

CM/ECF Users Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing Motions
	Section CM/ECF Screens

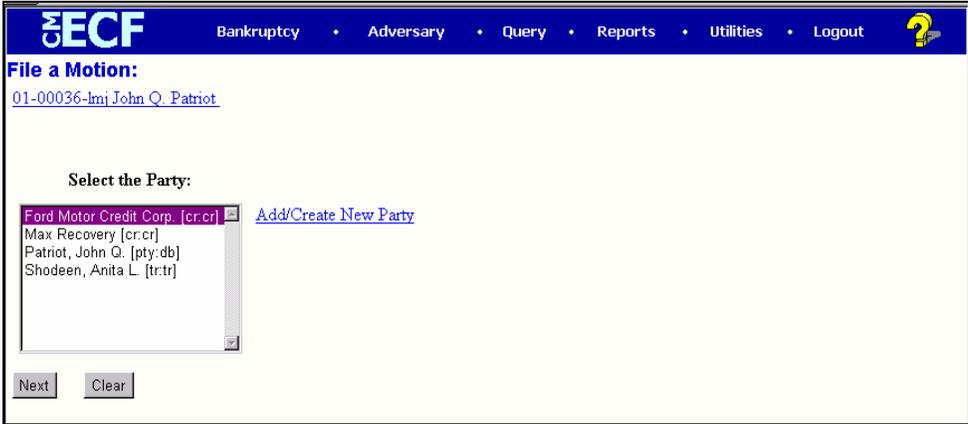
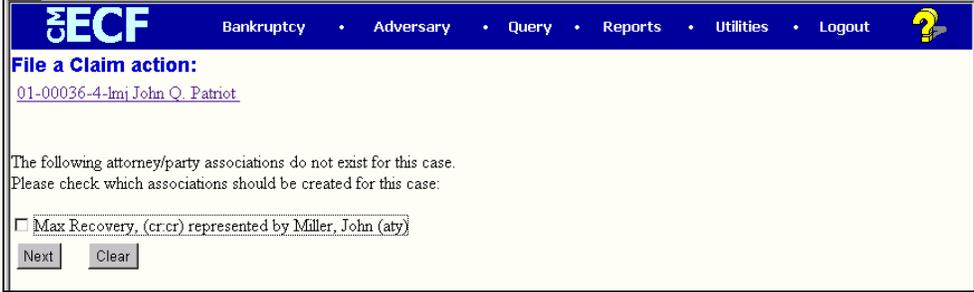
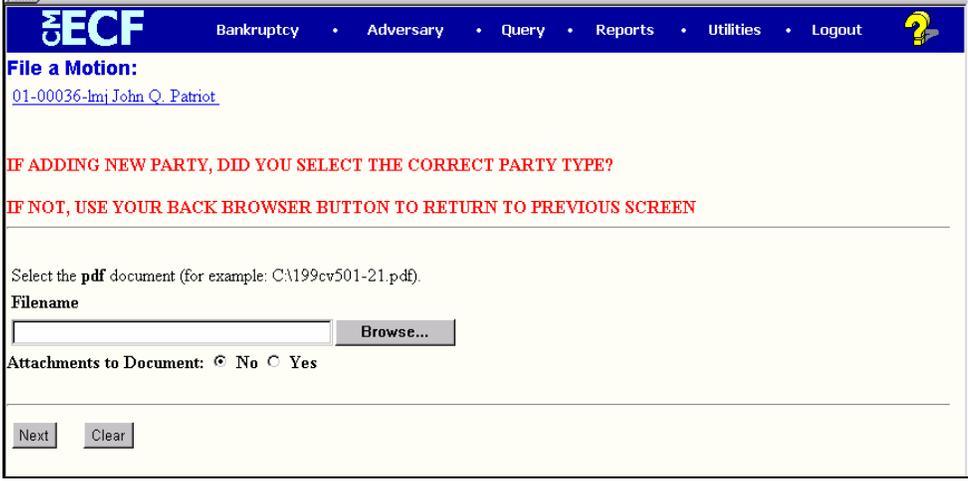
Once the motion and certificate of service is converted to a PDF format, docket the motion event in CM/ECF, attaching the motion/certificate of service file (PDF document) to the motion docket event.

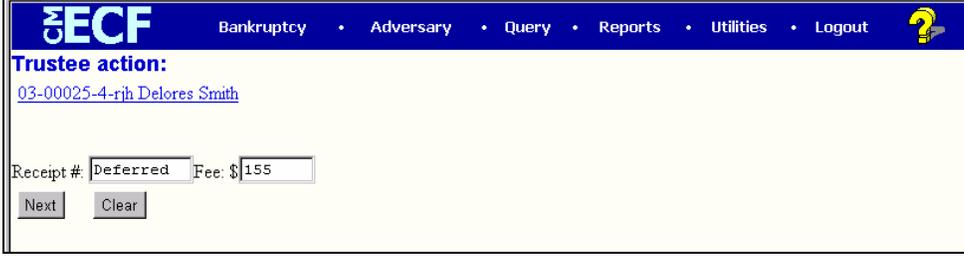
Following are pictures of the various screens in CM/ECF. Every screen does not appear with each docket event. The structure of the docket event determines what screens appear.

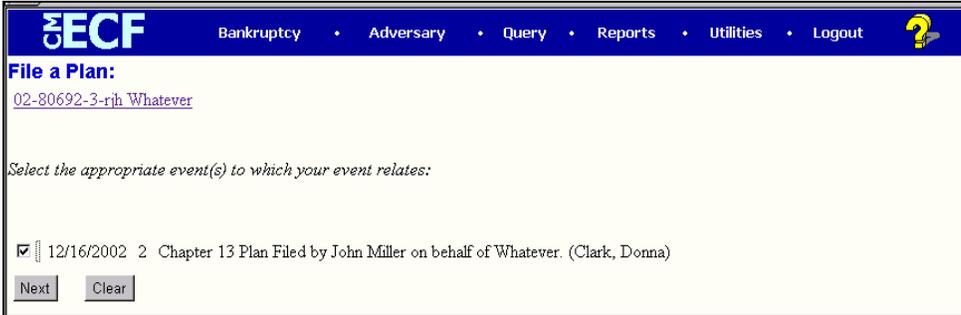
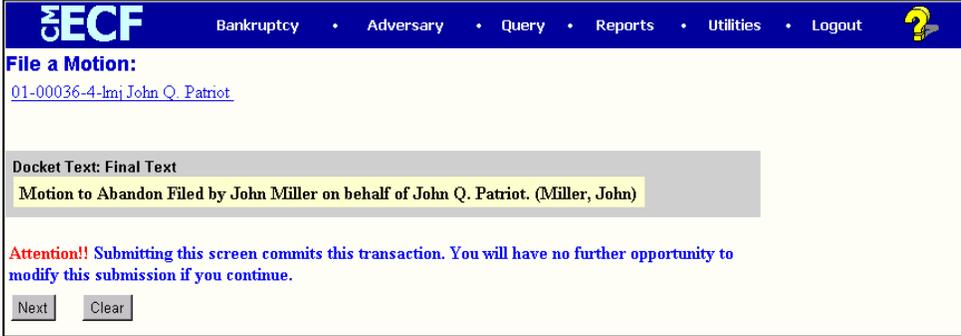
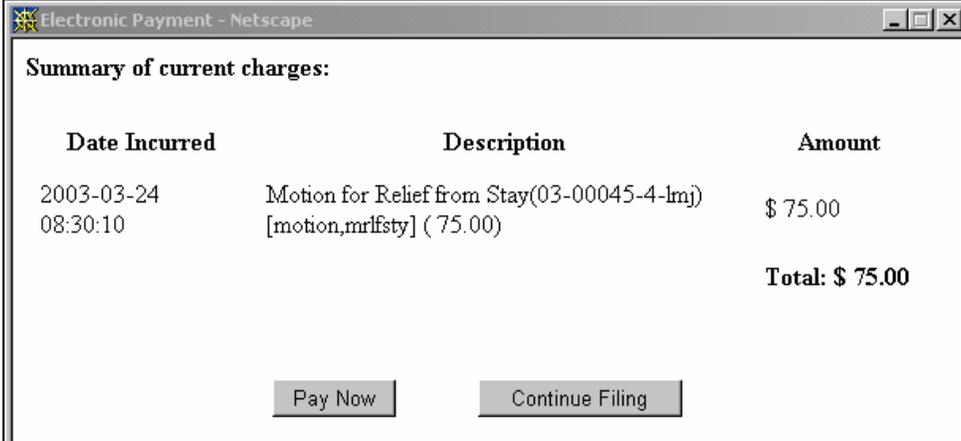
You can use the back button to return to any previous screen and make changes or revisions. Once you select the submit button with the final docket text screen, you cannot make changes.

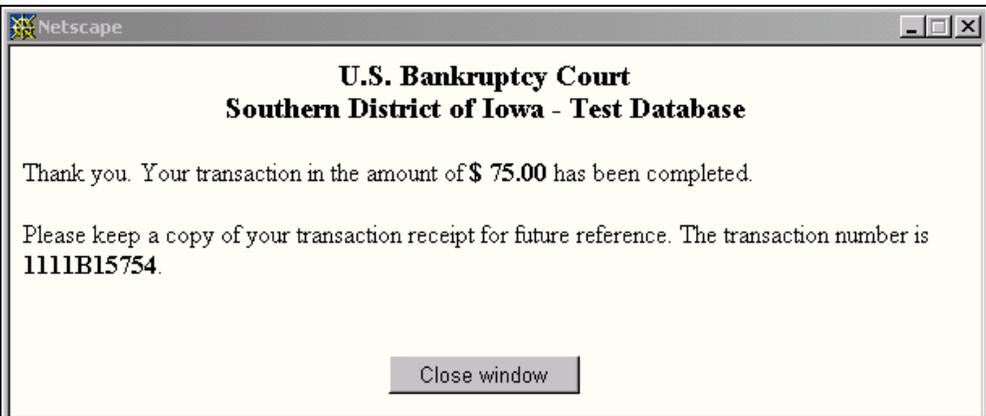
CM/ECF Login Screen Select Bankruptcy or Adversary	
--	--

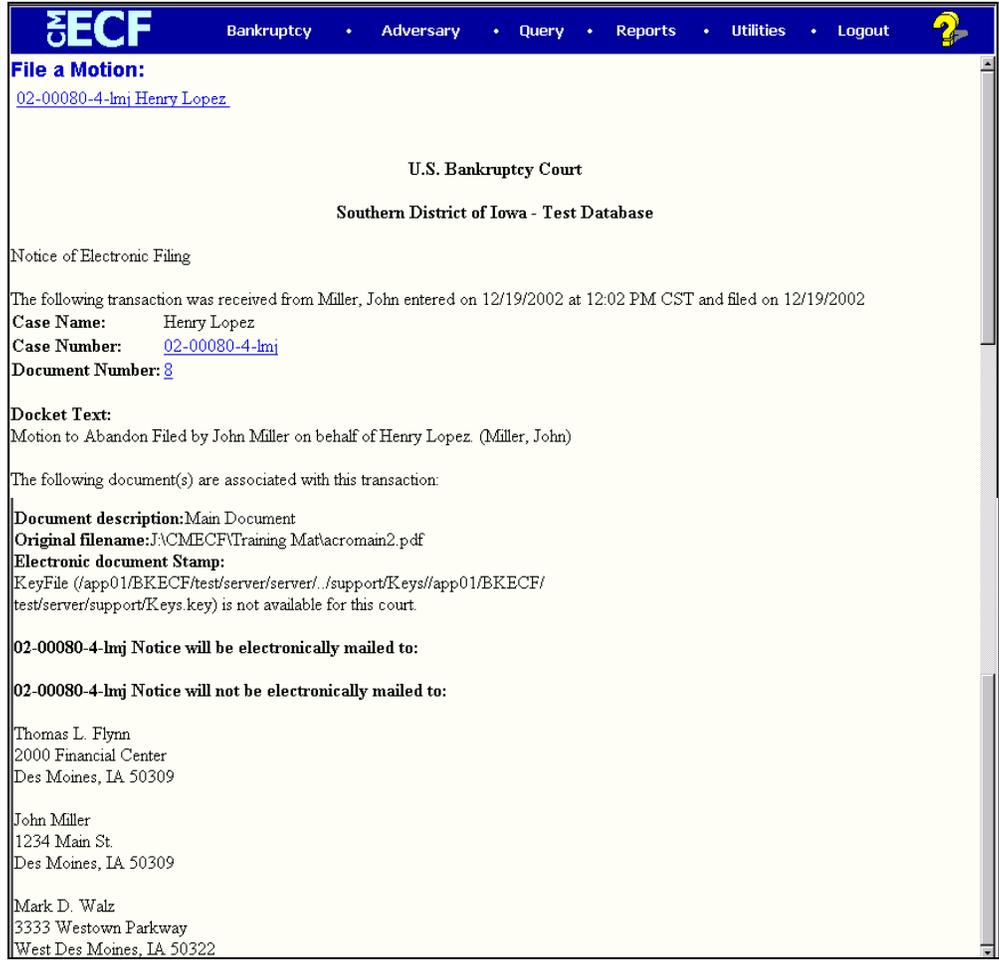
<p>Select Event Type – Motion</p>	 <p>The screenshot shows the CM/ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the 'Bankruptcy Events' menu is displayed with the following options: Objection/Response..., Appeal, Claim Actions, Creditor Maintenance..., File Claims, Motions/Applications, Notices, Open a BK Case, Orders/Opinions..., Other/Misc, and Plan.</p>
<p>Enter Case Number</p>	 <p>The screenshot shows the 'File a Motion' screen. A text input field for 'Case Number' contains '01-36'. To the right of the input field, a grey box contains the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are 'Next' and 'Clear' buttons.</p>
<p>Select Motion Event</p>	 <p>The screenshot shows the 'File a Motion' screen for case '01-00036-lmj John Q. Patriot'. A scrollable list box contains the following motion event options: Abandon, Abstention, Adequate Protection, Administrative Expenses, Amended Application, Amended Motion, Appear Pro Hac Vice, and Appoint Trustee. Below the list box are 'Next' and 'Clear' buttons.</p>
<p>Click if Filing With Another Attorney</p> <p></p>	 <p>The screenshot shows the 'File a Motion' screen for case '01-00036-lmj John Q. Patriot'. A checkbox labeled 'Joint filing with other attorney(s)' is present. Below the checkbox are 'Next' and 'Clear' buttons.</p> <p>CAUTION: The other attorney must be a party to the case to select from the drop down list. If not, docket a Notice of Appearance & Request for Notice before docketing the motion event to add the joint attorney to the case.</p>

<p>Select Party You Represent</p> <p>Add New Party if your client does not appear on the list. Refer to Electronic Filing Participants Guide, Part 1, Attorney Style Guide, Create New Parties.</p>	
<p>Create Association with Party Filer and Attorney</p>	
<p>Attach Motion/ Certificate of Service file as a PDF Document</p> <p>Review PDF document before attaching to verify the correct document appears.</p>	

<p>Enter Receipt Info</p> <p>Attorney Filer</p> <p>Enter y and pay via the Internet</p>	 
<p>Enter Receipt Info</p> <p>Trustee Filers</p> <p>Type in Deferred in Receipt # Box. Leave the filing fee amount default.</p>	
<p>Enter Receipt Info</p> <p>USA Gov Filers</p>	<p>Filing fees are waived. You do not see the Fee Screen. (Type and group of USA on Maintain Your ECF Account screen.)</p>

<p>Relate Event</p>	 <p>The screenshot shows the 'File a Plan' screen in the ECF system. It includes a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, it says 'File a Plan:' followed by a link '02-80692-3-rjh Whatever'. A prompt asks to 'Select the appropriate event(s) to which your event relates:'. A list of events is shown with a checked box next to '12/16/2002 2 Chapter 13 Plan Filed by John Miller on behalf of Whatever. (Clark, Donna)'. At the bottom are 'Next' and 'Clear' buttons.</p>									
<p>Docket Text</p>	 <p>The screenshot shows the 'File a Motion' screen. It has the same navigation bar as the previous screen. Below the header, it says 'File a Motion:' followed by a link '01-00036-4-lmj John Q. Patriot'. A section titled 'Docket Text: Final Text' contains the text 'Motion to Abandon Filed by John Miller on behalf of John Q. Patriot. (Miller, John)'. A red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.</p>									
<p>Summary of Charges Attorney Filer</p>	 <p>The screenshot shows a browser window titled 'Electronic Payment - Netscape'. The main content is a 'Summary of current charges:' table. The table has three columns: 'Date Incurred', 'Description', and 'Amount'. The data row shows a charge of \$75.00 incurred on 2003-03-24 at 08:30:10 for a 'Motion for Relief from Stay(03-00045-4-lmj) [motion,mrlfsty] (75.00)'. The total amount is \$75.00. At the bottom are 'Pay Now' and 'Continue Filing' buttons.</p> <table border="1"> <thead> <tr> <th>Date Incurred</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2003-03-24 08:30:10</td> <td>Motion for Relief from Stay(03-00045-4-lmj) [motion,mrlfsty] (75.00)</td> <td>\$ 75.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td>\$ 75.00</td> </tr> </tbody> </table>	Date Incurred	Description	Amount	2003-03-24 08:30:10	Motion for Relief from Stay(03-00045-4-lmj) [motion,mrlfsty] (75.00)	\$ 75.00	Total:		\$ 75.00
Date Incurred	Description	Amount								
2003-03-24 08:30:10	Motion for Relief from Stay(03-00045-4-lmj) [motion,mrlfsty] (75.00)	\$ 75.00								
Total:		\$ 75.00								

<p>Credit Card Information</p> <p>Attorney Filer</p>	
<p>Credit Card Transaction</p> <p>Attorney Filer</p>	

Notice of Electronic Filing	 <p>The screenshot displays the CM/ECF system interface. At the top is a blue navigation bar with the 'ECF' logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is 'File a Motion:' followed by a link to '02-00080-4-lmj Henry Lopez'. The main content area is titled 'U.S. Bankruptcy Court Southern District of Iowa - Test Database'. It contains a 'Notice of Electronic Filing' section stating that a transaction was received from Miller, John on 12/19/2002. It lists the case name as Henry Lopez, case number as 02-00080-4-lmj, and document number as 8. A 'Docket Text' section indicates a motion to abandon filed by John Miller on behalf of Henry Lopez. Below this, it lists associated documents with a description, original filename, and an electronic document stamp. The stamp notes that the key file is not available for this court. At the bottom, there are three sections for electronic mailing: '02-00080-4-lmj Notice will be electronically mailed to:', '02-00080-4-lmj Notice will not be electronically mailed to:', and contact information for Thomas L. Flynn, John Miller, and Mark D. Walz.</p>
------------------------------------	---

