UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON

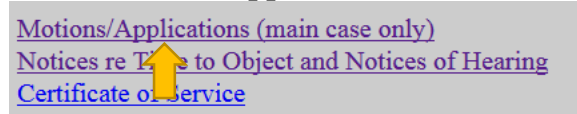# CM/ECF TRAINING GUIDE
For Creditor Attorneys

TABLE OF CONTENTS

File a Motion

From the main page, select either "**Bankruptcy**" or "**Adversary**"

From the "**Bankruptcy**" menu,
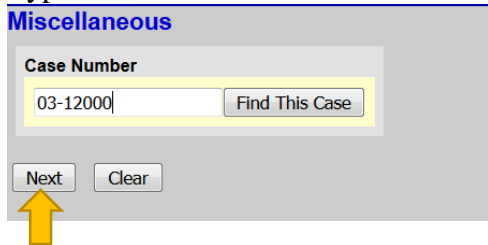select "**Motions/Applications (main case only)**"   **OR**
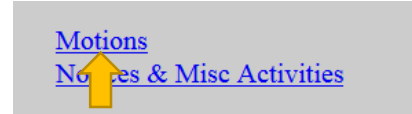
Motions/Applications (main case only)
Notices re Time to Object and Notices of Hearing
Certificate of Service

From the "**Adversary**" menu,
select "**Motions**"

Motions
Notices & Misc Activities

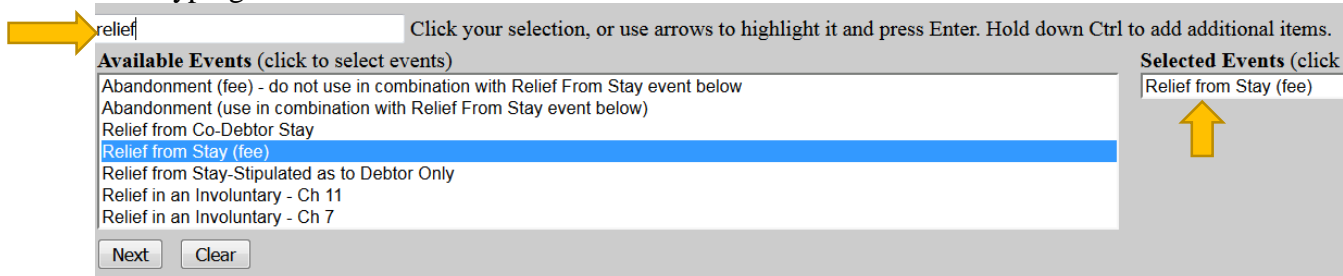Type in the case number and click "**Next**"

Miscellaneous

Case Number

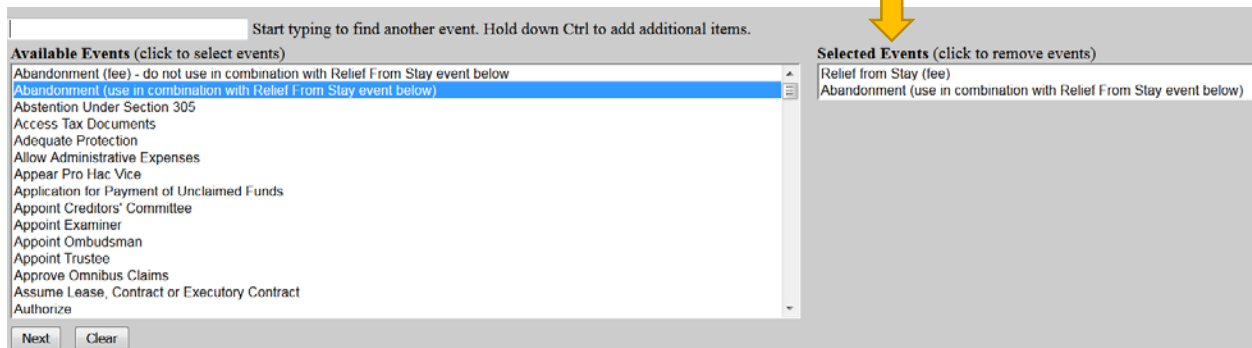03-12000   Find This Case

Next   Clear

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 "relief". All available events with the word "relief" 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 your motion. For example, if filing a Motion for Relief
  from Stay and/or Adequate Protection, select Relief from Stay (fee) and Adequate Protection.

Start typing the name of the event.

relief   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)   **Selected Events** (click

Abandonment (fee) - do not use in combination with Relief From Stay event below
Abandonment (use in combination with Relief From Stay event below)
Relief from Co-Debtor Stay
Relief from Stay (fee)
Relief from Stay-Stipulated as to Debtor Only
Relief in an Involuntary - Ch 11
Relief in an Involuntary - Ch 7

Relief from Stay (fee)

Next   Clear

*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".

OR

Scroll down and select the event you would like to file, e.g., Relief from Stay

A message referencing LBR 2002-1(a) displays. If your pleading(s) contains notice, type the word "**Notice**" in the text box provided and click "**Next**". If you are filing the notice separately, do not type anything in the text box and click "**Next**".

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:

Capital One, [Creditor]
Custom Apple Packers Inc, [Creditor]
Mundir John D [Trustee] (T)
Test, J__e Doe [Debtor]
Test, Jo__ Doe [Joint Debtor]
Test, Trustee [Trustee]
Test Credit Union, [Creditor]
US Trustee, [U.S. Trustee]

Add/Create New Party

(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 atto

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

Next   Clear

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.	If you have attachments to the document, select the "**Yes**" radio button.
Filename Browse... Relief From Stay and Notice.pdf **Attachments to Document:** ● No ○ Yes Next Clear	**Filename** Browse... Relief From Stay and Notice.pdf **Attachments to Document:** ○ No ● Yes Next Clear

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

Browse... Exhibit A.pdf

2) Fill in the fields below.
Category   *and/or* **Description**

Exhibit   ▼   Loan Documentation

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

Add to List

Remove from List

Next

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

Exhibit A.pdf   Add to List

Remove from List

Next

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

If the motion refers to a previously filed pleading, create a checkmark in the box "**Refer to existing event(s)?**" (e.g., Motion to Shorten Time – should refer to the previously filed motion with a shortened notice period.) If the motion does not refer to a previously filed pleading, leave the box blank. Click "**Next**" to continue.

Brief Description of Property

☐ **Refer to existing event(s)?**

Next   Clear

For some motions, a description of property text box will appear. Type in a brief description of the property, if applicable (e.g., Motions for Relief and/or Abandonment, etc.)

The next screen may have text boxes to type in additional information or, in this scenario, a drop-down box will be provided. Click "**Next**" to continue.

Docket Text: Modify as Appropriate.

MOTION for Relief from Stay as to real property located at 123 Easy Street. Fee Amount $181, in addition to ▼ MOTION for Abandonment in Combination With Relief From Stay and Notice. Filed by Test EOAttorney on behalf of Custom Apple Packers Inc . (EOAttorney, Test)

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

MOTION for Relief from Stay as to real property located at 123 Easy Street. Fee Amount $181, in addition to MOTION for Abandonment in Combination With Relief From Stay and **Notice**. Filed by Test EOAttorney on behalf of Custom Apple Packers Inc. (EOAttorney, Test)

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

Next   Clear

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

Notice of Electronic Filing

The following transaction was received from Test EOAttorney entered on 4/12/2017 at 2:55 PM PDT and filed on 4/12/2017

Case Name: Jane Doe Test and Jon Doe Test
Case Number: 03-12000-FLK7
Document Number: 2274

Docket Text:
MOTION for Relief from Co-Debtor Stay as to 123 Easy Street. and **Notice**. Filed by Test EOAttorney on behalf of Custom A

File a Notice

From the main page, select either "**Bankruptcy**" or "**Adversary**".

From the "**Bankruptcy**" menu,
select "**Notices re Time to Object and Notices of Hearing**"   **OR**

From the "**Adversary**" menu,
select "**Notices & Misc Activities**"
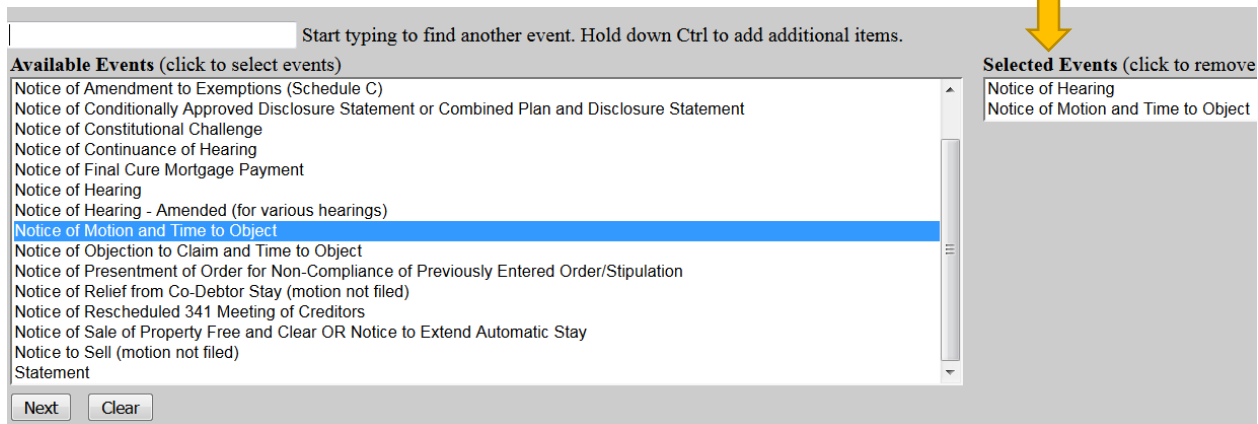

Type in the case number and click "**Next**"

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 "relief". All available events with the word "hearing" 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 your pleading.

Start typing the name of the event.

*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**".

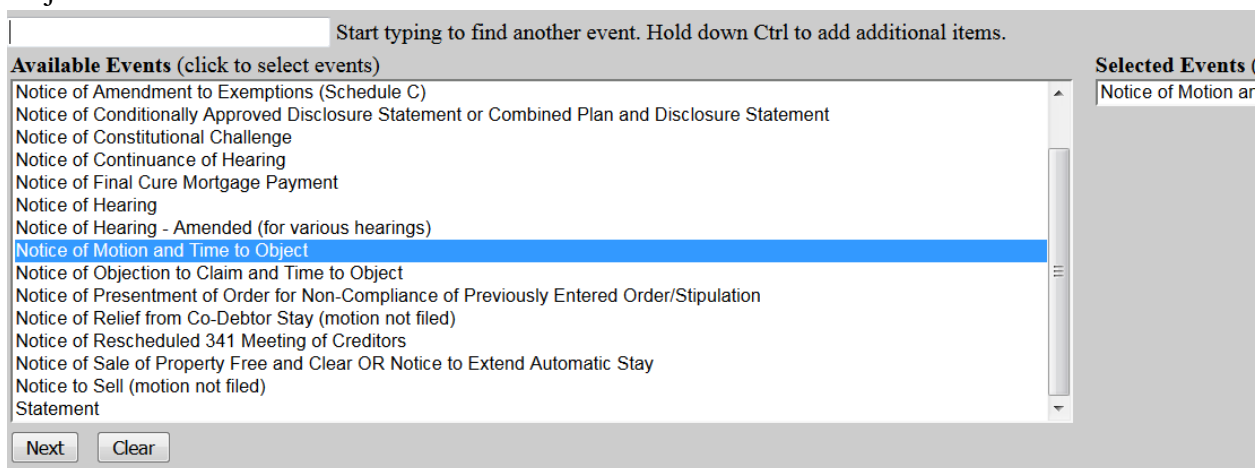|	
	Start typing to find another event. Hold down Ctrl to add additional items.
Available Events (click to select events)	**Selected Events** (click to remove
Notice of Amendment to Exemptions (Schedule C)	Notice of Hearing
Notice of Conditionally Approved Disclosure Statement or Combined Plan and Disclosure Statement	Notice of Motion and Time to Object
Notice of Constitutional Challenge	
Notice of Continuance of Hearing	
Notice of Final Cure Mortgage Payment	
Notice of Hearing	
Notice of Hearing - Amended (for various hearings)	
Notice of Motion and Time to Object	
Notice of Objection to Claim and Time to Object	
Notice of Presentment of Order for Non-Compliance of Previously Entered Order/Stipulation	
Notice of Relief from Co-Debtor Stay (motion not filed)	
Notice of Rescheduled 341 Meeting of Creditors	
Notice of Sale of Property Free and Clear OR Notice to Extend Automatic Stay	
Notice to Sell (motion not filed)	
Statement	

[Next] [Clear]

OR

Scroll down and select the event you would like to file, e.g., Notice of Motion and Time to Object.

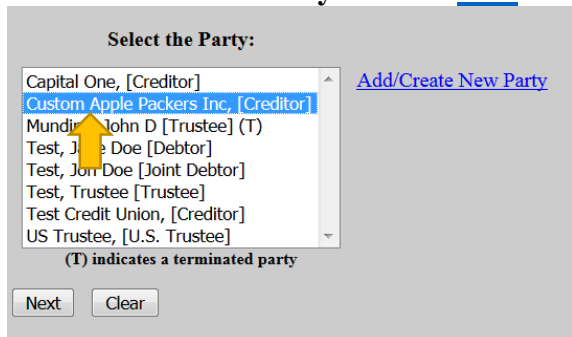|	
	Start typing to find another event. Hold down Ctrl to add additional items.
Available Events (click to select events)	**Selected Events** (
Notice of Amendment to Exemptions (Schedule C)	Notice of Motion ar
Notice of Conditionally Approved Disclosure Statement or Combined Plan and Disclosure Statement	
Notice of Constitutional Challenge	
Notice of Continuance of Hearing	
Notice of Final Cure Mortgage Payment	
Notice of Hearing	
Notice of Hearing - Amended (for various hearings)	
Notice of Motion and Time to Object	
Notice of Objection to Claim and Time to Object	
Notice of Presentment of Order for Non-Compliance of Previously Entered Order/Stipulation	
Notice of Relief from Co-Debtor Stay (motion not filed)	
Notice of Rescheduled 341 Meeting of Creditors	
Notice of Sale of Property Free and Clear OR Notice to Extend Automatic Stay	
Notice to Sell (motion not filed)	
Statement	

[Next] [Clear]

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:

Capital One, [Creditor]
Custom Apple Packers Inc, [Creditor]
Mundi, John D [Trustee] (T)
Test, J e 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]

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 attor

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

Next   Clear

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. **Filename** Browse... Notice.pdf **Attachments to Document:** ◉ No ○ Yes Next Clear	If you have attachments to the document, select the "**Yes**" radio button. **Filename** Browse... Notice.pdf **Attachments to Document:** ○ No ◉ Yes Next Clear

Browse for the appropriate .pdf file to attach, open it, select a "**Category**" and/or "**Description**" and "**Add to List**".

Select one or more attachments.

1) Select the PDF document that contains the attachment.
Filename
Browse... Exhibit A.pdf

2) Fill in the fields below.
Category   *and/or* **Description**
Exhibit   ▼   Loan Documentation

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

Add to List

Remove from List

Next

When all attachments are on the list, click "**Next**" to continue.

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

Exhibit A.pdf	Add to List
	Remove from List

Next

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

The next screen is used to relate the Notice to the applicable Motion(s).

Highlight all choices like below   **OR**   Highlight "motion"

Select the category to which your event relates.

answer
appeal
audio
auditor
claims
cmp
court
crditcrd
misc
motion

Filed _____ to _____
Documents _____ to _____
Next Clear

Select the category to which your event relates.

answer
appeal
audio
auditor
claims
cmp
court
crditcrd
misc
motion

Filed _____ to _____
Documents _____ to _____
Next Clear

The next screen will list all documents in which you can choose to relate the Notice to.

☐ 03/27/2017 2269 ORDER Granting M
☐ 04/05/2017 2270 NOTICE of Fees Du
☐ 04/05/2017 2271 MOTION - test of ge
☐ 04/05/2017 2272 MOTION - test gene
☐ 04/11/2017   MEETING of Credit
           10:00 AM at Red Li
           98901. Last day to o
☐ 04/11/2017   MEETING of Credit
           at 10:00 AM at Red
           WA 98901. Last day
           (SYM)
☐ 04/12/2017 2273 CERTIFICATE of D
           the Chapter 13 Trust
☐ 04/12/2017 2274 MOTION for Relief
           Filed by Test EOAtt
           (EOAttorney, Test)

Select the applicable Motion(s) and click "**Next**".

The next screen will list the applicable motion(s) you can choose to relate the Notice to. Select the applicable Motion(s).

☐ 04/12/2017 2274 MOTION for Relief from Co-Debtor Stay as to
           Filed by Test EOAttorney on behalf of Custom A
           (EOAttorney, Test)
☐ 04/13/2017 2275 MOTION to Abandon as to painting supplies. Fi
☐ 04/14/2017 2276 APPLICATION to Have the Filing Fee Waived.
Next Clear
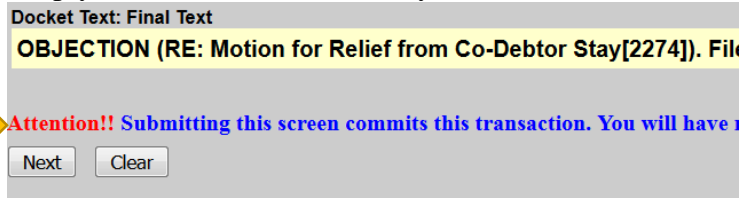
Select the applicable Motion(s) and click "**Next**".

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 Motion and Time to Object. Filed by Aeorder on behalf of Custom Apple Packers Inc (RE: Motion for Relief from Co

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

[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 4/17/2017 at 2:30 PM PDT and filed on 4/17/2017

Case Name: Jane Doe Test and Jon Doe Test
Case Number: 03-12000-FLK7
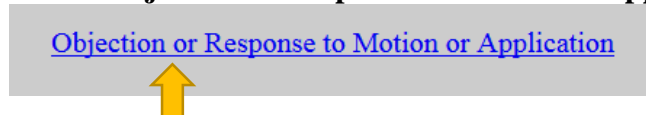**Document Number:** 2277

Docket Text:
NOTICE of Motion and Time to Object. Filed by Aeorder on behalf of Custom Apple Packers Inc (RE: Motion for F
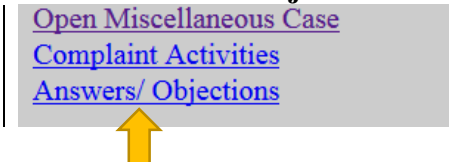
File an Objection

From the main page, select either "**Bankruptcy**" or "**Adversary**".

From the "**Bankruptcy**" menu,
select "**Objection or Response to Motion or Application**"   **OR**

Objection or Response to Motion or Application

From the "**Adversary**" menu,
select "**Answers/ Objections**"

Open Miscellaneous Case
Complaint Activities
Answers/ Objections

Type in the case number and click "**Next**".

Miscellaneous

Case Number

03-12000   Find This Case

Next   Clear

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 "objection". All available events with the word "objection" 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 your pleading.

Start typing the name of the event.

obj   Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)   **Selected Event**

Objection   Objection
Objection - to a motion/event not filed
Objection to Compensation
Objection to Confirmation of Plan
Objection to Exemptions
Request Statement of Grounds for Objection
Response to Objection to Claim
Withdraw Objection

Next   Clear

OR

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

Select the Party for whom 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.

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**".

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.

Filename
Browse... Objection.pdf
Attachments to Document: ● No ○ Yes

Next   Clear

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

Filename
Browse... Objection.pdf
Attachments to Document: ○ No ● Yes

Next   Clear

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
Browse... Exhibit A.pdf

2) Fill in the fields below.
Category   *and/or* **Description**
Exhibit   ▼   Loan Documentation

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

Add to List
Remove from List

Next

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

Exhibit A.pdf   Add to List
                       Remove from List

Next

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

The next screen is used to relate the Objection to the applicable Motion(s).

Highlight all choices like below   **OR**   Highlight "motion"

The next screen will list all documents in which you can choose to relate the Objection to.

The next screen will list the applicable motion(s) you can choose to relate the Objection to. Select the applicable Motion(s).

Select the applicable Motion(s) and click "**Next**".

Select the applicable Motion(s) and click "**Next**".

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

OBJECTION (RE: Motion for Relief from Co-Debtor Stay[2274]). Fil

Attention!! Submitting this screen commits this transaction. You will have

[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 4/17/2017 at 2:54 PM PDT and filed on 4/17/2017
Case Name: Jane Doe Test and Jon Doe Test
Case Number: 03-12000-FLK7
Document Number: 2278

Docket Text:
OBJECTION (RE: Motion for Relief from Co-Debtor Stay[2274]). Filed by Aeorder on behalf of Custom Apple Pac

Declaration of No Objections

From the main page, select either "**Bankruptcy**" or "**Adversary**"

From the "**Bankruptcy**" menu,
select "**Miscellaneous Activities**"

OR

From the "**Adversary**" menu,
select "**Notices & Misc Activities**"
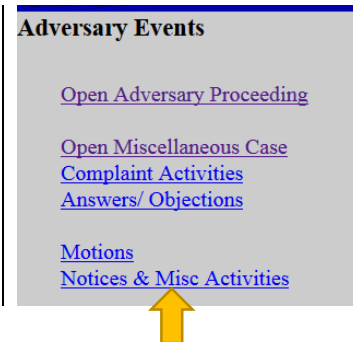
Type in the case number and click "**Next**"
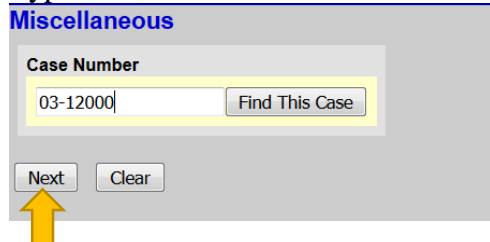
Either scroll down to "**Declaration of No Objections (text only)**" (**see the next page**) or start typing in the field provided. Select the event and click "**Next**" (the event to be filed will show on the right under "**Selected Events**")

Start typing and select "**Declaration of No Objections (text only)**"

OR
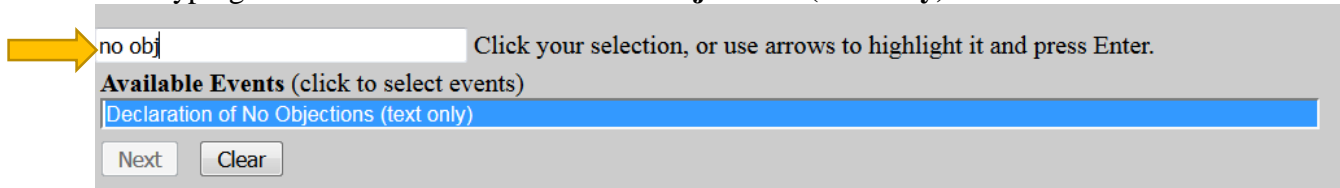
Scroll down and select "**Declaration of No Objections (text only)**"

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.

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**".

Enter the docket numbers to which the Declaration of No Objections relates to and click "**Next**".

Indicate if an objection was filed or if there was an objection filed and it was resolved and click "**Next**".

Was an objection filed?

○ No objection filed
○ Objection filed and resolved

[Next] [Clear]

The next screen allows you relate the Declaration of No Objections to the applicable Motion, Notice, and Certificate of Service you entered in a previous screen.

Highlight all choices
OR

Select the category to which your event relates.

answer
appeal
audio
auditor
claims
cmp
court
crditcrd
misc
motion

Filed [   ] to [   ]
Documents [   ] to [   ]
[Next] [Clear]

The next screen will list all documents you can choose to relate the Declaration of No Objections to.

☐ 02/23/2017 7 BNC Certifica
(Admin.)
☐ 02/23/2017 8 BNC Certifica
☐ 02/24/2017   Financial Man
☑ 03/09/2017 9 MOTION for
1ZVBP8FF5D
behalf of GES
☑ 03/09/2017 10 NOTICE of M
of GESA CRE
attachments) (
☑ 03/09/2017 11 CERTIFICAT
CREDIT UNI
Time to Objec
☐ 03/09/2017   RECEIPT of M
(181.00) Filin
Motion for Re
☐ 03/14/2017 12 PERSONAL F

Select the applicable Motion, Notice, and Certificate of Service and click "**Next**".

Highlight "motion", "notice", and "service"

Select the category to which your event relates.

crditcrd
misc
motion
notice
order
plan
service
trustee
utility
vCal

Filed [   ] to [   ]
Documents [   ] to [   ]
[Next] [Clear]

The next screen will list the applicable motions, notices, and certificate of services you can choose to relate the Declaration of No Objections to. Select the applicable Motion, Notice, and Certificate of Service.

☑ 03/09/2017 9 MOTION for F
1ZVBP8FF5D
behalf of GESA
☑ 03/09/2017 10 NOTICE of Mo
of GESA CRE
attachments) (S
☑ 03/09/2017 11 CERTIFICATE
CREDIT UNIO
Time to Object
[Next] [Clear]

Select the applicable Motion, Notice, and Certificate of Service and click "**Next**".

The next screen allows you to add additional text if needed. Click "**Next**" to continue.

Docket Text: Modify as Appropriate.

DECLARATION of No Objections [   ] **. Filer represents**
[10]), were served as documented in the Certificate of Service (Docket No. [11]
Object[10], Certificate of Service[11]). Filed by Test EOAttorney on behalf of (

[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

DECLARATION of No Objections . Filer represents to the Court, under penalty of perj
served as documented in the Certificate of Service (Docket No. [11]). No objections h
Time to Object[10], Certificate of Service[11]). Filed by Test EOAttorney on behalf of (

Attention!! Submitting this screen commits this transaction. You will have no further opportuni

[Next] [Clear]

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

Notice of Electronic Filing

The following transaction was received from Michael Siderius entered on 3/28/2017 at 11:18 AM PDT and filed on 3/28/2017
Case Name: Maria Adelina Cervantes
Case Number: 17-00440-FLK7
Document Number: 13

Docket Text:
DECLARATION of No Objections *as to 2013 Ford Mustang*. Filer represents to the Court, under penalty of perjury, that the Moti
(Docket No. [11]). No objections have been filed (RE: Motion for Relief from Stay[9], Notice of Motion and Time to Object[10], (

Upload an Order

From the main page, select either "**Bankruptcy**" or "**Adversary**"
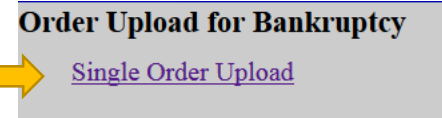

Select "**Order Upload**"   **THEN**   Select "**Single Order Upload**"

Type in the case number and click "**Next**"

PDF fillable forms must be printed to pdf prior to upload.

Case number 03-12000   Find This Case

Next   Clear

Relate the Order to the Motion you are requesting an order for and click "**Next**"

Related document number 9

Next   Clear

Select the order type from the drop-down box and click "**Next**". See the three examples below.

1. Ex Parte Order

Related document number: 9
Related document description: Motion for Relief from Stay

Order type   Ex Parte (No Hearing Required)
Note: If the related document is an amendment and the o

Hearing date

Next   Clear

2. Order from a Hearing already held

Related document number: 9
Related document description: Motion for Relief from Stay

Order type   Hearing Held
Note: If the related document is an amendment and the original

Hearing date 4/5/2017   1:30 PM

Next   Clear

3. Proposed Order for a Hearing to be held

Related document number: 9
Related document description: Motion for Relief from Stay

Order type   Hearing Scheduled (Spokane chambers only)
Note: If the related document is an amendment and the origi

Hearing date 4/7/2017   1:30 PM

Next   Clear

Browse and select the order (.pdf format) and click "**Next**". You may attach additional documents (.pdf format) to the Order if necessary, just click "**Yes**". See **File a Motion** for further instructions on added additional documents.

Filename
Browse... Proposed Order.pdf
Attachments to Document: ● No ○ Yes
_____

Next   Clear

This screen is confirmation of submission.

The new document Proposed Order.pdf was uploaded successfully on 4/7/2017 at 11:45 AM

Order type: Ex Parte (No Hearing Required)
17-00440-FLK7 Maria Adelina Cervantes

Related document number: 9
Related document description: Motion for Relief from Stay
Order ID: 24558

Do it again

Open an Adversary Proceeding

From the main page, select "**Adversary**""

From the "**Adversary**" menu, select "**Open Adversary Proceeding**"

The next screen confirms the Case Type and the Date filed. It defaults to "**Complaint**" – "**y**". Keep this default if you plan on filing the complaint pleading and click "**Next**".

Input the "Lead case number" in yy-nnnnn format. You may leave out the zeros before the 'nnnnn'. Click "**Next**" to continue.

The next screen confirms the Division the adversary case will be assigned based on the lead Bankruptcy case. Click "**Next**" to continue.

Start by searching for the plaintff by SSN, Tax ID/EIN, or name.

Search for a plaintiff

SSN / ITIN	[ ]	**Tax ID / EIN**	[ ]
Last/Business name	[ ]		
First Name	[ ]		
Middle Name	[ ]		

[Search] [Clear]

If the plaintiff appears on the "**Party search results**" with the same party information (correct full name and address), then you may select that party. Otherwise, select "**Create new party**" and **See Below**.

SSN / ITIN	[ ]	**Tax ID / EIN**	[ ]
Last/Business name	[ ]		
First Name	[ ]		
Middle Name	[ ]		

[Search] [Clear]

Party search results

```
Smith, J, 12 Main St, Manville, NJ
Smith, Bill D, 9898 Water Street, Spokane, WA
Smith, Dusty, 10402 4th, SPOKANE VALLEY, WA
Smith, Dusty, 10420 E 4th, SPOKANE VALLEY, WA
Smith, Janice, 123 Main Street, Spokane, WA
Smith, John, 123 Main Street, Spokane, WA
```

[Select name from list] [Create new party]

If you clicked on "**Select name from list**", then you have an opportunity to update the plaintiff's address. You must select a "**Role in Bankruptcy Case**" in order to continue. Click "**Submit**".

Plaintiff Information

Janice Smith   **SSN / ITIN:**xxx-xx-1234

Office	[ ]	**Address 1**	123 Main Street
Address 2	[ ]	**Address 3**	[ ]
City	Spokane	**State** WA **Zip**	99201
County	SPOKANE-WA (53063) ▾	**Country**	[ ]
Phone	[ ]	**Fax**	[ ]
E-mail	[ ]		

Party text [   ]

Role in Bankruptcy Case [▾]

[Add additional attorney...] [Alias...] [Corporate parent / affiliate...] [Review...]   Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

[Submit] [Cancel] [Clear]

Create a New Party

If you selected "**Create new party**", then on the next screen fill out the appropriate fields for the plaintiff. You must select a "**Role in Bankruptcy Case**" in order to continue. Click "**Submit**".

Plaintiff Information

Last name: Smith	First name:
Middle name:	Generation: Title:
SSN/ITIN: 999-99-9999	Tax Id/EIN: 12-1234567
Office:	Address 1:
Address 2:	Address 3:
City:	State: Zip:
County:	Country:
Phone:	Fax:
E-mail:	
Party text:	
Role in Bankruptcy Case:	

[Add additional attorney...] [Alias...] [Corporate parent / affiliate...] [Review...] Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

[Submit] [Cancel] [Clear]

You may continue the above process for additional plaintiffs. Once all plaintiffs are entered, click "**End plaintiff selection**".

Search for a plaintiff

SSN / ITIN	Tax ID / EIN
Last/Business name	
First Name	
Middle Name	

[Search] [Clear]

[End plaintiff selection]

Do the exact same process as above for all defendants. Click "**End defendant selection**" once all defendants are entered.

Search for a defendant

SSN / ITIN	Tax ID / EIN
Last/Business name	
First Name	
Middle Name	

[Search] [Clear]

On the next screen, select the "**Primary nature of suit**" and any secondary, third, etc. Many of the boxes default, but can be changed. For the "**Demand ($000)**", enter the demand in thousands. For example, if the demand is $100,000, enter "100". Click "**Next**" to continue.

Open an Adversary Proceeding

Party code: 3 U.S. not a Party	**Primary nature of suit**
	62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)
Rule 23 (class action): n	**Second nature of suit**
	67 (Dischargeability - 523(a)(4), fraud as fiduciary, embezzlement, larceny)
Jury demand: None	**Third nature of suit**
	68 (Dischargeability - 523(a)(6), willful and malicious injury)
Demand ($000): 100	**Fourth nature of suit**
	none
State law: n	**Fifth nature of suit**
	none

Next   Clear

The next screen is a reminder that the filing fee is to be paid electronically or to call the office to clear the fee if the plaintiff is the debtor in the main case. Click "**Next**" to continue.

REMINDER: AFTER FILING THIS COMPLAINT YOU MUST EITHER PAY THE FEE ELECTRONICALLY OR CALL THE OFFICE AT 509-458-5300 FOR CLEARING THE FEE IF IT IS A DEBTOR PLAINTIFF. OTHERWISE YOU WILL BE LOCKED OUT OF THE CM/ECF SYSTEM AFTER 24 HOURS.

Next   Clear

On the next screen, "Browse" for the .pdf of the petition and accompanying documents and click "**Next**". You may attach documents to this filing. Click **here** for instructions on adding attachments.

Filename
Browse...   No file selected.
Attachments to Document: ⦿ No ◯ Yes

Next   Clear

The next screen shows the filing fee that is due. Select "**Next**".

Open an Adversary Proceeding

Fee: $350

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.

Open an Adversary Proceeding

Docket Text: Final Text

COMPLAINT. Fee Amount $350. Nature of Suit: (62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)) (67 (Dischargeability - 523(a)(4), fraud as fiduciary, embezzlement, larceny)) (68 (Dischargeability - 523(a)(6), willful and malicious injury)) (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 4/24/2017 at 10:19 AM PDT and filed on 4/24/2017

Case Name:	Smith v. Name
Case Number:	17-80006
Document Number:	1
Case Name:	Debtor Name
Case Number:	17-00002-7
Document Number:	2

Docket Text:
Adversary case 17-80006. COMPLAINT. Fee Amount $350. Nature of Suit: (62 (Dischargeability - 523(a)(2), false prete larceny)) (68 (Dischargeability - 523(a)(6), willful and malicious injury)) (Aeorder)

Add/Create New Party

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

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

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**".

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:

Capital One, [Creditor]
Custom Apple Packers Inc, [Creditor]
Munding, Jo   Q [Trustee] (T)
Test, Jane D   [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

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 attor

☑ Custom Apple Packers Inc, (cr:cr) represented by EOAttorney, Test (aty)
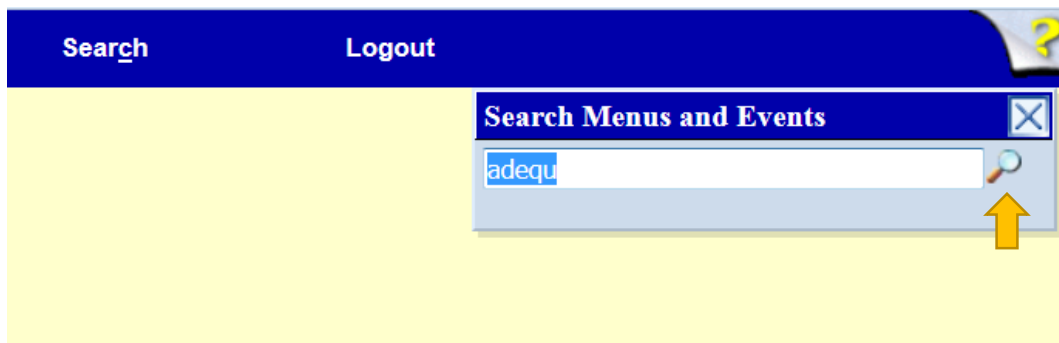Next   Clear

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.
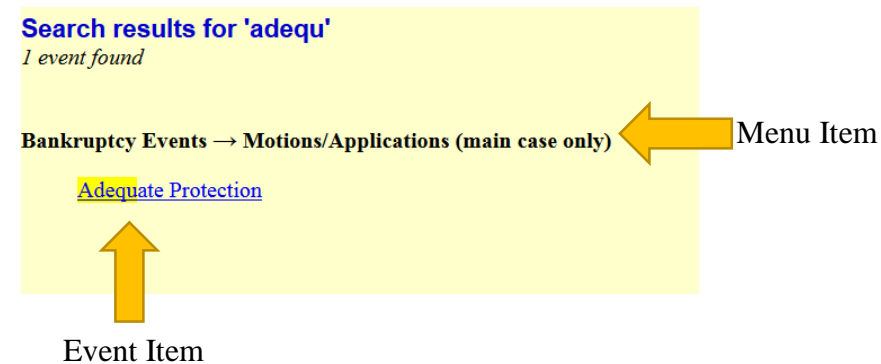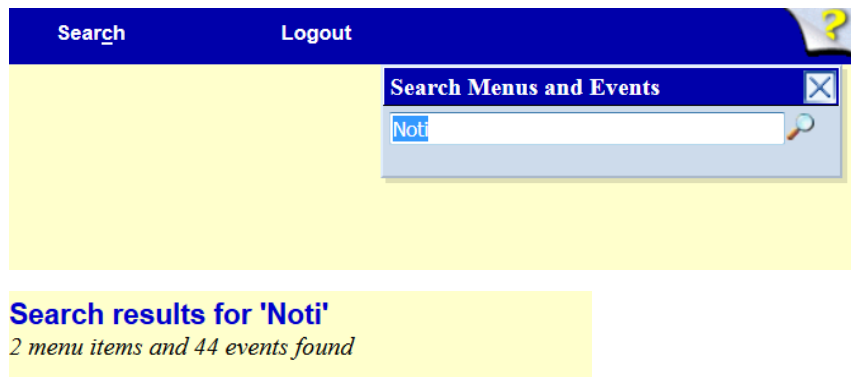
From the main page, select "**Search**".

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.
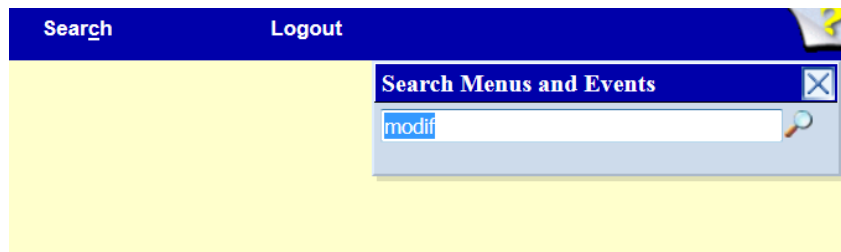

A list of all events that include this word will pop up.

Menu Item

Event Item

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.