

Becket & Lee Notice Assign/Transfer Claim (Batch)

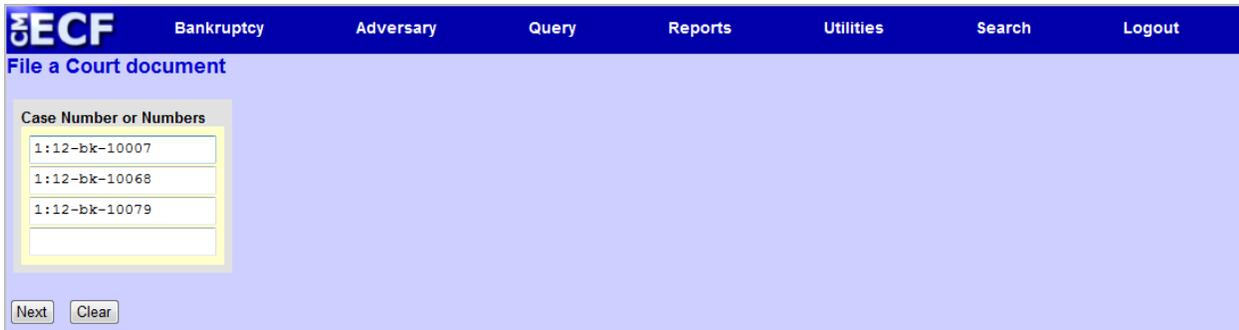
Step 1 Click **Bankruptcy** on the Main Menu Bar.



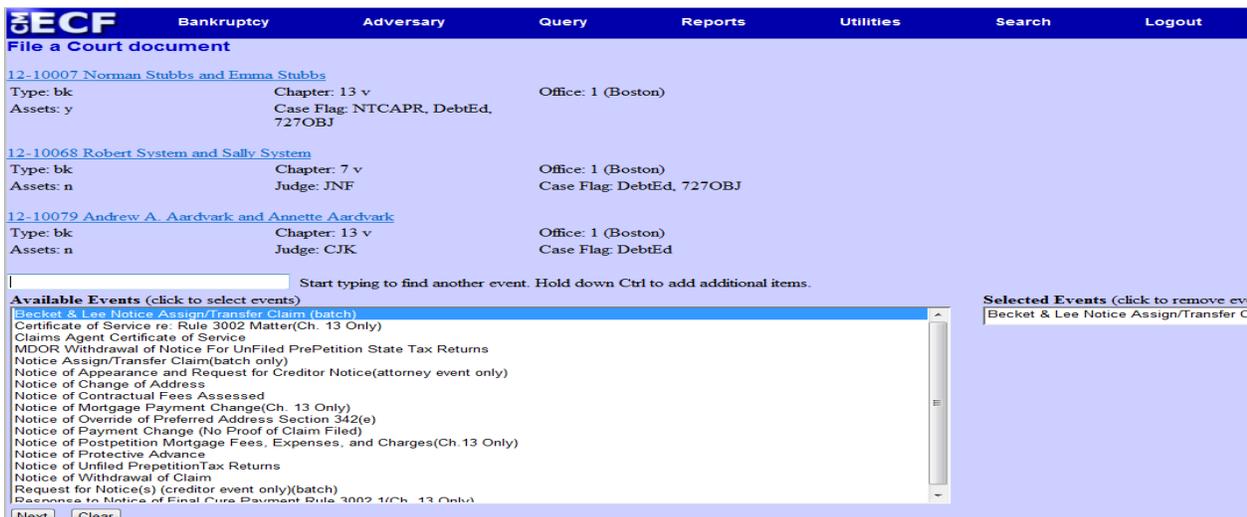
Step 2 Select **Creditor Filings**



Step 3 Enter the case number in yy-nnnnn format and click **Next**.



Step 4 Select the **Becket & Lee Notice Assign/Transfer Claim (batch)** event. Click **Next**.



Step 5 A **warning message** will appear regarding attaching a PDF for each case number. Click **Next**.

ECF			
Bankruptcy	Adversary	Query	Reports
File a Court document:			
<u>12-10007 Norman Stubbs and Emma Stubbs</u>			
Type: bk	Chapter: 13 v	Office: 1 (Boston)	
Assets: y	Case Flag: NTCAPR, DebtEd, 727OBJ		
<u>12-10068 Robert System and Sally System</u>			
Type: bk	Chapter: 7 v	Office: 1 (Boston)	
Assets: n	Judge: JNF	Case Flag: DebtEd, 727OBJ	
<u>12-10079 Andrew A. Aardvark and Annette Aardvark</u>			
Type: bk	Chapter: 13 v	Office: 1 (Boston)	
Assets: n	Judge: CJK	Case Flag: DebtEd	
WARNING, YOU MUST ATTACH A PDF FOR EACH CASE NUMBER.			
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Step 6 **Attach** your PDF documents and enter the name of the party submitting Notice of Transfer/Assignment of Claim. Click **Next**.

ECF												
Bankruptcy	Adversary	Query	Reports									
File a Court document:												
<u>12-10007 Norman Stubbs and Emma Stubbs</u>												
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Type: bk	Chapter: 13 v	Office: 1 (Boston)										
Assets: n	Judge: CJK	Case Flag: DebtEd										
<table border="0"> <tr> <td><u>12-10007 Norman Stubbs and Emma Stubbs</u></td> <td><input type="text"/></td> <td><input type="button" value="Browse..."/></td> </tr> <tr> <td><u>12-10068 Robert System and Sally System</u></td> <td><input type="text"/></td> <td><input type="button" value="Browse..."/></td> </tr> <tr> <td><u>12-10079 Andrew A. Aardvark and Annette Aardvark</u></td> <td><input type="text"/></td> <td><input type="button" value="Browse..."/></td> </tr> </table>				<u>12-10007 Norman Stubbs and Emma Stubbs</u>	<input type="text"/>	<input type="button" value="Browse..."/>	<u>12-10068 Robert System and Sally System</u>	<input type="text"/>	<input type="button" value="Browse..."/>	<u>12-10079 Andrew A. Aardvark and Annette Aardvark</u>	<input type="text"/>	<input type="button" value="Browse..."/>
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<u>12-10079 Andrew A. Aardvark and Annette Aardvark</u>	<input type="text"/>	<input type="button" value="Browse..."/>										
Enter Name of Party Submitting Notice of Transfer/Assignment of Claim: <input type="text"/>												
<input type="button" value="Next"/> <input type="button" value="Clear"/>												

Step 7 Modify the text as appropriate and click **Next**.

The screenshot shows the ECF system interface with a blue header containing navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the text reads "File a Court document:". Three case entries are listed:

- 12-10007 Norman Stubbs and Emma Stubbs**
Type: bk Chapter: 13 v Office: 1 (Boston)
Assets: y Case Flag: NTCAPR, DebtEd, 727OBJ
- 12-10068 Robert System and Sally System**
Type: bk Chapter: 7 v Office: 1 (Boston)
Assets: n Judge: JNF Case Flag: DebtEd, 727OBJ
- 12-10079 Andrew A. Aardvark and Annette Aardvark**
Type: bk Chapter: 13 v Office: 1 (Boston)
Assets: n Judge: CJK Case Flag: DebtEd

Below the cases, the "Docket Text" section shows "Modify as Appropriate." and a dropdown menu with "Notice of Transfer/Assignment of Claim" selected and "Chase (Mary_cr)" chosen. At the bottom, there are "Next" and "Clear" buttons.

Step 8 **Final Text.** Proofread this screen carefully and click **Next**.

The screenshot shows the ECF system interface with the same blue header and navigation tabs. The text reads "File a Court document:". The same three case entries from Step 7 are listed:

- 12-10007 Norman Stubbs and Emma Stubbs**
Type: bk Chapter: 13 v Office: 1 (Boston)
Assets: y Case Flag: NTCAPR, DebtEd, 727OBJ
- 12-10068 Robert System and Sally System**
Type: bk Chapter: 7 v Office: 1 (Boston)
Assets: n Judge: JNF Case Flag: DebtEd, 727OBJ
- 12-10079 Andrew A. Aardvark and Annette Aardvark**
Type: bk Chapter: 13 v Office: 1 (Boston)
Assets: n Judge: CJK Case Flag: DebtEd

Below the cases, the "Docket Text" section shows "Final Text" and a dropdown menu with "Notice of Transfer/Assignment of Claim Chase (Mary_cr)" selected. Below this, a red "Attention!!" warning states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom, there are "Next" and "Clear" buttons.

Note: 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 needed screen to make corrections or click on **Bankruptcy** and start over.

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

Step 9 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.

ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Search	LO
File a Court document:								
12-10007 Norman Stubbs and Emma Stubbs								
Type: bk	Chapter: 13 v	Office: 1 (Boston)						
Assets: y	Case Flag: NTCAPR, DebtEd, 727OBJ							
12-10068 Robert System and Sally System								
Type: bk	Chapter: 7 v	Office: 1 (Boston)						
Assets: n	Judge: JNF	Case Flag: DebtEd, 727OBJ						
12-10079 Andrew A. Aardvark and Annette Aardvark								
Type: bk	Chapter: 13 v	Office: 1 (Boston)						
Assets: n	Judge: CJK	Case Flag: DebtEd						
							United States Bankruptcy Court	
							District of Massachusetts TRAIN DATABASE	
Notice of Electronic Filing								
The following transaction was received from Mary_cr entered on 4/26/2012 at 2:35 PM EDT and filed on 4/26/2012								
Case Name:	Norman Stubbs and Emma Stubbs							
Case Number:	12-10007							
Document Number:	23							
Case Name:	Robert System and Sally System							
Case Number:	12-10068							
Document Number:	8							
Case Name:	Andrew A. Aardvark and Annette Aardvark							
Case Number:	12-10079							
Document Number:	7							
Docket Text:								
Notice of Transfer/Assignment of Claim Chase (Mary_cr)								
The following document(s) are associated with this transaction:								
Case Number: 12-10007								
Document description:								
Original filename:O:\02-01-2006 Training Files\13 PlanBRA.pdf								