

<p>CM/ECF</p> <p>User’s Guide</p> <p>Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Table of Contents</p>
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CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Listing of Docket Events
	Section By Category

BANKRUPTCY

Appeal (Bankruptcy) - Available to Attorney and Trustee

- 1 Answer in Opposition to Motion for Leave to Appeal
- 2 Appellant Designation
- 3 Appellee Designation
- 4 Cross Appeal
- 5 Dismiss Appeal, Motion to
- 6 Election to US District Court
- 7 Extend Time to File Appeal, Motion to
- 8 Leave to Appeal, Motion for
- 9 Notice of Appeal
- 10 Request for Transcript
- 11 Stay Pending Appeal, Motion for
- 12 Stipulation Dismissing Appeal

Creditor Maintenance – Available to Attorney

- 1 Enter individual creditors
- 2 Upload creditor matrix file
- 3 Edit Creditors

ADD

Creditor Events – Not Available to Attorney or Trustee

- 1 Notice Request
- 2 Notice of Corrected Creditor Address
- 3 Notice of Withdrawal of Claim
- 4 Reaffirmation

Motion (Bankruptcy) - Available to Attorney and Trustee

- 1 2004 Examination, Motion for
- 2 Abstention, Motion for

- 3 Adequate Protection, Motion for
- 4 Administrative Expenses, Motion for
- 5 Amend Order, Motion to
- 6 Amended Application
- 7 Amended Motion
- 8 Appear Pro Hac Vice, Motion to
- 9 Appoint Examiner – Ch 11, Motion to
- 10 Appoint Trustee – Ch 11, Motion to
- 11 Approval of Agreement Relating to Pending Motion, Motion for
- 12 Assume, Reject or Assign, Motion to
- 13 Avoid Lien, Motion to
- 14 Change Venue, Motion to
- 15 Compel, Motion to
- 16 Compel Abandonment, Motion to
- 17 Compensation, Application for
- 18 Compromise Controversy, Motion to
- 19 Conditional Approval of Disclosure Statement, Application for
- 20 Contempt, Motion for
- 21 Continue Hearing, Motion to
- 22 Convert 11 to 7 (DIP), Motion to
- 23 Convert 7 to 11 (Debtor, no prior conversion), Motion to
- 24 Convert 7 to 12 (Debtor, no prior conversion), Motion to
- 25 Convert 7 to 13 (Debtor, no prior conversion), Motion to
- 26 Convert Case to Chapter 11 (7 debtor prior conversion; 7 cr, trustee, UST; 13 debtor prior to confirmation; 13 cr, trustee, UST) , Motion to
- 27 Convert Case to Chapter 12 (7 debtor prior conversion; 11 debtor; 13 debtor prior to confirmation; 13 cr, trustee, UST), Motion to
- 28 Convert Case to Chapter 13 (7 debtor prior conversion; 11 debtor), Motion to
- 29 Convert Case to Chapter 7 (11 debtor, cr, trustee, UST; 12 cr, trustee, UST; 13 cr, trustee, UST; debtor see Notice of Conversion), Motion to
- 30 Default Judgment, Motion for
- 31 Defer Discharge, Motion to
- 32 Dismiss Ch 7, Motion to
- 33 Dismiss Ch 11, Motion to
- 34 Dismiss Ch 12, Motion to
- 35 Dismiss Ch 12 (Debtor no prior conversion), Motion to
- 36 Dismiss Ch 13, Motion to
- 37 Dismiss Ch 13 (Debtor no prior conversion)

- 38 Employ Professional Person, Application to
- 39 Ex Parte Application for Expedited Hearing
- 40 Ex Parte Application to Shorten Bar Date
- 41 Ex Parte Relief, Motion for
- 42 Extend Time, Motion to
- 43 Extend Time after Expiration of Specified Period, Motion to
- 44 Extend Time before Expiration of Specified Period, Motion to
- 45 Extend Time to File Ch 11 Plan and Disclosure Statement
- 46 Extend Time to File Complaint to Determine Dischargeability 523, Motion to
- 47
- 48 Extend Time to Object to Claim of Exemptions, Motion to
- 49 Extend Time to Object to Discharge 727, Motion to
- 50 Extend Time to Pay Installments, Motion to
- 51 Final Decree – Ch 11, Motion for
- 52 Hardship Discharge Ch 12, Motion for
- 53 Hardship Discharge Ch 13, Motion for
- 54 Joint Administration, Motion for
- 55 Limit Notice, Motion to
- 56 Modify Plan after Confirmation, Motion to
- 57 Notice of Withdrawal of Claim
- 58 Nunc Pro Tunc Order, Motion for
- 59 Objection to Claim
- 60 Objection to Exemptions
- 61 Obtain Secured Credit, Motion to
- 62 Obtain Unsecured Credit, Motion to
- 63 Pay Filing Fee in Installments, Application to
- 64 Payment of Unclaimed Funds, Motion for
- 65 Preliminary Injunction, Motion for
- 66 Prohibit or Condition the Use, Sale or Lease of Property, Motion to
- 67 Quash, Motion to
- 68 Reconsideration of Order on Claims, Motion for
- 69 Redeem, Motion to
- 70 Reduce Time, Motion to
- 71 Refund, Motion for
- 72 Relief from Order, Motion for
- 73 Relief From Stay, Motion for
- 74 Reopen Case Ch 7, Motion to



- 75 Reopen Case Ch 11, Motion to
- 76 Reopen Case Ch 12, Motion to
- 77 Reopen Case Ch 13, Motion to
- 78 Require Assumption or Rejection, Motion to
- 79 Sanctions, Motion for
- 80 Sell Free and Clear, Motion to
- 81 Stay, Motion to (No not use for MFRFS)
- 82 Stipulated Motion Re: Rule 4001 (d) (1), (2), (3), not (4)
- 83 Substantive Consolidation, Motion for
- 84 Use Cash Collateral, Motion to
- 85 Valuation of Security, Motion for
- 86 Withdraw Attorney, Motion to
- 87 Withdrawal of Reference, Motion for
- 88 motion

Notice - Available to Attorney and Trustee

- 1
- 2 Notice of Appearance & Request for Notice
- 3 Notice of Conversion 12 to 7 (Debtor)
- 4 Notice of Conversion 13 to 7 (Debtor)
- 5 Notice of Corrected Creditor Address
- 6 Notice of Corrected Debtor Address
- 7 Notice of Corrected Petition Page
- 8 Notice of Proposed Use, Sale or Lease of Property
- 9 Notice to Abandon by DIP
- 10 Notice to Take Deposition

Objection/Response (Bankruptcy) - Available to Attorney and Trustee

- 1 Amended Objection
- 2 Objection
- 3 Response (if not objecting)
- 4. Objection to Plan
- 5. Response to Motion for Withdrawal of Refence

Other/Misc (Bankruptcy) - Available to Attorney and Trustee

- 1 20 Largest Unsecured Creditors
- 2 Affidavit
- 3 Affidavit of Compliance
- 4 Affidavit of Non-Compliance

- 5 Amended Matrix
- 6 Amended Schedules
- 7 Amended Schedules Requiring Filing Fee
- 8 Archive Retrieval Fee
- 9 Brief/Memorandum
- 10 Certificate of Service
- 11 Corporate Resolution
- 12 Corrective Entry
- 13 Debtor's Original Signature on Petition
- 14 Declaration of Schedules
- 15 Designation of Record
- 16 Disclosure of Compensation for Attorney for Debtor
- 17 Equity Security Holders
- 18 Equity Security Holder Matrix (corp)
- 19 Involuntary Answer
- 20 Involuntary Summons Served
- 21 Involuntary Summons Service Unexecuted
- 22 Joinder
- 23 List of Exhibits
- 24 List of Exhibits/Witnesses
- 25 List of Witnesses
- 26 Matrix
- 27 Monthly Report of Operations
- 28 Proof of Claim by Debtor/Trustee
- 29 Reaffirmation Agreement
- 30 Reaffirmation Agreement, Rescission of
- 31 Request to Correct Social Security Number
- 32 Schedule A
- 33 Schedule B
- 34 Schedule C
- 35 Schedule D
- 36 Schedule E
- 37 Schedule F
- 38 Schedule G
- 39 Schedule H
- 40 Schedule I
- 41 Schedule J
- 42 Schedules – All

- 43 Section 304 Petition
- 44 Statement of Financial Affairs
- 45 Statement of Intentions
- 46 Stipulation
- 47 Submitted Consent Order Pursuant to Court Minute Order
- 48 Summary of Ballots
- 49 Support Document
- 50 Transcript
- 51 Verification of Matrix
- 52 Withdrawal of Document other than Proof of Claim
- 53 Withdrawal of Objection to Plan
- 54 amended document
- 55 document

Plan (Bankruptcy) - Available to Attorney and Trustee

- 1 Amended Disclosure Statement
- 2 Chapter 11 Plan
- 3 Chapter 12 Plan
- 4 Chapter 13 Plan
- 5 Disclosure Statement
- 6 Modified Ch 11 Plan before Confirmation
- 7 Modified Ch 12 Plan before Confirmation
- 8 Modified Ch 13 Plan before Confirmation

Trustee/US Trustee (Bankruptcy) - Available to Trustee

Refer to: Chapter: US Trustee/Trustee Events, Section: Iowa Forms and
Section: Other US Trustee/Trustee Events

Trustee 341 Filings (Bankruptcy) - Available to Trustee

Refer to: Chapter: US Trustee/Trustee Events, Section: US Trustee/Trustee
341 Module

ADVERSARY**Answers (Adversary) - Available to Attorney and Trustee**

- 1 Complaint, 3rd, Cross, Counter

Appeal (Adversary) - Available to Attorney and Trustee

- 1 Answer in Opposition to Motion for Leave to Appeal
- 2 Appellant Designation
- 3 Appellee Designation
- 4 Cross Appeal
- 5 Dismiss Appeal, Motion to
- 6 Election to US District Court
- 7 Extend Time to File Appeal, Motion to
- 8 Motion for Leave to Appeal
- 9 Notice of Appeal
- 10 Request for Transcript
- 11 Stay Pending Appeal, Motion for
- 12 Stipulation Dismissing Appeal

Complaint and Summons (Adversary) - Available to Attorney and Trustee

- 1 Amended Complaint
- 2 Complaint
- 3 Counterclaim
- 4 Crossclaim
- 5 Intervenor Complaint
- 6 Notice of Removal
- 7 Summons Service Executed
- 8 Summons Service Unexecuted
- 9 Third Party Complaint

Motions (Adversary) - Available to Attorney and Trustee

- 1 Abstention, Motion for
- 2 Amend Complaint, Motion to
- 3 Amend Order, Motion to
- 4 Amended Motion
- 5 Appear Pro Hac Vice, Motion to
- 6 Change Venue, Motion to
- 7 Compel, Motion to
- 8 Contempt, Motion for

- 9 Continue Hearing, Motion to
- 10 Default Judgment, Motion for
- 11 Dismiss - Defendant, Motion to
- 12 Dismiss- Plaintiff, Motion to
- 13 Dismiss 727 Complaint, Motion to
- 14 Dismiss Party, Motion to
- 15 Extend Time After Expiration of Specified Period, Motion to
- 16 Extend Time Before Expiration of Specified Period, Motion to
- 17 Intervene, Motion to
- 18 Limit Notice, Motion to
- 19 More Definite Statement, Motion for
- 20 Nunc Pro Tunc Order, Motion for
- 21 Preliminary Injunction, Motion for
- 22 Quash, Motion to
- 23 Refund, Motion for
- 24 Relief from Order, Motion for
- 25 Remand, Motion for
- 26 Sanctions, Motion for
- 27 Stay, Motion to
- 28 Summary Judgment, Motion for
- 29 Withdraw as Attorney, Motion to
- 31 Withdrawal of Reference, Motion for
- 32 motion

Notices (Adversary) Available to Attorney and Trustee

- 1
- 2 Notice of Appearance and Request for Notice
- 3 Notice of Dismissal
- 4 Notice to Take Deposition
- 5 Stipulated Dismissal
- 6 Trustee Notice Pending Motion to Compromise Controversy
- 7 Trustee Notice of Dismissal Pursuant to Completed Compromise

ADD**Objections (Adversary) - Available to Attorney**

- 1 Amended Objection
- 2 Objection
- 3 Response (if not objecting)
- 4 Response to Motion for Withdrawal of Reference

Other/Misc (Adversary) - Available to Attorney and Trustee

- 1 Adversary Filing Fee Paid
- 2 Affidavit
- 3 Amended Answer
- 4 Brief/Memorandum
- 5 Certificate of Service
- 6 Corrective Entry
- 7 Designation of Record
- 8 Joinder
- 9 Jury Demand
- 10 List of Exhibits
- 11 List of Exhibits/Witnesses
- 12 List of Witnesses
- 13 Offer and Acceptance of Judgment
- 14 Satisfaction of Judgment
- 15 Stipulation Re: Scheduling
- 16 Stipulation
- 17 Submitted Consent Order Pursuant to Court Minute Order
- 18 Support Document
- 19 Transcript
- 20 Trial Stipulation Re: Facts, Issues, Exhibits and Witnesses
- 21 Withdrawal of Document other than Proof of Claim
- 22 amended document
- 23 document

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CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Listing of Docket Events
	Section Trustee Events

For use by US Trustee and Trustees only.

- 1 341 Meeting Held & Report of No Asset (Use with trustee module only)
- 2 Affidavit of Non Compliance (Trustee/US Trustee event)
- 3 Amended Proposed Distribution
- 4 Application for Approval of Employment of Professional on Behalf of the Estate
- 5 Chapter 12 Trustee Report on Claims
- 6 Chapter 12/13 Trustee's Final Report and Account
- 7 Continued 341 Meeting
- 8 Dismiss 707(b), Motion to
- 9 Extend Time to File Motion to Dismiss 707b, Motion to (US Trustee only)
- 10 Final Account and Request for Discharge of Trustee
- 11 Final Report and Notice of Proposed Distribution
- 12 Final Report Attachment
- 13 Motion for Order to Show Cause
- 14 Motion Requiring Debtor to Pay Disposable Income – Ch 12
- 15 Motion to Withdraw Motion for Order to Show Cause
- 16 No Asset Report Following Dismissal
- 17 Notice Appointing Creditor Committee
- 18 Notice Appointing Successor Trustee
- 19 Notice Appointing Trustee
- 20 Notice and Report of Abandonment of Property
- 21 Notice of Failure to Appoint Creditor Committee
- 22 Notice of Intent to Sell Property
- 23 Notice of Plan Completion & Request for Discharge
- 24 Notice of Surplus Funds
- 25 Notice of and Motion for Compromise or Settlement of Controversy
- 26 Notice to File Claims
- 27 Notice to File Order Confirming Plan
- 28 Notice to File Order Granting Motion to Modify Plan After Confirmation
- 29 Order Rescinding Wage Order

ADD

- 30 Order to Pay Wages
- 31 Reopen Case & Request to Defer Filing Fees
- 32 Report of 341 Meeting
- 33 Report of Returned Funds or New Estate Funds & Supplemental Distribution
- 34 Report of Trustee in No Asset Case
- 35 Report of Trustee Under BR 3011 (Unclaimed Funds)
- 36 Report on Debtor's Disposable Income – Ch 12
- 37 Resignation and Final Report and Account
- 38 Resignation of Trustee
- 39 Submitted Consent Order – Ch 12/13
- 40 Trustee Motion to Dismiss Ch 13 and Notice of Hearing
- 41 Trustee Withdrawal of Report in No Asset Case
- 42 Turnover of Property, Motion for

Refer to Sections: Iowa Forms and Other US Trustee/Trustee Events

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CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Bankruptcy Case Opening

You can open a new bankruptcy case in CM/ECF using:

- Open a BK case option in CM/ECF
- Upload a Case option in CM/ECF
- Upload a case option from the bankruptcy petition software program.

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<p>CM/ECF</p> <p>User's Guide</p> <p>Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Processing New Cases</p>
	<p>Section</p> <p>Bankruptcy – Open Case in CM/ECF</p>

Use Open a BK Case option to enter the case directly into CM/ECF. The petition **must** be in PDF format before opening the case. The PDF document includes the petition, schedules, summary page, statement of financial affairs and disclosure statement of debtor's counsel. Refer to the filing requirement on our website at www.iasb.uscourts.gov.

Caution: DO NOT file or attach a Chapter 13 Plan, Application to Pay Filing Fees in Installments or the matrix as part of the petition and schedules PDF document. These documents are filed **separately** after filing the petition/schedules.

If you are using petition software, check with your vendor to determine if the software is CM/ECF compatible and how you can upload the petition into CM/ECF. Refer to Sections Bankruptcy – Upload Case into CM/ECF or Bankruptcy – Upload case from Bankruptcy Software.

STEP 1	Select Bankruptcy (from Main Menu)
STEP 2	Select Open a Bk Case

Open New Bankruptcy Case

The screenshot shows the 'Open New Bankruptcy Case' form in the CM/ECF system. The form has a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is white and contains several dropdown menus: Office (Des Moines), Case type (bk), Date filed (5/6/2003), Chapter (7), Joint Petition (n), and Deficiencies (n). At the bottom of the form are 'Next' and 'Clear' buttons.

- STEP 1** Select Office/Division
- STEP 2** Select Case type: bk
- STEP 3** Verify Date filed (unable to edit)
- STEP 4** Select Chapter type

Select Joint Petition – y or n. If you enter y, an additional screen appears to enter the joint debtor information.
- STEP 5** information.
- STEP 6** Select Deficiencies – y or n

Search for Party(s)

The screenshot shows the 'Search for Party' form in the CM/ECF system. The form has a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is white and contains the text 'Search for a party' followed by three input fields: SSN, Tax Id, and Last/Business name. At the bottom of the form are 'Search' and 'Clear' buttons.

- STEP 1** Enter social security number, Tax Id or Last/Business name. You will repeat this process for the joint debtor.
- STEP 2** Click [Search].

If	Then
Debtor is found with identical information; i.e., SS#, address info, etc.	Click: [Select name from the list]
Debtor is not found	Click: [Create new party] Refer to EFGPart1, Chapter: Style Guide; Section: Create New Parties
Debtor is found and information is not an exact match	Click: [Create new party] Refer to EFGPart1, Chapter: Style Guide; Section: Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O’Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information –if name selected from list

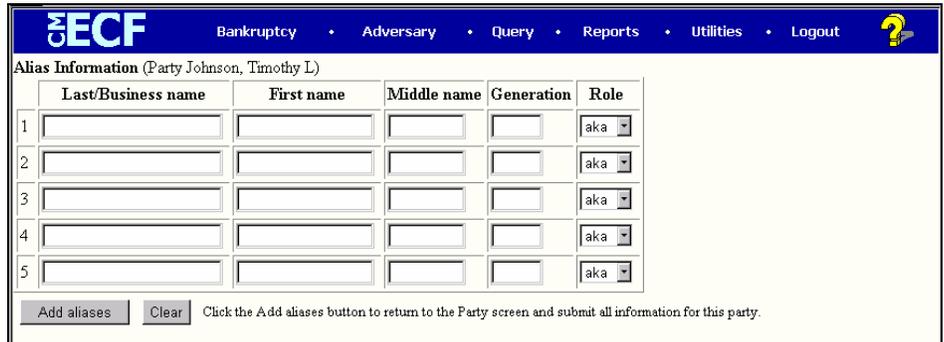
The screenshot shows the 'Party Information' form for Timothy L. Johnson. The form includes fields for Office, Address 1 (Box 890), Address 2, Address 3, City (Ankeny), State (IA), Zip (50021), County (Polk), Country (USA), Phone, Fax, E-mail, ProSe (no), and Role (Debtor (db:pty)). There is a 'Party text' field and buttons for Alias, Review, Submit, Cancel, and Clear. A note states: 'Add all aliases before clicking the Submit button.'

- STEP 1** Verify Debtor information
- STEP 2** Enter Role type of Debtor
- STEP 3** Click [Alias], if applicable
- STEP 4** Submit when all data is entered

Create New Party – if name does not appear on the list

The screenshot shows the 'Party Information' form for a new party, Tim Johnson. The form includes fields for Last name (Johnson), First name (Tim), Middle name, Generation, Title, SSN (555-55-5555), Tax ID (222-11-1234), Office, Address 1 (Box 555), Address 2, Address 3, City (Adair), State (IA), Zip (50002), County (Adair), Country (USA), Phone (555-555-5555), Fax, E-mail, ProSe (no), and Role (Debtor (db:pty)). There is a 'Party text' field and buttons for Alias, Review, Submit, Cancel, and Clear. A note states: 'Add all aliases before clicking the Submit button.'

Add Alias



	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

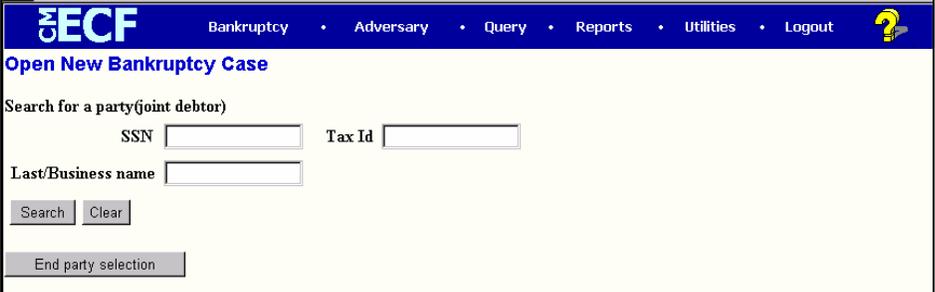
- STEP 1** Enter Alias information
- STEP 2** Select Role type
- STEP 3** Click [Add aliases] when all data is entered to return to the Party Information screen.
- STEP 4** At the Party Information screen Click [Review] to view all debtor(s), alias and attorney information added.



Review attorneys and aliases
 Timothy Johnson
Uncheck to remove from list
Attorneys added:
 None added.
Aliases added:
 Johnson, Tim (aka)

- STEP 5** Click Return to Party screens
- STEP 6** Click [Submit] (verify party screen) when all data is accurate.

Joint Debtor



The screenshot shows the CM/ECF interface for opening a new bankruptcy case. The header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Open New Bankruptcy Case". Below this, there is a section titled "Search for a party(joint debtor)". This section contains three input fields: "SSN", "Tax Id", and "Last/Business name". There are also "Search" and "Clear" buttons, and an "End party selection" button at the bottom of the search area.

If you entered, y, after Joint Petition this additional screen appears to enter the joint debtor information. Enter joint debtor information in the same manner you entered the debtor information, selecting **joint debtor** as the party role and entering any aliases.

Caution: If you do not select joint debtor as party role, this has an adverse affect on the production of forms related to the case and discharge of the debtor and joint debtor.

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case and the information disseminated to creditors.

The screenshot shows the 'Open New Bankruptcy Case' form in the CM/ECF system. The form is titled 'Open New Bankruptcy Case' and has a blue header with the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form fields are as follows:

- Type of debtor:** Individual, Corporation, Partnership, Other, Railroad, Stockbroker, Commodity Broker
- Fee status:** Paid (dropdown)
- Nature of debt:** consumer (dropdown)
- Voluntary:** voluntary (dropdown)
- Origin:** Original (dropdown)
- Date split/transfer:** (text input)
- Asset notice:** No (dropdown)
- Estimated number of creditors:** 1-15 (dropdown)
- Estimated assets:** \$0-\$50,000 (dropdown)
- Estimated debts:** 1 \$0-\$50,000 (dropdown)

At the bottom of the form are 'Next' and 'Clear' buttons.

- | | |
|---------------|--|
| STEP 1 | Select Type of debtor (defaults to individual) If you check a box other than individual, remember to deselect the individual box. |
| STEP 2 | Select Fee status: <ul style="list-style-type: none"> • Paid. Your credit card is charged for the filing. • Installment: Your credit card is charged for the filing. You enter the amount of payment, i.e. \$50.00 or the amount of the first payment. |
| STEP 3 | Select Nature of Debt (default is consumer) |
| STEP 4 | Select Voluntary (default is voluntary) |
| STEP 5 | Select Origin (default is Original) |
| STEP 6 | Skip Date split/transfer |
| STEP 7 | Select Asset notice, no for Ch 7 cases, yes for Ch 11, Ch 12 and Ch 13 |

STEP 8	Select Estimated number of creditors (default is 1-15)
STEP 9	Select Estimated assets (default is \$0-\$50,000)
STEP 10	Select Estimated debts (default is \$0-\$50,000)

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

 No Yes'. At the bottom, there are 'Next' and 'Clear' buttons."/>

STEP 1	Click [Browse] and locate, review and attach your PDF document
---------------	--

Caution: There are no attachments to a petition.

- The list of creditors is uploaded as a .txt file in a separate step.
- The Ch 13 Plan is a separate PDF document attached to the Ch 13 docket event.
- If payment is by installment, docket the Application for Installment Payment separately and attach the Application for Installments to the docket event, Application for Installment Payments.

Financial Data

Paid

The screenshot shows the 'Open New Bankruptcy Case' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the title 'Open New Bankruptcy Case' is displayed. A red warning message states: 'Do not enter a receipt number if you will be paying via the internet- If paying by installments you can edit the amount in the fee box'. Below this, there is a 'Receipt #' field (empty) and a 'Fee: \$200' label. At the bottom, there are 'Next' and 'Clear' buttons.

Installment

The screenshot shows the 'Open New Bankruptcy Case' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the title 'Open New Bankruptcy Case' is displayed. A red warning message states: 'Do not enter a receipt number if you will be paying via the internet- If paying by installments you can edit the amount in the fee box'. Below this, there is a 'Receipt #' field (empty) and a 'Fee: \$200' label. At the bottom, there are 'Next' and 'Clear' buttons.

Note: Chapter 11 cases show a deadline for receipt of First Meeting Information on this screen. This is for court use only.

STEP 1	Do NOT enter a receipt #
STEP 2	Enter amount of payment if this is an installment

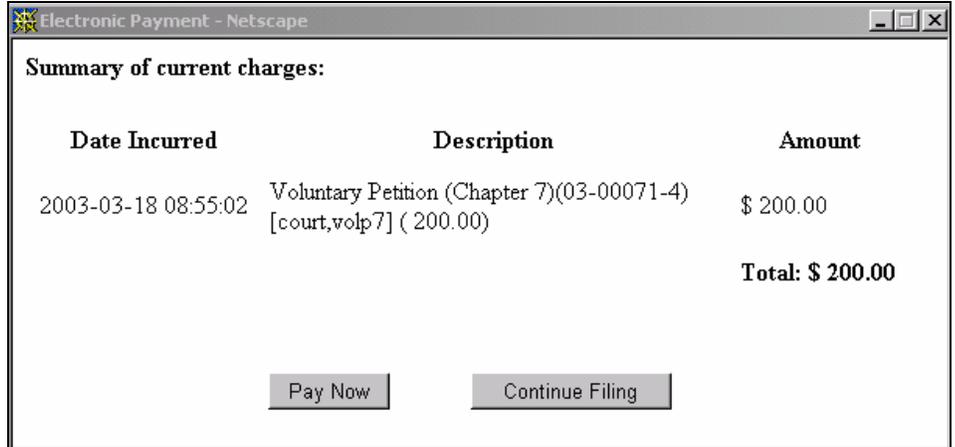
Docket Text

The screenshot shows the 'Open New Bankruptcy Case' screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the title 'Open New Bankruptcy Case' is displayed. A grey box contains the docket text: 'Docket Text: Final Text' followed by 'Chapter 7 Voluntary Petition. Fee Amount \$ 200 Filed by Timothy L Johnson. (RACER,)'. Below this, 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, there are 'Next' and 'Clear' buttons.

Review for accuracy. You cannot edit the docket text. If the docket entry requires modifications, use the [back] button to return to applicable screen and make corrections.

Note: The docket text for a Chapter 11 case shows the deadline for the First Meeting information date. The docket text for a Chapter 12 case shows the deadline for filing the Chapter 12 Plan.

Summary of Charges

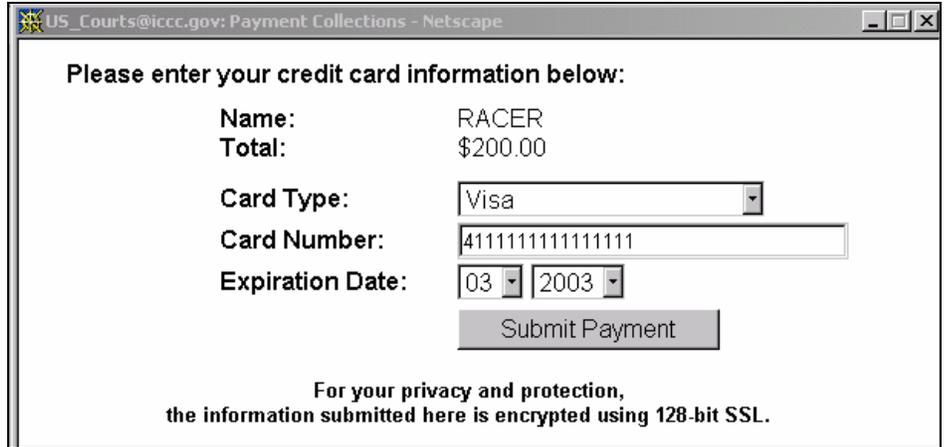


A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

<p>STEP 1</p>	<p>Select Pay Now – if you are done entering all cases and pleadings with filing fees for the day.</p> <p>Select Continue Filing – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.</p>
----------------------	---

Credit Card Information

You are electronically connected to the US Treasury site.



US_Courts@iccc.gov: Payment Collections - Netscape

Please enter your credit card information below:

Name: RACER
 Total: \$200.00

Card Type: Visa
 Card Number: 4111111111111111
 Expiration Date: 03 2003

Submit Payment

For your privacy and protection,
 the information submitted here is encrypted using 128-bit SSL.

STEP 1	Enter your Credit Card Type, i.e., Visa, Master Card, etc.
STEP 2	Enter your Credit Card Number
STEP 3	Enter your Credit Card Expiration Date

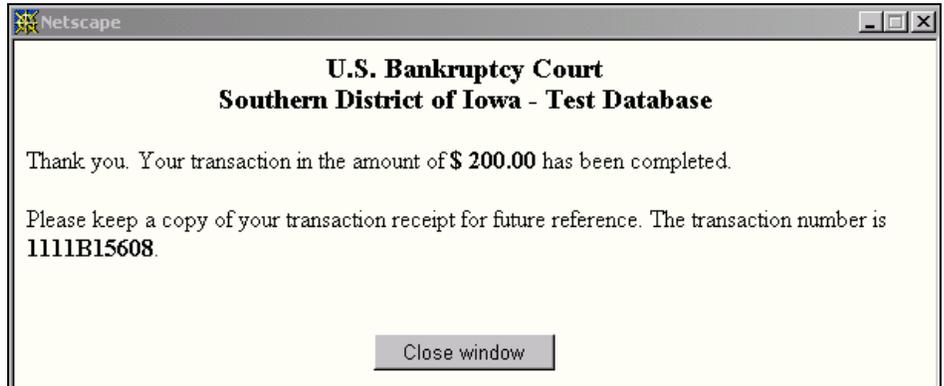
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, after three consecutive errors in data, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



Once the credit card transaction is approved the above message appears.

STEP 1	Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website
STEP 2	Click Close window

Notice of Filing



Case Number appears with link to docket. Click on Notice of Bankruptcy Case Filing to access the document. This notice includes the court seal.

With Case Opening

- 1 Case Number is assigned
- 2 Judge is assigned.
- 3 Voluntary petition event docketed
- 4 Credit Card charged for filing fee
- 5 Receipt information docketed

Upload Creditor Matrix

The creditor matrix **must** be uploaded before selecting Assign Trustee/341 Meeting Assignment.



When the matrix is not received by the 7th day from the date of the filing of the petition, the courts will docket an Order Dismissing the Case for Failure to File Matrix.

STEP 1	Select Bankruptcy
STEP 2	Select Creditor Maintenance
STEP 3	Select Upload a Creditor Matrix File
STEP 4	Enter Case Number
STEP 5	Browse. Locate, review and attach the txt file
STEP 6	Verify number of creditors entered

Creditors Receipt	
Case Number	03-45
Total Creditors Added to Database	12

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Installment Payment

Docket Application to Pay Filing Fee in Installments and attach the installment application.

**Assign Trustee/341
Meeting**

The court will assign the trustee and 341 meeting date.

○

<p>CM/ECF</p> <p>User's Guide</p> <p>Part 2</p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p>Processing New Cases</p>
	<p>Section</p> <p>Bankruptcy – Upload Case in CM/ECF from Bankruptcy Software</p>

If you are using petition software, check with your vendor to determine if the software is CM/ECF compatible and how you can upload the petition into CM/ECF.

Caution: Case Upload is for cases that are complete, i.e., without deficiencies.

STEP 1	Select Bankruptcy
STEP 2	Select Case Upload

STEP 1	Click [Browse] and locate the debtor .txt file
STEP 2	Click [Browse] and locate the petition PDF file
STEP 3	Click [Browse] and locate the matrix .txt file
STEP 4	If Ch. 13 case, Click [Browse] and locate the Ch 13 Plan PDF file

The court will assign the judge, trustee and 341 meeting date.



CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Bankruptcy – Upload Case from Bankruptcy Software

Several bankruptcy software programs have the ability to upload a case into CM/ECF directly from their software. The court has not tested these petition software programs.

Caution: Case Upload is for cases that are complete, i.e., without deficiencies.

Contact your software vendor to determine if you can load the petition directly into CM/ECF from your software without logging into the court's website. If so, they can assist you with the settings required in your software program that allow this to happen.

The court will assign the judge, trustee and 341 meeting date.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Bankruptcy – Emergency Filing

Filing an emergency filing with the court requires the following documents. You can e-file via CM/ECF. Your software may allow you to prepare only the following documents.

- 1st two petition pages with debtor and attorney signature or /s/ in place of signatures
- Filing Fee
- Matrix
- Verification of Matrix
- Chapter 9 and Chapter 11, List of 20 Largest Unsecured Creditors

The court will not prepare a deficiency notice for the schedules.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Upload a Creditor Matrix

This is the only document filed in a .txt format, rather than PDF. Refer to Appendix C, Guidelines for Preparation of a Matrix for assistance in preparing a matrix in .txt format.

Your software program may also prepare the matrix in .txt format. Check with your bankruptcy software vendor for instructions.

Note: It is helpful to know the number of creditors in the case. You are given an opportunity to confirm the number of creditors uploaded to the case.

STEP 1	Select Bankruptcy (from Main Menu)
STEP 2	Select Creditor Maintenance
STEP 3	Select Upload Creditor Matrix File
STEP 4	Enter Case Number

STEP 1	Click [Browse] locate, review and attach the matrix .txt file
---------------	---

Add Creditors



When the matrix is not received by the 7th day from the date of the filing of the petition, the courts will docket an Order Dismissing the Case for Failure to File Matrix.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?	
Add Creditor(s)	
Total Creditors Entered 13	
<input type="button" value="Submit"/>	

STEP 1	Verify Number of Creditors
---------------	----------------------------

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?	
Creditors Receipt	
Case Number	02-93
Total Creditors Added to Database	13
File A Proof Of Claim	
Return To Creditor Maintenance Menu	



CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary

Use Open a New Adversary Case to enter an adversary proceeding into CM/ECF. The complaint **must** be in PDF format before opening the case. The PDF document must include the Adversary Proceeding Cover Sheet with the complaint.

The adversary cover sheet is the first page of the adversary proceeding PDF document.

You need the main case number of the related bankruptcy case to enter the adversary proceeding into CM/ECF.

STEP 1	Select Adversary (from Main Menu)
STEP 2	Select Open a New Adversary Case (Includes original complaint)

Open New Adversary Proceeding

STEP 1	Select Case type: ap
STEP 2	Verify date filed (unable to edit)
STEP 3	Enter: Complaint - y

Adding Parties

Note: Add all plaintiffs then add all defendants. Add defendants as pro se.

Search for Party(s) – Add Plaintiff

STEP 1	Enter Plaintiff’s SSN, Tax ID or last name/business name. Repeat this if there is more than one plaintiff.
STEP 2	Click Search

If	Then
Plaintiff is found with identical information; i.e., SSN, address, etc.	Click: [Select name from the list]
Plaintiff is found and information is not an exact match	Select Name from list on the Party Information Screen or change address if the address does not match
Plaintiff is not found	Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O'Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information – if name selected from list

The screenshot shows the ECF Party Information form for Ford Motor Credit Company. The form includes fields for Office, Address 1 (Box 999), Address 2, Address 3, City (Des Moines), State (IA), Zip (50021), County (Adair), Country, Phone, Fax, E-mail, ProSe (no), and Role (Plaintiff (pla.pt)). There is also a Party text field and buttons for Attorney..., Alias..., Review..., Submit, Cancel, and Clear. A note states: "Add all attorneys and aliases before clicking the Submit button."

- | | |
|---------------|---|
| STEP 1 | Verify Plaintiff information (Change address if necessary. Do NOT include phone , fax or e-mail.) |
| STEP 2 | Select Prose - no |
| STEP 3 | ENTER ROLE TYPE OF PLAINTIFF |
| STEP 4 | Click Alias if applicable |
| STEP 5 | Click Attorney |

Create New Party – if name does not appear on the list

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

- | | |
|---------------|---|
| STEP 1 | Add Plaintiff information (Do NOT include phone , fax or e-mail.) |
| STEP 2 | Select Prose - no |
| STEP 3 | ENTER ROLE TYPE OF PLAINTIFF |
| STEP 4 | Click Alias if applicable |
| STEP 5 | Click Attorney |

Select Attorney

Search for yourself as the attorney for Plaintiff. You MUST enter yourself as the attorney for plaintiff for proper attorney/client relationships in CM/ECF.

STEP 1	Court Id or Last Name
STEP 2	Search

If	Then
Attorney is found	Click: [Select name from the list]
Attorney is not found	Click: [Create new attorney] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties

Add Attorney

The screenshot shows the 'Add Attorney' form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is 'Attorney Information (Party Ford Motor Credit Company,)'. Below the title, it displays 'John Miller Bar Id:IS0000001 Bar Status:Active'. The form contains several input fields: Office, Address 1 (1234 Main St.), Address 2, Address 3, City (Des Moines), State (IA), Zip (50309), Country, Phone, Fax, and E-mail. There is a 'Lead attorney' dropdown menu set to 'yes'. At the bottom, there are three buttons: 'Add attorney', 'Cancel attorney', and 'Clear'. A small text box on the right side of the form provides instructions: 'Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party.'

- STEP 1** Verify Attorney information
- STEP 2** Click Add attorney (Returns to Party Information screen)
- STEP 3** Click Submit on **Party Information** screen
- STEP 4** Click Search to add additional plaintiff(s) or add defendant(s)

Add Additional Plaintiffs

The screenshot shows the 'Open Adversary/MP Case' search form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is 'Open Adversary/MP Case'. Below the title, it says 'Search for a party'. There are input fields for 'SSN' and 'Tax Id'. Below these is a 'Last/Business name' input field. At the bottom, there are three buttons: 'Search', 'Clear', and 'End party selection'.

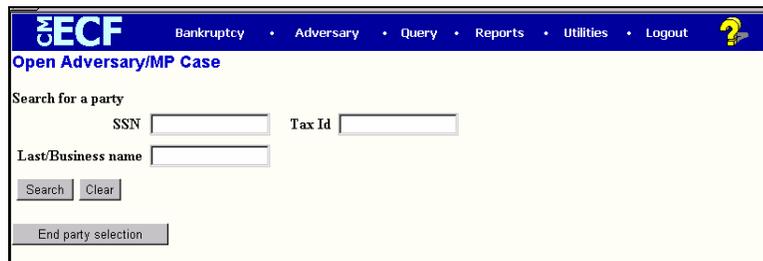
- STEP 1** Repeat processes outlined above to enter additional plaintiff(s)
- STEP 2** Repeat process of adding yourself as an attorney for each plaintiff

Search for Party(s) - Add Defendant

- STEP 1** Enter Defendants SSN, Tax ID or last name/business name.
- STEP 2** Click Search

- STEP 3** Defendant appears on list of parties or create a new party
- STEP 4** ENTER ROLE TYPE OF DEFENDANT
- STEP 4** DO NOT add an attorney for the defendant!
- STEP 5** Click Submit on **Party Information** screen

Add Additional Defendants



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area is titled "Search for a party" and contains three input fields: "SSN", "Tax Id", and "Last/Business name". There are "Search" and "Clear" buttons below the input fields, and an "End party selection" button at the bottom of the search area.

STEP 6 Repeat Steps 1-5

STEP 7 Click End party selection after all entering all defendants

Reminder: DO NOT add attorney for the defendant(s). Defendant's attorney or the case manager will add/associate the defendant's attorney when the defendant files an Answer.

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

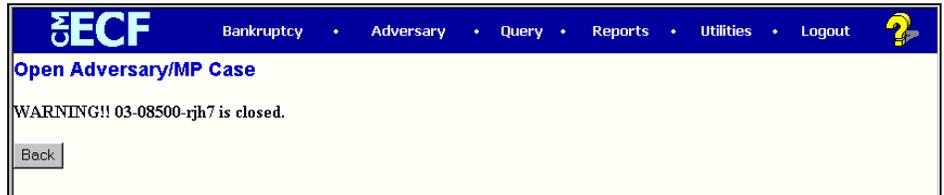
STEP 1	Enter Party code						
STEP 2	Enter Nature of Suit – Defaults to 424 obj (obj/revocation Discharge 727)						
	<table border="1"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>One Nature of Suit</td> <td>Select that Nature of Suit</td> </tr> <tr> <td>More than one NOS and one is 424 (727 obj)</td> <td>Select 424</td> </tr> </tbody> </table>	IF	Then	One Nature of Suit	Select that Nature of Suit	More than one NOS and one is 424 (727 obj)	Select 424
IF	Then						
One Nature of Suit	Select that Nature of Suit						
More than one NOS and one is 424 (727 obj)	Select 424						
STEP 3	Enter Origin						
STEP 4	Leave Transfer date blank						
STEP 5	Select Rule 23 (class action)- y or n						
STEP 6	Enter Jury demand (default is none)						
STEP 7	Enter Demand amount (000 default) if \$5,000 enter 5						

Main Case Number



- | | |
|---------------|---|
| STEP 1 | Enter Lead bankruptcy case number (XX-XXXXX) |
| STEP 2 | Association Type: Default to adversary, do not change |

Closed Case Warning



- | | |
|---------------|--|
| STEP 1 | Appears if the main case is closed |
| STEP 2 | You cannot open an adversary proceeding and associate with a main case that is closed. Select Back button and discontinue filing |

Divisional Assignment



- | | |
|---------------|---------------------------------------|
| STEP 1 | Click Next to move to the next screen |
|---------------|---------------------------------------|

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

 No Yes'. At the bottom are 'Next' and 'Clear' buttons."/>

STEP 1 Browse, locate, review and attach your PDF document

Filing Fees

Filer	
Attorney	Pay filing fee via the Internet
Trustee	Enter Deferred in the Receipt # box
US Government	Enter Exempt in the Receipt # box

Receipt Screen




STEP 1 **Attorney.** DO NOT enter any characters in the receipt box and select Next

US Trustee, US Government Agency and Attorney for certain Debtors: Enter *Exempt* in the receipt field box and select Next

Trustee. Enter *Deferred* in the receipt field box and select Next

Docket Text – Attorney Filer

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area displays "Docket Text: Final Text" followed by a highlighted yellow box containing the text: "Complaint by Daniel J. Kessler against Artez Craig. Fee Amount \$150 424 (Obj/Revocation Discharge 727) (attorney03,)". Below this, 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 of the form are two buttons: "Next" and "Clear".

Trustee Filer

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area displays "Docket Text: Final Text" followed by a highlighted yellow box containing the text: "Complaint by Albert D. Hansen Jr. against Duane Roscoe Goodson. Receipt Number Deferred, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Shodeen, Anita)". Below this, 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 of the form are two buttons: "Next" and "Clear".



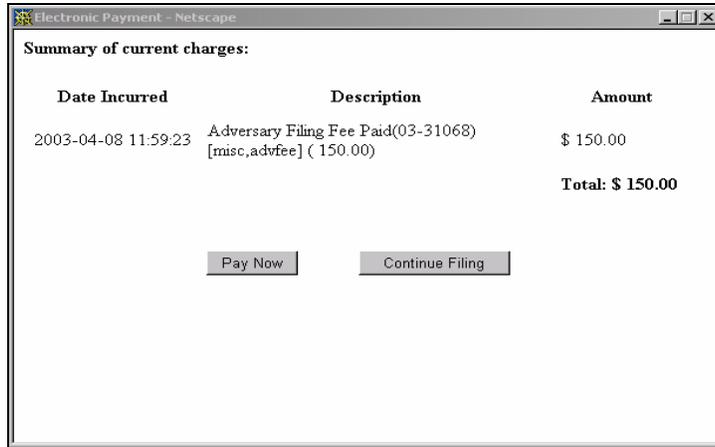
US Trustee/Government Agency and Attorney for Certain Debtors

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open Adversary/MP Case". The main content area displays "Docket Text: Final Text" followed by a highlighted yellow box containing the text: "Complaint by Andrea M. Holmes against Anthony Loscalzo. Receipt Number Exempt, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Snyder, James)". Below this, 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 of the form are two buttons: "Next" and "Clear".

Review for accuracy. You cannot edit the docket text. If the docket entry requires modifications, use the [back] button to return to applicable screen and make corrections

Summary of Charges

Attorney Filer



A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.

 Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.

Credit Card Information

You are electronically connected to the US Treasury site.



STEP 1	Enter your Credit Card Type, i.e., Visa, Master Card, etc.
STEP 2	Enter your Credit Card Number
STEP 3	Enter your Credit Card Expiration Date

If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



STEP 1	Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website
STEP 2	Click Close window.

Notice of Filing – Attorney Filer

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

Notice of Electronic Filing

The following transaction was received from attorney03, entered on 4/20/2004 at 4:05 PM CDT and filed on 4/20/2004

Case Name: Kessler v. Craig
Case Number: [04-07013-lmj](#)
Document Number: [1](#)

Case Name: Scott Clement Robinson and Sandra Lea Robinson
Case Number: [03-03000-7](#)
Document Number: [11](#)

Docket Text:
Complaint by Daniel J. Kessler against Artez Craig. Fee Amount \$150 424 (Obj/Revocation Discharge 727) (attorney03,)

Trustee Filer

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

Notice of Electronic Filing

The following transaction was received from Shodeen, Anita entered on 4/20/2004 at 4:11 PM CDT and filed on 4/20/2004

Case Name: Hansen v. Goodson
Case Number: [04-07014-lmj](#)
Document Number: [1](#)

Case Name: Scott Clement Robinson and Sandra Lea Robinson
Case Number: [03-03000-7](#)
Document Number: [12](#)

Docket Text:
Complaint by Albert D. Hansen Jr. against Duane Roscoe Goodson. Receipt Number Deferred, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Shodeen, Anita)

REV

US Trustee/Government Agency and Attorney for Certain Debtors

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

Notice of Electronic Filing

The following transaction was received from Snyder, James entered on 4/20/2004 at 4:15 PM CDT and filed on 4/20/2004

Case Name: Holmes v. Loscalzo
Case Number: [04-07015-lmj](#)
Document Number: [1](#)

Case Name: Scott Clement Robinson and Sandra Lea Robinson
Case Number: [03-03000-7](#)
Document Number: [13](#)

Docket Text:
 Complaint by Andrea M. Holmes against Anthony Loscalzo. Receipt Number Exempt, Fee Amount \$150 424 (Obj/Revocation Discharge 727) (Snyder, James)

Case Numbers appear for adversary and main case with link to dockets. Click on case number or document number to access the docket or document.

With Case Opening

- 1 Case Number is assigned
- 2 Judge from main case is assigned.
- 3 Complaint event dockets
- 4 Credit Card charged filing fee (Attorney filers)
- 5 Receipt information dockets (Attorney filers)

Issuance of Summons

The court will issue the Adversary summons. The summons form is received by the plaintiff's attorney via the Notice of Electronic Filing for the Summons and Notice Issued docket event. Print out the Summons from the PDF attachment icon included on the NOEF.

If the plaintiff is pro se, the summons is sent to the plaintiff via U.S. Mail.

ADD

Note: Subpoena is part of the discovery materials. Do not file with the court

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Answer to Complaint

Docket**Answer to Complaint**

STEP 1	Select Adversary
STEP 2	Select Answers
STEP 3	Select complaint, 3 rd , cross, counter
STEP 4	Enter Adversary Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Relate to Complaint
STEP 8	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Answer to Complaint PDF document.)
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Complaint Filed by Carolyn Meadows. (Miller, John)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Notice of Removal

- A Notice of Removal is filed as an adversary proceeding.
- The filing fee for a Notice of Removal is the same as the filing fee for an adversary proceeding.
- There may or may not be a pending bankruptcy case in our court.

STEP 1	Select Adversary (from Main Menu)
STEP 2	Select Open a New Adversary Case

Open Notice of Removal

STEP 1	Select Case type: ap
STEP 2	Verify date filed (unable to edit)
STEP 3	Enter: Complaint - n

Search for Party(s)

Note: Add all plaintiffs then add all defendants.

- | | |
|---------------|----------------------------------|
| STEP 1 | Enter Plaintiff SSN or Last name |
| STEP 2 | Search |

If	Then
Party is found with identical information; i.e., SSN, address, etc.	Click: [Select name from the list]
Party is not found	Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties
Party found and information is not an exact match	Click: [Create new party] Refer to EFGPart1, Chapter: Attorney Style Guide; Section: Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O’Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information

The screenshot shows the 'Party Information' form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is 'Party Information' with the party name 'MidAmerica Energy' and 'SSN:Unknown'. The form contains several input fields: Office, Address 1, Address 2, Address 3, City, State, Zip, County (set to 'Adair'), Country, Phone, Fax, E-mail, ProSe (set to 'no'), and Role (set to 'Plaintiff (pla.pty)'). There is also a 'Party text' field. At the bottom, there are buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

- STEP 1** Verify Plaintiff Information
- STEP 2** Enter Role type of plaintiff
- STEP 3** Select ProSe - no
- STEP 4** Click Alias if applicable
- STEP 5** Click Attorney

Select Attorney

The screenshot shows the 'Search for an attorney' form in the ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form has a title 'Search for an attorney' and three input fields: 'Bar Id', 'Last name' (with 'Jones' entered), and a 'Search' button. There is also a 'Clear' button.

- STEP 1** Enter Attorney SSN, Court ID or Last name
- STEP 2** Click Search

If	Then
Attorney is found	Click: [Select name from the list]
Attorney is not found	Click: [Create new attorney] Refer to EFGPart1, Attorney Style Guide – Create New Parties

Select Attorney

STEP 1	Verify Attorney Information
STEP 2	Click Add attorney
STEP 3	Click Submit on Party Information Screen

Add Defendant

STEP 1 Search and add defendant

STEP 2 Click End party selection after all parties are added

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

STEP 1 Enter Party code

STEP 2 Enter Nature of suit – 459 (Application For Removal)

STEP 3 Enter Origin: Original Proceeding

STEP 4 Skip Transfer date

STEP 5 Select Rule 23 (class action) - y or n

STEP 6 Enter Jury demand (default none)

STEP 7 Demand Amount (000 default) if \$5,000 enter 5

Main Case Number



STEP 1 Enter Main (Lead) case number, if available. If not, leave blank.

STEP 2 Select Association type: Adversary. A warning message appears.



STEP 3 Click OK

Divisional Assignment



OR



STEP 1 Division office defaults to correct office if Main case is filed in our court. If main case not in our court, Select Divisional Office Des Moines

Select Event

STEP 1 Select Notice of Removal

Attach PDF Document

ALWAYS REVIEW PDF DOCUMENT BEFORE ATTACHING TO VERIFY THE CORRECT DOCUMENT APPEARS.

STEP 1 Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Application for Removal)

Filing Fees

Filer	
Attorney	Pay filing fee via the Internet
US Government	Enter Exempt in the Receipt # box

Receipt Screen

STEP 1 **Attorney.** DO NOT enter any characters in the receipt box and select Next

US Government Agency: Enter *Exempt* in the receipt field box and select Next

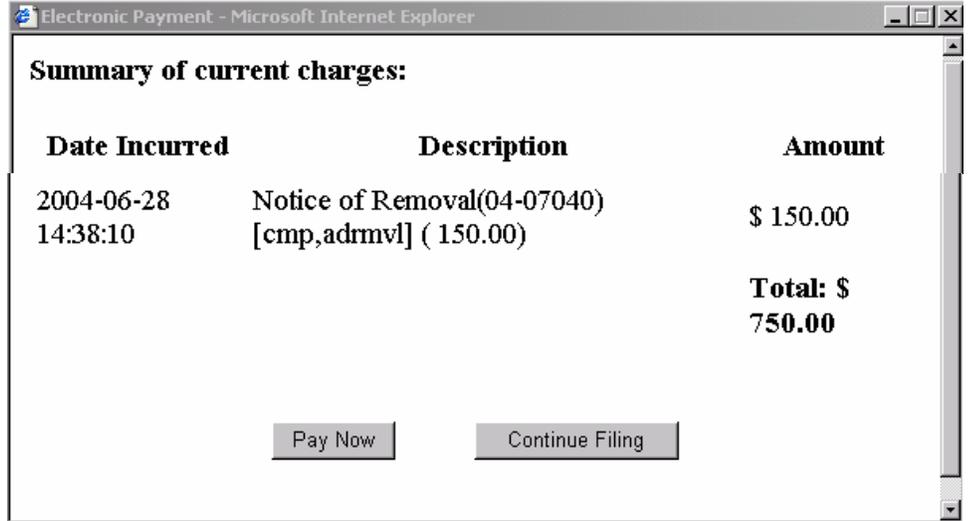
Docket Text – Attorney Filer

Government Agency

Review for accuracy. You cannot edit the docket text. If the docket text requires modification, use the [back] button to return to applicable screen and make corrections

Summary of Charges

Attorney Filers



A list of ALL charges you have accumulated for all filings done on this day appears for your payment.

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.
 Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.



- | | |
|---------------|--|
| STEP 1 | Enter your Credit Card type, i.e., Visa, Master Card, etc. |
| STEP 2 | Enter your Credit Card Number |
| STEP 3 | Enter your Credit Card Expiration Date |

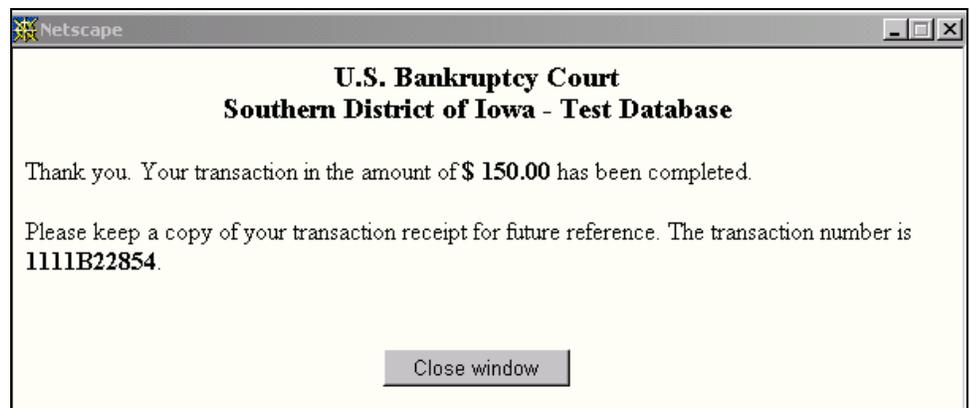
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact your local court for assistance.

Credit Card Transaction



- | | |
|---------------|--|
| STEP 1 | Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website |
| STEP 2 | Click Close window |

- The party filing the Notice of Removal must serve a copy of the Notice on all parties to the removed claim or cause of action promptly (10 days) after filing the Notice of Removal.
- The judge may do one of the following:
 - Hold a scheduling conference.
 - Abstain from the case after determining this is a non-core proceeding.
 - Remand back to federal or state court.
- The Case Manager assigns a judge to the case.

Notice of Filing – Attorney Filer

The screenshot shows the ECF interface for a bankruptcy case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "Open Adversary/MP Case". The court information is "U.S. Bankruptcy Court, Southern District of Iowa - Test Database". The filing is a "Notice of Electronic Filing" for a transaction received from Miller, John on 6/28/2004 at 2:38 PM CDT. The case name is "MidAmerica Energy Co. v. Jensen", the case number is "04-07040", and the document number is "1". The docket text reads: "Notice of Removal Filed by Elmer M. Jones, John M. Miller on behalf of MidAmerica Energy Co.; Fee Amount \$150 459 (Application For Removal) (Miller, John)".

Government Agency

The screenshot shows the ECF interface for a bankruptcy case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "Open Adversary/MP Case". The court information is "U.S. Bankruptcy Court, Southern District of Iowa - Test Database". The filing is a "Notice of Electronic Filing" for a transaction received from Purdy, William on 6/29/2004 at 8:11 AM CDT. The case name is "IRS v. Henderson", the case number is "04-07042", and the document number is "1". The docket text reads: "Notice of Removal Filed by William C. Purdy, IRS on behalf of IRS.; Receipt Number Exempt, Fee Amount \$150 459 (Application For Removal) (Purdy, William)".

With Case Opening

1. Case Number is assigned
2. Notice of Removal event docketed
3. Credit Card charged filing fee (Attorney filer)
4. Receipt information docketed (Attorney filer)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Counterclaim

- In addition to or in place of an answer, the defendant(s) may also file a counterclaim.
- If the Counterclaim is filed with an answer, docket the Answer to Complaint (See Section Answer to Complaint) as one event and the Counterclaim as another event.

Docket

Counterclaim

STEP 1	Select Adversary
STEP 2	Select Complaint and Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Counterclaim
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Counterclaim PDF document.)
STEP 6	Select Party Filer – Defendant
STEP 7	Select Party the filing is against – Plaintiff(s). Do not change default: No Group
STEP 8	Review Docket Text
STEP 9	Submit if accurate
STEP 10	Back up if changes required
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Counterclaim by Carolyn Meadows against Norwest Bank (Miller, John)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Answer to Counterclaim

Docket

Answer to Counterclaim

STEP 1	Select Adversary
STEP 2	Select Answers
STEP 3	Select complaint, 3 rd , cross, counter
STEP 4	Enter Adversary Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Relate to Counterclaim
STEP 8	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Answer to Counterclaim PDF document.)
STEP 9	DO NOT select: This filing includes a Counterclaim, 3 rd Party Complaint or Crossclaim
STEP 10	Review Docket Text
STEP 11	Submit if accurate
STEP 12	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Counterclaim Filed by Norwest Bank. (Jackson, Alan)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Crossclaim

- In addition to or in place of an answer, the defendant(s) may also file a crossclaim.
- If the Crossclaim is filed with an answer, docket the Answer to Complaint (See Section Answer to Complaint) as one event and the Crossclaim as another event.

Docket

Crossclaim

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Crossclaim
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Crossclaim PDF document.)
STEP 6	Select Party Filer
STEP 7	Select Party the filing is against. Do not change default: No Group
STEP 8	Review Docket Text
STEP 9	Submit if accurate
STEP 10	Back up if changes required
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Crossclaim by Carolyn Meadows against Wells Fargo Home Mortgage (Miller, John)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Answer to Crossclaim

Docket

Answer to Crossclaim

STEP 1	Select Adversary
STEP 2	Select Answers
STEP 3	Select complaint, 3 rd , cross, counter
STEP 4	Enter Adversary Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Relate to Crossclaim
STEP 8	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Answer to Crossclaim PDF document.)
STEP 9	DO NOT select: This filing includes a Crossclaim, Counterclaim, 3 rd Party Complaint
STEP 10	Review Docket Text
STEP 11	Submit if accurate
STEP 12	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Crossclaim Filed by Wells Fargo Home Mortgage. (Jackson, Alan)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Third Party Complaint

- The third party claim/complaint does not commence a new action. NO FILING FEE is required.
- If the third party claim/complaint is filed with an answer, docket the Answer to Complaint (see Section Answer to Complaint) as one event and the Third Party Complaint as another event.

Docket

Third Party Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Third Party Complaint
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Third Party Complaint PDF document.)
STEP 6	Select Party Filer – Add party with role of 3 rd Party Plaintiff
STEP 7	Associate Attorney and Party Filer
STEP 8	Select Party the filing is against – Create new party with party role of 3 rd Party Defendant. Do not change default: No Group. Court will edit party role of 3 rd Party Defendant.
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Backup if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Third-Party Complaint by Carolyn Meadows against Abraham Lincoln (Miller, John)

- The court prepares the Third Party Summons and issues the summons to the Third Party Plaintiff for execution.

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Answer to Third Party Complaint

Docket

Answer to Third Party Complaint

STEP 1	Select Adversary
STEP 2	Select Answers
STEP 3	Select complaint, 3 rd , cross, counter
STEP 4	Enter Adversary Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Associate Party Filer and Attorney, if required
STEP 8	Relate to Third Party Complaint
STEP 9	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Answer to Third Party Complaint PDF document.)
STEP 10	DO NOT select: This filing includes a 3 rd Party Complaint, Counterclaim or Crossclaim.
STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Back up if changes required
STEP 14	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Third Party Complaint Filed by Abraham Lincoln. (Walz, Mark)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Intervenor Complaint

- A party desiring to intervene in an adversary proceeding must serve a motion upon the parties to the case stating the grounds for intervention, and the motion must be accompanied by a pleading setting forth the claim or defense for which the intervention is sought.
- No filing fees are required.

Docket

Motion to Intervene

STEP 1	Select Adversary
STEP 2	Select Motion
STEP 3	Enter Adversary Case Number
STEP 4	Select Intervene
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer – Add/Create New Party Party role is Intervenor Party
STEP 7	Associate Party Filer and Attorney
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Intervene PDF document.)
STEP 8	Review Docket Text
STEP 9	Submit if accurate
STEP 10	Back up if changes required
STEP 11	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion to Intervene Filed by Elizabeth E. Goodman on behalf of Pioneer Foods (Goodman, Elizabeth)

- The court prepares the bar date notice and serves the notice using the BNC.
- If the Order grants the Motion to Intervene the Judge may direct the intervening party to file an Intervenor’s Complaint.

Docket

Intervenor’s Complaint

STEP 1	Select Adversary
STEP 2	Select Complaint & Summons
STEP 3	Enter Adversary Case Number
STEP 4	Select Intervenor Complaint
STEP 5	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Intervenor Complaint PDF document.)
STEP 6	Select Party Filer – Add/Create New Party (Party role is Intervenor Plaintiff)
STEP 7	Associate Attorney and Party Filer
STEP 8	Select Party the filing is against – Add/Create New Party (Party role is Intervenor Defendant) Do not change default: No Group
STEP 9	Enter NOS and Description in Docket Text (Refer to Appendix H for Nature of Suit and Description codes.)
STEP 10	Review Docket Text
STEP 11	Submit if accurate

STEP 12 Back up if changes required

STEP 13 Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Intervenor Complaint *NOS 498 Other action, not related* by Pioneer Foods against Norwest Bank (Goodman, Elizabeth)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Adversary – Answer to Intervenor Complaint

Docket**Answer to Intervenor Complaint**

STEP 1	Select Adversary
STEP 2	Select Answers
STEP 3	Enter complaint, 3 rd , cross, counter
STEP 4	Enter Adversary Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer – Add/Create New Party (Party role is Intervenor Defendant)
STEP 7	Associate Attorney and Party
STEP 8	Answer a Complaint: Select Intervenor Complaint
STEP 9	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Answer to Intervenor Complaint PDF document.)
STEP 10	Review Docket Text
STEP 11	Submit if accurate
STEP 12	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Intervenor Complaint Filed by Norwest Bank. (Jackson, Alan)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Involuntary

Use Open a BK Case option to enter the case directly into CM/ECF. The petition must be in a PDF format before opening the case. The PDF document includes the petition.

STEP 1 Select Bankruptcy (from Main Menu)

STEP 2 Select Open a Bk case

Open New Involuntary Case

STEP 1 Select case type: bk

STEP 2 Verify Date filed (unable to edit)

STEP 3 Select Chapter type (11 or 7)

STEP 4 Enter Joint Petition – n (Involuntary petitions against both a husband and a wife require two separate involuntary petitions and payment of two filing fees.)

STEP 5 Enter Deficiencies - n

Search for Party

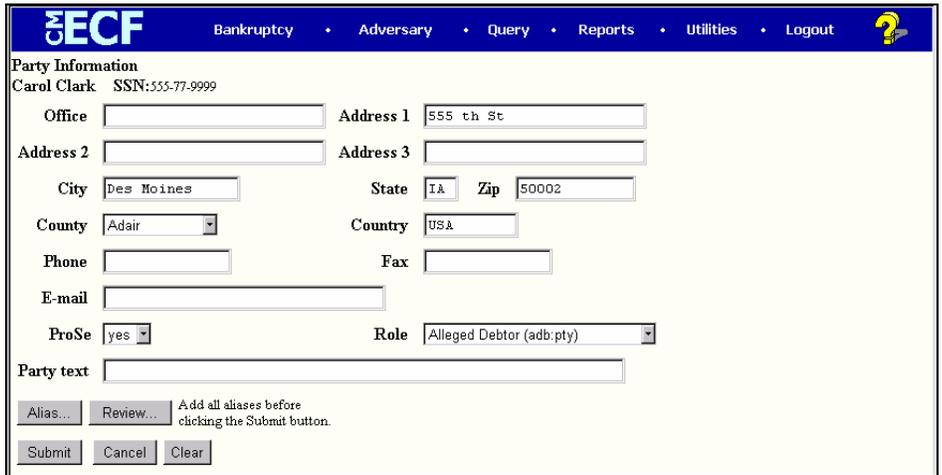
- STEP 1** Enter Alleged Debtor’s last name/business name or social security number. **The court will enter the petitioning creditors after the case** is entered into CM/ECF.
- STEP 2** Click Search

If	Then
Alleged Debtor is found	Click: [Select name from the list]
Alleged Debtor is not found	Click: [Create new party] Refer to EFGPart1, Attorney Style Guide – Create New Parties

Hints for Searching

- Searching is case sensitive.
- Include punctuation, ie., hyphen or apostrophe (O’Brien, 777-99-8888)
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology.)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

Verify Party Information



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Party Information
Carol Clark SSN:555-77-9999

Office Address 1 555 th St

Address 2 Address 3

City Des Moines State IA Zip 50002

County Adair Country USA

Phone Fax

E-mail

ProSe yes Role Alleged Debtor (adb:pty)

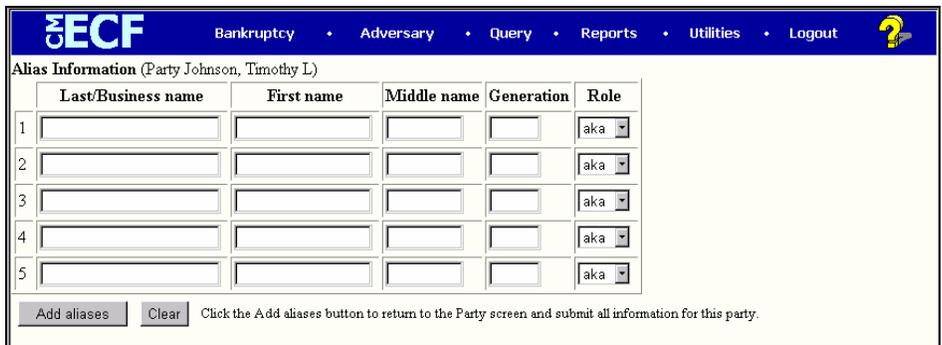
Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

- STEP 1** Verify Alleged Debtor information
- STEP 2** Enter ProSe – yes
- STEP 3** Select Role type: Alleged Debtor
- STEP 4** Click Alias, if applicable
- STEP 5** Submit if all data is entered

Add Alias



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Alias Information (Party Johnson, Timothy L)

	Last/Business name	First name	Middle name	Generation	Role
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	aka

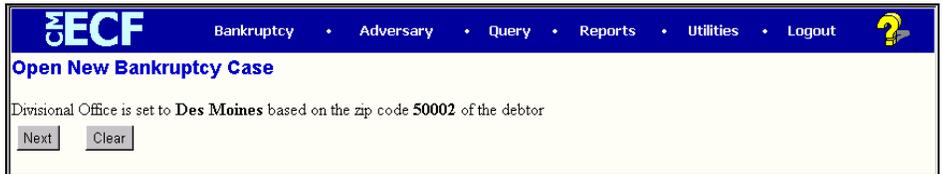
Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

STEP 1	Enter Alias information
STEP 2	Select Role type
STEP 3	Click Add aliases when all data is entered
STEP 4	At the Party Information screen Click [Review] to view all debtor(s), alias an attorney information added



STEP 5	Click Return to Party screen
STEP 6	Click [Submit] (verify party screen) when all data is accurate

Divisional Assignment



The zip code of the Alleged Debtor and the county of the debtor determine the divisional assignment, i.e. Des Moines, Davenport or Council Bluffs.

STEP 1	Click Next
---------------	------------

Statistical Information

Failure to accurately enter statistical information may negatively impact the progress of the case.

The screenshot shows the 'Open New Bankruptcy Case' form in the ECF system. The form is titled 'Open New Bankruptcy Case' and includes the following fields and options:

- Type of debtor:** Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, Commodity Broker.
- Fee status:** Paid (dropdown).
- Nature of debt:** consumer (dropdown).
- Voluntary:** involuntary (dropdown).
- Origin:** Original (dropdown).
- Date split/transfer:** (text input field).
- Asset notice:** No (dropdown).
- Estimated number of creditors:** 1-15 (dropdown).
- Estimated assets:** \$0-\$50,000 (dropdown).
- Estimated debts:** 1 \$0-\$50,000 (dropdown).

Buttons for 'Next' and 'Clear' are located at the bottom left of the form.

- | | |
|----------------|--|
| STEP 1 | Select Type of debtor (default is individual) |
| STEP 2 | Fee status: Paid |
| STEP 3 | Select Nature of Debt (default is consumer) |
| STEP 4 | Select involuntary (default is voluntary) |
| STEP 5 | Leave Origin as Original |
| STEP 6 | Leave Date split/transfer blank |
| STEP 7 | Select Asset notice no for Ch 7 cases, yes for Ch 11 |
| STEP 8 | Select Estimated number of creditors (default 1-15) |
| STEP 9 | Select Estimated assets (default \$0-\$50,000) |
| STEP 10 | Select Estimated debts (default \$0-\$50,000) |
| STEP 11 | Click Next |

Select Event

The screenshot shows the ECF web interface for opening a new bankruptcy case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is 'Open New Bankruptcy Case'. Below this, there is a 'Select event' section with a dropdown menu currently displaying 'Involuntary Petition Chapter 7'. At the bottom of this section are 'Next' and 'Clear' buttons.

STEP 1 Select Involuntary Petition Ch 11 or
Involuntary Petition Ch 7

Attach PDF Document

**ALWAYS REVIEW PDF DOCUMENT AFTER ATTACHING TO
VERIFY THE CORRECT DOCUMENT APPEARS.**

The screenshot shows the ECF web interface for attaching a PDF document. The header and main heading are the same as in the previous screenshot. The main section is titled 'Attach PDF Document'. It contains the instruction: 'Select the pdf document (for example: CA199cv501-21.pdf)'. Below this is a 'Filename' label followed by a text input field and a 'Browse...' button. Underneath is the 'Attachments to Document' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

STEP 1 Browse, locate, review and attach your PDF document

Caution: There are no attachments to a petition.

Financial Data

STEP 1 Do NOT enter a receipt #. Click Next to move to the next screen.

Docket Text

Review for accuracy. You cannot edit the docket text. If the docket entry required modifications, use the [back] button to return to a screen and make corrections.

Summary of Charges

Date Incurred	Description	Amount
2003-03-19 08:33:32	Involuntary Petition (Chapter 7)(03-00076-4) [misc,invlp7] (200.00)	\$ 200.00
		Total: \$ 200.00

A list of ALL charges you have **accumulated for all filings done on this day appears for your payment.**

STEP 1 Select **Pay Now** – if you are done entering all cases and pleadings with filing fees for the day.

Select **Continue Filing** – if you have additional cases and pleadings with filing fees to enter. You will see the Summary of Charges screen again if you select Continue Filing and exit CM/ECF and enter the system again.

Credit Card Information

You are electronically connected to the US Treasury site.



US_Courts@iccc.gov: Payment Collections - Netscape

Please enter your credit card information below:

Name: RACER
Total: \$200.00

Card Type: Please select a card type

Card Number:

Expiration Date: 03 2003

Submit Payment

For your privacy and protection,
the information submitted here is encrypted using 128-bit SSL.

STEP 1 Enter your Credit Card Type, i.e., Visa, Master Card, etc.

STEP 2 Enter your Credit Card Number

STEP 3 Enter your Credit Card Expiration Date

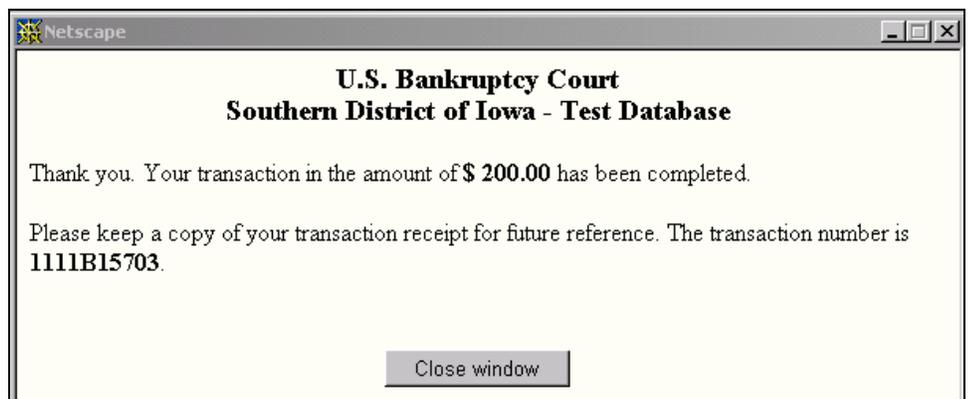
If you enter an invalid credit card number, the following message appears:

The credit card you have entered is invalid. Please check the number and try again.

Or, make three consecutive errors in data entry, the following message appears:

We are unable to complete your transaction. Please contact you local court for assistance.

Credit Card Transaction



Once the credit card transaction is approved the above message appears.

- | | |
|---------------|--|
| STEP 1 | Save or print the e-mailed docket event related to the receipt transaction using the One Free View instructions on our website |
| STEP 2 | Click Close window. |

Notice of Filing

The screenshot shows the ECF system interface for the U.S. Bankruptcy Court, Southern District of Iowa - Test Database. The page title is "Open New Bankruptcy Case". The main content area displays the following information:

U.S. Bankruptcy Court
Southern District of Iowa - Test Database

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Miller, John entered on 12/16/2002 at 12:14 PM CST and filed on 12/16/2002

Case Name:
Case Number: [02-00094-4](#)
Document Number: [1](#)

Docket Text:
 Chapter 7 Involuntary Petition Receipt #CC Fee Amount \$ 200 Filed by Carol Clark. (Miller, John)

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

Document description:Main Document
Original filename:JACMECF\Training Mat\acromain2.pdf
Electronic document Stamp:
 KeyFile ((app01/BKECF/test/server/server/./support/Keys/app01/BKECF/test/server/support/Keys.key) is not available for this court.

02-00094-4 Notice will be electronically mailed to:

02-00094-4 Notice will not be electronically mailed to:

Carol Clark
 555 th St
 Des Moines, IA 50002

John Miller
 1234 Main St.
 Des Moines, IA 50309

Case Number appears with link to docket. Click on Notice of Bankruptcy Case Filing to access the document. This notice includes the court seal.

With Case Opening

- 1 Case Number is assigned
- 2 Judge is assigned.
- 3 Involuntary petition event docketed
- 4 Credit Card charged for filing fee
- 5 Receipt information docketed

Add Petitioning Creditors

- The court will review the PDF image of the involuntary petition.
- **The court will**
 - **add the petitioning creditors to the case**
 - **edit the attorney**
 - **edit party associations**
 - **edit case title**
 - **edit docket text**

- The court will prepare the Summons to Debtor in involuntary case. The Summons is issued to the petitioning creditor(s) attorney for execution.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Answer to Involuntary

- Use Involuntary Answer to docket an answer to involuntary petition.

OR

- Prepare a Consent to Order for Relief-Involuntary to respond to the Involuntary Petition.
- **Refer to Chapter:** Consent Orders.

Docket

Involuntary Answer

STEP 1	Select Bankruptcy
STEP 2	Select Other/Misc
STEP 3	Select Involuntary Answer
STEP 4	Select Case Number
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Check to associate attorney and filer
STEP 8	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Involuntary Answer PDF document.)
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required

STEP 12 Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer to Involuntary Petition Filed by Alleged Debtor Kim Granger. (Jackson, Alan)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals

Filing Requirements

Filing fee. (U.S. Government is exempt from paying a filing fee.) (BR 8001(a))

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – CM/ECF Screens

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.**

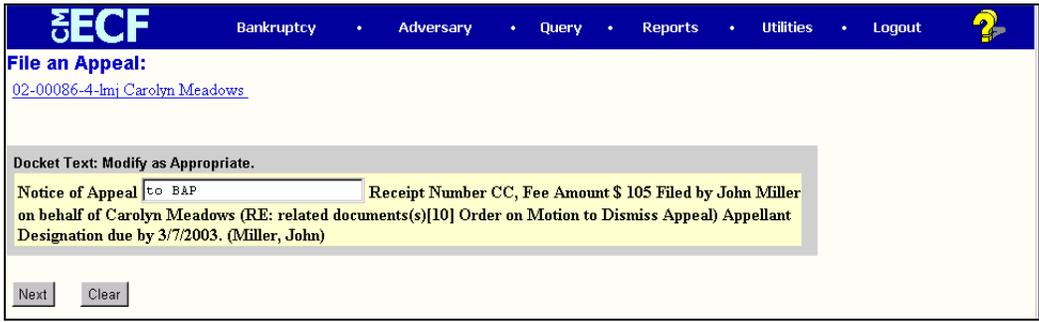
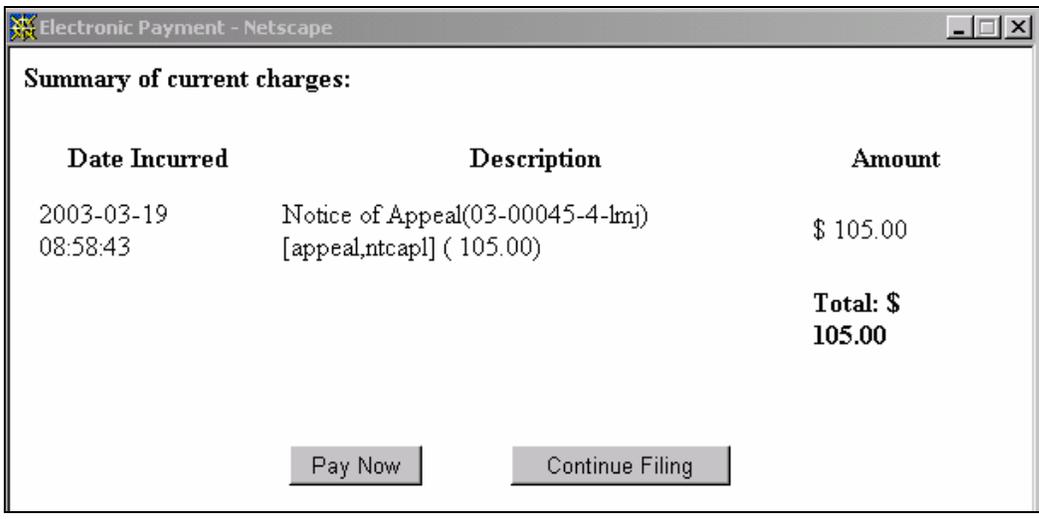
You can use the back button to return to any previous screen and make changes or revisions. Once you select the submit button with the final docket text screen you cannot alter the event.

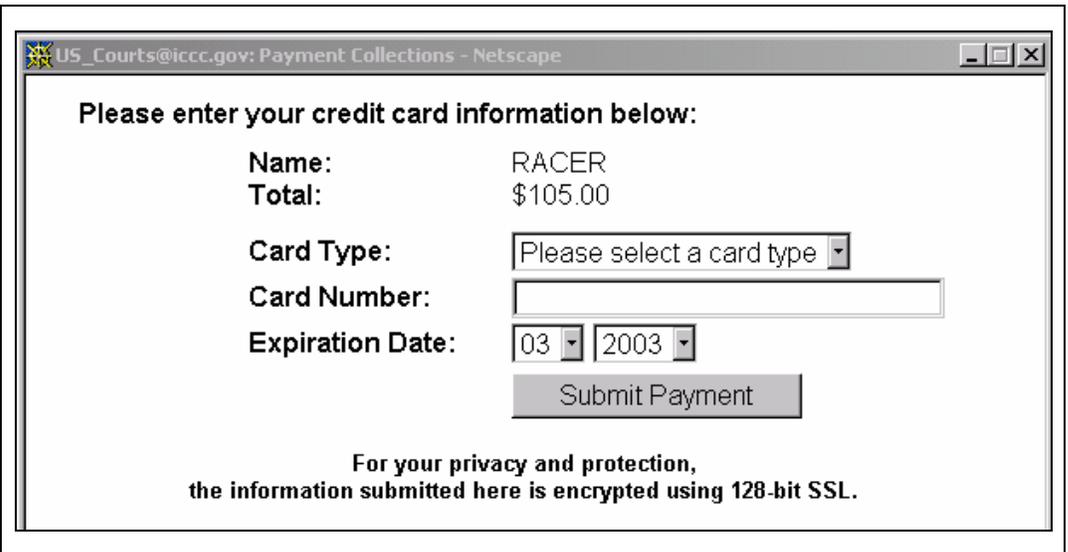
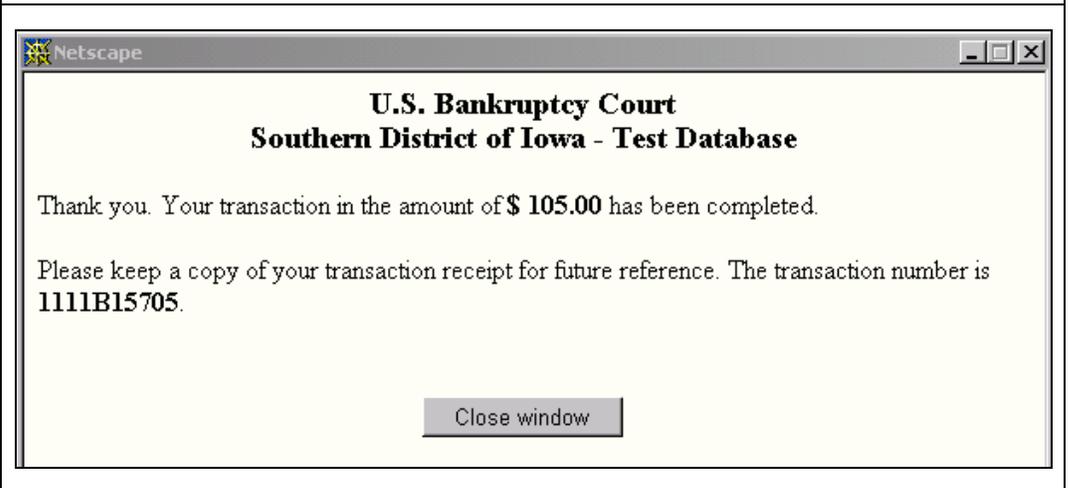
Case #	
Appeal Events	
Joint Filing with Another Attorney	

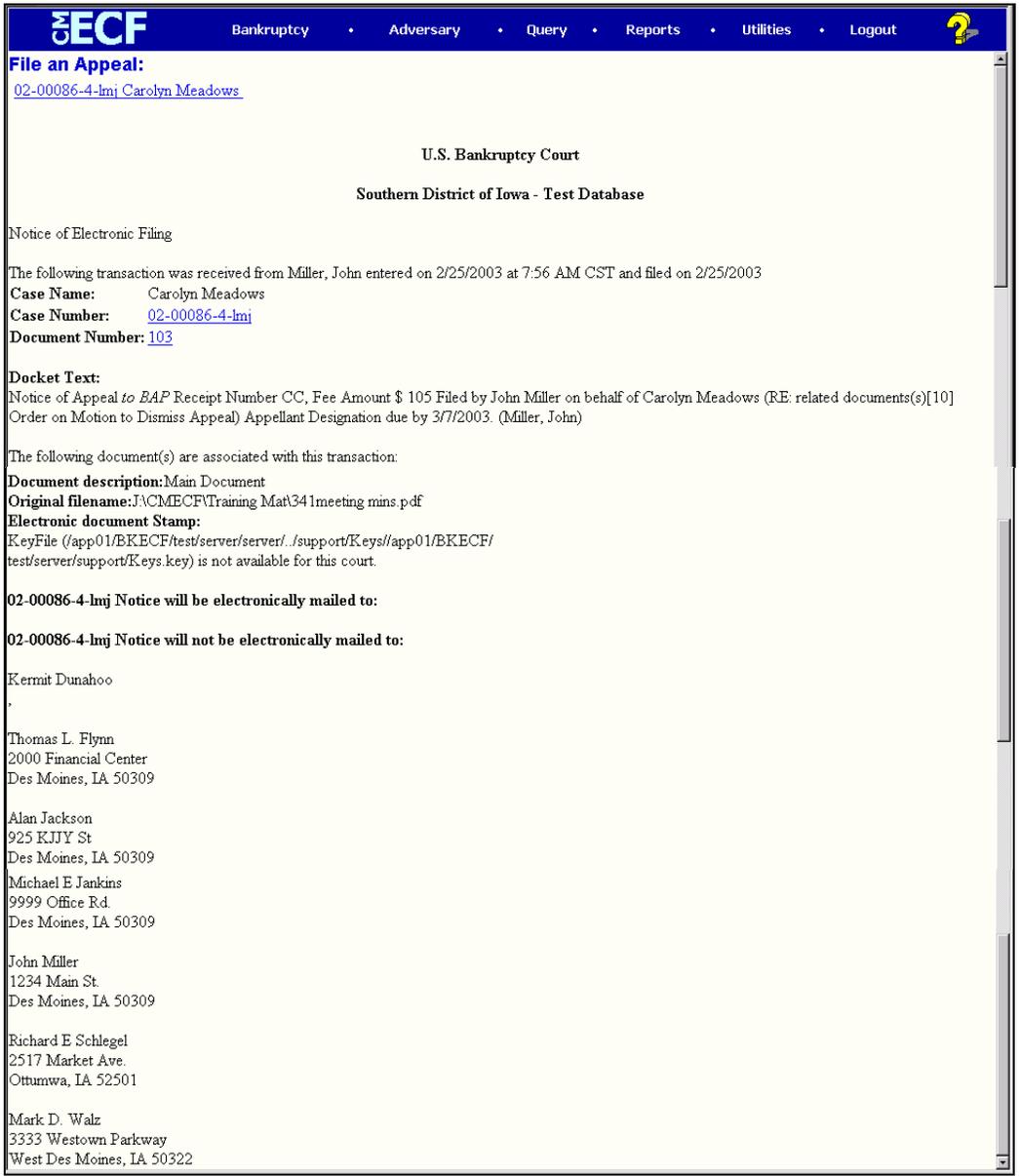
<p>Select Party</p>	 <p>The screenshot shows the CM/ECF interface for filing an appeal. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "File an Appeal:" followed by a case link "02-00086-4-lmj Carolyn Meadows". The main section is titled "Select the Party:" and contains a dropdown menu with the following options: Flynn, Thomas L. [Trustee], Meadows, Carolyn [Debtor], Snyder, James [U.S. Trustee], and Wells Fargo Home Mortgage, [Creditor]. To the right of the dropdown is a link "Add/Create New Party". At the bottom of the section are "Next" and "Clear" buttons.</p>
<p>Select PDF Document</p> <p>Review document before attaching to verify the correct document appears.</p>	 <p>The screenshot shows the same CM/ECF interface. Below the case information, there is a prompt: "Select the pdf document (for example: CA199cv501-21.pdf)". This is followed by a "Filename" label and an empty text input field with a "Browse..." button to its right. Below the input field, there is a label "Attachments to Document:" with radio buttons for "No" (which is selected) and "Yes". At the bottom of the section are "Next" and "Clear" buttons.</p>

<p>Create Schedule Records</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; padding: 2px;"> Bankruptcy • Adversary • Query • Reports • Utilities • Logout </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width: 20%;">Time</td><td></td></tr> <tr><td>Location</td><td></td></tr> <tr><td>Prompt</td><td></td></tr> <tr><td>Type</td><td>apltrans</td></tr> <tr><td>Date</td><td>5/22/2003</td></tr> <tr><td>Time</td><td></td></tr> <tr><td>Location</td><td></td></tr> <tr><td>Prompt</td><td></td></tr> </table> <p style="margin-top: 10px;">The following schedule records will be associated with the docket entries specified below.</p> <p>Select from the following docket entries those which the above schedule records should be associated with.</p> <p><input type="checkbox"/> Create Schedule record for current docket entry.</p> <p><input checked="" type="checkbox"/> 04/09/2003 61 Notice of Appeal <i>BAF</i> Receipt Number deferred, Fee Amount \$ 105 Filed by train20 on behalf of Anita L. Shodeen (RE: related documents(s)[35] Order on Motion For Relief From Stay) Appellant Designation due by 4/19/2003. (train20,)</p> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>	Time		Location		Prompt		Type	apltrans	Date	5/22/2003	Time		Location		Prompt	
Time																	
Location																	
Prompt																	
Type	apltrans																
Date	5/22/2003																
Time																	
Location																	
Prompt																	
<p>Relate Event</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #000080; color: white; padding: 2px;"> Bankruptcy • Adversary • Query • Reports • Utilities • Logout </div> <p style="color: #000080; margin-top: 5px;">File an Appeal:</p> <p style="color: #000080; margin-top: 2px;">02-00086-4-lmj Carolyn Meadows</p> <p style="margin-top: 10px;"><i>Select the appropriate event(s) to which your event relates:</i></p> <p><input type="checkbox"/> 11/21/2002 4 Order Granting Motion For Adequate Protection Signed on 11/21/2002. (Botts, Kris)</p> <p><input type="checkbox"/> 11/21/2002 10 Order Granting Motion to Dismiss Appeal (Related Doc # [9]) Signed on 11/21/2002. (Botts, Kris)</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p style="font-size: small; margin-top: 5px;">Appellant Designation due date: 12/23/2002</p> <p style="text-align: right; margin-top: 5px;"> <input type="button" value="Next"/> <input type="button" value="Clear"/> </p> </div>																

<p>Enter Receipt Info</p> <p>Attorney Filer</p>	 
<p>Enter Receipt Info</p> <p>Trustee Filers</p> <p>Type in Deferred in Receipt # Box. Leave the filing fee amount as \$105.00.</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>Review Docket Text</p> <p>Attorney Filer</p>	 <p>The screenshot shows the 'File an Appeal' interface. At the top is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the case number '02-00086-4-lmj Carolyn Meadows' is displayed. A 'Docket Text' section contains the text: 'Modify as Appropriate. Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[10] Order on Motion to Dismiss Appeal) Appellant Designation due by 3/7/2003. (Miller, John)'. There are 'Next' and 'Clear' buttons at the bottom.</p>									
<p>Submit or Backup</p>	 <p>This screenshot is similar to the previous one but shows the 'Final Text' stage. The 'Docket Text' section now reads: 'Final Text Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[10] Order on Motion to Dismiss Appeal) Appellant Designation due by 3/7/2003. (Miller, John)'. A red 'Attention!!' warning is present: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' 'Next' and 'Clear' buttons are at the bottom.</p>									
<p>Summary of Charges</p> <p>Attorney Filer</p>	 <p>The screenshot shows a Netscape browser window titled 'Electronic Payment - Netscape'. It displays a 'Summary of current charges:' table:</p> <table border="1"> <thead> <tr> <th>Date Incurred</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2003-03-19 08:58:43</td> <td>Notice of Appeal(03-00045-4-lmj) [appeal,ntcap] (105.00)</td> <td>\$ 105.00</td> </tr> <tr> <td colspan="2"></td> <td>Total: \$ 105.00</td> </tr> </tbody> </table> <p>At the bottom of the window are two buttons: 'Pay Now' and 'Continue Filing'.</p>	Date Incurred	Description	Amount	2003-03-19 08:58:43	Notice of Appeal(03-00045-4-lmj) [appeal,ntcap] (105.00)	\$ 105.00			Total: \$ 105.00
Date Incurred	Description	Amount								
2003-03-19 08:58:43	Notice of Appeal(03-00045-4-lmj) [appeal,ntcap] (105.00)	\$ 105.00								
		Total: \$ 105.00								

<p>Credit Card Info</p> <p>Attorney Filer</p>	
<p>Credit Card Trans</p> <p>Attorney Filer</p>	

<p>Review Notice of Electronic Filing</p>	 <p>The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an Appeal:" followed by the case number "02-00086-4-lmj Carolyn Meadows". The court information is "U.S. Bankruptcy Court Southern District of Iowa - Test Database". The main content area displays a "Notice of Electronic Filing" for a transaction received from Miller, John on 2/25/2003. It lists the case name as Carolyn Meadows, case number as 02-00086-4-lmj, and document number as 103. The docket text describes a Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105, filed by John Miller on behalf of Carolyn Meadows. It also lists associated documents, including a training meeting minutes PDF. At the bottom, there are sections for "Notice will be electronically mailed to:" and "Notice will not be electronically mailed to:", each followed by a list of names and addresses in Des Moines, IA.</p>
	<p style="text-align: center;">○</p>

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Notice of Appeal

Docket

Notice of Appeal
(Use for Appeal to BAP or District Court)

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Notice of Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document
STEP 8	Relate to matter being appealed
STEP 9	Attorney Filer: Are you paying via the Internet [y or n]? – y Trustee Filer – Type in Deferred in Receipt # box. Leave Fee amount at default USA Filer – Fee screen does not appear
STEP 10	Complete Show Text Box with: to BAP or to District Court
STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Back up if changes required



STEP 14	Attorney Filer – Summary of Charges; Pay Now or Continue Filing Trustee Filer – Summary of Charges screen does not appear USA Filer – Summary of Charges screen does not appear
STEP 15	Attorney Filer – Enter Credit Card Type, Number and Expiration Date Trustee Filer – Credit Card screen does not appear USA Filer – Credit Card screen does not appear
STEP 16	Attorney Filer – Transaction receipt verification Trustee Filer – Screen does not appear USA Filer – Screen does not appear
STEP 17	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Notice of Appeal to BAP Receipt Number CC, Fee Amount \$ 105 Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[10] Order on Motion to Dismiss Appeal) Appellant Designation due by 3/7/2003. (Miller, John)

- The court serves the Notice of Appeal on all parties listed in the Notice of Appeal and the Panel Trustee and United States Trustee.
- All Appeals are forwarded to BAP unless you file a separate Election to U.S. District Court.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Election to U.S. District Court

Docket

Election to US District Court

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Election to US District Court
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Election to US District Court Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (Miller, John)



CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Appellant Designation

Docket**Appellant Designation**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Appellant Designation
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as party of the Appellant Designation PDF document.)
STEP 8	Relate to Notice of Appeal
STEP 9	Create Schedule Records. Select Notice of Appeal. DO NOT select: Create schedule records for current docket entry
STEP 10	Review Docket Text
STEP 11	Submit if accurate
STEP 12	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Appellant Designation Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) Transcript Due by 2/14/2003. Transmission of Designation Due by 2/14/2003. (Miller, John)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Appellee Designation

Docket**Appellee Designation**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Appellee Designation
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Appellee Designation PDF document.)
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

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

Appellee Designation Filed by Alan Jackson on behalf of Wells Fargo Home Mortgage (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (Jackson, Alan)



CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Request for Transcript re: Appeal

Docket

Request for Transcript

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Request for Transcript
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Request for Transcript PDF document.)
STEP 8	Relate to Notice of Appeal
STEP 9	Create Schedule Records. Select Notice of Appeal. DO NOT select: Create schedule records for current docket entry
STEP 10	Review Docket Text
STEP 11	Submit if accurate
STEP 12	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Request for Transcript re: Appeal Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) Transcript Due by 2/14/2003. (Miller, John)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Motion to Extend Time to File an Appeal

Docket

Motion to Extend Time to File an Appeal

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Extend Time to File an Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse. Locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Order to Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion to Extend Time to File an Appeal Filed by train01 on behalf of Allison Hanson (RE: related documents(s)[35] Order on Motion For Relief From Stay) (train01,)

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Motion to Dismiss Appeal

When the appellant files a voluntary dismissal of the appeal before entry of the Appellate court docket.

Docket

Motion to Dismiss Appeal

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Dismiss Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

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

Motion to Dismiss Appeal Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (Miller, John)

When all parties agree to a voluntary dismissal of the appeal before entry on the Appellate court docket.

Docket**Stipulation Dismissing Appeal**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Stipulation Dismissing Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Stipulation PDF document.)
STEP 8	Select Category to relate Event: Appeal
STEP 9	Enter parties who Stipulation is with
STEP 10	Relate to Notice of Appeal
STEP 11	Review Docket Text
STEP 12	Submit if accurate
STEP 13	Back up if changes required
STEP 14	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Stipulation Dismissing Appeal Carolyn Meadows and Wells Fargo Home Mortgage Filed by train01 on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (train01,)

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CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Cross Appeal

Docket**Cross Appeal**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Cross Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document
STEP 8	Attorney Filer: Are you paying via the Internet [y or no]? – y Trustee Filer – Type in Deferred in Receipt # box. Leave Fee amount at default USA Filer – Fee screen does not appear
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required



STEP 12	Attorney Filer – Summary of Charges; Pay Now or Continue Filing Trustee Filer – Summary of Charges screen does not appear USA Filer – Summary of Charges screen does not appear
STEP 13	Attorney Filer – Enter Credit Card Type, number and Expiration Date Trustee Filer – Credit Card screen does not appear USA Filer – Credit Card screen does not appear
STEP 14	Attorney Filer – Transaction receipt verification Trustee Filer – Screen does not appear USA Filer – Screen does not appear
STEP 15	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Cross Appeal Receipt Number CC, Fee Amount \$ 105 Filed by Alan Jackson on behalf of Wells Fargo Home Mortgage (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) Designation of Record Due by 2/5/2003. (Jackson, Alan)

- The court serves the Cross Appeal on all parties listed in the Notice of Appeal and the Panel Trustee and United States Trustee.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Motion for Stay Pending Appeal

Docket

Motion for Stay Pending Appeal

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Stay Pending Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion for Stay Pending Appeal Filed by John Miller on behalf of Carolyn Meadows (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) (Miller, John)



CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Motion for Leave to Appeal

The Motion for Leave to Appeal must be accompanied by a Notice of Appeal.
Refer to Chapter: Processing New Cases, Section: Appeals – Notice of Appeal.

Docket

Motion for Leave to Appeal

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Leave to Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 13	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion for Leave to Appeal Filed by train01 on behalf of Carolyn Meadows (RE: related documents(s)[105] Notice of Appeal filed by Creditor Internal Revenue Service) Responses due by 6/9/2003. Transmission of Designation Due by 6/29/2003. (train01,)

The court transmits the Notice of Appeal and Motion for Leave to Appeal to BAP or District Court.

○

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter Processing New Cases
	Section Appeals – Answer in Response to Motion for Leave to Appeal

Docket**Answer in Response to Motion for Leave to Appeal**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Answer in Response to Motion for Leave to Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion PDF document. Refer to Chapter: Processing Motions.)
STEP 8	Relate to Motion for Leave to Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required
STEP 12	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Answer in Opposition to Motion for Leave to Appeal Filed by train01 on behalf of Wells Fargo Home Mortgage (RE: related documents(s)[96] Motion for Leave to Appeal, filed by Debtor Carolyn Meadows) (train01,)

○