**Special Stipulations and Instructions**

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<u>Stipulations and Motions to Approve Stipulations</u>

**Rules to Remember:**

 • <u>Motions to Approve a Stipulation</u> and <u>Stipulations</u> themselves **must** be filed as separate documents.  You **must** create two separate PDF files to enter them correctly.  (Certificates of Service may always be filed with the Motion as an attachment.)
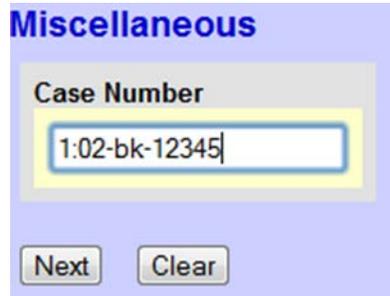
# **Filing the Stipulation**

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



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

**Bankruptcy Events**

Open BK Case
Open Involuntary Case
Appeal
Motions/Applications
Answer/Response...
Plan
Misc/Other
Notices
Claim Actions....
Batch Filings
File Claims
Creditor Maintenance...
Judge/Trustee Assignment
Case Upload

**Special Stipulations and Instructions**

**Step 3**       Enter your case number and click **Next**.



**Note:**       If the system prompts that you have entered an invalid case number, click the back button to try again. You may use the back button at any time during this process to verify former screens until the final submission.
You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

**Step 4**       Select **Stipulation** and click **Next**.

**Step 5**    If you are filing with **Another Attorney** check mark the box and click **Next**.  If not, leave the box unchecked and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                    Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

☑ Joint filing with other attorney(s).

Next    Clear

**Step 6**    Select the other attorney and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                    Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Select any additional attorney(s)**

Copper , Mark [Debtor]
Copper , Mark [Defendant]
Copper , Mark [Cross-Claimant]
Wise , [Creditor]
attorney - garrity, [Debtor]
attorney - garrity, [Creditor]
smith_aty , [Debtor]

*Click an attorney to see the party s/he represents*
[type of party shown in brackets]

Next    Clear

**Step 7**   Select **your client** and the other **Attorney's client** and click **Next.**

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk        Chapter: 7 v       Office: 1 (Boston)
Assets: y       Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Select the Party:**

```
, [Creditor]
Aylward, Jillian Kindlund [Trustee]
Chrysler Credit Corporation, [Creditor]
Maarkarkrk , Mark [Defendant]
Maavoadovid , David B. [Defendant]
Rodolakis, Stephan M. [Trustee]
Rodolakis, Stephan M. [Cross Defendant]
Siarvilvrk , Mark [Debtor]
```
Add/Create New Party

[Next] [Clear]

**Step 8**   **Do not check mark the box to create an Attorney/Party Association** on this screen as it will create a record that you also represent the other party.  Click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk        Chapter: 7 v       Office: 1 (Boston)
Assets: y       Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Chrysler Credit Corporation, (cr:cr) represented by Love, A (aty)
[Next] [Clear]

**Step 9**   Browse and attach your Stipulation and click **Next.**

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk        Chapter: 7 v       Office: 1 (Boston)
Assets: y       Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Filename**

[      ] [Browse...]
**Attachments to Document:** ⦿ No ○ Yes

[Next] [Clear]

**Step 10**    A screen will appear asking Does this matter involve a pending appeal?
Answer y or n and click **Next**

## Miscellaneous:

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                          Chapter: 7 v                          Office: 1 (Boston)
Assets: y                         Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Does this matter involve a pending appeal? [y or n]** [_____]

[ Next ]    [ Clear ]

**Step 11**    To create a **link** between your answer and the existing document, place a
**check mark in the box** and click **Next**.

## Miscellaneous:

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                          Chapter: 7 v                          Office: 1 (Boston)
Assets: y                         Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

☑ **Refer to existing event(s)?**
[ Next ]    [ Clear ]

**Step 12**    Select the **Category** to which your **Event Relates**

## Miscellaneous:

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                          Chapter: 7 v                          Office: 1 (Boston)
Assets: y                         Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

*Select the category to which your event relates.*

answer
appeal
auditor
caseupld
claims
cmp
court
crbatch
crditcrd
crt_gen

**Filed** [_____] 🗓 **to** [_____] 🗓
**Documents** [_____] **to** [_____]

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

**Step 13**        Select the pleading being settled by checking the box and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

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

☐ 09/06/2002 1    Chapter 7 Voluntary Petition . Receipt Number 565656, Fee Amount $200 Filed by (admin, )

☐ 09/18/2002 2    Reaffirmation Agreement Between Debtor and Sears Filed by Defendant Mark Marky . (admin, ) Additional attachment(s) added on 2/27/2003 (crossen_crt, ).

☐ 09/18/2002 3    Answer to Complaint , Crossclaim by Joe Smith against Stephen Rodolakis Filed by Joe Smith . (Forms, Testing)

☐ 12/17/2002 4    454 (Recover Money/Property): Complaint by Stephen M. Rodolakis against Joe Smith . Receipt Number cc, Fee Amount $150 (crossen_crt, )

☐ 12/17/2002 5    424 (Obj/Revocation Discharge 727): Complaint by Stephen M. Rodolakis against Mickey Mouse . Receipt Number o, Fee Amount $150 (smith_crt, )

☐ 12/17/2002 6    Application for Administrative Expenses Filed by Plaintiff Joe Smith (smith_crt, ) *(Terminated)*

☐ 12/17/2002 7    Objection/Opposition Filed by Debtor Mark Silver (smith_crt, )

☐ 12/19/2002 8    - Statement of the United States Trustee that there are an insufficient number of creditors to form a committee Filed by U.S. Trustee Zane Woodring . (smith_crt, )

☐ 12/19/2002 9    Motion to Appoint Creditors Committee Filed by Debtor Mark Silver (smith_crt, )

☐ 12/19/2002 10   ORDER: It appearing that a plan was filed without a certificate of service as required by Local Bankruptcy Rule 13-4, the Debtor is ordered to file a certificate of service within ten(10) days of this order. Failure to comply with this order shall result in dismissal of the case pursuant to 11 U.S.C 1307(c)(1) Signed on 12/19/2002. (smith_crt, )

**Step 14**        Click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**If ALL Stipulating parties were previously chosen disregard the following screen.**

Next    Clear

**Step 15**     If you selected all stipulating parties at the **Select Party** screen then click
            **Next**.   If you did not select all stipulating parties at the **Select Party**
            screen, **type in the party's name** and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                    Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

**Stipulation with Whom?**

Debtor Joe Smoetmite

Next     Clear

**Step 16**     Modify the text as appropriate and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                    Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

**Docket Text: Modify as Appropriate.**
Stipulation     ▾  **By Creditor Chrysler Credit Corporation and Debtor Joe Smoetmite** [        ]  with certificate of service ▾ **(Re: [13] Motion to Abandon) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)**

Next     Clear

**Note:**     There are optional prefixes which may be used to further define
            your document, (e.g., Emergency, Amended etc.)  Complete the
            docket text with the appropriate prefix and descriptive detail, if
            needed.  Click **Next** to continue.

**Step 17**     **Final Text**.  Proofread this screen carefully and click **Next**.

**Miscellaneous:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

**Docket Text: Final Text**
**Stipulation By Creditor Chrysler Credit Corporation and Debtor Joe Smoetmite with certificate of service (Re: [13] Motion to Abandon) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)**

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

**Note:**      This is your final opportunity to review the docket text. 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 18**     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:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                    Chapter: 7 v                Office: 1 (Boston)
Assets: y                   Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

**United States Bankruptcy Court**

**District of Massachusetts TRAIN DATABASE**

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/4/2015 at 3:49 PM EST and filed on 11/4/2015
**Case Name:**       Mark Siarvilvrk and Joe Smoetmite
**Case Number:**     02-12345
**Document Number:** 232

**Docket Text:**
Stipulation By Creditor Chrysler Credit Corporation and Debtor Joe Smoetmite with certificate of service (Re: [13] Motion to Abandon) filed by Creditor Chrysler Credit Corporation (Smith, Attorney)

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

**Document description:** Main Document
**Original filename:** H:\Attorney Training Files\Stipulation.pdf
**Electronic document Stamp:**
[STAMP bkecfStamp_ID=1021399670 [Date=11/4/2015] [FileNumber=181964-0]
[85a57511e183a2ef81dc9bbd18e0f22ca889e8eefa0bbf126517e928cc55dcd148bb
a703ebff962fdb2382b347ed42544d31237417a84cdbd25f84328a916b50]]
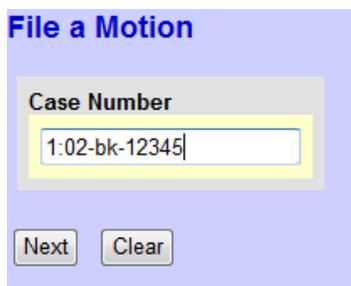
# Next you will docket your Motion to Approve Stipulation

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



**Step 2**          Select the **Motions/Applications** Category

**Bankruptcy Events**

Open BK Case
Open Involuntary Case
Appeal
Motions/Applications
Answer/Response...
Plan
Misc/Other
Notices
Claim Actions....
Batch Filings
File Claims
Creditor Maintenance...
Judge/Trustee Assignment
Case Upload

**Step 3**          Enter your case number and click **Next**.

**File a Motion**

**Case Number**

1:02-bk-12345

[ Next ]   [ Clear ]

**Note:** If the system prompts that you have entered an invalid case number, click the back button to try again. You may use the back button at any time during this process to verify former screens until the final submission.

You may cancel an event in process at any time (abort) by clicking on another menu option from the Main Menu Bar across the top of the screen.

**Step 4** Select **Approve** and click **Next**.

**File a Motion**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                     Chapter: 7 v                     Office: 1 (Boston)
Assets: y                    Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

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

**Available Events** (click to select events)                          **Selected Events** (click to remove events)

2004 Examination                                                       Approve
Abandon
Abandon (With Fee)
Abstention Under Section 305
Access to Tax Documents
Accounting
Adequate Protection
Administrative Expenses
Allow
Amend
Amend Schedules
Amended Motion/Application
Appear Telephonically/Video Conference
Appear pro hac vice
Appoint Creditors Committee
Appoint Trustee/Examiner
Appointment of Consumer Privacy Ombudsman
Approve
Assume/Reject

[Next]  [Clear]

**Step 5** If you are filing with **Another Attorney** check mark the box and click **Next**. If not, leave the box unchecked and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                     Chapter: 7 v                     Office: 1 (Boston)
Assets: y                    Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

☐ Joint filing with other attorney(s).

[Next]  [Clear]

**Step 6**        Select your client from the box and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                          Chapter: 7 v                          Office: 1 (Boston)
Assets: y                         Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Select the Party:**

| | |
|---|---|
| , [Creditor]<br>Aylward, Jillian Kindlund [Trustee]<br>Chrysler Credit Corporation, [Creditor]<br>Maarkarkrk , Mark [Defendant]<br>Maavoadovid , David B. [Defendant]<br>Rodolakis, Stephan M. [Trustee]<br>Rodolakis, Stephan M. [Cross Defendant]<br>Siarvilvrk , Mark [Debtor] | Add/Create New Party |

Next    Clear

**Step 7**        A question will appear asking Is this a Motion to Approve Compromise,
Amend Matrix, Amend Schedules, Amend Plan, Employ?  Please answer
y or n and click Next.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                          Chapter: 7 v                          Office: 1 (Boston)
Assets: y                         Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED,
APPEAL

**IS THIS IS A MOTION TO**

   **\*Approve Compromise,**

   **\*Amend Matrix,**

   **\*Amend Schedules,**

   **\*Amend Plan,**

   **\*Employ?**

**[y or n]** _____

Next    Clear

**Step 8** A questions will appear Are you asking for approval of a Loan Modification.  Please answer y or n and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| | | |
|---|---|---|
| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Are you asking for approval of a Loan Modification[y or n]** [                    ]

[Next] [Clear]

**Step 9** Browse and attach your Motion to Approve and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| | | |
|---|---|---|
| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Filename**
[                    ] [Browse...]
**Attachments to Document:** ⦿ No ◯ Yes

[Next] [Clear]

**Step 10**     You must select the category to which your event relates.  To do this, place your mouse pointer on the **Answer** category list, hold the left mouse button down and pull the mouse toward you to highlight all the categories and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
|---|---|---|
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

*Select the category to which your event relates.*

```
answer
appeal
auditor
caseupld
claims
cmp
court
crbatch
crditcrd
crt_gen
```

**Filed** [        ] **to** [        ]

**Documents** [     ] **to** [     ]

[Next]  [Clear]

**Step 11**     Place a **check mark in the box** next to the stipulation you want approved and click **Next**.

☐ 03/13/2012 216 Financial Management Course Certificate filed by Debtor Mark Siarvilvrk (Love, A)

☐ 03/19/2012 217 Chapter 13 Agreement between debtor and counsel filed by Debtor Mark Siarvilvrk (Murray, M)

☐ 03/19/2012 218 Chapter 13 Agreement between debtor and counsel filed by Debtor Mark Siarvilvrk (Murray, M)

☐ 03/19/2012 219 Chapter 13 Agreement between debtor and counsel filed by Debtor Mark Siarvilvrk (Murray, M)

☐ 04/04/2012 220 By Creditor Chrysler Credit Corporation (Re: 9 Motion to Appoint Creditors Committee, 212 Motion for Relief From Stay) filed by Creditor Chrysler Credit Corporation (Murray, M)

☑ 04/04/2012 221 Motion filed by Creditor Chrysler Credit Corporation to Approve (Re: 126 Stipulation) with certificate of service (Murray, M)

☐ 04/04/2012 222 By Creditor Chrysler Credit Corporation and Chrysler Credit (Re: 9 Motion to Appoint Creditors Committee) filed by Creditor Chrysler Credit Corporation (Love, A)

[Next]  [Clear]

**Step 12**     Modify the text as appropriate and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| | |
|---|---|
| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Docket Text: Modify as Appropriate.**

[ ⌄ ] **Motion filed by Creditor Chrysler Credit Corporation to Approve [Re:[232] Stipulation]** [ ⌄ ] **. (Smith, Attorney)**

[ Next ]  [ Clear ]

**Step 13**     **Final Text**.  Proofread this screen carefully and click **Next**.

**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite

| | |
|---|---|
| Type: bk | Chapter: 7 v | Office: 1 (Boston) |
| Assets: y | Judge: HJB | |

Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**Docket Text: Final Text**

**Motion filed by Creditor Chrysler Credit Corporation to Approve [Re:[232] Stipulation] with certificate of service. (Smith, Attorney)**

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

[ Next ]  [ Clear ]

**Note:**     This is your final opportunity to review the docket text. 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 14**     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.

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**File a Motion:**

02-12345 Mark Siarvilvrk and Joe Smoetmite
Type: bk                  Chapter: 7 v              Office: 1 (Boston)
Assets: y                 Judge: HJB
Case Flag: DISMISS 109g, DEFER, JNTADMN, FeeDueINST, DISCHARGED, APPEAL

**United States Bankruptcy Court**

**District of Massachusetts TRAIN DATABASE**

Notice of Electronic Filing

The following transaction was received from Attorney Smith entered on 11/4/2015 at 4:03 PM EST and filed on 11/4/2015
**Case Name:**        Mark Siarvilvrk and Joe Smoetmite
**Case Number:**      02-12345
**Document Number:** 233

**Docket Text:**
Motion filed by Creditor Chrysler Credit Corporation to Approve [Re:[232] Stipulation] with certificate of service. (Smith, Attorney)

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

**Document description:**Main Document
**Original filename:**H:\Attorney Training Files\Motion1.pdf
**Electronic document Stamp:**
[STAMP bkecfStamp_ID=1021399670 [Date=11/4/2015] [FileNumber=181970-0]
[0583a1772f388dd50a01c3df18711e0a6b2ec47716de6426d7d942c8ea1bbc895e06
615007d259b3817c31d2f84acfe9fc490efd6bdd9801dda236745a857630]]