

Attorney ECF Manual

Updated November 2019

Ohio Northern Bankruptcy Court
Josiah C. Sell, Clerk of Court
201 Superior Ave, Cleveland, OH 44114



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Section 1 - Access

Site Access

Users can access the Case Management / Electronic Case Filing (CM/ECF) system for the Northern District of Ohio through the Court's Internet web page at: <https://www.ohnb.uscourts.gov>

TIP: If the court's home page is inaccessible, you may access CM/ECF by using the following link: <https://ecf.ohnb.uscourts.gov>

STEP 1 Click the E-Filing (CM/ECF) blue hypertext link on the left side of the home page and then click on Northern District of Ohio - Document Filing System.

Authentication	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037 . This requirement applies to all documents, including attachments.
Login: <input type="text"/>	<input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
Password: <input type="password"/>	
Client code: <input type="text"/>	
<input type="button" value="Login"/> <input type="button" value="Clear"/> Forgot Password?	

Login

To access the CM/ECF system, you must enter your login and password.

STEP 1 The CM/ECF Login screen will appear.

- Enter your login, password, and client code (if applicable) in the appropriate fields.
- Check the box pertaining to the redaction rules.
- Click the Login button to enter your information.
- If an invalid combination is entered, the system will respond with an error message. After 5 unsuccessful login attempts, your account will be locked out for 5 minutes. Every additional invalid password entered after a lock out will increase the duration of the next lock out.
- You can reset your password by using the Forgot Password? hypertext link.
- Upon entry of a valid login and password the following Main Menu bar will appear.

STEP 2 You may select any of the options on the Main Menu (Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout) by clicking on the desired menu heading.

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open a BK Case](#)
- [Open an Involuntary Case](#)
- [Other](#)
- [Plan](#)
- [Unclaimed Funds](#)
- [Order Upload](#)

Following is a description of the Main Menu headings available to attorneys.

- Bankruptcy opens the Bankruptcy Events menu from which you may open bankruptcy cases, docket pleadings, file claims, and upload orders.
- Adversary opens the Adversary Events menu from which you may open an adversary proceeding, docket pleadings, or upload orders in an adversary case.
- Query opens the Query screen, which allows you to search for cases using case numbers, names, Social Security numbers, or tax I.D. numbers.
- Reports opens the Reports menu from which you may generate various case-related reports, such as docket activity, claims activity, and List of Creditors.
- Utilities opens the Utilities menu, which, among other things, allows you to maintain your account and view your payment history and CM/ECF transactions. The Utilities menu also provides access to legal research information and mailing information.

- Search allows you to find menu headings and docket events. A pop-up screen will appear to allow you to enter key words or phrases to match the document to be filed.
- Logout returns you to the Login screen.

You may switch from one event to another at any time by moving your cursor to the Main Menu bar and clicking the appropriate menu heading.

Section 2 – Your Account

Maintaining Your ECF Account

This function allows you to update contact information, such as your e-mail address, mailing address, and telephone number. To update your contact information, please adhere to the following guidelines.

- STEP 1 Select Utilities from the Main Menu and then click the Maintain Your ECF Account hypertext link from the Your Account menu. The following Maintain User Account screen appears.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name: Doe First name: Jane
Middle name: Generation: Jr
Title: Type aty:
Office: Doe & Jones Attorneys at Law Add Headers to PDF Documents
Address 1: 201 Superior Avenue
Address 2:
Address 3:
City: Cleveland State: OH Zip: 44114
Country: USA County: CUYAHOGA-OH (39035)
Phone: (216) 555-5555 Fax: (216) 555-1234
SSN/ITIN: 999-99-9999 Tax Id/EIN: 12-1234567
Bar ID 5: Bar status: Active Mail group:
Initials: DOB: AO code: Person end date:

Email information... More user information...
Submit Clear

- Make the appropriate amendments to your name, address, telephone number, and/or fax number.

TIP: Do not enter anything in the SSN/ITIN or Tax ID/EIN fields.

1. The Email information button allows you to specify how you want to be notified of CM/ECF filings, and the e-mail address to which you want to have notification sent (see Step 2).

2. Select the Submit button upon completion of all account amendments, or select the Clear button to clear the changes you may have made.

STEP 2 By selecting the Email Information button, the following E-mail Information screen will appear.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Jane Doe Jr

Primary
 email address: last@i.com

Secondary
 email address: backup.addr@gmail.com

Reenter
 primary email address: last@i.com

Reenter
 secondary email address: backup.addr@gmail.com

Send the notices specified below
 to my primary email address
 to the secondary addresses

Send notices in cases in which I am involved
 Send notices in these additional cases

18-12345 Find This Case
 15-12022 Find This Case

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing
 Suppress notices

Format notices HTML Text

Return to Account screen Clear

- Primary e-mail address: The maintenance of a valid e-mail address in CM/ECF is mandatory. Periodically users will be required to verify and/or update the primary address on file.
- Send the notices specified below: Click the box(es) to select one or both of the following options:
 1. to my primary e-mail address: E-mails will be forwarded to the user’s primary e-mail address.
 2. to the secondary addresses: E-mails will be forwarded to the primary e-mail address and other addresses. You may add other e-mail addresses in the text box.

- Send notices in these additional cases: To receive notices for a case in which you are not involved, check the box next to this section, and enter the relevant case number(s) in the text box.
- Send a notice for each filing: Click to receive notice of electronic case filing for each case.
- Send a Daily Summary Report.
- Format notices: Select the proper format by clicking on one of the following radio buttons.

1. HTML format for most modern email programs or ISP e-mail service.
2. Text format for cc: Mail, GroupWise and other e-mail service.

- Return to Account screen: Click to continue making changes to your account. If you are finished making changes, click the Submit button.
- Clear: If you wish to delete the entries you have made and start again, click the Clear button.

STEP 3 After selecting More user information, a screen displaying the following information will appear.

- Login: This field cannot be edited.
- Click the Return to Account screen to continue making changes.
- Click the Clear button to restart if necessary.

STEP 4 After making the desired amendments, click the Submit button, and the system will display all cases in which you are listed as a party.

Searching for existing Attorney Records

Select the cases to be updated

*** Update All ***
*** Update Open ***
*** Update Closed ***
*** Update None ***
2001-19904-aih Lisa Marie Pearson (Closed)
2001-21242-pmc Lachelle M. Hall (Closed)
2001-21514-pmc Fredrick O. Fields and Madelena Fields (Closed)
2001-21514-pmc Fredrick O. Fields and Madelena Fields (Closed)
2002-24696-aih Carolyn Watley (Closed)
2002-53480-mss Beatrice Champ (Closed)

Submit Clear

- Select Update All if you want the information you have entered to be applied to all cases in which you are a party, or you may select/enter the specific cases you wish to update.
- Click the Next button to continue.
- The system will update the cases you have selected and generate a confirmation screen.

STEP 5 The Update Person screen will appear to indicate the status of your transaction.

Review Billing History

If you wish to view the number of CM/ECF pages you have accessed through your PACER account and the fees you have incurred, you must access PACER with your PACER login and password. If you enter client codes when you access CM/ECF, the charges are totaled for each code. However, if you wish to view the charges for pleadings filed under your CM/ECF account, you must sign in using your CM/ECF login and password and run the Internet Payment History or Internet Payments Due reports.

TIP: PACER screens and CM/ECF screens are similar. Therefore, you must ensure that you are logged in correctly before running your report. To view your PACER billing history, run the Review Billing History Report by adhering to the following guidelines

STEP 1 To access the Billing History Report go to PACER.gov. Click on the Login link in the upper right hand corner of the website. Once logged in, click on Manage my PACER Account. Click on the Usage tab and then View Detailed Transactions.

The screenshot shows the PACER Billing History report interface. At the top, there is a header with the PACER logo and the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS" and the United States Courts logo. Below the header, the title "BILLING HISTORY" is displayed in red, with a "Close" button to its right. The main content area is titled "Billing" and contains an important notice: "IMPORTANT: While you may currently access real-time transactions, we recommend that you wait until after the 10th of the month to obtain complete billing details for the previous month (e.g., wait until Nov. 10 to access billing details for October). This will ensure that you receive an accurate total." Below the notice, the user information is displayed: "User: bheminger01", "Date: Fri, Mar 2 09:19:28 2018", and "Court: All Courts" (selected from a dropdown menu). The "Client Code" field is empty. The "Date Range" is set to "03/02/2018" to "03/02/2018", with links for "This Month", "Last Month", "This Quarter", and "Last Quarter". The "Sort Order" is set to "Transaction Date". The "Transaction Type" is set to "Billable" (selected with a radio button). The "Options" section includes checkboxes for "Summary", "Summary Details", and "Download". At the bottom, there are "Submit" and "Reset" buttons. On the right side, there is a "Most Recent Statements" button and a "None found." message.

- User: Your username will appear next to the user section at the top of the page. You cannot amend your username on this screen.
- Courts: Select All Courts to search your billing history in all court locations or select Other Courts to choose a specific court from the drop down menu.
- Client Code: Enter your client code in this box.

- **Date Range:** You may conduct a search by the day, week, month, quarter, or any other period of time.
- **Sort Order:** Allows you to arrange your billing information by date, client code, login, or court/transaction date.
- **Transaction Type:** Select either billable or exempt.
- **Options:** Select either summary, summary details or download.

STEP 2 After you have entered your desired search criteria, click the Submit button to generate your Billing History Report. If you would like to amend your search criteria, click the Reset button. Click the Close button if you do not wish to continue.

Maintain My Account

The Maintain My Account screen displays your current PACER login and client code. To view your account information, adhere to the following guidelines.

- Select the Settings tab to Change Username, Change Password, Remove Your PACER Account from a PAA, Update PACER Billing Email, Set Security Information or View All My Requests.
- Select the Maintenance tab to Update Personal Information, Update Address Information, Attorney Admissions/E-File Registration or Non-Attorney E-File Registration.
- Select the Usage tab to review your Billing History.

View Your Transaction Log

The View Your Transaction Log screen displays details of the user's CM/ECF docketing transactions for a specific period of time. Adhere to the following guidelines to view your transaction log.



STEP 1 Select Utilities on the Main Menu and then select View Your Transaction Log from the Your Account menu. The View Transaction Log screen will appear.

- Identify the desired transaction period for your report by entering the start date and end date in the appropriate fields.

- Click Submit after entering the start and end dates, or click Clear to reset your search criteria.

STEP 2 The Transaction Log screen appears.

- To print the transaction log, click Print on your Browser toolbar.
- To execute a different transaction, click the Main Menu option of your choice.

 Bankruptcy Adversary Query Reports Utilities Search Logout 			
Transaction Log Report Period 01/01/1996 - 05/04/2018			
Id	Date	Case Number	Text
37356597	05/04/2018 11:13:46		Updated person record: Jane Doe Jr Prid: 5104441
37356597	05/04/2018 11:13:46		Updated user record: "taty05 " 5104441
37356597	05/04/2018 11:13:47		changed setting for user : Test Aty (5104441) :Selected sending notices for adversary proceedings, directly involved and their related bankruptcy cases (changed mail_notice mn_related_bkcase from to y)
37356598	05/04/2018 11:14:08		Updated person record: Jane Doe Jr Prid: 5104441
37356598	05/04/2018 11:14:08		Updated user record: "taty05 " 5104441

Total Number of Transactions: 5

Section 3 - Mailings

List of Creditors

The List of Creditors report displays the list of creditors on a specific case. The matrix report contains creditors uploaded during case opening, and may or may not include parties who have filed/docketed pleadings. All creditors on this report are added through the Creditor Maintenance feature of CM/ECF. The creditor addresses listed on this report are used by the Bankruptcy Noticing Center (BNC) for notices generated by the court. Therefore, it is imperative that all creditor mailing information is correct. To view your creditor mailing matrix, adhere to the following guidelines.

STEP 1 Select Utilities on the Main Menu, and then select Mailings, as shown below. On the Mailings screen, select List of Creditors (PACER fees will apply).



Utilities

Your Account

- [Change Your PACER Account](#)
- [Change Your Password](#)
- [Internet Payments Due](#)
- [Internet Payment History](#)
- [Maintain Your ECF Account](#)
- [View PACER Account Information](#)
- [Review Billing History](#)
- [View Your Transaction Log](#)

Miscellaneous

- [Links to Other Courts](#)
- [Mailings...](#)
- [Pacer Case Locator \(National Index\)](#)
- [Verify a Document](#)

STEP 2 The List of Creditors screen appears.

Case number

Special mailing group *(Highlight blank field for no special mailing group)*

Format 3 columns *(charges are based on a formula independent of the number of pages displayed)*
 raw data format

- Enter the case number.
- Select the Format button.
- Select Run Report to generate your report or Clear to reset the search criteria.
- The Search Results screen shows a list of creditors for the case number entered.
- To print, click the Print button on the Browser toolbar.

Mailing Information for a Case

The Mailing Information for a Case screen displays a list of the parties receiving email and/or manual notices on a specific case. To generate the Mailing Information report for a specific case, adhere to the following guidelines.

STEP 1 Select Utilities on the Main Menu, and then select Mailings followed by Mailing Info for a Case.

STEP 2 Enter the case number, and click the Submit button.

- The Mailing Information for Case screen will appear. Click on the Creditor List hypertext link if you want to view creditors only. Click on the List of Creditors hypertext link if you want to view all creditors and parties.
- The PACER Login screen will appear. Enter your login information.
- The List of Creditors screen will appear. Make sure the pre-populated case number is correct, and click Run Report.

- The PACER Service Center Transaction Receipt will appear, showing you the total charges applied to your PACER account. Click the View Labels button.
- The List of Creditors for the case will appear as shown below.

Label Matrix for local noticing
 0647-1
 Case 08-10014-aih
 Northern District of Ohio
 Cleveland
 Wed Feb 18 10:12:50 EST 2009
 CAPITAL ONE BANK
 C/O TSTS DEBT MANAGEMENT
 PO BOX 5155
 NORCROSS, GA 30091-5155

Recovery Management Systems Corporation
 25 S.E. 2nd Avenue, Suite 1120
 Miami, FL 33131-1605

Howard M. Metzbaum U.S. Court House
 United States Bankruptcy Court
 201 Superior Avenue
 Cleveland, OH 44114-1248

Jefferson Capital Systems LLC
 PO BOX 13051
 COLUMBUS GA 31902-3951

MATTHEW I MCKELVEY
 PO BOX 5400
 CINCINNATI OH 45201-5400
 ATTORNEY FOR WELLS FARGO

Option One Mortgage Corporation
 Option One
 Attn: Cashiering Dept.
 P.O. Box 44042
 Jacksonville, FL 32231-4042

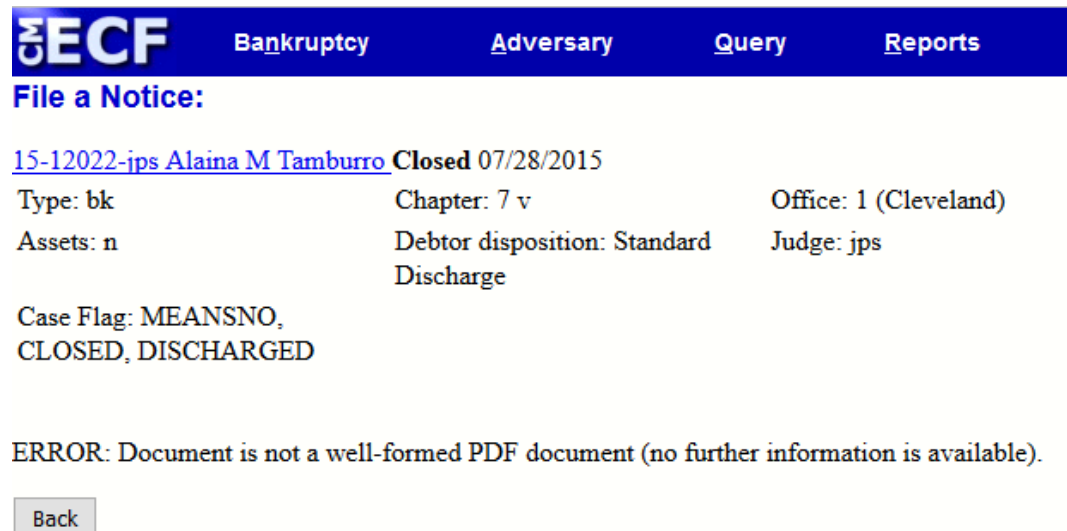
PremierBankCard/Charter
 P.O Box 2208
 Vacaville, CA 95496-8208

Velocity Asset Management
 c/o Javitch Block & Rathbone
 1100 Superior Ave, 19th Flr
 Cleveland, Ohio 44114-2521

Section 4 – Document Preparation

Format

Only documents in a Portable Document Format (PDF) may be filed electronically. If you attempt to submit a document that is not in a portable document format, the following error message appears.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, and Reports. Below the navigation bar, the text "File a Notice:" is displayed. A case summary is shown for case 15-12022-jps Alaina M Tamburro, which is closed on 07/28/2015. The summary includes details such as Type: bk, Chapter: 7 v, Office: 1 (Cleveland), Assets: n, Debtor disposition: Standard Discharge, and Judge: jps. The Case Flag is listed as MEANSNO, CLOSED, DISCHARGED. Below the case summary, an error message states: "ERROR: Document is not a well-formed PDF document (no further information is available)." At the bottom of the error message, there is a "Back" button.

Creating PDF Documents for CM/ECF

Click on the following hypertext link on the Court's website for [Creating PDF Documents for CM/ECF](#).

Section 5 – List of Creditors

List of Creditors File

A List of Creditors contains the name and mailing address of each creditor on a specific case. Creditor information is used for notices and claims information. Therefore, it is imperative that all information entered is accurate. The following guidelines will help you upload a List of Creditors file (.txt file) to the CM/ECF system both electronically and manually. Click on the following hypertext link to the [Local Bankruptcy Rule 1007-2 for Mailing – List or Matrix](#).

Electronically Uploading a List of Creditors File into the CM/ECF System

STEP 1 Create the list of creditors in the proper format and save it as a .txt file.

STEP 2 Select Bankruptcy from the Main Menu, and select Creditor Maintenance from the Bankruptcy Events menu. The Creditor Maintenance menu appears.

- Select Upload List of Creditors file.
- Enter the case number.

STEP 3 The Load Creditor Information screen appears.

- Type the name of the file in the Filename box, or click Browse to search for your file. Your document must be in .txt format to continue.

Load Creditor Information

Case 15-12022-jps already contains creditors!

Case number 1:15-bk-12022

Enter name of file and click on Next

Example: c:\creditor.scn

No file selected.

- Click Next to continue, or Clear to restart.

STEP 4 The Total Creditors Entered screen will appear.

- Verify the total number of creditors you have entered.
- If the creditor count information is correct, click the Submit button.
- If the creditor count is incorrect, click the back (<<) arrow above the Main Menu, and upload an amended matrix containing the correct number of creditors.

STEP 5 The Creditors Receipt screen confirming the total number of creditors added to the database will appear. The Creditors Receipt also verifies successful transmission of creditors to the case.

Manual Entry of Individual Creditors into the CM/ECF System

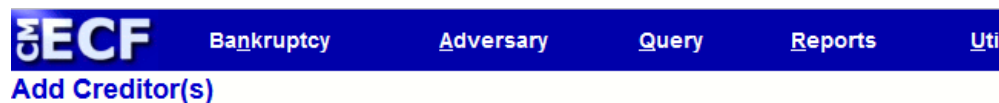
STEP 1 Select Bankruptcy from the Main Menu, then click the Creditor Maintenance hypertext link from the Bankruptcy Events menu. The Creditor Maintenance menu appears. Select Enter individual creditors.

STEP 2 The Creditor Processing screen appears.

- Enter the case number, and click Next to continue, or Clear to restart.

STEP 3 The Add Creditor(s) screen appears.

- Enter the creditor name, street address, city, state, and zip code in the Name and Address field.



Case 15-12022-jps already contains creditors!

Case number 15-12022-jps Alaina M Tamburro

Name may be 50 characters. Address may be 5 lines, 40 characters each.

More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

Creditor type Creditor

Creditor committee No Yes **Entity**

Next

Clear

- You may also enter multiple creditors provided there is at least one blank line between each creditor entry.
- For Creditor committee, select either No or Yes.
- Click Next to continue, or Clear to restart.
- Verify the total number of creditors you have entered.
- Click the Submit button.

STEP 4 The Creditors Receipt screen appears. View the Creditors Receipt screen to verify

the total number of creditors added to the database. If the number of creditors entered is correct, select the Submit button to proceed.

Section 6 – Bankruptcy Case Opening

A voluntary petition must be filed when opening a new case. During the case opening process, you should enter the required debtor and statistical information obtained from the voluntary petition, lists, schedules, and statements. To open a bankruptcy case, please adhere to the following guidelines.

STEP 1 Click Bankruptcy on the Main Menu, and then click the Open a BK Case link on the Bankruptcy Events menu.

STEP 2 The Open New Bankruptcy Case screen appears.

SECF Bankruptcy Adversary

Open New Bankruptcy Case

Case type bk

Date filed 5/4/2018

Chapter

Joint Petition

Deficiencies

Next Clear

- The Case type field defaults to bk and cannot be changed.
- The Date filed field defaults to the current date and cannot be changed.
- The Chapter type must be selected by clicking on the drop down arrow to display your choices.
- For Joint Petition, select n or y from the drop down box to indicate that the filing is either filed by joint filers or an individual filer.

- Deficiencies should be noted. Select n if all schedules, statements, certificates, pay advices, etc., are being filed on the day the case is opened. Select y if there are documents that are not being filed on the day the case is opened.
- If you enter y for deficiencies, you will be asked to identify the deficient documents in Step 9.
- Click Next to continue, or Clear to reset.

STEP 3 The following Search for a debtor screen appears.

The screenshot shows a web interface with a blue header bar containing the text 'MECF Bankruptcy Adversary Query'. Below the header is the title 'Open New Bankruptcy Case'. The main section is titled 'Search for a debtor' and contains several input fields: 'SSN / ITIN' and 'Tax ID / EIN' (each with a text box), 'Last/Business name' (with a text box), 'First Name' (with a text box), and 'Middle Name' (with a text box). At the bottom of the form are two buttons: 'Search' and 'Clear'.

- Enter the debtor's SSN (Social Security Number), with dashes, or enter the Tax ID for business cases.
- Enter debtor's Last/Business name.
- Click Search.

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

Smith, John, III
 Smith, John
 Smith, John, 3733 E 146th Street, Cleveland, OH
 Smith, John
 Smith, John, 14901 Lake Road, Cleveland, OH
 Smith, John

- The Search for a debtor screen will appear again to display the results of your search.¹

STEP 4 If the debtor is not found, click the Create new party button.

- The Debtor Information screen appears. Enter the appropriate information in the fields provided.
- Last Name: The debtor’s last name will default to the Last/Business name found during your search. If the debtor’s name is correct, use your Tab key to advance to the next field. Note: Do not enter the debtor’s name using all capitalize letters.
- First Name: Type the debtor’s first name.
- Enter the debtor’s Middle Name, Generation and Title if needed.
- The debtor’s SSN (Social Security Number) or Tax I.D. number will default to the numbers used in the most recent search. Please verify that you have entered the correct number before proceeding.
- Enter the debtor’s address in the appropriate fields.
- Populate the Country field only if the country listed is not the United States of America.
- Phone, Fax, E-mail fields are NOT required for debtors.
- If there is text you wish to include on the docket after the debtor’s name (e.g., D.D.S., a Virginia corporation), key the text in the Party text window.

¹ If your search is successful and your debtor’s name appears in the Party search results list: (1) verify that the name and address are correct, and match the voluntary petition. (2) click on the name to highlight it, and (3) click on Select name from List.

- Click Alias to allow for inclusion of one or more aliases of the debtor.¹
- Click Corporate parent/affiliate, if you wish to search for a corporate parent.
- Click Review if you would like to review/change debtor's Alias information.
- Click Submit to continue, Cancel to restart, or Clear to reset defaults.
- Click Next to verify the divisional office in which you have filed your case.

STEP 5 The following Statistical/Administration information screen will appear.

EECF Bankruptcy Adversary Query Reports Utilities

Open New Bankruptcy Case

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

- Populate the following fields.
 1. Prior filing within 8 years: Click the down arrow to select either no or yes.
 2. Fee Status: Select either Installment, Paid, fee not paid, or IFP filing fee waived.
 3. Nature of Debt: Select either business, consumer or other.
 4. Asset notice: Select either No, Yes.
 5. Estimated number of creditors: Click the down arrow and select the approximate number of creditors.
 6. Estimated assets: Click the down arrow and select the approximate asset dollar value.
 7. Estimated liabilities: Select the appropriate value of the estimated debts.
 8. Type of Debtor: Select the type of debtor by clicking the appropriate button.
 9. Nature of business: If you've entered a business case, select the type of business.
- Click Next to continue, or Clear to reset defaults.

¹ You may add up to 5 Aliases.

STEP 6 The Summary of Assets and Liabilities and Certain Statistical Information screen will appear. Populate all applicable fields of the screen by referring to the required forms. Enter the amount in dollars and cents. Do not use the "\$" sign or "," commas when entering the dollar value. Click Next.

STEP 7 The following screen will appear if you are filing a chapter 13 case. If you are filing a chapter 7 case proceed to Step 8. You will need your schedules to populate the appropriate fields. After you populate the fields below, click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search

Open New Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

STEP 8 The following screen will appear if you are filing a chapter 7 case. You will need your schedules and Form B122A-1 to populate the fields. After you populate the fields, click Next.

Open New Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

Form B122A-1

Line 1: Marital and filing status

Line 11: Total current monthly income Debtor Spouse

Line 13: Number of people in debtor's household

Line 13: Applicable median family income

Form B122A-1Supp

Line 1: Declaration of non-consumer debt

Line 2: Disabled veteran

Form B122A-2

Line 4: Adjusted current monthly income

National Standards

Line 6: Food, clothing and other items

Line 7c: Out-of-pocket health care allowance: people under 65 years of age

Line 7f: Out-of-pocket health care allowance: people 65 years of age or older

Local Standards

Line 8: Housing and utilities; insurance and operating expenses

Line 9c: Housing and utilities; Net mortgage or rent expense

Line 11: Local transportation expenses: number of vehicles

Line 12: Vehicle operation expense OR Line 14: Public transportation expense

Line 13c: Net Vehicle 1 ownership or lease expense:

Line 13f: Net Vehicle 2 ownership or lease expense:

Line 15: Additional public transportation expense

Other Expenses

Line 24: Total expenses allowed under IRS expense allowance

Line 29: Education expenses for dependent children younger than 18

Line 30: Additional food and clothing expense

Line 32: Total additional expense deductions

Line 37: Total deductions for debt payment

Line 38: Total deductions from income

Determine Presumption of Abuse

Line 39c: Monthly disposable income

Line 39d: 60-month disposable income

Line 40: Initial presumption determination

Line 41a: Total nonpriority unsecured debt

Line 41b: 25% of total nonpriority unsecured debt

Line 42: Secondary presumption determination

STEP 9 If you indicated in Step 2 that there are deficiencies, the Deficiency List screen shown below will appear.

Open New Bankruptcy Case

Deficiency List

*Check item(s) **NOT** included in the petition*

- Aty Disclosure Stmt.**
- Corp Ownership Stmt**
- Employee Income Record Due
- Creditor List Due in 24 Hours
- Means Test Form
- Dec Concerning Debtor Schedule
- Schedule A/B**
- Schedule C**
- Schedule D**
- Schedule E/F**
- Schedule G**
- Schedule H**
- Schedule I**
- Schedule J**
- Schedule J-2**
- Schedules A/B-J**
- SSN/Tax ID**
- Stmt. of Fin. Affairs**
- Summary of Schedules**
- Legal Description/**
- Permanent Parcel Number due**
- Cert of Credit Counseling**

Next

Clear

- Identify all deficient documents by clicking the associated boxes.
- Click the Next button to continue.

STEP 10 Upload the petition.

- The petition should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 11 If there are deficiencies, the Incomplete Filings Due screen will appear. Please make a note of the due dates for deficient documents, and click the Next button to continue.

The Presumption Arises (Presumption of Abuse) screen will appear.



STEP 12

Presumption of Abuse

- Indicate if there is a presumption of abuse by clicking No or Yes.
- Continue by clicking Next.

The Fee Due screen appears. Verify that the fee shown is correct. Click Next to continue.

STEP 13

- Enter the amount you propose to pay with the filing of the petition as reflected on the Application to Pay Filing Fee in Installments.
- If filing an Application to Have Chapter 7 Filing Fee Waived the Fee Due screen should not appear.

STEP 14

On the following screen you will have the option of adding text that will appear on the docket. Enter any additional information you wish to appear as a part of the docket text. All text entered by the filer will appear in italicized font on the docket.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition for Individuals [input field]. Fee Amount \$335 Filed by John Smith Incomplete Filings due by 05/18/2018. (Doe, Jane aty)

Next Clear

- Click Next to continue.

The Final Docket Text screen will appear. Please view the text shown carefully. If the text is not as you would like it to appear on the docket, click the browser's back button and make the necessary modifications. Click Next to proceed to the following screen.

STEP 15

WARNING: If you click Next on the screen shown below, you will no longer have an opportunity to modify the docket text, and you will receive a bankruptcy case number.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition for Individuals . Fee Amount \$335 Filed by John Smith Incomplete Filings due by 05/18/2018. (Doe, Jane aty)

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

- If the docket text appears as you wish, click Next to pay for your filing(s).

STEP 16 Please ensure that pop-up blocker software is deactivated. Failure to deactivate your pop-up blocker software will result in the payment screen being bypassed.

NOTE: You must submit payments for filings electronically using a major credit card or checking account. Payments for electronic filings will not be accepted over the counter. See [Section 8](#) of this manual for instructions on how to submit electronic payments.

- Do not use the Browser back button during the payment process.
- Do not click the X in the upper right corner of the payment screen at any time. Should you click the X at any time, the payment box will not reappear until you reset the payment screen.

STEP 17 The following Pay.Gov screen will appear listing your total balance due.

U.S. Bankruptcy Court
Northern District of Ohio

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Jane Doe entered on 5/10/2018 at 8:33 AM EDT and filed on 5/10/2018

Case Name: Freeman
Case Number: [18-50095](#)
Document Number: 1

Summary of current charges		
Date Incurred	Description	Amount
2018-05-04 15:25:31	Transfer of Claim(17-12634-jps) [claims.trclm] (25.00)	\$ 25.00
2018-05-10 08:33:37	Voluntary Petition (Chapter 7)(18-50095) [misc.volp7] (335.00)	\$ 335.00
		Total: \$ 360.00

Docket Text:
Chapter 7 Voluntary Petition for

The following document(s) are:

Document description:Main D
Original filename:Canon DR-2
Electronic document Stamp:
[STAMP bkecfStamp_ID=9859
] [7300a28053720cab5fbb2e75f
3f3a04704914b4355af72c0f69

18-50095 Notice will be electre

Jane Doe, Jr on behalf of Debro
last@i.com, backup.addr@gma

18-50095 Notice will not be ele

Pay Now Continue Filing

- To pay for your filing fee, click the Pay Now button.
- To continue filing additional pleadings, click the Continue Filing button
- To view the Notice of Bankruptcy Case Filing, click the Notice of Bankruptcy Case Filing hyperlink. As shown below, the Notice of Bankruptcy Case Filing screen confirms that the system has processed your filing; it displays your new bankruptcy case number. This screen also lists information such as the time and date of filing, debtor's name and address, final docket text, and a link to the petition for viewing. The Notice of Bankruptcy Case Filing link will display the Court seal and proof of bankruptcy filing.
- *You may view your filing on PACER one time at no cost.*

NOTE: You can also access the Notice of Bankruptcy Case Filing under the Query menu. (Query ⇒ Run Query ⇒ Notice of Bankruptcy Case Filing.

United States Bankruptcy Court
Northern District of Ohio

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 01/18/2018 at 11:23 AM and filed on 01/18/2018.

Carita A. Gooden
5647 Briarcliff Drive
Garfield Heights, OH 44125
216-326-3296
SSN / ITIN: xxx-xx-8191



The bankruptcy trustee is:

Sheldon Stein
S. Stein Company LLC
50 Public Square, Suite 400
Post Office Box 5606
Cleveland, OH 44101
(216) 696-7449

The case was assigned case number 18-10273-jps to Judge JESSICA E. PRICE SMITH.

In most instances, the filing of the bankruptcy case automatically stays certain collection and other actions against the debtor and the debtor's property. Under certain circumstances, the stay may be limited to 30 days or not exist at all, although the debtor can request the court to extend or impose a stay. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized. Consult a lawyer to determine your rights in this case.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available via the PACER system at <https://ecf.ohnb.uscourts.gov> (registration required) or at the Clerk's Office, United States Bankruptcy Court, Howard M. Metzbaum U.S. Courthouse, 201 Superior Avenue, Cleveland, OH 44114-1235 between the hours of 9:00 AM - 4:00 PM.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

Teresa D. Underwood
Clerk, U.S. Bankruptcy Court

- After clicking Pay Now, the Internet Payments Due screen below will appear.

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2018-05-04 12:36:48	Voluntary Petition (Chapter 7)(18-10273) [misc,volp7] (335.00)	\$ 335.00

Next Clear

- Check the box(es) to indicate which fee(s) to pay in this transaction.
- After clicking the Next button, click the Pay Now button on the next screen.

Date Incurred	Description	Amount
2018-05-04 12:36:48	Voluntary Petition (Chapter 7)(18-10273) [misc,volp7] (335.00)	\$ 335.00
		Total: \$335

Please note before entering payment information:

A receipt number is not confirmation of a successful payment; if transactions are returned due to insufficient funds or incorrect pay information, a court Notice of Unsuccessful Payment will be issued. A service fee will be charged for insufficient funds.

Pay Now

- Enter your account holder information and account number into the appropriate fields, and click Continue with ACH Payment or Continue with Plastic Card Payment for authorization and a receipt number.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$335.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 94 6 7 6 3⑆ ⑆9 24 3 7 6 7 3 90⑆ ⑆1 2 3 4⑆

Payment Date: 05/07/2018

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$335.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Enter your email address if you wish to receive a copy of the receipt. Click the Submit Payment button.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Jane Doe 201 Superior Billing Address: Avenue Billing Address 2: City: State/Province: ZIP/Postal Code: 44114 Country: USA	Credit Card Type: Visa Credit Card Number: *****1111	Payment Amount: \$335.00 Transaction Date 05/04/2018 12:48 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Section 7 – Adversary Case Opening

To open an adversary proceeding, begin by selecting Adversary from the Main Menu, then select Open an AP Case.



Case type ap
Date filed 5/4/2018
Complaint

STEP 1 The Open Adversary/MP Case screen will appear.

- Date Filed: Always defaults to the current date.
- Case Type: Defaults to ap for adversary case.
- Complaint- Select y for a complaint or n for a Notice of Removal.
- Click the Next button to continue, or Clear to reset.

STEP 2 The Lead case number screen will appear.

- Enter the main case number in the Lead case number field.
- Click on the drop down menu, and enter the Association type, e.g., Objection to Discharge, Adversary, Jointly Administered, Consolidated. (Select the Adversary option)
- Click the Next button to continue, or Clear to reset.

STEP 3 The Judge Assignment and Main Case Number screen shown below will appear.
Click Next to continue.

Open Adversary/MP Case

Case is assigned to **Cleveland** Division, Judge **PRICE SMITH**
based on the lead Bankruptcy case 18-10011-jps.

STEP 4 The Search for a Plaintiff screen will appear.

- You may conduct your search by entering the Social Security Number, Tax I.D. number, or last name/first name.
- Click Search. If the desired party is found, click the Select name from list button. Note: It is important that you conduct a search before creating a new party.
- If the proper party is not found, click the Create new party button, and enter all pertinent information in the proper fields as follows.
 1. Last Name: The plaintiff's last name will default to the Last/Business name searched. If the name is correct, use your Tab key to advance to the next field.
 2. First Name: Type the plaintiff's first name.
 3. Middle Name, Generation and Title: Enter the plaintiff's name, title, and generation if needed.
 4. The plaintiff's Social Security Number or Tax I.D. number will default to the numbers used in the most recent search.
 5. Mailing Address: Enter the plaintiff's full address.
 6. County: Select the appropriate county by clicking the drop down menu to show your choices.
 7. Country: Populate the country field if the country listed is not the United States of America.
 8. Phone, Fax, E-mail: Enter contact information as needed.
 9. Party text: If there is text you wish to include on the docket after the name, e.g., D.D.S., a Virginia corporation, key the text in the appropriate field.
 10. Role in Bankruptcy Case: Click the drop down menu and select the applicable role.
 11. Search for and enter the Attorney, Alias, and Corporate parent/affiliate information by clicking on the applicable buttons.
 12. Review: Click to view your entries.
 13. Click Submit when finished entering the plaintiff's information.
- When finished entering plaintiff information, Click on End plaintiff selection.

STEP 5 Conduct a search for the defendant's name and/or enter the defendant information using procedures listed in Step 4.

- When finished entering defendant information, click on End defendant selection.

STEP 6 The following screen will appear. You may enter the nature of suit in the appropriate fields.

The screenshot shows the ECF (Electronic Case Filing) interface for an Open Adversary/MP Case. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main form contains the following fields:

- Party code:** A dropdown menu with "3 U.S. not a Party" selected.
- Rule 23 (class action):** A dropdown menu with "n" selected.
- Jury demand:** A dropdown menu with "None" selected.
- Demand (\$000):** A text input field.
- State law:** A dropdown menu with "n" selected.
- Primary nature of suit:** A dropdown menu with "none" selected.
- Second nature of suit:** A dropdown menu with "none" selected.
- Third nature of suit:** A dropdown menu with "none" selected.
- Fourth nature of suit:** A dropdown menu with "none" selected.
- Fifth nature of suit:** A dropdown menu with "none" selected.

At the bottom of the form, there are two buttons: "Next" and "Clear".

- **Nature of Suit:** By clicking on the drop down menus, you may enter up to five nature of suit selections.
- **Party Code:** Click on the drop down menu to display your options, and select the appropriate party code. The system defaults to 3 U.S. not a Party.
- **Rule 23 (class action):** Click the drop down menu to select n or y for class action status. The system defaults to n.
- **Jury Demand:** Click the drop down menu to make your jury demand selection. The system defaults to none.
- **Demand:** Enter the monetary value (in thousands) of the demand in the field provided. Example: For example, a demand for \$10,000.00, enter "10."
- **State Law:** Click the drop down menu to select n, u or y for state law status. The system defaults to n.
- Click Next to continue, or Clear to restart.

STEP 7 Upload the Adversary complaint.

- The complaint should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

The screenshot shows a web interface for filing an adversary complaint. At the top, there is a blue header with the text "ECF Bankruptcy Adversary" and "Open Adversary/MP Case". Below the header, there is a section for "Filename" with a "Browse..." button and the text "No file selected.". Below that, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom, there are two buttons: "Next" and "Clear".

- The adversary Fee form appears and shows the cost of the adversary filing. Please review the [Fee Compendium](#) located on the “Court Info > Filing Fees” menu of the court’s website before deleting fees from this screen or altering them. Deleting fees in error may result in a Notice of Filing Deficiency or an Order to Appear and Show Cause, and may result in the filer being required to pay the appropriate fee over-the-counter.

Open Adversary/MP Case

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727OBJ Flag Next.

Fee: \$

STEP 8 The Docket Text screen will appear for review.

- Review the information on the docket text screen.
- Enter any additional text you wish to appear on the docket in the field provided.
- Click Next to continue.

STEP 9 The following Final Docket Text screen will appear.

Open Adversary/MP Case

Docket Text: Final Text

Complaint by John Doe against Joyce M. Sears-Alday. Fee Amount \$350 Nature of Suit:02 (Other (e.g. other actions that would have been brought in state court if unrelated to a bankruptcy)) (Doe, Jane aty)

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

Have you redacted?

- Carefully review the docket text information. After you click Next, you will not be able to modify the docket text information.
- Click Next.

STEP 10 The Pay.Gov screen will appear so that you can submit the payment for your filing using a major credit card.

- See the Bankruptcy Case Opening Section 6, steps 16, 17, and 18 or the On-Line Payment Section 8 for detailed instructions on how to submit payments using Pay.Gov.
- Please ensure your pop-up blocker software is deactivated for Pay.gov.

STEP 11

After the final docket text is submitted, the Notice of Electronic Filing screen will appear. The Notice of Electronic Filing screen confirms that the system has processed your filing, and displays your new adversary case number. This screen also lists information such as the time and date of filing, debtor's name, address, final docket text, and a link to the filing for review. All subsequent pleadings for this adversary case must be filed using the new adversary case number.

NOTE: You may view your filing on PACER one time at no cost.

Summons Issuance Process

In order to promote uniformity, the judges of the U.S. Bankruptcy Court for the Northern District of Ohio have adopted a district-wide paperless procedure for issuing the summons in an adversary proceeding. Plaintiffs will not file a Request for Issuance of a Summons with the court.

STEP 1

Upon the filing of an adversary proceeding, the court will issue and docket an electronic summons that bears the seal of the court. Electronic filers will receive only the electronic email notice of the summons upon the court's creation of this docket entry. No paper copy of the summons will be mailed to electronic filers; it must be printed from CM/ECF.

NOTE: You may find [Fed. R. Bankr. P. 7004\(a\)](#) and [Fed. R. Civ. P. 4](#) instructive regarding requirements for service.

STEP 2 Similarly, for judges who issue a pretrial or case management order in an adversary proceeding, electronic filers will receive only electronic service. No paper copy of the pretrial or case management order will be mailed; it must be printed from CM/ECF.

STEP 3 Certification or proof of service by plaintiff's counsel is made by completing the Certificate of Service portion of the original summons. Attorneys should docket the summons, once served, using the "Summons Service Executed" event in CM/ECF.

Adversary Answer to Complaint

STEP 1 Click on Adversary from the top navigation bar. Then, select Answers...



STEP 2 Click on Complaint, 3rd, cross, counter

Answers

[Motion/Application/Amended Answer
Complaint, 3rd, cross, counter](#)

Type the adversary case number and click the Next button.

Answer a Complaint

STEP 3

Case Number

The Joint filing with other attorney(s) prompt will appear.

STEP 4

- Click in the Joint filing with other attorney(s) box to add any additional attorneys, if applicable.
- Click Next to continue.

STEP 5

Select the defendant that is filing the answer.

NECF Bankruptcy Adversary Query

Answer a Complaint

Select the Party:

Freedom Debt Relief, LLC [Defendant]
Stein, Sheldon [Plaintiff]

[Add/Create New Party](#)

Next Clear

The following screen will appear. Click Next to continue.

STEP 6

NECF Bankruptcy Adversary Query Reports Utilities Search Logout

Answer a Complaint

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Freedom Debt Relief, LLC, (pty:df) represented by Aty, Miller, Patrick (aty)

Next Clear

NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected

Select the complaint that you are filing the answer to and click the Next button.

STEP 7

NECF Bankruptcy Adversary Query Reports Utilities

Answer a Complaint

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	04/26/2018	<u>1</u>	Adversary case 18-01044. Complaint by Sheldon Stein against Freedom Debt Relief, LLC. Fee Amount \$0 Nature of Suit:13 (Recovery of money/property - 548 fraudulent transfer) (Alden, Matthew aty)

Next Clear

Upload the answer.

STEP 8

- The answer should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.

If your answer includes a counterclaim, cross-claim, or third-party complaint, you must indicate that by selecting the appropriate checkbox. Otherwise, click the Next button.

STEP 9

ECF Bankruptcy Adversary Query Re

Answer a Complaint

Does this filing include a **third-party** complaint? (If yes, click on the box)

Does this filing include a **cross-claim** ? (If yes, click on the box)

Does this filing include a **counterclaim** ? (If yes, click on the box)

Next Clear

STEP 10

On the following screen you will have the option of adding text that will appear on the docket. Enter any additional information you wish to appear as a part of the docket text. All text entered by the filer will appear in italicized font on the docket.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Answer a Complaint

Docket Text: Modify as Appropriate.

▼ Answer to Complaint Filed by Freedom Debt Relief, LLC . (Aty, Test aty)

Next Clear

- Click Next to continue.

STEP 11

The Final Docket Text screen will appear. Please view the text shown carefully. If the text is not as you would like it to appear on the docket, click the browser's back button and make the necessary modifications. Click Next to proceed to the following screen.

WARNING: If you click **Next** on the screen shown below, you will no longer have an opportunity to modify the docket text, and the document will be filed.

Answer a Complaint

Docket Text: Final Text

Answer to Complaint Filed by Freedom Debt Relief, LLC. (Aty, Test aty)

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

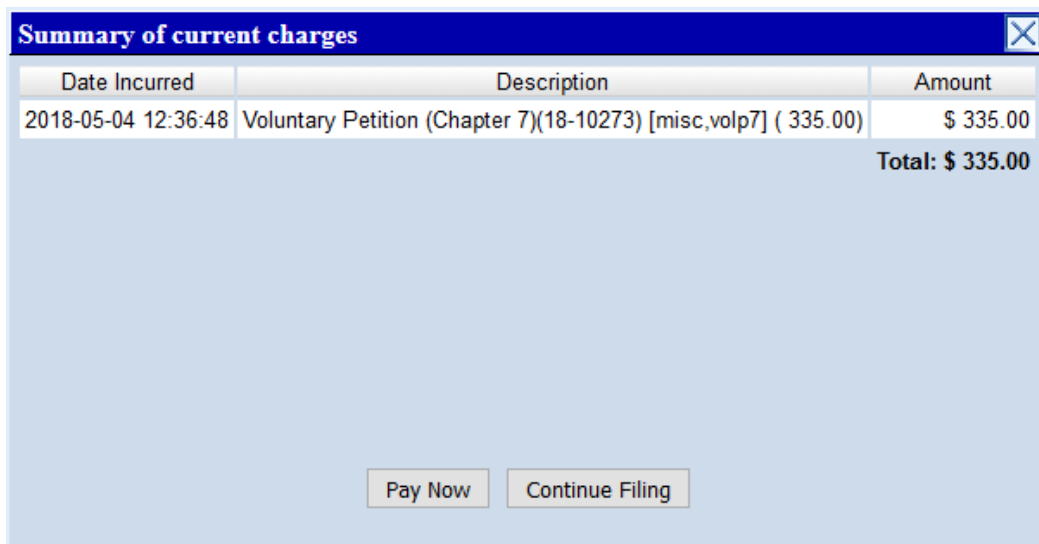
Have you redacted?

Section 8 – On-line Payments

On-line Debit/Credit Card Payment Process

The Internet Credit Card module allows users to pay filing fees with a credit card over the Internet at any time. Users may also:

- review Internet credit card transaction payment history
- review any outstanding payments due to the court, and
- request on-line payment of any unpaid balance.



Date Incurred	Description	Amount
2018-05-04 12:36:48	Voluntary Petition (Chapter 7)(18-10273) [misc,volp7] (335.00)	\$ 335.00
		Total: \$ 335.00

Pay Now Continue Filing

STEP 1

After successfully submitting a pleading that requires a filing fee, you will be prompted to pay the fee electronically. Click Pay Now to proceed for entering your credit card/checking account information. If you wish to file additional pleadings, you may continue by clicking the Continue Filing button, and pay the total balance due when all filings are complete. If you select the option Continue Filing, the Pay Now/Continue Filing button will display after every subsequent transaction until fees are paid in full.

NOTE: If fees are not paid by the end of the day they are incurred, the ECF User Account will be locked.

STEP 2 Check the box next to the item to be paid.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2018-05-04 12:36:48	Voluntary Petition (Chapter 7)(18-10273) [misc,volp7] (335.00)	\$ 335.00

Next Clear

This message is to alert users that even though ECF generates a receipt number it is not guaranteed that the payment was successful.

STEP 3

- Click the Pay Now button to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Internet Payments Due

Date Incurred	Description	Amount
2018-05-04 12:36:48	Voluntary Petition (Chapter 7)(18-10273) [misc,volp7] (335.00)	\$ 335.00
		Total: \$335

Please note before entering payment information:

A receipt number is not confirmation of a successful payment; if transactions are returned due to insufficient funds or incorrect pay information, a court Notice of Unsuccessful Payment will be issued. A service fee will be charged for insufficient funds.

Pay Now

STEP 4

If you choose to pay the filing fee, you will be prompted to enter your credit card or checking account information. The court does not restrict the types of major credit cards that can be used for payment.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$335.00

Account Type: *

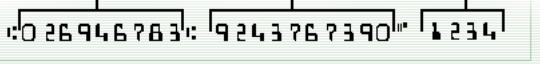
Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number



Payment Date: 05/07/2018

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$335.00

Billing Address: *


Billing Address 2:

City:

State / Province: v

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Jane Doe Billing Address: 201 Superior Avenue Billing Address 2: City: State/Province: ZIP/Postal Code: 44114 Country: USA	Credit Card Type: Visa Credit Card Number: *****1111	Payment Amount: \$335.00 Transaction Date and Time: 05/04/2018 12:48 EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

STEP 5 After entering your credit card information, the filing fee will be transmitted via the Internet, and deposited directly to the U.S. Treasury. A transaction receipt will be displayed, and the receipt number will be docketed on the case immediately.

Your request is being processed. Please wait.



Thank you. Your transaction in the amount of \$ 350.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 37356609.

Detail description:

Complaint(18-01005-jps) [cmp,cmp] (350.00)

Filing an Adversary Case When a Fee is Not Due

After you have entered the plaintiff(s), the defendant(s), the statistical data, and uploaded the complaint, the Fee Payment screen will appear. Change the amount of the filing fee to \$0.00. Please Note: The fee amount must not be erased for pleadings that require filing fees. Refer to the [Fee Compendium](#) on the "Court Info > Filing Fees" menu of the court's website for a complete list of filing fees. Deleting fees in error may result in a Notice of Filing Deficiency or an Order to Appear and Show Cause, and may result in the filer being required to pay the appropriate fee over-the-counter.

Filing Motions for Relief From Stay & Amendments When a Fee is Not Due

Change the filing fee to \$0.00 if you are filing amendments that have no applicable fee, or for a Motion for Relief from Stay that is exempt because it fits one of the following criteria.

- Agreed, Stipulated, or with a Consent Order uploaded at the time of filing of the motion
- Relief from Co-Debtor Stay use the following docket event: Bankruptcy/Motions/Applications/Relief from Co-Debtor Stay
- Amended Motion for Relief from Stay use the following docket event: Bankruptcy/Motions/Applications/Amended Motion
- Filed by a Child Support Creditor

Internet Payment

The Internet Payment Report allows filers to view outstanding fees and track Internet payments 24 hours per day. The Internet Payment Utilities can also be used to pay filing fees when the user fails to complete the Pay Now process upon a prior filing submission. To pay an outstanding fee go to Utilities/Your Account/Internet Payments Due.

The Internet Payment History Report allows a user to view the completed payment transactions. The user can also download information from the report onto a spreadsheet to reconcile his or her payment records. To view your payment history go to Utilities/Your Account/Internet Payment History.

The following docket events should be used if an Application to Pay Filing Fee in Installments is filed and approved.

- Bankruptcy/Other ⇨ Receipt of Installment Payment (First)
- Bankruptcy/Other ⇨ Receipt of Installment Payment (Second)
- Bankruptcy/Other ⇨ Receipt of Installment Payment (Third)
- Bankruptcy/Other ⇨ Receipt of Installment Payment (Fourth)
- Bankruptcy/Other ⇨ Receipt of Installment Payment (Final)

Section 9 - Docketing

Application for Compensation

CM/ECF records professional fees and expense requests filed by trustees, attorneys, or other professionals. Please adhere to the following guidelines to process applications filed by the following parties.

- trustees or attorneys for other professionals
- trustees on their own behalf
- attorneys for their own fees and expenses.

STEP 1 Click the Bankruptcy hypertext link on the Main Menu.



Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open a BK Case](#)
- [Open an Involuntary Case](#)
- [Other](#)
- [Plan](#)
- [Unclaimed Funds](#)
- [Order Upload](#)

STEP 2 The Bankruptcy Events screen will appear.

- Click the Motions/Applications hypertext link.

STEP 3 The Case Number screen will appear. After you enter the case number, the following screen will appear.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Allow Additional Claims	Compensation
Allow Claims	
Application to Have Chapter 7 Filing Fee Waived	
Appoint Creditors Committee	
Appointment of Consumer Privacy Ombudsman	
Approve Compromise Under Rule 9019	
Assume Lease or Executory Contract	
Authority to Obtain Credit Under Section 364	
Change Venue	
Chapter 11 First Day Motion (Generic)	
Compel	
Compensation	
Conditional Use of Cash Collateral	
Confirm Termination or Absence of Stay	
Consolidate	

STEP 4 The File a Motion screen will appear.

- Use either the arrows or scroll bar, find the appropriate motion, and click on the Compensation event.
- Click Next to proceed, or Clear to repeat the selection process.

STEP 5 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add any additional attorneys, if applicable.
- Click Next to continue.

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

Joint filing with other attorney(s).

STEP 6 The Party Selection screen will appear.

- Select professional(s) requesting compensation from the Select the Party box.
- If you are filing to receive your own fees and expenses, select the party you represent.
- Click Next to continue.

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

Select the Party:

Jackson, Kimberly Marie [Debtor]

PRA Receivables Management, LLC, [Creditor]

Wojcik, Waldemar J. [Trustee]

[Add/Create New Party](#)

STEP 7 If the attorney/trustee is filing on behalf of other professionals, and no attorney/party association exists in the case, adhere to the following guidelines.

- If the attorney/trustee does not represent the professional, DO NOT check the box.
- Click Next to continue.

STEP 8 Upload the document.

- The document should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 9 The Fee Processing screen displays your name and each party you have selected on the Party Selection screen. Data entered on the Fee Processing screen is recorded in the professional fees and expenses record for inclusion on the Professional Fees reports.

- Filer: A filer checkbox is located below each applicant record. Check the appropriate box to identify the filer of the application.
- Type: Select the appropriate professional type to record the applicant's role in the case. The professional type of the applicant will be listed on the Awarded Professional Fees report.
- From: Enter a beginning date for services performed, if applicable.
- To: Enter an ending date for services performed, if applicable.
- Fee Request \$: Enter the amount in dollars and cents. Do not use the '\$' sign or ',' (commas) when entering the dollar value.
- Expense Request \$: Enter the amount in dollars and cents. Do not use the '\$' sign or ',' (commas).

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
 Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

From the Type selection box below, select the party type that best identifies the applicant's role in the case. Note several attorney options - choose attorney role precisely.

Applicant Jane Doe Jr		Type	Debtor's Attorney
<input checked="" type="checkbox"/> Filer		To	
From		Expense request \$	4.25
Fee request \$	350.00		
<hr/>			
Applicant Kimberly Marie Jackson		Type	
<input type="checkbox"/> Filer		To	
From		Expense request \$	
Fee request \$			

STEP 10 Click Next to continue, or Clear to reset.

STEP 11 The Final Docket Text screen appears.

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 12 The Notice of Electronic Filing screen will appear.

Motion for Relief From Stay

During the process of docketing a Motion for Relief From Stay, you must enter an Objection Due Date. You must also obtain prior approval from the presiding judge before entering a hearing date and time. Contact the courtroom deputy for the assigned judge before proceeding, and/or review the “Judges’ Information” menu on the court’s website for available hearing dates. To file a motion/application, adhere to the following guidelines.

STEP 1 Select Bankruptcy from the Main Menu, and then click the Motions/Applications hypertext link.

STEP 2 The Case Number screen will appear.

- Enter the case number,¹ and click Next to continue.

STEP 3 A box listing various types of motions and applications will appear.

- Using either the arrows or scroll bar, find the appropriate motion, and click on the Relief from Stay event.
- Click Next to proceed, or Clear to repeat the selection process.

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 The following screen will appear. Click Next. This screen appears right after selecting the party Important: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing

¹Type case number in YY-NNNNN format (ex.09-61000).

attorney are selected.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Jackson, Kimberly Marie(pty:db) represented by Doe, Jane Jr(aty)

Next Clear

Upload the document.

NOTE: See [Local Rule 4001-1 Automatic Stay – Relief From \(a\) Mandatory Use of Local Forms](#).

STEP 7

- The motion/application should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 8 The Objection Due Date/Fee screen will appear.

- Type the Objection Due Date or Response Date into the field, or click the calendar icon.
- If you choose to select the objection due date by navigating on the calendar, use the arrows in the upper left and right corners to scroll through the months.
- When you find the appropriate month, click on the appropriate day of the month.

- Change the filing fee to \$0.0 if you are filing a Motion for Relief from Stay that is exempt from the list stated in Section 8 On-Line Payments Step 5.
- Click Next to continue.

STEP 9 The Modify Text screen appears. Review the text, and modify if necessary

- Click the Next button continue.

STEP 10 The Final Docket Text screen appears.

- Review the final docket text.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 11 The Notice of Electronic Filing screen will appear.

Click on Pay Now or Continue Filing.

- STEP 12
- If you select the option Continue Filing, the Pay Now/Continue Filing button will display after every subsequent transaction until fees are paid in full.
 - Note: If fees are not paid by the end of the day they are incurred, the ECF User Account will be locked.

Answer/Response

The following instructions will guide you through the process of filing and docketing an answer or a response.

NOTE: Answers to an adversary complaint are docketed differently. You will find that procedure in section 7.

STEP 1 Select Bankruptcy from the Main Menu followed by Answer/Response.

- Choose one of the two following selections.
 1. Reference an Existing motion/application, or
 2. Other Answers

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of answers and responses will appear.

- Find the appropriate answer or response, and click on the docket event.
- Click Next to proceed, or Clear to repeat the selection process.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the page title "File an answer to a motion" and the case name "18-10125-aih Kimberly Marie Jackson". Case details are displayed in three columns: Type: bk, Chapter: 7 v, Office: 1 (Cleveland); Assets: n, Judge: aih, Case Flag: Repeat-OHNB, DebtEd, MEANSNO. A search box contains the text "Start typing to find an event." Below the search box is a list of "Available Events" with "Affidavit" selected. To the right is a "Selected Event" field. At the bottom are "Next" and "Clear" buttons.

Available Events (click to select an event)	Selected Event
Affidavit	
Amended Answer to Complaint	
Objection	
Objection to Notice of Mortgage Payment Change	
Reply	
Response	

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 The following screen will appear. Click Next to continue.

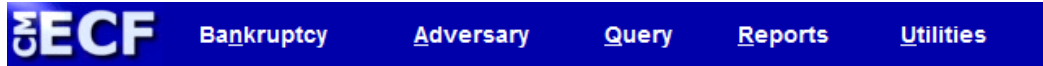
NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected

STEP 7 Upload the answer or response.

- The answer or response should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 8 The Refer to existing event screen will appear.

- If the filing refers to an existing event in this case, click the applicable box.
- To narrow your search, you may enter the period in which the existing event was filed in the Filed field, or enter a range of document numbers in the Document field.
- Click the Next button to continue.



File an answer to a motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

Refer to existing event(s)?

Filed to

Documents to

STEP 9 If you click the box to indicate that the filing refers to an existing event in the case, you will be provided with a list of existing events from which to choose. Select the appropriate event(s), and then click Next.

STEP 10 The Modify Text screen appears. Review the text, and modify if necessary.

- Click Next to continue.

STEP 11 The Final Docket Text screen appears.

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 12 The Notice of Electronic Filing screen will appear.

Notice of Hearing

To enter a hearing date, time, and location, you must obtain prior approval from the presiding judge. Refer to the appropriate judge's hearing calendar on “Judges’ Information” menu of the court’s website for available dates, or contact the courtroom deputy. When searching for a hearing date on the court's website, please ensure that you select the correct hearing date and time for the chapter type of the case.

STEP 1 Select Bankruptcy from the Main Menu followed by Notices.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of notices will appear.

- Using either the arrows or scroll bar, find the appropriate notice and click on the Notice of Hearing event.
- Click Next to proceed, or Clear to repeat the selection process.

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

Joint filing with other attorney(s).

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

The following screen will appear. Click Next to continue.

STEP 6

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Jackson, Kimberly Marie(pty:db) represented by Doe, Jane Jr(aty)

NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected

STEP 7 Upload the notice.

- The notice should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

The following hearing information screen will appear.

STEP 8

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
 Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

No previous calendar event was found - Please enter a new one below
 Hearing Date: 5/24/2018 Hearing Time: 2:00 PM
 Location: H.M. Metzbaum - #1A Judge Harris Courtroom

Select docket entries which are to be associated with the above schedule(s).

Filing Date #	Docket Text
<input type="checkbox"/> 01/10/2018	1 List of Creditors File Uploaded (ADILstUpd)
<input type="checkbox"/> 01/09/2018	2 341(a) Meeting of Creditors to be held on 02/15/2018 at 11:30 AM at Office of US Trustee, 341 meeting, 6th Floor, H.M.M. Last day to oppose discharge or dischargeability is 04/16/2018. Financial Management Certificate for Debtor due by 04/16/2018. (admin,)
<input type="checkbox"/> 01/09/2018	3 Chapter 7 Voluntary Petition for Individuals . Fee Amount \$335 Filed by Kimberly Marie Jackson (Paolucci, Dean aty)
<input type="checkbox"/> 01/09/2018	4 Declaration Re: Electronic Filing Filed by Debtor Kimberly Marie Jackson. (Paolucci, Dean aty)
<input type="checkbox"/> 01/09/2018	5 Certificate of Credit Counseling Filed by Debtor Kimberly Marie Jackson. (Paolucci, Dean aty)
<input type="checkbox"/> 01/09/2018	6 Employee Income Records Filed by Debtor Kimberly Marie Jackson. (Paolucci, Dean aty)
<input type="checkbox"/> 01/10/2018	7 Creditor Request for Notices Filed by Creditor PRA Receivables Management, LLC. (Smith, Valerie cr)
<input type="checkbox"/> 01/11/2018	8 Notice of Chapter 7 341(a) Meeting of Creditors & Deadlines. (ADI341AA)
<input checked="" type="checkbox"/> 05/10/2018	9 Motion to Reinstate Stay as to . Filed by Creditor PRA Receivables Management, LLC (Doe, Jane aty)

Next Clear

Enter the hearing date, time and location upon receipt from either the judge's assigned courtroom deputy or the "Judges' Information" menu of court's website.

When obtaining a hearing date and time from the website, it is important to choose the correct hearing date and time for the chapter type of your case (e.g., are you scheduling a chapter 7 case for a chapter 7 hearing date?).

STEP 9

STEP 10 If you would like to link the hearing to an existing entry on the docket, find the check box, and click on the appropriate docket entry. Click Next.

STEP 11 The Modify Text screen appears. Review the text, and modify if necessary.

- Click the Next button to continue.

STEP 12 The Final Docket Text screen appears.

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 13 The Notice of Electronic Filing screen will appear.

Certificate of Credit Counseling

The Certificate of Credit Counseling should be filed as a separate docket entry immediately after the case is opened. To file the Certificate of Credit Counseling, please adhere to the following guidelines.

STEP 1 Select Bankruptcy from the Main Menu followed by Other.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of miscellaneous events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the Certificate of Credit Counseling event.
- Click Next to proceed, or Clear to repeat the selection process.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
 Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

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)

Cash Flow Statement
 Certificate of Credit Counseling
 Certificate of Service
 Certificate of Service of Tax Information to Requestor
 Ch. 9 Monthly Invoice
 Ch. 9 Quarterly Report
 Chapter 11 Ballots
 Chapter 11 Statement of Current Monthly Income - Form 122B
 Chapter 13 1320(h) Certification
 Chapter 13 Calculation of Disposable Income 122C-2
 Chapter 13 Statement of Monthly Income 122C-1
 Chapter 15 List
 Chapter 7 Means Test Calculation 122A-2
 Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/15)

Certificate of Credit Counseling

Next Clear

STEP 4 The Joint filing with other attorney(s) prompt will appear

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

The following screen will appear. Click Next to continue.

STEP 6

NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Jackson, Kimberly Marie(pty:db) represented by Doe, Jane Jr(aty)

Next Clear

STEP 7 Upload the Certificate of Credit Counseling.

- The certificate should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 8 Select the appropriate radio button if a joint case. Only one may be selected.

Miscellaneous:

[18-11138-aih Olori Manns and Aja L. Simon](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
Assets: n Creditors: 31 Judge: aih
Case Flag: DebtEdJt, DebtEd, MEANSNO, FeeDueINST, SCOrder, AwDsch

This Certificate is Being Filed on Behalf of:

- Debtor
- Joint Debtor
- Both

STEP 9 The Modify Text screen appears. Review the text, and modify if necessary.

- Click the Next button to continue.

STEP 10 The Final Docket Text screen appears

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 11 The Notice of Electronic Filing screen will appear.

Means Test

Ideally, the Means Test should be filed as a part of the petition during case opening. However, when the Means Test must be filed as a separate document after the case opening date, please adhere to the following guidelines.

STEP 1 Select Bankruptcy from the Main Menu followed by Other.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of miscellaneous events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the appropriate Chapter means test docket event.
- Chapter 7 events: Chapter 7 Means Test Calculation (122A-1)/Exemption Presumption of Abuse (122A-1Supp) (12/15) and/or Chapter 7 Means Test Calculation 122A-2.
- Chapter 13 events: Chapter 13 Statement of Monthly Income 122C-1 and/or Chapter 13 Calculation of Disposable Income 122C-2.
- Chapter 11 Individual events: Chapter 11 Statement of Current Monthly Income – Form 122B.
- Click Next to proceed, or Clear to repeat the selection process.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk Chapter: 7 v Office: 1 (Cleveland)
Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

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

Available Events (click to select events)

- Chapter 7 Means Test Calculation 122A-2
- Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/15)
- Corporate Ownership Statement
- Corporate Resolution
- Creditor Request for Notices
- Creditor's 12-Month Summary of Mortgage Loan Activity (Cleveland)
- Cure of Residential Judgment
- Debtor Electronic Noticing (DeBN)
- Debtor Repayment Plan
- Debtor's Election of Small Business Designation
- Debtor's Rebuttal of Presumption of Abuse
- Debtor's Signature re: Relief Availability
- Declaration
- Declaration About Individual Debtor's Schedules

Selected Events (click to remove events)

- Chapter 7 Means Test Calculation 122A-2

Next Clear

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 The following screen will appear. Click Next to continue.

NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[18-10125-aih Kimberly Marie Jackson](#)

Type: bk	Chapter: 7 v	Office: 1 (Cleveland)
Assets: n	Judge: aih	Case Flag: Repeat-OHNB, DebtEd, MEANSNO

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Jackson, Kimberly Marie(pty:db) represented by Doe, Jane Jr(aty)

Next Clear

STEP 7 Upload the Means Test Form.

- The means test should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 8 Does a presumption of abuse exist?

- Select “Yes” or “No.”
- Click the Next button to continue.

STEP 9 The Modify Text screen appears. Review the text, and modify if necessary.

- Click the Next button to continue.

STEP 10 The Final Docket Text screen appears.

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 11 The Notice of Electronic Filing screen will appear.

Pay Advices

Pay advices are labeled as Employee Income Records on the CM/ECF docket event menu. Before filing pay advices, the filer must redact confidential information, such as Social Security numbers. To file pay advices, adhere to the following guidelines.

STEP 1 Select Bankruptcy from the Main Menu followed by Other.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of miscellaneous events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the Employee Income Records event.
- Click Next to proceed, or Clear to repeat the selection process.

The screenshot shows the CM/ECF interface. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is the 'Miscellaneous' section for case 18-10125-aih Kimberly Marie Jackson. Case details include: Type: bk, Chapter: 7 v, Office: 1 (Cleveland), Assets: n, Judge: aih, and Case Flag: Repeat-OHNB, DebtEd, MEANSNO. A search box contains the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search box are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes 'Chapter 7 Means Test Calculation 122A-2' (highlighted), 'Chapter 7 Statements - Monthly Income (122A-1) / Exemption Presumption of Abuse (122A-1Supp) (12/15)', 'Corporate Ownership Statement', 'Corporate Resolution', 'Creditor Request for Notices', 'Creditor's 12-Month Summary of Mortgage Loan Activity (Cleveland)', 'Cure of Residential Judgment', 'Debtor Electronic Noticing (DeBN)', 'Debtor Repayment Plan', 'Debtor's Election of Small Business Designation', 'Debtor's Rebuttal of Presumption of Abuse', 'Debtor's Signature re: Relief Availability', 'Declaration', and 'Declaration About Individual Debtor's Schedules'. The 'Selected Events' list contains 'Chapter 7 Means Test Calculation 122A-2'. At the bottom are 'Next' and 'Clear' buttons.

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 Upload the Employee Income Records.

- The employee income records should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

Miscellaneous:[18-10125-aih Kimberly Marie Jackson](#)

Type: bk

Chapter: 7 v

Office: 1 (Cleveland)

Assets: n

Judge: aih

Case Flag: Repeat-OHNB,
DebtEd, MEANSNO**Filename** No file selected.**Attachments to Document:** No Yes

STEP 7 The Modify Text screen appears. Review the text, and modify if necessary.

- Click the Next button to continue.

STEP 8 The Final Docket Text screen appears.

- Review the final docket text, and edit if necessary.
- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 9 The Notice of Electronic Filing screen will appear.

Section 10 – Claims Procedures

Filing A Claim

Claims submitted to the court by attorneys must be filed electronically. To file claims, adhere to the following guidelines.

STEP 1 Select Bankruptcy on the Main Menu, and then select the File Claims hypertext link.

STEP 2 The Search for Creditor screen appears.

ECF [Bankruptcy](#) [Adversary](#) [Query](#) [Reports](#)

Search for Creditor

Case Number

Name of creditor

Type of creditor

- Creditor
- Administrative
- 20 Largest Unsecured Creditors

- Enter the case number, and click Next.

NOTE: *Name of Creditor* text box and *Type of Creditor* selection may be bypassed to the next screen for “Select a Creditor for Claim.”

- The “Select a Creditor for Claim” screen will appear. On this screen, you may add a creditor.
- If the creditor you wish to select is in the database, click the drop down arrow and select the creditor's name. Verify if the creditor you have selected is correct by clicking 'yes' or 'no' on the following pop-up screen.

To Add a Creditor

To add a creditor, enter the case number and Click Next.. Click the Add Creditor hypertext link, and Click Next. Enter the name and address in the creditor address box in the format shown below. Select the Creditor Type, and Creditor committee, if applicable and click Next.

Line 1: Name of Creditor

Line 2: Mailing Address

Line 3: City, State Zip Code

- Verify the number of creditors you've entered on the following page, and click Submit.
- The “Creditors Receipt” screen will appear. You may now file a proof of claim or return to the Creditor Maintenance Menu.

STEP 3 To file a claim for an existing creditor, adhere to the following guidelines.

- After selecting the File A Proof of Claim hypertext link, the following Proof of Claim Information screen will appear. Populate the fields as instructed below.

Proof Of Claim Information For
25239694 - Calvary Portfolio Services
 7 Skyline Drive 3rd Fl.
 Hawthorne, NY 10532

Case Number: 18-10125-aih	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▾
Last Date To File:	Date Filed: 05/04/2018	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	

Amend options: Clear All Amounts

- Amends Claim #: If you are amending an existing claim, click the Find button. If you are not the original filer of the claim, you will not be able to amend the claim values.

TIP: When filing an amended claim, you cannot simply type the original claim number in the **Amends Claim #** field. You will not be able to advance to the next screen. Instead, you must click the **Find** button and select the claim you are amending.

- Filed By: Click on the drop down box to identify who is filing the claim.
- Amount Claimed: Enter the total claim amount in dollars and cents. Do not use the “\$” sign when entering the dollar value.
- Secured: Enter the secured claim amount, if applicable.
- Priority: Enter the priority claim amount, if applicable.
- Description: If you wish to include a description of the item, enter it in the description field (e.g., 2006 Toyota Camry).
- Remarks: Enter any necessary comments or directives for the claim in the Remarks field, if necessary.
- Click Next.

STEP 4 Upload the Claim

- The proof of claim form should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 5 The Notice of Electronic Filing screen will appear.

Assignment/Transfer of Claim

The following instructions will guide you through the process of assigning or transferring a claim in the electronic case filing system.

STEP 1 Select Bankruptcy on the Main Menu, and then select Claim Actions.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of claim action events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the Transfer of Claim event.
- Click Next to proceed, or Clear to repeat the selection process.

File a Claim action

18-10125-aih Kimberly Marie Jackson

Type: bk Chapter: 7 v Office: 1 (Cleveland)
 Assets: n Judge: aih Case Flag: Repeat-OHNB, DebtEd, MEANSNO

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)
<ul style="list-style-type: none"> Notice of Transfer of Mortgage Servicing (Exhibit D) Objection to Claim Objection to Scheduled Claim Objection to Transfer of Claim Proof of Claim Attachment 3001(c)(1)(d) Reaffirmation Agreement Reaffirmation Agreement Credit Union Reclassify Claims Response to Notice of Final Cure Payment Rule 3002.1 Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed) Transfer of Claim Transfer of Claim - Claims Agent Transfer of Mortgage Claim (Exhibit D-1) Withdraw Document/Motion 	<ul style="list-style-type: none"> Transfer of Claim

Next Clear

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 Upload the assignment/transfer of claim.

- The assignment/transfer of claim should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the

- default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 7

To select claims from the list provided, place your cursor over the creditor's name and click once. The number assigned to the claim you select will appear in the "Claims Selected" field. Once you have selected the desired claim(s), click Next to continue, or click Clear to delete your selections and start again. Note: Columns may be sorted by clicking on the column header. Additionally, to scroll through the list click on the up/down arrow.

ECF
Bankruptcy
Adversary
Query
Reports
Utilities

File a Claim action:

[17-11044-jps Daniel J. Wise](#)

Type: bk	Chapter: 13 v	Office: 1 (Cleveland)
Assets: y	Judge: jps	Case Flag: ASSET, Repeat-OHNB, DebtEd

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Amount claimed	Date filed
American InfoSource LP as agent for (24752293)	1	\$68.22	03/09/2017
Cavalry SPV I, LLC (24955970)	9	\$449.24	07/06/2017
CITY OF PARMA (24999996)	12	\$358.13	08/28/2017
Division of Water (24735777)	4	\$1,038.63	05/27/2017
Division of Water (24735777)	5	\$901.96	05/27/2017
Jefferson Capital Systems LLC (24912666)	6	\$426.22	06/09/2017
LVNV Funding, LLC its successors and assigns as (24955596)	8	\$450.86	07/06/2017
MIDLAND FUNDING LLC (24892211)	2	\$856.30	05/26/2017
MIDLAND FUNDING LLC (24892211)	3	\$580.71	05/26/2017
Office of Child Support Services (24989622)	11	\$598.41	07/27/2017

STEP 8

Select the appropriate claim action (allow, amendment, expunge, reclassify, reduce, withdraw).

- Click Next to continue.

ECF Bankruptcy Adversary Query Reports Utilities Se

File a Claim action:

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
 Assets: y Judge: jps Case Flag: ASSET, Repeat-OHNB, DebtEd

Claim No. 5:
 Status

STEP 9 The following screen will appear.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action:

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
 Assets: y Judge: jps Case Flag: ASSET, Repeat-OHNB, DebtEd

Transfer type 3001 (e) 1 3001 (e) 2 3001 (e) 3 3001 (e) 4

Search for transferee

Transferee selected

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

- Select the Transfer type by selecting the appropriate radio button.
- Search for the transferee by clicking on the Search Creditors button, or click the Add New Creditor button to add creditors. If you find the name of the creditor you need, click on the name and then click the Select button.
- If you choose the Add New Creditor button, enter the name and address of the creditor in the field provided, and click Submit.
- Should you select a creditor who is already in CM/ECF, the relevant claim number will automatically populate.
- Search for transferor by clicking on the Search Creditors button. Once you find the name of the creditor you need, click on the name and then click the Select button.
- Click Next to continue, or click the Transfer More Claims button to enter additional claim transfers.
- The Fee Screen \$25.00 will display. Click Next.
- Click Next.

The Final Docket Text screen appears.

STEP 10

- Click Next to continue.

The Notice of Electronic Filing screen will appear.

STEP 11

STEP 12 Click on Pay Now or Continue Filing.

- If you select the option Continue Filing, the Pay Now/Continue Filing button will display after every subsequent transaction until fees are paid in full.

NOTE: If fees are not paid by the end of the day they are incurred, the ECF User Account will be locked.

Withdrawing a Claim

The following instructions will guide you through the process of withdrawing a claim.

STEP 1 Select Bankruptcy on the Main Menu, and then click Claim Actions.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of claim action events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the Expungement/Withdrawal of Claim event.
- Click Next to proceed, or Clear to repeat the selection process.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
Assets: y Judge: jps Case Flag: ASSET,
Repeat-OHNB, DebtEd

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)
<ul style="list-style-type: none">Creditor's 12-Month Summary of Mortgage Loan Activity (Cleveland)Expungement/Withdrawal of ClaimNotice (PDF)Notice of Change of AddressNotice of Mortgage Payment ChangeNotice of Mortgage Payment Change (No Proof of Claim Filed)Notice of Postpetition Mortgage Fees, Expenses, and ChargesNotice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)Notice of Transfer of Mortgage Servicing (Exhibit D)Objection to ClaimObjection to Scheduled ClaimObjection to Transfer of ClaimProof of Claim Attachment 3001(c)(1)(d)Reaffirmation Agreement	<ul style="list-style-type: none">Expungement/Withdrawal of Claim

Next Clear

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 Upload the Withdrawal of Claim.

- The withdrawal of claim form should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

STEP 7 To select claims from the list provided, place your cursor over the creditor's name and click once. The number assigned to the claim you select will appear in the "Claims Selected" field. Once you have selected the desired claim(s), click Next to continue, or click Clear to delete your selections and start again. Next to continue, or click Clear to delete your selections and start again. Note: Columns may be sorted by clicking on the column header. Additionally, to scroll through the list click on the up/down arrow.

File a Claim action:

[17-11044-jps Daniel J. Wise](#)

Type: bk

Chapter: 13 v

Office: 1 (Cleveland)

Assets: y

Judge: jps

Case Flag: ASSET,
Repeat-OHNB, DebtEd

Select claim(s) from list

Claims Selected:

<i>Creditor name</i>	<i>Claim #</i>	<i>Amount claimed</i>	<i>Date filed</i>
American InfoSource LP as agent for (24752293)	1	\$68.22	03/09/2017
Cavalry SPV I, LLC (24955970)	9	\$449.24	07/06/2017
CITY OF PARMA (24999996)	12	\$358.13	08/28/2017
Division of Water (24735777)	4	\$1,038.63	05/27/2017
Division of Water (24735777)	5	\$901.96	05/27/2017
Jefferson Capital Systems LLC (24912666)	6	\$426.22	06/09/2017
LVNV Funding, LLC its successors and assigns as (24955596)	8	\$450.86	07/06/2017
MIDLAND FUNDING LLC (24892211)	2	\$856.30	05/26/2017
MIDLAND FUNDING LLC (24892211)	3	\$580.71	05/26/2017
Office of Child Support Services (24989622)	11	\$598.41	07/27/2017

STEP 8 Select the appropriate claim action of withdraw. (allow, amendment, expunge, reclassify, reduce, withdraw)

- Click Next to continue.

File a Claim action:[17-11044-jps Daniel J. Wise](#)

Type: bk

Chapter: 13 v

Office: 1 (Cleveland)

Assets: y

Judge: jps

Case Flag: ASSET,

Repeat-OHNB, DebtEd

Claim No. 10:
Status

Allow	▲
Amendment	
Expunge	
Reclassify	
Reduce	
Withdraw	▼

Next

Clear

STEP 9 The Modify Text screen appears. Review the text, and modify if necessary.

- Click the Next button to continue.

STEP 10 The Final Docket Text screen appears.

- Click Next to continue.

STEP 11 The Notice of Electronic Filing screen will appear.

Section 11 - Appeals

Appeals and related filings should be filed electronically. To file an appeal, adhere to the guidelines below.

- Notice of Appeal and Statement of Election
- Cross Appeal
- Appellant Designation
- Appellee Designation
- Objection to Referral to BAP
- Statement of Issues on Appeal

STEP 1 Select Bankruptcy from the Main Menu, and then click Appeal. Click Next.

STEP 2 The Case Number screen appears.

- Enter the case number, and click Next to continue.

STEP 3 A box listing various types of appeal and related events will appear.

- Using either the arrows or scroll bar, find the appropriate event and click on the Notice of Appeal and Statement of Election event.
- Click Next to proceed, or Clear to repeat the selection process.

File an Appeal

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
 Assets: y Judge: jps Case Flag: ASSET,
 Repeat-OHNB, DebtEd

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)
<ul style="list-style-type: none"> Appellee Designation Appellee Statement of Election Authorization of Direct/Cross Appeal Certification of Direct Appeal to Court of Appeals Certification of No Transcript Ordered Cross Appeal Joint Certification to Court of Appeals Motion Stay Pending Appeal Motion for Leave to Appeal Motion to Extend Time to Appeal Under Rule 8002(c) Notice of Appeal and Statement of Election Request for Certification of Direct Appeal Request for Transcript Response to Statement of Evidence in Lieu of Transcript Statement of Evidence in Lieu of Transcript 	<ul style="list-style-type: none"> Notice of Appeal and Statement of Election

Next Clear

STEP 4 The Joint filing with other attorney(s) prompt will appear.

- Click in the Joint filing with other attorney(s) box to add additional attorneys, if applicable.
- Click Next to continue.

STEP 5 The Select the Party screen appears.

- If you find the party's name, click on the name, and then click Next. If the name does not appear, click Add/Create New Party.

STEP 6 The following screen will appear. Click Next to continue.

NOTE: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Upload the Notice of Appeal and Statement of Election.

STEP 7

- The notice of appeal and statement of election should already be saved as a PDF document.
- Click the Browse button to display your files.
- Find the PDF document that you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- If there are attachments, click the yes radio button. If there are no attachments, leave the default selection, which is no.
- Click Next to continue, or Clear to start again.

The following screen will appear.

STEP 8

- Select the appropriate event to which your appeal relates.
- Click Next.

File an Appeal:

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
Assets: y Judge: jps Case Flag: ASSET,
Repeat-OHNB, DebtEd

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

- 03/02/2017 [7](#) Order for Debtor's Employer Taylor Rental to Pay Trustee \$501.00 bi-weekly Signed on 3/2/2017 . (mgaug crt) (Entered: 03/03/2017)
- 04/12/2017 [17](#) Order Denying Motion to Extend Automatic Stay Filed by Debtor Daniel J. Wise (Related Doc # [8](#)) Signed on 4/12/2017. (mgaug crt)
- 06/09/2017 [28](#) Order Confirming Chapter 13 Plan for Alan I. Silver, Debtor's Attorney, Fee awarded: \$3000.00, Expenses awarded: \$0.00; Awarded on 6/12/2017 Signed on 6/9/2017 (RE: related document(s) [5](#) Chapter 13 Plan). (mgaug crt) (Entered: 06/12/2017)

The following screen will appear.

STEP 9

- Select either Yes or No to Opt Out of BAP.
- Click Next.

File an Appeal:

[17-11044-jps Daniel J. Wise](#)

Type: bk Chapter: 13 v Office: 1 (Cleveland)
Assets: y Judge: jps Case Flag: ASSET,
Repeat-OHNB, DebtEd

Opt Out of BAP?

- Yes
- No

The Fee screen will appear.

STEP 10

- The receipt number box should be left blank if paying via the internet.
- Click Next.
- Click Next.

STEP 11 The Final Docket Text screen appears.

- If information in the final docket text is correct, click Next.
- If the final docket text is incorrect, click the back (<<) arrow located above the Main Menu.
- To abort or restart the transaction, click Bankruptcy on the Main Menu.
- If you do not wish to edit the text, click Next.

STEP 12 The Notice of Electronic Filing screen will appear.

STEP 13 Click on Pay Now or Continue Filing.

- If you select the option Continue Filing, the Pay Now/Continue Filing button will display after every subsequent transaction until fees are paid in full.

NOTE: If fees are not paid by the end of the day they are incurred, the ECF User Account will be locked.

Section 12 – E-Orders

The Northern District of Ohio has adopted the practice of accepting proposed orders through the E-Orders module. Please refer to the [Judges' Information/Order Submission Guidelines](#) section of the court's website for instructions on proposed order submission.

STEP 1 Prepare the proposed order in the following format.

- Create a 4-inch margin (i.e., 4 inches of white space) at the top of the first page of the order.
- After the final text on the last page of the order, type “# # #” centered on next line after the end of the body of proposed Order to symbolize the end of the document.
- Reference must be made to who submitted the proposed order.
- Order must include a service list with complete name and address of each party to be served. The service list must state the method of service (electronic, postal mail, etc.) for each party served.
- Do not include a signature line/block at the end of the document for the judge's written signature. The judge's electronic signature will be applied to the top of the document in the 4-inch space you provide.
- Save the proposed order as a PDF.

STEP 2 Click Bankruptcy on the Main Menu.

STEP 3 Click Order Upload on the Bankruptcy Events screen.

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Claim Actions](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Notices](#)
- [Open a BK Case](#)
- [Open an Involuntary Case](#)
- [Other](#)
- [Plan](#)
- [Unclaimed Funds](#)
- [Order Upload](#)

- Click Single Order Upload.

STEP 4 Enter the case number, and click Next.

STEP 5 The Related Document Number screen will appear. Enter the related document number, and click Next.

- If you do not know the related document number, click Next.
- Conduct a search for the related document by entering the type of document (BNC, answer, appeal, auditor, claims, cmp, court, crditcrd, misc, motion, notice, order, plan, trustee, utility), followed by the Filed date range or the Documents number range, if appropriate. Click Next.
- A list of documents that fit the search criteria will appear. Find the document you wish to link to your order, and select the associated box. Click Next.

STEP 6 The following screen will appear. Confirm the case number, case name and related document before continuing.

Single Order Upload

[18-10010-aih Andrew Bray, Jr.](#)

Related Document Number: 5

Related Document Description: Application to Have Chapter 7 Filing Fee Waived

Order Type

Hearing Date  

- Order Type: Click on the drop down menu, and select the appropriate order type (e.g., agreed, expedited, administrative, suspense, other).
- Hearing Date: Enter the month, day and year in the Hearing Date field, if applicable. Click Next.

Single Order Upload

Filename

No file selected.

- Filename: Your proposed order should already be in the proper format (Step 1), and saved as a PDF. Click the Browse button to find the proposed order you wish to upload. Double click the PDF or click once and then Open to attach the document. The file name will appear in the field next to the Browse button.
- To submit your proposed order, click Next.
- The following screen verifies order submission.
- If you wish to upload another order, click the Upload Single (bk) hypertext link.

Single Order Upload

[18-10010-aih Andrew Bray, Jr.](#)

The new document 2017AnnualReport.pdf was uploaded successfully on 5/4/2018 at 3:07 PM

Order Type: Other

Related Document Number: 5

Related Document Description: Application to Have Chapter 7 Filing Fee Waived

Order ID: [776998](#)

[Upload Single \(bk\)](#)

Replacing an Existing Order

Should you need to replace a previously submitted order, adhere to Steps 1-6. After selecting the document number (Step 5), a warning screen will appear indicating that there is an existing order for the document. To replace the order, click Replace the order(s) and Replace order 776991 (ID #), and then click Next. Follow the instructions in Step 6 to complete the upload process. You will receive a confirmation screen to verify successful replacement of the original order. Please Note: The original order cannot be replaced if it has already been routed to the Judge. Contact the court in this situation.

Single Order Upload

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
18-10010-aih Andrew Bray, Jr. Ch 7	5 Application to Have Chapter 7 Filing Fee Waived Filed: 01/02/2018	776998 By Doe, Jane Jr 05/04/2018

- Upload another order
- Replace the order(s)
- Replace order [776998](#)

Next Clear

Section 13 – Query Index

The Query function allows the user to view a variety of data categories and reports for individual cases, such as the docket report, filer information, and associated parties. A query can be executed by entering a name, case number, tax I.D. number, or Social Security number. If multiple cases or parties meet the search criteria, you must select one of your choices from the list. Queries can only be conducted if the user signs on with his or her [PACER](#) login and password. To query a case, please adhere to the guidelines below. PACER fees will apply.

Query

Select Query from the Main Menu, and the following Search Clues screen will appear.

To search by Case Number:

- Enter the case number.
- Click the Run Query button.

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Search Clues [Mobile Query](#)

Case Number

Last / Business Name (Examples: Desoto, Des't)

First Name Middle Name

SSN / ITIN Tax ID / EIN

Type Open cases Closed cases

Filed Date to

Last Entry Date to

Nature of Suit (AP and MP cases only)

- 01 (Determination of Removed Claim or Cause; Rule 7001(10))
- 02 (Other (e.g. other actions that would have been brought in state court if unrelated to a bankruptcy))
- 11 (Recovery of money/property - 542 turnover of property)
- 12 (Recovery of money/property - 547 preference)

To search by Name:

- If a case number is not known, enter the party's Last/Business Name, and click Run Query. A list of debtors with the last name you enter will appear. Click on the appropriate party.
- To narrow your search, enter the debtor's First Name or first initial, and click Run Query. To further narrow your search, enter the debtor's Middle Name or middle initial, if known.
- To run a query for a business, enter the legal business name. (e.g., enter "Howard Johnson Hotels" opposed to entering "Johnson"). Click Run Query.

To search by Social Security Number:

- Enter the party's Social Security number (with dashes inserted).
- Click Run Query.

To search by Type (ADI, attorney, common creditor, court report/transcriber, former trustee, party, professional, system, trustee, trustee (ACH) or U.S. Trustee):

- Click the Type drop down box.
- Click Run Query. All cases fitting your search criteria will be displayed.

Aliases

To display the aliases on a case, please adhere to the following guidelines.

STEP 1 Click Query on the Main Menu, and enter the case number.

- Click the Run Query button.

STEP 2 Click the Alias hypertext link. The Parties with aliases screen appears showing all parties with aliases.

Associated Cases

To identify associated cases, adhere to the following guidelines.

STEP 1 Click Query on the Main Menu, and enter the case number.

- Click the Run Query button.

STEP 2 Click the Associated Cases hypertext link. The Associated Cases screen provides a list of all associations to the case.

Attorneys

To generate a list of attorneys entered as parties on a case, adhere to the following guidelines.

STEP 1 Click Query on the Main Menu, and enter the case number.

- Click the Run Query button.
- Click the Attorney hypertext link. The Attorney information screen will appear, and show a list of all attorneys associated with the queried case.

Case Summary

A case summary provides a brief description of the case, and a synopsis of the transactions that have occurred, such as the discharge date, case opening date, flags, court location, and attorney. To run a case summary, adhere to the following guidelines.

STEP 1 Click Query on the Main Menu, and enter the case number.

- Click the Run Query button.

STEP 2 Click the Case Summary hypertext link. A report similar to the one shown below will appear.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the case information is displayed: Case type: bk Chapter: 7 Asset: No Vol: v Judge: ARTHUR I HARRIS, Date filed: 01/02/2018, Date of last filing: 01/06/2018. The main heading is "Case Summary". The page contains two columns of case details. The left column includes: Office: Cleveland, County: CUYAHOGA-OH, Fee: IFP filing fee waived, Origin: 0, Previous term:, Joint: n, Original chapter: 7, Current chapter: 7. The right column includes: Filed: 01/02/2018, Terminated:, Debtor discharged:, Reopened:, Converted:, Debtor dismissed:, Confirmation hearing:. Below these columns, additional case information is provided: Nature of debt: consumer, Pending status: In Forma Pauperis Pending, Flags: DebtEd, MisDocs, MEANSNO, IFPPending, DeBN-Yes, PetPre, ProSe, Trustee: David O. Simon, Trustee City: Cleveland Phone: (216) 621-6201 Email: david@simonlp.com, Party 1: Bray, Andrew Jr. (Debtor) SSN / ITIN: xxx-xx-5548, Location of case files: Volume: CS1, and a note that the case file may be available.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

18-10010-aih Andrew Bray, Jr.
Case type: bk Chapter: 7 Asset: No Vol: v Judge: ARTHUR I HARRIS
Date filed: 01/02/2018 Date of last filing: 01/06/2018

Case Summary

Office: Cleveland	Filed: 01/02/2018
County: CUYAHOGA-OH	Terminated:
Fee: IFP filing fee waived	Debtor discharged:
Origin: 0	Reopened:
Previous term:	Converted:
	Debtor dismissed:
Joint: n	Confirmation hearing:
Original chapter: 7	
Current chapter: 7	

Nature of debt: consumer
Pending status: In Forma Pauperis Pending
Flags: DebtEd, MisDocs, MEANSNO, IFPPending, DeBN-Yes, PetPre, ProSe

Trustee: David O. Simon, Trustee City: Cleveland Phone: (216) 621-6201 Email: david@simonlp.com

Party 1: Bray, Andrew Jr. (Debtor)
SSN / ITIN: xxx-xx-5548

Location of case files:
Volume: CS1
The case file may be available.

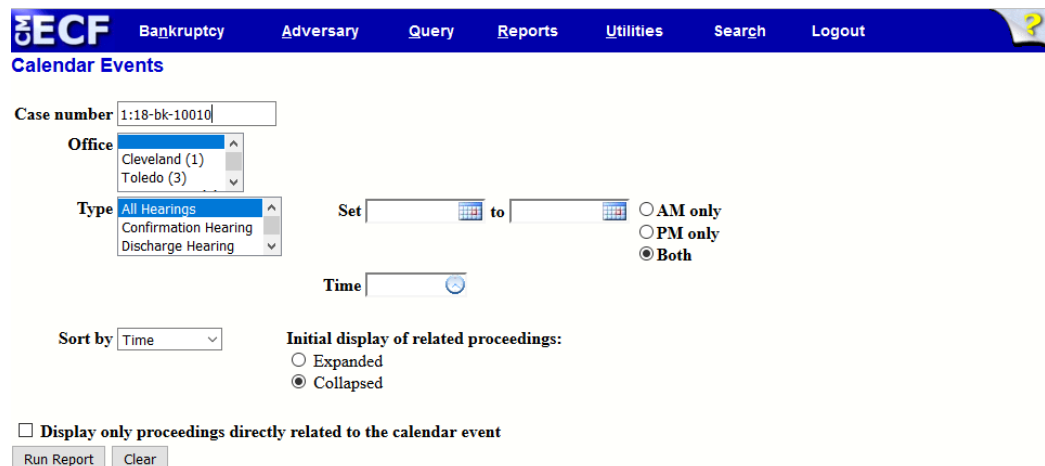
Section 14 – Reports Index

Calendar Events

STEP 1 To run a report of the scheduled hearings on a case, click Reports on the Main Menu.

- Click the Calendar Events hypertext link. A Calendar Events screen similar to the screen shown below will appear, and provide you with search criteria to generate your report.

STEP 2 Enter your search criteria by clicking on the drop down arrow for each field.



The screenshot shows the MECF (Main Electronic Case Filing) interface for the 'Calendar Events' report. The top navigation bar includes 'MECF', 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Calendar Events' page contains the following search criteria:

- Case number:** A text input field containing '1:18-bk-10010'.
- Office:** A dropdown menu with 'Cleveland (1)' and 'Toledo (3)' options.
- Type:** A dropdown menu with 'All Hearings', 'Confirmation Hearing', and 'Discharge Hearing' options.
- Set:** Two date pickers separated by 'to', with radio buttons for 'AM only', 'PM only', and 'Both' (selected).
- Time:** A time picker.
- Sort by:** A dropdown menu set to 'Time'.
- Initial display of related proceedings:** Radio buttons for 'Expanded' and 'Collapsed' (selected).
- Display only proceedings directly related to the calendar event**
- Run Report** and **Clear** buttons.

- Click the Run Report button to receive all the Calendar Events that fit your search criteria.

Creditor Report

A list of creditors on the case can be obtained by either selecting Query or Reports from the Main Menu. To generate a list of creditors filed on a case using the Query feature, adhere to the following guidelines.

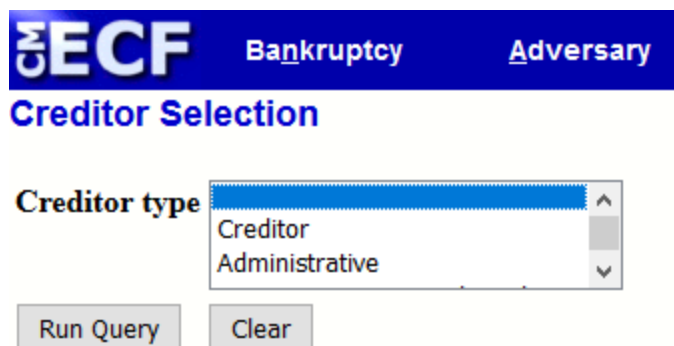
STEP 1 Click Query on the Main Menu, and enter the case number.

- Click the Run Query button.

To generate a list of creditors filed on a case using the Reports feature, adhere to the following guidelines.

STEP 1 Click Reports on the Main Menu, then click List of Creditors, and enter the case number.

STEP 2 Click the Creditor hypertext link. The Creditor Selection screen shown below will appear.



The screenshot displays the 'Creditor Selection' interface. At the top, there is a blue header with the ECF logo and the text 'Bankruptcy Adversary'. Below the header, the title 'Creditor Selection' is shown in blue. The main area contains a label 'Creditor type' followed by a dropdown menu. The dropdown menu is open, showing two options: 'Creditor' and 'Administrative'. Below the dropdown menu are two buttons: 'Run Query' and 'Clear'.

STEP 3 Select Creditor as the type, and then click Run Query.

STEP 4 A list of creditors filed on the case will appear.

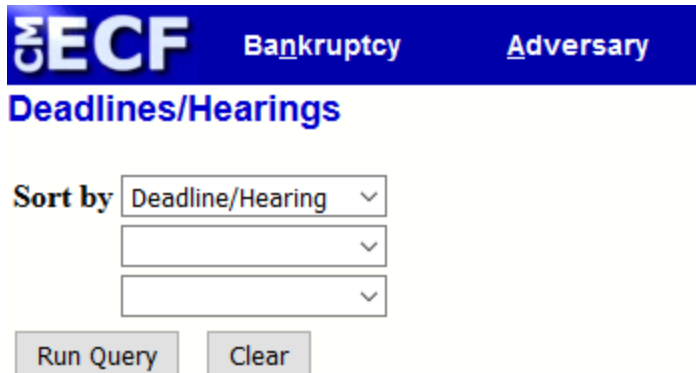
Deadlines/Hearings

To generate a list of deadlines and hearings, please adhere to the following guidelines.

STEP 1

- Click Query on the Main Menu, and enter the case number.
- Click the Run Query button.
- Click the Deadline/Schedule hypertext link.

STEP 2 The Deadlines/Hearings screen will appear.

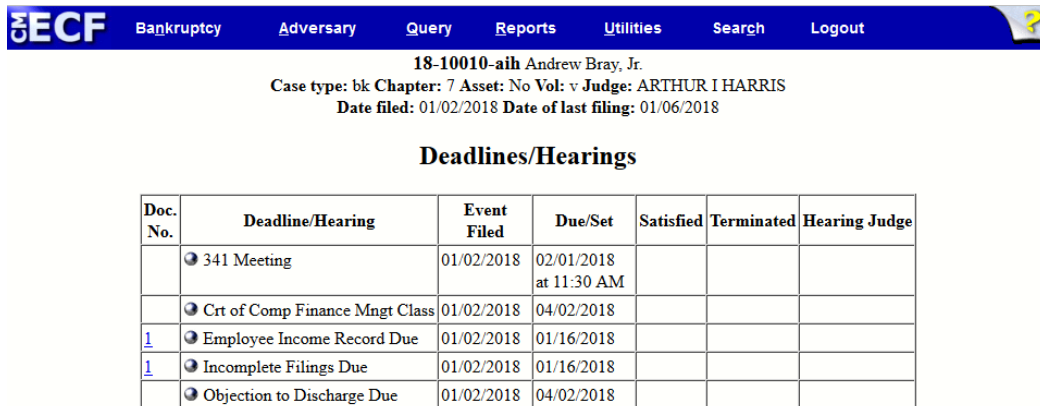


ECF Bankruptcy Adversary

Deadlines/Hearings

Sort by

STEP 3 Click on the appropriate drop down boxes to select your search criteria. An information screen similar to screen shown below will appear.



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

18-10010-aih Andrew Bray, Jr.
Case type: bk Chapter: 7 Asset: No Vol: v Judge: ARTHUR I HARRIS
Date filed: 01/02/2018 Date of last filing: 01/06/2018

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated	Hearing Judge
	341 Meeting	01/02/2018	02/01/2018 at 11:30 AM			
	Crt of Comp Finance Mngt Class	01/02/2018	04/02/2018			
1	Employee Income Record Due	01/02/2018	01/16/2018			
1	Incomplete Filings Due	01/02/2018	01/16/2018			
	Objection to Discharge Due	01/02/2018	04/02/2018			

Docket Report

The Docket Report provides a detailed description of all transactions and filings on each case. To generate a docket report, please adhere to the following guidelines.

STEP 1 Select Query on the Main Menu, and enter the case number.

- Click the Run Query button.

STEP 2 Click the Docket Report hypertext link.

STEP 3 Enter the case number on the Docket Sheet screen, and then click Run Report.

- To view a specific document, click the associated hypertext link.
- You will be prompted to accept additional charges for viewing the document.
- Click the View Document button to continue.
- The document will open in Adobe Acrobat for viewing.

Filers

To generate a list of the filers on a case, adhere to the following guidelines.

STEP 1 Select Query on the Main Menu, and enter the case number.

- Click the Run Query button.

STEP 2 Select Filers, and the following screen will appear.

18-10010-aih Andrew Bray, Jr.
 Case type: bk Chapter: 7 Asset: No Vol: v Judge: ARTHUR I HARRIS
 Date filed: 01/02/2018 Date of last filing: 01/06/2018

Filers

Name	Type	Added	Terminated
Andrew Bray Jr.	Debtor	01/02/2018	

Reports

Users can also run queries using the Reports event. On the Main Menu, select Reports. A list of available reports will be displayed. To view case information, users must be logged into [PACER](#).

Cases Report

The Cases Report displays Cases Filed, Entered, Discharged, Dismissed, Closed, and Converted. To run the cases report, adhere to the following guidelines.

STEP 1 On the Main Menu, select Reports.

STEP 2 Click the Cases hypertext link. To identify your search parameters, populate all applicable fields on the screen. To select multiple search parameters in the same category (e.g., To display all cases assigned in Cleveland, Akron, and Toledo), hold the Ctrl key while simultaneously clicking each of your selections. Your selections will be highlighted in blue when you are done. Please Note: Unless your search is narrowed, the system will generate a report that includes all available data.

- Judge: If you want your report to show cases assigned to specific judges, click the down arrow to select the name(s) of the judge(s) you wish to have included on your report. To select multiple judges, press the Ctrl key while simultaneously clicking on each judge’s name. When you are finished, your selections should be highlighted in blue.
- Office: Select at least one of the five offices in the Northern District of Ohio.

- **Case type and Chapter:** Indicate if your report should display bankruptcy (bk), adversary (ap) or miscellaneous proceeding (mp) cases. If you would like your report to display cases with a specific chapter type, select the appropriate chapter type. If you would like your report to display all cases, do not include a chapter type in your search criteria.
- **Trustee:** If you would like your report to reflect cases assigned to specific trustees, click on the name of the trustee(s) you would like to have included on your report.
- **Date Type:** Select from the drop down options of: Filed Date, Entered Date, Discharged Date, Dismissed Date, Closed Date, Converted Date, Reopened Date, Transferred Date, and Split Date: For a list of cases, specify the period of time for which you wish to run your report.
- **From- To:** Enter a start and end date for the time frame you want to capture on your report. (Population of this field is required).

Claims Register Report

The Claims Register report displays the claims filed on a specific case.

STEP 1 Click Reports on the Main Menu followed by Claims Register. The following screen will appear.

- **Case Number:** Enter the case number.
- **Run Report:** Click the Run Report button to accept the system defaults, or customize your search by selecting other search criteria. If you do not enter specific search criteria to narrow your search, a list of all claims for the case number you have entered will be displayed.

STEP 2 If you wish to narrow your search, enter data in one or more of the following fields.

Case number

Creditor type
Creditor Administrative

Creditor name

Creditor number

Claim number to View multiple documents

Filed to
 Entered

Sort by

View claims summary report

- Creditor type: You may narrow your search by entering one or more of the following criteria: Creditor, Administrative, 20 Largest Unsecured Creditors, Common Creditor, Limited Notice, Notice of Appearance.
- Creditor name: You may enter the name of the creditor you wish to display.
- Claim number: You may generate a report listing a range of specific claim numbers. Enter the appropriate numbers.
- Filed/Entered: You may enter the specific filed/entered date, or the filed/entered date range.
- Sort by: You may customize how the data on your report will be sorted. The three sort options are Claim Number, Creditor Name, and Filed Date.

Section 15 –Style Requirements

This section contains a description of the search guidelines, CM/ECF style conventions, and commonly used abbreviations in the Northern District of Ohio. The purpose of this section is to promote the application of uniform information on docket entries and data results. To ensure that you are adhering to the district’s CM/ECF style requirements, please refer to the following guidelines.

Search Guidelines

CM/ECF searches require exact text matches. Therefore, before adding a party to a case, it is imperative that you conduct a party search so that several versions of the same party are not added to the CM/ECF database. If your search produces the party you need, select it. If your search does not produce the party you need, add the new party to your case. Upon entry of the new party to your case, the name and address will be added to the court’s party database. Adhere to the following guidelines when conducting a debtor or creditor search in CM/ECF.

- **Debtor Search:** When conducting a search for a debtor, enter search criteria that narrow your search enough to produce specific results. For example, a search for a debtor using the last name “Smith” will produce too many party names to quickly identify the party you need. However, using the debtor’s last name and Social Security number, produces the name of the specific party you need quickly.
- **Creditor Search:** When conducting a search for a creditor, use broad search criteria (e.g., “Whole” opposed to “Whole Foods, Inc.”). All parties starting with the word “Whole” will appear in your search results. If a broad search does not produce the results you need, narrow your search criteria by adding additional search parameters. You should also remove indefinite and definite articles, such as “a, an, the” from your search criteria (e.g., “Plain Dealer” opposed to “The Plain Dealer”).
- Refer to Section 6 – Case Opening for instructions on how to conduct a debtor and creditor search.

Party Additions to CM/ECF

When a CM/ECF search does not list the party you need in its database, you must add the party to the case.

Adding Debtors: The majority of debtor searches do not produce an immediate result. Whenever you add a debtor to a case, adhere to the following guidelines.

- Conduct a search for the debtor's name using the Social Security number and the name before entering the person as a party.
- Enter the debtor's name and address exactly as it appears on the petition or complaint.
- If the debtor has a title, add the title in the "party text" box.
- Make an entry to the Social Security number (SSN) box or Tax ID box. (e.g., 000-00-0000 or 00-0000000).

Adding Plaintiffs and Defendants: The majority of searches will produce the party you need when searching for plaintiff and defendant names. Whenever you add plaintiff or defendant information, adhere to the following guidelines.

- Conduct a search for the party using the Social Security number/tax I.D., and the name before adding as a party to the case.
- Make sure you select the plaintiff or defendant party role.
- If you find a plaintiff or defendant in CM/ECF is listed with the incorrect address, amend the address to reflect the correct one.

Adding Pro Se Creditors: The majority of creditor searches will produce the party you need. When a creditor is not represented by an attorney, adhere to the following guidelines.

- Conduct a search for the party using the name or tax I.D. before adding the party to the case.
- Ideally, there should be only one creditor name in CM/ECF. However, there may be instances when large creditors appear in CM/ECF several times under the same or different addresses. If you find the creditor you are searching for is listed under several different addresses, select the entry that has the address that you need. Do not duplicate entry of the same creditor with the same address.
- If the creditor address you are searching for does not match any of the addresses in CM/ECF, add the address in the system.

- Do not add a title for creditors.
- Make sure you select the party role of the creditor.

Adding Creditors Represented by an Attorney- The majority of creditor searches will produce the party you need. When adding creditors who are represented by an attorney, adhere to the following guidelines.

- Conduct a search for the party using the name or tax I.D. before adding the party to the case.
- Do not add a mailing address for a creditor who is represented by an attorney. Court correspondence for the creditor will be forwarded to the attorney on record.
- Do not add a title for creditors
- Make sure you select the party role of the creditor.

Style Conventions for Names and Addresses

- Debtor's Name: The initial entry of the debtor's name must appear exactly as it is given on the petition, including any punctuation. This rule overrides any other rules involving entry of names that may appear below.

NOTE: Do not enter the debtor's name using all capitalized letters.

- Initials Used as Names: (Does not apply to entry of a debtor. Refer to the Debtor's Name Styling Convention when entering a debtor's name in CM/ECF). When initials are given as a first name, do not put spaces or periods between the letters. However, if you cannot tell if it is a first name, enter the first and middle initial in the first name field (e.g., a petition listing the debtor name as "MC" Hammer should be entered with MC in the first name field; a petition with "M.C." Hammer should be entered with the letter "M" in first name field and the letter "C" in the middle name field.
- Hyphenated Names: Hyphenated and double names are treated as one name. Refer to the following examples when entering hyphenated or double names.

Hyphenated Name: Lois Ann Lane-Kent

First name: Lois

Middle name: Ann
Last name: Lane-Kent

Double Name: Shirley Ann Temple Black

First name: Shirley
Middle name: Ann
Last name: Temple Black

Questionable Name: Pat Bowman Smith

First name: Pat
Middle name: Bowman
Last name: Smith

- “United States” as Part of Entity Name: Enter as “US.”
- State Names Use the state abbreviation (OH State University, First Bank of PA). If the name of a state is used as a street name (Washington Ave) spell the name of the street in lieu of abbreviations.
- Two-Part Names: If the street name is a two-part name, separate the two names with a space (Footville Richmond Rd).
- Government Agencies: See the “Abbreviations” list at the end of this section for agencies who frequently file bankruptcy documents.
- Federal Agencies: For federal agencies that are not listed with an acronym, enter “US” before the agency name (e.g., “US Dept of Education” as opposed to “Department of Education”).
- State Agencies: For state agencies that are not listed with an acronym, enter the two-letter state abbreviation followed by the department or division name (e.g., “OH Dept of Taxation” as opposed to “Department of Taxation”).
- Numbers: Use the actual number rather than spelling out the number (e.g., \$75,000 as opposed to seventy-five thousand dollars). If a number is a part of a name or title, do not use the actual number (e.g., First National Bank as opposed to 1st National Bank).
- Phone Numbers: Telephone numbers should be entered with the area code in parentheses followed by a space, and then the seven digit number.

- Street Address Order: If a P.O. box, street address, building name, and suite number are given for the address, type the address block in the following order.

Address 1 = Street Address
 Address 2 = Building Name
 Address 3 = Suite/Apt/Unit #
 Address 4 = PO BOX

- Foreign address: When the address is outside of the United States, duplicate it as closely as possible. The last line should contain the name of the country.
- Punctuation: When entering addresses, party names, creditor names, and titles, do not use punctuation.
- Symbols: The symbols, % ! \ @ | * ^ & ~ should not to be used. Scanners may read them incorrectly.
- Attention Lines: If an attention line is given, put it on the first address line using “c/o” and not “%.”
- Articles Used as a Part of the Entity Name: Do not enter the word “the” if it is the first word of the party name unless you are entering debtor information (e.g., “The Bank of New York” opposed to “Bank of NY”).
- Estates and Trusts - Refer to the following examples when entering estate and trust information.

Estate of Wesley H. Hardin

First name: Wesley
 Middle name: H
 Last name: Hardin
 Party text: Estate

Pat N. Garret, Trustee for the Estate of Wesley H. Hardin

First name: Pat
 Middle name: N
 Last name: Garret
 Party text: Trustee for the Estate of Wesley H Hardin

Preferred Abbreviations

Administration	Adm
American Express . . .	American Express
Association/Associates	Assoc
Attorney	Aty
Bank and Trust	B and T
Bureau	Bur
Company	Co
Corporation	Corp
County	Cnty
County Road	CR
Credit	Cr
Department	Dept
District	Dis
Division	Div
Doctor	Dr
Education	Ed
Employee	Emp
Extension	Ext
Federal	Fed
Finance/Financial	Fin
Hospital	Hosp
Incorporated	Inc
Information	Info
Insurance	Ins
Internal Revenue Service	IRS
International	Intl
Junction	Jct
Limited	Ltd
Lot	#
Mortgage	Mtg
N.A.	Do not add this to the creditor's title
National	Natl

Number	#
Post Office Box	PO Box
Rural route	RR
Saint	St
Savings	Sav
Savings and Loan	S and L

Abbreviations for States & Territories

AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AS	American Samoa	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	District of Columbia	ND	North Dakota
FL	Florida	MP	N. Mariana Isl.
GA	Georgia	OH	Ohio
GU	Guam	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PW	Palau
IL	Illinois	PA	Pennsylvania
IN	Indiana	PR	Puerto Rico
IA	Iowa	RI	Rhode Island
KS	Kansas	SC	South Carolina
KY	Kentucky	SD	South Dakota
LA	Louisiana	TN	Tennessee
ME	Maine	TX	Texas
MH	Marshall Island	UT	Utah
MD	Maryland	VT	Vermont

MA	Massachusetts	VA	Virginia
MX	Mexico	VI	Virgin Islands
MI	Michigan	WA	Washington
FM	Micronesia	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming

Abbreviations for Geographic Directions

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

Locator, Directional and Street Designators

Avenue	Ave
Boulevard	Blvd
Building	Bldg
Court	Ct
Center	Ctr
Department	Dept
Expressway	Expy
Floor	Fl
Heights	Hts
Highway	Hwy
Junction	Jct
Lake	Lk
Lane	Ln
Mountain	Mtn
Parkway	Pky
Place	Pl

Road	Rd
Room	#
Station	Sta
Street	St
Suite	#
Turnpike	Tpke
Unit	#
Valley	Vly

Section 16 -Glossary

Adobe Acrobat

Application program frequently used to create and view PDF documents. Adobe™ Systems Incorporated created the “PDF” format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-Mail Notification

A CM/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 notification throughout the day or an end-of-day summary.

Browse

The act of navigating through visual menus, directories, or text using a mouse.

Browser

A software program that 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. Internet Explorer, Mozilla Firefox and Netscape Navigator are examples of three popular web browsers.

Category

In CM/ECF, a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user clicks on to make choices. Check boxes allow selection of zero or more items from a check box collection.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's case management application. With CM/ECF attorneys can file cases and documents electronically via the Internet.

Default

A suggested value displayed by CM/ECF on a screen. Many fields in CM/ECF have default values. If the default is the desired value, you may accept them. If not, the default value can be replaced.

Document Type

In CM/ECF, describes a specific filing or event with similar characteristics within a case that behaves uniquely from other document types.

Drop Down Box

A text box displaying data selections alphabetically. Drop down boxes are frequently used in CM/ECF to allow making selections. To make a selection, click on the selection. To make multiple selections, hold the control (Ctrl) key down when making a second, third, etc. selection.

HTML

HyperText Markup Language is the "language" used to create the formatted appearance of text displayed in common browsers.

Hypertext (HTML) Link

A URL imbedded in an html (hypertext markup language) document that is usually underlined. The link allows the user to jump to another document or function by clicking on the link.

Notice of Electronic Filing (NEF)

Electronic document produced by CM/ECF that certifies each filing with the Bankruptcy Court.

PDF Document

A document file created in the Adobe™ “Portable Document Format”. CM/ECF requires all document submissions to be in “PDF” format with the exception of the creditor list (matrix) which must be uploaded in an ASCII text (.txt) format.

Radio Button

A round selection button used to select a single item from a list of items.

URL

Short for Universal Resource Locator. URLs are the naming scheme used to find web pages. A URL is similar to a street address. The URL for the Northern District of Ohio website is www.ohnb.uscourts.gov

Section 17 – Help Desk Information

An [Electronic Case Filing Help Desk](#) (ECF) has been established in each of the five offices of the U. S. Bankruptcy Court for the Northern District of Ohio. Should you need assistance, help desk specialists will be happy to assist you with problems relevant to CM/ECF, from 9:00 a.m. until 4:00 p.m. Monday through Friday. Please be advised that help desk specialists are neither permitted to provide legal advice, nor assist with problems on the user's internal network. Should you have questions related to CM/ECF filing, please feel free to contact the help desk location in which you are attempting to file your pleading, or visit the court's website at <https://www.ohnb.uscourts.gov> and refer to the [ECF General Information and Instructional Documents](#) section under the [ECF and Case Info tab](#) for a list of on-line training modules and instruction manuals.

Help Desk Contact Information

Akron	330-252-6100
Canton	330-458-2120
Cleveland	216-615-4460
Toledo	419-213-5600
Youngstown	330-742-0920

Section 18 - Miscellaneous

Spam Filters

Attorneys added as a party to cases are notified of case activity primarily through email. However, sometimes emails can be misinterpreted as Spam, and routed to a spam file instead of your in-box. Please be advised that the ECF system cannot resend missed emails. The reasons your system may experience difficulties with Spam may include the following.

1. Your Internet Service Provider is blocking Spam on its servers.
2. You have enabled a Spam blocker in your e-mail software.

Should the court's e-mails be blocked due to Spam, there are a couple of things you can do

1. Add the court as an exception to the Spam blocker.
2. Set up a second/backup e-mail address.

Should you require assistance with your Spam filter, please contact the systems administrator in your office.