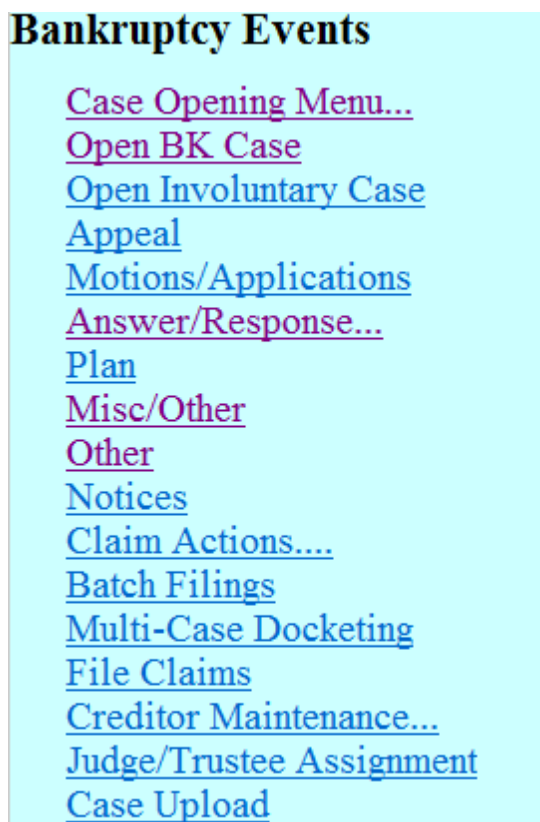

How to File the Judgment for Possession and other Documentation in Support of the Debtor's Certification to Cure Back Rent

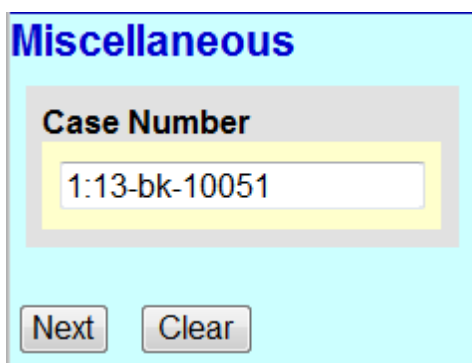
Step 1 Click **Bankruptcy** on the Main Menu Bar.



Step 2 Select the **Misc/Other** Category



Step 3 Check your case number and Click **Next**.

A screenshot of the 'Miscellaneous' case number entry form. The form has a light blue background. At the top, the word 'Miscellaneous' is written in bold blue text. Below it is a grey rectangular box containing the text 'Case Number'. Underneath this box is a white text input field with a yellow border, containing the text '1:13-bk-10051'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

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

Step 4 Select the **Supplemental Document** event and click **Next**.

Miscellaneous
13-10051 Jack Russell
 Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: CJK Case Flag: Repeat-MAB, DebtEd

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

Available Events (click to select events)

- Statement of Non Existence (Sec. 1116)
- Statement of Operations
- Statement of Social Security Number
- Statistical Summary of Certain Liabilities
- Status Report Re: Sale of Estate Property
- Stipulation
- Summary of Schedules
- Supplemental Document**
- Tax Documents
- Transcript Redaction Request
- Trustee/Examiner Report
- Update EOUST Stats
- Verified Declaration

Selected Events (click to remove)

- Supplemental Document

Next Clear

Note: 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 Click **Next** at the Joint Filing with other attorney(s) screen.

Miscellaneous:
13-10051 Jack Russell
 Type: bk Chapter: 7 v
 Assets: n Judge: CJK

Joint filing with other attorney(s).

Next Clear

Step 6 Select the party you are filing this document for and click **Next**.

Miscellaneous:

13-10051 Jack Russell

Type: bk Chapter: 7 v
Assets: n Judge: CJK

Select the Party:

Aquino, John [Trustee]	Add/Create New Party
Fitzgerald, John [U.S. Trustee]	
Russell, Jack [Debtor]	
Stubbs, Norman [Interested Party]	

Note: If the desired name does not appear, you must add them to the database then select them.

Step 7 Browse and attach your Judgment for Possession and click **Next**.

Miscellaneous:

13-10051 Jack Russell

Type: bk Chapter: 7 v
Assets: n Judge: CJK

Filename

Attachments to Document: No Yes

Step 8 Select the **category to which your event relates** and click **Next**.

Miscellaneous:

[13-10051 Jack Russell](#)

Type: bk Chapter: 7 v
 Assets: n Judge: CJK

Select the category to which your event relates.

court
 crbatch
 crditerd
 crt_gen
 crtretm
misc
 motion
 notice
 order
 plan

Filed to

Documents to

Note: You must select the category to which your event relates. To do this, place your mouse pointer on the word Answer in the category list, hold the left mouse button down and pull the mouse towards you to highlight all the categories and click **Next**.

Step 9 Place a **check mark** in the box next to the Petition and click **Next**.

Miscellaneous:

[13-10051 Jack Russell](#)

Type: bk Chapter: 7 v Office: 1 (Boston)
 Assets: n Judge: CJK Case Flag: Repeat-MAB, DebtEd

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

- 05/28/2013 [1](#) Chapter 7 Voluntary Petition All Schedules and Statements and Matrix. Filing Fee in the Amount of \$306 Filed by Jack Russell. (murray_aty)
- 05/28/2013 [2](#) Certification of Intent to Cure Entire Monetary Default for Residential Property and Rental Deposit in the amount of \$1000.00 with judgment filed by Debtor Jack Russell. (Re: [1](#) Voluntary Petition (Chapter 7)) filed by Debtor Jack Russell Deadline to Cure Default: 06/27/2013 (murray_aty)

Step 10 Modify the docket text to include **Judgment for Possession** and click **Next**.

Miscellaneous:

[13-10051 Jack Russell](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: CJK	Case Flag: Repeat-MAB, DebtEd

Docket Text: **Modify as Appropriate.**

Supplemental Document: (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Jack Russell

Step 11 **Final text.** Proofread this screen carefully and click **Next**.

Miscellaneous:

[13-10051 Jack Russell](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: CJK	Case Flag: Repeat-MAB, DebtEd

Docket Text: **Final Text**

Supplemental Document: **Judgment for Possession (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Jack Russell**

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

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 12 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.

Miscellaneous:

[13-10051 Jack Russell](#)

Type: bk	Chapter: 7 v	Office: 1 (Boston)
Assets: n	Judge: CJK	Case Flag: Repeat-MAB, DebtEd

United States Bankruptcy Court
District of Massachusetts TEST DATABASE

Notice of Electronic Filing

The following transaction was received from smith_aty entered on 7/11/2013 at 4:56 PM EDT and filed on 7/11/2013

Case Name: Jack Russell
Case Number: [13-10051](#)
Document Number: [6](#)

Docket Text:
Supplemental Document: *Judgment for Possession (Re: [1] Voluntary Petition (Chapter 7))* filed by Debtor Jack Russell (smith_aty)

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

Document description:Main Document
Original filename:H:\2005 Training\Proof of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1021399670 [Date=7/11/2013] [FileNumber=69648-0] [8637ed545a742360081fa9bef4cbca7143a1822f617fcebac99540cf9cf75b210b250cbf266016937850b4a78491c07a9cedc8261088bcc94ae534408a1780b]]

13-10051 Notice has been electronically mailed to:

murray_aty on behalf of Debtor Jack Russell
mary_murray@mab.uscourts.gov

murray_aty on behalf of Interested Party Norman Stubbs
mary_murray@mab.uscourts.gov