

<b>CM/ECF</b> <b>Users Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>General Information</b>



**File all motions with a signature line containing the following:**

**/s/ Name of Attorney or Name of Debtor**

**Example: /s/ John J. Smith**

- 1. If the motion does not have a completed signature line, the court will request you file an Amended Motion.**
- 2. The judge will review the Amended Motion and determine further action.**

**File ALL motions with a certificate of service listing the name and address of all parties served.**

- 1. Docket the motion and certificate of service as ONE event.**
- 2. Attach ONE PDF document to the motion event.**
- 3. The PDF document contains the motion as the 1<sup>st</sup> part of the PDF document and the certificate of service as the 2<sup>nd</sup> part of the PDF document.**
- 4. DO NOT use the Attachments to Document option on the Attach PDF screen and attach a separate certificate of service document.**

Review the PDF document and verify the correct document is attached to the docket event **BEFORE** submitting the docket entry. Do this on the Attach PDF screen.

- The court prepares the bar date notice and serves the bar date notice on all appropriate parties.**
- Refer to Appendix D for a sample of a Motion and certificate of service.

- **CAUTIONS:**
  - **If the motion does not have a certificate of service, the court docket a text only event, Order Denying For Failure to Serve Document.**
  - **If the motion is in paper format without a certificate of service, the court docket the text only event, Order Denying for Failure to Service Document and sends a copy of the Notice of Electronic Filing and the motion to the filer.**

- **If only the certificate of service is docketed in response to the Order Denying For Failure to Serve Document, the court takes NO action. The motion must be filed again with the certificate of service attached. This allows the motion and certificate of service to have the same file date.**

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

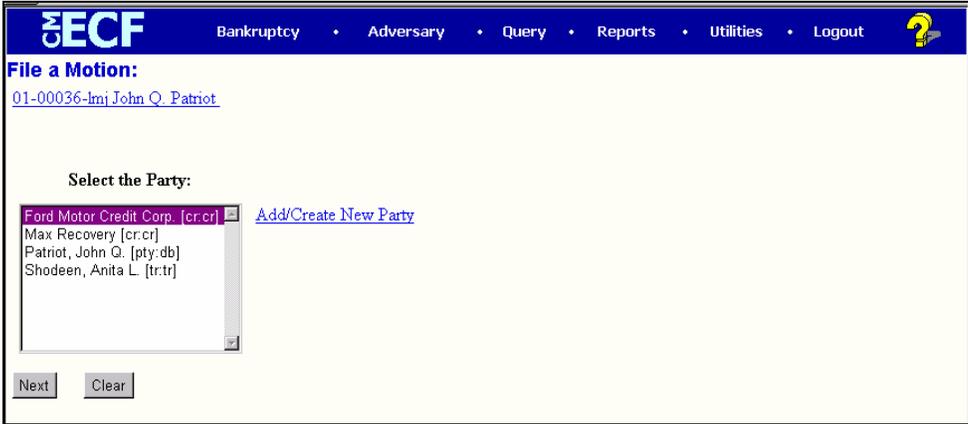
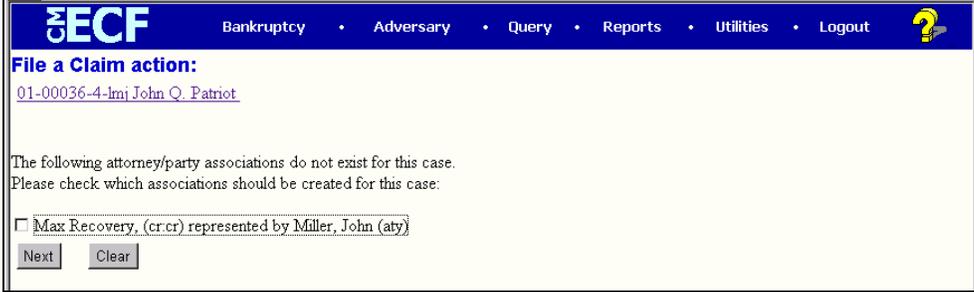
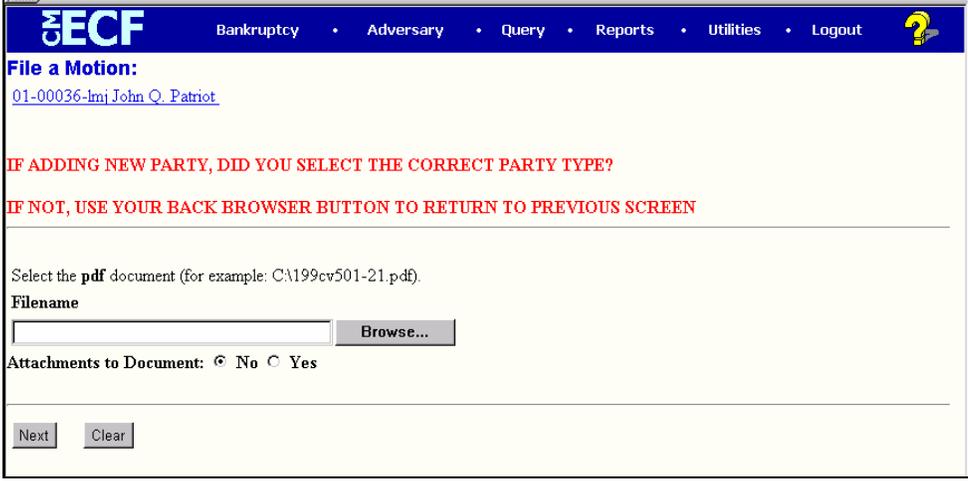
**Once the motion and certificate of service is converted to a PDF format**, docket the motion event in CM/ECF, attaching the motion/certificate of service file (PDF document) to the motion docket event.

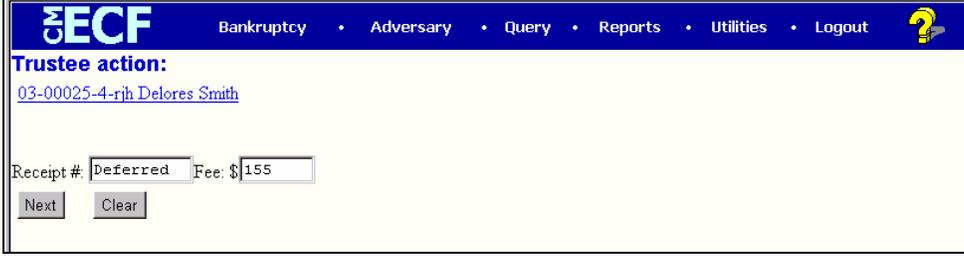
Following are pictures of the various screens in CM/ECF. Every screen does not appear with each docket event. The structure of the docket event determines what screens appear.

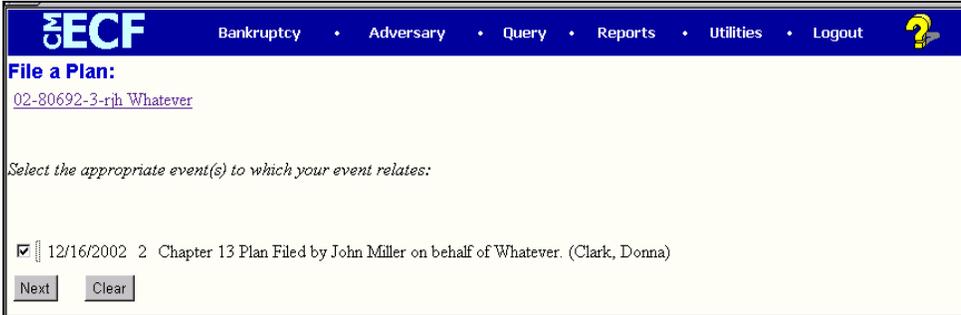
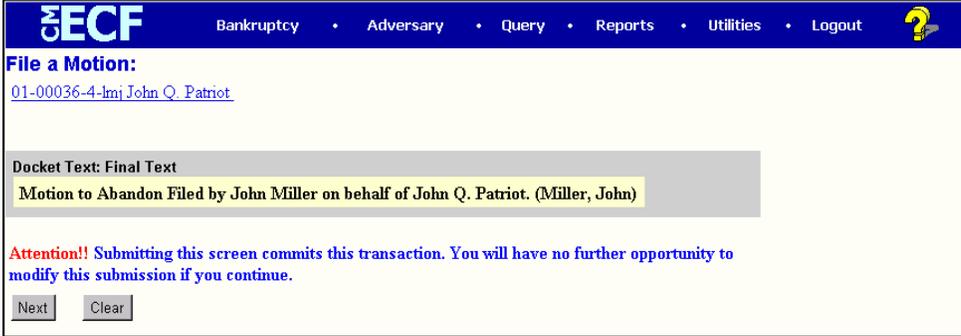
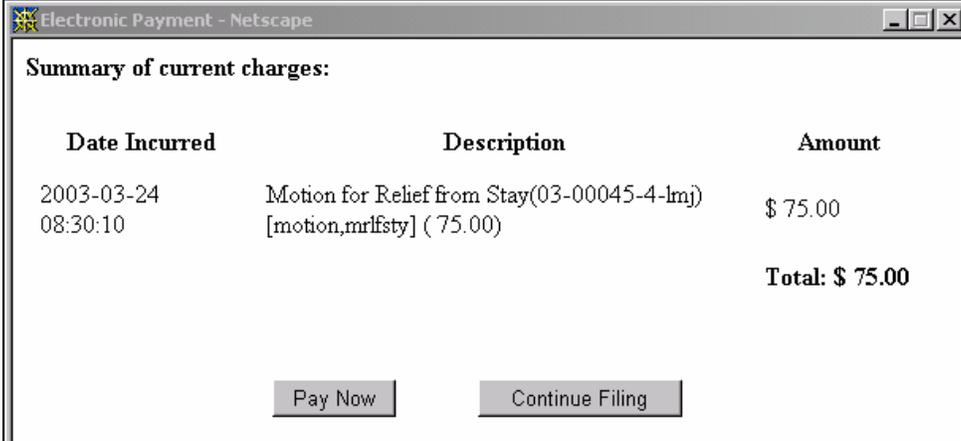
You can use the back button to return to any previous screen and make changes or revisions. Once you select the submit button with the final docket text screen, you cannot make changes.

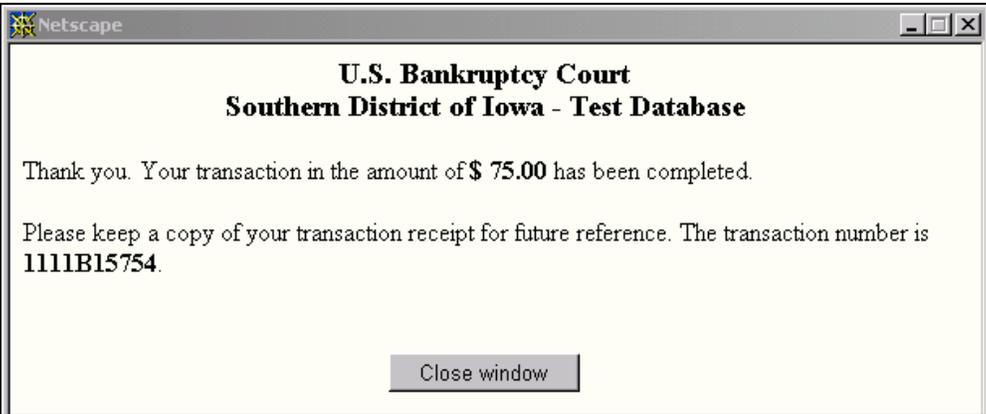
<b>CM/ECF Login Screen</b>  Select Bankruptcy or Adversary	
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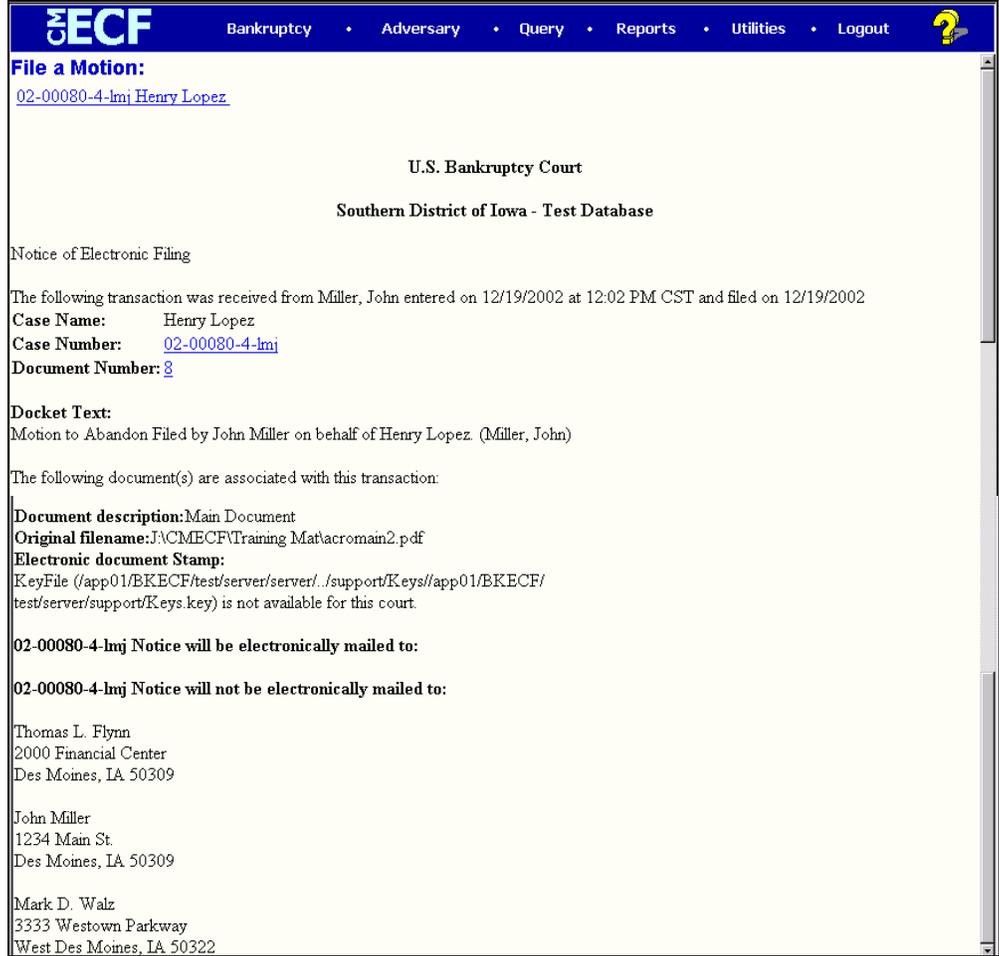
<p><b>Select Event Type – Motion</b></p>	 <p>The screenshot shows the CM/ECF interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the 'Bankruptcy Events' menu is displayed with the following options: <a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

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

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

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

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

<b>Notice of Electronic Filing</b>	 <p>The screenshot displays the CM/ECF system interface. 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 a Motion:" followed by a link to "02-00080-4-lmj Henry Lopez". The main content area is titled "U.S. Bankruptcy Court Southern District of Iowa - Test Database". It contains a "Notice of Electronic Filing" section stating that a transaction was received from Miller, John on 12/19/2002. It lists the case name as Henry Lopez, case number as 02-00080-4-lmj, and document number as 8. The docket text indicates a motion to abandon filed by John Miller on behalf of Henry Lopez. It also lists associated documents, including a main document with filename J:\CM\ECF\Training Mat\acromain2.pdf. At the bottom, it lists the addresses for Thomas L. Flynn, John Miller, and Mark D. Walz.</p>
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<b>CM/ECF</b> <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>All Motion Types</b>

**Motions Without Bar Date Notice – Appendix E**

**Motions With Bar Date Notice – Appendix F**

**Motions Automatically Set for Hearing – Appendix G**

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<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>User's Guide</b></p> <p style="text-align: center;"><b>Part 2</b></p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p style="text-align: center;"><b>Amended Document</b></p>
	<p>Section</p>

**Modified Chapter 13 Plan Before Confirmation**  
**Modified Chapter 11 Plan Before Confirmation**  
**Amended Disclosure Statement**  
**Modified Chapter 12 Plan Before Confirmation**  
**Amended Complaint**  
**Amended Objection**  
**Amended Motion or Amended Application**  
**Amended Matrix**  
**Amended Answer**

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Amended Documents</b>
	Section  <b>Modified Ch 13 Plan</b>

**Before Confirmation of Plan**

**Modified Chapter 13 Plan Before Confirmation**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Plan
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Modified Ch 13 Plan Before Confirmation
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Modified Chapter 13 Plan PDF document.)
<b>STEP 8</b>	Relate to Chapter 13 Plan you are modifying
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

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

Modified Chapter 13 Plan Before Confirmation. Filed by train01 on behalf of Guy A Barnes (related document(s)[6]). (train01, )

- The court prepares the bar date notice and serves the bar date notice via the Bankruptcy Noticing Center.

Chapter 13 trustee's office docket text only event - **Notice to File Order Confirming Plan** when:

1. No objections are filed to the plan
2. Objection(s) are filed/withdrawn prior to hearing
3. Objection(s) are filed/withdrawn or overruled after hearing

The court will enter a Docket Text Only Order Confirming the Plan.

- If objections are filed to the Modified Chapter 13 Plan Before Confirmation, a hearing will be scheduled.

**After Confirmation of Plan****Motion to Modify Plan After Confirmation**

(Include proposed modifications in the Motion to Modify Plan After Confirmation)

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Modify Plan After Confirmation
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Modify Chapter 13 Plan PDF document.)

<b>STEP 8</b>	Relate to Chapter 13 Plan you are modifying
<b>STEP 9</b>	Enter Filing Date of Plan that this Plan modified: XX/XX/XXXX
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

### SAMPLE DOCKET TEXT

#### Docket Text: Final Text

Motion to Modify Plan After Confirmation Modifies Plan Filed 03/10/2003 (related document(s)[6] Chapter 13 Plan). Filed by train01 on behalf of Guy A Barnes. (train01, )

- The court sets a hearing.

The court will enter the Order and serve via the Bankruptcy Noticing Center.

ADD

Chapter 13 Trustee's office docket text only event – **Notice to File Order Granting Motion to Modify Plan After Confirmation.**

The court will enter a Docket Test Only Order Confirming the Plan.

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Amended Documents</b>
	Section
	<b>Modified Ch 11 Plan</b>

<b>Before Confirmation of Plan</b>
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### Modified Chapter 11 Plan Before Confirmation

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Plan
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Modified Ch 11 Plan Before Confirmation
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Modified Chapter 11 Plan PDF document.)
<b>STEP 8</b>	Relate to Chapter 11 Plan you are modifying
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

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

Modified Chapter 11 Plan Before Confirmation Filed by train01 on behalf of Douglas Wendel Holliday (related document(s)[126]). (train01, )

- The judge conducts confirmation hearings in all Chapter 11 cases.

**Docket****Amended Disclosure Statement (if filed)**

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

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

Amended Disclosure Statement Filed by John Miller on behalf of Snow White (related document(s)[5]). (Miller, John)

- The judge determines if another hearing regarding the disclosure statement will be required.

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Amended Documents</b>
	Section  <b>Modified Ch 12 Plan</b>

**Before Confirmation of Plan**

**Modified Chapter 12 Plan Before Confirmation**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Plan
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Modified Ch 12 Plan Before Confirmation
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Modified Chapter 12 Plan PDF document.)
<b>STEP 8</b>	Relate to Chapter 12 Plan you are modifying
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

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

Modified Chapter 12 Plan Before Confirmation Filed by train01 on behalf of Dean A Lauritsen (related document(s)[28]). (train01, )

- The court prepares the bar date notice and serves the bar date notice via the Bankruptcy Noticing Center.

Chapter 12 trustee's office docket text only event – **Notice to File Order Confirming Plan** when:

1. No objections are filed to the plan
2. Objections(s) are filed/withdrawn prior to hearing
3. Objection(s) are filed/withdrawn or overruled after hearing

The court will enter the Order Confirming the Plan and serve via the Bankruptcy Noticing Center

- If objections are filed to the Modified Chapter 12 Plan Before Confirmation, a hearing will be scheduled.

**After Confirmation of Plan****Motion to Modify Plan After Confirmation**

(Include proposed modification in the Motion to Modify Plan After Confirmation)

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Modify Plan After Confirmation
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Modify Ch 12 Plan PDF document. Refer to Chapter:

	Processing Motions.)
<b>STEP 8</b>	Relate to Chapter 12 Plan
<b>STEP 9</b>	Enter Filing Date of the Plan that this Plan modified: XX/XX/XXXX
<b>STEP 10</b>	Review Docket Text
<b>STEP 11</b>	Submit if accurate
<b>STEP 12</b>	Back up if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

### **SAMPLE DOCKET TEXT**

#### **Docket Text: Final Text**

**Motion to Modify Plan After Confirmation Modifies Plan Filed 06/24/2003 (related document(s)[28] Chapter 12 Plan filed by Dean A Lauritsen). Filed by train01 on behalf of Dean A Lauritsen. (train01, )**

- The court sets a hearing.

The court will enter the Order and serve via the Bankruptcy Noticing Center.

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Amended Documents</b>
	Section
	<b>Amended Complaint</b>

<b>Before Answer is Filed</b>
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**Docket****Amended Complaint**

<b>STEP 1</b>	Select Adversary
<b>STEP 2</b>	Select Complaint & Summons
<b>STEP 3</b>	Enter Adversary Case Number
<b>STEP 4</b>	Select Amended Complaint
<b>STEP 5</b>	Message – If Answer is Filed, a Motion to Amend is required
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Select Party filing against – defendant
<b>STEP 9</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Amended Complaint PDF document.)
<b>STEP 10</b>	Relate to Complaint
<b>STEP 11</b>	Review Docket Text
<b>STEP 12</b>	Submit if accurate
<b>STEP 13</b>	Back up if changes required
<b>STEP 14</b>	Review Notice of Electronic Filing

## SAMPLE DOCKET TEXT

## Docket Text: Final Text

Amended Complaint by John Miller on behalf of Thomas L. Flynn against MidAmerica Energy (related document(s)[1] Complaint filed by Plaintiff Thomas L. Flynn). (Miller, John)

## After Answer is Filed

1. **Docket the Motion to Amend Complaint and attach the unexecuted amended pleading, Amended Complaint, as an attachment to the Motion to Amend Complaint.** Refer to Chapter: Document Preparation, Section: Submitting Documents/Attachments.
2. **When the Motion to Amend Complaint is granted, docket the amended pleading, Amended Complaint.**

## Docket

## Motion to Amend Complaint

<b>STEP 1</b>	Select Adversary
<b>STEP 2</b>	Select Motion
<b>STEP 3</b>	Enter Adversary Case Number
<b>STEP 4</b>	Select Amend Complaint
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Motion to Amend Complaint PDF document. Refer to Chapter: Processing Motions.) Attach the Amended Complaint as an attachment
<b>STEP 8</b>	Relate to Complaint
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate

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|----------------|------------------------------------|
| <b>STEP 11</b> | Back up if changes required        |
| <b>STEP 12</b> | Review Notice of Electronic Filing |

#### SAMPLE DOCKET TEXT

##### Docket Text: Final Text

**Motion to Amend Complaint(related document(s)[1]) Filed by train01 on behalf of Wesley B Huisinga (Attachments: # (1) Unexecuted Amended Complaint) (train01, )**

#### Once the Motion to Amend Complaint is granted, docket the Amended Complaint

#### Docket

#### Amended Complaint

- |                |  |
|----------------|--|
| <b>STEP 1</b>  | Select Adversary   |
| <b>STEP 2</b>  | Select Complaint & Summons   |
| <b>STEP 3</b>  | Enter Adversary Case Number  |
| <b>STEP 4</b>  | Select Amended Complaint   |
| <b>STEP 5</b>  | Message – If Answer if Filed, a Motion to Amend is required  |
| <b>STEP 6</b>  | Check if joint filing with another attorney  |
| <b>STEP 7</b>  | Select Party Filer   |
| <b>STEP 8</b>  | Select Party filing against - defendant  |
| <b>STEP 9</b>  | Browse, locate, review and attach your PDF document<br>(Include the Certificate of Service as part of the Amended Complaint PDF document.) |
| <b>STEP 10</b> | Relate to Complaint  |
| <b>STEP 11</b> | Review Docket Text   |
| <b>STEP 12</b> | Submit if accurate   |

- |                |                                    |
|----------------|------------------------------------|
| <b>STEP 13</b> | Back up if changes required        |
| <b>STEP 14</b> | Review Notice of Electronic Filing |

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

Amended Complaint by John Miller on behalf of Thomas L. Flynn against MidAmerica Energy (related document(s)[1] Complaint filed by Plaintiff Thomas L. Flynn). (Miller, John)

- The court prepares the bar date notice and serves bar date notice via the Bankruptcy Noticing Center.
- If the Motion to Amend the Complaint adds parties, the case manager issues a new summons and new answer deadline is established.

The court will enter the Order Granting the Motion to Amend Complaint if no objections are filed.

**Once the Motion to Amend Complaint is granted docket the Amended Complaint.**

If objections are filed to the Motion to Amend Complaint, a hearing will be scheduled.

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Amended Documents</b>
	Section
	<b>Amended Objection</b>

**Docket**

**If the Amended Objection relates to a Plan, relate the amended objection to both the Plan and objection.**

**Amended Objection**

<b>STEP 1</b>	Select Bankruptcy or Adversary
<b>STEP 2</b>	Select Objection/Response
<b>STEP 3</b>	Click Reference Existing Motion/Application (Bk only)
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Amended Objection
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Amended Objection PDF document.)
<b>STEP 9</b>	Select Category to Relate event: Objections (If relates to the Plan Select Plan and Objections)
<b>STEP 10</b>	Relate to objection (If relates to the Plan, relate to plan and objection)
<b>STEP 11</b>	Review Docket Text
<b>STEP 12</b>	Submit if accurate
<b>STEP 13</b>	Back up if changes required



**STEP 14**      Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Amended Objection Filed by Debtor Lucy Mertz (RE: related document(s)[5] Objection filed by Debtor Lucy Mertz) (dmc, )**

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Amended Documents</b>
	Section  <b>Amended Motion/Application</b>

**Docket****Amended Motion or Amended Application**

<b>STEP 1</b>	Select Bankruptcy or Adversary (Amended Application for Bankruptcy only)
<b>STEP 2</b>	Select Motions/Applications
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Amended Motion or Amended Application
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document  (Include the Certificate of Service as part of the Amended Motion PDF document.)
<b>STEP 8</b>	Select Category to Relate to event: Motion
<b>STEP 9</b>	Relate to Original Motion/Original Application
<b>STEP 10</b>	Review Docket Text
<b>STEP 11</b>	Submit if accurate
<b>STEP 12</b>	Backup if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Amended Motion(related document(s)[40] Motion for Adequate Protection filed by American Mortgage). Filed by John Miller on behalf of Alfred Dursley. (Miller, John)

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Amended Documents</b>
	Section
	<b>Amended Matrix</b>

**Docket****Amended Matrix**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Other/Misc
<b>STEP 3</b>	Select Amended Matrix
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach PDF document (Include the Certificate of Service as part of the Amended Matrix PDF document.)
<b>STEP 8</b>	Refer to instructions following for upload of creditor matrix – additional creditors ONLY
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Amended Matrix Filed by Debtor Alfred Dursley. (Miller, John)

**Add Additional  
Creditors**

Use Creditor Maintenance option to add additional creditors. **UPLOAD THE ADDITIONAL CREDITORS ONLY.** Refer to Chapter: Processing New Cases; Section: Upload a Creditor Matrix.



<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Amended Documents</b>
	Section
	<b>Amended Answer</b>

**Docket****Amended Answer**

- |                |   |
|----------------|---|
| <b>STEP 1</b>  | Select Adversary  |
| <b>STEP 2</b>  | Select Other/Misc   |
| <b>STEP 3</b>  | Enter Adversary Case Number   |
| <b>STEP 4</b>  | Select Amended Answer   |
| <b>STEP 5</b>  | Select Party Filer  |
| <b>STEP 6</b>  | Browse, locate, review and attach PDF document<br><br>(Include the Certificate of Service as part of the<br><br>Amended Answer PDF document.) |
| <b>STEP 7</b>  | Relate to Answer  |
| <b>STEP 8</b>  | Review Docket Text  |
| <b>STEP 9</b>  | Submit if accurate  |
| <b>STEP 10</b> | Back up if changes required   |
| <b>STEP 11</b> | Review Notice of Electronic Filing  |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Amended Answer to Complaint Filed by Defendant Delores A. Johnson (RE: related document(s)[2] Answer to Complaint filed by Defendant Delores A. Johnson). (Miller, John)



<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Amendments</b>

**Pursuant to the Bankruptcy Court Miscellaneous Fee Schedule, a fee is payable for amendment to the debtor's schedules of creditors (Schedules D, E & F) and/or the matrix.**

- **Use the event – Amended Schedules Requiring Filing Fee and attach the list of creditors (PDF format) as an attachment.**

**REMINDER: Upload the ADDITIONAL CREDITORS ONLY using the following options in CM/ECF.**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Creditor Maintenance
<b>STEP 3</b>	Select Upload a Creditor Matrix File
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Browse and select creditor .txt file
<b>STEP 6</b>	Verify number of creditors added

**You must prepare the list of additional creditors in PDF and .txt format.**

- **Use the .txt file to upload the additional creditors into CM/ECF.**
- **Use the PDF file as an attachment to the PDF document.**
- **Include a certificate of service** showing service of amended schedules and Notice of Chapter XX Bankruptcy Case, Meeting of Creditors and Deadlines to parties affected by the amendment. The chapter trustee and United States Trustee automatically receive notice electronically of this event.

**Amendment  
Requiring a Filing Fee**

**Docket**

**Amended Schedules Requiring Filing Fee**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Other/Misc
<b>STEP 3</b>	Select Amended Schedules Requiring Filing Fee
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and select your PDF document (Include the Certificate of Service as part of the Amended Schedules PDF document.) Click Yes for Attachment to Documents
<b>STEP 8</b>	Attach list of creditors (PDF format) as an attachment –  Refer to Chapter Document Preparation, Section: Submit  Document/Attachments
<b>STEP 9</b>	List Amended Schedules (D, E, F)
<b>STEP 10</b>	Are you paying via the Internet [y or n]? - y
<b>STEP 11</b>	Fee: Leave fee amount at default
<b>STEP 12</b>	Review Docket Text
<b>STEP 13</b>	Submit if accurate
<b>STEP 14</b>	Back up if changes required

REV

- |                |   |
|----------------|---|
| <b>STEP 15</b> | Summary of Charges: Select Pay Now or Continue Filing           |
| <b>STEP 16</b> | If you select Pay Now enter Credit Card Information             |
| <b>STEP 17</b> | If you enter Credit Card Information Transaction screen appears |
| <b>STEP 18</b> | Review Notice of Electronic Filing                              |

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

Amended Schedules D Requiring Filing Fee; Receipt Number CC Fee Amount \$ 20 Filed by Debtor Henry Lopez. (Miller, John)

**Amendment Does Not  
Requiring a Filing Fee:**

**Docket**

**Amended Schedules**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Other/Misc
<b>STEP 3</b>	Select Amended Schedules
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse and select your PDF document (Include the Certificate of Service as part of the Amended Schedules.)
<b>STEP 8</b>	Enter Amended Schedules in Show Text box: (A, B, C)
<b>STEP 9</b>	Review Docket Text
<b>STEP 10</b>	Submit if accurate
<b>STEP 11</b>	Back up if changes required
<b>STEP 12</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

Amended Schedules A, B, C Filed by Debtor Henry Lopez. (Miller, John)

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Objection/Response</b>

**Docket**

**Objection (Do not use for Objection to Plan)**

<b>STEP 1</b>	Select Bankruptcy or Adversary
<b>STEP 2</b>	Select Objection/Response
<b>STEP 3</b>	Click Reference Existing Motion/Application
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Objection
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Objection PDF document. Refer to Chapter: Processing Motions.)
<b>STEP 9</b>	Select Category to Relate Event: Motion
<b>STEP 10</b>	Relate to Motion
<b>STEP 11</b>	Review Docket Text
<b>STEP 12</b>	Submit if accurate
<b>STEP 13</b>	Backup if changes required
<b>STEP 14</b>	Review Notice of Electronic Filing



## SAMPLE DOCKET TEXT

**Docket Text: Final Text**

**Objection Filed by Debtor Barbara M. Isackson (RE: related document(s)[19] Motion for Turnover of Property filed by Trustee Anita L. Shodeen) (train01, )**

**Response  
(Do not use for objection)**

<b>STEP 1</b>	Select Bankruptcy or Adversary
<b>STEP 2</b>	Select Objection/Response
<b>STEP 3</b>	Click Reference Existing Motion/Application
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Response
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Response PDF document. Refer to Chapter: Processing Motions.)
<b>STEP 9</b>	Select Category to Relate event: Motion
<b>STEP 10</b>	Select Motion
<b>STEP 11</b>	Review Docket Text
<b>STEP 12</b>	Submit if accurate
<b>STEP 13</b>	Backup if changes required
<b>STEP 14</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Response Filed by Creditor Wells Fargo Home Mortgage (RE: related document(s)[94] Motion for Stay Pending Appeal filed by Debtor Carolyn Meadows) (Jackson, Alan)**

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Withdrawal of Objections to Plan</b>

**Docket****Withdrawal of Objection to Plan**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Other/Misc
<b>STEP 3</b>	Select Withdrawal of Objection
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party Filer
<b>STEP 7</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Withdrawal of Objection to Plan document.)
<b>STEP 8</b>	Select Category to Relate Event: Objection
<b>STEP 9</b>	Relate to Objection(s)
<b>STEP 10</b>	Review Docket Text
<b>STEP 11</b>	Submit if accurate
<b>STEP 12</b>	Backup if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Withdrawal of Objection to Plan Filed by Trustee Warford (RE: related document(s)[28]  
Objection filed by Trustee Warford). (train01, )**

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Objections to Claims</b>

**Separate document for each Objection to Claim.**

**Docket**

**Objection to Claim**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Objection to Claim
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Objection to Claim PDF document.)
<b>STEP 9</b>	Enter Claim #
<b>STEP 10</b>	Leave Status Box blank
<b>STEP 11</b>	Enter name of Creditor
<b>STEP 12</b>	Review Docket Text
<b>STEP 13</b>	Submit if accurate
<b>STEP 14</b>	Backup if changes required
<b>STEP 15</b>	Review Notice of Electronic Filing

ADD

**SAMPLE DOCKET TEXT**



Docket Text: Final Text

**Objection to Claim; Claim Number 2, Creditor Wal Mart. Filed by John M. Miller on behalf of Lillian Eloise McGee. (Miller, John)**

- The court prepares the bar date notice and serves the bar date notice via the Bankruptcy Noticing Center.



<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Objections to Exemptions</b>

**Docket****Objection to Exemption**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Objection to Exemptions
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Associate Party Filer and Attorney, if required
<b>STEP 9</b>	Browse, locate, review and attach PDF document (Include Certificate of Service as part of the Objection to Exemptions PDF document.)
<b>STEP 10</b>	Review Docket Text
<b>STEP 11</b>	Submit if accurate
<b>STEP 12</b>	Backup if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Objection to Exemptions Filed by John Miller on behalf of Carolyn Meadows. (Miller, John)**

- The court prepares the bar date notice and serves the bar date notice via the Bankruptcy Noticing Center.

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Processing Motions</b>
	Section  <b>Objections to Plan</b>

**Docket**

**Objection to Plan**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Objection/Response
<b>STEP 3</b>	Click Reference Existing Motion/Application
<b>STEP 4</b>	Enter Case Number
<b>STEP 5</b>	Select Objection to Plan
<b>STEP 6</b>	Check if joint filing with another attorney
<b>STEP 7</b>	Select Party Filer
<b>STEP 8</b>	Browse, locate, review and attach your PDF document (Include the Certificate of Service as part of the Objection PDF document. Refer to Chapter: Processing Motions.)
<b>STEP 9</b>	Relate to Plan
<b>STEP 10</b>	Review Docket Text
<b>STEP 11</b>	Submit if accurate
<b>STEP 12</b>	Backup if changes required
<b>STEP 13</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Objection to Plan Filed by Creditor Citibank (South Dakota) N.A. (RE:  
related document(s)[2] Chapter 13 Plan) (dmc, )**

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Dismissal</b>
	Section  <b>Bankruptcy</b>

When a bankruptcy case is dismissed, it is usually by an order Granting a Motion to Dismiss or a Minute Order resulting from a hearing.

A dismissal may be voluntary when requested by the debtor.

**Prepare a Motion to Dismiss with a certificate of service to the required parties.**

**Docket**

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Motion Dismiss Ch XX
<b>STEP 5</b>	Associate Party Filer and Attorney, if required
<b>STEP 6</b>	Browse, locate, review and attach PDF document (Include Certificate of Service as part of the Motion to Dismiss PDF document.)
<b>STEP 7</b>	Review Docket Text
<b>STEP 8</b>	Submit if accurate
<b>STEP 9</b>	Backup if changes required
<b>STEP 10</b>	Review Notice of Electronic Filing

**SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Motion to Dismiss Chapter 7 Filed by train01 on behalf of Allison Hanson. (train01, )**

- The court will schedule a hearing, if required.

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Dismissal</b>
	Section	<b>Chapter 7</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

Event	Select in CM/ECF	Special Instructions
Dismiss Ch 7, Motion to	Bankruptcy Motion Dismiss Ch 7	Use for all Motions to Dismiss Ch 7  The court will set for hearing  Exception: US Trustee uses docket event Motion to Dismiss 707b for substantial abuse.  <b>Refer to:</b> Chapter US Trustee/Trustee Events, Section: Other Trustee Events

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Dismissal</b>
	Section	<b>Chapter 11</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

<b>Event</b>	<b>Select in CM/ECF</b>	<b>Special Instructions</b>
Dismiss Ch 11, Motion to	Bankruptcy Motion Dismiss Ch 11	Use for all Motions to Dismiss Ch 11  The court will set for hearing

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Dismissal</b>
	Section	<b>Chapter 12</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

Event	Select in CM/ECF	Special Instructions
Dismiss Ch 12 (Debtor no prior conversion), Motion to	Bankruptcy Motion Dismiss Ch 12 (Debtor no prior conversion)	Use for Motions to Dismiss Ch 12 Debtor with no prior conversion  The court will docket an Order and prepare a Notice of Dismissal and serve using the BNC
Dismiss Ch 12, Motion to	Bankruptcy Motion Dismiss Ch 12	Use for all Motions to Dismiss Ch 12  The court will set for hearing  Exception: Use docket event Motion to Dismiss 12 (Debtor no prior conversion) for Debtor with no prior conversion

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Dismissal</b>
	Section	<b>Chapter 13</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

Event	Select in CM/ECF	Special Instructions
Dismiss Ch 13 (Debtor no prior conversion), Motion to	Bankruptcy Motion Dismiss Ch 13 (Debtor no prior conversion)	Use for Motions to Dismiss Ch 13 Debtor with no prior conversion  The court will docket an Order and prepare a Notice of Dismissal and serve using the BNC
Dismiss Ch 13, Motion to	Bankruptcy Motion Dismiss Ch 13	Use for all Motions to Dismiss Ch 13  The court will set for hearing  Exception: Use docket event Motion to Dismiss 12 (Debtor no prior conversion) for Debtor with no prior conversion  Exception: US Trustee uses docket event Motion to Dismiss Ch 13 (521) for failure to comply with 521

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<b>Event</b>	<b>Select in CM/ECF</b>	<b>Special Instructions</b>
Dismiss Ch 13 UST (521), Motion to	Bankruptcy US Trustee/Trustee Dismiss Ch 13 UST (521)	US Trustee uses docket event Motion to Dismiss Ch 13 UST (521) for failure to comply. Refer to: Chapter US Trustee/Trustee Events, Section: Other Trustee Events

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Dismissal</b>
	Section	<b>Adversary</b>

**Prepare a Motion to Dismiss with a certificate of service to the required parties.**

Event	Select in CM/ECF	Special Instructions
Dismiss 727 Complaint, Motion to	Adversary Motion Dismiss 727 Complaint	The court will prepare the Notice of Bar Date and serve using the BNC
Dismiss – Defendant, Motion to	Adversary Motion Dismiss – Defendant	Filed by defendant  The court will schedule a hearing
Dismiss – Plaintiff, Motion to	Adversary Motion Dismiss – Plaintiff	Filed by plaintiff  The court will prepare the Notice of Bar Date and serve using the BNC
Notice of Dismissal	Adversary Notice Notice of Dismissal	If the defendant has not filed an answer or Motion for Summary Judgment  No court order is docketed  Judge reviews before case is closed

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<b>Event</b>	<b>Select in CM/ECF</b>	<b>Special Instructions</b>
Stipulated Dismissal	Adversary Notice Stipulated Dismissal	Signed by all parties  No court order is docketed  Judge reviews before case is closed

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<b>CM/ECF</b> <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter  <b>Dismissal</b>
	Section  <b>For Failure to File Matrix</b>

When the matrix is not received by the 7<sup>th</sup> day from the date of the filing of the petition, the court docketed an Order Dismissing the Case for Failure to File Matrix.

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Conversion</b>
	Section

**Prepare a Motion to Convert with a certificate of service to the required parties.\* Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

\*Conversion for Ch 12 to Ch 7 and Ch 13 to Ch 7 by debtor require a Notice of Conversion.

If there are fees required for the conversion, prompts for payment of fees via the Internet appear during the docketing of the Motion to Convert.

<b>STEP 1</b>	Select Bankruptcy
<b>STEP 2</b>	Select Motion (Notice for Notice of Conversion)
<b>STEP 3</b>	Enter Case Number
<b>STEP 4</b>	Select Convert Ch XX to Ch XX or Convert Case to Chapter XX (Notice of Conversion Ch XX to Ch X for Notice of Conversion)
<b>STEP 5</b>	Check if joint filing with another attorney
<b>STEP 6</b>	Select Party
<b>STEP 7</b>	Browse, locate, review and attach PDF document (Include Certificate of Service as part of the Motion to Convert PDF document)
<b>STEP 8</b>	Are you paying via the Internet [y or n]?: Appears when a filing fee is required for the conversion
<b>STEP 9</b>	Enter y if fee is due
<b>STEP 10</b>	Fee amount appears when fee is due

<b>STEP 11</b>	Review Docket Text
<b>STEP 12</b>	Submit if accurate
<b>STEP 13</b>	Backup if changes required
<b>STE 14</b>	Process payment via Internet with credit card if fee is due
<b>STEP 11</b>	Review Notice of Electronic Filing

### **SAMPLE DOCKET TEXT**

**Docket Text: Final Text**

**Motion to Convert Case to Chapter 7 Fee Amount \$15 Filed by train01 on behalf of Peter Stiles. (train01,)**

- The court prepares the bar date notice, if required, and serves bar date notice via the Bankruptcy Noticing Center.
- The court prepares the 341 Meeting Notice, if required, and serves via the Bankruptcy Noticing Center.

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Conversion</b>
	Section
	<b>Motion to Convert Case to Chapter 13</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

Event	Select in CM/ECF	Special Instructions
Convert Case to Chapter 13, Motion to	Bankruptcy Motion Convert Case to Chapter 13	Filed by: <ul style="list-style-type: none"> <li>• Ch 7 debtor with a prior conversion</li> <li>• Ch 11 debtor</li> </ul> The court will prepare the Notice of Bar Date and serve using the BNC
Convert 7 to 13, Motion to	Bankruptcy Motion Convert 7 to 13	Filed by <ul style="list-style-type: none"> <li>• Ch 7 debtor without a prior conversion</li> </ul> The court will docket an Order

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Conversion</b>
	Section
	<b>Motion to Convert Case to Chapter 7</b>

**Docket the motion and certificate of service as ONE event and attach ONE PDF document.**

Event	Select in CM/ECF	Special Instructions
Convert Case to Chapter 7, Motion to	Bankruptcy Motion Convert Case to Chapter 7	Filed by: <ul style="list-style-type: none"> <li>• Ch 11 debtor, creditor, trustee or US Trustee</li> <li>• Ch 12 creditor, trustee or US Trustee</li> <li>• Ch 13 creditor, trustee or US Trustee</li> </ul> <p>The court will prepare the Notice of Bar Date and serve using the BNC</p> <p>Ch 13 debtor and Chapter 12 refer to Notice of Conversion</p>
Convert 11 to 7, Motion to	Bankruptcy Motion Convert 11 to 7	Filed by: <ul style="list-style-type: none"> <li>• Debtor in Possession</li> </ul> <p>The court will docket an Order</p>

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Conversion</b>
	Section
	<b>Motion to Convert Case to Chapter 11</b>

Event	Select in CM/ECF	Special Instructions
Convert Case to Chapter 11, Motion to	Bankruptcy Motion Convert Case to Chapter 11	Filed by: <ul style="list-style-type: none"> <li>• Ch 7 debtor with a prior conversion</li> <li>• Ch 7 creditor, trustee or US Trustee</li> <li>• Ch 13 debtor prior to confirmation</li> <li>• Ch 13 creditor, trustee or US Trustee</li> </ul> The court will prepare the Notice of Bar Date and serve using the BNC
Convert 7 to 11, Motion to	Bankruptcy Motion Convert 7 to 11	Filed by: <ul style="list-style-type: none"> <li>• Ch 7 debtor without a prior conversion</li> </ul> The court will docket an Order

○

<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter
	<b>Conversion</b>
	Section
	<b>Motion to Convert to Chapter 12</b>

Event	Select in CM/ECF	Special Instructions
Convert Case to Chapter 12, Motion to	Bankruptcy Motion Convert Case to Chapter 12	Filed by: <ul style="list-style-type: none"> <li>• Ch 7 debtor with a prior conversion</li> <li>• Ch 11 debtor</li> <li>• Ch 13 debtor prior to confirmation</li> <li>• Ch 13 creditor, trustee or US Trustee</li> </ul> The court will prepare the Notice of Bar Date and serve using the BNC
Convert 7 to 12, Motion to	Bankruptcy Motion Convert 7 to 12	Filed by: <ul style="list-style-type: none"> <li>• Ch 7 debtor without a prior conversion</li> </ul> The court will docket an Order

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<b>CM/ECF</b>  <b>User's Guide</b> <b>Part 2</b>  US Bankruptcy Court, Southern District of Iowa	Chapter	<b>Conversion</b>
	Section	<b>Notice of Conversion</b>

Event	Select in CM/ECF	Special Instructions
Notice of Conversion 12 to 7 (Debtor)	Bankruptcy Notice Notice of Conversion 12 to 7 (Debtor)	Filed by:  <ul style="list-style-type: none"> <li>• Ch 12 debtor</li> </ul> The court will docket a 341 meeting
Notice of Conversion 13 to 7 (Debtor)	Bankruptcy Notice Notice of Conversion 13 to 7 (Debtor)	Filed by:  <ul style="list-style-type: none"> <li>• Ch 13 debtor</li> </ul> The court will docket a 341 meeting

**Bankruptcy  
Case Conversion  
Screen**

<b>STEP 1</b>	Enter New Chapter – 7
<b>STEP 2</b>	Select Asset Notice – No
<b>STEP 3</b>	Enter Date Convert – Enter date Notice of Conversion, today's date

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

**REMINDER: Include the certificate of service with the PDF document**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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



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

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

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

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

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