

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Corrective Entry
	Section

Corrective Entry is used to correct errors detected in docketing, such as filing a document in the wrong case.

The corrective entry docket events relates back to the event entered in error and has a Show Text box to include an explanation of the error.

A case manager will call you if they discover the error. The court may need to take additional action to edit the case.



If the case manager directs you to e-mail a document to the court send to the following e-mail address:

CM_Correction@iasb.uscourts.gov

Pay Filing Fee Again?



When you upload a case again in error, you can request a refund of the filing fee by docketing, Motion for Refund. Enter the reason you are requesting a refund in the Show Text Box. (Example: Duplicate case assignment. Case XX-XXXXX and XX-XXXX). The court will review the Motion for Refund for entry of an Order and process the refund if the Order is granted.

Docket

Corrective Entry

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Other/Misc
STEP 3	Select Corrective Entry
STEP 4	Enter Case Number
STEP 5	Check if joint filing with another attorney

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| STEP 6 | Select Party Filer |
| STEP 7 | Select Category to Relate Event |
| STEP 8 | Relate to matter requiring corrective entry |
| STEP 9 | Complete Show Text Box with correction |
| STEP 10 | Review Docket Text |
| STEP 11 | Submit if accurate |
| STEP 12 | Back up if changes required |

SAMPLE DOCKET TEXT**Docket Text: Final Text**

Corrective Entry *Document filed in wrong case, see 03-2456* Filed by Debtor Mark Allen Wilson (RE: related document(s)[24] Motion for Relief from Stay filed by Debtor Mark Allen Wilson). (Miller, John)

ERROR	CORRECTIVE ACTION
<p>Document filed in the incorrect case – With or Without Filing Fee</p>	<ol style="list-style-type: none"> 1. Docket Corrective Entry event in the incorrect case. 2. Relate Corrective Entry to docket event entered in error. 3. Enter correction in Show Text Box of the Corrective Entry docket event: Filed in incorrect case. Should be filed in case XX-XXXX. 4. If event does not require a filing fee, docket event in correct case. 5. If event requires a filing fee, the court will docket the event in the correct case and attach the PDF document. 6. Court will modify the docket text of the docket event in the incorrect case indicating the document was filed in the incorrect case. 7. Court will terminate the incorrect document. 8. Court will correct any document(s) related to the incorrect docket event.
<p>Incorrect PDF document attached to the <u>petition</u></p>	<ol style="list-style-type: none"> 1. Docket Corrective Entry event in the case. 2. Relate Corrective Entry to the voluntary petition docket event. 3. Enter correction in Show Text Box of the Corrective Entry docket event: Incorrect petition attached. 4. E-mail correct petition to the court at the e-mail address provided by court personnel 5. The court will add the correct petition PDF document to the Voluntary Petition event.
<p>Incorrect PDF document attached to a <u>docket event</u> – With or Without Filing Fee</p>	<ol style="list-style-type: none"> 1. Docket Corrective Entry event in the case. 2. Relate Corrective Entry to the docket event with the incorrect PDF document. 3. Enter correction in Show Text Box of the Corrective Entry docket event: Incorrect PDF document attached. 4. If event does not require a filing fee, docket the event again and attach the correct PDF document. 5. If event does require a filing fee: e-mail correct PDF document to the court at the e-mail address provided by court personnel. 6. The court will docket the event and attached the corrected PDF document to the docket event. 7. Court will modify the docket text of the docket event in the case with the error indicating the incorrect PDF document was filed. 8. Court will terminate the incorrect document. 9. Court will correct any document(s) related to the incorrect docket event.

Incorrect docket code used – With or Without Filing Fee

1. Docket **Corrective Entry** event in the case.
 2. Relate Corrective Entry to the incorrect docket event.
 3. Enter correction in the Show Text Box of the Corrective Entry docket event: **Incorrect docket code.**
 4. **If event does not require filing fee**, docket correct event and attach the PDF document..
 5. **If event requires a filing fee**, the court will docket the correct event and attach the PDF document.
 6. Court will modify the docket text of the incorrect docket event indicating the docket code was incorrect.
 7. Court will terminate the incorrect document.
 8. Court will correct any document(s) related to the incorrect docket event.
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Event was not related to correct category/event

1. Docket **Corrective Entry** event in the case.
 2. Relate Corrective Entry to the docket event you related to the incorrect event (Example: relate to objection if you did not relate objection to the correct motion event.
 3. Enter correction in the Show Text Box of the Corrective Entry docket event: **Objection should be related to document [11] Motion for Relief for Stay.**
 4. **If event does not require filing fee**, docket event and relate to correct document.
 5. **If event requires a filing fee**, the court will docket event and relate to the correct event.
 6. Court will terminate the incorrect document..
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PDF document not readable

1. Docket **Corrective Entry** event in the case
 2. Relate Corrective Entry to the docket event with the PDF document that is not readable.
 3. Enter correction in Show Text Box of the Corrective Entry docket event: **PDF document not readable.**
 4. DO NOT docket Amended Motion, use the same docket event you entered previously.
 5. **If the event does not require a filing fee**, docket the event again and attach readable PDF document.
 6. **If the event does require a filing fee**: e-mail readable PDF document to the court at the e-mail address provided by court personnel.
 7. The court will docket the event and attach the readable PDF documents to the docket event.
 8. Court will modify the docket text of the incorrect docket event indicating the PDF document was not readable.
 9. Court will terminate the incorrect document.
 10. Court will correct any document(s) related to the incorrect docket event.
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All documents required are not included – With or Without Filing Fee

1. Docket **Corrective Entry** event in the case.
 2. Relate Corrective Entry to the docket event with incomplete PDF document.
 3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incomplete documents filed.**
 4. DO NOT docket Amended Motion, use the same docket event you entered previously.
 5. **If event does not requires a filing fee**, docket event (use same docket event) and attach all PDF document
 6. **If event requires filing fee**, e-mail all PDF documents to the court at the e-mail address provided by court personnel.
 7. The court will docket the event and attach the PDF documents to the docket event.
 8. Court will modify the docket text of the incorrect docket event indicating the documents were not complete.
 9. Court will terminate the incorrect document.
 10. Court will correct any document(s) related to the incorrect docket event.
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Signature on document incorrect, no signature or /s/ - With or Without Filing Fee

1. Docket **Corrective Entry** event in the case.
 2. Relate Corrective Entry to the docket event with incorrect PDF document.
 3. Enter correction in Show Text Box of the Corrective Entry docket event: **Signature on PDF document not complete.**
 4. DO NOT docket Amended Motion, use the same docket event you entered previously.
 5. **If event does not requires a filing fee**, docket event (use same docket event) and attach PDF document.
 6. **If event requires filing fee**, e-mail all corrected PDF documents to the court at the e-mail address provided by court personnel.
 7. The court will docket the event and attach the corrected PDF documents to the docket event.
 8. Court will modify the docket text of the incorrect docket event indicating the signature on the PDF document was not complete.
 9. Court will terminate the incorrect document.
 10. Court will correct any document(s) related to the incorrect docket event.
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Incorrect Party Filer Selected

1. Docket **Corrective Entry** event in the case.
 2. Relate Corrective Entry to the docket event with incorrect party filer.
 3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incorrect party filer selected.**
 4. **If event does not require a filing fee**, docket event again and select correct party filer.
 5. **If event requires a filing fee**, the court will docket event and select the correct party filer.
 6. Court will modify the docket text of the incorrect docket event indicating the incorrect party filer was selected.
 7. Court will terminate the incorrect document.
 8. Court will correct any document(s) related to the incorrect docket event.
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Upload and open duplicate petitions

1. The court will close the duplicate petition(s).
 2. Docket a Motion for Refund in the closed case to get a refund of the duplicate filing fee payments.
 3. Enter request in Show Text Box of the Motion for Refund docket event: **Duplicate case filed, 04-00787 and 04-00788).**
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**Complaint PDF
document not complete**



1. Docket Corrective Entry event in the adversary case
 2. Relate Corrective Entry to the Complaint docket event.
 3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incomplete Complaint PDF document attached.**
 4. E-mail correct complaint to the court at the e-mail address provided by court personnel.
 5. The court will add the correct complaint PDF documenter to the Complaint event.
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