

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing Motions
	Section Docket Events – Bankruptcy and Adversary

REMINDER: Include the certificate of service with the PDF document

Event	Select in CM/ECF	Special Instructions
20 Largest Unsecured Creditors	Bankruptcy Other/Misc 20 largest Secured Creditors	
2004 Exam, Motion for	Bankruptcy Motion 2004 Examination	The court will docket an Order
Abstention, Motion for	Bankruptcy or Adversary Motion Abstention	The court will schedule a hearing
Adequate Protection, Motion for 	Bankruptcy Motion Adequate Protection	Add creditor and select role type, usually creditor The court will prepare the Notice of Bar Date and serve using BNC
Administrative Expenses, Motion for	Bankruptcy Motion Administrative Expenses	The court will prepare the Notice of Bar Date and serve using BNC

Event	Select in CM/ECF	Special Instructions
Adversary Filing Fee	Adversary Other/Misc Adversary Filing Fee	Refer to Chapter: Processing New Cases, Section: Adversary/Complaint
Affidavit	Bankruptcy or Adversary Other/Misc Affidavit	Relate to document
Affidavit of Compliance	Bankruptcy Other/Misc Affidavit of Compliance	Relate to document
Affidavit of Non- Compliance	Bankruptcy Other/Misc Affidavit of Non-Compliance	Relate to document US Trustee/Trustee use event Affidavit of Non-Compliance by Trustee/US Trustee in US Trustee/Trustee category
Amend Complaint, Motion to	Adversary Motion Amend Complaint	Refer to Chapter: Processing Motions, Section: Amended Documents-Amended Complaint
Amend Order, Motion to	Bankruptcy or Adversary Motion Amend Order	Use to submit Proposed Order Refer to Chapter: Proposed Orders
Amended Answer	Adversary Other/Misc Amended Answer	Relate to original Answer

Event	Select in CM/ECF	Special Instructions
Amended Application	Bankruptcy Motion Amended Application	Refer to Chapter: Processing Motions, Section: Amended Documents-Amended Motion/Application DO NOT use for Amended Application for Compensation. Use Application for Compensation and select amended prefix.
 Amended Complaint	Adversary Complaint and Summons Amended Complaint	Refer to Chapter: Processing Motions, Section: Amended Documents-Amended Complaint
Amended Disclosure Statement	Bankruptcy Plan Amended Disclosure Statement	Refer to Chapter: Amended Documents, Section: Modified Chapter 11 Plan
Amended Matrix	Bankruptcy Other/Misc Amended Matrix	Refer to Chapter: Processing/New Cases, Section: Upload a Creditor Matrix Attach PDF document listing creditors/addresses and then go to Creditor Maintenance to upload creditor .txt file
Amended Motion	Bankruptcy or Adversary Motion Amended Motion	Refer to Chapter Processing Motions, Section: Amended Documents-Amended Motion/Application
Amended Objection	Bankruptcy or Adversary Objection/Response Amended Objection	

Event	Select in CM/ECF	Special Instructions
Amended Schedules Requiring Filing Fee	Bankruptcy Other/Misc Amended Schedules Requiring Filing Fee	Refer to Chapter: Processing Motions, Section: Amendments Only use for amendments requiring a filing fee
Amended Schedules	Bankruptcy Other/Misc Amended Schedules	Refer to Chapter: Processing Motions, Section: Amendments
Answer to Amended Complaint	Adversary Answer	Relate to Amended Complaint
Answer to Complaint	Adversary Answer	Refer to Chapter: Processing Motions, Section: Answer-Answer to Complaint
Answer to Counterclaim	Adversary Answer	Refer to Chapter: Processing Motions, Section: Answer-Answer to Counterclaim
Answer to Crossclaim	Adversary Answer	Refer to Chapter: Processing Motions, Section: Answer-Answer to Crossclaim
Answer to Third Party Complaint	Adversary Answer	Refer to Chapter: Processing Motions, Section: Answer-Answer to Third Party Claim
Appear Pro Hac Vice, Motion to	Bankruptcy or Adversary Motion Appear Pro Hac Vice	Judge reviews and directs further action

Event	Select in CM/ECF	Special Instructions
Application for Compensation	Bankruptcy Motion Compensation	<p>Check Filer. Select role type. Enter to and from dates. Enter amount of fees and expenses</p> <p>DO NOT USE \$ OR COMMAS. Enter amounts in dollars and cents.</p> <p>Pick Prefix of Amended if it is an Amended Application for Compensation (Do not use Amended Application or Amended Motion event.)</p> <p>Enter Interim or Final in the Show Text Box</p> <p>The court will prepare the Notice of Bar Date and serve using the BNC</p>
 Trustees: Select party or add party who will receive compensation and select role type such as accountant, appraiser, etc.		
Application for Conditional Approval of Disclosure Statement	Bankruptcy Motion Conditional Approval of Disclosure Statement	Judge reviews and directs further action
Application to Employ Professional Person	Bankruptcy Motion Employ Professional Person	Enter Person being Employed and their role type in the Show Text Box.
 Trustees: Use Application to Employ in trustee category.		<p>Example: John Smith, Accountant or Joe Jones, Attorney</p> <p>The court will prepare the Notice of Bar Date and serve using the BNC</p>

Event	Select in CM/ECF	Special Instructions
Application to Pay Installments	Bankruptcy Motion Pay Installments	Docket and attach PDF document separately from the voluntary petition packet The court will docket and serve an Order If payment is not made by the final deadline, a show cause hearing is set
Appoint Examiner – Ch 11, Motion to	Bankruptcy Motion Appoint Examiner – Ch 11	The court will schedule a hearing
Appoint Trustee – Ch 11, Motion to	Bankruptcy Motion Appoint Trustee – Ch 11	The court will schedule a hearing
Approval of Agreement Relating to Pending Motion, Motion for	Bankruptcy Motion Approval of Agreement Relating to Pending Motion	Relate to pending motion Judge reviews and directs further action
Archive Retrieval Fee	Bankruptcy Other/Misc Archive Retrieval Fee	Prompt for payment of fee with credit card
Assume, Reject or Assign, Motion to	Bankruptcy Motion Assume, Reject, or Assign	The court will prepare the Notice of Bar Date and serve using BNC Complete Show Text box

Event	Select in CM/ECF	Special Instructions
Avoid Lien, Motion to	Bankruptcy Motion Avoid Lien	One lienholder per motion Add Lienholder and select role type at party screen. The court will prepare the Notice of Bar Date and serve using the BNC
Brief/ Memorandum	Bankruptcy or Adversary Other/Misc Brief/ Memorandum	Relate to motion
Certificate of Service	Bankruptcy or Adversary Other/Misc Certificate of Service	Relate to document served Include as part of the motion PDF document. Not necessary to docket this event separately
Change Venue, Motion to	Bankruptcy or Adversary Motion Change Venue	Enter division to transfer case in Show Text Box Use this event to change the venue to another district or another division within our district The court will schedule a hearing
Chapter 11 Plan	Bankruptcy Plan Ch 11 Plan	The court sets a Chapter 11 Status Conference

Event	Select in CM/ECF	Special Instructions
Chapter 12 Plan	Bankruptcy Plan Ch 12 Plan	The court will prepare the Notice of Bar Date and serve using the BNC
Chapter 13 Plan	Bankruptcy Plan Ch 13 Plan	The court will prepare the Notice of Bar Date and serve using the BNC
Compel, Motion to	Bankruptcy or Adversary Motion Compel	Complete Show Text box Judge reviews and directs further action
Compel Abandonment, Motion to	Bankruptcy Motion Compel Abandonment	Prompt for payment of filing fees with credit card Add what is abandoned in the Show Text Box Use Notice to Abandon DIP when filed by Debtor in Possession The court will prepare the Notice of Bar Date and serve using BNC
Complaint	Adversary Complaint and Summons Complaint	Opening a new adversary dockets this event automatically Refer to: Processing New Cases, Section: Adversary Complaint

Event	Select in CM/ECF	Special Instructions
Compromise Controversy, Motion to	Bankruptcy Motion Compromise Controversy	The court will prepare the Notice of Bar Date and serve using the BNC
Contempt, Motion for	Bankruptcy or Adversary Motion Contempt	The court will schedule a hearing
Continue Hearing, Motion to	Bankruptcy or Adversary Motion Continue Hearing	Relate to original motion Judge reviews and directs further action
Convert, Motion to	Bankruptcy Motion Convert Case to Chapter XX OR Convert XX to XX	The court will prepare the Notice of Bar Date and serve using BNC, if required. Refer to Chapter: Conversion
Corporate Resolution	Bankruptcy Other/Misc Corporate Resolution	
Corrective Entry	Bankruptcy or Adversary Other/Misc Corrective Entry	Used by external filer to correct an error Refer to Chapter: Corrective Entries
Counterclaim	Adversary Complaint and Summons Counterclaim	Refer to Chapter: Processing New Cases, Section: Adversary-Counterclaim
Crossclaim	Adversary Complaint and Summons Crossclaim	Refer to Chapter: Processing New Cases, Section: Adversary-Crossclaim

Event	Select in CM/ECF	Special Instructions
Debtor's Original Signature on Petition	Bankruptcy Other/Misc Debtor's Original Signature on Petition	
Declaration of Schedules	Bankruptcy Other/Misc Declaration of Schedules	
Default Judgment, Motion for	Bankruptcy or Adversary Motion Default Judgment	The court will prepare the Notice of Bar Date and serve using the BNC
Defer Discharge, Motion to	Bankruptcy Motion Defer Discharge	Judge reviews and directs further action
Designation of Record	Bankruptcy or Adversary Other/Misc Designation of Record	Use with Motion for Withdrawal of Reference Relate to Motion for Withdrawal of Reference
Disclosure of Compensation for Attorney for Debtor	Bankruptcy Other/Misc Disclosure of Compensation for Attorney for Debtor	
Disclosure Statement	Bankruptcy Plan Disclosure Statement	The court sets a Chapter 11 Status Conference
Dismiss Ch XX, Motion to	Bankruptcy Motion Dismiss Ch XX	Refer to Chapter: Dismissals

Event	Select in CM/ECF	Special Instructions
Dismiss – Defendant, Motion to	Adversary Motion Dismiss – Defendant	Defendant files a Motion to Dismiss The court sets for hearing.
Dismiss - Plaintiff, Motion to	Adversary Motion Dismiss – Plaintiff	Plaintiff files a Motion to Dismiss. The court will prepare the Notice of Bar Date and serve using the BNC
Dismiss 727 Complaint, Motion to	Adversary Motion Dismiss 727 Complaint	Plaintiff files to Motion to Dismiss 727 Complaint. The court will prepare the Notice of Bar Date and serve using the BNC
Dismiss Party, Motion to	Adversary Motion Dismiss Party	The court will set for hearing
Equity Security Holders	Bankruptcy Other/Misc Equity Security Holders	
Equity Security Holder Matrix (corp)	Bankruptcy Other/Misc Equity Security Holder Matrix (corp)	Attach PDF document listing Equity Security Holders Add Equity Security Holders to matrix using Creditor Maintenance, Upload a creditor matrix file. Verify you are only adding Equity Security Holders

Event	Select in CM/ECF	Special Instructions
Ex Parte Application for Expedited Hearing	Bankruptcy Motion Ex Parte Application for Expedited Hearing	Relate to original document Judge reviews and directs further action
Ex Parte Application to Shorten Bar Date Notice	Bankruptcy Motion Ex Parte Application to Shorten Bar Date Notice	Relate to original bar date notice Judge reviews and directs further action
Ex Parte Relief, Motion for	Bankruptcy Motion Ex Parte Relief	Complete Show Text box with what event you are requesting Ex Parte Relief such as Automatic Stay Judge reviews and directs further action
Extend Time, Motion to	Bankruptcy Motion Extend Time	Complete Show Text Box Judge reviews and directs further action
Extend Time before Expiration of Specified Period, Motion to	Bankruptcy/Adversary Motion Extend Time before Expiration of Specified Period 	Complete Show Text Box with what you want to extend time for Use for Motion to Extend Time to File Plan Judge reviews and directs further action

Event	Select in CM/ECF	Special Instructions
Extend Time after Expiration of Specified Period, Motion to	Bankruptcy/Adversary Motion Extend Time after Expiration of Specified Period	Complete Show Text Box with what you want to extend time for The court will prepare the Notice of Bar Date and serve using the BNC
Extend Time to File Ch 11 Plan and Disclosure Statement, Motion to	Bankruptcy Motion Extend Time to File Ch 11 Plan and Disclosure Statement	Judge reviews and directs further action
		
Extend Time to Object to Claim of Exemptions, Motion to	Bankruptcy Motion Extend Time to Object to Claim of Exemptions	Judge reviews and directs further action If motion is granted, review the Docket Text Only Order text for the new deadline date.
Extend Time to File Complaint to Determine Dischargeability– 523, Motion to	Bankruptcy Motion Extend Time to File Complaint to Determine Dischargeability – 523	The court will prepare the Notice of Bar Date and serve using the BNC
Extend Time to Object to Discharge – 727, Motion to	Bankruptcy Motion Extend Time to Object to Discharge 727	The court will prepare the Notice of Bar Date and serve using the BNC

Event	Select in CM/ECF	Special Instructions
Extend Time to Pay Installments, Motion to	Bankruptcy Motion Extend Time to Pay Installments	Judge reviews and directs further action If motion is granted and payments are not made by the deadline, the court enters a Order and Notice of Dismissal
Final Decree – Ch 11, Motion for	Bankruptcy Motion Final Decree – Chapter 11	Include all data in the Motion as directed by the Post Confirmation Order/Notice Include Ch 11 Closing Report as an attachment if you want to file this document. Judge reviews and directs further action
Hardship Discharge – Ch 12, Motion for	Bankruptcy Motion Hardship Discharge Ch 12	The court will set for hearing
Hardship Discharge – Ch 13, Motion for	Bankruptcy Motion Hardship Discharge Ch 13	The court will set for hearing The court will prepare Notice to File Complaint once the Motion for Hardship Discharge is granted and serve using BNC
Intervene, Motion to	Adversary Motion Intervene	Complete Show Text box with Right, Permissive or Both The court will prepare the Notice of Bar Date and serve using the BNC

Event	Select in CM/ECF	Special Instructions
Intervenor Complaint	Adversary Complaint and Summons Intervenor Complaint	Refer to Chapter: Processing New Cases, Section: Adversary –Intervenor Complaint
Involuntary Answer	Bankruptcy Other/Misc Involuntary Answer	Refer to Chapter Processing/New Cases, Section: Involuntary
Involuntary Summons Served	Bankruptcy Other/Misc Involuntary Summons Served	Complete date summons served. Do not enter date for answer due. Automatic 20 day calculation set and appears in docket text.
Involuntary Summons Service Unexecuted	Bankruptcy Other/Misc Involuntary Summons Service Unexecuted	Court will prepare alias summons
Joinder	Bankruptcy or Adversary Other/Misc Joinder	Relate to document (usually complaint or motion) Add/Create New party even if on list Select party role of Joinder for filer
Joint Administration, Motion for	Bankruptcy Motion Joint Administration	File in case to administer jointly Judge reviews and determines if Order or hearing required

Event	Select in CM/ECF	Special Instructions
Jury Demand	Adversary Other/Misc Jury Demand	Relate to Complaint Event Enter Jury Demand statistical data: Both or defendant or none or plaintiff
Limit Notice, Motion to	Bankruptcy or Adversary Motion Limit Notice	Judge reviews and directs further action
List of Exhibits	Bankruptcy or Adversary Other/Misc List of Exhibits	Relate to motion set for hearing Refer to hearing notice for additional instructions. Exhibits go to the judge if a hearing is set
List of Exhibits/Witnesses	Bankruptcy or Adversary Other/Misc List of Exhibits/Witnesses	Relate to motion set for hearing Refer to hearing notice for additional instructions. Exhibits go to the judge if a hearing is set
List of Witnesses	Bankruptcy or Adversary Other/Misc List of Witnesses	Relate to motion set for hearing
Matrix	Bankruptcy Other/Misc Matrix	Refer to Chapter Processing/New Cases, Section: Upload a Creditor Matrix Attach PDF document listing creditors/addresses and then go to Creditor Maintenance option to upload creditor .txt file

Event	Select in CM/ECF	Special Instructions
Modified Ch 11 Plan Before Confirmation	Bankruptcy Plan Modified Ch 11 Plan Before Confirmation	Refer to Chapter: Amended Documents, Section: Modified Chapter 11 Plan
Modified Ch 12 Plan Before Confirmation	Bankruptcy Plan Modified Ch 12 Plan Before Confirmation	Refer to Chapter: Amended Documents; Section: Modified Chapter 12 Plan
Modified Ch 13 Plan Before Confirmation	Bankruptcy Plan Modified Ch 13 Plan Before Confirmation	Refer to Chapter: Amended Documents, Section: Modified Chapter 13 Plan
Modify Plan After Confirmation, Motion to	Bankruptcy Motion Modify Plan After Confirmation	Refer to Chapter: Amended Documents, Section: Modified Ch 11 Plan, Modified Ch 12 Plan, Modified Ch 13 Plan
Monthly Report of Operations	Bankruptcy Other/Misc Monthly Report of Operations	Enter Filing Period: Example: 4/1/2003 – 4/30/2003
More Definite Statement, Motion for	Adversary Motion More Definite Statement	The court will set for hearing
Notice of Appearance & Request for Notice	Bankruptcy or Adversary Notice Notice of Appearance & Request for Notice	Attorneys – Use this event to file an appearance representing a party in the case and receive service of documents filed in the case. Use Creditor Maintenance to add the creditor c/o attorney filing appearance. Select creditor type of: Notice of Appearance 2002

Event	Select in CM/ECF	Special Instructions
Notice of Conversion XX to X	Bankruptcy Notice Notice of Conversion – XX –to XX	Use only for conversion filed by debtor for conversion of Ch 12 to Ch 7 and Ch 13 to Ch 7 Refer to Chapter: Conversion; Section: Notice to Convert
Notice of Dismissal	Adversary Notice Notice of Dismissal	Refer to Chapter: Dismissals
Notice of Corrected Creditor Address	Bankruptcy Notice or Creditor Events Notice of Corrected Creditor Address	Use Bankruptcy/Creditor Maintenance/Edit Creditor to correct the Creditor's address.
Notice of Corrected Debtor Address	Bankruptcy Notice Notice of Corrected Debtor Address	The court will modify the debtor's address. The court prepares an amended 341 meeting notice if it is a court error and prior to the date of the 341 meeting
Notice of Filing Corrected Petition Page 	Bankruptcy Notice Notice of Filing Correct Petition Page	Enter explanation of change in Show Text box Relate to Voluntary Petition The court will modify any statistical data
Notice of Proposed Use, Sale or Lease of Property	Bankruptcy Notice Notice of Proposed Use, Sale or Lease of Property	The court will schedule a hearing

Event	Select in CM/ECF	Special Instructions
Notice of Removal	Adversary Complaint and Summons Notice of Removal	Refer to Chapter: Processing New Cases, Section: Adversary-Notice of Removal
Notice Request	Bankruptcy or Adversary Creditor Events Notice Request	Creditors – Use this event to receive service of documents filed in the case. Use Creditor Maintenance to add the creditor c/o party filing the Notice Request. Select creditor type of: Notice Request/2002
Notice to Abandon by DIP 	Bankruptcy Notice Notice to Abandon by DIP	Insert at prompts: What is being abandoned and To Whom it is being abandoned. The court will prepare the Notice of Bar Date and serve using the BNC
Notice to Take Deposition	Bankruptcy or Adversary Notice Notice to Take Deposition	
Nunc Pro Tunc Order, Motion for	Bankruptcy or Adversary Motion Nunc Pro Tunc	Judge reviews and directs further action
Objection	Bankruptcy or Adversary Objection/Response Objection	Relate to motion

Event	Select in CM/ECF	Special Instructions
Objection to Claim 	Bankruptcy Motion Objection to Claim	Separate document for each Objection to Claim Enter the name of the creditor Refer to Chapter: Processing Motions, Section: Objection to Claim
Objection to Exemptions	Bankruptcy Motion Objection to Exemption	The court will prepare the Notice of Bar Date and serve using BNC
Objection to Plan	Bankruptcy Objection/Response Objection to Plan	Relate to Plan or Modified Plan
Obtain Secured Credit, Motion to	Bankruptcy Motion Obtain Secured Credit	The court will schedule a hearing
Obtain Unsecured Credit, Motion to	Bankruptcy Motion Obtain Unsecured Credit	The court will schedule a hearing
Offer and Acceptance of Judgment	Adversary Other/Misc Offer and Acceptance of Judgment	The court will prepare the judgment
Payment of Unclaimed Funds, Motion for	Bankruptcy Motion Unclaimed Funds	The court will prepare the Notice of Bar Date and serve using BNC

Event	Select in CM/ECF	Special Instructions
Preliminary Injunction, Motion for	Bankruptcy or Adversary Motion Preliminary Injunction	The court will schedule a hearing
Prohibit or Condition the Use, Sale or Lease of Property, Motion to	Bankruptcy Motion Prohibit or Condition the Use, Sale or Lease of Property	The court will prepare the Notice of Bar Date and serve using BNC
Proof of Claim by Debtor/Trustee	Bankruptcy Other/Misc Proof of Claim by Debtor/Trustee	Refer to Chapter: Proof of Claim; Section: Proof of Claim Filed by Parties Other than Creditor For Which Creditor: Enter name of creditor filing Proof of Claim for
Quash, Motion to	Bankruptcy or Adversary Motion Quash	Judge reviews and directs further action
Reaffirmation Agreement	Bankruptcy Other/Misc or Creditor Events Reaffirmation Agreement	Complete Show Text Box with name of the creditor or attorney name, if applicable Pro Se Filer = Docket Motion for Approval of Reaffirmation Agreement (use generic motion event) and docket Reaffirmation Agreement. Relate Reaffirmation Agreement to Motion.

Event	Select in CM/ECF	Special Instructions
Reaffirmation Agreement, Rescission of	Bankruptcy Other/Misc Reaffirmation Agreement, Rescission of	Relate to Reaffirmation Agreement File only if Reaffirmation Agreement is filed with the court The court will return if no Reaffirmation Agreement is on file
Reconsideration of Order on Claims, Motion for	Bankruptcy Motion Reconsideration of Order on Claims	Relate to Order on Claims Judge reviews and directs further action
Redeem, Motion to	Bankruptcy Motion Redeem	Add creditor and select role type at party screen The court will prepare the Notice of Bar Date and serve using BNC
Reduce Time, Motion to	Bankruptcy Motion Reduce Time	Complete Show Text Box Judge reviews and directs further action
Refund, Motion for	Bankruptcy or Adversary Motion Refund	Complete Show Text box The court will docket an Order and process refund if valid.

Event	Select in CM/ECF	Special Instructions
Relief from Order, Motion for	Bankruptcy or Adversary Motion Relief from Order	Relate to Order Supersedes Motion for Reconsideration Judge reviews and directs further action
Relief from Stay, Motion for 	Bankruptcy Motion Relief from Stay	Prompt for payment of filing fees with credit card No fee required for co-debtor stay. Say “no” to pay via Internet and inset N/A in receipt # box. The court will prepare the Notice of Bar Date and serve using BNC
Remand, Motion for	Adversary Motion Remand	The court will schedule a hearing
Reopen Case Ch 7, Ch 11, Ch 12 or Ch 13, Motion to 	Bankruptcy Motion Reopen Case Ch XX	Prompt for payment of filing fees with credit card The filing fee is waived if reopened administratively for action related to the discharge. Trustee use Reopen event in Trustee category. Judge reviews and directs further action

Event	Select in CM/ECF	Special Instructions
Request to Correct Social Security Number	Bankruptcy Other/Misc Request to Correct Social Security Number	The pdf document attached to this event will not be available to the external filer. You must have a court login to view the document. Court produces Notice of Corrected Social Security Number and serves Interested Parties using BNC. The Notice of Corrected Social Security Number served by the BNC will contain the full Social Security Number,
Require Assumption or Rejection, Motion to	Bankruptcy Motion Require Assumption or Rejection	The court will prepare the Notice of Bar Date and serve using BNC
Response	Bankruptcy or Adversary Objection/Response Response	Do not use if you are objecting
Response to Motion for Withdrawal of Reference	Bankruptcy or Adversary Objection/Response Response to Motion for Withdrawal of Reference	
Sanctions, Motion for	Bankruptcy or Adversary Motion Sanctions	The court will schedule a hearing
Satisfaction of Judgment 	Adversary Other/Misc Satisfaction of Judgment	Relate to Judgment or Default Judgment

Event	Select in CM/ECF	Special Instructions
Schedules- All or A-J individually	Bankruptcy Other/Misc Schedule __	
Schedule A	Bankruptcy Other/Misc Schedule A	
Schedule B	Bankruptcy Other/Misc Schedule B	
Schedule C	Bankruptcy Other/Misc Schedule C	
Schedule D	Bankruptcy Other/Misc Schedule D	
Schedule E	Bankruptcy Other/Misc Schedule E	
Schedule F	Bankruptcy Other/Misc Schedule F	
Schedule G	Bankruptcy Other/Misc Schedule G	
Schedule H	Bankruptcy Other/Misc Schedule H	

Event	Select in CM/ECF	Special Instructions
Schedule I	Bankruptcy Other/Misc Schedule I	
Schedule J	Bankruptcy Other/Misc Schedule J	
Schedules – All	Bankruptcy Other/Misc Schedule – All	
Section 304 Petition	Bankruptcy Other/Misc Section 304 Petition	\$830.00 fee
Sell Free and Clear, Motion to	Bankruptcy Motion Sell Free and Clear	The court will schedule a hearing
Statement of Financial Affairs	Bankruptcy Other/Misc Statement of Financial Affairs	
Statement of Intentions	Bankruptcy Other/Misc Statement of Intentions	
Stay, Motion to	Bankruptcy or Adversary Motion Stay	DO NOT USE FOR MOTION FOR RELIEF FROM STAY Complete Show Text Box Judge reviews and determines further action

Event	Select in CM/ECF	Special Instructions
Stipulated Dismissal	Adversary Other/Misc Stipulated Dismissal	Refer to Chapter: Dismissals
Stipulation	Bankruptcy or Adversary Other/Misc Stipulation	Relate to matter being stipulated Stipulation by Whom? Enter name of filing stipulation
Stipulation Re: Scheduling	Adversary Other/Misc Stipulation Re: Scheduling	Trial Stipulation Re: Facts, Issues, Exhibits & Witnesses Due Date: Enter date in Stipulated Scheduling Order Judge reviews and directs further action
Stipulated Motion Re: Rule 4001 (d) (1), (2), (3), not (4)	Bankruptcy Motion Stipulated Motion Re: Rule 4001 (d) (1), (2), (3), not (4)	The court will prepare the Notice of Bar Date and serve using BNC
Submitted Consent Order Pursuant to Court Minute Order	Bankruptcy or Adversary Other/Misc Submitted Consent Order Pursuant to Court Minute Order	Refer to Chapter: Consent Order
Substantive Consolidation, Motion for	Bankruptcy or Adversary Motion Substantive Consolidation	File in cases to consolidate Do not use for Motion to Consolidate Hearing or Motion to Consolidate Trial. Use “motion” event. Judge reviews and determines if Order or hearing required



Event	Select in CM/ECF	Special Instructions
Summary Judgment, Motion for	Adversary Motion Summary Judgment	Complete Show Text box with Partial, if applicable Judge reviews and direct further action
Summary of Ballots	Bankruptcy Other/Misc Summary of Ballots	
Summons Executed	Adversary Complaint and Summons Summons Executed	Court adds defendants address in not already in the case
Summons Service Unexecuted	Adversary Complaint and Summons Summons Service Unexecuted	The court prepares a new summons
Support Document	Bankruptcy Other/Misc Support Document	
Third Party Complaint	Adversary Complaint and Summons Third-Party Complaint	Refer to Chapter: Processing New Cases, Section: Adversary-Third Party Complaint
Transcript	Bankruptcy or Adversary Other/Misc Transcript	Relate to related matter
Trial Stipulation Re: Facts, Issues, Exhibits and Witnesses	Adversary Other/Misc Trial Stipulation Re: Facts, Issues, Exhibits and Witnesses	Judge reviews and directs further action

Event	Select in CM/ECF	Special Instructions
Trustee Notice of Dismissal Pursuant to Completed Compromise 	Adversary Notice Trustee Notice of Dismissal Pursuant to Completed Compromise	Trustee event only!!!
Trustee Notice of Pending Motion to Compromise Controversy	Adversary Notice Trustee Notice of Pending Motion to Compromise Controversy	Trustee event only!!!
Use Cash Collateral, Motion to	Bankruptcy Motion Use Cash Collateral	The Court will schedule a hearing Use for Ch 11 and Ch 12 cases
Valuation of Security, Motion for	Bankruptcy Motion Valuation of Security	The court will schedule a hearing
Verification of Matrix	Bankruptcy Other/Misc Verification of Matrix	
Withdraw Attorney, Motion to	Bankruptcy or Adversary Motion Motion to Withdraw Attorney	If you do not want to receive a Notice of Electronic Filing on all documents for a case, use this event. Judge reviews and directs further action

Event	Select in CM/ECF	Special Instructions
Withdrawal of Claim, Notice of	Bankruptcy Motion or Creditor Events Withdrawal of Claim	The court will prepare the Notice of Bar Date and serve using BNC Court will enter Docket Text Only Order if no objection are filed
Withdrawal of Document other than Proof of Claim	Bankruptcy of Adversary Other/Misc Withdrawal of Document other than Proof of Claim	Relate to document being withdrawn Terminate any other documents, if required Do NOT use to withdraw objection to plan or withdraw Proof of Claim If Withdrawal is for the Notice to file Claims, the court will edit the case to no- asset
Withdrawal of Objection to Plan	Bankruptcy Other/Misc Withdrawal of Objection to Plan	Relate to objection(s)
Withdrawal of Reference, Motion for	Bankruptcy or Adversary Motion Withdrawal of Reference	Prompt for payment of filing fees with credit card Also docket Designation of Record including a certificate of service

Event	Select in CM/ECF	Special Instructions
amended document	Bankruptcy or Adversary Other/Misc amended Document	Relate to document DO NOT use for Modified Plans, Amended Motions, Amended Answers, Amended Objections, Amended Complaint, Amended Matrix or Amended Schedules
document	Bankruptcy or Adversary Other/Misc document	Use of this event may not produce desired results. Double check CM/ECF for another event To relate to an existing event: Check Refer to existing event(s)? box and select category of the event to relate and then select the event to relate to the document. Complete show text box indicating the document filed
motion	Bankruptcy or Adversary Motion motion	Use of this event may not produce desired results. Double check CM/ECF for another event Complete Show Text Box

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