

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

CM/ECF TRAINING GUIDE
For Debtor Attorneys

TABLE OF CONTENTS

Open a New Bankruptcy Case..... 2

Open an Adversary Proceeding 7

 Create a New Party 9

File a Motion 12

 Adding Attachments 14

File a Notice 17

File an Objection 22

Declaration of No Objections..... 27

Upload an Order 31

File an Application for Compensation..... 33

TIPS AND TRICKS

Add/Create New Party 38

Search Function 40

Open a New Bankruptcy Case

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



From the “**Bankruptcy**” menu, select “**Open Bankruptcy Case**”.



Select the Chapter you would like to file.

Select “y” if it is a Joint Petition.

Select “y” if there are deficiencies.

Click “**Next**”.

A screenshot of the bankruptcy case filing form. The form is a yellow box with the following fields: 'Case type bk' (text), 'Date filed' (text, showing '4/20/2017'), 'Chapter' (dropdown menu), 'Joint Petition' (dropdown menu, showing 'n'), and 'Deficiencies' (dropdown menu, showing 'n'). At the bottom are two buttons: 'Next' and 'Clear'.

In this example, a Chapter 7 Individual case is being filed with no deficiencies.

First, start by searching for the debtor by Social Security Number.

A screenshot of the 'Open a New Bankruptcy Case' search form. The form is a yellow box with the title 'Open a New Bankruptcy Case' in blue. Below the title is the text 'Search for a debtor'. There are four input fields: 'SSN / ITIN', 'Tax ID / EIN', 'Last/Business name', and 'First Name'. Below these is a 'Middle Name' field. At the bottom are two buttons: 'Search' and 'Clear'.

If the debtor 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**”.

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

Individual, Seven, PO Box A, Wenatchee, WA
Jobs, Steve, 123 E Main St, Spokane, WA
Montana, Helen, 4567 Prairie Lane, Walla Walla, WA
Name, Debtor, 101 test Address, Shamokin Dam, PA
Ramos, Mark, 717 S 6th Ave, Yakima, WA
Sample, Joseph Wayne, 10 South Main Street, Abington, MA

If you selected “**Create new party**”, then on the next screen fill out the appropriate fields for the debtor, including Aliases, etc. Click “**Submit**”.

Debtor Information

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="123-45-6789"/> <input type="button" value="Ⓜ"/> 999-99-9999	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
		Fax	<input type="text"/>
Party text	<input type="text"/>		

Add all aliases and corporate parents or affiliates before clicking the Submit button.

The case will automatically be assigned to the Divisional Office which is appropriate based on the debtor’s county. Click “**Next**”.

Open a New Bankruptcy Case

The Divisional Office assigned to this case is **Spokane/Yakima**

Enter the data below based off of the information found on debtor's petition.

If you plan on filing an application to pay the filing fee in installments or to waive the filing fee, be sure to change the default drop-down from "Paid" to the appropriate selection. Click "Next" when the information is completed.

[Open a New Bankruptcy Case](#)

Prior filing within last 8 years	yes ▾	Type of debtor	<input checked="" type="radio"/> Individual
Fee status	Paid ▾		<input type="radio"/> Corporation (includes LLC & LLP)
Nature of debt	▾		<input type="radio"/> Partnership
Asset notice	No ▾		<input type="radio"/> Other
Estimated number of creditors	▾	Nature of business	<input type="radio"/> Health Care Business
Estimated assets	▾		<input type="radio"/> Single Asset Real Estate
Estimated liabilities	▾		<input type="radio"/> Railroad
			<input type="radio"/> Stockbroker
			<input type="radio"/> Commodity Broker
			<input type="radio"/> Clearing Bank
			<input type="radio"/> None of the above
<input type="button" value="Next"/>		<input type="button" value="Clear"/>	

Enter the data below based off the information found on the debtor's Summary of Assets and Liabilities worksheet and click "Next".

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A/B,D,E/F,I,J,J-2, Current Monthly Income Found On Official Form B106 Summary of Schedules.

Summary of Assets and Liabilities and Certain Statistical Information			
Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule A/B - Total Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule D - Total Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Priority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Nonpriority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule I - Monthly Income	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule J - Monthly Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Nondischargeable Debt (Official Form 106Sum, 9g)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total nondischargeable debt is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Enter the data below based off the debtor Current Monthly Income worksheet and select “**Next**”. At this time, these statistics are not being required and you may click “Next” without completing the fields.

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

Form B122A-1

Line 1: Marital and filing status

Line 11: Total current monthly income Debtor Spouse

Line 13: Number of people in debtor's household

Line 13: Applicable median family income

Form B122A-1Supp

Line 1: Declaration of non-consumer debt ☐

Line 2: Disabled veteran ☐

Form B122A-2

Line 4: Adjusted current monthly income

National Standards

Line 6: Food, clothing and other items

Line 7c: Out-of-pocket health care allowance: people under 65 years of age

Line 7f: Out-of-pocket health care allowance: people 65 years of age or older

Local Standards

Line 8: Housing and utilities; insurance and operating expenses

Line 9c: Housing and utilities; Net mortgage or rent expense

Line 11: Local transportation expenses: number of vehicles

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.

Open a New Bankruptcy Case

Filename

Petition.pdf

Attachments to Document: ☒ No ☐ Yes

Select one of the options regarding Presumption of Abuse and click “**Next**”.

Presumption of Abuse

The next screen is a reminder that if you are not paying the fee in full with the filing of the petition, you must file either an Application to Pay Filing Fees in Installments (Form B3A) or an Application to Waive Chapter 7 Filing Fee. Select “**Next**”.

Petitions paid in installments must be accompanied by an Application to Pay Filing Fees in Installments (Form B3A). Pursuant to LBR 1006-1, \$75.00 of the filing fee shall be due at the time the petition is filed.

Petitions requesting an IFP Must be Accompanied by an Application to Waive Chapter 7 Filing Fee.

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

Fee: \$335

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

CHAPTER 7 Voluntary Petition and Accompanying Documents Individual, Fee Amount \$335. (Aeorder)

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

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

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Aeorder entered on 4/20/2017 at 3:00 PM PDT and filed on 4/20/2017

Case Name: Debtor Name

Case Number: [17-00002-7](#)

Document Number: [1](#)

Docket Text:

CHAPTER 7 Voluntary Petition and Accompanying Documents Individual, Fee Amount \$335. (Aeorder)

Open an Adversary Proceeding

From the main page, select “Adversary”



From the “Adversary” menu, select “Open Adversary Proceeding”

Adversary Events

[Open Adversary Proceeding](#)
[Open Miscellaneous Case](#)
[Complaint Activities](#)
[Answers/Objections](#)
[Order Upload](#)
[Motions](#)
[Notices & Misc Activities](#)

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”.

Open an Adversary Proceeding

Case type ap
Date filed 4/24/2017
Complaint y ▼

Input the “Lead case number” in yy-nnnnn format. You may leave out the zeros before the ‘nnnnn’. Click “Next” to continue.

Open an Adversary Proceeding

Lead case number 17-2
Association type Adversary ▼

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

Case is assigned to **Spokane/Yakima** Division based on the lead Bankruptcy case 17-00002-7.

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

Search for a plaintiff

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="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	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
Party search results			
<div>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</div>			
<input type="button" value="Select name from list"/> <input type="button" value="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	<input type="text"/>	Address 1	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="Spokane"/>	State	<input type="text" value="WA"/>
County	<input type="text" value="SPOKANE-WA (53063)"/>	Zip	<input type="text" value="99201"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Party text <input type="text"/>			
Role in Bankruptcy Case <input type="text"/>			
<input type="button" value="Add additional attorney..."/> <input type="button" value="Alias..."/> <input type="button" value="Corporate parent / affiliate..."/> <input type="button" value="Review..."/>			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>			

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

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	<input type="text" value="Smith"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text" value="999-99-9999"/>	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text"/>
City	<input type="text"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text"/>
Phone	<input type="text"/>	Zip	<input type="text"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
		Fax	<input type="text"/>

Party text

Role in Bankruptcy Case

Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.

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

Search for a plaintiff

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

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	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text"/>		
First Name	<input type="text"/>		
Middle Name	<input type="text"/>		

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

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.

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
 No file selected.

Attachments to Document: ☒ No ☐ Yes

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

[Open an Adversary Proceeding](#)

Fee: \$350

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?

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:

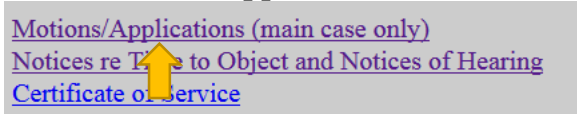
Adversary case 17-80006. COMPLAINT. Fee Amount \$350. Nature of Suit: (62 (Dischargeability - 523(a)(2), false prete larceny)) (68 (Dischargeability - 523(a)(6), willful and malicious injury)) (Aeorder)

File a Motion

From the main page, select either “**Bankruptcy**” or “**Adversary**”



From the “**Bankruptcy**” menu, select “**Motions/Applications (main case only)**”

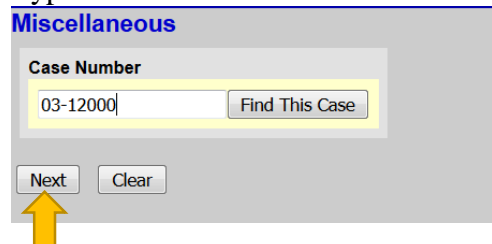


OR

From the “**Adversary**” menu, select “**Motions**”



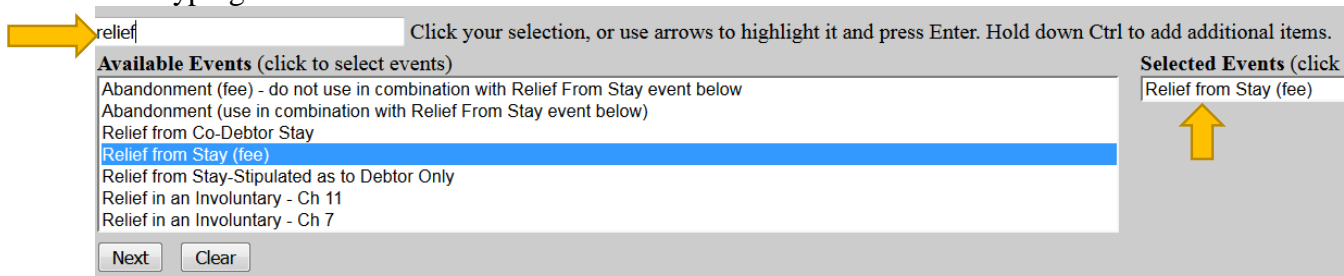
Type in the case number and click “**Next**”



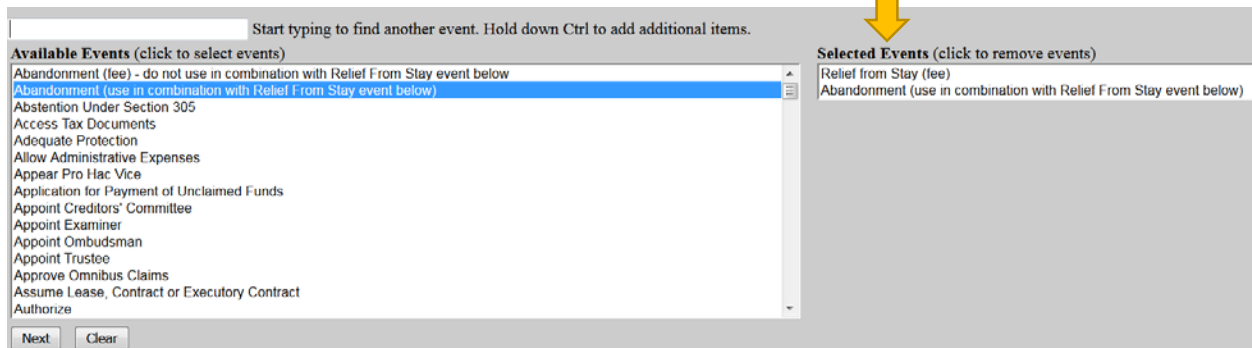
Either scroll down to the event you would like to file (**see the next page**) or start typing in the field provided key words, such as “relief”. All available events with the word “relief” will be provided. Select the event* and click “**Next**” (the event to be filed will show on the right under “**Selected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



*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)

- Abandonment (fee) - do not use in combination with Relief From Stay event below
- Abandonment (use in combination with Relief From Stay event below)
- Abstention Under Section 305
- Access Tax Documents
- Adequate Protection
- Allow Administrative Expenses
- Appear Pro Hac Vice
- Application for Payment of Unclaimed Funds
- Appoint Creditors' Committee
- Appoint Examiner
- Appoint Ombudsman
- Appoint Trustee
- Approve Omnibus Claims
- Assume Lease, Contract or Executory Contract
- Authorize

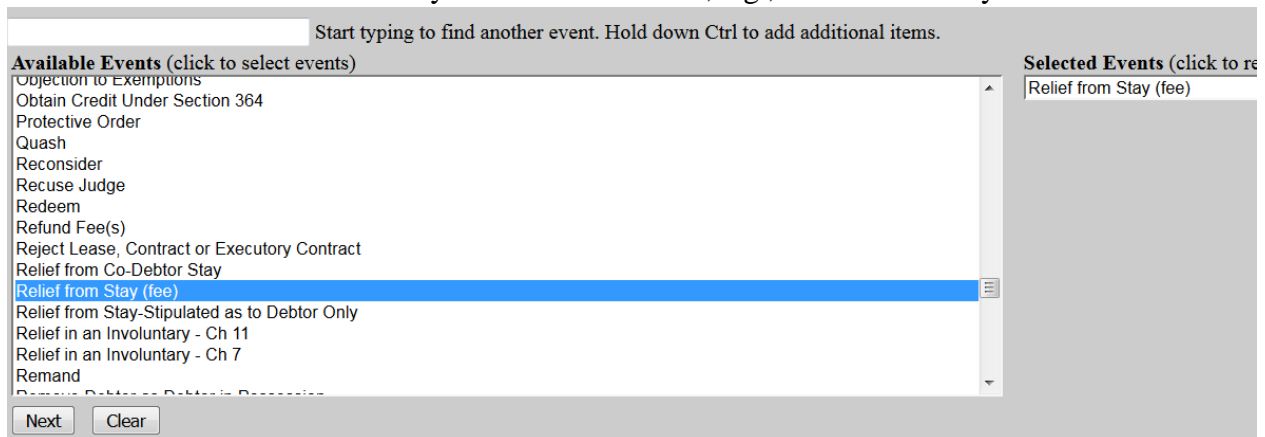
Selected Events (click to remove events)

- Relief from Stay (fee)
- Abandonment (use in combination with Relief From Stay event below)

Next Clear

OR

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



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

Available Events (click to select events)

- Objection to Exemptions
- Obtain Credit Under Section 364
- Protective Order
- Quash
- Reconsider
- Recuse Judge
- Redeem
- Refund Fee(s)
- Reject Lease, Contract or Executory Contract
- 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
- Remand
- Remove Debtor as Debtor in Possession

Selected Events (click to remove events)

- Relief from Stay (fee)

Next Clear

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**”.

If this MOTION contains Notice pursuant to LBR 2002-1(a) Type the word Notice below. Please leave it blank if PDF is only the motion.



Notice

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.

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

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.

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

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.

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

Exhibit A.pdf

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)?

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)

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.

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**

[Motions/Applications \(main case only\)](#)
[Notices re Time to Object and Notices of Hearing](#)
[Certificate of Service](#)

From the “**Adversary**” menu, select “**Notices & Misc Activities**”

[Motions](#)
[Notices & Misc Activities](#)

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

A screenshot of the 'Miscellaneous' case search form. It has a title 'Miscellaneous' in blue. Below it is a 'Case Number' label and a text input field containing '03-12000'. To the right of the input field is a 'Find This Case' button. Below the input field are two buttons: 'Next' and 'Clear'. A yellow arrow points to the 'Next' button.

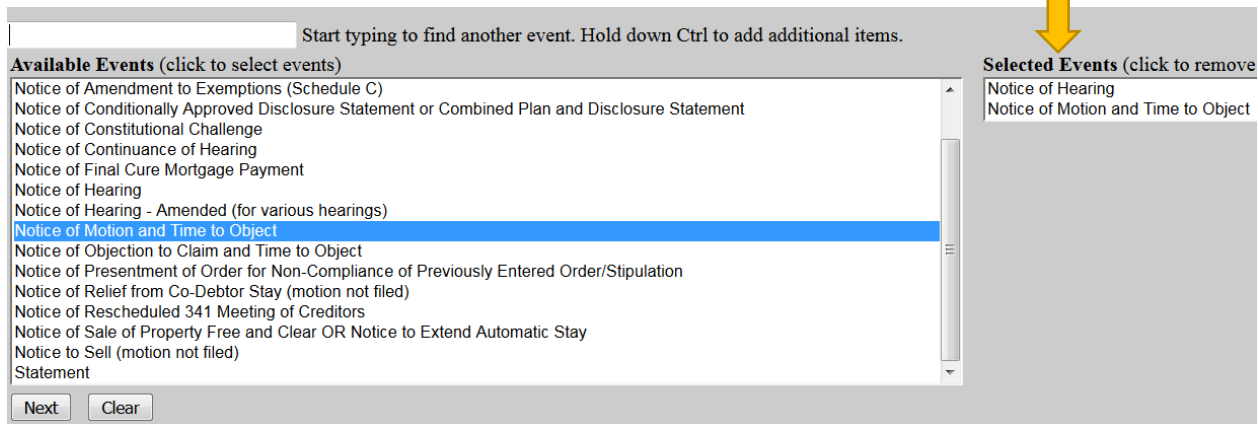
Either scroll down to the event you would like to file (**see the next page**) or start typing in the field provided key words, such as “relief”. All available events with the word “hearing” will be provided. Select the event* and click “**Next**” (the event to be filed will show on the right under “**Selected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

- **Note:** The events selected should match your pleading.

Start typing the name of the event.

A screenshot of the event selection interface. At the top, there is a search field with the text 'hear' and a prompt: 'Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.' Below the search field is a list of 'Available Events (click to select events)'. The list contains three items: 'Notice of Continuance of Hearing', 'Notice of Hearing' (which is highlighted in blue), and 'Notice of Hearing - Amended (for various hearings)'. Below this list are 'Next' and 'Clear' buttons. To the right of the 'Available Events' list is a section titled 'Selected Events (click to remove events)'. It contains one item: 'Notice of Hearing'. A yellow arrow points to this item.

*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 Amendment to Exemptions (Schedule C)
- 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

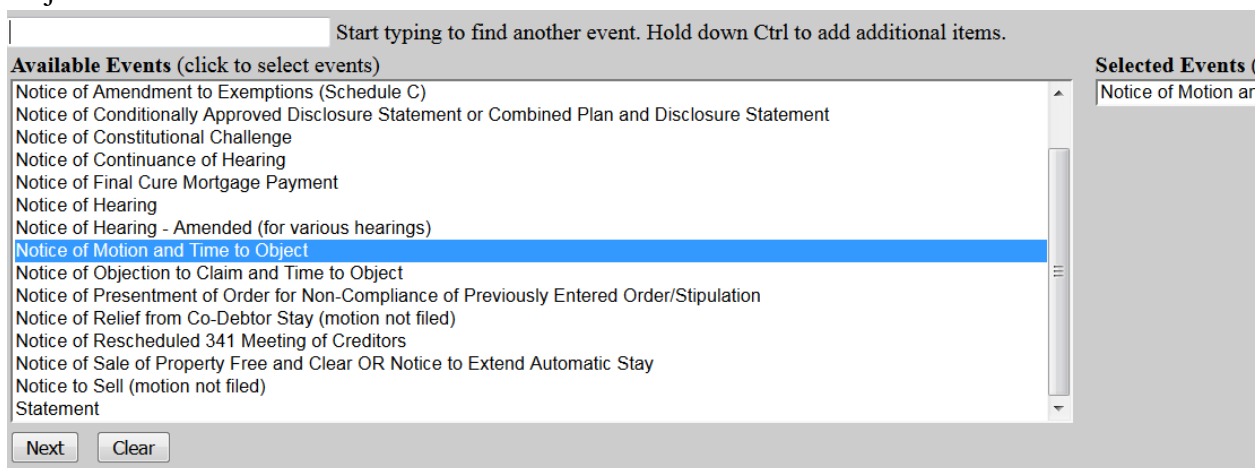
Selected Events (click to remove)

- Notice of Hearing
- Notice of Motion and Time to Object

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)

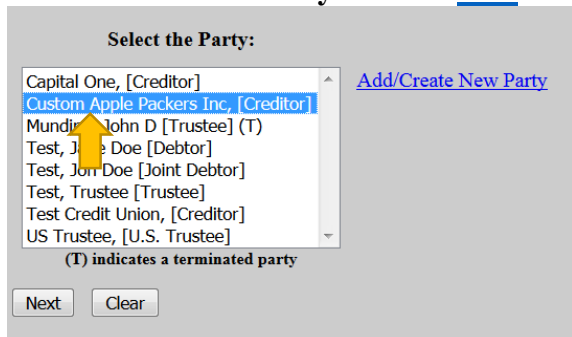
- Notice of Amendment to Exemptions (Schedule C)
- Notice of Conditionally Approved Disclosure Statement or Combined Plan and Disclosure Statement
- Notice of Constitutional Challenge
- Notice of Continuance of Hearing
- Notice of Final Cure Mortgage Payment
- Notice of Hearing
- Notice of Hearing - 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

Selected Events (click to remove)

- Notice of Motion ar

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]**
- Mundip, John D [Trustee] (T)
- Test, John Doe [Debtor]
- Test, John 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 attorney

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

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
 Notice.pdf

Attachments to Document: ☒ No ☐ Yes

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

Filename
 Notice.pdf

Attachments to Document: ☐ No ☒ Yes

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
 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.

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.

A screenshot of a web form. At the top, there is a text input field containing "Exhibit A.pdf". To the right of this field are two buttons: "Add to List" and "Remove from List". Below the text field is a "Next" button.

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

A screenshot of a web form titled "Select the category to which your event relates." Below the title is a dropdown menu with the following options: answer, appeal, audio, auditor, claims, cmp, court, crditcrd, misc, and motion. The "motion" option is highlighted in blue. Below the dropdown menu are two sets of input fields: "Filed" followed by a date picker, and "Documents" followed by a text input field. At the bottom are "Next" and "Clear" buttons.

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

A screenshot of a list of documents. Each item consists of a checkbox, a date, a document number, and a title. The items are:
- ☐ 03/27/2017 2269 ORDER Granting M
- ☐ 04/05/2017 2270 NOTICE of Fees Du
- ☐ 04/05/2017 2271 MOTION - test of g
- ☐ 04/05/2017 2272 MOTION - test gene
- ☐ 04/11/2017 MEETING of Credit
- ☐ 04/11/2017 MEETING of Credit
- ☐ 04/12/2017 2273 CERTIFICATE of D
- ☐ 04/12/2017 2274 MOTION for Relief

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

OR Highlight "motion"

A screenshot of a web form titled "Select the category to which your event relates." Below the title is a dropdown menu with the same options as the previous screenshot. The "motion" option is highlighted in blue. Below the dropdown menu are two sets of input fields: "Filed" followed by a date picker, and "Documents" followed by a text input field. At the bottom are "Next" and "Clear" buttons.

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


A screenshot of a list of motions. Each item consists of a checkbox, a date, a document number, and a title. The items are:
- ☐ 04/12/2017 2274 MOTION for Relief from Co-Debtor Stay as to
- ☐ 04/13/2017 2275 MOTION to Abandon as to painting supplies. Fi
- ☐ 04/14/2017 2276 APPLICATION to Have the Filing Fee Waived.

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.

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:

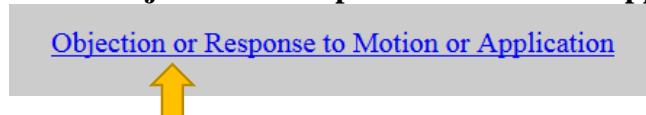
NOTICE of Motion and Time to Object. Filed by Aeorder on behalf of Custom Apple Packers Inc (RE: Motion for F

File an Objection

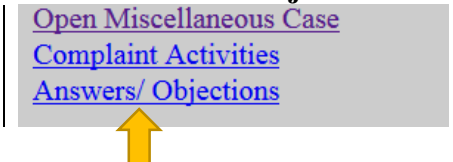
From the main page, select either “**Bankruptcy**” or “**Adversary**”.



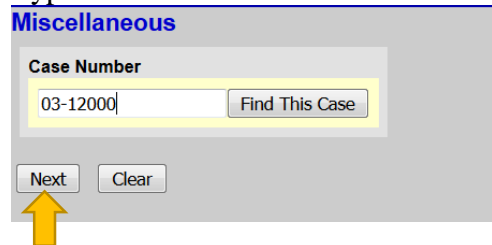
From the “**Bankruptcy**” menu, select “**Objection or Response to Motion or Application**” **OR**



From the “**Adversary**” menu, select “**Answers/ Objections**”



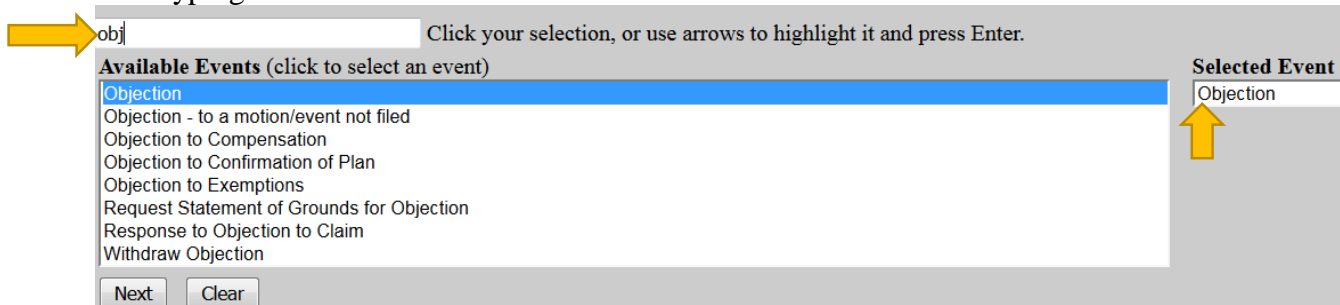
Type in the case number and click “**Next**”.



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 “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.



OR

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

Available Events (click to select an event)	Selected Event
Answer to Involuntary Petition	Response
Objection	
Objection - to a motion/event not filed	
Objection to Compensation	
Objection to Confirmation of Plan	
Objection to Exemptions	
Reply	
Request Statement of Grounds for Objection	
Response	
Response to Objection to Claim	
Withdraw Objection	

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.

Select the Party:

Capital One, [Creditor]	Add/Create New Party	
Custom Apple Packers Inc., [Creditor]		
Mundip, John D [Trustee] (T)		
Test, John Doe [Debtor]		
Test, John Doe [Joint Debtor]		
Test, Trustee [Trustee]		
Test Credit Union, [Creditor]		
US Trustee, [U.S. Trustee]		
(T) indicates a terminated 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

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

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.

The screenshot shows a web form with a grey background. At the top, the label "Filename" is in bold. Below it is a "Browse..." button followed by the text "Objection.pdf". Underneath, the text "Attachments to Document:" is followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

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

The screenshot shows a web form with a grey background. At the top, the label "Filename" is in bold. Below it is a "Browse..." button followed by the text "Objection.pdf". Underneath, the text "Attachments to Document:" is followed by two radio buttons: "No" and "Yes" (which is selected). At the bottom of the form, there are two buttons: "Next" and "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.

The screenshot shows a web form with a grey background. At the top, the text "Select one or more attachments." is in bold. Below it, the instruction "1) Select the PDF document that contains the attachment." is followed by the label "Filename" in bold. Underneath is a "Browse..." button followed by the text "Exhibit A.pdf". Below this, the instruction "2) Fill in the fields below." is followed by two fields: "Category" (a dropdown menu with "Exhibit" selected) and "and/or Description" (a text input field with "Loan Documentation" entered). Below these fields, the instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1." is followed by a list box containing "Exhibit A.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom of the form, there is a "Next" button.

The screenshot shows a web form with a grey background. At the top, the instruction "3) Add the filename to the list box below. If you have more attachments, go back to Step 1." is followed by a list box containing "Exhibit A.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom of the form, there is a "Next" button.

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

Select the category to which your event relates.

answer
appeal
audio
auditor
claims
cmp
court
creditr
misc
motion

Filed [] to []

Documents [] to []

Next Clear

OR

Highlight “motion”

Select the category to which your event relates.

answer
appeal
audio
auditor
claims
cmp
court
creditr
misc
motion

Filed [] to []

Documents [] to []

Next Clear

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

☐ 03/27/2017 2269 ORDER Granting M

☐ 04/05/2017 2270 NOTICE of Fees Du

☐ 04/05/2017 2271 MOTION - test of g

☐ 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 Objection 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
(EOAttorney, Test)


☐ 04/13/2017 2275 MOTION to Abandon as to painting supplies. F

☐ 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

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

Attention!! Submitting this screen commits this transaction. You will have no further opportunities to modify this submission.

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**”

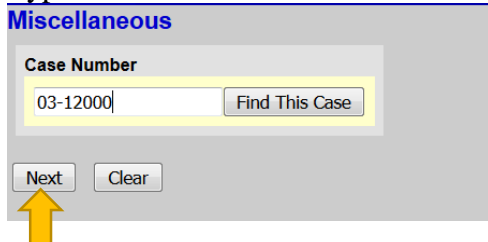


OR

From the “**Adversary**” menu, select “**Notices & Misc Activities**”

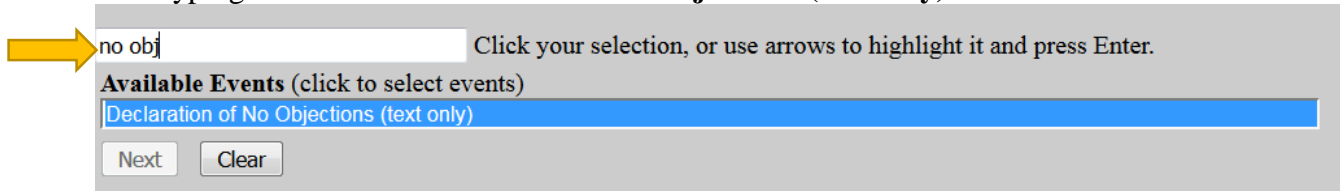


Type in the case number and click “**Next**”



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)**”

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

Available Events (click to select events)

- Declaration of No Objections (text only)
- Designation of Servicing Agent-Chapter 13 Case
- Domestic Support Obligation Certification (plan completed)
- Election
- Equity Security Holders List
- Examiner's Report
- FRCP 26 Initial Disclosures/ Written Report
- Final Report by Debtor
- Initial Statement of Eviction Judgment (Form 101A)

Selected Events (click to remove events)

- 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.

Select the Party:

Capital One, [Creditor]
Custom Apple Packers Inc, [Creditor]
Mundip, John D [Trustee] (T)
Test, John Doe [Debtor]
Test, John 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 attorney

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

Next Clear

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

Enter the docket number of the Motion: 9

Enter the docket number of the Notice: 10

Enter the docket number of the Certificate of Service: 11

Next Clear

Indicate if an objection was filed or if there was an objection filed and it was resolved and click “Next”.

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

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

Select the applicable Motion, Notice, and Certificate of Service and click “Next”.

Highlight “motion”, “notice”, and “service”

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.

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 [10]

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 perjury, that the Motion for Relief from Stay[9], Notice of Motion and Time to Object[10], Certificate of Service[11]). No objections have been filed (RE: Motion for Relief from Stay[9], Notice of Motion and Time to Object[10], Certificate of Service[11]). Filed by Test EOAttorney on behalf of [10]

 **Attention!! Submitting this screen commits this transaction. You will have no further opportunities to modify the submission.**

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 Motion for Relief from Stay[9], Notice of Motion and Time to Object[10], Certificate of Service[11]). No objections have been filed (RE: Motion for Relief from Stay[9], Notice of Motion and Time to Object[10], Certificate of Service[11]). Filed by Test EOAttorney on behalf of [10]

Upload an Order

From the main page, select either “**Bankruptcy**” or “**Adversary**”

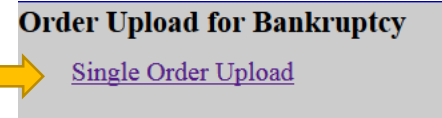


Select “**Order Upload**”



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

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

Related document number

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

Note: If the related document is an amendment and the original is not, select "Amendment" in the "Order type" dropdown.

Hearing date

2. Order from a Hearing already held

Related document number: 9

Related document description: Motion for Relief from Stay

Order type

Note: If the related document is an amendment and the original is not, select "Amendment" in the "Order type" dropdown.

Hearing date

3. Proposed Order for a Hearing to be held

Related document number: 9

Related document description: Motion for Relief from Stay

Order type

Note: If the related document is an amendment and the original is not, select "Amendment" in the "Order type" dropdown.

Hearing date

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
 Proposed Order.pdf

Attachments to Document: ☒ No ☐ Yes

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](#)

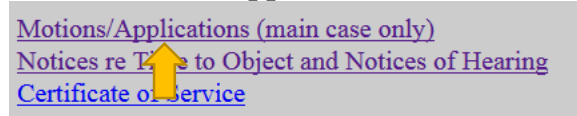
[Do it again](#)

File an Application for Compensation

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



From the “**Bankruptcy**” menu, select “**Motions/Applications (main case only)**”



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

A screenshot of the 'Miscellaneous' section of the ECF system. It features a 'Case Number' input field with the text '03-12000' entered. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a yellow arrow pointing upwards to it.

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 “compe”. All available events with the phrase “compe” will be provided. Select the event and click “**Next**” (the event to be filed will show on the right under “**Selected Events**”)

Start typing the name of the event.

A screenshot of the event selection interface. At the top, there is a search input field with the text 'compe' entered. To the right of the input field is a prompt: 'Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.' Below the input field is a list of 'Available Events (click to select events)'. The list contains four items: 'Compel', 'Compensation Professional Fees (Ch 11 insider salaries)', 'Compensation for Services Rendered & Reimbursement of Expenses (LF 2016)', and 'Compensation for Services Rendered & Reimbursement of Expenses - Amended (LF 2016)'. The third item is highlighted in blue. Below the list are 'Next' and 'Clear' buttons. To the right of the list is a section for 'Selected Events (click to remove events)'. It currently contains one item: 'Compensation for Services Rendered & Reimbursement of Expenses (LF 2016)'. A yellow arrow points upwards to this selected event.

OR

Scroll down and select the event you would like to file, e.g., Compensation for Services Rendered & Reimbursement of Expenses (LF2016).

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

Available Events (click to select events)	Selected Events (click to remove events)
Claims - Reclassify Clarification Compel Compensation Professional Fees (Ch 11 insider salaries) Compensation for Services Rendered & Reimbursement of Expenses (LF 2016) Compensation for Services Rendered & Reimbursement of Expenses - Amended (LF 2016) Compromise Confirm No Automatic Stay in Effect Consolidate Cases - Main Case Consolidate Proceedings - Adversary Consolidate for Hearing Contempt Continue (not to continue a hearing) Continue Hearing or Trial Continue Meeting of Creditors	Compensation for Services Rendered & Reimbursement

Next Clear

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

If this MOTION contains Notice pursuant to LBR 2002-1(a) Type the word Notice below. Please leave it blank if PDF is only the motion.

Notice

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]	Add/Create New Party
Custom Apple Packers Inc, [Creditor]	
Munding, John D [Trustee] (T)	
Test, Jane Doe [Debtor]	
Test, Jon Doe [Joint Debtor]	
Test, Trustee [Trustee]	
Test Creditor 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. De-selecting a party filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

☒ Test, Jane Doe(pty:db) represented by Aeorder, (aty)

☒ Test, Jon Doe(pty:jdb) represented by Aeorder, (aty)

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

Application for Compensation.pdf

Attachments to Document: ☒ No ☐ Yes

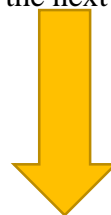
If you have attachments to the document, select the “Yes” radio button.

Filename

Application for Compensation.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,

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”.

A warning screen appears, click “**Next**” to continue.

Attn - If the party you represent is NOT applying for fees, DO NOT click the box Filer under their name.

The “**Filer**” checkbox is defaulted checked for the filer who is the applicant. Select the “**Type**”, fill in the date range, and the “**Fee request**” and “**Expense request**”. Click “**Next**” to continue. You may leave all the other fields blank although a dialog box pops up with a warning that fields are blank. Click “**OK**” on each dialog box to continue.

Applicant Aeorder <input checked="" type="checkbox"/> Filer From 2/6/2017 Fee request \$ 2000	Type Debtor's Attorney To 4/26/2017 Expense request \$ 200
Applicant Jane Doe Test <input type="checkbox"/> Filer From Fee request \$	Type To Expense request \$
Applicant Jon Doe Test <input type="checkbox"/> Filer From Fee request \$	Type To Expense request \$

Next Clear

The next screen has a drop-down box that will be provided and you may select any of the options if applicable. Click “**Next**” to continue.

Docket Text: Modify as Appropriate.

▼ APPLICATION for Award of Compensation for Services Rendered and Reimbursement of Expenses (LF 2016) for Aeorder , Debtor's Attorney, Period: 2/6/2017 to 4/26/2017, Fee: \$2000, Expenses: \$200. and Notice. Filed by Aeorder . (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

APPLICATION for Award of Compensation for Services Rendered and Reimbursement of Expenses (LF 2016) for Aeorder, Debtor's Attorney, Period: 2/6/2017 to 4/26/2017, Fee: \$2000, Expenses: \$200. and **Notice**. Filed by Aeorder. (Aeorder)

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 4/26/2017 at 3:00 PM PDT and filed on 4/26/2017

Case Name: Jane Doe Test and Jon Doe Test

Case Number: [03-12000-FLK7](#)

Document Number: [2279](#)

Docket Text:

APPLICATION for Award of Compensation for Services Rendered and Reimbursement of Expenses (LF 2016) for Aeorder, Debtor's Attorney, Period: 2/6/2017 to 4/26/2017, Fee: \$2000, Expenses: \$200. and **Notice**. Filed by Aeorder. (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:

<ul style="list-style-type: none"> 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] <p>(T) indicates a terminated party</p>	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

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

Next Clear

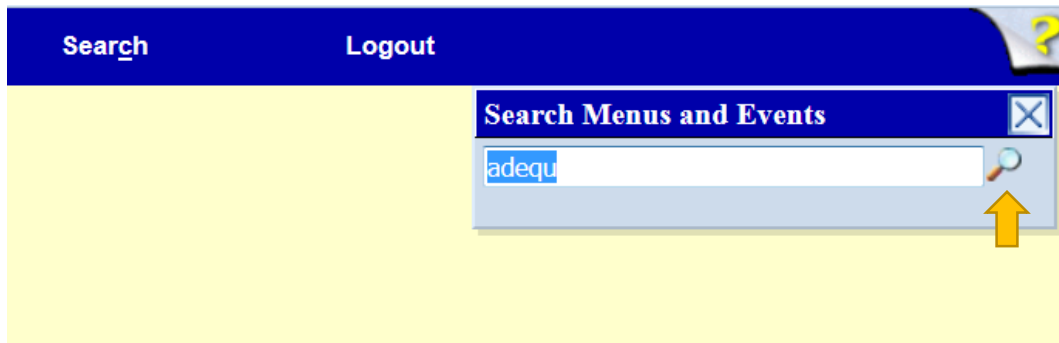
Search Function

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

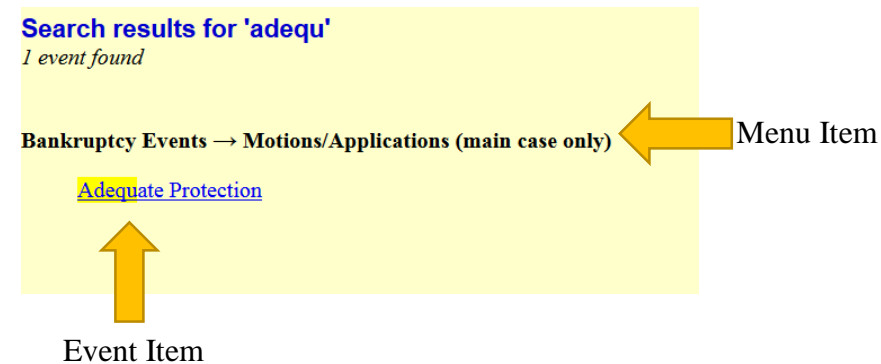
From the main page, select “**Search**”.



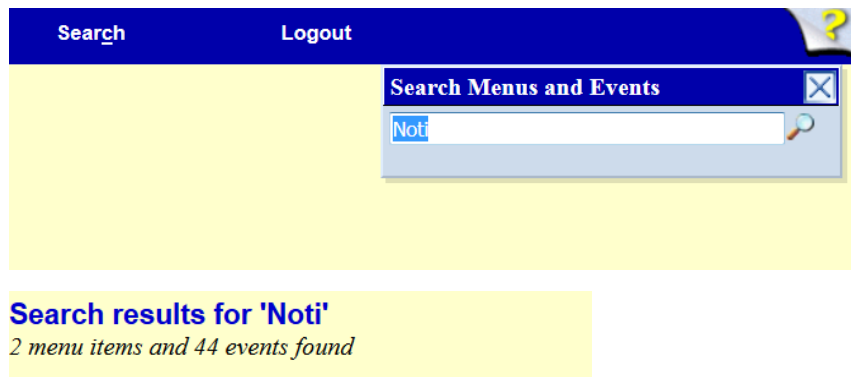
A text box pops up on the right hand side. Begin typing any key words you would like to search for and push “Enter” on the keyboard or click on the eyeglass icon to the right.



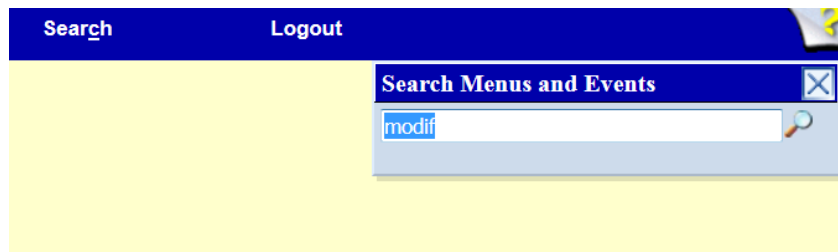
A list of all events that include this word will pop up.



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](#)