

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF WASHINGTON**

**CM/ECF TRAINING GUIDE**  
**For Claims Filer**

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# Notice of Payment Change – Proof of Claim Filed or NOT Filed

From the main page, select “Bankruptcy”



From the “Bankruptcy” menu, select “Claims – Misc Activities”



Type in the case number and click “Next”

## File a Claim Action

A screenshot of the "File a Claim Action" form. It has a title bar that says "Case Number". Below the title bar is a text input field containing the text "2:16-bk-1". Below the input field are two buttons: "Next" and "Clear". A yellow arrow points to the "Next" button.

Either scroll down to the event you would like to file (**see the next page**) or start typing in the field provided key words, such as “payment”. All available events with the word “payment” will be provided. Select the event\* and click “Next” (the event to be filed will show on the right under “Selected Events”)

- **Note:** The events selected should match the document being filed.

Start typing the name of the event.

payment Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Notice of Mortgage Payment Change (Proof of Claim Filed)
- Notice of Mortgage Payment Change (Proof of Claim NOT Filed)
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)

Next Clear

**Selected Events** (click to remove events)

- Notice of Mortgage Payment Change

\*You may select more than one event to file at a time if you choose. The events to be filed will show on the right under “**Selected Events**”.

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds
- Reaffirmation Agreement - Not Signed by Attorney
- Reaffirmation Agreement - Signed by Attorney
- Redemption Agreement
- Request for Notices
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)
- Response to Objection to Claim
- Supplement to Claim (Adding documentation to existing claim)
- Transfer/ Assignment of Claim (Use when NO claim has been filed) (fee)
- Transfer/ Assignment of Claim (fee)
- Withdrawal
- Withdrawal of Claim
- Withdrawal of Objection to Claim (withdrawing 1 or more objections within a multi-objection event)

Next Clear

**Selected Events** (click to remove events)

- Notice of Mortgage Payment Change (Proof of Claim Filed)
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)

**OR**

Scroll down and select the event you would like to file, e.g., Notice of Mortgage Payment

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Amended (for Amended Events other than what MAY be listed below)
- Amendment to Address - Modifying
- Certificate of Service re Rule 3002 Matter
- Certification of Service of Proof of Claim
- Claims - Allow
- Claims - Allow Late-Filed Claim(s)
- Document Filed per Rule Judges Order or Hearing
- Notice of Mortgage Payment Change (Proof of Claim Filed)
- Notice of Mortgage Payment Change (Proof of Claim NOT Filed)
- Notice of Objection to Claim and Time to Object
- Notice of Postpetition Mortgage Fees, Expenses and Charges (may also be used for Amended)
- Objection to Claim (Claims Menu)
- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds

Next Clear

**Selected Events** (click to remove events)

- Notice of Mortgage Payment Change (Proof of Claim Filed)

Select the Party for who you are filing the event for and click “**Next**”. If necessary, you may “**Add/Create New Party**” – Click [here](#) for instructions on how to add/create a new party.

**Select the Party:**

Claims Filer, [Creditor]

Fudd, [Debtor]

Trustee, [Trustee]

US Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

If it is the first time you are filing on behalf of the party, this screen will appear. Leave the checkmark in the box indicating the attorney is representing the party and click “**Next**”.

**IMPORTANT: The following attorney/party association(s) will be created in this case filing, review the list carefully to ensure that only parties represented by the filing attorney are included.**

☒ Claims Filer, (cr:cr) represented by Aeorder, (aty)

## Adding Attachments

Click “**Browse**” and “**Open**” the appropriate .pdf file. The “**Attachments to Document**” option defaults to “**No**”. Click “**Next**” to continue if you have no attachments.

If you have no attachments to the pleading, select “**No**” radio button.

Document number assignment: no number assigned

Filename

Whatever you want it to be.pdf

Attachments to Document: ☒ No ☐ Yes

If you have attachments to the document, select the “**Yes**” radio button.

Document number assignment: no number assigned

Filename

Whatever you want it to be.pdf

Attachments to Document: ☐ No ☒ Yes

Continue on the next page for further instructions.



Browse for the appropriate .pdf file to attach, open it, select a “**Category**” and/or “**Description**” and “**Add to List**”. When all attachments are on the list, click “**Next**” to continue.

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**

Whatever you want it to be.pdf

2) Fill in the fields below.

**Category** and/or **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.


3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

C:\fakepath\Whatever you want it to be.pdf


There can be a slight delay with CM/ECF while documents are being added to the “List”.

Select the appropriate Claim and click “**Next**” (if applicable).

Select claim(s) from list

Claims Selected:  

Creditor name	Claim #	Amount claimed	Date filed
Claims Filer (2369)	1	\$1,000.00	06/21/2017



If an error was made and the new filing is to replace the previously filed Notice, select “Yes”. If it is a new Notice, select “No”. Click “**Next**” to continue.

**Is this an amendment to a previously filed Notice of Mortgage Payment Change?**

- ☐ Yes  
☐ No

Next

Clear

Select the appropriate radio button for the question concerning a Certificate of Service included in the document being filed.

**Is a Certificate of Service Included or Attached to the Document Currently Being Filed?**

- ☒ Yes  
☐ No

Next

Clear

The next screen may have a text box to type in additional information. Click “**Next**” to continue.

Discharge  
DEULEU, MEANSO  
Docket Text: Modify as Appropriate.

NOTICE of Mortgage Payment Change (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)


Next

Clear

**THIS IS THE LAST SCREEN BEFORE FINAL SUBMISSION** – it allows you to double-check what you are filing and what documents you are relating to. Once you click “Next” there will be no further opportunities to modify the submission. If you would like to make changes, simply click the back button on your browser.

Docket Text: Final Text

NOTICE of Mortgage Payment Change (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

 **Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

Next

Clear

The last screen you will see is your receipt of filing.

Notice of Electronic Filing

The following transaction was received from Aeorder entered on 6/21/2017 at 9:05 AM PDT and filed on 6/21/2017

**Case Name:** Elmer Fudd

**Case Number:** [16-00001-7](#)

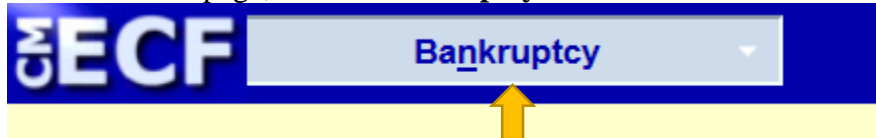
**Document Number:** [doc](#)

**Docket Text:**

NOTICE of Mortgage Payment Change (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

# Notice of Postpetition Fees, Expenses and Charges

From the main page, select “**Bankruptcy**”



From the “**Bankruptcy**” menu, select “**Claims – Misc Activities**”



Type in the case number and click “**Next**”

**File a Claim Action**

Case Number

2:16-bk-1

Next Clear

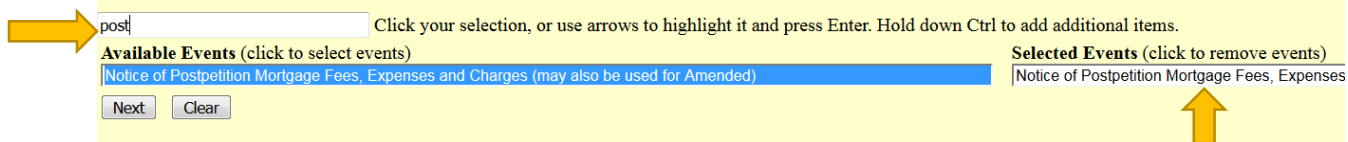
A screenshot of the 'File a Claim Action' form. It has a title 'File a Claim Action' in blue. Below it is a 'Case Number' label and a text input field containing '2:16-bk-1'. At the bottom are two buttons: 'Next' and 'Clear'. A yellow arrow points upwards to the 'Next' button.

Either scroll down to the event you would like to file (**see the next page**) or start typing in the field provided key words, such as “post”. All available events with the word “post” will be provided. Select the event\* and click “**Next**” (the event to be filed will show on the right under “**Selected Events**”)

- **Note:** The events selected should match the document being filed.



Start typing the name of the event.



post Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

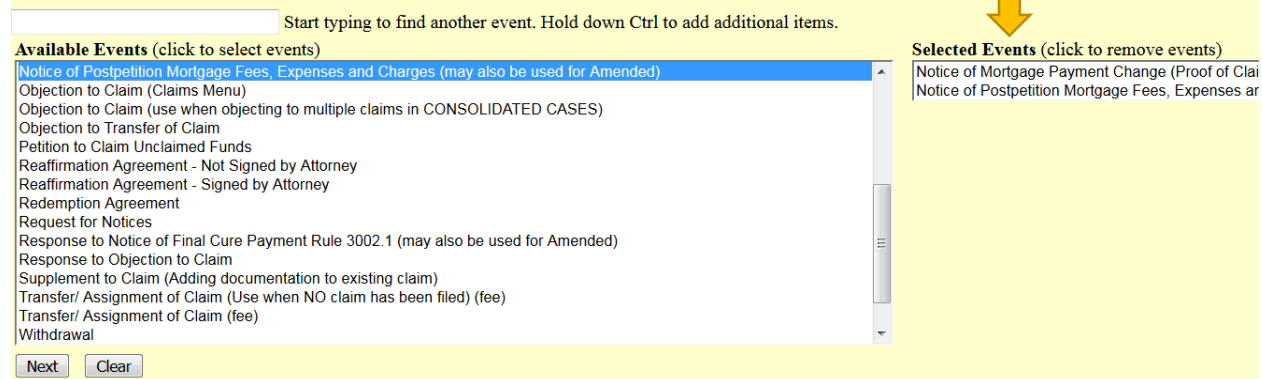
- Notice of Postpetition Mortgage Fees, Expenses and Charges (may also be used for Amended)

Next Clear

**Selected Events** (click to remove events)

- Notice of Postpetition Mortgage Fees, Expenses and Charges

\*You may select more than one event to file at a time if you choose (hold down the Ctrl button on the keyboard while selecting multiple events). The events to be filed will show on the right under “**Selected Events**”.



Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Notice of Postpetition Mortgage Fees, Expenses and Charges (may also be used for Amended)
- Objection to Claim (Claims Menu)
- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds
- Reaffirmation Agreement - Not Signed by Attorney
- Reaffirmation Agreement - Signed by Attorney
- Redemption Agreement
- Request for Notices
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)
- Response to Objection to Claim
- Supplement to Claim (Adding documentation to existing claim)
- Transfer/ Assignment of Claim (Use when NO claim has been filed) (fee)
- Transfer/ Assignment of Claim (fee)
- Withdrawal

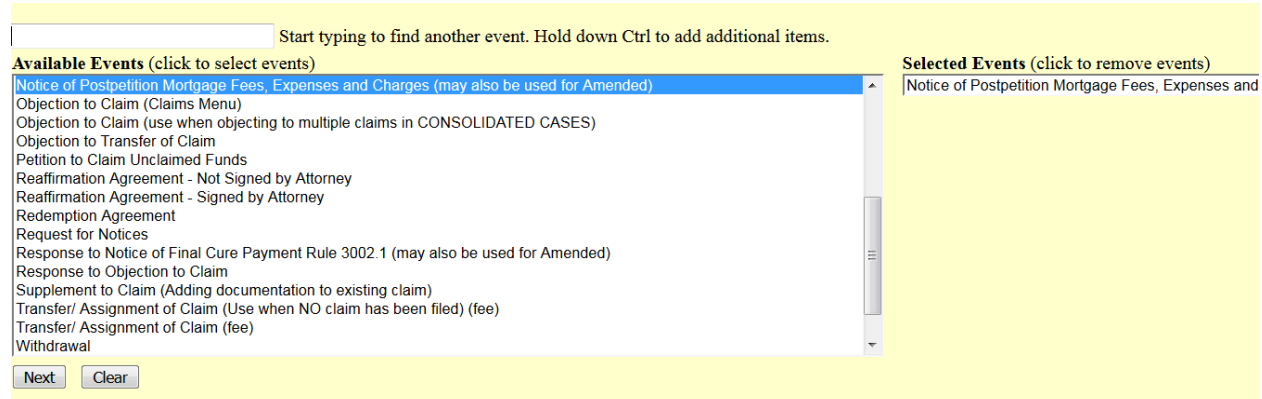
Next Clear

**Selected Events** (click to remove events)

- Notice of Mortgage Payment Change (Proof of Claim)
- Notice of Postpetition Mortgage Fees, Expenses and Charges

**OR**

Scroll down and select the event you would like to file, e.g., Notice of Postpetition Mortgage Fees



Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)

- Notice of Postpetition Mortgage Fees, Expenses and Charges (may also be used for Amended)
- Objection to Claim (Claims Menu)
- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds
- Reaffirmation Agreement - Not Signed by Attorney
- Reaffirmation Agreement - Signed by Attorney
- Redemption Agreement
- Request for Notices
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)
- Response to Objection to Claim
- Supplement to Claim (Adding documentation to existing claim)
- Transfer/ Assignment of Claim (Use when NO claim has been filed) (fee)
- Transfer/ Assignment of Claim (fee)
- Withdrawal

Next Clear

**Selected Events** (click to remove events)

- Notice of Postpetition Mortgage Fees, Expenses and Charges

Select the Party for who you are filing the event for and click “**Next**”. If necessary, you may “**Add/Create New Party**” – Click [here](#) for instructions on how to add/create a new party.

**Select the Party:**

Claims Filer, [Creditor]  
Fudd, Finner [Debtor]  
Trustee, Test [Trustee]  
US Trustee, [U.S. Trustee]

Add/Create New Party

If it is the first time you are filing on behalf of the party, this screen will appear. Leave the checkmark in the box indicating the attorney is representing the party and click “**Next**”.

**IMPORTANT:** The following attorney/party association(s) will be created in this case filing, review the list carefully to ensure that only parties represented by the filing attorney are included.

☒ Claims Filer, (cr:cr) represented by Aeorder, (aty)

## Adding Attachments

Click “**Browse**” and “**Open**” the appropriate .pdf file. The “**Attachments to Document**” option defaults to “**No**”. Click “**Next**” to continue if you have no attachments.

If you have no attachments to the pleading, select “**No**” radio button.

**Document number assignment:** no number assigned

**Filename**

Whatever you want it to be.pdf

**Attachments to Document:** ☒ No ☐ Yes

If you have attachments to the document, select the “**Yes**” radio button.

**Document number assignment:** no number assigned

**Filename**

Whatever you want it to be.pdf

**Attachments to Document:** ☐ No ☒ Yes

Continue on the next page for further instructions.



Browse for the appropriate .pdf file to attach, open it, select a “**Category**” and/or “**Description**” and “**Add to List**”. When all attachments are on the list, click “**Next**” to continue.

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**

Whatever you want it to be.pdf

2) Fill in the fields below.

**Category** and/or **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.


3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

C:\fakepath\Whatever you want it to be.pdf


There can be a slight delay with CM/ECF while documents are being added to the “List”.

Select the appropriate Claim and click “**Next**” (if applicable).

Select claim(s) from list

Claims Selected:  

Creditor name	Claim #	Amount claimed	Date filed
Claims Filer (2369)	1	\$1,000.00	06/21/2017



If an error was made and the new filing is to replace the previously filed Notice, select “Yes”. If it is a new Notice, select “No”. Click “**Next**” to continue.

**Is this an amendment to a previously filed Notice of Postpetition Mortgage Fees, Expenses and Charges?**

- ☐ Yes  
☐ No

Next

Clear

Select the appropriate radio button for the question concerning a Certificate of Service included in the document being filed.

**Is a Certificate of Service Included or Attached to the Document Currently Being Filed?**

- ☒ Yes  
☐ No

Next

Clear

The next screen may have a text box to type in additional information. Click “**Next**” to continue.

Docket Text: Modify as Appropriate.

NOTICE of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 1) with Certificate of Service | . Filed by Aeorder on behalf of Claims Filer (Aeorder)

Next

Clear

**THIS IS THE LAST SCREEN BEFORE FINAL SUBMISSION** – it allows you to double-check what you are filing and what documents you are relating to. Once you click “Next” there will be no further opportunities to modify the submission. If you would like to make changes, simply click the back button on your browser.

Docket Text: Final Text

NOTICE of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next

Clear

The last screen you will see is your receipt of filing.

Notice of Electronic Filing

The following transaction was received from Aeorder entered on 6/21/2017 at 9:20 AM PDT and filed on 6/21/2017

**Case Name:** Elmer Fudd

**Case Number:** [16-00001-7](#)

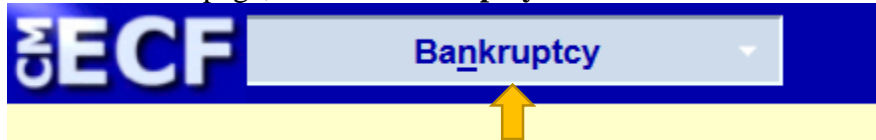
**Document Number:** [doc](#)

**Docket Text:**

NOTICE of Postpetition Mortgage Fees, Expenses, and Charges (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

# Response to Notice of Final Cure Payments

From the main page, select “Bankruptcy”



From the “Bankruptcy” menu, select “Claims – Misc Activities”



Type in the case number and click “Next”

## File a Claim Action

A screenshot of the "File a Claim Action" form. It has a "Case Number" label above a text input field containing "2:16-bk-1". Below the input field are two buttons: "Next" and "Clear". A yellow arrow points to the "Next" button.

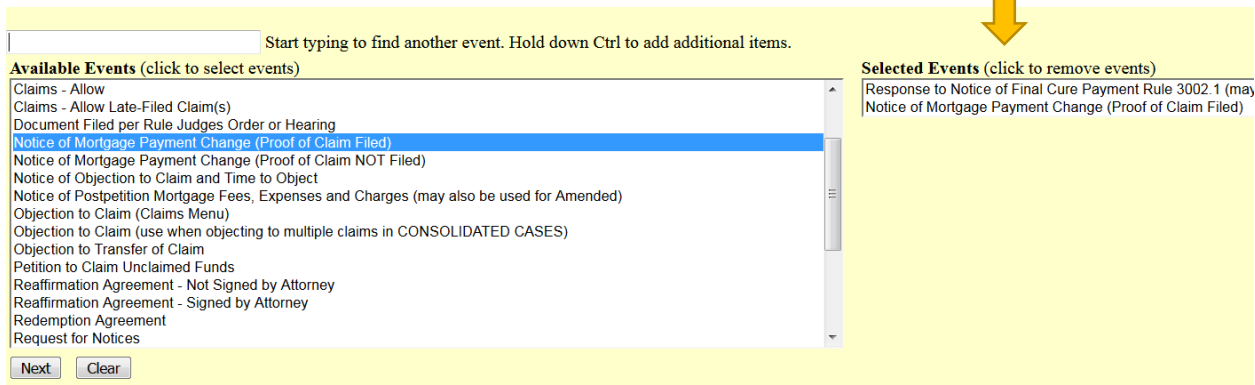
Either scroll down to the event you would like to file (**see the next page**) or start typing in the field provided key words, such as “response”. All available events with the word “response” will be provided. Select the event\* and click “Next” (the event to be filed will show on the right under “Selected Events”)

- **Note:** The events selected should match the document being filed.

Start typing the name of the event.

A screenshot of the event selection interface. At the top is a search bar with the word "response" entered. Below the search bar are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" column contains two items: "Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)" and "Response to Objection to Claim". The "Selected Events" column contains one item: "Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)". At the bottom of each column are "Next" and "Clear" buttons. A yellow arrow points to the search bar, and another yellow arrow points to the "Selected Events" column.

\*You may select more than one event to file at a time if you choose (hold down the Ctrl button on the keyboard while selecting multiple events). The events to be filed will show on the right under “**Selected Events**”.



Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events (click to select events)**

- Claims - Allow
- Claims - Allow Late-Filed Claim(s)
- Document Filed per Rule Judges Order or Hearing
- Notice of Mortgage Payment Change (Proof of Claim Filed)**
- Notice of Mortgage Payment Change (Proof of Claim NOT Filed)
- Notice of Objection to Claim and Time to Object
- Notice of Postpetition Mortgage Fees, Expenses and Charges (may also be used for Amended)
- Objection to Claim (Claims Menu)
- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds
- Reaffirmation Agreement - Not Signed by Attorney
- Reaffirmation Agreement - Signed by Attorney
- Redemption Agreement
- Request for Notices

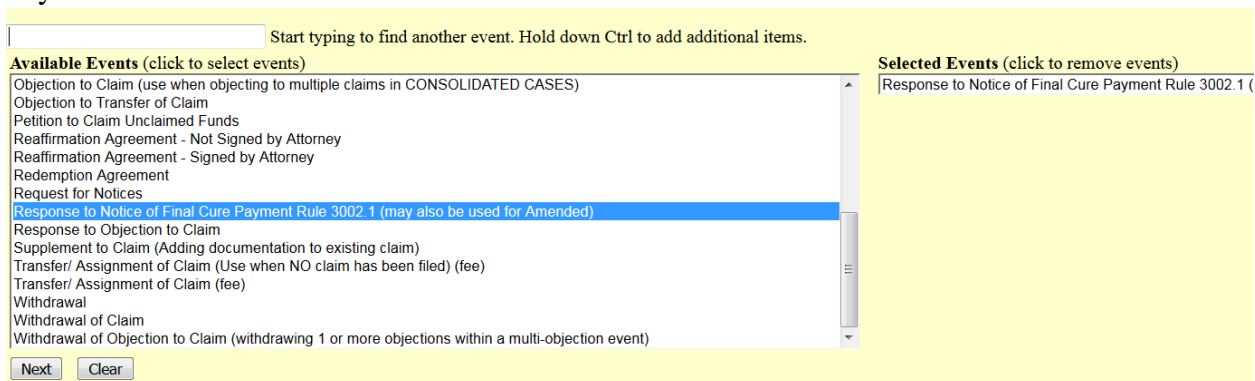
Next Clear

**Selected Events (click to remove events)**

- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)
- Notice of Mortgage Payment Change (Proof of Claim Filed)

**OR**

Scroll down and select the event you would like to file, e.g., Response to Notice of Final Payment



Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events (click to select events)**

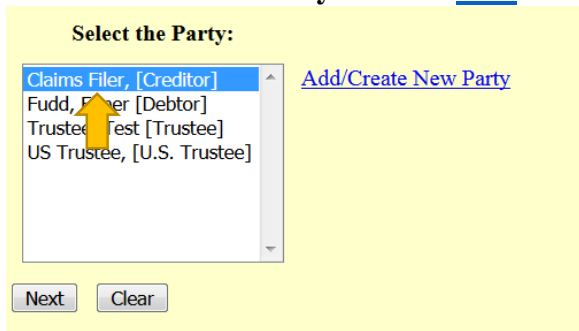
- Objection to Claim (use when objecting to multiple claims in CONSOLIDATED CASES)
- Objection to Transfer of Claim
- Petition to Claim Unclaimed Funds
- Reaffirmation Agreement - Not Signed by Attorney
- Reaffirmation Agreement - Signed by Attorney
- Redemption Agreement
- Request for Notices
- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)**
- Response to Objection to Claim
- Supplement to Claim (Adding documentation to existing claim)
- Transfer/ Assignment of Claim (Use when NO claim has been filed) (fee)
- Transfer/ Assignment of Claim (fee)
- Withdrawal
- Withdrawal of Claim
- Withdrawal of Objection to Claim (withdrawing 1 or more objections within a multi-objection event)

Next Clear

**Selected Events (click to remove events)**

- Response to Notice of Final Cure Payment Rule 3002.1 (may also be used for Amended)

Select the Party for who you are filing the event for and click “**Next**”. If necessary, you may “**Add/Create New Party**” – Click [here](#) for instructions on how to add/create a new party.



**Select the Party:**

- Claims Filer, [Creditor]
- Fudd, Peter [Debtor]**
- Trustee, Test [Trustee]
- US Trustee, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

If it is the first time you are filing on behalf of the party, this screen will appear. Leave the checkmark in the box indicating the attorney is representing the party and click “**Next**”.

**IMPORTANT: The following attorney/party association(s) will be created in this case filing, review the list carefully to ensure that only parties represented by the filing attorney are included.**

☒ Claims Filer, (cr:cr) represented by Aeorder, (aty)

## Adding Attachments

Click “**Browse**” and “**Open**” the appropriate .pdf file. The “**Attachments to Document**” option defaults to “**No**”. Click “**Next**” to continue if you have no attachments.

If you have no attachments to the pleading, select “**No**” radio button.

Document number assignment: no number assigned

Filename

Whatever you want it to be.pdf

Attachments to Document: ☒ No ☐ Yes

If you have attachments to the document, select the “**Yes**” radio button.

Document number assignment: no number assigned

Filename

Whatever you want it to be.pdf

Attachments to Document: ☐ No ☒ Yes

Continue on the next page for further instructions.





Browse for the appropriate .pdf file to attach, open it, select a “**Category**” and/or “**Description**” and “**Add to List**”. When all attachments are on the list, click “**Next**” to continue.

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**  
 Whatever you want it to be.pdf

---

2) Fill in the fields below.

**Category** *and/or* **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.


---

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.


There can be a slight delay with CM/ECF while documents are being added to the “List”.

Select the appropriate Claim and click “**Next**” (if applicable).

*Select claim(s) from list*

Claims Selected:  

Creditor name	Claim #	Amount claimed	Date filed
Claims Filer (2369)	1	\$1,000.00	06/21/2017



If an error was made and the new filing is to replace the previously filed Response, select “Yes”. If it is a new Response, select “No”. Click “**Next**” to continue.

**Is this an amendment to a previously filed Response to Notice of Final Cure Payment?**

- ☐ Yes  
☐ No

Next

Clear

Select the appropriate radio button for the question concerning a Certificate of Service included in the document being filed.

**Is a Certificate of Service Included or Attached to the Document Currently Being Filed?**

- ☒ Yes  
☐ No

Next

Clear

The next screen may have a text box to type in additional information. Click “**Next**” to continue.

Docket Text: Modify as Appropriate.

RESPONSE to Notice of Final Cure Payment Rule 3002.1 (Claim # 1) with Certificate of Service | . Filed by Aeorder on behalf of Claims Filer (Aeorder)

Next

Clear

**THIS IS THE LAST SCREEN BEFORE FINAL SUBMISSION** – it allows you to double-check what you are filing and what documents you are relating to. Once you click “Next” there will be no further opportunities to modify the submission. If you would like to make changes, simply click the back button on your browser.

Docket Text: Final Text

RESPONSE to Notice of Final Cure Payment Rule 3002.1 (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

Next

Clear

The last screen you will see is your receipt of filing.

Notice of Electronic Filing

The following transaction was received from Aeorder entered on 6/21/2017 at 9:43 AM PDT and filed on 6/21/2017

**Case Name:** Elmer Fudd

**Case Number:** [16-00001-7](#)

**Document Number:** [doc](#)

**Docket Text:**

RESPONSE to Notice of Final Cure Payment Rule 3002.1 (Claim # 1) with Certificate of Service . Filed by Aeorder on behalf of Claims Filer (Aeorder)

# Add/Create New Party

If the Party you are filing for is not listed, select “**Add/Create New Party**” and click “**Next**”.

**Select the Party:**

- Capital One, [Creditor]
- Custom Apple Packers Inc, [Creditor]
- Munding, John D [Trustee] (T)
- Test, Jane Doe [Debtor]
- Test, Jon Doe [Joint Debtor]
- Test, Trustee [Trustee]
- Test Credit Union, [Creditor]
- US Trustee, [U.S. Trustee]

(T) indicates a terminated party

[Add/Create New Party](#)

Next Clear

Begin, by searching for a party by entering information into any of these fields and click “**Search**”.

**Search for a party**

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

If the party you are searching is listed under “**Party search results**” with the same party information (correct full name and address), then you may select that party select the name and click “**Select name from list**”. Otherwise, click “**Create new party**”.

**Search for a party**

SSN / ITIN Tax ID / EIN

Last/Business name doe

First Name

Middle Name

Search Clear

**Party search results**

- DOE, CHUCK
- DOE, JAMES
- DOE, JANE, SPOUSE OF JAME
- DOE, JANE, SPOUSE OF MART
- DOE, JOHN
- DOE, JOHN & JANE

Select name from list Create new party

On the next screen, you have an opportunity to add/update/change any of the party's information. You must choose a **“Role”** for the party before clicking **“Submit”**.

Party Information  
LORETTA S TESTER SSN / ITIN: Unknown

Office	Address 1 2802 BEAUDRY ROAD #12		
Address 2	Address 3		
City YAKIMA	State WA	Zip 98901	
County YAKIMA-WA (53077)	Country		
Phone	Fax		
E-mail			
Role Creditor (cr:cr)			
Party text			

Submit Cancel Clear Corporate parent / affiliate...

You will be directed back to the **“Select the Party:”** screen. Select the recently added/created party and click **“Next”**.

Select the Party:

[Add/Create New Party](#)

- Capital One, [Creditor]
- Custom Apple Packers Inc., [Creditor]
- Munding, Jon [Trustee] (T)
- Test, Jane Doe [Debtor]
- Test, Jon Doe [Joint Debtor]
- Test, Trustee [Trustee]
- Test Credit Union, [Creditor]
- US Trustee, [U.S. Trustee]

(T) indicates a terminated party

Next Clear

If it is the first time you are filing on behalf of the party, this screen will appear. Leave the checkmark in the box indicating the attorney is representing the party and click **“Next”**.

**IMPORTANT:** The following attorney/party association(s) will be created in this case. filing, review the list carefully to ensure that only parties represented by the filing attorney are included.

☒ Custom Apple Packers Inc, (cr:cr) represented by EOAttorney, Test (aty)

Next Clear

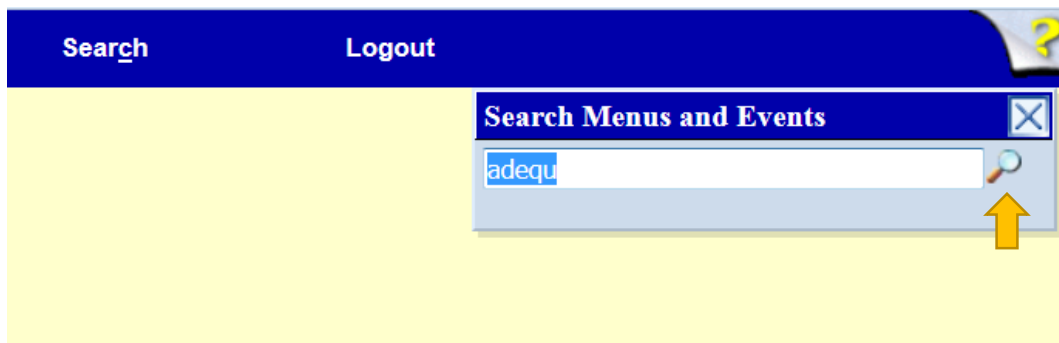
# Search Function

The search function is a simple way to check if there is a menu or an event that matches the pleading being filed.

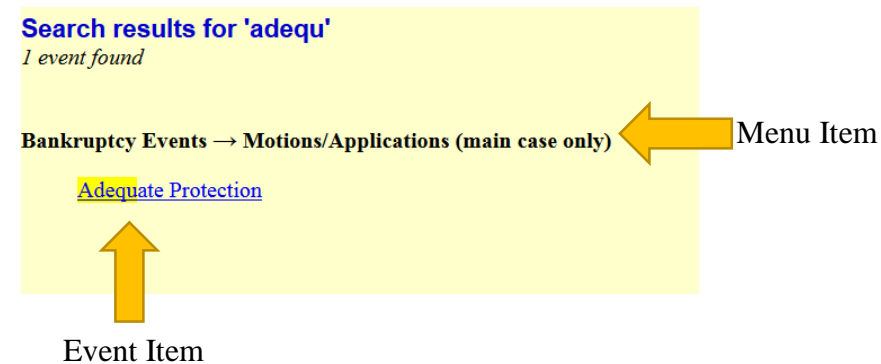
From the main page, select “**Search**”.



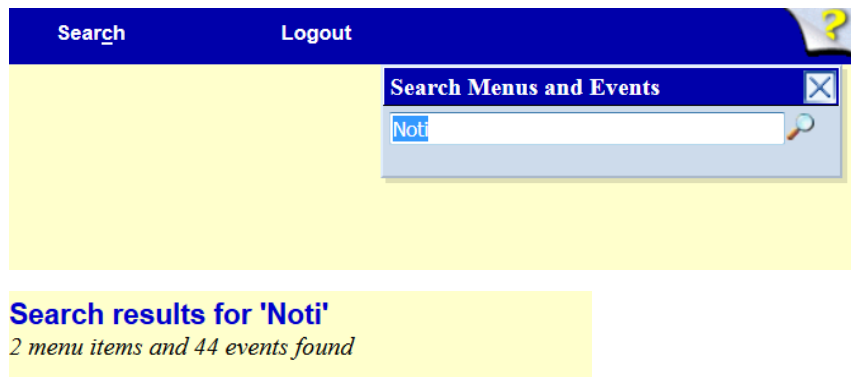
A text box pops up on the right hand side. Begin typing any key words you would like to search for and push “Enter” on the keyboard or click on the eyeglass icon to the right.



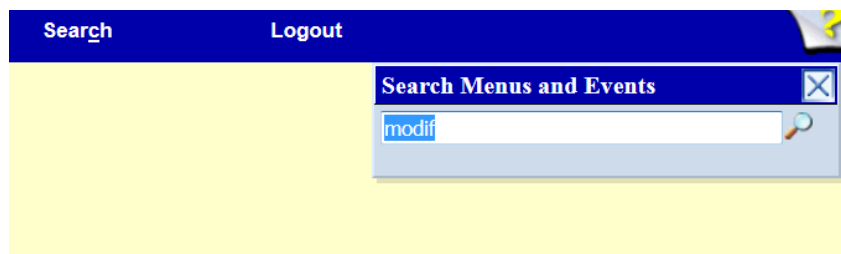
A list of all events that include this word will pop up.



*Note: Depending on the keyword, the result list can vary.*



To begin the docketing process, click on the hyper-link that best matches the pleading being filed and follow the instructions.



#### Search results for 'modif'

6 events found

#### Adversary Events → Motions

[Modify Order](#)

#### Bankruptcy Events → Claims - Misc Activities

[Amendment to Address - Modifying](#)

#### Bankruptcy Events → Motions/Applications (main case only)

[Modify Order](#)

#### Bankruptcy Events → Plans and Associated Documents

[Modification of Plan after Confirmation, No Adverse Effect, Stipulated, and/or Notice](#)  
[Modification of Plan, No Adverse Effect, Stipulated, and/or Notice](#)  
 Ch 13 - Certificate as to [Modification of Plan](#)