based word processing software package such as Corel WordPerfect, Microsoft Word or windows based bankruptcy forms software.

- Able to access the Internet and use an Internet Browser (Netscape Navigator or Microsoft Internet Explorer).

- Specifically, when using a Browser, you should be able to do the following:

    - Use the Forward and Backward buttons

    - Click on check boxes using a mouse

- Type in text boxes (input fields)

- Download Files

- Print Documents

- Use Hyperlinks

- Enter a website address in the address field (URL) in a browser and go to that Internet Site.

- Know how to view a Portable Document Format (PDF) file using Adobe Acrobat Reader software.

4. They are familiar and able to competently use Adobe Acrobat 4.0 or later (Adobe Acrobat software (writer not the reader) allows you to create PDF documents).

    Please note that this is an essential skill. ECF requires extensive use of this software to create PDF documents. Additional training is available through commercial training facilities. You must be able to create, scan, bookmark and print a document in a PDF format.

Step Two: Select a Training Option:

Applications for training are accepted through the Court's website at www.mab.uscourts.gov. Attendance in training will only be confirmed after the Court receives the completed Certification forms from the Attorney of Record who will become the Registered User. There are two Certification forms used for three different training options described below. The Certification forms are available in Appendix 3 of this manual, from the Clerk's office and from the Court's website at www.mab.uscourts.gov. Please note that applying for training does not guarentee your attendance. The Clerk's office will notify you by email of your acceptance.

Option One: Attend Training:

After certifying that you have the necessary skills required, you attend the Court's five-hour ECF Attorney Training Program and complete all hands-on exercises and in-class requirements.

For this option, you must apply for training on the Court's website using the interactive training application form and complete the Electronic Case Filing Attorney Certification form and mail it to the Clerk's office. The form must be completed and received by the Clerk's office prior to being accepted into training.

Option Two: Send a member of your staff to ECF training:

After certifying that you and your staff have the necessary skills required, you must authorize the attendance of your staff (who will be using the Court's ECF System), to attend the Court's five-hour ECF Attorney Training Program and complete all hands-on exercises and in-class requirements on your behalf.

> **Note:** ECF System applicants who will not be personally attending the Court's five-hour ECF Training program but will be authorizing the attendance of another on their behalf, must **additionally** certify to the Court, in writing that they understand that use of a LOGIN and PASSWORD issued to them on the ECF System constitutes use of their signature and that they will be held responsible for all activity under the LOGIN and PASSWORD.

For this option, your staff may apply for training on the Court's website using the interactive training application form but you must still complete the Electronic Case Filing Attorney Certification form **and** your staff must complete the Non-Attorney Certification Form. Both forms must be completed and received by the Clerk's office prior to being accepted into training.

Option Three: Apply for a Training Waiver (Already trained in another District.):

Attorneys and staff members who have been trained and issued an ECF login and password in other jurisdictions do not need to attend a District of Massachusetts training program to receive a login and password from this District. We will honor the training received in the other federal court, however, to obtain a login and password from this Court, you must additionally certify ***in writing*** to the following:

- You have met all of the requirements from the other jurisdiction(s) and have not had your ECF privileges suspended or revoked in any jurisdiction.
- You and any of your staff who will be using the ECF System have read and are familiar with Massachusetts Electronic Filing Rules. (Appendix 8 of the Massachusetts Local Bankruptcy Rules).
- You understand that use of the LOGIN and PASSWORD on the ECF System constitutes use of your signature and you will be held responsible for all activity under any and all LOGINS and PASSWORDS issued to you.
- You have completed, at a minimum, each of the seven (7) Computer-Based-Training (CBT) modules listed under "Necessary Skills".

For this option, use the Electronic Case Filing Attorney Certification form and complete the Electronic Case Filing System Registration and Attorney Certification for Out-of-State Attorneys found on the last page. (In state attorneys who have attended training in another jurisdiction should also complete the Out-of-State form and mail it with the Electronic Case Filing Attorney Certification form to the Clerk's office.)

For additional information see the Massachusetts Electronic Filing Rules in Appendix 1 of this manual or call the Court's Help Desk in Boston at (617) 565-5915 and in Worcester at (508) 770-8915.

Technical Considerations

This section includes a short primer on the Internet and a discussion of the equipment and software necessary to use the ECF System.

The Internet

If you have never accessed or *surfed* the Internet, the entire concept of electronic filing may be a little intimidating at first. A basic understanding of the process and the "buzz words" that are often used may help. The term "Internet" refers to the network of networks of computers around the world connected with each other by telephone lines.

Computer networks can connect to each over the Internet because they have all agreed to use the same protocols. A protocol is a set of rules that governs how computers trade information. The "language" that all the computers on the Internet have agreed to use is called TCP/IP. TCP stands for Transmission Control Protocol and IP stands for Internet Protocol.

Web pages are just computer files. They are called pages because that is what they look like when they are displayed on a computer screen. A collection of pages under the same URL is often referred to as a Website. A site on the Internet is identified and located by its address, called, Uniform Resource Locator or URL. The URL is analogous to an address of a building or to a telephone number.

One Web page or site may be connected to another by a hyperlink, which in the case of text is usually recognizable by a change in the color of the font and/or by underlining. A hyperlink may also exist in a graphic image or icon. Embedded in such text or image is the URL of another Web page or site. When you move the cursor over a hyperlink, the cursor changes to a tiny hand with the index finger pointing. Clicking on a hyperlink will cause the browser to connect to that other page or site.

The URL or address of the Court's ECF site is https://ecf.mab.uscourts.gov. The URL for our general website is www.mab.uscourts.gov.

Hardware and Software

To file bankruptcy cases and documents electronically, a user must have certain computer hardware and software, as well as access to the Internet. In this section, we list the essential items and discuss certain items in greater detail. The primary out-of-pocket costs associated with participation in the ECF System are in the form of equipment, software and communication services. There are also indirect or soft costs measured in the time that attorneys and employees spend planning and implementing new business processes and training. If care is not taken to adequately plan for electronic filing, the indirect costs may actually be higher than the direct costs.

Hardware Requirements (Minimal Requirements)

IBM-compatible

- Pentium processor-based personal computer, with 128 MB of RAM (256 for Windows XP), with 40 MB of available hard disk space and a Windows 95, 98, 2000, XP or Windows NT operating system

- CD-ROM drive or 3.5" diskette drive *(Adobe sells the Acrobat software on CD-ROM only. If you desire the diskette software, you must complete the request provided with the software and forward, together with the appropriate fee, to Adobe)*

- Modem, 56K (minimum). For frequent users, we recommend DSL, Cable or a T1 Line.

Macintosh

- Macintosh with a 68020 processor or Power Macintosh, with 16MB of available RAM, and 40 MB of available hard disk space

- Apple System Software version 7.1.2 or later

- CD-ROM drive or 3.5" diskette drive *(Note: Adobe sells the Acrobat software on CD-ROM only. If you desire the diskette software, you must complete the request provided with the software and forward, together with the appropriate fee, to Adobe)*

- Modem, 56K (minimum). For frequent users, we recommend DSL, Cable or a T1 Line.

Scanner w/Document Feeder

Must be able to scan a document and save it as a PDF document and open it again as a PDF document.

Software Requirements

- Adobe Acrobat Reader software to view, print and download documents from the Court's electronic case file. The Adobe Acrobat Reader is available as a free download at www.adobe.com. *(Reader software will* ***NOT*** *allow you to convert documents to PDF format but you will be able to view them.)*

- Adobe Acrobat PDF Writer 4.0 or later is a purchased piece of software and allows a user to convert documents from a word processor or other software to portable document format (PDF). Please note that some newer software applications come bundled with the Acrobat PDF Writer.

- Windows-based word processing software package, such as Corel WordPerfect and Microsoft's Word software will allow you to convert documents created in those programs to PDF format. However, you will need to purchase the Adobe Acrobat software to convert documents not created in those programs. (e.g., attachments such as scanned images of a deed or pre-existing contract.) Please also note that earlier versions of WordPerfect (before ver. 8) will create very large PDF documents and should be avoided.

- Internet Browser - Netscape Navigator software (version 4.6x or 4.7x) or Microsoft Internet Explorer (version 5.5). Do NOT use Netscape version 6.0.

  Due to security issues, DO NOT USE America On Line's (AOL) version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.

- An Internet Service Provider, using point-to-point protocol (PPP). Software permitting access to an Internet Service Provider. ISP's, including such companies as BellSouth, AT&T, AOL, EarthLink, etc., are widely available.

Note: It is possible to use ECF with a 56K dial-up or less but the system performance may be less than optimal. Slow response time and slow access may discourage ECF use and try your patience. It is strongly recommended that connections be made using cable access, DSL service or a T1 line.

Basic Concepts

Making the most effective use of ECF System requires a solid understanding of a few basic ideas about how the software and the system work. The topics covered are:

- Login and Password As a Signature
- PACER
- Documents filed in Error
- Events and Categories
- Filing Creates a Docket Entry
- Portable Document Format (PDF)
- How to View a PDF File
- How to Convert a PDF File
- Problems Caused by Lengthy Scanned Documents
- Discovery Materials
- Linking a Document Being Filed to a Previously Filed Document
- Internet Credit Card Payments and Fees
- Need for Patience When the System is Slow
- Searching for Persons or Entities When Filing in ECF
- Searching an HTML Document, Including a Report Produced by ECF
- Sure Way To File the Right PDF Document in the Right Case
- Organizing Directories and Naming Documents

Login and Password As a Signature

A user's ECF login and password constitute his signature when filing documents electronically. See MEFR 8. It is the responsibility of the user to guard against unauthorized use of his password and to supervise law firm personnel or other agents authorized to use his/her password.

You may review all transactions processed with your login and password under the Utilities menu by clicking on View Transaction Log. If you believe or suspect someone is using your login and password without permission, telephone the Clerk's office as soon as possible and obtain a new password. If it is not possible to contact the Clerk's office then change your password through the Utilities menu and notify them as soon as you are able.

It is advisable to change passwords periodically anyway, which users can do on-line. Click on **Utilities** on the blue banner Main Menu, then on *Maintain Your ECF Account*, and then on *More User Information*. Click on the password block, clear out the asterisks and type in a new password. Make a note of it, and then click on *Return To Account Screen*, click the **Submit** button and then on the next screen, click the **Submit** button again.

PACER

In addition to a login and password issued by the court, a Registered User must have a PACER account to access reports and documents in the ECF database.

On and after July 1, 2001, each user accessing the Court's ECF database from a location other than one of the public terminals in the courthouses in the district are charged a fee of $.07 per page of each report or document retrieved, whether or not the user prints the report or document.

Anyone may view documents on terminals located in the Clerk's office in each division without charge, but the Clerk's office must charge $.10 per page for copies of documents printed from the terminals. This modest fee is being imposed nationwide.

ECF participants receive an E-mail notification of docket activity in cases in which they appear and receive one free look at each document filed in those cases when accessing the ECF database through hyperlinks contained in the E-mail. (Please note that the free look does not at present work with attachments. Later versions of the software should correct this problem.)

A recent decision by the Judicial Conference of the United States Courts limits the charge for a single document to 30 pages in all PACER, or ECF sites. Effective April 1, 2002, the maximum charge for an imaged copy of a document obtained from the PACER system is $2.10. Previously, a 50 page document cost $3.50 at 7 cents a page. This same document now only costs $2.10. Users will receive the entire 50 page document but only be charged $2.10. This cap applies only to imaged documents.

The cap does **not** apply to docket sheets or reports. Each attachment is considered a separate document. Therefore, the cap applies to each attachment over 30 pages separately. To obtain more information regarding PACER and establishing an account, call (800) 676-6856 or go to http://pacer.psc.uscourts.gov/.

Documents Filed in Error

A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed.

If you realize you have made a mistake, **Do not attempt to re-file the document. REQUEST a correction**. Contact the Case Administrator for the case or call the Help Desk in Boston at (617) 565-5915 and in Worcester at (508) 770-8915 as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised *if* you need to re-file the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted. The Court or ECF Users in the case may react unnecessarily to the erroneous filing.

Events and Categories

In ECF, the term "Event" is used to mean the occurrence of a particular activity in the case, such as the filing of a document or the occurrence of an activity resulting in a docket entry, such as the setting of a hearing. An Event may also be an activity that changes the database but does not create a docket entry, such as adding an attorney to the list of attorneys who have appeared in a case.

A "Category" in ECF is a collection of Events. For example, the Category called "Motion/Application" includes the motions and applications Events. Each type of document within the Category is a separate Event. A Motion to Avoid Lien, a Fee Application, and a Proof of Claim are types of Events. More precisely, the filing of such a document is an Event, sometimes referred to as a Docket Event, because the entry appears on the docket or in the claims register.

The ECF program uses Events (1) to identify particular types of documents or proceedings so that searches can be made by the type of Event, (2) to help insure that for certain types of activities, a related activity occurs, such as collecting a filing fee, and (3) to provide standard form docket text when a docket entry is being created.

Filing Creates A Docket Entry

Filing a document electronically in ECF requires the user to respond to various prompts and questions, such as supplying the case number, identifying the type of document being filed and deciding if the document relates to another document previously filed.

Each step in this process constructs a part of the docket entry for that document. A Registered User may modify or enhance the docket text to explain more precisely what the document is actually about.

For example, suppose an attorney files a Motion for Relief from Stay and it includes a Certificate of Service as part of the motion. As you docket the event, you will be prompted to enter a description which identifies or describes the property. After submission, ECF will supply the docket text "Motion for Relief from Stay Re: *1996 Toyota Camry, VIN #121111*". In this example, the user would add as "free text" following the canned description, with *Certificate of Service*.

Participants should always insert in the pre-text the word "Amended" if the document is an amendment of a previously filed document. Participants should also use the free text option if the canned text does not adequately describe what the document contains.

Portable Document Format (PDF)

As explained in the previous section, there are two types of Adobe products referred to in this manual. Adobe Reader, which allows a user to view a document on the ECF System, and Adobe Acrobat (Writer/Distiller), which allows a user to convert documents to PDF. *(Please note that Adobe Distiller will create a larger file than Adobe Writer, hence the* ***Court recommends the use of Adobe Writer****.)*

Each word processing program has a unique method for formatting documents. Hence, a document created with one word processing program may not look the same in, or may not even be accessible, using different word processing software. Putting documents in Adobe's Portable Document Format (PDF) is one way to avoid a potential Tower of Babel.

How to View a PDF File

- Start the Adobe Acrobat Reader program.
- Go to the **File** menu and choose **Open.**
- Click on the location and file name of the document to be viewed. If the designated location is correct, and the file is in PDF format, Acrobat PDF Reader loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to Portable Document Format

Other than a Creditor Matrix which must be in .txt format, only documents in

PDF format will be accepted for filing in the ECF System. Documents not in this format must be converted. Since the Acrobat PDF Writer installs as a printer driver, most software applications installed on the computer will have the ability to print to PDF. To convert a word processing document to a PDF file, you need to seemingly print the document to get the conversion to take place.

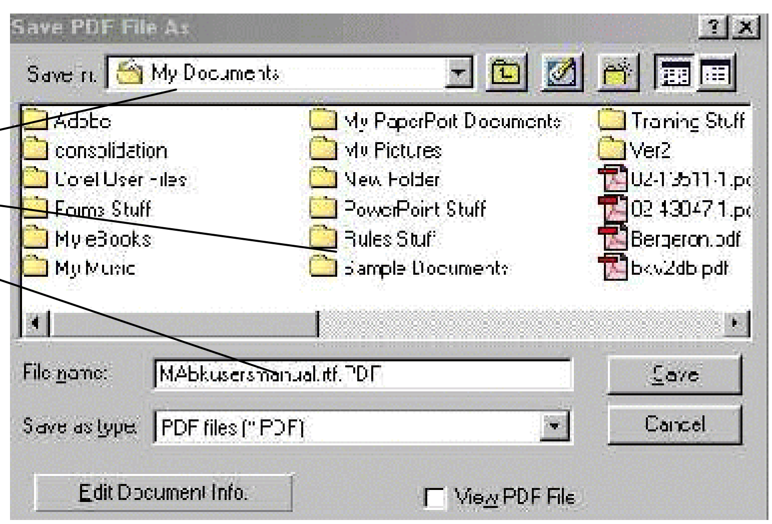
The conversion process is relatively simple and can be accomplished in one of two ways depending on the word processing program you are using.

For WordPerfect:

- Once your document is complete and with the document to be converted open on your screen,
- Select **File** from the menu bar, then select **Print** (or click the printer icon from your toolbar)
- Use the drop down box to select the Current Printer to **Acrobat PDF Writer**
- Click on the Properties button, and click on the 'Font Embedding' tab. Make sure that the box for Embedded all fonts is checked. Then click okay.
- Click **Print**. The document will not actually print; instead a **Save As** box will appear on your screen.

a Navigate to the drive
b Navigate to the folder
c Name the file

The PDF extension will affix automatically



- After you've selected the correct drive and folder and named your file, click **Save**.

- The PDF conversion is now complete. Your *electronic original* is stored in the folder you designated.

TIP: You will still need to save your WordPerfect document in WordPerfect format as you always have, however, you will only file your PDF document with ECF.

Note: Adobe may be added to the toolbar within the program by editing the settings.

For Microsoft Word 95 or later:

- Once your document is complete and with the document to be converted is open on your screen,
- Click on the **File** menu and select, **Create Adobe PDF***.*
- Be sure to Save the file as a PDF file, giving it a .PDF extension.
- The file is now a PDF file under the newly designated name.

TIP: You will still need to save your Word document in Word format as you have always done.

Any Other Word Processing Programs

- **Open** the document to be converted.

- Select the **Print** option and in the dialog box select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

- Select **Adobe PDF Writer**.

- Click **Print**. The file should not actually print; instead the **Save As** box should appear allowing you to save the document. It may be necessary for you to place the PDF extension on the end of the file name.

- See your Adobe documentation for further instructions.

Problems Caused by Lengthy Scanned Documents

Scanning a document using a flatbed or other type of scanner creates a graphic image of the document. Images that are converted to PDF format from a graphic image create very large files.

File size is important in two ways. First, it takes much more time to transfer a copy of a large file between computers than it takes to transfer a copy of a text-based file. Second, by definition, a large file requires more storage capacity in the court's or a user's computer system. For these reasons, users should avoid if at all possible filing large numbers of imaged pages.

Discovery Materials

Because the rules of procedure do not require and in fact *discourage filing of discovery materials*, there is only one Event under the Category Other which is for Interrogatories. It should not be necessary to use this event very often.

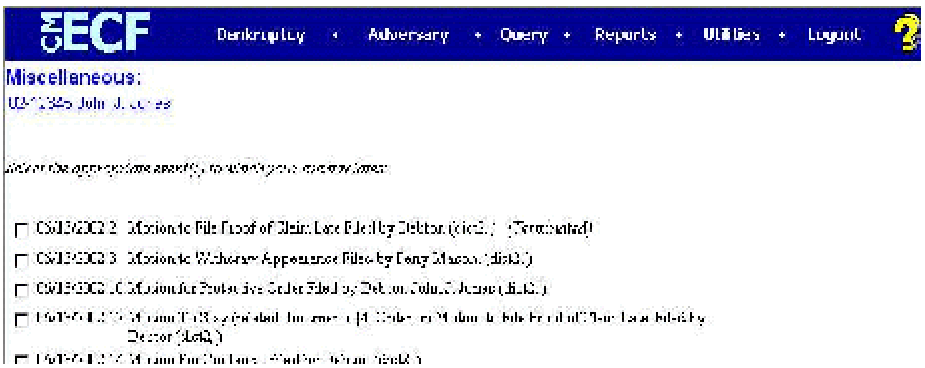
Sometimes voluminous discovery materials are filed in connection with motions to compel and motions for protective orders. For the reasons given in the preceding subsection, the court discourages the filing of lengthy scanned documents. Users should explore whether it would be possible to provide Chambers *(and opposing parties)* with a courtesy copy of lengthy documents that would otherwise have to be scanned and then to introduce those documents as exhibits at the hearing on the motion to compel or for a protective order. *(See Appendix 1, MEFR 8 Attachments and Exhibits.)*

Linking a Document Being Filed to a Previously Filed Document

Anyone who has surfed the Web knows that hyperlinks are the connection points that permit the user to jump from one site to another by clicking on the hyperlink. Hyperlinks are also used in ECF. For example, the document number, in blue to the left of a docket entry on the docket sheet is the hyperlink to that document. ECF automatically creates the hyperlink between the docket event and the document that is filed.

There is another type of linking in ECF that is not automatic but is extremely important. A user may link one document to a previously filed document thus creating a relationship. At times this is essential, as with responsive pleadings or amended and supplemental documents.

When a user dockets a responsive pleading, the ECF program will automatically pull the pending documents or events available for selection. By checking the box next to any of the items, a link will be created between your document and the pleading or event to which your document responds.



Establishing a link has two effects. First and most importantly, certain reports, such as the Calendar Events Report, will display the docket text and hyperlinks to the subsequently filed documents, as well as to the initial document. The Calendar Events Report, for example, permits the judge to view the relevant documents on the calendar, before, during or after a hearing.

If a filer does not link documents correctly, any report that relies on the existence of correct links will be incomplete or incorrect. By the same token, indiscriminate linking can have unintended results. For example, if a user incorrectly links a motion to a complaint or petition, any subsequent objection or opposition would also be linked incorrectly to the complaint or petition. If the confusion cannot be reconciled by the Court, it may result in an unnecessary hearing.

The second effect of linking in ECF is that the document number of each previously filed document linked to the new document being filed appears as a hyperlink on the new docket text.

For example:

A Creditor's Attorney files a Motion for Relief from Stay with a Certificate of

Service[1] and a few days later files a Brief/Memorandum in Support of that motion which also has service. The documents must be linked together. The docket text for the brief would read something like the followng:

"Brief/Memorandum *with Certificate of Service* filed by Creditor in Support of [23] Motion for Relief from Stay and *Certificate of Service* Re: Property located at 15 Main St., Peabody, MA.

Debtor's counsel responds to Creditor's motion and files an Objection or Opposition*.* The docket text would read something like the following:

"Objection *with Certificate of Service* filed by Debtor John Doe to [23] Motion for Relief from Stay with *Certificate of Service* Re: Property located at 15 Main St., Peabody, MA and [24] Brief/Memorandum in Support *with Certificate of Service* filed by Creditor ABC.

Should Creditor's counsel file an amendment to the Motion for Relief. The docket text for the amendment would read something like,

"Amended Motion Re: [23] Motion for Relief from Stay and [24] Brief/Memorandum in Support filed by Creditor ABC.

Even if it is a second, third or forth amendment to the motion or objection, the amendment is always linked to the original <u>Motion/Application Event</u>. The prior linkage stays in place.

Creating a link between documents causes the document number to become a hyperlink to that document. This allows the reader to easily see which documents should be considered together.

By the same token, if a user were to establish a link between the document being filed and every previously filed document that even remotely might have some relationship to the document being filed, the docket entry would be all but useless to the reader trying to determine which documents were related and what issues need to be considered together.

[1]Certificates of Service which are not part of the filing must be linked to the original document as well.

How do you decide whether or not to link a document being filed to one or more previously filed documents? The purpose of creating such relationships in the database is to make it easier to find a subset of documents relevant to the document being filed. The subset might itself be only one document. That purpose suggests the core rules.

- Link an amendment to the original document if it is appropriate; For example, Amendments to Motion/Application Events are linked to the original Motion/Application Event. Amendments to Answer/Response Events are also linked to the original *Motion/Application Event NOT the Answer/Response Event.*

  An Amendment to a Plan is linked to the original plan regardless of whether or not it is the first amendment or the fourth. An amendment to an objection to a plan is also linked to the original plan, NOT the original objection.

- DO NOT link a document to a petition unless it is an amendment or a response to an involuntary petition.

- Pleadings filed in adversary proceedings, that is complaints, answers, counterclaims, cross-claims, third-party complaints and replies to counterclaims, may be linked to each other and to amended pleadings, but DO NOT link subsequently filed documents, such as motions or notices of hearings, to these pleadings.

- Distinguish between (a) primary documents that frame an issue to be decided such as motions and responses to motions or plans and objections to confirmation and (b) supporting documents, such as briefs, affidavits and certificates of service, that support a primary document.

  Link a supporting document only to the primary document it supports. A brief may be a primary document, if there is no separately filed response or objection, in which case it should be linked to the motion or plan that it opposes.

- DO NOT link for the sake of linking. Have the right reason for linking - to establish an immediate relationship - and keep it simple. In general, link only to the immediately relevant document. The table on the next page gives examples of when linking is and is not appropriate.

Linkages Rules		
Document Being Filed	Link?	Document(s) Previously Filed
Amendment to a Motion	Yes	Original Motion
Amendment to an Objection/Opposition	Yes	Original Motion and Objection
Certificate of Service	Yes	Document(s) Served
Notice of Hearing on Motion(s)	Yes	Motion(s) and Hearing
Motion for Protective Order	No	
Motion for Adequate Protection	No	
Motion to Intervene in a Contested Matter in a Main Bankruptcy Case	No	
Second, Third, etc Motion to Extend Time	No	
Supplemental Motion for Relief from Stay Following Default or Affidavit of Non Compliance	Yes	Original Motion for Relief from Stay and Order Dealing with That Motion
Brief or Affidavit Supporting Motion(s)	Yes	Motion(s)
Stipulation Concerning Motion(s)	Yes	Motion(s)
Response to Motion(s), Reply to Response, Reply to Reply	Yes	Motion(s)
Brief or Affidavit Supporting Response to Motion	Yes	Response
Disclosure Statement	No	
Objection to Disclosure Statement	Yes	Disclosure Statement
Objection to Confirmation of Plan	Yes	Plan
Amendment to a Petition	Yes	Petition
Amendment to Complaint or an Amended Answer to a Complaint	Yes	Complaint, Answer
Withdrawal of Document	Yes	Document to be Withdrawn

Internet Credit Card Payments and Fees

Internet credit card processing is available to Registered Users so they may pay filing fees directly via the Internet to the U.S. Treasury. The Court does not maintain credit cards or numbers.

How it Works:

Immediately after the successful submission of a docket entry containing a filing fee, a pop-up credit card payment window will appear on the screen overlaying the standard ECF Notice of Electronic Filing. This screen will contain the new filing fee charge and any other outstanding ECF Internet filing fees.

Registered users will be asked to "Pay Now" and enter the correct credit card information or "Continue filing." If the "Pay Now" option is chosen, the filer will be electronically connected to the U.S. Treasury site and prompted to enter the appropriate credit card[2] information. If the payee either enters an invalid credit card number or makes three consecutive errors in the data entry, a message will appear informing the payee that they were unable to complete the transaction and they should contact the local court for assistance.

If however, the credit card transaction is approved, a message acknowledging the transaction will appear and a transaction number is provided as a receipt. See page 93 Step 20 for sample screens.

IMPORTANT NOTE

Neither Congress nor the Judicial Conference has authorized exceptions to the fees due upon filing of an original request for relief. The Judicial Conference has authorized some exceptions to the fees due for filing adversary proceedings and some services but ***NOT THE ORIGINAL REQUEST FOR RELIEF***. Barring a technical failure, this fee must be paid upon filing.

If a technical failure has resulted in a failure to pay, you will be contacted by the Finance Department of the Court and asked to immediately make the payment via ECF (under Utilities) or send/bring the payment to the court.

Failure to pay outstanding court fees in a timely manner may result in a

[2]Credit cards must be issued in the Registered Users name to be accepted.

The Need for Patience When the System is Slow

The speed at which the ECF server will respond to a request by a user's PC to accept and/or transmit data is a function of many factors. One is the time of day that a user logs into ECF. If the Internet is carrying a lot of traffic at the time a user tries to file a document or run a report, say at 2:00 p.m. Eastern Standard Time (EST), after the West Coast of the United States has started the business day, Internet use can be slower than using the Internet at 9:00 a.m. EST.

Speed is also a function of how many persons are trying to conduct business on the ECF servers: the more users logged in, the slower the response time. And all traffic to and from this court's ECF servers must go over the judiciary's internal data network, which makes judiciary traffic a speed factor. A similar effect could occur on the user's network or on the server of user's Internet Service Provider ("ISP"). Finally, speed is a function of the size of the files that the user seeks to download or upload and the speed of the connection the user has to the Internet. Filing or viewing image-based PDF documents takes much longer than filing or viewing text-based PDF documents.

The process of filing documents or obtaining information from ECF involves a series of data transmittals between your PC and the Court's ECF server. When the process slows down because of high traffic somewhere along the transmission route, the perfectly natural reaction is to click on the **Submit** or **Next** button several times, like pressing an elevator button when the elevator does not come. If the elevator call button is lighted, it means that the elevator's computer already knows you want service. Pressing it over and over may make us feel like we are doing something useful; yet, it does not make the elevator arrive any sooner and, one hopes, does not delay the arrival of the elevator either.

The opposite is true with ECF or for that matter with any other client/server computer system. The ECF System is designed so that the first click of the **Submit** or **Next** button is communicated to the server. That first click starts a request that is put in line for the next available server processing time. Clicking a second time on a **Submit** or **Next** button cancels the first request and initiates a new request and hence makes a bad situation worse. **Please be sensitive to this issue, and make sure to click *only once* on the Submit or Next button.**

You may already know that you can look at the bottom of your browser on the right side to see whether the interactive process between your PC and the ECF server is still in progress. To avoid adding to your frustration, slow down long enough to make sure that you in fact clicked on the **Submit** or **Next** button the first time.

Searching for Persons or Entities When Filing a Document in ECF

To find or search for a party, the party must be entered correctly. One of the most important tasks a user can perform in the ECF System is to add, edit and associate a party and attorney to a document within a case or proceeding. Since this topic is so important, and if it is not done correctly causes a multitude of problems, it is dealt with separately in Section 6. It is strongly recommended that users become very familiar with this Section.

Briefly, in the course of filing a document, the ECF program requires the user to identify the filing party. This part of the program begins by asking the user to type in a portion of the last name or company name of the party and once entered, the program will return a list of last names and company names that match. The user then must check each matching name to be sure the address is correct and it is, in fact, the correct person or company.

To search for a person or other entity by name, type at least the first two letters of an individual's last name or company name in the last name field. For example, to search for a party named "Johnson," one could type Jo or Joh or John; the result would be a list of entities with a name starting with those letters. Provide as much information that you are sure of so that the search result is manageable.

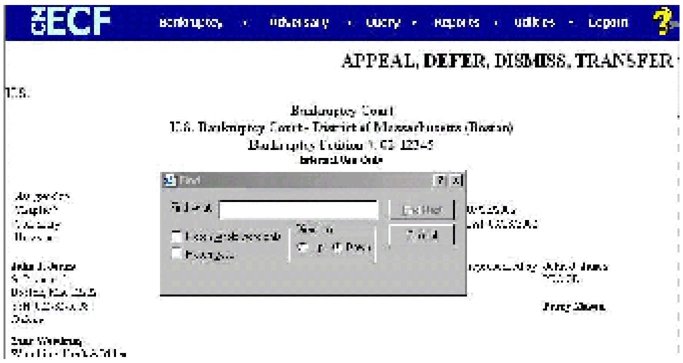
Do not use "*" as it will slow the system and not provide you with the information anyway.

Searching an HTML Document, Including a Report Produced by ECF

The text portions of pages in a website displayed in a browser, including reports produced by ECF, can be searched by using the find feature in your browser. While viewing any website or ECF report in a browser, hold down the Control Key (Ctrl) and type the letter "f" a box will open and you will be able to enter search information. This feature may also be accessed by clicking on **Edit** in the menu and then on **Find** in Frame. A box will appear as shown in the figure below in which the user may type a string of letters and then find that string wherever it appears in the report.

This is also a good method to use to find information in this manual especially because it is very quick.

Find Screen

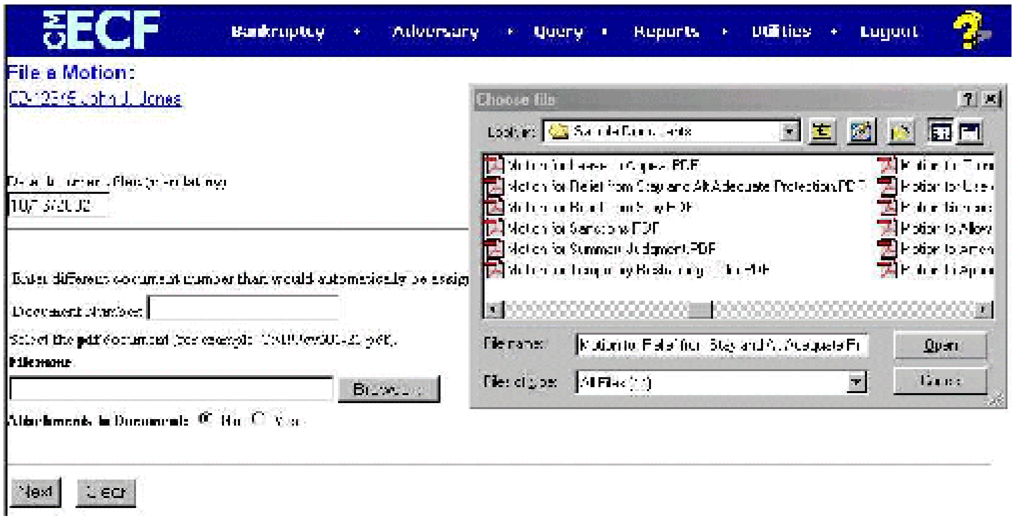


So long as the PDF document was created using a word processing program, the same search feature is available to search text-based PDF documents. (*The feature does not work if the PDF document is an image file.)* The search begins at the point the cursor is blinking, so if you begin a search in the middle of a page or document, the find feature will operate from that point to the end of the page or document.

<u>Sure Way To File the Right PDF Document in the Right Case</u>

All ECF users face the problem of filing the right PDF document in the right case. Users occasionally file the wrong document in the right case and file the right document in the wrong case. <u>*Filing in the wrong case can be prevented by making it a habit to look carefully at the name of the debtor displayed on the screen immediately following the*</u> <u>***Select Case Number screen***</u>. If the name of the debtor is not the one you expected, click the **Back** button and re-examine the case number.

Making sure that you <u>*do not file the wrong document in the right case*</u> requires the user to <u>*view the file*</u> at the **Select PDF Document** screen before it is uploaded to the Court. Once you have browsed your directories or folders to find the file you think is the one you want, put the cursor on the target file and click once to highlight it.



The figure above shows the file selection box for the directory that contains the target file, in this case, Motion for Relief from Stay or in the Alternative Adequate Protection. Select or highlight the correct document by clicking once on the file name, then right click the selected file. A drop-down menu will appear. Click on **Open** in the drop-down menu to view the file. Do NOT rely on the filename. Check the document.

> **TIP:** Note the bottom field in the above example labeled "**Files of Type**". Whatever type of file is listed in this field, is the kind of file that will be displayed. Make sure the type is "pdf" or "all files" otherwise you will not see your file.
>
> You may display the file by clicking on the down arrow on the right side of the "**Files of Type**" box, and a list will drop down. Select "**All Files**" as shown or Acrobat**"*.pdf"** if available.

The Adobe Reader program will display the document. Make certain that the document is readable and contains all the pages you intended it to contain. Sometimes when documents are scanned instead of converted, pages are missed for various reasons. This is the last chance to be sure the document is correct and complete before the document is irretrievably filed.

To return to the ECF program, exit the Adobe Reader or click the browser task button at the bottom of the screen. If the Reader opens in your browser window, click the **Back** button.

> **TIP:** You control whether Acrobat opens within your browser or as a separate application window outside the browser, *(which assist in viewing PDF documents on PACER.)* To find this feature, open the Acrobat by clicking on its icon on your desktop or by selecting it from your program menu.
>
> Either (1) click on the word "**File**" at the top left corner of the screen and then on Preferences and then on General or (2) press the Control Key (Ctrl) and k at the same time. A dialog box will appear. In the list of Options on the bottom half of the box, find the one called "Web Browser Integration." If the box to the left of those words is checked, browser integration is enabled. If you are having trouble viewing documents, try disabling the browser integration by clicking on it to un-check it, (or check it if it is unchecked.) Then, exit by clicking on "**OK.**"

If the document has been correctly selected, click on the **Open** button. If the file is not the right one, browse again to locate the correct file. Once you have clicked the **Open** button *(or double clicked on the file you want)*, you will return to the **Select a PDF File** screen, and the path to the document will be displayed in the box labeled "Filename." If there are no separate attachments to the document you are filing, continue with the filing either by completing other features, if any, on the screen and by clicking on the **Next** button.

<u>Organizing Directories and Naming Documents</u>

Locating the right file will be easier if you adopt a routine for naming and storing documents on the computer. For example, you could create a directory or folder called "BK Cases" and within that directory or folder, add a new directory or folder for each case. A case folder could be identified by the Debtor's name followed by the case number, e.g., Doe John 01-12345 or Tiger Drivers Inc. 00-54321. Within a case folder, you could have still other folders, such as correspondence, memoranda and filed documents. Within the filed documents folder, you could save documents filed in the case, naming them in a way to make it easy to sort them and to identify them. For example, each document filed in ECF is given a document number. If you file a document, you will see that number displayed on the very last screen in the filing process, the Notice of Electronic Filing.

If you subscribe to the E-mail notification feature described in the Section 13 entitled, Queries, Reports and Utilities you can receive an E-mail of docket activity in a case and with it a notification of the document number of any new docket filed, as well as a free look at that document.

It is extremely important that you consider how you will set-up or index your files especially if you create rules in your E-mail account to forward messages of other filings. If no thought is given to this process, files and E-mail will grow out of control very quickly.

For example, the naming convention used by the Court to identify PDF documents includes the Case Administrator's initials followed by the case number and an abbreviation of the document being filed. The abbreviation is taken from the list of Document Events. For example sas_02_12345_mlft is a Motion for Relief from Stay in Case Number 02-12345 that was docketed by a Case Administrator with the initials sas. Using the initials allows the staff to find their particular image on a shared drive of images. You may wish to adopt another type of convention particular to your office needs.

Preparing Documents Before You File

This Section will discuss those aspects of getting a document ready to file electronically so that everyone will be able to make optimum use of the document online.

The subjects discussed are:

- Formatting a Pleading or Other Paper
- What to Remember in Preparing the Creditor Mailing Matrix
- Combining Different Types of Motions in One Document
- Combining Supporting Documents with the Main Document
- How to Deal with Exhibits
- How to Combine PDF Documents, Whether Text or Image Based
- Enhancing the PDF Document

Formatting a Pleading or Other Paper

Font Size - When preparing a document in a word processing application, comply with the Massachusetts Local Bankruptcy Rules including Rule 9004-1 concerning the use of font size 12 and Appendix 8 Electronic Filing Rules concerning format.

Signatures - Every signature line should indicate a signature with the notation **/s/John Doe** or with an image of the actual signature[3]. Remember the requirement in Electronic Filing Rule 7 (a) and (b) that the executed originals of all pleadings or other documents signed under oath must be maintained by counsel for a period ending 5 years after the case in which the sworn document is filed is closed. Remember to file the Declaration Re: Electronic Filing as an attachment to **EVERY** document or claim signed under oath or penalties of perjury. See Appendix 1 for Official Form 7.

Margins - While not a rule, It is strongly recommended that all four margins of page of any document filed be at least one-inch with the left margin set to 1.5 inches. This spacing permits the Court to enter text on the page.

Date the document - Make sure all blanks in the document for dates, times, amounts, etc. are filled in, especially if the document was created using a form. For documents that are not scanned, type in the information applied to the executed document, such as a date and a notary's stamp.

[3]Bankruptcy case software offering the case upload feature will create a debtor's signature in the /s/ format and file it with the Court. Debtor's counsel must file a signature page with the court reflecting the debtor's signature as well as Official Form 7.

Finally, *PROOFREAD THE DOCUMENT BEFORE YOU CONVERT IT TO PDF. Make Sure the Correct Case Number, Debtor and Judge are listed.*

What to Remember in Preparing the Creditor Mailing Matrix

It is the debtor's responsibility to file an accurate creditor mailing matrix, *(a list of the names and addresses of creditors)* with the petition. This list is used to mail notices to creditors, so it is very important to take care in entering creditor names and addresses correctly. Lack of proper notice may result in no discharge as to a creditor not listed correctly or additional costs to the debtor as changes and corrections are requested.

The rules for properly formatting a creditor mailing matrix are as follows:

1. Names and addresses must be aligned left *(flush against the left margin, no leading blank spaces.)*
2. Do not include page numbers, headers, footers, etc.
3. The information must be on five lines or less per creditor.
4. Each line may contain no more than 40 characters.
5. The creditor's name must be on the first line. Put the first name first, any middle initial then the last name.
6. Use the second line for c/o (care of) or Attention: information.
7. If you have a physical address and post office box information, list the P.O. Box information not the physical address.
8. City and state abbreviation and ZIP code must be on the last line. *(If the address only needs to use four lines the city and state are on the fourth line.)*
9. All states must be the standard two-letter abbreviations.
10. Five-digit ZIP codes only.
11. Each creditor's name and address must be separated by at least one blank line.
12. DO NOT USE SPECIAL CHARACTERS SUCH AS %, ( ), [ ], or &. These characters will interfere with software used by the Bankruptcy Noticing Center.
13. DO NOT, ABSOLUTELY DO NOT, INCLUDE ACCOUNT NUMBERS.
14. Lists of amended creditors must only contain the *added creditors*. Since amended creditors are filed with the motion as a PDF document, lists of more than 50 added creditors must be submitted on disk clearly identifying the case name and number for the Clerk's office.
15. Do not include the names and address(es) of the debtor, debtor's counsel or the U.S. Trustee on the matrix as the ECF program will add them automatically.

Examples are as follows:

ABC Corp.
123 Main Street
Any town, MA. 02003

Dr. O. W. Holmes, Jr.
Medical Affiliates and Diagnostics
Suite 50
321 First Avenue
Nice town, MA 01006

It is very important to state accurately each creditor's name and address. One of the most common errors attorneys make in preparing schedules, the creditor mailing matrix and even motions is the failure to identify creditors correctly. For example, the names of corporations almost always end in "Inc." or "Corp." or "Corporation" or in the case of national banks, "N.A." Citibank Financial Corp. is not the same company as Citibank, N. A., and describing the creditor's entire name as "Citibank" usually indicates a problem with the information. "Beneficial" or "Sears" is a part of the name of a corporation, it is not the entire name. A large corporation will often have many subsidiaries with names similar to that of the parent. Even then there may be problems because a lender may have assigned the note to a second lender, which then requires the borrower to make payments to a servicing agent. In such a situation, the creditor is the second lender, not the first lender and not the servicing agent (*although notifying the servicing agent is a good idea*).

Getting the right information correct requires work, and it is rarely a legal or ethical excuse to say that the client gave the attorney incomplete or inaccurate information. The court expects attorneys to require clients to provide them with the necessary information to prepare schedules accurately and to get creditor's names and addresses right. Debtors should cooperate, since discharge may depend on proper notice.

When adding creditors to the Creditor Mailing Matrix, include in the amendment to the Matrix ***only the new creditors***. See MLBR 1009-1 Include the amended Creditor Matrix as separate page(s) in the same PDF document that contains the amended Schedules adding those creditors.

TIP: Unlike the matrix which is uploaded directly into the ECF creditor database, an Amended Matrix is filed as a .PDF document.

After selecting Bankruptcy from the Main Menu, select the Other category to find the Amended Matrix Event.

Combining Different Types of Papers in One Document

An attorney may occasionally file several motions, requesting different or even conflicting relief in the same document. In the paper world, it is not unusual for an attorney to file a document that is a combination of different types of papers that are quite distinct. The ECF software has no method of deciphering a PDF document to determine what it contains. Rather, the user MUST explain to the computer what the PDF document is or contains by selecting the Event(s) that best describe it.

With the exceptions of motions and supporting documents discussed in the next subsection, **a user should, as a general rule, not combine in one document, papers that can stand alone**, i.e., that could be filed separately. With the exceptions described in the following subsection, Events from different Categories should NEVER be combined in the same PDF document.

To make certain that the court is able to track each distinct motion in a document that contains multiple motions, the user must select each motion Event from the pull-down list under the Motion/Applications category that best describes the PDF document.

To select more than one Event or other item from a pull-down list, hold down the Control Key (Ctrl) and click on each item in the list that you wish to select. The resulting docket text will list each motion Event selected, but the order that they appear can not be changed. Try to write the entry as clearly as you can so that it explains what relief is being requested.

Never combine the following documents:

1. A motion with a response or answer to another document;

2. A plan or disclosure statement with each other or with any other document; or

3. A pleading in an adversary proceeding with a motion.

4. It is permissible, however, to file the petition, schedules, summary of schedules, statement of financial affairs, and statement of intention in one document *(but not the matrix, the attorney's disclosure statement or a Chapter 13 plan*).

5. File a Declaration Re: Electronic Filing (Official Form 7) as an attachment to the document signed under oath or penalties of perjury. Do not file it as part of the same PDF document.

6. File the Chapter 13 Agreement Between the Debtor and Counsel as a separate event. Do not file it as part of the same PDF document.

These rules apply to any amendment of a previously filed document. For a step-by-step description of how to combine documents see the subsection entitled Multi-part Motions found in Section 8 of this manual.

Combining Supporting Documents with the Main Document

It is also permissible to file a document that is a combination of different types of documents *(which might have been filed separately)*, where one of the sections of the combined document is the primary document, such as a motion, and the other document or documents *support the primary document*, such as a brief or an affidavit, even though the primary paper is in one Category and the supporting papers are in another.

Always file the document using the *Event of the main or primary document*. For example, if a user combines as one document, a Motion to Dismiss and a Brief in Support of the Motion to Dismiss, the combined document would be filed using the appropriate Motion/Application Event.

In the docketing process, the user will encounter a box permitting the user to modify or enhance the docket text. Docket text modification/enhancement is discussed in the Section 7 entitled How to File a Document. The user is presented with a “free text” box to add to the standard docket text. Accordingly, where the user is filing a motion to dismiss and a supporting brief, the user would type the words “and Brief” in the free text box so that the docket text would read “Motion to Dismiss and Brief.” In that way, the docket text, which appears on some calendar reports will alert the judge and other parties that the document contains a brief. (*Remember if the Certificate of Service is filed as a separate document, you must link it back to the main document.*)

Do NOT combine and file two or more primary papers from different Categories in the same document. Combining documents from different Categories is permissible only in instances where the added documents support the primary document and would not have a separate life of their own apart from the main document. For example, a user may not combine a Chapter 13 Plan and the schedules or an Amended Chapter 13 Plan and Amended Schedules I and J, because these documents are used for purposes other than to support one or the other. However, as previously stated, user may include a brief with a motion.

If the primary paper in a document is a motion, the order in which the various papers should appear on the docket is: motion, affidavits, brief, and certificate of service.

Ideally, there should be only one certificate of service referring to the service of all of the papers in the combined PDF document(s) upon the non-ECF parties to the case. Use the Modify Docket Text enhancement box to describe the supporting documents being filed with the main document.

IMPORTANT NOTE

The reason for these rules is to permit court personnel to track important Events. A report cannot be generated on a portion of a document for which no Event was selected in the filing process. The ECF program cannot track the words typed in the free text box, so adding free text does not solve the problem. For example, the filing of a "Motion to Dismiss and an Answer to Complaint using a motion Event would enable court personnel to track the motion, but not the answer. The computer would report that no answer to the complaint had been filed. Similarly, if the document had been filed as an answer (*Answer and Motion to Dismiss)*, the computer would record the filing of the answer but would not report that a Motion to Dismiss had been filed.

How to Deal with Exhibits

MEFR 5(a) and (b) Attachments and Exhibits govern the filing of exhibits. Essentially, there are three ways to file exhibits to an electronically filed document.

1. Exhibits of 50 pages or less in the aggregate may be filed with the main document as a single document.

   a. Converting exhibits that are part of the main word processing document is simple. Merely separate each exhibit from the main document and other exhibits with a page break, identifying each exhibit as an exhibit (e.g., "Exhibit A") on a separator page or on the top or bottom of the first page of each exhibit. When the document is converted to PDF, the exhibits are included as part of the same PDF document.
   b. Adding scanned exhibits is not much more complicated. Two PDF documents are created. One PDF document is the text-based document originally created using word processing. The other PDF document is created after scanning exhibits that are not in a text format. Then, using Adobe Acrobat, the imaged-based PDF document is inserted into the text-based PDF document at the appropriate place.

2. Exhibits of more than 50 pages in the aggregate must be filed separately from the

underlying document. The user shall file with the underlying document a list of all exhibits identifying the subject matter of each and a summary of the content of each exhibit of 50 or more pages in length.

The conversion to PDF is the same as in the previous examples, the difference here is that at the **Search for PDF Document** screen, the user will have the opportunity to click on the radio button which asks whether or not the user is filing attachments. By clicking on "**yes**", the next screen to follow permits the user to browse for the exhibit and make the attachment. *(If necessary, multiple attachments can be made using this method.)*

3. File the exhibit as you would any other document as an Exhibit using the proper event and upload the PDF document as the main document.

How to Combine PDF Documents, Whether Text or Image-Based

As previously stated, PDF documents come in two flavors. One is text-based and the other is imaged-based. A text-based document is created in PDF format by "printing" the document to a file instead of a printer, using the PDF writer that comes with Adobe Acrobat. An imaged-based document is created by scanning a document and then converting the image files into a PDF document, using Adobe Acrobat. A user can search for a word or string of characters in a text-based PDF document but not in an imaged-based PDF document. A PDF document created by scanning is much, much larger than a text based document of equal length and takes a lot longer to file and to download.

> **TIP:** To reduce the size of scanned PDF documents, set your scanning software to capture 200-300 dpi. Never use color unless color is absolutely essential to make the point. Use black and white unless shading is necessary and in that case use grayscale.

Using Adobe Acrobat prior to uploading a document to ECF, a PDF document may be inserted into another PDF document. Applying this feature, a user can insert an imaged PDF document that is to be an exhibit into the main text based PDF document.

Selecting, Adding and Creating Parties

One of the first and most important tasks performed when filing any document through the ECF program is correctly identifying the party on whose behalf the document is being filed. *(Except for Adversary Proceedings, the program assumes that the attorney doing the filing by virtue of the login and password used to open the session is the attorney filing the document. Only Court users may enter an attorney who is not a Registered User in a case or proceeding.*) However, if the party is new to the case or adversary proceeding, the process requires the user to fill out the Party Information screen with various items of information about the party.

A preliminary word about how ECF stores and manages information about parties to a case or adversary proceeding. There are two types of data files concerned with parties. The first is the master file, which includes all parties who have appeared in any case or adversary proceeding in the district. The second file is the party file containing information about only those parties who have appeared in the specific case or adversary proceeding.

Generally, when adding a new party to a case, the user is prompted to search the master file to determine if that new party has been a party in another case or proceeding. If so, using the master file accomplishes two goals. First, the user is presented with a copy of the party information record in the master file without having to retype it and second, when running a query for that party, a user will be able to view one list of all the cases in which that party made an appearance.

To select a party, the user must examine the list of names presented carefully. Different individuals or companies may have the same or very similar names. By checking the docket in the case *(by clicking on the case number hyperlink at the top of the screen)* or by running a Query on the case from the blue banner Main Menu and looking at the addresses displayed under the Parties menu pick, you may be able to determine whether the entity or entities you represent have, by some chance, already appeared in the case.

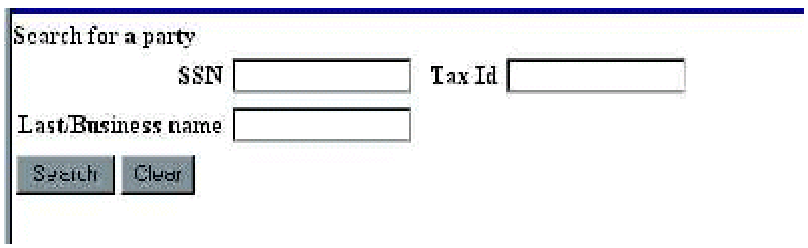
If one or more parties filing the document are not listed, then the missing party or parties must be added to this case.

The process is as follows:

After entering the case number in the Case Number screen, the user will be prompted with the Search for A Party screen.

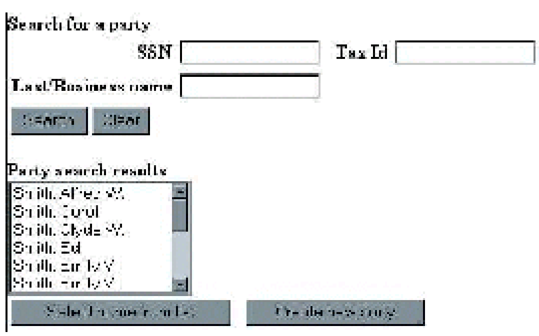
Search for A Party Screen

This screen requires searching the master party file to determine if the party to be added is listed in that file. For debtors, search first by social security or tax ID number. If no match is produced, then search by name. For parties other than debtors, the only effective way to search is by name.

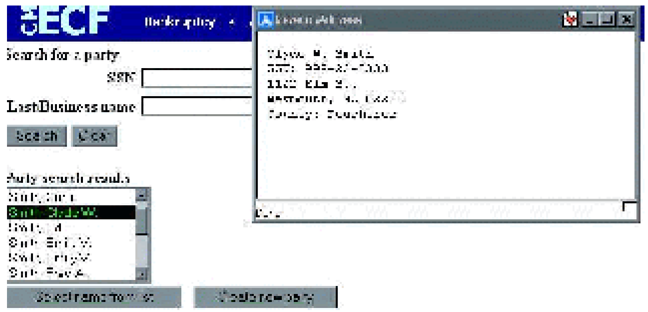


To search by name, type the first few letters of a last name or a company name in the field labeled “Last/Business Name.” You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing “Sm” will retrieve Smith, Smithe, Smithers, etc. *(If the person or entity is not in the data base, the search result will be: “No person found.”)*

The subset of parties that have appeared in other cases that fit the search criteria supplied in the Search for A Party screen appear in a smaller box on the screen. If the name does not appear on this list, select the **Add/Create Party** hyperlink.



If the name does appear on the list, click on the first correct instance of the name of the party to be added to the case. A pop-up box will appear displaying the address of the person or entity selected. Unfortunately, different parties with the same name will sometimes show up in such a search; this could mean that there are two different persons or entities with the same name.



If the party's name appears on the list more than once, it is strongly advisable to check every instance of the name and examine each address. It is possible that a party may have appeared more than once in a bankruptcy case or adversary proceeding and that two or more master records exist for that party. If so, select the first correct instance of the name and notify the Clerk's office *(in writing)* of the problem.

Once the user determines that the party is on the list because the address in the pop-up window is or was the address for that party, select the name by clicking on it and then click on the button labeled "Select name from list." The Party Information screen will appear.

If other information in the Party Information record convinces you that you have erred and selected the wrong person or entity, click on the **Back** button on the browser to return to the previous screen, choose another name on the party search results list and repeat the process until either (a) you find a party record for the current filer or (b) you decide that no party record exists for that entity or person. *Pay close attention to middle initials and generational information for individuals and to the exact spelling of all names.*

Party Information Screen

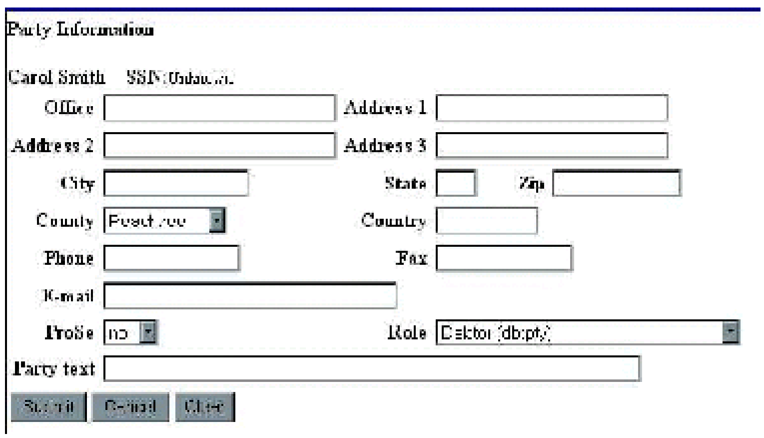
If the address information convinces you that you have located the current filer, you may correct or change the information on the Party Information screen. Then click on the **Submit** button at the bottom of the screen. This will add the party to the case list and return you to the screen so that you can select the party, (*which will be highlighted for you)* or repeat the process to add party.

> **Note**: You will not be permitted to alter the party's name or social security or tax ID numbers. Other changes you make will be made to records in this particular case. If you are certain you have the right party but its name is incomplete or incorrectly spelled, select that party record but immediately notify the Clerk's

office in writing that the party's name is misspelled or incomplete in the case and master files.

If the entity filing the document is not on the initial party list and not found after searching, you must create a new party record. Click on the **Create new party** button and the Party Information screen appears.

Complete the Party Information screen by following the instructions below.



Name Fields

1. A party information record may include one and only one party; DO NOT enter the names of two separate companies in the Last Name field.

2. For individuals, complete all of the Name fields, including Generation information if that helps to identify the party.

3. For entities other than individuals, such as corporations, use only the Last Name field.

4. Enter only the legal name of a natural person; DO NOT include aliases, e.g., "Roe a/ka/ John Doe" An alias for an individual who is either a debtor or a party in an adversary proceeding may be entered by clicking on the **Alias** button.

5. If an individual does not have a middle name, leave that field blank. Do not enter "NMI" *(no middle initial)*. If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

6. Enter only the legal name of a corporation, partnership or other entity that is not a natural person; DO NOT include other information such as "f/k/a Bank SouthEast." Information to pinpoint a party's merged or separate existence may be included in the Party Text field discussed below.

7. Avoid abbreviations unless it is part of a company name on the petition or pleading. Regardless of whether it appears in the Name, DO NOT use the ampersand sign (&), the percentage symbol %, parenthesis ( ), or brackets [ ] as these special characters will interfere with the software used by the Bankruptcy Noticing Center.

8. Make certain that you properly capitalize the names. DO NOT use solid caps for a name unless that name is always spelled in solid caps.

9. If a company name includes punctuation, include it here. Single space between each name and between initials *(except for "U.S.")*. Follow initials with a period. e.g., J. J. Jones or Smith, Inc.

10. Enter U.S. and U.S.A. without any spaces, e.g., U.S. Department of Agriculture or U.S. Trustee.

11. When typing names that have upper and lower case letters, hyphens, or apostrophes DO NOT insert spaces, e.g., Patricia DeLaGarza, Patrick MacDougal, Kathleen O'Brien or Mary Smith-Baker.

Note: See the Court's Style Guide in Appendix 2 of this manual for additional information.

SSN and Tax ID Fields

Complete these fields when adding a debtor *(always at case opening)*. For all other parties, leave these fields blank. DO NOT enter **n/a** or **n** for no or none.

Address Fields

Complete the address fields.

- The Office field is usually be left blank but may be used to identify an office location, such as Power Tools Division, Worcester Branch, or Springfield

Division.

- You may use the first Address lines to indicate the mailing is "c/o", meaning "in care of," a different entity before entering that entity's address. DO NOT use % as a shortcut to "in care of". These lines may also be used to indicate that the name of a person to whose attention this matter should be directed.

- You may use a post office address or a street address, but not both. The mailing will go to the last one entered on the address lines.

- Enter the City, State, Zip or other mail code and country if other than the United States. Zip codes can be determined on the website of the U.S. Postal Service at www.usps.gov. DO NOT use the four (4) digit zip code extensions. The Court's noticing program will fail.

- For foreign addresses, type the country name in capital letters and put that information or APO destination on the bottom line of the address.

Note: The Court must have an accurate address for the Debtor(s). Attorneys should use the residential address Party Information for newly added debtor(s) and list the in the P.O. Box in the creditor matrix.

Telephone, Fax, E-mail and County

Since the party is not pro se, always leave the Telephone, Fax and E-mail fields blank. Select a county only if the entity's role is as a debtor. Select the county that satisfies 28 U.S.C.§ 1408.

Pro se field

Defaults to "**no**". No action is necessary because the system recognizes the Registered User as the Debtor's Counsel. (This is not the case when opening an adversary proceeding. You must add yourself as the attorney of record in adversary proceedings.)

Party Role

The Party Role is an *essential and very important field*. Each party added to a case or adversary proceeding is assigned a party role. The ECF program does not default to a party role, the field is blank. The user will not be able to proceed through the screens without entering a role for the party.

Click on the down arrow at the right of the Role field to see the choices. Only one role can be selected for each party record. The party roles for a main bankruptcy case are Debtor, Joint Debtor, Creditor, Petitioning Creditor, Creditors' Committee, Trustee, U. S. Trustee, Unknown and several professional roles, including Accountant, Appraiser, Attorney, Broker, Consultant, Special Counsel, etc. "Attorney" is the role for the general attorney for the party in the matter, while "Special Counsel" is the role of an attorney employed to handle a discrete matter.

For most parties filing motions, plans, responses, etc., the party role will be Debtor, Joint Debtor, Creditor or Trustee.

Note: DO NOT use the roles appropriate to an adversary proceeding in a main bankruptcy case. Use only the role a party has when first added to the adversary proceedings: plaintiff, defendant, third-party defendant or cross-defendant. A defendant may be a defendant and a third-party plaintiff, but you may only choose one role, and the primary and first role is as defendant. Ignore any other role. *(DO NOT choose Debtor or Joint Debtor in an adversary proceeding.)*

If you cannot determine the correct type, use "Unknown," then immediately notify the Clerk's office Help Line or the appropriate Case Administrator.

Party Text

This field is optional and is an opportunity to add text that helps to better identify the party. For example, Party Text might include the words "a Massachusetts Corporation" *(which would serve to distinguish two corporations with the same name but incorporated in different states)*.

Party Text might also be used to identify, or show the limit of, the capacity in which a party is appearing, such as "Executor" or "Trustee of the ABC Trust." If Richard Roe is a bankruptcy trustee in a case, do not use this field to identify him "as Trustee" in that case because the party Role will serve that purpose. But if Richard Roe as trustee of ABC Corp. appears in the John Smith bankruptcy case as a creditor of Smith, the Party Role would be as Creditor so that the Party Text would read, "As Trustee of the Bankruptcy Estate of ABC, Inc." Do not repeat the name of the party in this field *(i.e., not "Richard Roe, As Trustee of the Bankruptcy Estate of ABC, Inc.").*

Upon completing any needed changes on the Party Information screen and checking for accuracy, click on the **Submit** button. The record will be immediately updated, and you will have no further opportunity to edit the party information. If you make a mistake, notify the Clerk's office immediately in writing.

Alias, Also Known As and Formerly Known As Information

Alias, A/K/A and F/K/A information should not be entered into the Party Text field. Alias information should be entered through the Alias screens.

Select the Party Screen

Once you have completed the Party Information screen, you will be returned to the Select the Party screen, which contains the list of the parties involved in the case. Newly added or created parties will appear on this list. If you have additional parties to add, repeat the appropriate steps to add each additional party.

When you have finished adding all the parties, you will return again to the Select a Party screen. (Creating the party record does not add the party to the case unless you are opening a new petition or filing an adversary proceeding. For all other types of events (motions, answers etc) after you have created the party record, you must highlight each of the parties you are filing the document on behalf of, holding down the Control Key (Ctrl) to select more than one party, then click on **Next** to add them to the case.)

Creating an Attorney/Party Relationship

The Create Party/Attorney screen will only appear if you have added a new party or if you selected an existing party for which you have not previously submitted a filing. By clicking on the box to the left of the statement "Party represented by Attorney", the user indicates that he or she is appearing as attorney for the party or parties selected. This screen will always appear the first time a party is added to a case or adversary proceeding or the first time an attorney files a document for a previously added party, as where there is a substitution of counsel. If the screen appears when you are filing for a party that you know that you have previously filed a document for in the case, it means you selected the wrong party on the previous screen *(assuming of course that you remembered to check the box the first time you filed a document in the case for the party)*.

If this happens, click on the **Back** button on the browser to return to the Select a Party list screen and make the correct party selection. When an attorney/party relationship is created, that relationship is displayed in the Attorneys and Parties queries located in the Query menu.

If you have questions during this process that cannot be answered using this manual or by clicking the **Help** feature of the program, contact the Clerk's office Help Line or the Case Administrator for the case or proceeding.

How To File A Document

As you begin to file documents, you will notice that the ECF program presents the user with the same or very similar screens or series of screens (routines) regardless of the type of document being filed. For example, each time you file something in ECF, you will encounter screens that prompt you to enter the case number, identify the document you are filing by type and on whose behalf the filing is being made, then asked to upload the document and finally accept the docket text. The screens are very similar and the sequence or routines are logical.

This is not to say that you will not encounter some unique screens or routines as you open cases or file adversary proceedings. For the most part however, even the unique screens work the same way, Hence, a user who is familiar with the most frequently encountered screens will be able to navigate the filing process without much difficulty.

The ECF Screens displays and routines discussed in this section, in order of appearance are:

- Case Number
- Joint Filing With Other Attorney
- Select the Party
- Search for a Party
- Party Search Results
- Party Information
- Create Party/Attorney Association
- Pick Filing Event(s)
- Select the PDF Document Screen
- Select One or More Attachments
- Select the Appropriate Event(s)
- Modify Docket Text
- Final Warning
- Notice of Electronic Filing

To file a document, a user completes a series of screens or routines; i.e., supplies information or is given information to review on a screen and then proceeds to the next screen until the filing process is complete. Some routines are always mandatory: you must supply information requested to proceed. Depending on the situation, others may or may not be mandatory.

TIP: When a user backtracks, information supplied on a previous screen display may not be preserved. Hence, it is often necessary to review each screen display carefully when, after reversing direction, a user proceeds forward toward filing a document and to re-input information where necessary.

The first thing to do is to prepare the document or documents. Review, if necessary, the Section 5 entitled Preparing Documents Before You File.

Next, run a query. As previously stated, accurate and timely service *requires* the user filer to query the case to determine who the parties are that are already members of the case *BEFORE* filing the document. You must determine who will receive electronic notification of your filing and who will not in order to prepare the proper service to be included with the uploaded document.

Even if you know that opposing counsel are ECF Registered Users, if they have not filed a document in the specific case you are working with, they will not receive the Notice of Electronic Filing. You must serve them conventionally until they actually become parties or appear in the case. Query is found under *Utilities* on the blue banner Main Menu.

Once the document or documents are ready, and depending upon the type of case the document is being filed in, select either *Bankruptcy* or *Adversary* on the blue banner Main Menu. On the next screen, select the *Category* and, if applicable, on the following screen, the subcategory of the type of document being filed called *Event.* If you are unsure which Category contains the type of document you are filing, consult the list of Electronic Case Filing Events attached as Appendix 4.

Thereafter, complete the screen routines that are required to file the particular type of document together with applicable optional screens. The screens generally *(but not always)* appear in the order discussed; note that not every screen is encountered for every type of Event or document. Navigate from one screen to the next by clicking on the **Next**, **Submit** or **Search** button. Make sure you are seeing the full screen and there are no other buttons to consider before moving to the next screen.

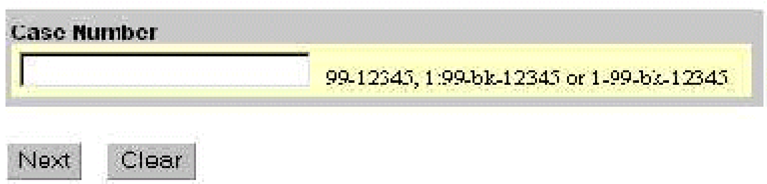
The last screen displayed (unless there is a fee and the Credit Card Payment pop-up window will display) is *always* the Notice of Electronic Filing. Once a user has reached this screen and wishes to file another document, the user must select *Bankruptcy* or *Adversary (depending on the type of case)* from the blue banner Main Menu. DO NOT use the Back button on the browser to attempt a second filing by "backpedaling" from the Notice of Electronic Filing screen. The screens are no longer activated.

Screen Displays and Routines

Case Number Screen

Used to identify the bankruptcy case or adversary proceeding the user wishes to file a document in.

- Type the Number of the Bankruptcy Case or Adversary Proceeding in the Case Number field including hyphens. (yy-nnnnn or yy-nnnn)



- Click **Next** to continue or **Clear** to re-enter the number.
- Always check the case name and number at the top of the next screen to be sure you are in the correct case.
- After the Case Number screen, select the type of document you are filing from the displayed Events pick list. (e.g., Motion/Application, Answer, Plan or Other)
- Once the Event(s) are identified, the Joint filing with other attorney(s) appears.

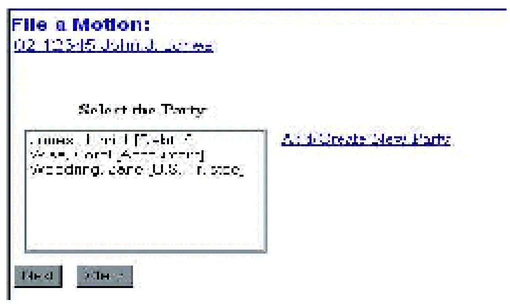
Joint Filing With Other Attorney(s) Screen

Except for Adversary Proceedings, the ECF program assumes the Registered User is filing the document on behalf of the party being entered. This screen gives the user the opportunity to indicate whether the document is being jointly filed with another attorney already a member of the case. *(Only Court users may add new attorneys to a case or designate a lead attorney to a case on the ECF System.)*

- If the document is not being filed jointly, click **Next** to continue. The Select the Party screen appears.

Select The Party Screen

Used to designate the party on whose behalf the document is being filed. Review the Section 6 entitled Selecting, Adding and Creating Parties for more detailed instructions. Briefly, however, if the party is already a member of the case, the name will appear in the Select the Party screen.



- Find the Name of each **Party Filing the Document in the List** and **Select The Party or Parties by Clicking on the Name(s)**. *(Hold down the Control Key (Ctrl) to select more than one name.)*

- If the party's name does not appear, click on **Add/Create New Party**. The Search for a Party screen appears.

Search for a Party Screen

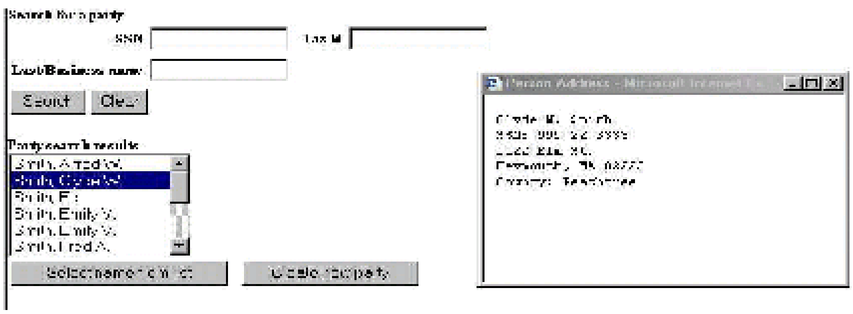
If the party does not appear on the list, you must first search the database to see whether the party has previously appeared in another case or adversary proceeding in this district. If so, the user can use the information for that party to create a party record for the current case. Type as many letters as you are sure of to speed up the search and reduce the number of hits.

- Type in the first few letters of the party's name *(Last Name If an Individual)* and click **Search**.

- Type in the Tax Id for a Corporation or in the Last Name field, the name of the Corporation and click **Search**.

Party Search Results Screen

The results of the search based on the letters or numbers typed in the Search for a Party routine and to select the Party if the Party appears on the List.



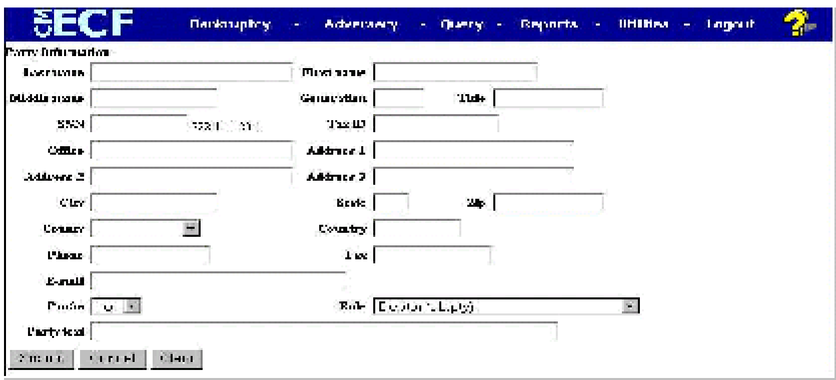
- For each instance of the party's name on the list, highlight the name by clicking on it; an address will appear in a pop-up box.
- Go down the list until you find an address, if any, that matches that of the party you want to add. **If you find a match and there is no possibility that another person or entity with the same name has the same address**, click on the button Labeled "Select Name from List."
- If the Party **which you want to add is not on the List** *(either because the name does not appear at all or because, although the name appears, it is a different person or entity)*, Click on **Create a New Party**.

Party Information Screen

Enter the party information to create a new record of essential information about a party, including a party's role in the case or adversary proceeding to which the party is about to be added.

If you thought you selected the correct person from the list on the previous screen but find after examining the party information record that it is not the right person or entity, click the **Back** button in the browser and continue with the party search.

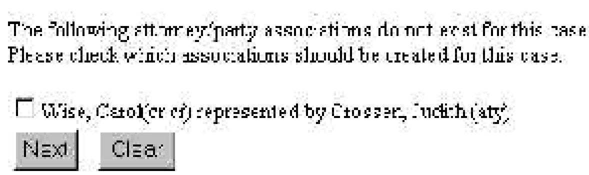
Note: The Alias and Review buttons are missing in the Figure below. These buttons appear only when the a bankruptcy case or adversary proceeding is opened. They do not appear when a party is added or created under the other *Events*. In addition, the "Attorney" button does not appear at all when opening a main bankruptcy case or filing a document in a main bankruptcy case, but it does appear when opening an adversary proceeding. ECF assumes the attorney filing a new bankruptcy case represents the debtor.



The Name and Tax Id fields can be accessed only when opening a case or adversary proceeding. If you reach this screen by selecting a person or entity with an existing party information record and you are certain that the party for which you are filing a document and the party described on this screen are the same, you may add or edit any information to make the record for this case more accurate, otherwise, contact the Clerk's office in writing with the information and it will be checked and corrected.

Create Party/Attorney Association Screen

Used to indicate that the Registered User who is logged in, is the attorney representing the party filing the document. Check the Box If the Statement to the Right of the Box Is True.



Select Filing Event(s) Screen

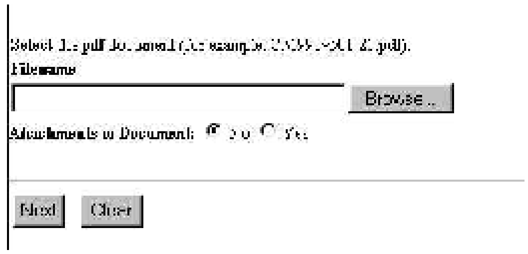
Select one or more events that best describe the document you are filing. To select more than one event, hold down the Control Key (Ctrl) while clicking on an event. For example, one attorney might describe a motion as "Motion for Authority to Borrow Money," while another attorney might called it a "Motion to Approve Credit Agreement". Both motions seek the same basic relief on behalf of a debtor or trustee: permission from the court to incur debt during the bankruptcy case. The motion Event under the Category "Motion/Applications" that most closely describes these motions is "Motion to Borrow".

It is not critical that the Event picked have the exact title of the motion being filed, however, every effort should be made to select Events most like the document being filed. As you review the Events, you will notice that some Events are identical with the exception of the words "(Fee") or ("No Fee"). NEVER use an Event that says "No Fee" if a fee is due; this may result in the denial of the relief you seek.

If the user's title for a document does not seem to fit any of the Events listed, review the lists of Electronic Case Filing Events in Appendix 4 of this manual. Hopefully, you will find an Event that fits the document you wish to file. Contact the Case Administrator for the case or the Clerk's office help desk if you need more assistance.

Select the PDF Document Screen

Right-click for a pop-up menu, then Click **Open**. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to **File**, simply close down the Reader and you will pop back to the file upload screen

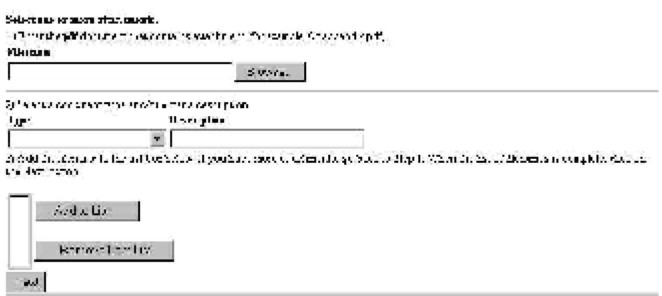


If there are documents to be attached to the main document, such as exhibits or the Declaration Re: Electronic Filing, click on the radio button adjacent to "**Yes**."

DO NOT use attachments to file Amendments or Stipulations. Attachments are to be used for items such as Official Form 7 not pleadings.

<u>Select One or More Attachments Screen</u>

This screen is used to specify the path to and the name of a PDF document to be filed as an attachment to the main document being filed and to describe the attachment. This screen will appear more than once to accommodate multiple attachments.



- Browse and select the first document to be attached.
- Select a general description of the attachment from the list in the box labeled "Type" by clicking on the down arrow. One of the most common types are "Declaration Re: Electronic Filing" or "Exhibit."
- Next, describe the exhibit more precisely in the "Description Box," Such as "A - Contract Dated February 1, 2002." *(Alternatively, you can leave the Type box blank and type in the word "Exhibit" in the Description Box, e.g.,*

"Exhibit A - Contract dated February 1, 2002.")

Note: The text entered in the type and description boxes appears in the docket text and, if done correctly, lets a reader know what the attachment is without having to open the document.

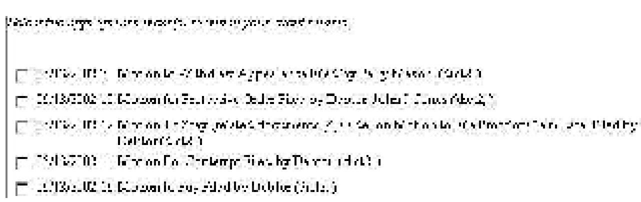
- Then, click on the button **Add to List**. If you do not click on this button, the attachment will <u>not be included in the upload</u>.

- Repeat this process for each additional attachment. When all attachments have been added to the list, click on the **Next** button.

<u>Related Document Screen</u>

Relating documents will link together the document being filed to a previously filed document to which it has an immediate relationship.

To link a document, you must select it here. Only select it if it directly relates to the document being filed. Follow the Instructions in the Subsection entitled, <u>Linking a Document Being Filed to a Previously Filed Document</u> in Section 4 of this manual.



Note: The ECF System is programmed to establish deadline information such as response due dates, deadlines for a response, objection and/or answer due dates for each type of document with a deadline associated with it. Three (3) days for mailing *(see Fed. R. Bank. R. 9006(f))* has been added to each deadline on the assumption that the document to which a response is due was served by mail.

A word about the Related Document screen and amendments. Amendments to Motion/Application Events should be linked to the original Motion/Application Event. A list of these events will appear for the user to select from on the Related Document screen.

An amendment to an Answer/Response Event must be linked to the original

Motion/Application NOT the response being amended. The Related Document screen will present the Motion/Application Events available to the user. No response events will appear for selection. Do not worry, the previously created links between original documents remain intact. It is not necessary to create additional links to anything but the original document being amended.

For example, link an Amendment to a Motion for Relief from Stay to the original Motion for Relief. Link an Amended Objection to the Motion for Relief to the original Motion. DO NOT link the Amended Objection to the original Objection.

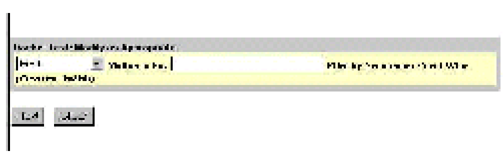
An Amendment to a Plan is linked to the original plan regardless of whether or not it is the first amendment or the fourth. An amendment to an Objection to a Plan is also linked to the Original Plan, NOT the Original Objection.

Modify Docket Text Screen

This screen is used to add or modify the docket text to identify the document being filed more precisely.

- Users may choose a word in the pre-text box to the left of the word "Motion" in the example below to better describe the document being filed. The example below is a First Motion to Pay Taxes. The user would select from the pre-text pull down box the word "First".

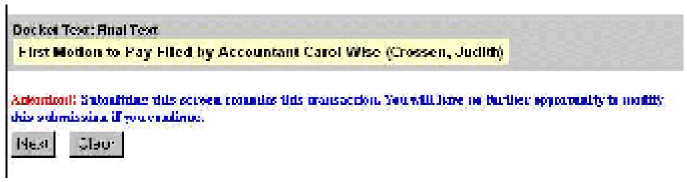
- Users may also type in their own text in the free text box after the generic description of the document supplied by the system. In the example below, the user would type the word "Taxes."



Note: Free text should be used to identify important supporting or related papers in a document, such as "and Brief in Support of Motion." Free text appears in Italics in the docket text. Add Pre-text and Free Text as Appropriate.

Final Warning Screen

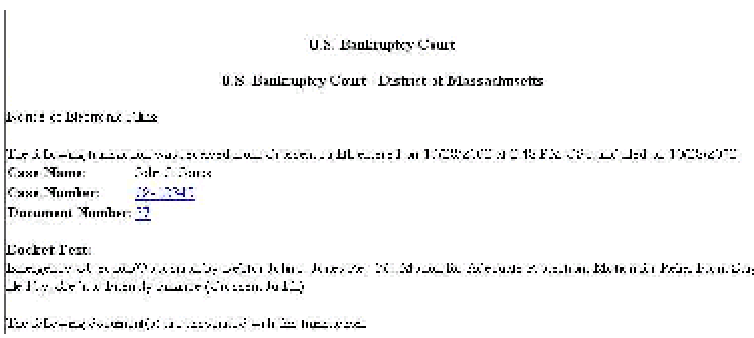
The Final Warning appears and displays what the docket text will look like and warns that if the user clicks on the **Next** button, the document will be irreversibly filed.



- Click on **Next**, if the information is accurate.

<u>The Notice of Electronic Filing Screen</u>

This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database. It is strongly recommended the user **Save** and/or **Print** this screen for future reference. It will not be displayed again.



- Although the user may click on the **Back** button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.

- DO NOT use the **Back** screen to make another filing. It is not activated. You must select from the Main Menu and start again.

- Make note of the case number. Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the petition just filed will be displayed.

- The **NOTICE OF ELECTRONIC FILING** was E-mailed to all Registered Users who are members of the case.

The Notice of Electronic Filing *(What it is and What it Does)*:

Provides:

Immediately Filed document

Date and time stamp information
Case Title
Case number hyperlink to docket sheet
Document number hyperlink to document
Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment (document) number which is a hyperlink to the attached PDF file.

Associated (linked) documents:

Document description:	Defaults to Main Document being docketed.
Original filename:	Filer's full directory path from firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
Document description:	First attached document's description that was entered on the attachment screen by the filer.
Original filename:	Filer's full directory path from the firm or court's hard drive or network.
Electronic document stamp:	Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

Notice will be electronically mailed to:

Any party who has appeared in the case, is a Registered User on ECF with this Court, and has provided a current E-mail address.

Notice will not be electronically mailed to:

Any party in the case who is not a Registered User with the Court.

Motions, Multi-part Motions Objections, Oppositions and Responses

How to File a Motion

Application To Pay Filing Fees in Installments

This procedure explains how to docket an application to pay filing fees in installments using the electronic case filing system (ECF). Applications to pay filing fees in installments must be filed immediately after a new case is opened. Cases opened on the ECF system without the fees being paid or accompanied by an Application to Pay Installments, *will not be considered filed but rather "Received for Filing by the Court" only. Subsequent filing will not back-date the filing. Filing is effective when the fee is paid or the Application is received.* See Section 4, Subsection entitled, Internet Credit Card Payments and Fees.

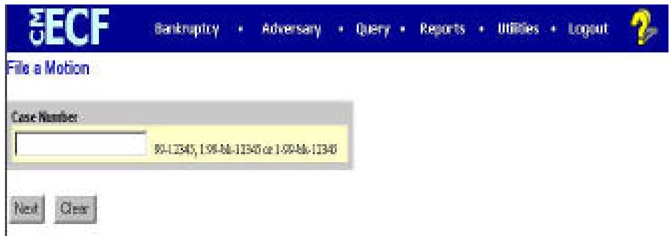
Step 1 Click the Bankruptcy hyperlink on the ECF **MAIN MENU**.

Step 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Motions/Applications** hyperlink.

Step 3 The **CASE NUMBER** screen displays.

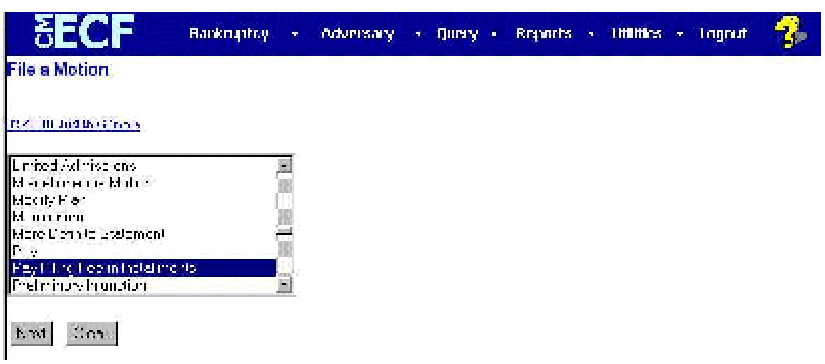
- Enter the correct case number (yy-nnnnn) or (yy-nnnn) including the hyphen.



- Click **Next** to continue.

Note: If the system prompts that you have entered an invalid case number, click the browser **Back** button to try again.

Step 4 The **LIST OF MOTIONS/APPLICATIONS** screen displays. Check the name to be sure you are filing the document in the correct case.



- Scroll to display the Pay Filing Fee in Installments event.

Hint: There is a shortcut to scrolling. Try typing the first letter of the motion you are trying to file and the list will scroll to the first event beginning with that letter.

- Click to highlight.

- Click **Next**.

Step 5 The **JOINT FILING WITH OTHER ATTORNEY** screen displays.

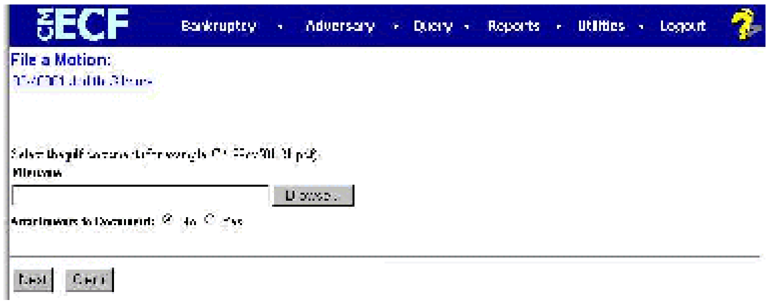
- Check the box if you are making a joint filing. Do not check the box if you are not making a joint filing.
- Click **Next**.

Step 6 The **PARTY SELECTION** screen displays.

- Scroll the list to find the party you are filing the document for, if the name does not appear, you must add them to the database then select them.
- Click to highlight the name.

- Click **Next**.

Step 7 The **SELECT THE PDF DOCUMENT SELECTION** screen displays.



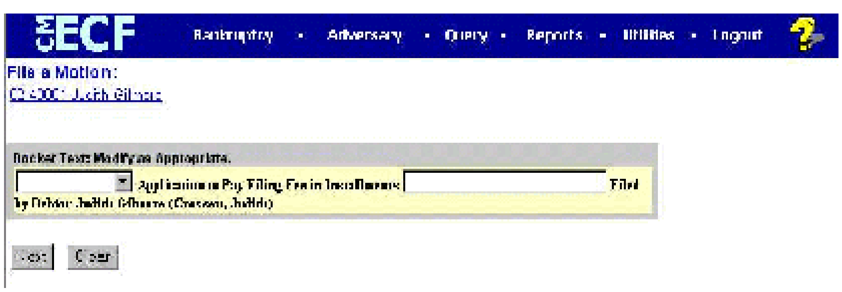
- Click the **Browse** button to navigate to the directory where the appropriate PDF file is located.

- Right-click for a pop-up menu, then Click **Open**. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to **File**, simply close down the Reader and you will pop back to the file upload screen.

- The PDF file you selected should still be highlighted. Click **Open**.

- Click **Next** to continue.

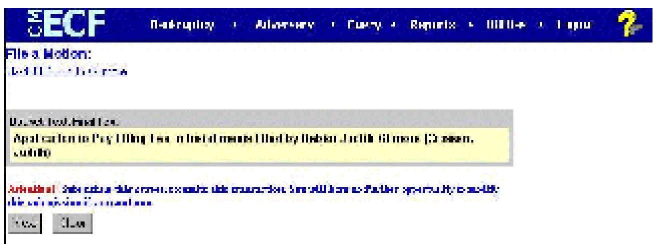
Step 8 The **MODIFY TEXT** screen displays.



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

- Click the down arrow to display the prefix options.
- Add detail to the final text if appropriate.
- Click **Next** to continue.

Step 9 The **FINAL DOCKET TEXT** screen appears.



- Confirm any text added is correct.

Note: At this point, your document has not been filed. If you need to cancel or abort this transaction, click on any of the Main Menu options and the transaction will not take place. Clicking **Next** will irretrievably file your document.

- Click **Next** to file the document.

Step 10 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

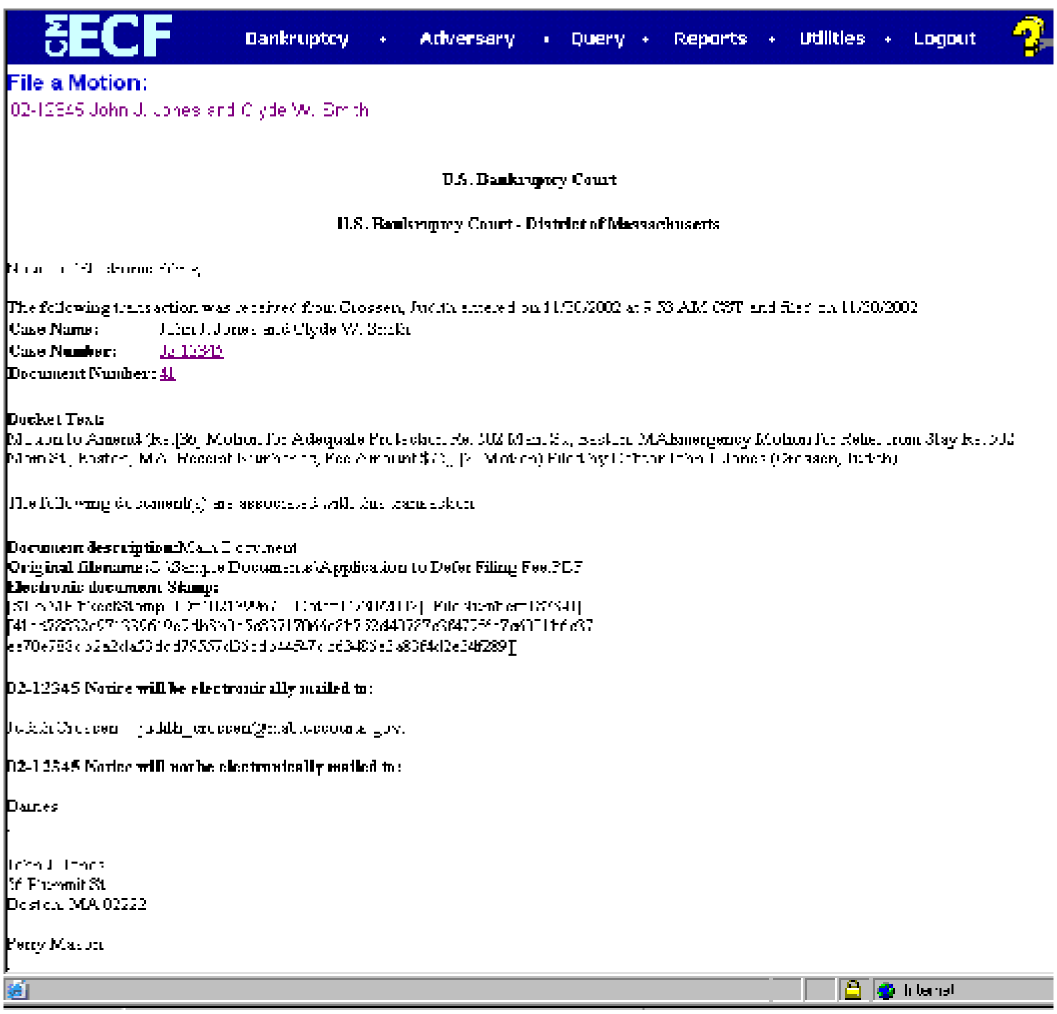
- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.
- Although the user may click on the **Back** button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.
- Do not use the **Back** button to make another filing. It is not activated. You

must select from the Main Menu and start again.

- Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the document just filed will be displayed.

- Scroll down to see participants who have or have not registered for electronic noticing in this case.



How to File Multi-Part Motions

This procedure explains how to docket a two-part motion. The example illustrated is a Motion to Dismiss or Convert Case.

Step 1 Click the **BANKRUPTCY** hyperlink on the ECF Main Menu.

Step 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Motions/Applications** hyperlink.

Step 3 The **CASE NUMBER** screen displays.

- Enter the case number, including the hyphen.

- Click **Next.**

Note: You may use the browser **Back** button at any time during this process to verify former screens until the final submission.

Step 4 The **EVENT SELECTION** screen displays.

- Check the case name and number to be certain you are filing in the correct cases.

- Scroll the **Event Selection** box, to display both a Motion to Convert and a Motion to Dismiss Case events.

- Since they are listed alphabetically, click to highlight first the Convert Case to 7, continuing to hold down the Control Key (Ctrl) key, scroll and highlight Dismiss. There are now two reliefs identified and selected for this motion.

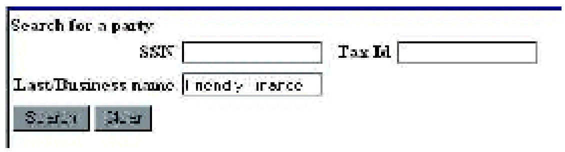
- Click **Next**.

Step 5 The **JOINT FILING** screen displays.

- This screen is only used if another attorney is joining in a filing. No action is necessary.

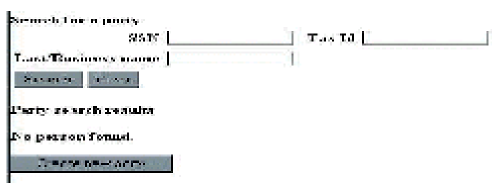
- Click **Next**.

Step 6 The **SELECT PARTY** screen displays.



- Presuming for this example that the party, is a creditor and not listed, they must be added. Click the **Add/Create New Party** button.

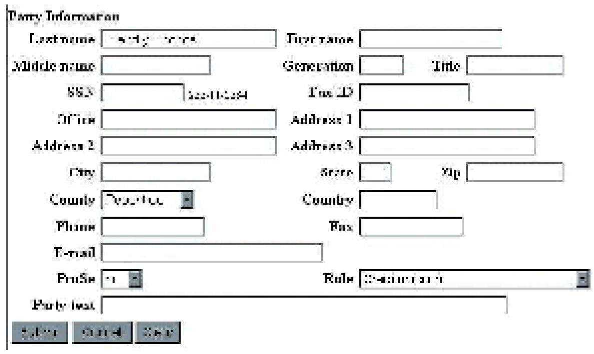
Step 7 The **PARTY SEARCH** screen appears.



- Enter the first part of the business name and click **Search**.

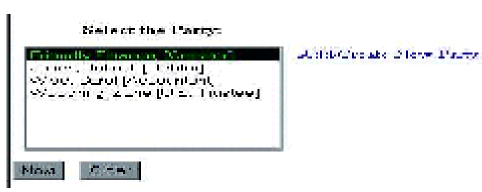
Step 8 If there are no matches, the system will return a **No Person Found** message. Since the party is not already on the database, you would proceed to add the creditor. Click **Create New Party**.

Step 9 The **PARTY INFORMATION** screen displays**.**



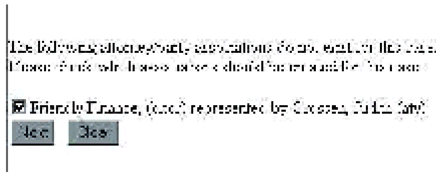
- Enter creditor **Name** information in the appropriate boxes, according to court Style Guide.
- Leave ***pro se*** as **no**.
- Expand the **Role Type** selection pick list by clicking on the down arrow and select Creditor.
- Enter further descriptive text for the creditor in the Party Text field, if appropriate. *(A Massachusetts Corporation, Guardian of the State, etc.)*
- Click **Submit**.

Step 10 The **SELECT PARTY** screen appears again.



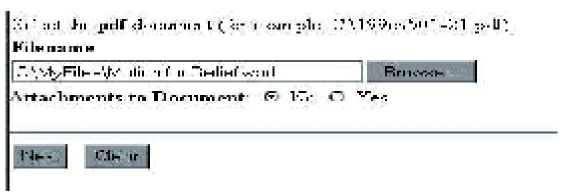
- The creditor's name, is highlighted. Click **Next** to continue.

Step 11 The **ATTORNEY/PARTY ASSOCIATIONS** screen appears.



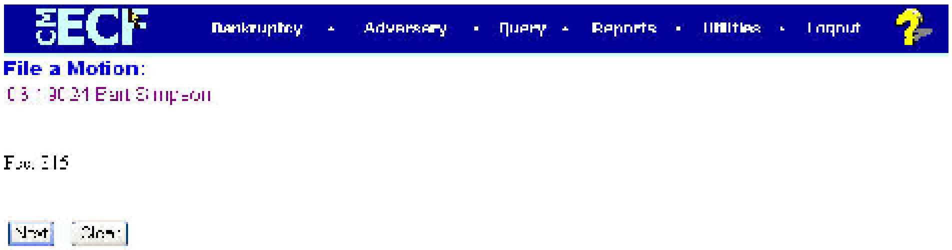
- Click the box to establish the association between you and your client/party.
- Click **Next**.

Step 12 The **PDF DOCUMENT SELECTION** screen displays.



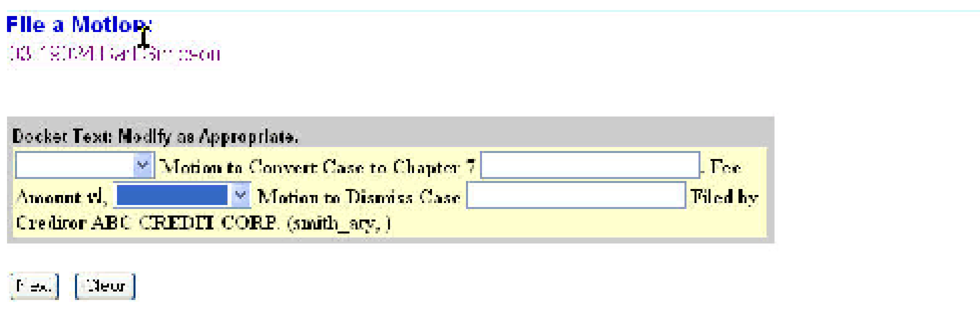
- Click **Browse**, then navigate to the directory where the appropriate PDF file is located. You must open the document first to be sure it is the correct one.
- Double-click the PDF file to select it.
- Click **Next**.

Step 13 The **FEE** screen displays.



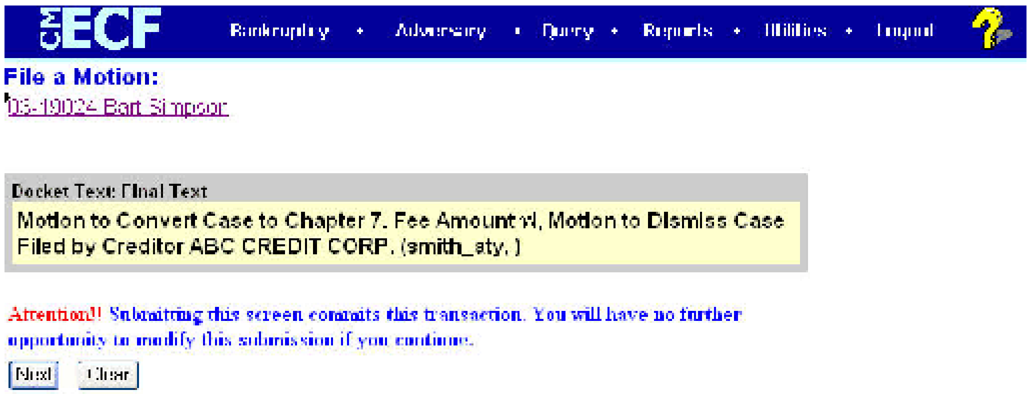
- Click **Next** to continue.

Step 14 The **MODIFY DOCKET TEXT** screen appears.



- If appropriate, choose a prefix such as *Emergency* from the **Prefix Text** pick list.
- Use the text box to enhance or further identify the document you are filing.
- Click **Next** to continue.
-

Step 15 The **FINAL TEXT EDITING and FINAL WARNING** screen displays.



- Carefully proofread the final docket text. This is your last chance to verify and change this entry before irretrievably filing the document and making the docket entry in the case.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- If correct, click **Next** to irrevocably file the document.
-

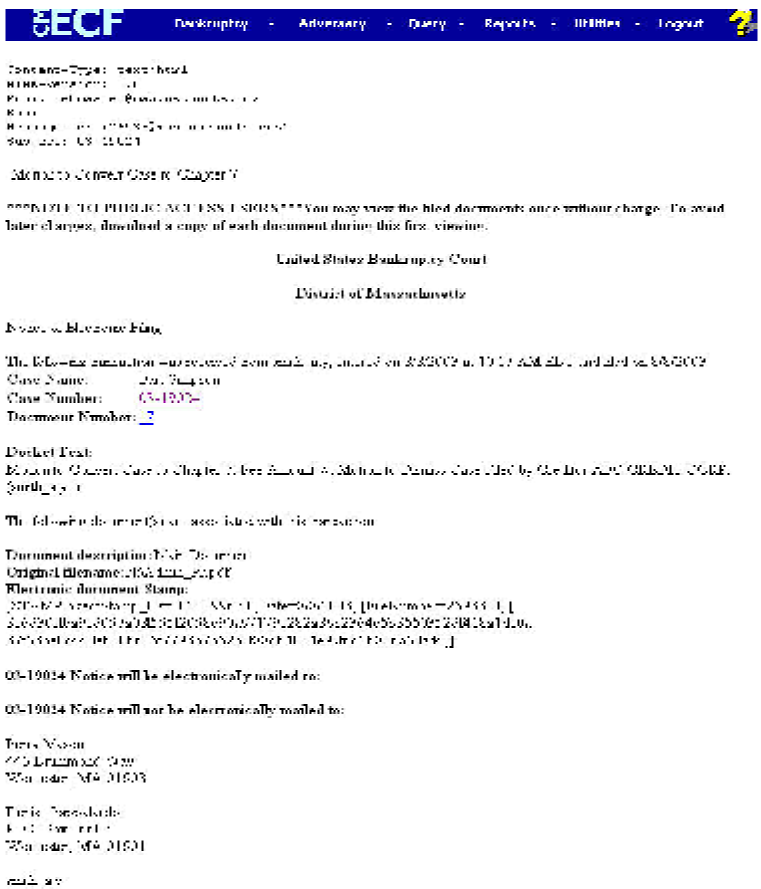
Step 16 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.
- Although the user may click on the **Back** button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.
- Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.

- Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the document just filed will be displayed.

- Scroll down to see participants who have or have not registered for electronic noticing in this case.



How to File an Objection/Opposition and/or a Response

This section explains how to docket an objection, an opposition or a response to a motion or application. The example used is an Objection to a Relief from Stay and in the Alternative, Adequate Protection.

Step 1 Click the **BANKRUPTCY** hyperlink on the ECF Main Menu.

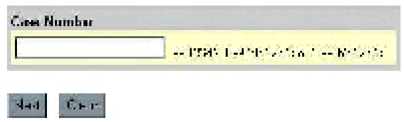
Step 2 The **BANKRUPTCY EVENTS** screen displays.

- Click the **Answer/Response** hyperlink.

Note: You may use the browser **Back** button at any time during this process to verify former screens until the final submission.

Step 3 The **ANSWER/RESPONSE TYPE** screen displays. Click the “Reference an existing motion/application” hyperlink.

Step 4 The **CASE NUMBER** screen displays.

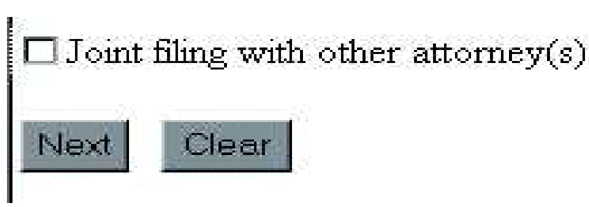


- Enter the case number, including the hyphen.
- Click **Next.** The **EVENT SELECTION** screen displays.

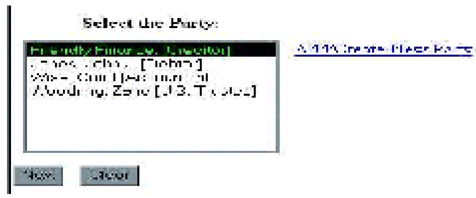
Step 5 The **EVENT SELECTION** screen displays.

- Click on the down arrow in the **EVENT SELECTION** pick list. Your choices in the list are Amended Answer to Complaint, Assent, Objection, Opposition, Reply or Response. Highlight Objection.
- Click **Next** to continue.

Step 6 The **JOINT FILING** screen displays. This screen will only be used if another attorney is joining in this filing. No action is necessary. Click **Next** to continue.



Step 7 The **SELECT PARTY** screen displays.

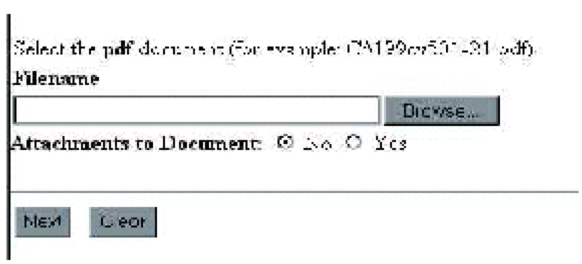


- If the party filing the objection in this example does not already exist in the case it will not display. They need to be added to the case.
- Click the **Add/Create New Party** hyperlink.

Step 8 The **ATTORNEY/PARTY ASSOCIATION** screen appears.

- Since the party filer is new, you will need to establish the Attorney/Party Association or link. Check the box and click **Next.** *(For information about searching and adding parties, see Section 7, Selecting, Adding and Creating Parties)*

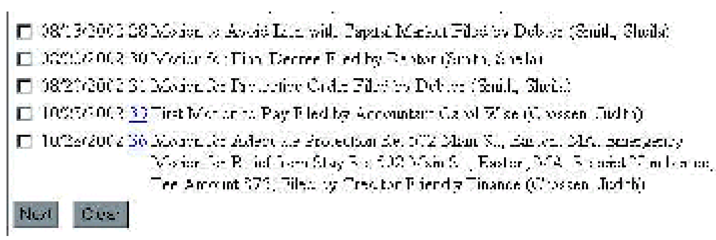
Step 9 The **PDF DOCUMENT SELECTION** screen displays.



- The file date and the Entered On Docket *(EOD)* date for this entry will appear in a subsequent screen, **the Notice of Electronic Filing**.

- Click **Browse**, then navigate to the directory where the PDF file is located and check to see that the document is the correct one.
- Double-click the PDF file to select it.
- There will not be any Attachments to the objection in this example.
- Accept the **No** default radio button and click **Next**.

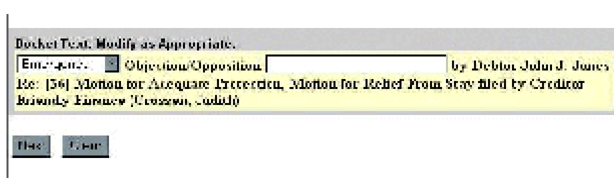
Step 10 The **PENDING MOTIONS** screen appears.



- Select the appropriate motion you wish to object to or oppose by clicking in the box next to the date and click **Next** to continue.

> **TIP:** In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
>
> Using your mouse, highlight the text of the Applicable Motion. From the browser Edit pull down menu, select Copy or execute the keystroke **Ctrl+C (or right click on the mouse to copy and paste)**. This will store the text in the Windows clipboard until you are ready to paste it into the final docket text. This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be

Step 11 The **MODIFY DOCKET TEXT** screen appears.



- Note the Pre-text box and the pull down arrow. There are optional prefixes which should be used to further define your document, (e.g., Emergency, Amended etc.)

- Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion described in the **TIP**, position your cursor within the text box and click on **Edit** on the browser menu bar and select Paste, or use the keystroke Ctrl + V to paste, or use your mouse by right clicking it and pasting the text from your clipboard. Edit as necessary.

- Click **Next** to continue.

Step 12 The **FINAL DOCKET TEXT** screen appears. Use caution on this screen and proof the contents of the entry carefully.

- To abort or restart the transaction, click any of the hyperlinks on the Main Menu bar.

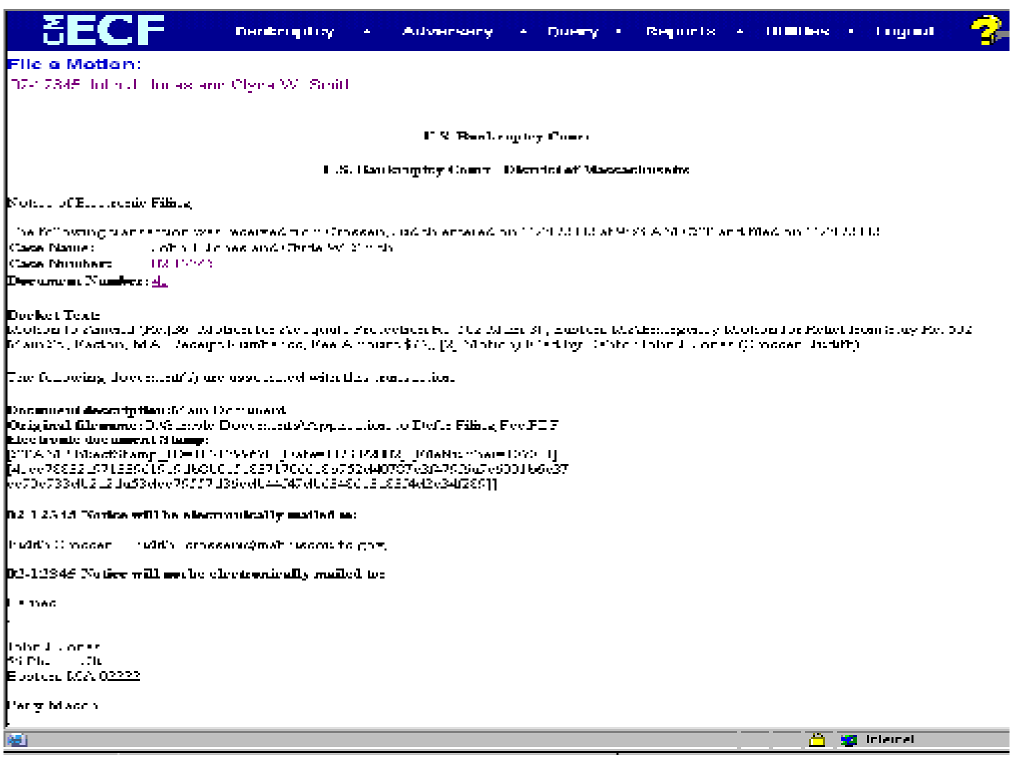
- If you are satisfied with your entry, click **Next** and the entry is sent to the court's database.

Step 13 The **NOTICE OF ELECTRONIC FILING** screen displays. This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database.

- It is strongly recommended the user **Save** and/or **Print** a copy of this notice using the browser **File/Save** option or clicking on the **Print** icon. This screen will not be displayed again.

- Although the user may click on the Back button on the browser and return to prior screen displays, nothing will change the fact that the filing has already taken place.

- Do not use the **Back** button to make another filing. It is not activated. You must select from the Main Menu and start again.
- Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.
- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the document just filed will be displayed.
- Scroll down to see participants who have or have not registered for electronic noticing in this case.



Other Issues of Importance

Certificates of Service

MEFR 9 sets forth additional service requirements for cases filed in the Electronic Filing System and can be found in Appendix 1 of this manual. As a practical note however, attorneys should be mindful that *Certificates of Service* are now a combination of conventionally served documents on parties and attorneys who are not Registered Users and electronically served documents sent to Registered Users of the ECF System.

Ideally, attorneys will Query the case and identify the parties needing to be served conventionally and those who will be served electronically ***before*** filing their documents. This way, service documents are prepared in advance. The Court will be able to quickly determine the adequacy of service and will not have to check through multiple filings and names to determine that everyone has been served which may prove very time-consuming.

> **Note:** As a general rule, it is always important to serve the U.S. Trustee in addition to any case Trustee who may be a party to the case.

Declarations Re: Electronic Filing (Official Form 7)

MEFR 7 requires that all documents signed under oath or the penalties of perjury be maintained in paper form by the Registered User until five (5) years after the closing of the case. In addition, the declarant shall execute and file with the Court a Declaration Re: Electronic Filing. See Official Form 7 in Appendix 1. Both documents are deemed to be the property of the Court, not the declarant. Both documents are filed electronically as scanned images with the court, the originals are retained by counsel per MEFR 7.

The document signed under oath or the penalties of perjury and the Declaration Re: Electronic Filing are filed simultaneously. *The Declaration may be filed as an attachment to the document.* Use Official Form 7 found at the end of Appendix 1 for this purpose.

Chapter 13 Agreements Between Debtor and Counsel

A completed Chapter 13 Agreement Between Debtor and Counsel should be filed with the Chapter 13 Voluntary Petition *as an attachment.* Use Official Form 8 found at the end of Appendix 1 for this purpose.

Proposed Orders

Proposed orders may be filed electronically with the court in any of the following ways:

1. As the last page of a pleading.

2. As an attachment to the pleading.

3. As a Proposed Order under an Event.

4. As an attachment to email.

   When it is likely the Order may require modifications, you may send the proposed order as a word processing document attached to an email to the individual judge's session. Each session has an email address monitored by the Courtroom Deputy or Session Supervisor. Please note the following email addresses:

Judge Feeney's Session	jnf@mab.uscourts.gov
Judge Kenner's Session	cjk@mab.uscourts.gov
Judge Hillman's Session	wch@mab.uscourts.gov
Judge Boroff's Session	hjb@mab.uscourts.gov
Judge Rosenthal's Session	jbr@mab.uscourts.gov

How To Open A Bankruptcy Case (and File A Petition)

This Section will guide you through the process of opening a bankruptcy case and filing a petition. ***Users must have the petition prepared in PDF format before trying to open a case. ECF will not permit you to open a case without a PDF document, which must include the petition.*** If at all possible, include in the same PDF document, all of the schedules with the summary page, the statement of financial affairs and the statement of intention if applicable and the Disclosures of Compensation.

Chapter 13 Agreements between the debtor and counsel and Declaration Re: Electronic Filing must be filed as either an attachment to the petition or separately as individual PDF Document. Chapter 13 plans and any application to pay filing fees in installments are always filed as separate documents. Finally, the matrix is uploaded as a .txt document and is treated separately in this manual.

There are two methods for opening a bankruptcy case: the quick way and the conventional way. To use the quick way, you must have petition preparation software that prepares the necessary files in the correct format. This manual provides instructions for the conventional method of filing. For more information on using the commercial bankruptcy software with ECF, contact the various vendors. A list of vendors is provided in Appendix 6.

Conventional Electronic Case Opening

Users must first access the system via the Internet by going to :

https://ecf.mab.uscourts.gov

A login and password are required to file a document on the live system or to use the training system. The login and password constitute your (the attorney's) signature. It is essential that you familiarize yourself with the Massachusetts Electronic Filing Rules ***prior*** to using this system. Note that registered users may have two sets of login and passwords. One set for PACER and the other for ECF. Here we will describe logging into the ECF System by way of the Court's website.

Logging In

- Enter your login and user password in the appropriate data entry fields, then click on the button to transmit the information to the system. If an error is made before you submit the screen, the button allows you to clear the Login and Password entries so they may be re-entered.

- If an invalid combination has been submitted, the system responds with an error message. Click on the **Back** button, then re-enter your login and password.

- The entry of a valid login and password combination prompts the system to display the Main Menu.

- Once the Main Menu page appears, choose from a list of **hyperlinked** *Categories* on the top bar.

Note: The date ***you last logged into the system*** appears at the bottom left corner of this page. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Clerk's office as soon as possible. See MEFR 2(e) in Appendix 1 and Section 15 entitled Query, Reports and Utilities of this manual for further instructions.

- The following text *(in part)* appears beneath the above screen:

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.

Welcome to the U.S. Bankruptcy Court for the District of Massachusetts.

The Main Menu

Bankruptcy	If you are filing a new bankruptcy petition or filing any documents in a bankruptcy proceeding, click Bankruptcy from the Main Menu. This manual provides step-by-step instructions for making a variety of filings using ECF.
Adversary	If you are filing a new Adversary action or filing any documents in an adversary proceeding, click Adversary to proceed. See this manual for instructions on making adversary filings.
Query	Query allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case you want, you will see a menu of these choices.
Reports	From the Reports menu, you can run a variety of reports including a Case Report and Docket Report.
Utilities	This option allows you to change your password or view a log of transactions you have made in ECF.
Logout	Allows you to logout of the system. It is recommended that you use the Logout option when finishing any filing or queries in ECF.

Help Feature - Provides additional information about each menu selection.

Step 1 Click on the Bankruptcy hyperlink on the ECF **MAIN MENU** Bar.

Step 2 The **BANKRUPTCY EVENTS** screen displays.

BANKRUPTCY EVENT CATEGORIES

For further information on each of these categories, click the **Help** icon from the Main Menu.

Bankruptcy Events

Select one of the menu options available and subsequent screens will prompt you for the information required to:

Answer/Response	File an answer, response, or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Claim Actions	File documents related to claims that have already been filed.
Court Events	File documents or docket events (e.g., utility events) to which only court users have access.
Creditor Maintenance	Enter the names and addresses of creditors to an existing bankruptcy case, either individually or by uploading a creditor matrix. Also edit existing creditors' names and addresses.
File Claims	File a claim to an existing bankruptcy case.
Motions/Applications	File a motion or application to an existing bankruptcy case.
Multi-Case Docketing	File the same document to many unrelated cases at the same time (the user must make sure that there is no case-specific information in this document). (See also Batch Filings.)
Notices	File a notice to an existing bankruptcy case.
Open a BK Case	Open/Reopen a Bankruptcy Case
Orders/Opinions	File an order or an opinion to an existing bankruptcy case.
Other	File a miscellaneous document to an existing bankruptcy case.
Plan	File a plan (e.g., Chapter 11 Plan) to an existing bankruptcy case.
Trustee/US Trustee	File a document related to the chapter trustee or the U.S. Trustee.
Trustee's 341 Filings	Allows the chapter 7 trustee to manage his/her 341 meetings, by date.

Updated 05/22/00 (BankruptcyEvents.htm)

close

- To close this help screen, click on the "**X**" in the top right corner of the screen or click on the **Close** box at the bottom of the screen. This will return you to the Bankruptcy Events screen.

Step 3 The **CASE DATA** screen displays.

Note: The case number, division, Judge and trustee assignments will be generated later in this process and will be displayed on the Notice of Electronic Case Filing.

- The **Date Filed** cannot be changed.

- The default entry for **Case Type** is "**BK**". It is the only Case Type under this category.

- The default entry for **Chapter** box is **7**. *(If the case is another chapter, click the drop down arrow in the Chapter Box and click on the appropriate Chapter)*

- The default in the **Joint Petition** box is **n** for no. *(If the case is a joint filing, click on the drop down arrow in the* ***Joint Petition*** *Box, then click on* ***y*** *(yes) to select.)*

- **Deficiencies** - Be very careful here. The default is to "**n**" If your filing package is complete, leave this selection as is. **BUT**, if there are missing schedules, including the summary page, statement of financial affairs, statement of intent, or if you will not be filing the attorney disclosure statement or, if in a Chapter 13 case, the plan immediately after filing the petition, you **MUST** change the default to "**y**" for yes. A later screen will prompt you to identify the missing documents.

- Click **Next** to continue

Step 4 The **PARTY SEARCH** screen displays.

Search for Duplicates

Before adding a party, search the database for the filer name to eliminate duplicate records in the system. You may search by Social Security Number, Tax Identification Number, Last Name or Business Name.

- Enter the debtor's last name or SSN in the correct box and click **Search**.

- For business filings, enter the entire name in the **Last/Business** name field or their Tax Identification number in the Tax Id field.

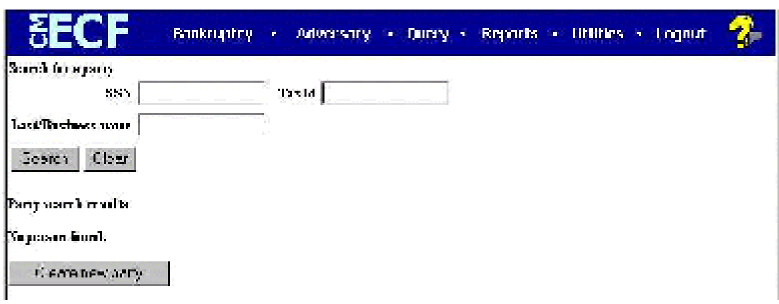
- **DO NOT USE** a party record for a debtor if the social security number *(or in the case of a corporation or partnership the tax ID number)* is missing or if the name of the debtor or the tax number differ from those of your client. If there is more than one name on the list that matches exactly your client's name and there is no match for the social security or tax ID number for the first name on the list, click on the **Back** button on your browser and repeat the inspection of the Party Information record for the next name on the list until you find a match or conclude that there is no record where both the name and social security or tax ID number match your client's name and number.

  If no existing record has both a matching name and matching number, proceed to create a new party record**.**

Search Hints:

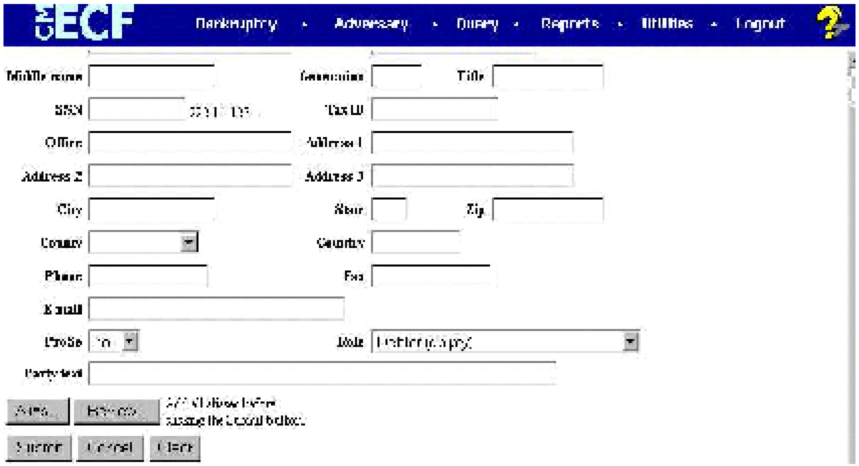
- Enter one field or data for each search
- Format Social Security or Tax Id Numbers with hyphens
- Include punctuation (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names may be entered.
- Wild cards (*) should not be used especially by itself. ALL records in the database will be searched and unnecessary system resources will be used.

Step 5 When there are no matches, the system will return a **No Person Found** message.



- Since the party is not already on the database, proceed to add the debtor. Click **Create New Party**. *(Search criteria already entered will carry over to the new screen.)*

Step 6 The **NEW PARTY INFORMATION** screen displays.



- Enter the debtor **Name** and **Address** information in the appropriate boxes. Refer to the **ECF Style Guide**, Appendix 2 for correct name and address formats. DO NOT use the 4 digit zip code extensions.

- DO NOT use & or % characters. Noticing will fail if these characters are used. See the Court's Style Guide for more information in Appendix 2.

- If the person does not have a generation designation, leave the box blank.

- Select the debtor's **County** of residence from the pull down list box.

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

- The system will default ***pro se*** to **no** presuming users of the system are attorneys filing on behalf of a client.

- The **Role Type** defaults to **a blank field.** A Role Type must be entered or you will not be able to proceed past this screen. *(Joint Petition - If the case is a joint petition, change the selection to "**y"** for yes. This will allowyou the opportunity to add the joint debtor to a subsequent screen.)* The default is to "**n**" for no, which refers to single debtor petitions.

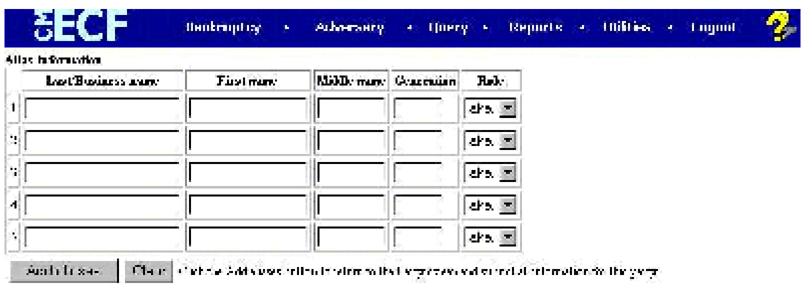
- Enter further descriptive text for the debtor in the Party text field, if appropriate.

(a Massachusetts Corporation, Guardian of the State, etc.) This text will appear in the Case Title.

- If the party has an alias, click the **Alias** button.

Step 7 The **ALIAS** screen appears**.**

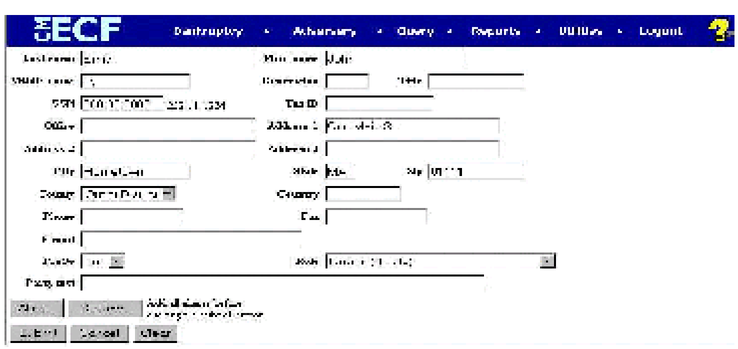
You may enter up to 5 alias records per screen. If you have more than five (5), enter the five (5) and Click on **Add aliases**. You will be brought back to the Party Information screen. Click **Alias** again and you will be allowed to add more records.



- Alias Role selections include *aka, dba, fdba, fka*.

- Click **Add aliases**.

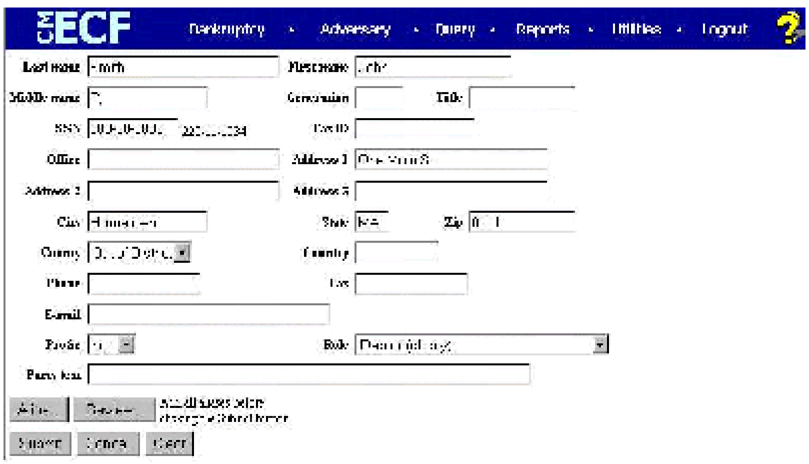
Step 8 The **PARTY INFORMATION** screen reappears and you may enter the appropriate information.



- Review and Verify - Clicking on the **Review** button presents a screen summarizing the attorney and alias activity for this debtor. It is important to review and verify the information entered is accurate.

- Click **Return to Party** screen.

Step 9 The **PARTY INFORMATION** screen appears again.



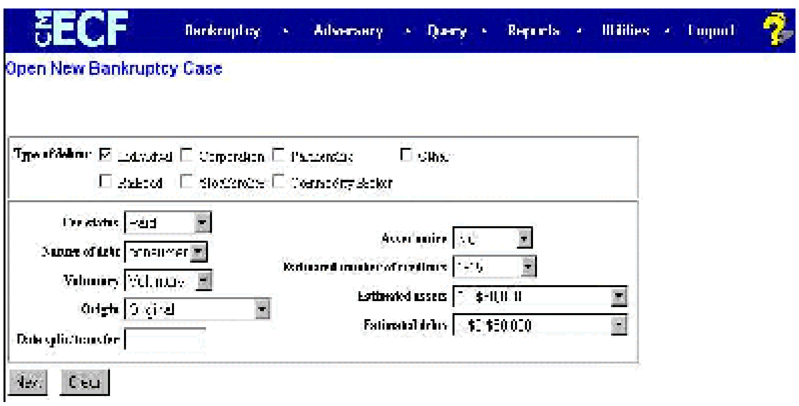
If you are finished adding information for this new party, click **Submit** to continue with Case Opening.

Note: If filing on behalf of joint debtors, a **JOINT DEBTOR PARTY** screen would appear next. The Party Type for the *second debtor* must be entered as **Joint Debtor**. You may type **J** and the Joint Debtor type will be displayed. *(This means that only one of the Debtors should be designated the Debtor and the other the Joint Debtor.)*

Note: As a Registered User opens a new bankruptcy case, a link to their name and contact information will be made automatically by the system. There is no need to enter yourself as the filing attorney when opening a bankruptcy case. *(Please also note that only Court users may enter attorneys or designate Lead attorneys.)*

Step 10 The **STATISTICAL DATA** screen appears next.

- Select the **Type of Debtor** by clicking in the appropriate box.
Individual does not refer to how many debtors but that the debtor(s) are persons and not a legally created entity such as a corporation or partnership.



- The default in the **Fee Status** box is **p** for paid. *(If the fee is to be paid in installments, Click the drop down arrow in the* ***Fee Status*** *box then Click "****i****" for installments. If the fee is to be paid in installments, an Application to Pay Fee must accompany the petition and be filed as a separate document.)*

- Designate the **Nature of Debt** as Consumer or Business using the drop down arrow in the **Nature of Debt** box.

- Voluntary/Involuntary. The default value is **Voluntary** Petition. For Involuntary Petitions, select Involuntary from the pull down list in the box.

- The **Origin** defaults as Original. No action is necessary. *(Court event)*

- **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank. *(Court event)*

- The default in the **Asset Notice** box is **n** for no. Only Ch. 7 business, Chapter 13 and Chapter 11 cases are filed as asset cases. In those instances you must change the Asset Notice box to "y" for yes. Chapter 7 individuals are always presumed to be no asset.

Select the following ranges from the pull down list in the box:

Estimated Creditors
- 1 -15
- 16 - 49
- 50 - 99
- 100 -199
- 200 - 999
- 1,000 - over

Estimated Assets.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

Estimated Debts.

- Under $50,000
- $50,001 - 100,000
- $100,001 - 500,000
- $500,001 - 1 million
- $1,000,001 - 10 million
- $10,000,001 - 50 million
- $50,000,001 - 100 million
- More than $100 million

- Click **Next** to continue.

Note: If the Debtor is a corporation filing a Chapter 11 case, it is necessary to indicate whether or not the debtor is a small business.

Step 12 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the **DEFICIENCY LIST** screen appears.

Note: This list may change to accommodate changes in rules and procedures.

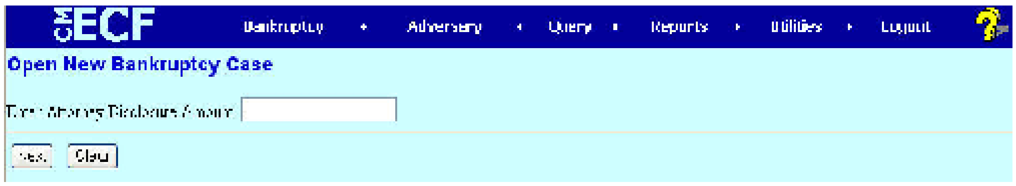
Check the check box for each item that is not included with the petition. If all Schedules A-J are missing, do not select them individually but select **Schedules A-J** found at the end of the Schedule listing.

Note: The deficiency list includes only those items with a fifteen (15) day deadline and does not include such things as the debtor's statement of intent or matrix. This is a problem with the program that hopefully will be resolved in later releases. *(A Court's Order to Update will be issued by the Court for these deficiencies.)*

- Click **Next** to continue.

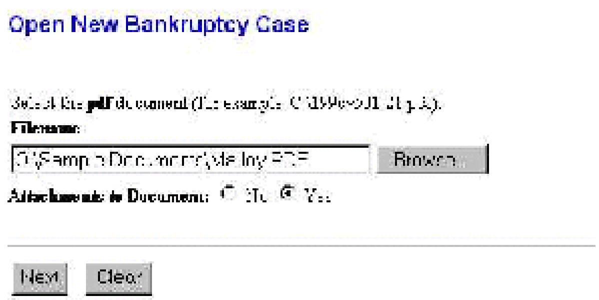
Note: The following steps and screens will proceed as if the petition filed has no deficiencies

Step 13 The **ATTORNEY DISCLOSURE AMOUNT** screen appears.



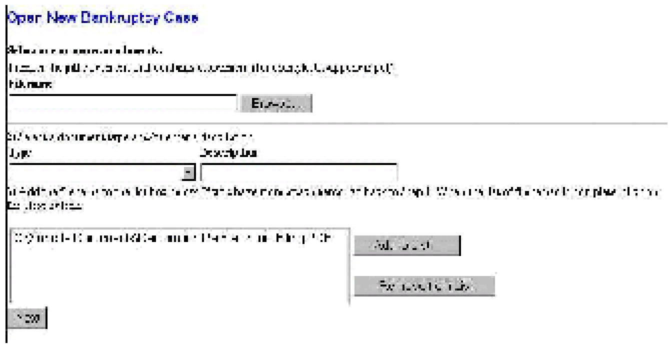
- Enter the amount as $nnnn.nn in the text box.
- Click on **Next** to Continue.

Step 14 The **SELECT A PDF DOCUMENT** screen appears.



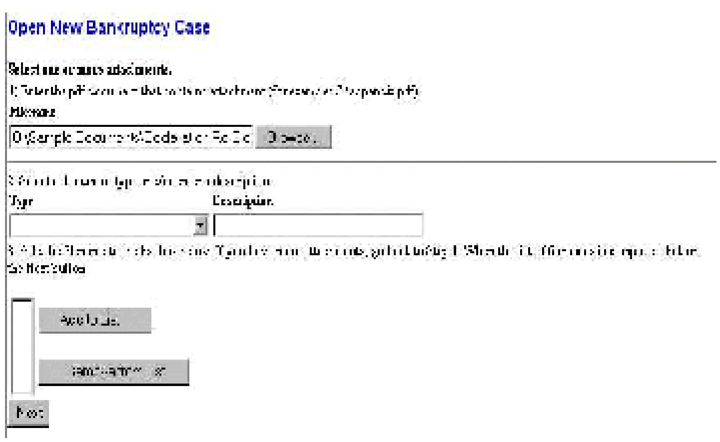
- Click **Browse**, then navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If correct, double-click the PDF file to select it.
- Since the Declaration Re: Electronic Filing is filed as an attachment, Click yes, there are attachments to this petition.
- Click **Next** to continue.

Step 15 The **SELECT ONE OR MORE ATTACHMENT** screen appears.



- **Browse** for the Declaration (or other attachment) and select it.
- Under **Type**, use the pull down menu to select the Declaration Re: Electronic Filing.
- Click **Add to List** and the next screen will appear.

Step 16 A second **SELECT ONE OR MORE ATTACHMENTS** screen appears.

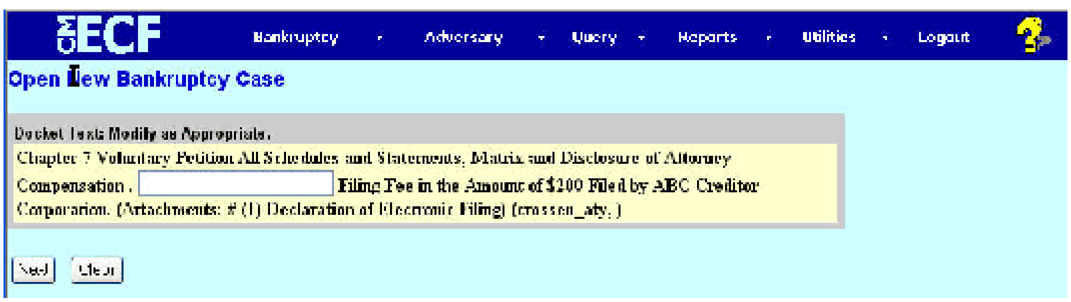


- This second screen allows you to attach additional documents to this event. If you do not have any additional attachments, change nothing and click **Next**.

Step 17 The **COURT MESSAGE** screen appears.

- Click **Next** to continue.

Step 18 The **MODIFY DOCKET TEXT** screen appears.



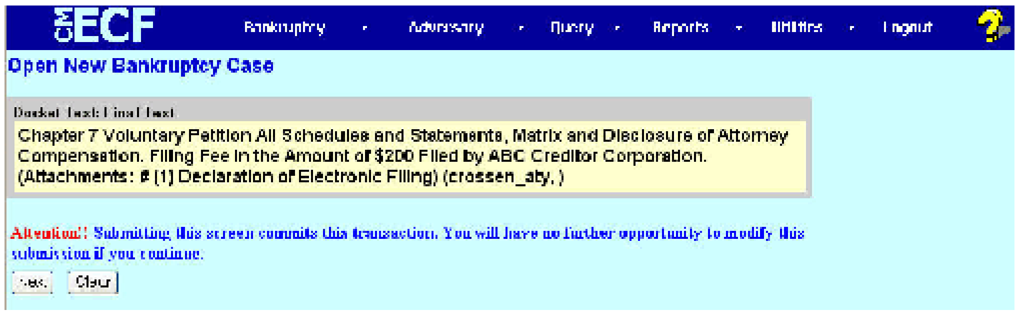
- Use the text box to further clarify or describe your document.

Note: The actual text on this screen cannot be modified, use the **Back** button on the browser to locate the correct screen to make the desired change then proceed forward through the screens again. ***Be careful to read all of your entries as some information may have been lost and will need to be re-entered.***

- If you need to make changes, Click the browser **Back** button to the point where changes can be made, re-enter your information and proceed forward again through the screens.

- Click **Next** to continue.

Step 19 The **FINAL TEXT EDITING** screen displays.

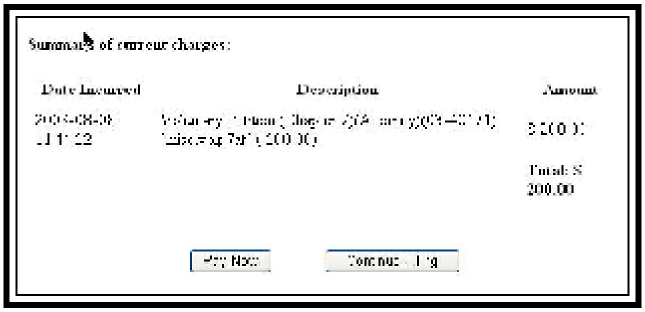


Proof this screen carefully! This is your LAST CHANCE to modify or abort this transaction. This is what will print on the docket sheet. If the docket text is incorrect, click the browser **Back** button at the top of the screen one or more times to find the screen to be modified.

Note: To abort or restart the transaction, click on any of the Bankruptcy Events hyperlinks on the Main Menu. Although this can be done at any time, **this is your last opportunity to change the event or exit without filing.**

- Click **Next** to continue. This will irretrievably file the document.

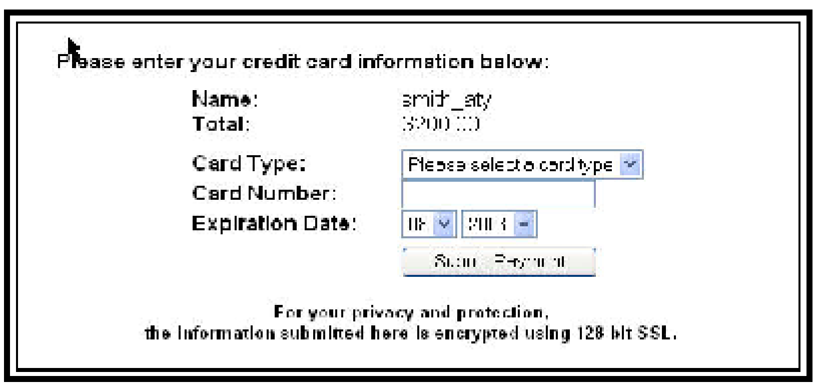
Step 20 The **NOTICE OF ELECTRONIC FILING** screen displays. Which also triggers the a pop-up box or **INTERNET CREDIT CARD PAYMENT** screen displays over it. The user is connected to the U.S. Treasury database and asked to enter the credit card information to pay for this filing. Review Section 4 for additional information concerning Internet Credit Card Payments and Fees.



- **Click Pay Now** or if you have additional documents you wish to file in this session. **Click Continue Filing**.

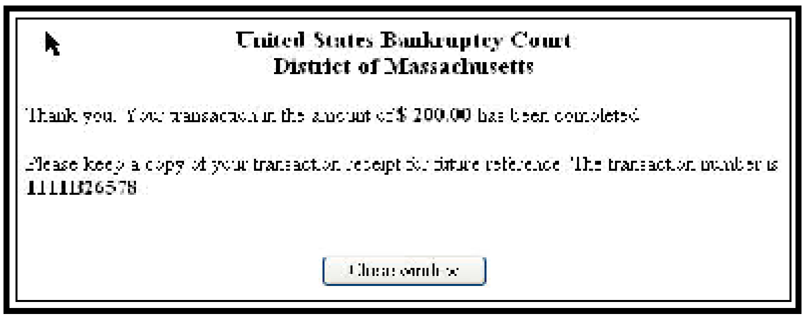
Note: Failure to pay fees to the Court may result in a hearing and loss of ECF privileges. Contact the Clerk's office as soon as possible if you have problems using this feature.

Step 21 The CREDIT CARD INFORMATION screen displays. Enter your information and **Click Submit Payment**.



Step 22 The **TRANSACTION BEING PROCESSED** screen displays.

Step 23 The **TRANSACTION (RECEIPT) NUMBER** screen displays.



- Click **Close Window**.

Step 24 The previously covered **Notice of Electronic Filing** screen Displays.

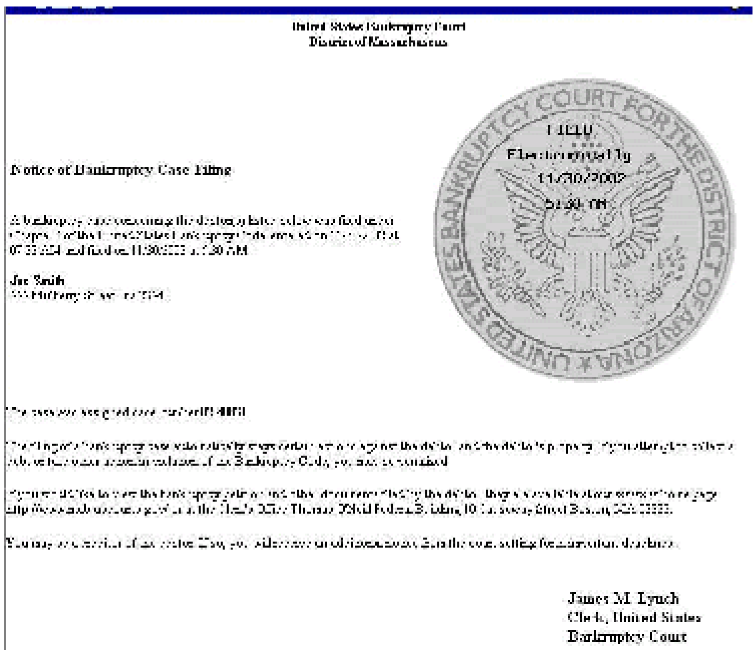
This Notice of Electronic Filing screen verifies the filing has been sent electronically to the court's database. It is strongly recommended the user **Save** and/or **Print** this screen for future reference. It will not displayed again.

- Make note of the case number. Clicking on the case number hyperlink identified in blue on the Notice of Electronic Filing will take you to the PACER login screen. After logging in, the docket report for this case will be displayed.

- Clicking on the document number hyperlink will take you to the PACER login screen. After logging in, the PDF Image of the petition just filed will be displayed.

- The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink will take you to the PACER login. After logging in, the Notice of Bankruptcy Case Filing is displayed. This notice summarizes the pertinent details and identifies the participants of the case.

The **NOTICE OF BANKRUPTCY CASE FILING** is displayed and E-mailed to Registered Users who are members of the case.



United States Bankruptcy Court
District of Massachusetts

Notice of Bankruptcy Case Filing

Joe Smith

James M. Lynch
Clerk, United States
Bankruptcy Court

This certification was created in addition to the initial notice of filing. Please note that until you return to the Bankruptcy Events Menu and run the Judge/Trustee program you will not have a judge or trustee assgined to you case. However, you will have a case number and can use this notice to send to creditors as an official notice of stay prior to the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.

The Notice of Bankruptcy Filing is also available for viewing or printing through the Query Main Menu Bar selection. This option is available for public inquiry as well as court users.

- To print a copy of this notice, click the browser **Print** icon.

- To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

The final series of steps in the process of opening a new bankruptcy case involves the uploading of the creditor mailing matrix. Prepare the creditor mailing matrix in a document saved in an ASCII format. See Section 6 "What to remember in preparing the creditor mailing matrix".

TIP: The document containing the creditor matrix must be saved in an ascii format. Most of the petition preparation software programs automatically save the matrix in this format.

Amended matrices are filed in .PDF format and are docketed using the Amended Matrix event.

Chapter 13 Plan and Plan Summary

You may file a Chapter 13 Plan and Certificate of Service ***after*** you open a Chapter 13 case.

- Separate the plan and the Certificate of Service from the "packet" before you open your Chapter 13 case.
- The bankruptcy case must be opened in order to get a case number. Once the number is assigned, you may file your Chapter 13 Plan and Certificate of Service together as a single document.
- Click **Bankruptcy** on the Main Menu Bar.
- Select the **Plan** Category
- Click on **Chapter 13 Plan** event.
- You will be prompted to enter whether the filing is being made with or without a Certificate of Service. Do not use the attachment feature for the Certificate of Service. Keep the document together as a single document.
- Follow the screens until completion and your docket text reflects both items filed as one document. You should only receive one document number and the text should appear similar to this: *Chapter 13 Plan, Certificate of Service filed by John Doe.*

How to File a Creditor Matrix
(Convert, Save and Upload to the ECF System)

How to Convert a List of Creditors to a .txt File

Prepare the List of Creditors - The Matrix, or a list of creditors containing each creditor's name and mailing address which will be used for noticing and claims information when applicable must be in an ASCII file format with an appropriate text extension such as .txt before it can be successfully uploaded into the ECF System.

List of suggested creditor specifications:

- The name and address of each creditor must be five (5) lines or less.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified *(flush against the left margin, no leading blank spaces.)*
- City, state and ZIP code must be on the last line.
- Five digit ZIP codes ONLY. DO NOT add the remaining four digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.
- Do NOT include the debtor, debtor's counsel or the U.S. Trustee as they will be added to the database automatically.
- DO NOT USE SPECIAL CHARACTERS SUCH AS %, (), [ ], OR &. These characters will interfere with software used by the Bankruptcy Noticing Center.
- DO NOT, ABSOLUTELY DO NOT INCLUDE ACCOUNT NUMBERS.

How To Save the List of Creditors File with a .txt Extension

Step 1 After creating the creditor list in WordPerfect or Microsoft Word, open the file. Click on **File** in the WordPerfect or Microsoft Word toolbar to display the drop down list.

Step 2 Click **Save As** in the drop down list.

If in Microsoft Word, Skip to **Step 4**. If in WordPerfect proceed to **Step 3**.

Step 3 Click the drop down menu arrow in the ***File Type*** box.

- Select the file type ASCII DOS Text.
- Proceed to **Step 5.**

Step 4 If in Microsoft Word:

- Click on the drop down box arrow in the *Save As* Type box
- Select the file type of Text Files (*.txt) or Text Only (*.txt).

Step 5 Enter the file name in the File Name: box. *(The system provides the same file name with a .txt extension.)*

Step 6 Click the **Save** button.

How to Upload a Creditor Matrix to ECF

The List of Creditors must be in an ASCII text format, usually a .txt file, before it can be successfully uploaded. If you have not prepared your matrix and saved in ASCII text format, refer to the preceding procedure, *How To Convert A Creditor Listing To A .txt File*.

The process of uploading a list of creditors .txt file is described below.

Step 1 After accessing the ECF System using the Netscape Navigator or Microsoft's Internet Explorer web browser, click on the **Bankruptcy** hyperlink on the Main Menu.

Step 2 The **BANKRUPTCY EVENTS** screen appears. Click on the Creditor Maintenance hyperlink.

Step 3 The **CREDITOR MAINTENANCE** screen appears. Click on Upload a creditor matrix file hyperlink.

Step 4 The **UPLOAD A FILE** screen appears. Enter the case number in yy-nnnnn format, including the hyphen.

Note: If the system prompts that you have entered an invalid case number, click the browser's **Back** button and enter the correct number.

- **Be careful**. Check to see that you have entered the correct case number, otherwise, you will load creditors into the wrong case file. Noticing the wrong parties will cost money and could potentially result in the dismissal of the correct case for failure to file a matrix.
- Click the **Next** button to continue.

Step 5 The **LOAD CREDITOR INFORMATION** screen will display. There are two methods to enter the directory and file name of the List of Creditors.

Type in the full path of the directory and filename of the List of Creditors file. Or, alternatively, use the Browse feature to navigate to the appropriate directory and file of the List of Creditors file. To do this:

- Click on the *Browse* button to display the **FILE UPLOAD** screen.
- Click in the Look In box and select the appropriate drive name.
- Change **File types**: to Text (.*txt) or (*.*) All Files.
- Highlight the appropriate text file with a click of the mouse.
- For quality assurance, right-click with the mouse and select **Open** from the pick-list that is displayed.
- Verify that this is the correct matrix file for this case. Close or minimize the Adobe Acrobat reader by clicking on **X** in the upper right-hand corner of the screen.
- If correct, double-click the .txt file to select it or click on **Open** button to attach the matrix file to the bankruptcy case.
- You will only be allowed to upload creditors once. Additional creditors may be added by Motion after the $20. Fee is paid.
- Click on the **Next** button to continue.

Step 6 The **TOTAL CREDITORS ENTERED** screen appears.

- If the total number of creditors entered is not the same as the total number of creditors on the submitted matrix, click the browser' **Back** button and research the error.
- If the total number of creditors displayed is correct, click on the **Submit**

button.

Step 7 The **CREDITOR RECEIPT** screen appears.

- The information displayed confirms the number of creditors added to the case.

Step 8 For multiple cases, click on the Return to Creditor Maintenance menu hyperlink to continue and repeat Steps 4 - 6 for each List of Creditors. If there are no other matrices to add, select *Logout* or select another option on the Main Menu bar.

Step 9 To verify or view listing of creditors **Select Query** from the Main Menu bar. Type in the case number and select **RUN QUERY.**

Step 10 The **Query** screen will appear.

Step 11 Select **Creditors** hyperlink from the Main Menu, the creditors selection screen will appear.

Step 12 Select creditors for creditor type and click **RUN QUERY** and the listing of creditors will appear.

How to File a Proof of Claim

When a claim is filed in using the ECF program, the claim is attached to the creditor record of the claimant. Most often the creditor filing the claim has already been added to the creditor data base. If the creditor has not been added to the case, you must first add them before you can proceed.

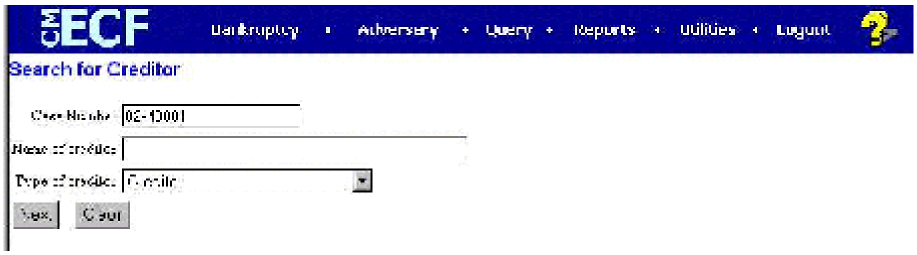
To file a claim, the user must first retrieve the creditor by searching the creditor database and then link the claim to it. The following instructions presume the creditor is already in the database. See Step 4 for instructions adding creditors.

Step 1 Click the **BANKRUPTCY** hyperlink on the ECF Main Menu.

Step 2 The **BANKRUPTCY EVENTS** screen appears.

- Select **File Claims**.

Step 3 The **SEARCH FOR CREDITOR** screen appears.



- Click in the **Case Number** box and enter the correct case number in *yy-nnnnn* format.

- Enter the **Name of Creditor** filing the claim or other helpful search clues.

Search Hints:

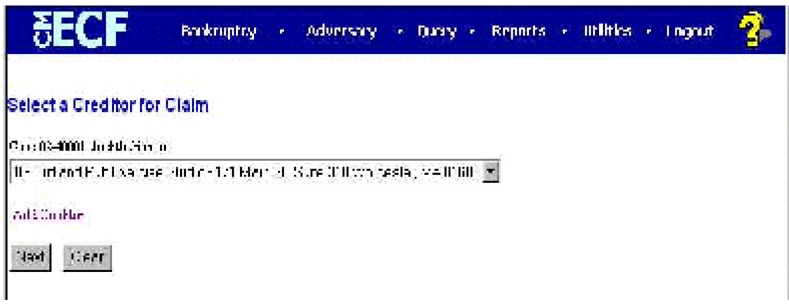
- Searching is not case sensitive. (Smith or smith)
- Include punctuation. (O'Brien)
- Partial names can be entered. (Smi)
- Significant words or names are effective. (Radio for Radio Shack and Northwest Radiology)
- Try alternate search clues if your first search is not successful.
- Wild cards will not be recognized.

- Do not change the default in the **Type of Creditor** box.

- Click **Next** to search the creditor database for this claimant.

Note: If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll the entire list, click and hold the mouse on the creditor name window.

Step 4 The **SELECT A CREDITOR FOR CLAIM** screen appears the creditor(s) who meet the search criteria.



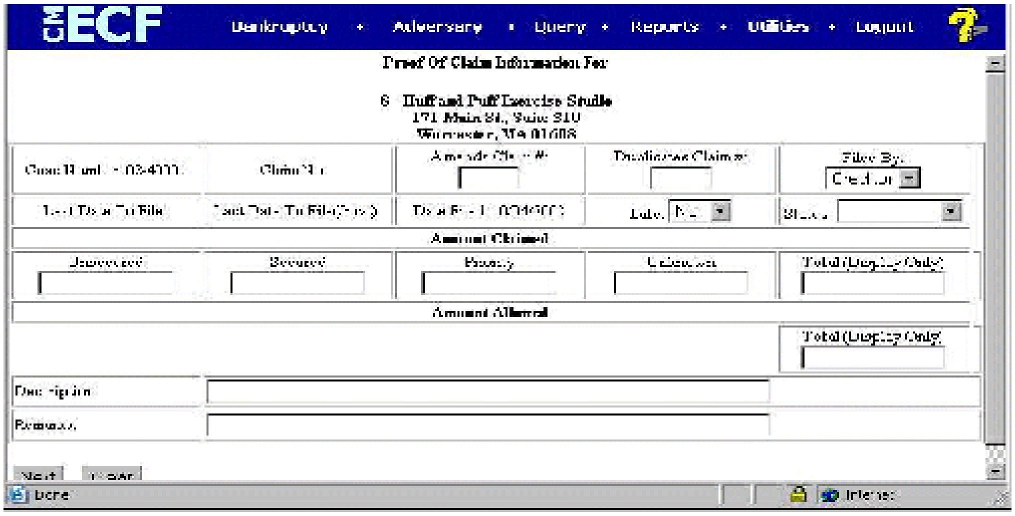
- A list will display if more than one creditor meets the search criteria. If, after several attempts with different search clues, you are unable to retrieve the correct creditor, then the creditor needs to be added. Attorneys may not add a creditor. Contact the court who will add the creditor for you.

Note: If no search criteria are entered in the search window, all creditors belonging to the case will appear on the next screen. To view and scroll the entire list, click and hold the mouse on the creditor name window.

- Identify the creditor filing the proof of claim and highlight.

- Click **Next.**

Step 5 The **PROOF OF CLAIM INFORMATION** screen appears.



- Enter the data in the appropriate fields for this claim. Do not enter the "$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- There is now an Amount Allowed and Amount Claimed section to record. Both of these amounts will appear on the Claims Register. The **Filed By** field offers the options of attorney, creditor, debtor, or trustee.

- The optional **Status** field appears the Claim status of Allow, Amend, Expunge, Reclassify, Reduce, Withdraw. These values are controlled by the court.

- The **Total Amount Claimed** and the **Total Amount Allowed** fields total the values of Unsecured, Secured, Priority and Unknown.

- Click **Next**.

Step 6 The **PDF DOCUMENT SELECTION** screen appears.

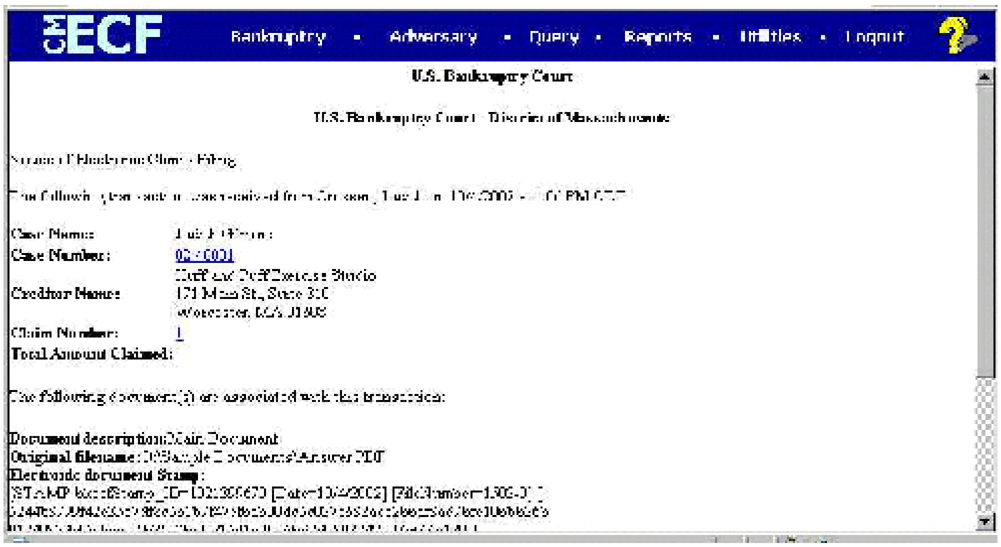
- Click the Browse button to navigate to the directory where the appropriate PDF file is located.

- Right-click for a popup menu, then Click Open. The Adobe Acrobat Reader will start up and let you view your document. When you confirm your document is the correct document you intend to file, simply close down the Reader and you will pop back to the file upload screen.

- The PDF file you selected should still be highlighted. Click **Open**.

- Click **Next**

Step 7 The **NOTICE OF ELECTRONIC CLAIMS FILING** is produced and displayed. This claim is now part of the official court record.



- Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** will present the docket report for this case.

- Clicking on the document number hyperlink appears the PDF image of the claim itself.

- 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**.

- To continue claims processing, click again on **Bankruptcy, File Claims**. Your prior case number will be preserved for further claims entries to the same case. For a new case, simply type in the new number and repeat the process outlined above.

Adversary Proceedings and Adversary Documents

Adversary proceedings, like bankruptcy cases, may be opened electronically by attorneys. This section of the manual will guide you through the opening process and requesting a summons, then discuss the nuances of filing answers, counterclaims, cross claims, third-party complaints, amended complaints and amended answers.

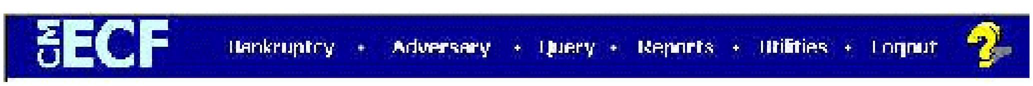
How To File An Adversary Proceeding

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event, unlike the opening of a Bankruptcy case, the attorney for the plaintiff must select himself/herself at the attorney selection screen.

Prepare the complaint *(or notice of removal if the case is being removed to federal court)* in PDF format before you begin the process of opening the adversary proceeding. Review Section 4 on Basic Concepts and Section 5 entitled Preparing Documents Before You File.

Note: Before beginning, you must carefully make note of the case number of the main bankruptcy case with which this adversary proceeding will be associated.

Step 1 Click on the **MAIN MENU** that appears immediately after logging in, and click on "Adversary."



Step 2 The **ADVERSARY EVENTS** screen appears. Click on **Open AP Case** hyperlink. *(Miscellaneous Proceeding, such as an ancillary proceeding cannot be opened by attorneys at this time and must be filed conventionally with the court.)*

Note: Select **Open AP Case** then the **Complaint** Event for Notices of Removal. The Notice of Removal choice will be found in the pull down box as a type of complaint.

Step 3 The **OPEN ADVERSARY CASE** screen appears. The **Case Data** is entered on this screen. .

- The **Case Type** is **ap** for adversary proceeding.
- The **Case Number** field is left blank. The case number is generated at the end of this process. Make sure you take note of it on the final screen
- The **Date Filed** box cannot be changed and should display the current date.

- The **Complaint** field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, change the y to **n**.
- Click **Next** to continue.

Step 4 The **LEAD CASE/ASSOCIATION TYPE** screen appears.

- Enter the main bankruptcy case number in the **Lead case number** field including hyphens.

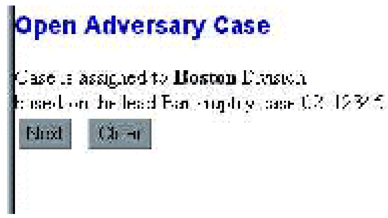
Note: If the case number is invalid or if the lead case does not reside on this database, an error message, **"YY-NNNNN" is not a valid case. Please enter a valid value."** is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

- Select the **Association type** in the drop down box. If the adversary you are filing is not a dischargeability complaint or objection to discharge, then simply select related. A linkage between the two cases will be created. *(Other associations are Consolidated, Jointly Administrated, and Related.)*

- Before clicking **Next**, double check that you have entered the correct number.

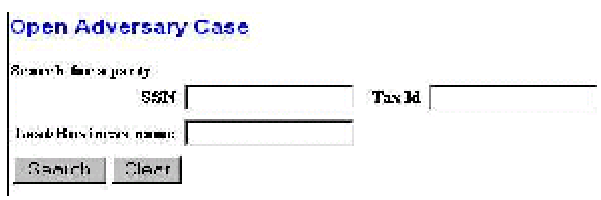
- Click **Next** to continue.

Step 5 The **CASE ASSIGNMENT** screen displays. Case Assignment is based on the lead Bankruptcy case.



- Click **Next** to continue.

Step 6 The **SEARCH FOR A PARTY** screen appears. Before adding a party it is recommended that you search the database for the filer. Enter the Last Name or Business Name, SSN or Tax ID of the Plaintiff.

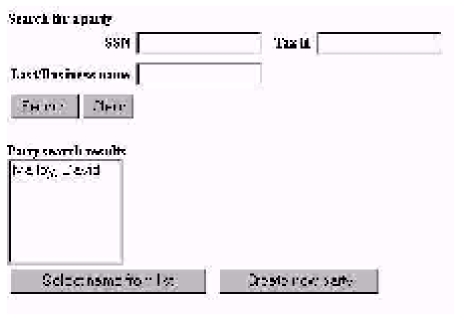


- Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name field**. The field is 200 characters.

Search Hints:

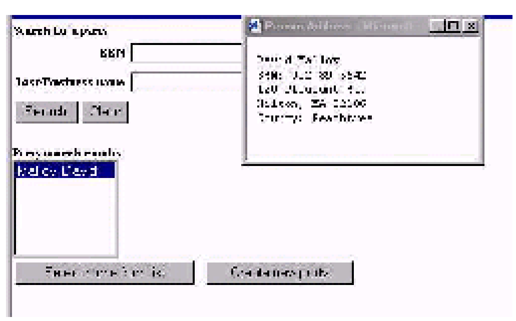
- Enter one field or data for each search
- Format Social Security or Tax Id Numbers with hyphens
- Include punctuation (Garcia-Carrera)
- Try alternate search clues if your first search is not successful.
- Partial names may be entered.
- Wild cards (*) should not be used especially by itself. ALL records in the database will be searched and unnecessary system resources will be used.

Step 7 The **SEARCH RESULTS** screen appears.



Note: If the designated party was already in the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation, you would select the party by highlighting the name with your mouse and click on the **Select Name From List** button.

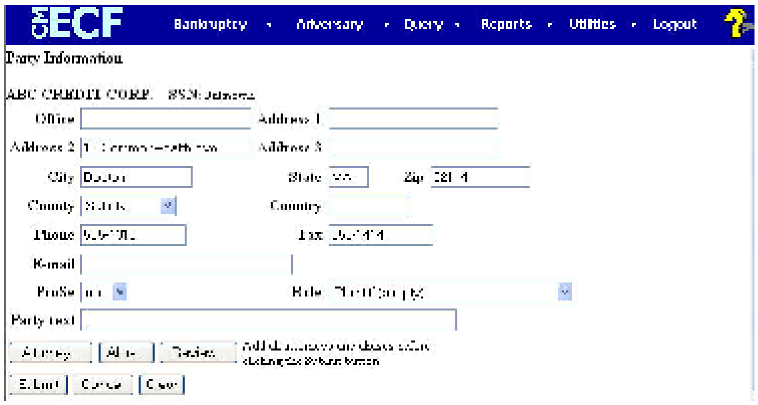
- The name search may find more than one record having the same name. Clicking on each name will display a window showing the party's address information for verification.



- If none of the parties displayed match the party you are looking for, click on the **Create new party** button to add a new person record with the correct address.

Step 8 Once the party has been found or has been entered in the system, the **PARTY INFORMATION** screen appears. Whether you add a party from a master record or create a new party record, complete the party Information in accordance with the instructions in Section 7.

- ***It is essential that you select the correct party role (Plaintiff, Plaintiff's Counsel or Defendant) for each entity you add as a party***.



- Always add the plaintiff first remembering to select plaintiff as the Party Type.

- The **Party Text** field is used for further party description, such as a Massachusetts Corporation, or Trustee for the Estate of .... or Chapter 7 Trustee. Whatever is entered in the Party Text field will appear in the Title of the adversary proceeding.

- After adding the plaintiff, you will need to add/link yourself as the attorney representing the plaintiff(s) to the plaintiff's party record.

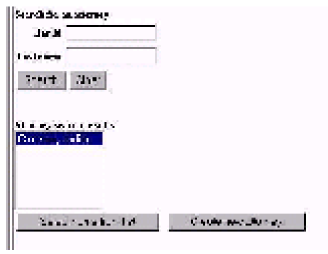
- Your attorney record already exists on the court's database in an attorney roll that is maintained by Clerk's office staff.

- Click **Attorney** button at the bottom of the screen.

Step 9 The **ATTORNEY SEARCH** screen appears. This screen allows you to retrieve the attorney record by either State Bar ID number or Last Name (or partial Last Name).

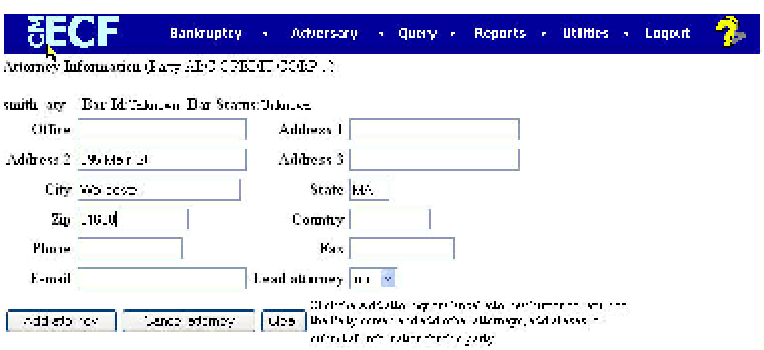
- Enter either the Bar ID number or the last name and click on **Search**.

Step 10 The **ATTORNEY SEARCH RESULTS** screen will display all of the matches for the search clue you entered.



Note: Your search may find more than one person having the same name as shown in the figure above. Clicking on each of the names will display a window the person's address information for verification. If the name is correct and the address is out of date, accept the name and change the address on the following Attorney Information screen otherwise, you must create a new person record and address for your attorney.

Step 11 The **ATTORNEY INFORMATION** screen displays the master attorney record from the Court's attorney roll.



- An attorney record may only accommodate one address per record. If the address for this case should be different than the master record, make changes to this screen. THIS WILL CHANGE PROFESSIONAL AND MAILING INFORMATION FOR THIS CASE ONLY. **DO NOT USE THIS METHOD AS A GLOBAL CHANGE OF ADDRESS.**

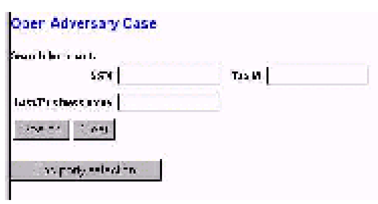
- After verifying the information, click **Add Attorney** to associate this record with the plaintiff.

- The **PARTY INFORMATION** screen reappears. It is wise to click **Review** to verify attorney and alias information for this party.

- Click on **Return to Party** screen button.

- When the **PARTY INFORMATION** screen appears again, click on **Submit**.

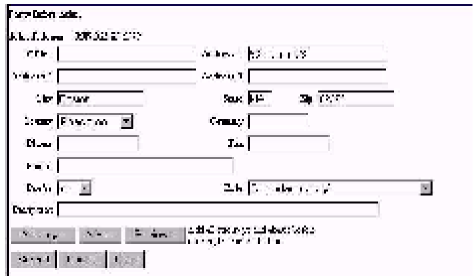
Step 12 The **PARTY SEARCH** screen appears again. If there are no other plaintiffs to enter, enter party information for the defendant.



- Follow the same steps previously used to find a party. Enter a search clue to bring up records related to the defendant's name.

- Highlight the matching name retrieved from the database and verify that you have found the correct party before you select them.

Step 13 Selecting the party will open the **PARTY INFORMATION** screen.



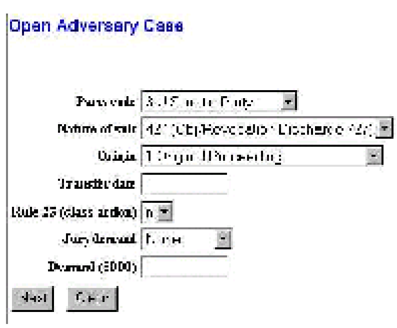
- You must select the Party Role by clicking the down arrow for the **Party Role** field. Highlight defendant and click on Submit.

- Do Not add an attorney for the defendant. This will be done at a later time.

- The **PARTY SEARCH** screen will reappear. If there are more than one defendant, repeat the process of searching and adding defendants until they are all entered.

- Click the **End Party Selection** button when there are no more parties to add.

Step 14 The **ADVERSARY STATISTICAL** screen appears. Please complete the required information by reviewing and selecting the appropriate option in each drop down box.



- The **Party code** field has three choices *(click the down arrow)* to indicate whether the United States is a party and if so, whether it is a plaintiff or a defendant. Unless the U.S. is a plaintiff or defendant, accept the default **US is**

not a Party.

- The **Nature of Suit (NOS)** field includes a list of types of claims for relief. Choose the primary claim for relief *(**You can only choose one, however selecting one primary NOS does NOT eliminate the additional causes of action contained in your complaint or require you to file additional complaints.**)*

> **IMPORTANT NOTE**
>
> **IF THE COMPLAINT ALLEGES MULTIPLE CLAIMS FOR RELIEF AND IF ONE IS A SECTION 727 OBJECTION TO DISCHARGE, ALWAYS SELECT "424 *(OBJ/REVOCATION DISCHARGE 727)*."**

- In the **Origin** field, either leave the selection as "original proceeding" or click on the down arrow and select "removed from state" if proceeding is being removed from state court or other district.

- Leave the **Transfer Date** field blank.

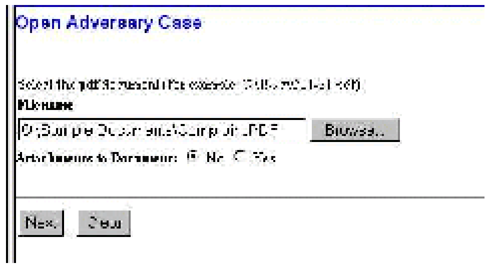
- The default in the **Rule 23 (Class Action)** box is "**n**". Change the default to "**y**" only if this is a Class Action suit.

- Select the appropriate response in the **Jury demand** filed.

- If the complaint seeks a money judgment, complete the **Demand ($000)** field. Type in the amount in thousands, e.g., to indicate a demand of $100,000, type "100" into the Demand field. If the demand for a money judgment is for less than $1,000, type in "1." If the complaint does not seek a money judgment, leave the field blank.

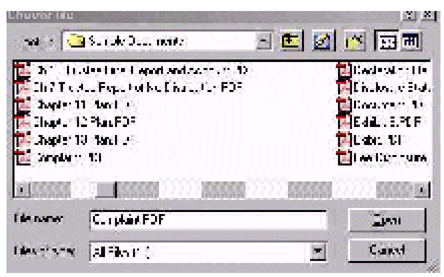
- Double check the information provided, and then click on **Next** and continue.

Step 15 The **BROWSE FOR PDF DOCUMENT** screen appears. Retrieve the PDF document which should consist of the **Adversary Cover Sheet and the Complaint**.



- To associate the imaged document with this entry, select the PDF filename of the complaint you are filing.

- Click **Browse**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.



- Make certain it is the correct document by right clicking the filename with your mouse and select **Open**.

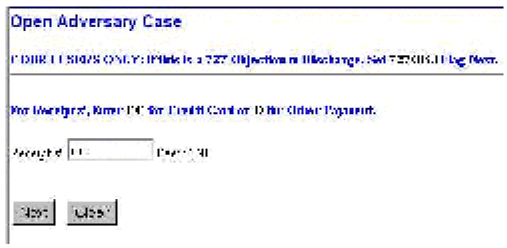
- This will launch Adobe Acrobat Reader displaying the contents of the imaged document. Verify that the document is correct then close the Adobe application.

- If the file was the correct document, click **Open** on the File Upload dialogue box.

- Select "**yes**" if there are attachments to be added to this document. See Section 7 entitled How to File A Document for information on attachments.

- Click **Next** to continue.

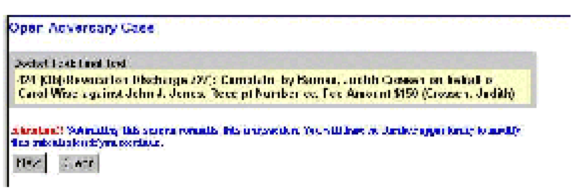
Step 16 The **FINANCIAL** screen appears.



- Insert "**CC**" in the receipt number box if your party is required to pay the filing fee. The fee amount box defaults to $150. If the fee is non-applicable to your client, place no fee in the receipt field.

- Click **Next** to continue. *(Ignore the instruction to court users to set a flag. This is a Court Event. The flag is to prevent the party from inadvertently receiving a discharge while this action is pending.)*

Step 17 The **MODIFY TEXT** screen appears. Verify the accuracy of the docket text. The information displayed here is what will print on the docket.

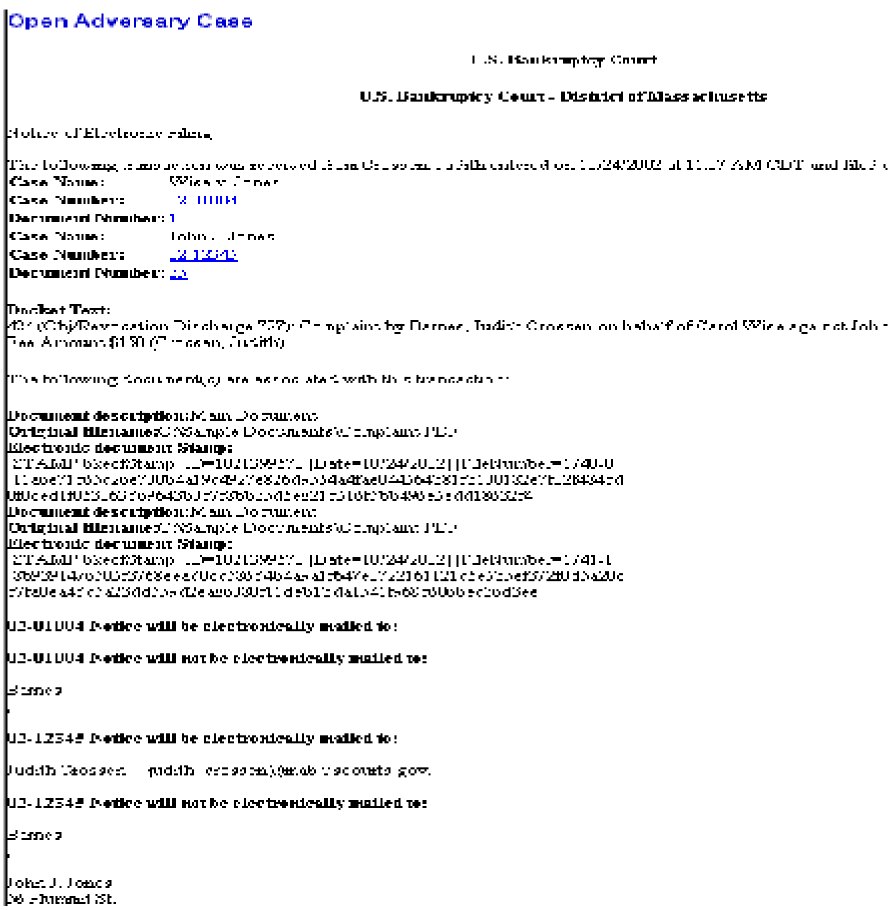


- This is your final opportunity to review the docket text and make any corrections necessary. Click the browser **Back** button at the top of the screen to return to the any needed screen to make corrections.

Note: When an adversary proceeding is opened, the complaint information will spread over to the main bankruptcy case. Please make sure your information is correct on this screen.

- Clicking **Next** commits the transaction to the database and can no longer be modified by you.

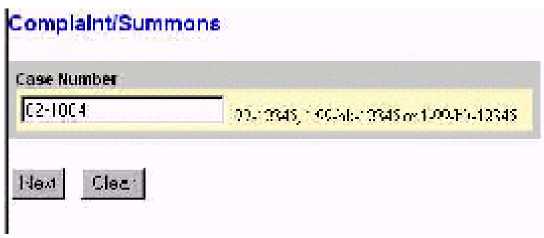
Step 18 **The NOTICE OF ELECTRONIC FILING screen appears.** This screen serves as your receipt of filing the document. An adversary case number is now assigned to the case. A document number has been assigned to the complaint which is a hyperlink to the actual document. The docket sheets of both adversary and related bankruptcy case are available for review via PACER through the hyperlinks on this screen.



How to Request a Summons

Step 1 Click **Adversary** on the blue banner Main Menu. Select the **Complaint&Summons** category.

Step 2 Enter the correct Adversary Proceeding number. Click **Next** t to continue.



Step 3 **Select the Party** requesting the summons.

Step 4 Click on the party(s) that you want a summons issued upon.

Step 5 The **BROWSE FOR A DOCUMENT** screen appears. Browse for the PDF documents (the actual summons(es)) you want issued, and select it.

Step 6 The **SUMMONS INFORMATION** screen appears. Enter the number of summons(es) you are requesting and whether or not you are requesting an issuance or a re-issuance *(alias summons)*.

Step 7 The **MODIFY TEXT** screen appears for review. If the information is correct, click **Next** to continue.

Step 8 The **FINAL DOCKET TEXT** screen appears. This is the last opportunity given to review the entry before submission. Please be sure the entry is correct before clicking **Next**.

Step 9 The **NOTICE OF ELECTRONIC FILING** screen appears concluding your entry. Return to the blue banner Main Menu to continue docketing in the system.

Note: The Court will produce your summons(es) and send them via the U.S. Mail for your to serve as required.

How to File An Amended Complaint, Answer, Counterclaim, Cross-claim, Third-Party Complaint and Amended Answer, Amended Complaint or Amended Notice of Removal.

Amended Complaint

To file an amended complaint, simply select the Event "Amended Complaint" in the Category "Complaint and Summons", enter the correct case number, and file in the same way you would file any other document in the ECF System.

Amended Notice of Removal

To file an amended Notice of Removal, select the Event "Notice of Removal" under the Category "Complaint and Summons" and proceed as you normally would, making certain that you select "Amended" in the pre-text box when the Modify Docket Text screen appears.

Answer

To file an answer to a complaint, cross-claim or third-party complaint or a reply to a counterclaim, select the Category "Answers/Responses" and the Sub-Category "Complaint, 3rd, cross, counter." Add the attorney or attorneys to the list of attorneys *(or select the attorney if already on the list)*.

On the next screen select the party defendant.

On the next screen, the user will be presented with a list of all unanswered complaints, third-party complaints, cross-claims, counterclaims and/or amendments to those types of pleadings. Select the pleading or pleadings to which the answer to be filed responds and ONLY such pleading or pleadings, by clicking on the check box beside each relevant pleading. Click the **Next** button to continue.

Counterclaim, Cross-Claim or Third-Party Complaint

If the answer is to the originally filed complaint, or is an answer to a cross-claim or third-party complaint or a reply to a counterclaim filed separately from an answer, the user will be asked whether the answer contains a counterclaim, cross-claim and/or third-party complaint.

If so, check the appropriate box or boxes by clicking on them. This will then queue the answer Event when the cross-defendant, third-party defendant or plaintiff files an answer to the cross-claim, etc. contained in the answer being filed.

When a user files a counterclaim, cross-claim, third-party complaint or intervenor's complaint, the program prompts the user to identify the party or parties against which the pleading is being filed. Be careful, especially if more than one box is selected. The parties against may be different for each type of pleading filed.

The best practice is to select by party rather than by group, so leave the radio button checked on "No Group." If a party against which the pleading is being filed is not on the list of parties to the proceeding, click the "Add/Create New Party" link and complete the party information *being careful to designate the party role*. Once all of the parties the pleading is filed against appear in the box, click on each of them holding down the control button if you are selecting more than one.

Counterclaims, cross-claims and third-party complaints may be filed as part of the initial answer to an initial complaint, including an initial intervenor's complaint, or to a cross-claim or third-party complaint filed separately from an answer. These types of pleadings may NOT be filed as part of an amended answer or as part of an initial answer to an amended complaint. Consequently, it is necessary in those situations to have two documents: (1) the answer to the amended complaint or amended answer as one document and (2) the counterclaim, cross-claim or third-party complaint, which will be filed as a separate document under the appropriate Event in the Category Complaint and Summons.

<u>Amended Answer</u>

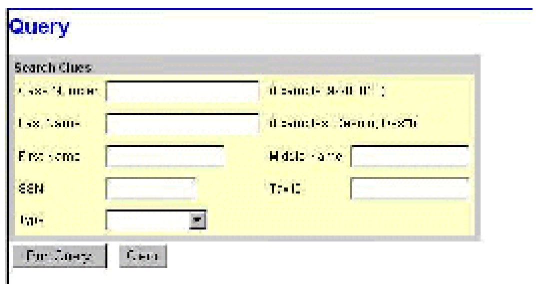
The ECF program is designed to keep track of all answers being filed. Consequently, the program will permit only one answer per defendant (or plaintiff as to a counterclaim) to be matched to the complaint. Once a complaint or similar document has been answered by a party, a user attempting to file another answer for the same party will be told that "No unanswered docket entries exist for the party on whose behalf you are filing." Hence, it was necessary to set up a separate Event called Amended Answer, which is found in the Category “Answers, Responses” and in the Sub-Category “Motions/Applications/Amended Answer to Complaint.”

To file an amended answer or reply to a counterclaim, select those Categories and then proceed as you normally would, selecting the Event “Amended Answer” from the pull-down list of Events.

Queries, Reports and Utilities

Query

Query is one of the menu items on the blue banner Main Menu that appears immediately after a user logs in. A user can search for a particular case or adversary proceeding by its number or search for a case or cases that an individual or other entity has appeared. You can find the case by case number, **OR** the name of a participant, **OR** name and type of a participant, their Social Security Number or Tax ID.



Search Clues Screen

Step 1 To Search by **Case Number**, click the case number field and enter the number (yy-nnnnn) or (yy-nnnn) including the hyphen.

- Click on **Run Query** to continue or **Clear** to reselect the criteria.

Step 2 To search by **Party Name**, click in the **Last Name, First Name** and **Middle Name** fields, filling in the appropriate information.

- To further limit the name search, select a specific party type from the drop down box in the field **Type**.

- When you have entered all of the search clues you wish to add, click **Run Query** to continue or **Clear** to reselect the criteria.

Step 3 The **Select a Case** screen appears listing the case number(s) and associated party name(s). To view case information, click on the case number hyperlink and the Query menu appears.

Step 4 The following information can be displayed for a selected case.

- **Alias** - All aliases associated with the debtor(s).

- **Associated Cases** - Displays other bankruptcy cases or adversary proceedings associated with the specific case, if any.
Note: Closed Adversary Proceedings will NOT display.

- **Attorney** - Displays attorney(s) associated with the case.

- **Case Summary** - Displays a summary of case information to include filed, discharged, or dismissed dates, debtor and attorney name(s), and other information.

- **Creditor** - Displays the creditors in the case.

- **Deadlines/Hearings** - Displays deadlines/hearings set in a case. Report has several sort features, a hyperlink to the actual PDF document and a radio button to related filings.

- **Docket Report** - Displays the case docket. Has multiple sorting criteria, to include by File Date or Entered on the Docket Date. You may print the docket report that is displayed.

- **Filers** - Displays a List of Entities who have filed something in the case *(Not including those who have only filed claims)* and the date they were added.

- **History/Documents** - Displays Listing of Entries/Documents created in a case, with sorting options and hyperlinking to text.

- **Notice of Bankruptcy Case Filing** - Displays a Notice of Electronic Case Filing with date time and court seal. This notice can be printed.

- **Party** - Displays all parties associated with the case.

- **Related Transactions** - Displays case transactions in a box and any other transactions to which it is related *(linked)*. The user may sort using various features such as dates filed, document number or type, pending or terminated.

- **Status** - Displays most current case status.

- **Trustee** - Displays case trustee.

Step 5 Click on the desired hyperlink to continue.

Step 6 To print report, click on **Print** button from the browser toolbar.

Reports

Reports is another menu item on the blue banner Main Menu. A non-court user can access the Cases, Claims Register, Docket report, Calendar Events and Creditor Mailing Matrix. The selection criteria for each of these reports are explained on the help screen that can be accessed by clicking on the yellow question mark.

IMPORTANT NOTE

Users are cautioned that reports that cover long periods of time could include dozens, if not hundreds, of pages. Because there is now a per page charge for accessing reports and documents in ECF *(charged whether or not the user prints the report or document)*, a user is well advised to enter selection criteria carefully.

Cases Report

Displays cases filed, entered, discharged, dismissed, closed or converted.

Step 1 Select **Reports** from the Main Menu, click on **Cases** hyperlink from the Reports menu. The **Selection Criteria** screen appears and allows the user to specify what information to include in the report.

Note: If you are not already logged into PACER, you will be asked to enter your PACER login and password to view case information.

Selection Criteria include:

- **Office** - Boston (1), Worcester (4), to select both, press down on the Ctrl Key and click on both or leave it blank and both offices will be selected or if you prefer.

- **Case Type** - **bk** for Bankruptcy, **ap** for Adversary Proceeding, and **mp** for Miscellaneous Proceeding.

- **Chapter** - Select and click on the correct chapter.

- **Trustee** - Select and click on the specific trustee.

Note: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press the Control Key (Ctrl) and click on each item to be included.

- **Date Type** - You may select a Date type which can be the filing date, the date the case is entered by the court, the discharge, dismissed, closed or converted dates. **Click** on the down arrow ∨ and select from the pick list .

- **From** - Click in the box and type in a start and end date for the report to display.

- **Open Cases** - Click in the box to deselect open cases, if applicable.

- **Closed Cases** - Click in the box to select closed cases, if applicable.

- **Party Information** - Click in the box to have the report display party information (i.e., address, tax id), if applicable.

- **Sort by** - Allowed three boxes in which to select criteria for the report to sort, click down arrow ∨ to right of field for list.

Step 2 Click on **Run Report** to continue or **Clear** to re-select criteria. Case Report screen appears.

Step 3 To view case information, click on the case number hyperlink to access **Query** menu. *(Proceed to Query section of this manual for specific information on each query option.)*

Step 4 To print report, click on **Print** button from the browser toolbar.

Claims Register

The Claims Register Report displays the claims filed for a specific case.

Step 1 Select **Reports** from the Main Menu, click on Claims Register Report hyperlink from the Reports menu. The **Selection Criteria** screen appears and allows the user to specify what information to include in the report.

Note: If you are not already logged into PACER, you will be asked to enter your PACER login and password to view case information.

Selection Criteria include:

- **Case Number** - Click in the box and enter the correct case number (yy-nnnnn) including the hyphen.
- **Office** - leave blank as the report will run using the case number
- **Creditor Type** - leave blank, all creditors are uploaded to a case as a creditor.
- **Creditor Number** - leave blank to bring up all creditors who have filed a claim or click in the box and type a specific creditor name. *(You do not have to enter the entire name, the system will search for the first letter of a creditor's name, i.e., "I" will display Internal Revenue Service or IRS. If you type the entire name, only exact matches will be displayed. Leaving the field partially blank will provide the most thorough search.)*
- **Claims Number** - leave blank to display all claims that fall within other search criteria or click in the boxes and type specific claim numbers.
- **Display by Filing Date** - Click the radio button **Filed.**
- **Display by Entered Date** - Click the radio button **Entered.**
- **Display by a Range of Dates** - Enter a specific date range or leave blank to

display all claims filed in the case.

- **Sorted By** - Reports may be sorted by two criteria. Click the down arrow to the right of the field and display list.

Step 2 Click on **Report** to continue or **Clear** to reset the search criteria. The **Claims Register** appears:

Step 3 To print register, click on **Print** button from the browser toolbar.

Step 4 To view a claim, click on the Claim number hyperlink. The Pacer Service Center Transaction Receipt will appear reflecting the number of pages that will be billed to your PACER account. Click **View Document** to continue.

IMPORTANT NOTE

Depending upon the case type, claims may not be docketed to the register.

Claims in Chapter 7 no asset cases are not docketed to the Claims Register. Chapter 7 asset claims are docketed after the deadline to file has past.

Chapter 13 Claims are docketed as they are filed and Chapter 11 claims are docketed upon request.

Docket Report

The Docket Report allows the user to view and print a listing of all events docketed to a specific case.

Step 1 Select Reports from the Main Menu, click on Docket Report hyperlink from the Reports menu. The **Selection Criteria** screen appears and allows the user to specify what information to include in the report.

Note: If you are not already logged into PACER, you will be asked to enter your

PACER login and password to view case information.

Selection Criteria include:

- **Case Number** - Click in the box and enter the correct case number (yy-nnnnn) or (yy-nnnn) including the hyphen.

- **Filed** - Click on the radio button to sort docket text using the Filing date.

- **Entered** - Click on the radio button to sort docket text using the Entered date. *After selecting the date type to be displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in the box and enter a specific start and end date range.*

- **Documents** - Leave blank to display all documents or enter a beginning and ending number range for docket to display.

- **Include Terminated Parties** - Click in the box to have the docket display terminated parties.

- **Include Links to the Notice of Electronic Filing** - Click in the box to allow access to notice of electronic filing for certain documents. *(The Notice of Electronic Filing will reflect those parties who are receiving electronic notifications in the case.*)

- **Sort By** - Click the down arrow to the right of the box to select how the docket is to be sorted.

Step 2 Click on **Run Report** to continue or **Clear** to reset search criteria. The **Case Docket Sheet** screen appears.

Note: Use the scroll bar to the right of the screen to move the docket sheet up or down.

Step 3 To print the docket, click on **Print** button from the browser toolbar.

Step 4 To **view a specific document**, click on the document number hyperlink. The Pacer Service Center Transaction Receipt will appear reflecting the number of pages that will be billed to your PACER account. Click **View Document** to continue.

Step 5 To view the Notice of Electronic Filing, click on the bullet next to the docket number hyperlink.

- Click the appropriate radio button to **Select Receipt Type**
- Click **Display Receipt** to continue or **Clear** to re-select receipt type.

Step 6 The **Notice of Electronic Filing** screen appears.

- To print click **Print** button from browser toolbar.

Creditor Mailing Matrix

The Creditor Mailing Matrix report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to a case. All of the creditors on this report were added through the Creditor Maintenance Option of the ECF System and used by the Bankruptcy Noticing Center (BNC) for court generated notices.

Step 1 Select **Reports** from the Main Menu, click on **Creditor Mailing Matrix** hyperlink from the Reports menu. The Selection Criteria screen appears.

Note: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.

- Enter the case number
- Click to select the appropriate **Format** radio button
- Click **Run Report** or **Clear** to reset the search criteria

Step 2 **Search Results** screen will appear listing creditors for the specified case.

Step 3 To print, click on the **Print** button from the browser toolbar.

Utilities

Utilities permit you to manage your interactions with the ECF System.

Change Your Client Code

Allows entry of a new client code, used for reporting charges made to the current PACER account.

Step 1 Select **Utilities** from the Main Menu, click on **Change Your Client Code** hyperlink from the Your Account menu.

- System will display current value of the client code if you used a client code upon logging into PACER.
- Enter a client code.

Step 2 Click on **Submit** to continue or **Clear** to reset.

Step 3 System will display the new value of the client code; to continue click on Main Menu option of your choice.

Change Your PACER Account

Displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login.

Step 1 Select **Utilities** from the Main Menu, click on **Change Your PACER Account** hyperlink from the Your Account menu. PACER Login screen appears.

- Enter PACER login, password and client code, if applicable.
- Click box to make this login your default PACER login.

Step 2 Click on **Login** to continue or **Clear** to reset.

<u>Maintain Your ECF Account</u>

This function allows you to update your personal information and instructions about E-mail notification.

Step 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hyperlink from the Your Account menu. The Maintain User Account screen appears.

Step 2 Make appropriate changes or additions to your name, address, telephone number and/or fax number.

- **E-mail information** button allows you to specify how you want to be notified of ECF filings and the E-mail address at which you want to receive notification, see Step 3.
- **More user information** button allows you to change your login name or password, see Step 4.
- Click on **Submit** button upon completing all changes/additions.
- Click on **Clear** button to clear changes you may have made.

Step 3 Upon clicking E-mail Information button, the E-mail information for your account screen will appear.

- **Primary e-mail address** - specify the complete address.
- Send the notices specified below - select one or both options.
  - **to my primary e-mail address**.
  - **to these additional addresses** and add additional E-mail addresses in text box.
- To receive notices for a case in the Massachusetts District in which you

are not involved, check the box for **Send notices in these additional cases** and key the case number(s) in the text box.

- Select appropriate radio button to receive notice of electronic case filing for each case *(**Send a notice for each filing**)* or a summary report containing all cases *(**Send a Daily Summary Report**).*

- **Format notices** - select appropriate format.

- **html format** for Netscape, Microsoft Explorer or ISP e-mail service.

- **text format** for cc:Mail, GroupWise, other e-mail service.

- Click on **Return to Account** screen to continue making changes to your account and/or to submit changes once completed.

- Click on **Clear** button to clear changes you may have made.

Step 4 Upon clicking the **More user information** button, more information from your account will appear.

- **Login** - you may change your login.

- **Password** - you may change your password.

Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.

- Click on **Return to Account** screen to continue making changes to your account and/or to submit changes once completed.

- Click on **Clear** button to clear changes you may have made.

Step 5 After making appropriate changes/additions and clicking on the **Submit** button, the system will display all cases you are involved in.

- **Update All** - default selection, click **Submit** button to have address information spread to all cases.

- To have address update spread to specific cases but not all, hold down <Ctrl> Key on keyboard while clicking on specific cases.

- Click on **Submit** button to update your account.

- Click **Clear** button to clear selection.

Step 6 After clicking **Submit** button the system will display updated information, to continue click on Main Menu option of your choice.

<u>Review Billing History</u>

Displays the number of ECF pages accessed and charges incurred for the PACER account currently being used. If you enter client codes each time you access the ECF System, the charges are totaled for each code.

Step 1 **Select Utilities** from the Main Menu, click on **Review Billing History** hyperlink from the Your Account menu.

Step 2 **Transactions dated**: - enter a date range for the report to display.

Step 3 **Sort**: - click the down arrow to the right of the box to select how you would like the report to sort.

- Date range.

- Client code/Date.

Step 4 Click on **Submit** to continue or **Clear** to reset display criteria. Billing history will display.

- Click **Back** to return to the Utilities Main Menu or you may click on the Main Menu option of your choice.

View PACER Account Information

Displays the current PACER login and client code, if applicable.

- Select **Utilities** from the Main Menu, click on **View PACER Account Information** hyperlink from the Your Account menu. System displays the account information and client code, if applicable, used to log into PACER; to continue click on Main Menu option of your choice.

View Your Transaction Log

Displays details of all transactions *(docketing)* that the current user has entered into ECF for a specified time period.

Step 1 Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hyperlink from the Your Account menu. View Transaction Log screen appears.

- Click in the dialog boxes of **Start Date:** and **End Date**: and type the dates of report you want displayed.

Step 2 Click on **Submit** after completing date selection or **Clear** to reset search criteria. The Transaction Log screen appears.

Step 3 To print transaction log, click on **Print** from browser toolbar.

Step 4 To continue, click **Main Menu** option of your choice.

Make a Credit Card Payment

Step 1 Under Utilities, Click on **Internet Payments Due.**

Step 2 A payment box will appear. Click on the **Pay Now** button.

Step 3 You will be prompted to enter your credit card information.

Step 4 It may take some time, but a box will appear with a receipt number for you. Any payment due to the Court will be paid.

Help, Etc.

For day-to-day problems or questions that you are unable to answer using this manual, you may contact the Court's Help Desk in Boston at (617) 565-5915 or in Worcester at (508)770-8915 for questions concerning the technical side of using the ECF software, contact the PACER Help Desk at 1-800-676-6858.

Common Problems

The table below describes a series of potential problems a user may encounter at one time or another and explains how to deal with those problems.

Problem	Action
You click your bookmark to reach the live or test databases and nothing happens.	Try other sites on the Internet. If you cannot make a connection with any Internet site, contact your Internet Service Provider.
You reach the login screen for ECF, type in your login and password, and nothing happens.	1) Make sure you are using the correct login and password. 2) If login and password are correct, check your E-mail for a possible message from the Clerk's Office. Sometimes, we have to take ECF off-line temporarily or we lose our connection to the Internet and must wait until the problem is solved. If you have not heard from us by E-mail, give it another five or ten minutes try again, then call the Help Desk if necessary.

You need basic help while navigating within the ECF program.	Each screen contains a large yellow question mark at the end of the Main Menu Bar. Click on the question mark for instructions related to specific screen you are viewing. If you think the problem is you need refresher training, go to the Court's website www.mab.uscourts.gov and practice using the Computer-Based-Training Modules.
You are in the process of filing a document and something goes awry, raising the possibility that the document or documents were not filed.	Until you finally submit the document for filing *(where the notification screen follows)*, the document has not been transmitted and hence **is not filed.** Once you submit the document for filing, all the elements or steps necessary to update the database must be successfully completed before the document is filed. In other words, there is no possibility of a partial filing. Nonetheless, it is possible to encounter an error message in the filing process. For example: "*An error occurred in case opening, possibly due to double clicking the previous link. Check transaction log for case opened*." If you were ever to get this message, check the transaction log to see if the case was opened. Another way to check is to run a cases report or docket report to see whether the filing "took." If the document does not appear on the docket sheet or the case does not appear on a Cases report for the period beginning and ending on the date of the attempt to file, you would have to start over. If in doubt, call the Help Desk.

You exit ECF and do not pay the initial filing fee required for a petition or adversary proceeding.	Your document is NOT filed. The Clerk's Office has authority to accept petitions and to designate them as "received," "accepted," or "lodged for filing" but the Clerk's Office has NO authority to designate them as filed. You must contact the Clerk's Office and pay the fee for the document to be filed.
You are about to file a notice of appeal or other time sensitive document at 7:00 p.m. on Friday night, which is the last day to timely file a document, and the ECF server does not respond and you cannot raise anyone on the telephone in the Clerk's Office.	We hope that you will make it a rule not to wait to the last minute to file documents electronically any more than you would if you had to get to the Court's Intake desk before closing. But we recognize that part of the point of using ECF is to be able to do work at odd hours. If you cannot get a filing completed electronically that is **absolutely essential at that time**, Refer to MLBR App. 5(b)
You have a question about Petition Preparation Software for filing ECF related documents.	Contact your Software vendor. It is unlikely the Clerk's Office staff will be able to assist you.
You have a question about Adobe Acrobat or PDF	Open Adobe Acrobat, click on Help and Click on the Acrobat Guide or the Quick Tour. If you still cannot find the answer, contact the software vendor.
You try converting a document in WordPerfect and pages are missing from the PDF document.	WordPerfect 5.1 and 7.0 may have a problem converting any document more than three pages long. Either upgrade or use Adobe Exchange to ensure the integrity of the conversion.
You have a question about Netscape or Microsoft Explorer.	Open Netscape or Explorer and click on Help. If you still have a question, call the software vendor.
You think that you have made a mistake in filing, such as filing the wrong document or filing in the wrong case.	Call the Help Desk or the Case Administrator handling that case.

You want to present a proposed order *(which might be a consent order)* with the motion.	You may attach a proposed order to the motion. Or, you may deliver or mail a proposed order to the Clerk's Office to be forwarded to the appropriate Chambers. Finally, you may email a proposed order to the Court at the following addresses for cases assigned to: Judge Feeney: jnf@mab.uscourts.gov Judge Kenner: cjk@mab.uscourts.gov Judge Hillman wch@mab.uscourts.gov Judge Rosenthal jbr@mab.uscourts.gov Judge Boroff hjb@mab.uscourts.gov
You are unsure about what docketing Event to use.	1) Refer to Appendices 1 of this manual for guidance with respect to Event selection. 2) If you still have a question, call the Operations Desk or the Case Administrator.
You are unsure what you must do about service on persons who are or are not participants in ECF.	When in doubt, serve conventionally.
You log on and leave the computer idle for 15 minutes and when you return you have to log in again.	The ECF software times a user out if it no contact is made between the user's computer and the court's server for 15 minutes.
You have a question about charges for fees made by the Clerk's office to your credit card.	Contact the Finance Department of the Clerk's Office at 617-565-6339 and speak with the Financial Administrator.
You have a question about PACER charges.	If the issue relates to your PACER account, contact PACER at 1-800-676-6858.

Common Errors

The entries in the table below describe the most common errors made by users as they file documents in the ECF System. Most errors are due to carelessness, failure to proofread or a lack of understanding of how to add parties or link documents.

1. Improper Document Preparation Prior to Conversion to PDF Format

   a. Leaving the /s/ off of the signature line.
   b. Leaving the name off after the /s/
   c. Leaving the date off of the document.
   d. Failing to fill in the blanks of the applications to pay filing fee installments, or omitting the amount paid upon filing and the remaining amount.
   e. Leaving the debtor's name and/or case number off of a document.
   f. Combining unrelated main documents from different Categories in the same document. (e.g., an amended plan with amended schedules.
   g. Including in a document, papers that have no relationship at all to the rest of the document.
   h. Filing the same document twice in two separate filings because the document contains two distinct papers. (e.g., filing a document first as an amended plan then again as an amended schedule.)

2. Filing the Right Document in the Wrong Case.

3. Filing the Wrong Document in the Right Case. *(Attaching the wrong document.)*

4. Failing to Complete the Party Information Screens Correctly.

   a. Improperly entering two parties as one.
   b. Improperly adding party text and/or alias information as part of the party name.
   c. Failing to pick the appropriate "party role" in the Party Information screen.

5. Using the Wrong Event

   a. Using a No Fee event when a fee is required.
   b. Combining unrelated main documents from different Categories in the same document.

6. Incorrect Use of Attachments

   a. Failing to use the Attachment feature for Exhibits over 50 pages.
   b. Using the attachment feature for supporting documents.

7. Improper linking. *(e.g., Linking a Response to an Order or the wrong motion.)*

8. Exiting the ECF System Before Paying the Fee.

Appendix 1
Massachusetts Electronic Filing Rules
(Appendix 8 of the Massachusetts Local Bankruptcy Rules)

1. Scope of Electronic Filing

All cases open as of the effective date of this rule or filed thereafter will be administered through the Electronic Case Filing System (the "ECF System"). Except as expressly provided or in exceptional circumstances, each Registered User (as defined in Rule 2(a) below) shall, on and after ninety (90) days from the effective date of his or her registration, file with the Court electronically all petitions, motions, applications, memoranda of law or other pleadings and documents (collectively hereinafter referred to as "documents").

2. Eligibility, Registration, Passwords

a. Registered User

The term "Registered User" as employed in these rules shall be deemed to mean an individual who has registered to use this Court's ECF System, pursuant to subsection (b) hereof.

b. Eligibility

Attorneys admitted to the bar of the United States District Court for the District of Massachusetts (including those admitted pro hac vice, pursuant to Local Rule 9010-1(b)), attorneys representing the United States of America or any state, the United States trustee and his/her assistants, Chapter 7, 11, 12, or 13 trustees, and others as the Court may allow in its discretion on prior motion and order, may register as Registered Users of the ECF System after completion of such electronic filing training as the Clerk of this Court may establish and require from time to time.

c. Registration

Application for registration as a Registered User shall be made on a form prescribed by the Clerk as amended from time to time and posted on the Court's website, www.mab.uscourts.gov. All registration application forms shall be mailed or delivered to the Office of the Clerk, United States Bankruptcy Court, 10 Causeway Street, 11th Floor, Boston, Massachusetts 02222, ATTN: FINANCE, PERSONAL AND CONFIDENTIAL. Each approved registrant will receive a notice from the Clerk to retrieve from the Clerk's Office (in Boston or Worcester, as designated by the registrant) a sealed envelope containing a log-in name and assigned password. Only the applicant or an authorized representative may retrieve the envelope; except that, at the written request of an approved registrant, the Clerk may E-mail the log-in name and password to the registrant. The Clerk is authorized to employ such further precautions which in the Clerk's judgment will ensure security in the distribution of passwords. Each Registered User shall be entitled to only one password, except that additional passwords may be issued to a single user for good cause shown and in the discretion of the Clerk.(d)

d. Withdrawal or Amendment of Registration

A Registered User who wishes to withdraw or amend a registration shall E-mail a request for such change to the Clerk on a form prescribed by the Clerk as amended from time to time and posted on the Court's website, www.mab.uscourts.gov .

e. Security

Registration constitutes a Registered User's agreement to protect the security of his or her assigned password and immediately notify the Clerk if the Registered User learns that the security of the password has been compromised. No Registered User shall knowingly permit the password to be utilized by anyone other than an authorized agent of the Registered User. Upon notice to the Clerk that a password has been compromised, the Clerk shall promptly provide a substitute password to the Registered User.

f. Waivers

Registration constitutes the Registered User's: (1) agreement to receive documents electronically and waiver of the right to receive notice by any other means; and (2) consent to service of all documents electronically and waiver of the right to service by any other means, excepting only service of process in an adversary proceeding or with respect to an involuntary petition. The aforesaid waiver of service and notice by non-electronic means shall include waiver of notice by first class mail of the entry of an order or judgment under Fed.R.Bank.P. 9022.

g. Involuntary Termination of Registration; Sanctions

On notice from the Clerk that a Registered User and/or his or her agents has/have repeatedly and/or egregiously failed to comply with the procedures established by the Court for use of the ECF System or failed to comply with reasonable password security precautions, the Court may, after notice and hearing, sanction a Registered User for such failure, including, without limitation, by suspending the Registered User from use of the ECF System.

3. Consequences of Electronic Filing

(a) Filing and Entry

Transmission of a document to the ECF System consistent with these rules, together with the transmission of a Notice of Electronic Filing from the Court, constitutes the filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the local rules of this Court, and constitutes entry of the document on the docket kept by the Clerk pursuant to Fed. R. Bank. P. 5003.

(b) Official Record

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. A document filed electronically is deemed filed on the date and the time stated on the Notice of Electronic Filing from the Court.

(c) Filing Deadline

A document may be filed at any time, except that:

(1) where the Court orders that filing must be completed by a specific date and time, filing a document electronically does not alter the filing deadline for that document; and

(2) where the Court orders that filing must be completed by a specific date but does not specify the time, entry of the document into the ECF System must be completed before 4:30 p.m. Eastern Standard (or Daylight, if applicable) Time in order to be deemed timely filed.

4. Entry of Court Orders

(a) The Clerk shall enter all orders, judgments, and proceeding memos on the docket kept by the clerk under Fed. R. Bankr. P. 5003 and 9021 in electronic format. Any order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed his or her signature to a paper copy of the order.

(b) A Registered User submitting a document electronically that requires a judge's signature including, without limitation, a proposed order or stipulation, must submit the document in PDF format to the Clerk of the Court.

5. Attachments and Exhibits

(a) If the exhibit(s) to any document constitute(s) more than 50 pages in the aggregate, the exhibit(s) must be filed separately from the underlying document. In such event, the Registered User must file with the underlying document (a) a list of all of the exhibits, identifying clearly the subject matter of each exhibit, and (b) a summary of the content of each exhibit of 50 or more pages in length. If any recipient is unable to open an exhibit for any reason, it is the responsibility of the recipient to notify the transmitting Registered User of the recipient's inability to open the exhibit and to request paper copies. The Registered User shall respond promptly to any such request.

(b) Exhibits may, but need not, be attached to Proofs of Claim when filed electronically. The claimant shall promptly provide any party in interest all exhibits upon request.

6. Sealed or Impounded Documents

Any motion to seal or impound a document, pursuant to MLBR 9018-1, and the subject document, shall not be filed electronically, unless specifically authorized by the Court. In the event that the motion to seal or impound is granted, the Court shall determine the extent to which the motion and/or the document(s) shall be electronically filed.

7. Retention Requirements

(a) Unless the Court orders otherwise, all electronically filed documents, (including, without limitation, affidavits or a debtor's petition, schedules, statement of affairs, or amendments thereof) requiring signatures under the penalties of perjury shall be maintained in paper form by the Registered User until five (5) years after the closing of the case. The declarant shall affix his or her signature in each place where indicated in the paper form and shall also execute in paper form a Declaration Re: Electronic Filing in the form of Official Form 7, all to be retained by the Registered User as set forth herein. Said documents shall thereafter be deemed property of the Court and not property of the declarant. The Registered User must produce all such original documents for review or filing at the request of a party in interest or order of the Court.

(b) Notwithstanding subsection (a) above, any page of a document containing a signature under the penalties of perjury shall be filed with the Court as an imaged, and not electronically created, document, together with or in addition to the document electronically filed with the Court.

8. Signatures

(a) The user log-in and password required to submit documents to the ECF

System serve as the Registered User's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed.R.Bankr.P. 9011, the Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required. Electronically filed documents must set forth the name, address, telephone number, E-mail address of a Registered User and, if an attorney, his or her BBO or PHV number (see MBLR 9010-3(b)). In addition, the document must include a signature block where the name of the Registered User is typed, but preceded by an "/s/," or is set forth as an imaged or electronically created signature.

(b) Where an electronically filed document sets forth the consent of more than one party, the additional consents may be supplied by: (1) a scanned document containing all of the necessary signatures; or (2) a representation that the Registered User has authority to consent on behalf of the other parties who are purported signatories to the document; or (3) a notice of endorsement filed by the other signatories no later than three business days after filing of the document; or (4) any other manner approved by the Court.

(c) All electronically documents filed after the commencement of the case must contain the case caption and number.

9. Service of Document by Electronic Means

(a) Transmission by the Court of the "Notice of Electronic Filing" constitutes service or notice of the filed document, except that persons not deemed to have consented to electronic notice or service are entitled to conventional notice or service of any electronically filed document according to the Federal Rules of Bankruptcy Procedure and the local rules.

(b) Service by electronic transmission shall be deemed equivalent to service by mail for the purposes of Fed.R.Bankr.P. 9006(f).

10. Notice of Court Orders and Judgments

Upon the entry of an order or judgment in a case or an adversary proceeding, the

Clerk will transmit notice to Registered Users in the case or adversary proceeding in electronic form. Transmission of a Notice of Electronic Filing constitutes the notice required by Fed.R.Bankr.P. 9022. The Clerk shall give conventional notice to a person who has not consented to electronic service in accordance with the Federal Rules of Bankruptcy Procedure.

11. Technical Failures

A Registered User whose filing is made untimely as a result of a technical failure may seek appropriate relief from the Court.

12. Public Access

A person may view electronically filed documents that have not been impounded by the Court at the Clerk's Office. A person may also access the ECF System at the Court's Internet site, www.mab.uscourts.gov, by obtaining a PACER login and password. A person who has PACER access may retrieve dockets and documents. Only a Registered User may file documents electronically.

OFFICIAL FORM 7

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MASSACHUSETTS

In re

Chapter
Case No.

Debtor(s)

DECLARATION RE: ELECTRONIC FILING

PART I- DECLARATION OF PETITIONER

I [We] ________________________________ and ______________________________, ***hereby declare(s) under penalty of perjury*** that all of the information contained in my _________________________ (singly or jointly the "Document"), filed electronically, is true and correct. I understand that this *DECLARATION* is to be filed with the Clerk of Court electronically concurrently with the electronic filing of the Document. I understand that failure to file this *DECLARATION* may cause the Document to be struck and any request contained or relying thereon to be denied, without further notice.

I further understand that pursuant to the Massachusetts Electronic Filing Local Rule (MEFR)-7(a) all paper documents containing original signatures executed under the penalties of perjury and filed electronically with the Court are the property of the bankruptcy estate and shall be maintained by the authorized ECF Registered User for a period of five (5) years after the closing of this case.

Dated:

Signed:____

(Affiant) (Joint Affiant)

PART II - DECLARATION OF ATTORNEY (IF AFFIANT IS REPRESENTED BY COUNSEL)

I ***declare under penalty of perjury*** that I have reviewed the above affiant's(s') ____________________ and the information is complete and correct to the best of my knowledge. The affiant(s) signed this form before I submitted the Document, I gave the affiant(s) a copy of the Document and this *DECLARATION*, and I have followed all other electronic filing requirements currently established by local rule and standing order. This *DECLARATION* is based on all information of which I have knowledge and the signature below constitutes a certification under Fed. R. Bankr. P. 9011. I have reviewed and will comply with the provisions of MEFR 7.

Dated:

Signed:____

Attorney for Affiant

OFFICIAL FORM 8

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MASSACHUSETTS

In re

Chapter
Case No.

Debtor(s)

CHAPTER 13 AGREEMENT BETWEEN DEBTOR AND COUNSEL

RIGHTS AND RESPONSIBILITIES OF CHAPTER 13 DEBTORS AND THEIR ATTORNEYS

It is important for debtors who file bankruptcy cases under Chapter 13 to understand their rights and responsibilities. It is also useful for debtors to know what their attorney's responsibilities are, and understand the importance of communicating with their attorney to make the case successful. Debtors should also know that they may expect certain services to be performed by their attorney. To encourage that debtors and their attorneys understand their rights and responsibilities in the bankruptcy process, the following terms are agreed to by the debtors and their attorneys.

BEFORE THE CASE IS FILED:

The DEBTOR agrees to:

1. Provide the attorney with accurate financial information; and
2. Discuss with the attorney the debtor's objectives in filing the case.

The ATTORNEY agrees to:

1. Meet with the debtor to review the debtor's debts, assets, income and expenses;
2. Counsel the debtor regarding the advisability of filing either a Chapter 7 or Chapter 13 case, discuss both procedures with the debtor, and answer the debtor's questions;
3. Explain what payments will be made through the plan, and what payments will be made directly by the debtor for mortgage and vehicle loan payments, as well as which claims accrue interest;
4. Explain to the debtor how, when, and where to make the Chapter 13 plan payments, as well as

the debtor's obligation to continue making mortgage payments, without interruption, and the likely consequences for failure to do so;

In re:____________________________________ Case No.________________

5. Explain to the debtor how the attorney's fees and trustee's fees are paid, and provide an executed copy of this document to the debtor;
6. Explain to the debtor that the first plan payment must be made to the Trustee within 30 days of the date the plan is filed;
7. Advise the debtor of the requirement to attend the 341 Meeting of Creditors, and instruct debtor as to the date, time and place of the meeting;
8. Advise the debtor of the necessity of maintaining liability, collision and comprehensive insurance on vehicles securing loans or leases; and
9. Timely prepare and file the debtor's petition, plan and schedules.

AFTER THE CASE IS FILED:

The DEBTOR agrees to:

1. Keep the Trustee and attorney informed for the debtor's address and telephone number;
2. Inform the attorney of any wage garnishments or attachments of assets which occur or continue after the filing of the case;
3. Contact the attorney if the debtor loses his/her job or has other financial problems; The attorney may be able to have the Chapter 13 plan payments reduced or suspended in those circumstances;
4. Advise counsel if the debtor is sued during the case;
5. Inform the attorney if tax refunds to which the debtor is entitled are seized or not received;
6. Advise counsel and the Trustee before buying or selling property or before entering into any long-term loan agreements, to determine what approvals are required;
7. Provide the Trustee and the attorney, prior to the Section 341 meeting of creditors, with documentary evidence as to debtor's income from all sources and the value of any asset in which the debtor has an interest, together with a copy of any declaration of homestead covering the debtor's real estate, proof of insurance on any real property or automobiles in which the debtor has an interest, and any other documents which the Trustee might reasonably request in order to assess whether the debtor's proposed plan should be confirmed.

The attorney agrees to provide the following legal services in consideration of the initial fee charged in this case, subject to such further requests for compensation as the court may allow:

1. Appear at the 341 Meeting of Creditors with the debtor;

In re:______________________________________ Case No._________________

2. Respond to objections to plan confirmation, and where necessary, prepare an amended plan;
3. Prepare, file and serve one necessary modification to the plan which may include suspending, lowering, or increasing plan payments;
4. Prepare, file and serve necessary amended schedules in accordance with information provided by the debtor;
5. Prepare, file and serve necessary motions to buy, sell or refinance real property;
6. Object to improper or invalid claims, if necessary, based upon documentation provided by the debtor;
7. Represent the debtor in motions for relief from stay;
8. Where appropriate, prepare, file and serve necessary motions to avoid liens on real or personal property; and
9. Provide such other legal services as necessary for the administration of the case.

Initial fees charged in this case are $_______________. If the initial fees are not sufficient to compensate the attorney for the legal services rendered in this case, the attorney further agrees to apply to the court for additional fees. If the debtor disputes the legal services provided or the fees charged by the attorney, an objection may be filed with the court and the matter set for hearing.

Debtor signature: ____________________________________ Dated:____________

Co-debtor signature: ____________________________________ Dated:____________

Attorney for the debtor (s) signature:________________________ Dated:____________

Appendix 2

United States Bankruptcy Court
District of Massachusetts
ECF Style Guide

This guide contains the preferred style practices for all users of the Electronic Case Filing System in the District of Massachusetts. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the ECF data base. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in the ECF application.

Acknowledgments

This Guide was the work of many talented people from the U.S. Bankruptcy Court for the Western District of Texas. We recognize their hard work and thank them for generously sharing their materials and assisting us to successfully implement ECF in the District of Massachusetts.

Adding Parties

When adding new parties to the ECF database, the names should conform with standard punctuation and spacing conventions listed in the Style Conventions for Names section of this Guide.

Much of case opening in the ECF System consists of adding the names of debtors, joint debtors, plaintiffs and defendants to cases. As cases progress, creditors and other parties are added as well. Access to this information is vital to the court, the bar and the general public.

Searching For Parties

Make sure you search the ECF database for every party you want to add to a case.

Before adding any party to a case, search for that party using appropriate search clues. If the system finds the correct name, select it to help eliminate different versions of the same party name.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, following the rules in this Style Guide can help avoid “United States” being in the data base in multiple ways such as “UNITED STATES”, “U.S.”, “US”, “USA”, “U.S.A.”, or “U.S. of A”.

Search Strategies

ECF searches are key word searches and no longer case sensitive.

- When searching for debtors, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, ECF may return a list of a hundred parties with that last name. However, if you search for a last name of Grant with a Social Security number of 333-22-1111, ECF will return a single party.

- When searching for creditors, it may be necessary to conduct multiple searches. First, search for the entire creditor name (e.g., World Communications). If that is not successful, you can search for part of the creditor's name (e.g., World Comm or just World).

- If there are articles in the title such as "A" or "The," you may or may not need to include the article in the search. For example, a search request for The Timely Times may not produce a result. But a search request for Timely Times will be successful. Likewise a search for Timely Times may not produce a result; but a search for The Timely Times will be successful. Don't give up too quickly, try variations of the name.

- When searching for a Party DO NOT use an asterisk or star in the search criteria as follows:

  Villa*

  Use of the asterisk slows down the entire system. When searching for Villareal, the name will be found without using the asterisk as follows:

  Villa

  Bottom line: **DO NOT USE AN ASTERISK IN SEARCH CRITERIA.**

- Finally, an unsuccessful search for A. & A. Metals might be successful if you search without punctuation (i.e., A & A Metals). On the other hand, an unsuccessful search for A & A Metals might be successful if you search with punctuation (i.e., A. & A. Metals) or by typing out "and" instead of &.

Note: Use of special characters such as the &, %, ( ), [ ], will cause noticing problems in ECF. We no longer allow their use however, you may still find old cases with these characters. Please contact the Court so they may be changed.

Adding Debtor(s)

Add debtors to cases using names and addresses exactly as they appear on the petition or complaint.

In most cases, you will NOT find debtors or joint debtors when you search the ECF data base. You will have to add them to the data base and the case as a new party.

If a debtor has a title, add the title in the "party text" box. Do not use the Title field.

Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

TITLE TIPS

- The name of the debtor without the title will appear in docket text.
- Titles will not appear on notices.
- Titles will appear on the face of the docket report in upper and lower case following the debtors' name as shown below:

  Jose Garza, Administrator of the Estate of Sylvia Garza

  Bay State Granite, a Massachusetts Corporation

  Catherine O'Malley, Official Administrator of Lottery Winnings

Make an entry in the SSN box or the Tax ID box even If the social security number for an individual debtor or tax identification number for a business debtor is unknown.

SSN: 000-00-0000
Tax ID: 00-0000000

Adding Plaintiffs and Defendants

Add plaintiffs and defendants to cases using names exactly as they appear on the complaint.

When you search for plaintiffs and defendants, you will probably find them in the data base.

Do not add any addresses for plaintiffs or defendants.

Do NOT add a title for plaintiffs or defendants.

Make sure to select the plaintiff or defendant party role.

If you find a plaintiff or defendant in ECF with an address, delete the address fields before accepting the Party information screen.

Adding Creditors

Add creditors to cases using names already in the ECF data base if at all possible.

When you search for a creditor, it is very likely that you will find the party in the ECF data base. For example, Creditors (*such as Ford Motor Credit)* are added to many different cases. Ideally, there should be only one Ford Motor Credit party in the ECF data base which would greatly simplify searching when adding parties and querying cases.

For instance, it is better to add Ford Motor Credit to all cases even if that is not the exact name used on a document being docketed. The idea is to avoid adding name variations for a single creditor. For example

- Ford Motor Credit
- Ford Motor Credit Company
- Ford Motor Credit Co.
- Ford Motor Credit Corporation
- Ford Motor Credit Company, Inc.
- Ford Motor Company
- Ford Motor Credit Corp.
- Ford Motors Credit Company
- Ford Motor Credit Company (“FMCC”)

The proliferation of different names for the same creditor makes searching frustrating and time consuming.

Do not add mailing addresses for creditors.

If you find a creditor in ECF with an address, delete the address fields before accepting the Party Information screen.

Do NOT add a title information for creditors.

Make sure to select the creditor party role.

Style Conventions for Names

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

Capitalization

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

Wallace D. Smith
United Services Fidelity and Guaranty

Punctuation

Use punctuation and single spacing between all names and following initials and periods.

J. J. Jones   Smith, Inc.
C. W. Bradford, Ltd.

When typing names that have upper and lower case letters or hyphens, do not insert spaces.

Patricia DeLaGarza
Patrick MacDougal
Kathleen O’Brien
Mary Smith-Baker

***If an individual does not have a middle name, leave that field blank*.**

Do not enter “NMI” (no middle initial) or “n” or “n/a” for no or none.

Multiple Names

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

Last name:	Martin
Middle name:	Kramer Johns

First name: 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” even if it is part of a company name on the petition or pleading. In ECF, the & will not work at this time with software from the Bankruptcy Noticing Center.

B. and D. Company
Cameron & Associates
J & J Trucking

***Avoid abbreviations unless it is part of a company name on the petition or pleading*.**

Ford Motor Company	Ford Motor Co.
First Federal Association	1st Federal Assoc.

Enter U.S. and U.S.A. without any spaces.

U.S. Department of Agriculture
U.S. Trustee U.S. Attorney
U.S. Environmental Protection Agency U.S. Nuclear Regulatory Commission

Style Conventions for Addresses

These style conventions apply to all debtor addresses and creditor matrix addresses entered in the ECF application.

Address Lines

Abbreviate post office addresses without a space between the P and O.

P.O. Box 1359
P.O. Drawer 34321

Use digits for numbers in addresses.

3224 East 26th Street
425 6th Street
1 Valley Plaza

When there is a street address as well as a post office box address for a debtor, add only the physical address. Use the post office address, if there is one, in the creditor matrix.

John J. Johnson
P. O. Box 1477 ***(Eliminate this line)***
4218 Elmwood Lane
Bentonville, AR 40453

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

Arthur Andersen and Associates
Attention: Terri Brooks John Hancock Building,
Suite 2600
8723 Michigan Avenue
Chicago, IL 60604

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

DO NOT* Use the full nine-digit zip code, *USE ONLY THE FIVE (5) DIGIT ZIPCODE.

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 bottom line of the address.

Alfonso Diaz
Rio de Danubec y Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO #1050

Sgt. John Smith
C Company 237 Armor
Unit #21103, Box 512
APO AE 09014

If the address contains an apartment number or suite number, you may use the # sign in place of the word number or suite.

Barbara Bixby
322 West Shady Lane, # 334
Milton, MA 02186

Use c/o to indicate "In Care Of". (**NEVER USE THE % SIGN.**)

Manuel Ortega, Jr.
c/o Manuel Ortega, Sr.
6612 East 6th Street
El Paso, TX 79901

Do Not include telephone numbers on the matrix. For other filings, the preferred format for telephone numbers is (617) 555-3851.

Creditor Matrix Specification

- Names and addresses must be aligned left *(flush against the left margin, no leading blank spaces.)*
- Do not include page numbers, headers, footers, etc.
- The information must be on five lines or less per creditor.
- Each line may contain no more than 40 characters.
- The creditor's name must be on the first line. Put the first name first, any middle initial then the last name.
- Use the second line for c/o (care of) or Attention: information.
- If you have a physical address and post office box information, list the physical address on the petition, list the P.O. Box information on the matrix. (This is the only time a debtor(s) name and address should appear on the matrix.
- City and state abbreviation and five-digit ZIP code must be on the last line. *(If the address only needs to use four lines the city and state are on the fourth line.)*
- All states must be the standard two-letter abbreviations.
- NO Nine-digit ZIP codes may be used. Use only five-digit zip codes.
- Each creditor's name and address must be separated by at least one blank line.
- DO NOT USE SPECIAL CHARACTERS SUCH AS %, ( ), [ ], or &. These characters will interfere with software used by the Bankruptcy Noticing Center.
- DO NOT, ABSOLUTELY DO NOT INCLUDE ACCOUNT NUMBERS OR TELEPHONE NUMBERS.
- Lists of amended creditors must only contain the *added creditors*. Since amended creditors are filed with the motion as a PDF document, lists of more than 50 added creditors must be submitted on disk clearly identifying the case name and number for the Clerk's office.
- Do not include the names and address(es) of the debtor, debtor's counsel or the U.S. Trustee on the matrix as the ECF program will add them

automatically.

Style Conventions for Abbreviations

States & Territories

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

Geographic Directions

North = N.	Northeast = N.E.
South = S.	Southwest = S.W.
East = E.	Southeast = S.E.
West = W.	Northwest = N.W.

Street Designators

In general it is best to type out the entire name of the street designator.

If there is a necessity to abbreviate, use the following:

Avenue	Ave.
Boulevard	Blvd.
Highway	Hwy.
Interstate Highway	I.H.
Lane	Ln.
Street	St.
Road	Rd.
Circle	Cir.
Court	Ct.

Style Conventions for Docket Text

The ECF application has been designed to produce a consistent form of docket text. Most of the time you will not need to change docket text in any way when you are creating docket entries.

Modifying or Enhancing Docket text:

- Descriptions should be simple but sufficiently adequate so that the reader is able to decide whether or not they should open the document. *(e.g., exhibits)*
- Language should be precise. Property should be identified so the reader knows what property is affected. *(e.g., Relief from Stay, 1999 Toyota Camry, VIN 1234567891234.)*
- Use the pretext boxes. Do not add amendment language to the Text box.
- Check your spelling.
- Contact the Case Administrator or Help desk with your questions.

U.S. Bankruptcy Court
District of Massachusetts

Electronic Case Filing System
Attorney Certification

As the Attorney Applicant, I __________________________, hereby declare that by
(Please print)
registering for ECF and by submitting this certification form, I understand and agree to the following:

1. I am currently admitted to practice before the U.S. District Court of Massachusetts or, I am not currently admitted to practice in the U.S. District court in Massachusetts, but I have complied with Massachusetts Local Bankruptcy Rule 9010-1, and my Motion to Appear Pro Hac Vice has been granted and is attached.

2. I understand that the use of a login and password issued to me serves and constitutes my signature in accordance with FRBP 9011. I agree to protect and secure my password(s) and I will immediately contact the court if I have any reason to suspect that any of my password(s) have been compromised in any way.

   Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an attorney (or his/her staff member) registered to use the ECF system identifies the attorney to the court each time that the attorney or his/her staff member logs onto the ECF system. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using a login and password issued to the attorney. Therefore, an attorney must protect and secure the password(s) issued by the court. If any reason exists to suspect a password has been compromised in any way, it is the duty and responsibility of the attorney to notify the court immediately.

3. I further agree to abide by all the rules and procedures of the Local Bankruptcy Rules for the District of Massachusetts currently in effect, and any changes or additions that may be made to these procedures in the future.

4. I understand that by submitting this form I agree to waive conventional service of documents under Federal Rule of Bankruptcy Procedure 7004, except as provided in the Massachusetts Local Bankruptcy Rules, Appendix 8, Electronic Filing Rule 9, and I also agree to accept

service of notice of electronic filing of documents on behalf of clients by electronic service as good and sufficient service.

5. I have met the following requirements as to one of the operating systems listed below:

- I have an Internet Service Provider using point-to-point protocol (PTP). (Note: The Court ***strongly*** recommends that connections be made using cable access, DSL service or a T1 line.)

- I have an Internet Browser, either Microsoft Internet Explorer (version 5.5) or Netscape Navigator software (version 4.6x or 4.7x). [**NOT** Netscape version 6.0, America On Line's (AOL) version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.]

- I have a PACER Account.

- Hardware Requirements *(Minimal Requirements **a or b, plus c**)*

  I have either:

  a. (i) an IBM-compatible Pentium processor-based personal computer. At a minimum, Windows 95 and 98 users should have 128 Megabytes of RAM (better at 256 Megabytes) and 1 Gigabyte of free disk space. Windows 2000, and XP users should try to have the full 512 Megabytes of memory for the best performance.

  Note: The more memory you have on your system the faster your documents will process such as when you are scanning and/or converting to PDF format. It is important to note that if you intend to save your images to your own system, you will need a great deal storage and should plan accordingly; and

  (ii) a CD-ROM drive or 3.5" diskette drive.

  or

  b. (i) a Macintosh with a 68020 processor or Power Macintosh Apple System Software version 7.1.2 or later; and

  (ii) a CD-ROM drive or 3.5" diskette drive.

  and

  c. a Scanner w/Document Feeder that is able to scan a document, save it as a PDF document, and open it again as a PDF document.

- Required Software - I have Adobe Acrobat 4.0 or later (Adobe Reader is not sufficient), and word processing software (e.g., Microsoft Office or Corel's WordPerfect).

6. I hereby declare that any of my office staff who will be using the ECF System and I (if the attorney will be a user), have a full understanding of a windows-based word processing software package, have one of the required internet browsers, have completed each of the seven (7) Computer-Based-Training (CBT) modules found on the Court's website at www.mab.uscourts.gov and possess the requisite skills to participate in Electronic Case Filing.

7. I understand that any abuse or continual errors in the ECF System may be reason for action by the Court including mandatory retraining, suspension or termination of my electronic filing privileges.

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

______________________________ ______________
Signature of Attorney Date

____
Business Address 1

____
Address 2

____
Address 3

____
City State Zip

____
Bar ID #(s) and State(s)

____
Internet e-mail address Telephone Number

When completed, send to:

Clerk, U.S. Bankruptcy Court
ATTN: FINANCE, PERSONAL AND CONFIDENTIAL
10 Causeway Street, 11th Floor
Boston, Massachusetts 02222-1074

Electronic Case Filing System Registration and Attorney Certification for Out-of-State Attorneys

Attorneys who have been trained and issued an ECF login and password in other jurisdictions do not need to attend a District of Massachusetts training program to receive a login and password from the Bankruptcy Court. We will honor the training received in the other federal court, however, to obtain a login and password from this Court, out-of-state attorneys must certify to the same requirements**** as in-state attorneys as well as the following additional requirements:

1. I am not currently admitted to practice in the U.S. District Court in Massachusetts, but I have complied with Massachusetts Local Bankruptcy Rule 9010-1, and my Motion to Appear Pro Hac Vice has been granted and is attached.

2. I am a member of the bar in good standing in every jurisdiction where I have been admitted to practice; and there are no disciplinary proceedings pending against me as a member of the bar in any jurisdiction.

3. I have met all of the requirements from the other jurisdiction(s) listed below and have not had my ECF privileges suspended or revoked in any jurisdiction.

Other jurisdictions where I have ECF privileges:

____
District *Location of Training* *Date of Attendance*

____
District *Location of Training* *Date of Attendance*

____
District *Location of Training* *Date of Attendance*

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

______________________________ ______________
Signature of Attorney Date

____
Bar ID #(s) and State(s)

****Out-of-state attorneys must file both certifications before a login and password will be issued.**

United States Bankruptcy Court
District of Massachusetts

Electronic Case Filing System
Non-Attorney Student Registration Form[4]

Please Print

Non-Attorney Staff: ____________________________________
First/Middle/Last Name

Attorney Name: ____________________________________

Law Firm Name: ____________________________________

Business Mailing Address: ____________________________________

____

____

Voice Phone Number: ____________________________________

FAX Phone Number: ____________________________________

Internet E-Mail Address(es): ____________________________________

____

The signed Attorney Certification, must be returned with this form or is on file already with the Court.

I understand that use of LOGIN and PASSWORD on the ECF System by the above-named person constitutes use of my signature and I will be held responsible for all activity under my LOGIN and PASSWORD.

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

______________________________ ______________
Signature of Attorney Date

When completed, send to:

Clerk, U.S. Bankruptcy Court
ATTN: FINANCE, PERSONAL AND CONFIDENTIAL
10 Causeway Street, 11th Floor

[4] Rule 1 of the Massachusetts Electronic Filing Rules provides for a 90-day trial period in which attorneys may file both conventionally (with paper) or electronically.

Boston, Massachusetts 02222-1074

Appendix 4

Electronic Case Filing Events Dictionary

Bankruptcy Events
(Not for use in Adversary Proceedings - See Adversary Events)

Motions/Applications (Bankruptcy)

Abandon
Abandon (With Fee)
Accounting
Adequate Protection
Administrative Expenses
Allow Claims
Allow Payment Arrearages
Amend
Amend Schedules
Amended Application
Amended Motion
Appear Telephonically/Video Conference
Appear pro hac vice
Appoint Creditors Committee
Appoint Trustee/Examiner
Approve
Assume/Reject
Avoid Lien
Borrow
Change Venue
Clarify
Compel
Compensation
Compromise Claim
Compromise
Consolidate
Contempt
Continue Hearing
Continue Meeting of Creditor
Convert Case 12 to 11
Convert Case 13 to 11
Convert Case 7 to 11

Convert Case to 12
Convert Case to 13
Convert Case to 7
Defer Fee
Deposit Unclaimed Funds
Destroy Books and Records
Determine Tax Liability
Dismiss Case
Dismiss/Withdraw Document
Employ
Ex Parte Relief
Examination
Expedited Determination
Expediting Hearing
Extend
Final Decree
For Order
Generic Application
Generic Motion Two Part
Hardship Discharge
Impoundment
Joint Administration
Leave to Appeal
Limit Notice
Miscellaneous Motion
Modify Plan
Pay
Pay Filing Fee in Installments
Preliminary Injunction
Prohibit Use Cash Collateral
Protective Order
Quash
Reconsider
Recusal
Reinstate Case
Reinstate Document
Relief from Co-Debtor Stay
Relief from Stay
Relief from Stay and Adequate Protection
Remand
Reopen Case
Sanctions
Seal

Secure Claims
Sell
Set Bar Date
Set Hearing
Bifurcate Chapter 11 Case
Bifurcate Chapter 12 Case
Bifurcate Chapter 7/13 Case
Stay
Stay Pending Appeal
Strike
Substitute Attorney
Substitute Party
Temporary Restraining Order
Transfer Case (Inter-District)
Transfer Case (Intra-District)
Use Cash Collateral
Vacate
Vacate Discharge
Waive Appearance
Withdraw As Attorney
Withdraw Document
Withdrawal of Reference
Writ

Answers/Response - Bankruptcy

Reference an Existing Motion/Application

Amended Answer to Complaint
Assent
Objection
Opposition
Reply
Response

Other Answers

Involuntary Answer

Plan - Bankruptcy

13 Plan Modified

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

Other - Bankruptcy (Court & Attorney)

20 Largest Unsecured Creditors
Affidavit
Affidavit of Non-Compliance
Amended Document
Amended Matrix/Schedule DEF
Amended Notice
Amended Schedules
Appearance of Child Support Creditor
Appraisal
Bid/Counteroffer
Brief
Brief Memorandum
Certificate of Appointment of Examiner
Certificate of Service
Certificate of Vote
Chapter 11 Ballots
Chapter 13 Agreement
Creditor Disk
Declaration Re: Electronic Filing
Deposition Subpoena
Disclosure of Compensation of Attorney for Debtor
Equity Security Holder
Exhibit
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Involuntary Petition - Add Party
Matrix
Notice of Abandonment

Notice of Appearance and Request for Notice
Notice of Change of Address
Objection to Debtor's Claim of Exemptions
Operating Report
Petition Preparer Disclosure
Proposed Order
Reaffirmation Agreement
Report & Hearing Agenda
Request for Production of Documents
Request for Telephonic Hearing
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedule A-J
Section 304 Petition
Settlement Agreement
Small Business Designation
Statement
Statement of Financial Affairs
Statement of Intent
Status Report
Stipulation
Summary of Schedules
Supplemental Documents
Verified Declaration
Voluntary Petition (Chapter 11) (Attorney)
Voluntary Petition (Chapter 13) (Attorney)
Voluntary Petition (Chapter 12) (Attorney)
Voluntary Petition (Chapter 7) (Attorney)
Waiver

Other

20 Largest Unsecured Creditors
Affidavit
Affidavit of Non-Compliance

Amended Document
Amended Matrix/Schedule DEF
Amended Notice
Amended Schedules
Appearance of Child Support Creditor
Appraisal
Attorney Signature Page
Bid/Counter Offer
Brief
Brief Memorandum
Certificate of Appointment of Examiner
Certificate of Compliance
Certificate of Service
Certificate of Vote
Chapter 11 Ballots
Chapter 13 Agreement
Creditor Disk
Declaration Re: Electronic Filing
Disclosure of Compensation of Attorney for debtor
Equity security Holders
Exhibit
Exhibit A
Exhibit B
Interrogatories
Involuntary Petition (Chapter 11)
Involuntary Petition (Chapter 7)
Involuntary Petition - Add Party
Matrix
Notice of Abandonment
Notice of Appearance and Request for Notice
Notice of Change of Address
Notice of Post Petition Creditors
Objection to debtor's Claim of Exemptions
Operating Report
Petition Preparer Disclosure
Pre-Trial Statement
Reaffirmation Agreement
Report & Hearing Agenda
Request for Administrative Claim
Request for Production of Documents
Request for Telephonic Hearing
Schedule A
Schedule B

Schedule C
Schedule D
Schedule E
Schedule F
Schedule G
Schedule H
Schedule I
Schedule J
Schedule A-J
Section 304 Petition
Settlement Agreement
Small Business Designation
Statement
Statement of Financial Affairs
Statement of Intent
Status Report
Stipulation
Summary of Schedules
Supplemental Document
Verified Declaration
Voluntary Petition (Chapter 11) (Attorney)
Voluntary Petition (Chapter 12) (Attorney)
Voluntary Petition (Chapter 13) (Attorney)
Voluntary Petition (Chapter 7) (Attorney)
Waiver

Notices - Bankruptcy

Notice
Notice Re: Hardship Discharge
Notice of Abandonment
Notice of Hearing
Notice of Voluntary Conversion to Chapter 7
Notice of Voluntary Dismissal
Withdrawal of Document

Claims Action - Bankruptcy

Assignment of Claims
Objection to Claims
Objection to Assignment of Claim
Withdrawal of Claim

Appeal - Bankruptcy

Addendum to Record on Appeal
Appellant Designation
Appellee Designation
Cross Appeal
Election of Appeal to District Court
Notice of Appeal
Notice of Docketing Record on Appeal
Objection to Referral to BAP
Request for Transcript re: Appeal
Statement of Issues

Trustee/US Trustee - Bankruptcy

Appointment Rejection
Bond
Chapter 12 Trustee's Final Report and Account
Chapter 12/13 Report and Account
Chapter 13 Plan Recommendation
Chapter 13 Trustee's Final Report and Account
Chapter 7 Trustee's Initial Report
Chapter 7 Trustee's Report of No Distribution
Claim Recommendation
Continuance of Meeting of Creditors
Final Rpt/Acct-Asset
Motion to Dismiss Case
Motion to Dismiss Case/Chapter 13
Notice of Abandonment
Notice of Appointment of Creditors' Committee
Notice of Assets
Objection to Confirmation of Plan
Report of Sale
Request to Defer Payment
Statement of UST
Status Report
Trustee's After Distribution Report

Adversary Proceeding Events
(Not for use in the main Bankruptcy Case - See Bankruptcy Events)

Complaint/Summons - Adversary

Amended Complaint
Complaint
Counterclaim
Crossclaim
Notice of Removal
Registration of Foreign Judgment *(MBD or MP Case)*
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

Answers - Motion/Application - Adversary

Amended Answer to Complaint
Assent
Objection/Opposition
Reply
Response

Answers to Complaint - Complaint, 3rd, cross, counter - Adversary

Answer to Complaint
Answer to Counterclaim
Answer to Crossclaim
Answer to Third Party Complaint

Motions - Adversary

Amend
Amended Application
Amended Motion
Appear Telephonically/Video Conference
Appear pro hac vice
Clarify
Compel
Compromise Claim
Compromise Controversy
Consolidate

Consolidate for Trial
Contempt
Continue Hearing
Default Judgment
Defer Fee
Destroy Books and Records
Determination
Dismiss Adversary Proceeding
Dismiss/Withdraw Document
Expediting Hearing
Extend
Generic Application
Generic Motion Two Part
Intervene
Joint Administration
Jury Trial
Leave to Appeal
Miscellaneous Motion
Preliminary Injunction
Protective Order
Quash
Reconsider
Recusal
Reinstate Case
Reinstate Document
Remand
Reopen Adversary
Sanctions
Set Hearing
Stay
Stay Pending Appeal
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Temporary Restraining Order
Transfer Adversary (Inter-District)
Transfer Adversary (Intra-District)
Withdraw As Attorney
Withdrawal of Reference

Notices - Adversary

Certificate of Compliance
Certificate of Disclosure
Declaration Re: Electronic Filing
Notice of Hearing
Notice of Stipulated Dismissal in an Adversary Proceeding
Notice of Voluntary Dismissal
Withdrawal of Document

Appendix 5

ECF Glossary

Adobe Acrobat - A Software application used almost universally to create and view “PDF” (portable document format) documents. The company “Adobe” created the "PDF' format.

Attachment - An additional supporting document filed electronically with a pleading. Copies of a deed may be filed as an attachment to a Motion for Relief from Stay.

Automatic E-mail Notification - An ECF feature that permits any user to receive notification of the filing of a case or document via E-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse - A Windows operation of navigating through directories via a mouse to select a specific file.

Browser - A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers.

Category - In ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections found at the top of the ECF page.

CBT - A CBT or Computer-Based Training module is an “online” computer learning application. Computer-Based-Training modules for ECF are available at no cost on the Pacer homepage which may be accessed from the Court’s website at www.mab.uscourts.gov .

Check Box - Check boxes are small boxes designed so that you can chose one or more items from a list.

ECF System - The Electronic Case Filing System is the Administrative Office of the U.S. Court’s new software application that is replacing the old case management software. ECF users are able to file/view and access cases and documents electronically via the Internet.

Default - A Default is a commonly suggested value displayed by ECF on a screen. If the value is correct, you may accept it; if it is incorrect, you can type over it and enter a new value.

Document Type - In ECF, a “Document Type” describes a specific type of document or event you are trying to file. Each document type has its own unique set of characteristics.

Drop Down Box - A window which opens to display an alphabetized list of items in a text box. Drop down boxes are used throughout ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold down the Control Key (Ctrl) as you make successive selections.

Hypertext or Hyperlink (HTML) Link - A hypertext link is a URL imbedded in an html (hypertext markup language) document most often underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Bankruptcy Case Filing - An ECF document that is created when a new case is opened on the ECF System. The document generated contains all of the substantive case information. The Entry Date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney both the date and the time of filing appear. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing - An electronic document produced by the ECF System certifying the filing of all documents and claims with the U.S. Bankruptcy Court. All parties requesting electronic notification can be sent this certification via electronic mail.

PDF Document - A document in "Portable Document Format" is a type of imaged document created by Adobe Acrobat. With the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format, all documents filed in the ECF System must be in"PDF" format.

Radio Button - A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL - URL is short for Universal Resource Locator. URL is the naming scheme used to find Web pages and is similar to a street address. The URL for the U.S. Bankruptcy Court of Massachusetts is www.mab.uscourts.gov

Appendix 6

Petition Preparation Software with ECF Case Data Upload Functionality

Listed below are the names of bankruptcy petition software vendors that have modified their software to allow for automatic case upload from their application into ECF.

Bankruptcy Vendor / Software	Contact Person	Phone Number	Website / e-mail Address
Best Case Solutions Inc / Best Case Bankruptcy	**Tonya Rice**	800-492-8037	Website: www.bestcase.com e-mail: Rice@bestcase.com
Bktools.com / bktools	**John Beck**	**760-967-1428**	**Website:** www.bktools.com **e-mail:** Attyjonb@abac.com
Cerenade Inc / Bankruptcy Esq.	**B. Ramsey**	**800-617-4202**	**Website:** www.cerenade.com
Cornerstone Computer Group Inc / Bankruptcy Plus	**N/A**	**800-397-8238**	**Website:** www.cornerstone-computer.com **e-mail:** Ccgi@cornerstone-computer.com
EZ Filing Inc / EZ Filing	**Marty Mohr**	**800-998-2424**	**Website:** www.ezfiling.com **e-mail:** Techsupport@ezfiling.com
Fresh$tart$even / Bankruptcy Software	**Martin L. Laurence**	**206-523-2445**	**Website:** www.freshstart.com **e-mail:** Martin@freshstart.com
Legal Pro Systems Inc / BankruptcyPRO	**Charles Fielder III**	**800-887-0939**	**Website:** www.legal-pro.com **e-mail:** support@legal-pro.com
Matthew Bender / Collier Top Form	**Martha L. Rogers**	**973-820-2166**	**Website:** www.bender.com e-mail: marty.lemmond@lexisnexis.com
New Hope Software Inc / Bankruptcy 2002	**Frederick Rogovy**	**800-532-7114**	**Website:** www.bankruptcysoftware.com **e-mail:** sales@bankruptcysoftware.com
Puritas Springs Software / WBank3	**Ernie Zore**	**440-572-7645**	**website:** www.puritas-springs.com e-mail: Ernie@puritas-springs.com
West-Speciality Software / Chapter 7…13	**Monica Wiese** **Don Milo**	**N/A**	**Website:** www.westgroup.com **e-mail:** Monica.Wiese@westgroup.com Don.Milo@westgroup.com

Please Note: **This list is provided as information only. It is not intended to be exclusive nor as an endorsement or recommendation of any of the above-listed products.**