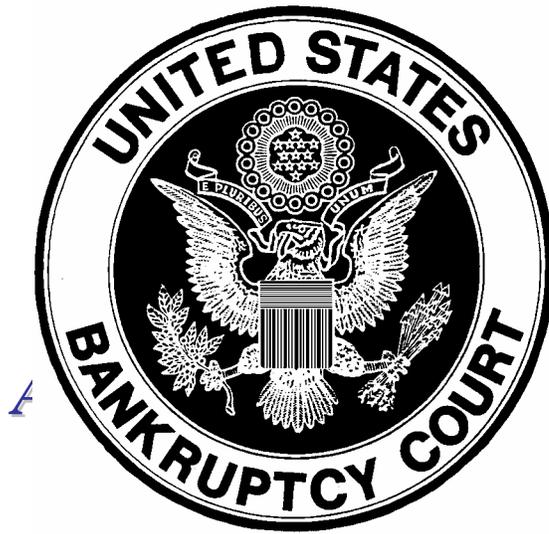


U.S. BANKRUPTCY COURT CENTRAL DISTRICT OF ILLINOIS



Case Management/Electronic Case Filing (CM/ECF)

Notes

Table Of Contents

<i>Welcome to Case Management/Electronic Case Filing (CM/ECF)</i>	4
<i>Opening a New Bankruptcy Case (All Attorney-filers)</i>	5
<i>Step 1- Enter Parties and Upload Petition</i>	6
<i>Step 2- Uploading the Creditor Matrix</i>	30
<i>Step 3 - Uploading the Statement of Social Security Numbers (Form B-21)</i>	36
<i>Step 4 - Running the Automatic Judge/Trustee Assignment</i>	43
<i>Case Upload</i>	44
<i>Motion to Avoid Lien and Order (Debtor's-Attorney)</i>	47
<i>Uploading an Order</i>	56
<i>Motion for Relief From Stay (Creditor's Attorney)</i>	62
<i>Proofs of Claim (Creditor's Attorney)</i>	74
<i>Opening an Adversary Case (Creditor-Attorney)</i>	85
<i>Reports and Queries (All Attorney-filers)</i>	107
<i>Maintaining User Accounts (All Users)</i>	115
<i>Logging Out</i>	121
<i>Where to Get Help</i>	123

Review and discussion of Take-home Exercise(s)

Welcome to Case Management/Electronic Case Filing (CM/ECF)

Today's course is not intended to be an all-inclusive course for all situations- rather it is designed to present an overview of the system and allow you to become comfortable with CM/ECF. (A list of resources for getting help after today's session appears at the back of this manual and on the inside-front cover of your folder.)

We will intentionally bypass some sections of the class materials used today. Certain segments are targeted toward Creditor's Attorney or Debtor's Attorney filings. Identical course materials will be used in each of the Debtor's Attorney & Creditor's Attorney classes with emphasis on one or the other role. Attorneys may wish to attend both Debtor's Attorney and Creditor's Attorney training sessions, or simply refer to the materials for the session missed. Attorneys are required to complete one of the take-home exercises in the back of this folder (Debtor-attorney or Creditor-attorney), but may want to complete both exercises if they will be representing both Debtors and Creditors. Materials in this folder will present all the steps you need to perform those exercises.

You are welcome to review and practice sections not covered today using the CM/ECF Training Database from your office or home.

A Court Trainer will conduct today's session with the assistance of 1-2 Case Administrators. Feel free to ask questions as they arise, although some questions may need to be deferred until after the session due to time constraints. ***Note:** In some cases your screen may differ slightly from some of the illustrations presented here.*

Accessing CM/ECF (Training) Database

The CM/ECF (training) database can be accessed at the following Web address: <https://ecf-train.ilcb.uscourts.gov/>

CM/ECF works best with Netscape Communicator Version 4.79 (We covered how to check your version of Web Browser in the morning session). See our Web site for more information on Hardware/Software specifications.

Opening a New Bankruptcy Case (All Attorney-filers)

Note: Many Debtor-attorneys use some form of petitioning software package. Many of these petitioning software packages have 'Case Upload' and/or 'One-touch Case Upload' functionality. Depending on your particular software, Case Upload may not work for cases that are deficient (i.e. do not have all required schedules). The following illustrations open a new bankruptcy case using CM/ECF directly rather than focusing on any particular petitioning software-, which will work in all cases (deficient or not).

Opening a new bankruptcy case in CM/ECF is a four-step process consisting of:

1. Adding all parties and uploading the petition.
2. Uploading the Creditor Matrix
3. Uploading the Statement of Social Security Numbers (Form B-21)
4. Running the Auto Judge/Trustee Assignment Feature

In the following example, we will be representing the Joint Debtors William and Mary Johnston. A copy of the petition is in the front of this folder for reference.

Step 1- Enter Parties and Upload Petition

Using Netscape Navigator 4.79, go to the court's CM/ECF Training Website that can be found at <https://ecf-train.ilcb.uscourts.gov/> (This is the 'practice' database- the 'live' database link will be mailed to you with your 'live login' once you've successfully completed the take-home practice exercises after training.)

CM/ECF login screen

CM/ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.79

Type your login and password, then Click “Login”

Initially, your Login has been set up as the first letter of your first name followed by the first 3 letters of your last name- ALL LOWER CASE. (E.g. Robert Smith would login as rsmi). Your password has been set up initially as your login followed by 123. (Robert Smith's Password would be rsmi123). We will learn how to change your password later.

The first screen presented is the main CM/ECF screen. Notice the Blue title Bar across the top of the screen

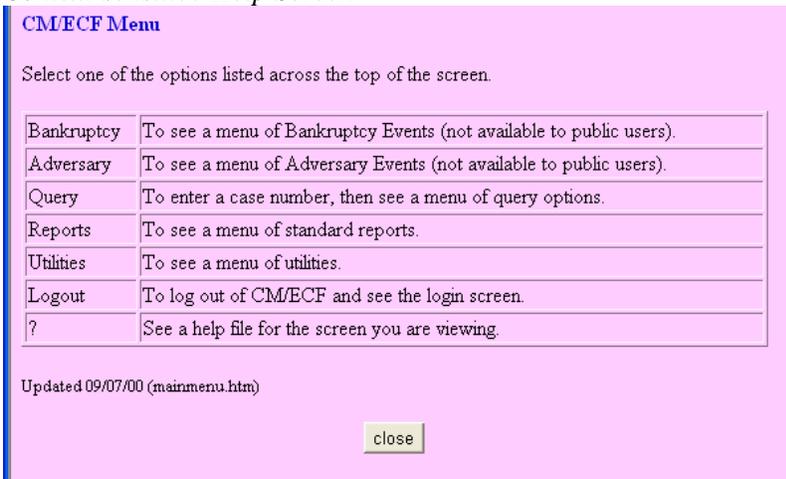
Main CM/ECF Menu Screen



Click the various titles to reveal the options in each category.

Clicking the question mark brings up a “context sensitive” help screen to explain options for that screen.

Context-sensitive Help Screen



Click the question mark while looking at the various screens, then click ‘Bankruptcy’ in the blue menu bar.

Bankruptcy Events Screen

The blue underlined words at the left are hyperlinks to the various filings/procedures available to attorneys. Clicking a link will begin the process of filing a motion within that category. If you click on a link in error- simply use the "Back" button on Netscape browser to return to the previous screen. *(This works anytime until the pleading has been filed and docket text created.)*

Click 'Open BK Case'

New BK Case Screen

This screen allows you to set descriptive criteria for the new case. Options include:
Case Type (BK is the only option)
Chapter (7,11,12, or 13)
Joint Petition (Y or N)
And Deficiencies (Y or N)

Click the down arrows next to each of the text boxes to see the available settings.

For our classroom example, we will be filing a Chapter 7-bankruptcy case for joint filers- William and Mary Johnston. (To review the order and which forms must accompany a new bankruptcy- refer to the 'Attorney Practitioner's Guide' or ECF Tips How to Assemble Cases Before Saving to PDF available from the court's Web site: <http://www.ilcb.uscourts.gov/>)

The screenshot shows the 'Open New Bankruptcy Case' form in the ECF system. The form is set against a pink background. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The form fields are as follows:

- Case type: bk
- Date filed: 6/1/2004
- Chapter: 7
- Joint Petition: y
- Deficiencies: n

At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

After ensuring the settings on your screen are the same as shown above, **Click ‘Next’**

The ‘Search for a Party’ screen appears where you will search the database for parties that may already exist in the system. Before you add a new party to the case, you should search the database to see if this person or business may already exist in the system. This step is important since adding parties multiple times will clog the system with duplicate entries and cause unnecessary data-entry time.

Search Hints

- Enter a limited search string in at least one field of data to search.
- Format Social Security Number or TaxID with hyphens..
- Include punctuation. (Garcia-Carrera) (In case someone entered the name in error- **we don’t use any punctuation in IL Central**)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) may be used at the beginning, in the middle or at the end of search strings. (*son, Gr?y, John*)

The asterisk * should not be used by itself. The system displays the following dialog message “A minimum of two consecutive characters of the Last name is required for name search”.

Search fields are not ‘Case Sensitive’ (e.g. Johnston, Johnston, and JOHNSTON will produce the same results.)

Party Search Screen

Type the last name as shown above (note incorrect spelling), then click 'Search'.

Search Results Screen

The search results screen will state 'No persons found' (unless a party by the name of 'Johnstone' has been added to the system). For our class example, let's assume that no parties were found and broaden our search by entering only a partial name.

Search Results Screen

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

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

Partial name search.

Type the partial last name as shown above, and then click 'Search' again.

This time the search likely produces multiple records.

Search Results

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

Search for a party

SSN Tax Id

Last/Business name

Party search results

- Johnson, Dennis
- Johnson, Marcia
- Johnson, William A
- Johnson's Lighting,
- Johnston, Mary
- Johnston, William

Search returns: 'Johnson', 'Johnston', 'Johnson's Lighting', etc.

Click on any one of the names in the Party Search Results Box.

Person Address Pop-up box



Close the pop-up box after viewing address information.

Even though the parties in question may be present in the search results- let's enter them again for practice- Click "Create New Party"

****Refer now to the handout in the front of your folder titled "CM/ECF Standards & Rules". A copy is, also, available on our Web site located under ECF Tips – Data Entry Standards.**

This style guide should be strictly adhered to when entering parties into CM/ECF whether using a petitioning software package or directly into the Web site.

Party Information Screen

The screenshot shows the 'Party Information' screen in the ECF system. The form contains the following fields: Last name (Johnston), First name (William), Middle name (empty), Generation (empty), Title (empty), SSN (111-11-1111), Tax ID (empty), Office (empty), Address 1 (1215 Your Street), Address 2 (empty), Address 3 (empty), City (Springfield), State (IL), Zip (62707), County (Sangamon), Country (empty), Phone (empty), Fax (empty), E-mail (empty), ProSe (no), Role (Debtor (db:pty)), and Party text (empty). A callout box with an arrow pointing to the Party text field contains the text: 'Leave Blank'. At the bottom of the form, there are buttons for Alias..., Review..., Submit, Cancel, and Clear. A note below the Review button says: 'Add all aliases before clicking the Submit button.'

Enter the Debtor information into the Party Information screen as shown above.

(Note: ALWAYS LEAVE THE PARTY TEXT BLANK.)

The Debtor has a towing business, so we will need to add an alias for him.
Click the 'Alias' button now.

Alias Information Screen

	Last/Business name	First name	Middle name	Generation	Role
1	Johnstons Towing				dba
2					aka
3					aka
4					aka
5					aka

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

Enter the business name and Role as shown above.

Then click the 'Add aliases' button

At this point you can review the case information or submit the party to the case.
Let's click 'Submit' (we will review after adding the Joint Debtor).

Party Information
 Last name: First name:
 Middle name: Generation: Title:
 SSN: Tax ID:
 Office: Address 1:
 Address 2: Address 3:
 City: State: Zip:
 County: Country:
 Phone: Fax:
 E-mail:
 ProSe: Role:
 Party text:

Add all aliases before clicking the Submit button.

Click Submit

The next screen is for informational purposes only. It informs us that the case will be held at the Springfield Court location- a decision made automatically based upon the Debtor's zip code.

Divisional Office Selection Screen

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

Open New Bankruptcy Case

Divisional Office is set to **Springfield** based on the zip code **62707** of the debtor

Click Next.

The 'Search for a party (joint debtor) screen appears.

Party Search Screen

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

Open New Bankruptcy Case

Search for a party(joint debtor)

SSN Tax Id

Last/Business name

Enter a partial last name in the Last/Business name box as shown above and click 'Search'.

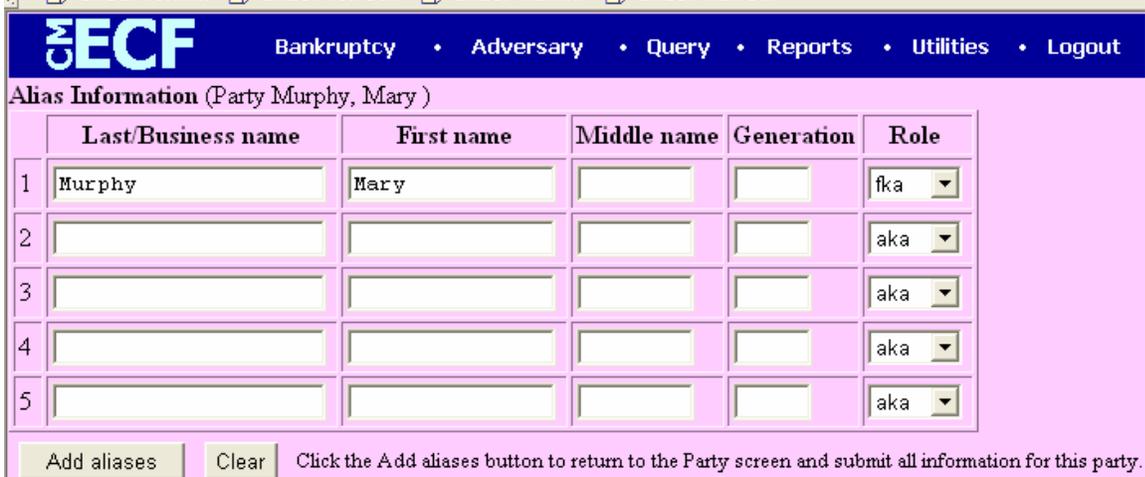
Although the Joint Debtor may also appear in the search results box, let's add Mary Johnston's information as well.

Click 'Create New Party'

Party Information Screen

Again use the “CM/ECF Standards & Rules” handout as a guide when completing the Joint Debtor Party Information screen as shown above, then click the ‘Alias’ button to add her maiden name (Mary Murphy).

Alias Information Screen



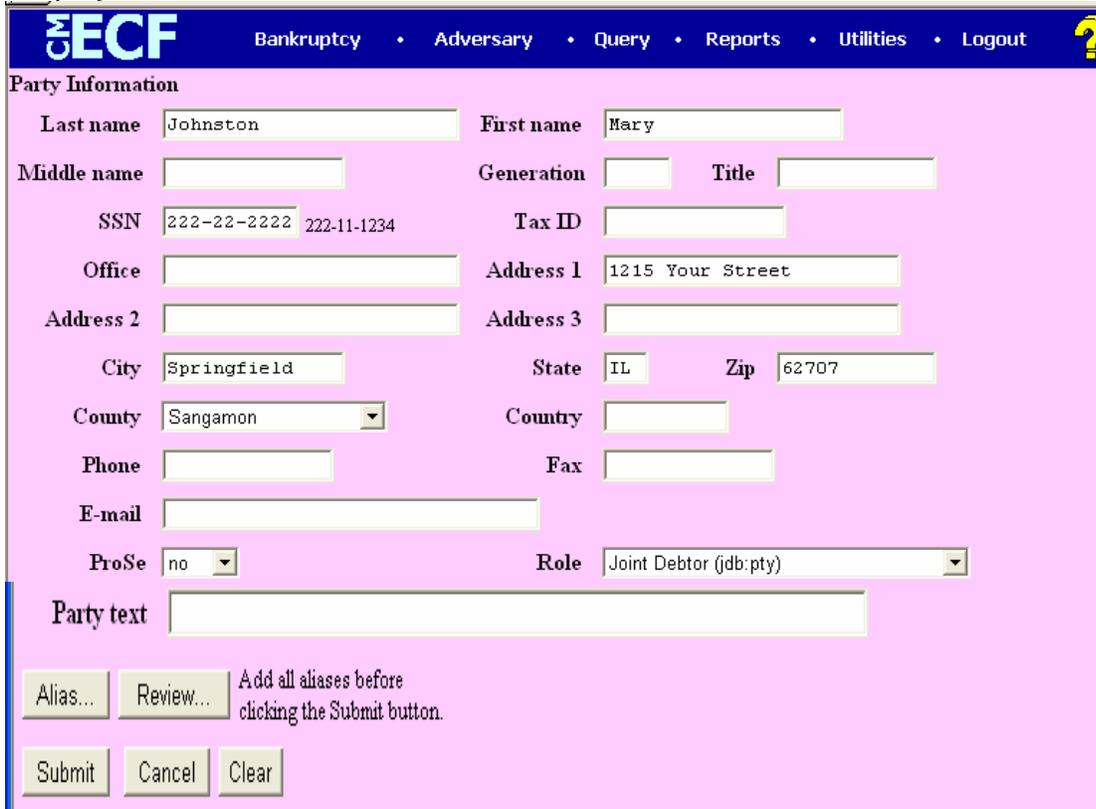
	Last/Business name	First name	Middle name	Generation	Role
1	Murphy	Mary			fka
2					aka
3					aka
4					aka
5					aka

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

Add Mary Murphy as an 'fka', then click the 'Add aliases' button

You will be returned to the Party Information Screen where you can review Joint Debtor information prior to submitting.

Party Information Screen



Party Information
 Last name: Johnston First name: Mary
 Middle name: Generation: Title:
 SSN: 222-22-2222 Tax ID:
 Office: Address 1: 1215 Your Street
 Address 2: Address 3:
 City: Springfield State: IL Zip: 62707
 County: Sangamon Country:
 Phone: Fax:
 E-mail:
 ProSe: no Role: Joint Debtor (jdb:pty)
 Party text:

 Add all aliases before clicking the Submit button.

Click 'Review'.

Party Review Screen

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

Review attorneys and aliases
Mary Johnston

Uncheck to remove from list

Attorneys added:
None added.

Aliases added:
 Murphy, Mary (aka)

Return to Party screen Clear

The review screen shows Party Name, Aliases, and attorney affiliation.
Note: The practice system in the court's training lab does not indicate that an attorney has been added for either party. When you file cases from your home or office on the 'live' system, you will be shown as the added attorney automatically-based upon your login & password.

After verifying that all information is correct- Click 'Return to Party screen'

Bottom of Party Information Screen

Party text ← Leave Blank

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

Submit Cancel Clear

Leave the 'Party Text' blank and Click 'Submit'

The following screen allows you to select the various details about the filing.

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

Open New Bankruptcy Case

Type of debtor Individual Corporation Partnership Clearing Bank
 Railroad Stockbroker Commodity Broker Other

Fee status Paid
Nature of debt consumer
Voluntary Voluntary
Origin Original

Asset notice No
Estimated number of creditors 1-15
Estimated assets \$0-\$50,000
Estimated debts \$0-\$50,000

Date split/transfer

Next Clear

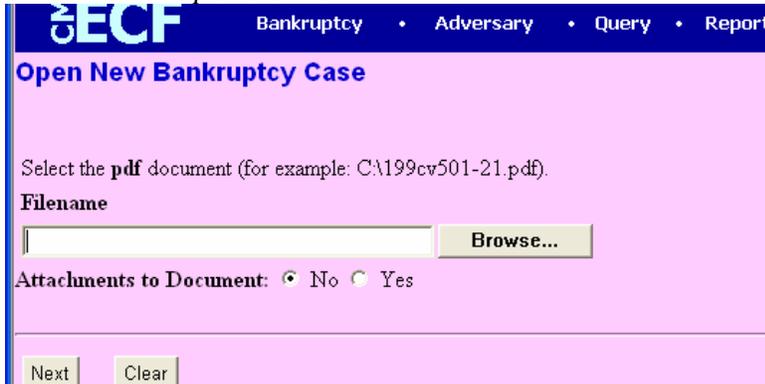
Always open chapter 7 cases as 'No Asset'

Explore the drop-down menus and leave the default settings as shown above. Then click next.

(Note: Always choose 'No' for Asset Notice in chapter 7 cases).

The following screen is used to ‘upload’ files, forms, motions, and pleadings into the new case. In the morning session, we covered how to use Adobe Acrobat to convert or scan documents and how to name and save resulting .PDF files. These files should be ready to upload from your attorney folder on your computer’s ‘Desktop’.

CM/ECF File Upload Screen

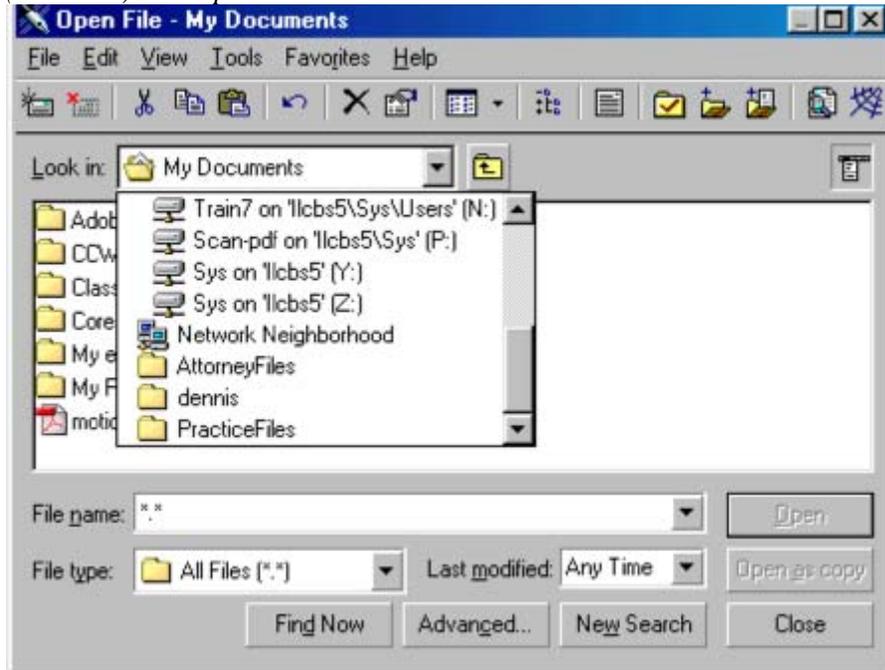


Click the ‘Browse...’ button

The (Windows) “File Upload” screen appears. **Click the down arrow** at the right side of the “Look in:” box to open the storage locations for this computer (covered in morning session).

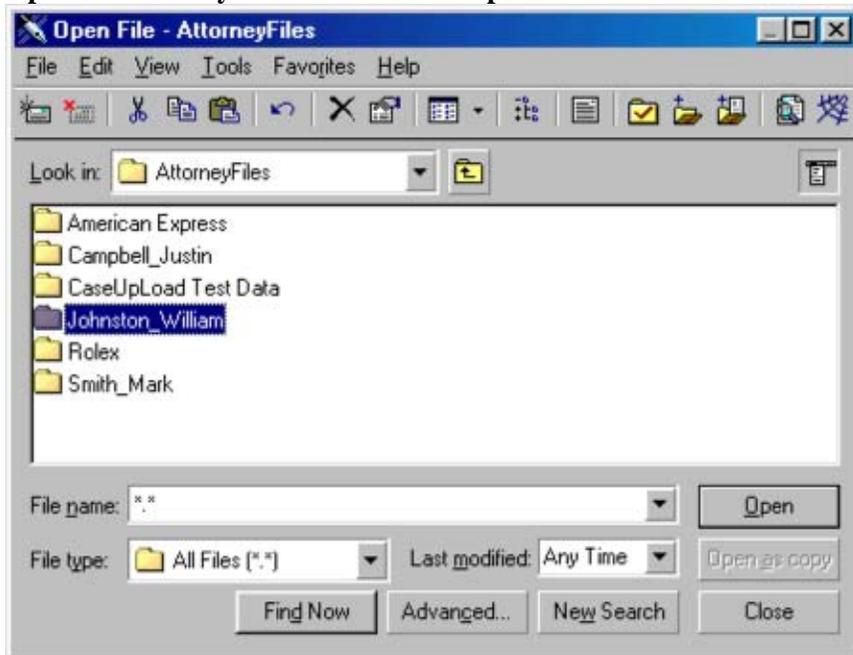
Practice files have been created for class use. You will need to create these files on your own when actually filing from your office. You will create files either using your bankruptcy petitioning software or the methods shown in the morning class for converting files to pdf.

(Windows) File Upload Screen



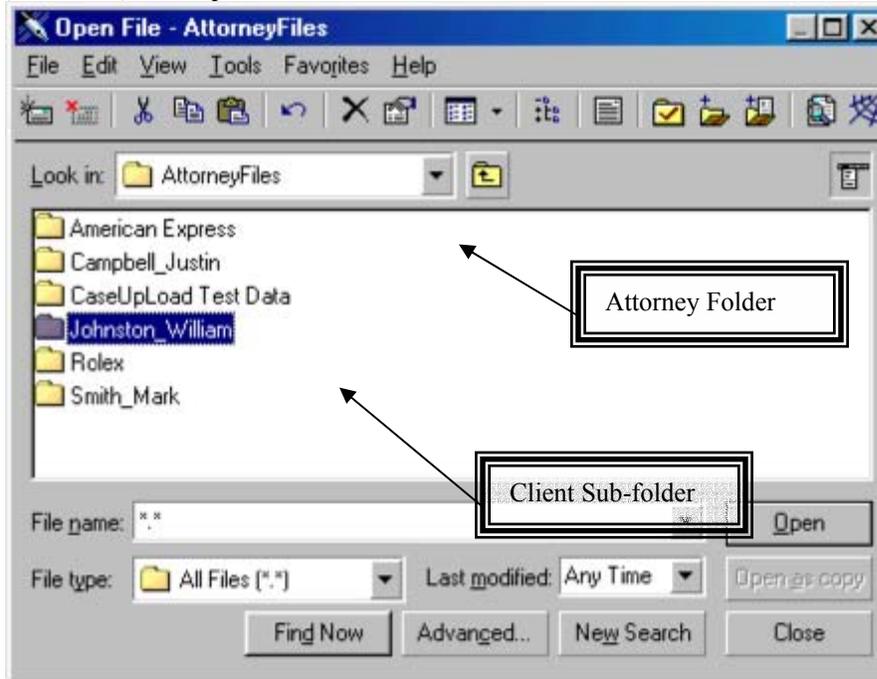
Click the down arrow next to the “Look in” box...

Open the attorney folder on the desktop.



Open the Johnston_Wm sub-folder inside the folder with your name on the Desktop as illustrated below.

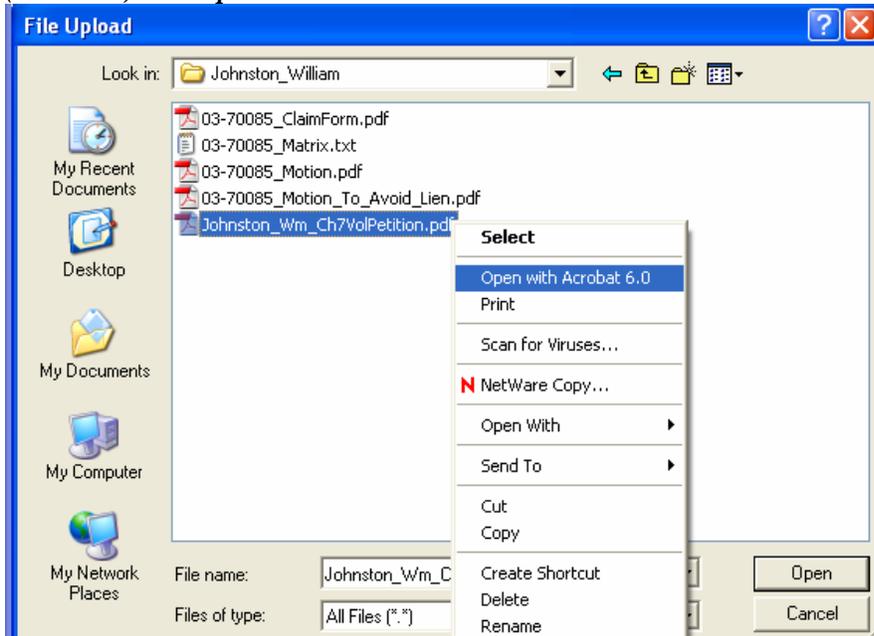
(Windows) File Upload Screen



...then open the 'Johnston_Wm' sub-folder.

NOTE: CM/ECF uses 'Portable Document Format (pdf) for electronic filing of all case pleadings (with the exception of the 'Creditor Matrix', which uses a text file (.txt'). Netscape will always search for .html file types. Therefore, you will always need to change the "Files of Type" to "All Files (*.*)" as shown above.

(Windows) File Upload Screen



Right-click the file name and choose ‘Open’ from the shortcut menu.

Important:

This step opens Adobe Acrobat and allows you to preview the file you are about to upload. This is a crucial step since uploading the wrong file to a case becomes public record, is irreversibly broadcast to all concerned parties, and very difficult to amend.

Adobe Acrobat Window

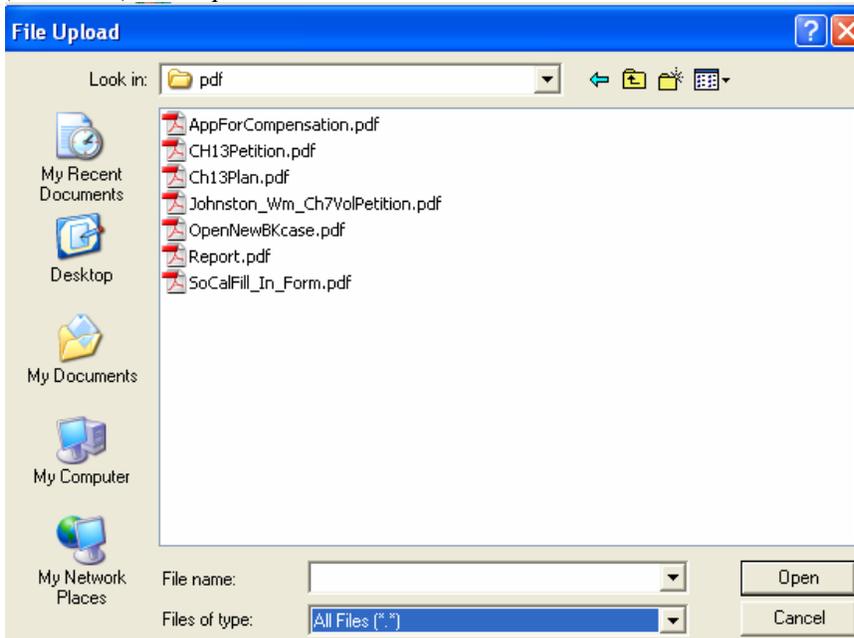
Form B1 (Official Form 1) - (Rev. 9/01)

UNITED STATES BANKRUPTCY COURT CENTRAL DISTRICT OF ILLINOIS		Voluntary Petition
Name of Debtor (if individual, enter Last, First, Middle): William Johnston	Name of Joint Debtor (Spouse) (Last, First, Middle): Mary Johnston	
All Other Names used by the Debtor in the last 6 years (include married, maiden, and trade names): Johnston's Towing	All Other Names used by the Joint Debtor in the last 6 years (include married, maiden, and trade names): Mary Murphy	
Soc. Sec./Tax I.D. No. (if more than one, state all): xxxx-xx-1111	Soc. Sec./Tax I.D. No. (if more than one, state all): xxxx-xx-2222	
Street Address of Debtor (No. & Street, City, State, & Zip Code): 1215 Your Street Springfield, IL 62707	Street Address of Joint Debtor (No. & Street, City, State, & Zip Code): 1215 Your Street Springfield, IL 62707	
County of Residence or of the Principal Place of Business: Sangamon	County of Residence or of the Principal Place of Business: Sangamon	
Mailing Address of Debtor (if different from street address):	Mailing Address of Joint Debtor (if different from street address):	
Location of Principal Assets of Business Debtor (if different from street address above):		

Scroll down the pages to make sure this is the correct document and it is legible.

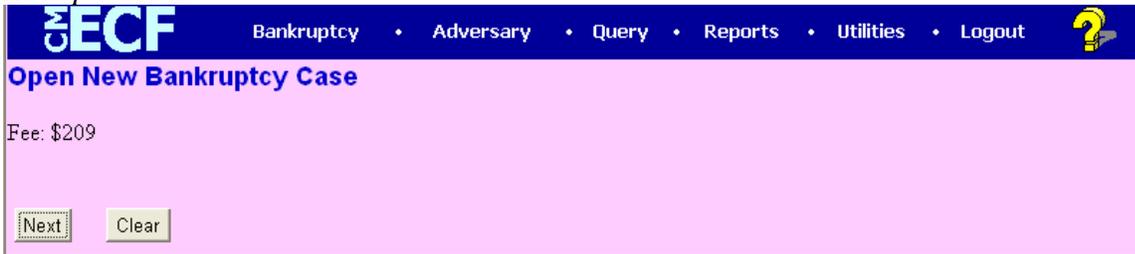
After previewing the petition, you can close Adobe Acrobat, which will return you to the File Upload screen. (You can also close only the current file by clicking the lower 'X' and then minimizing Adobe Acrobat. This is helpful if you will be performing multiple projects in CM/ECF and uploading additional documents.)

(Windows) File Upload Screen



Click 'Open'

Receipt Screen

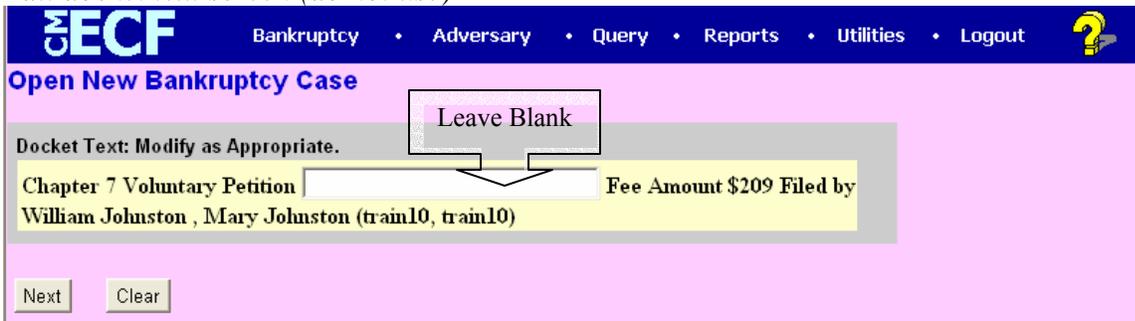


Click 'Next'

A screen appears that was designed to allow for additions to docket text.

Do not edit docket text.

Edit docket text screen (do not use)

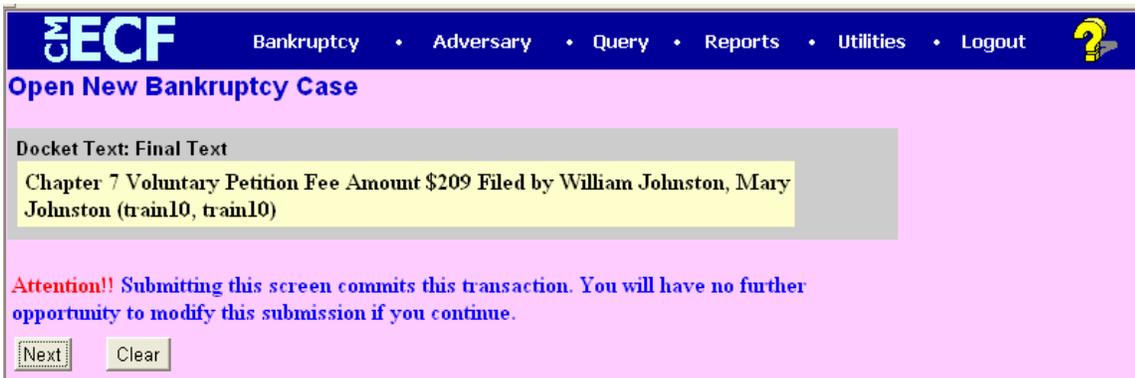


Click Next

Important:

The next screen (shown on the next page) is the last screen before our case becomes a new filing. It is imperative that the information provided to this point be accurate and correct. If it is not- you can correct the filing easily by clicking the Back Arrow on your browser to return to previous steps (or click 'Bankruptcy' to wipe clean all steps to this point). If you leave mistakes in the case and click 'Next', those mistakes will be broadcast to all parties concerned and become impossible to reverse.

Final Docket Text Screen

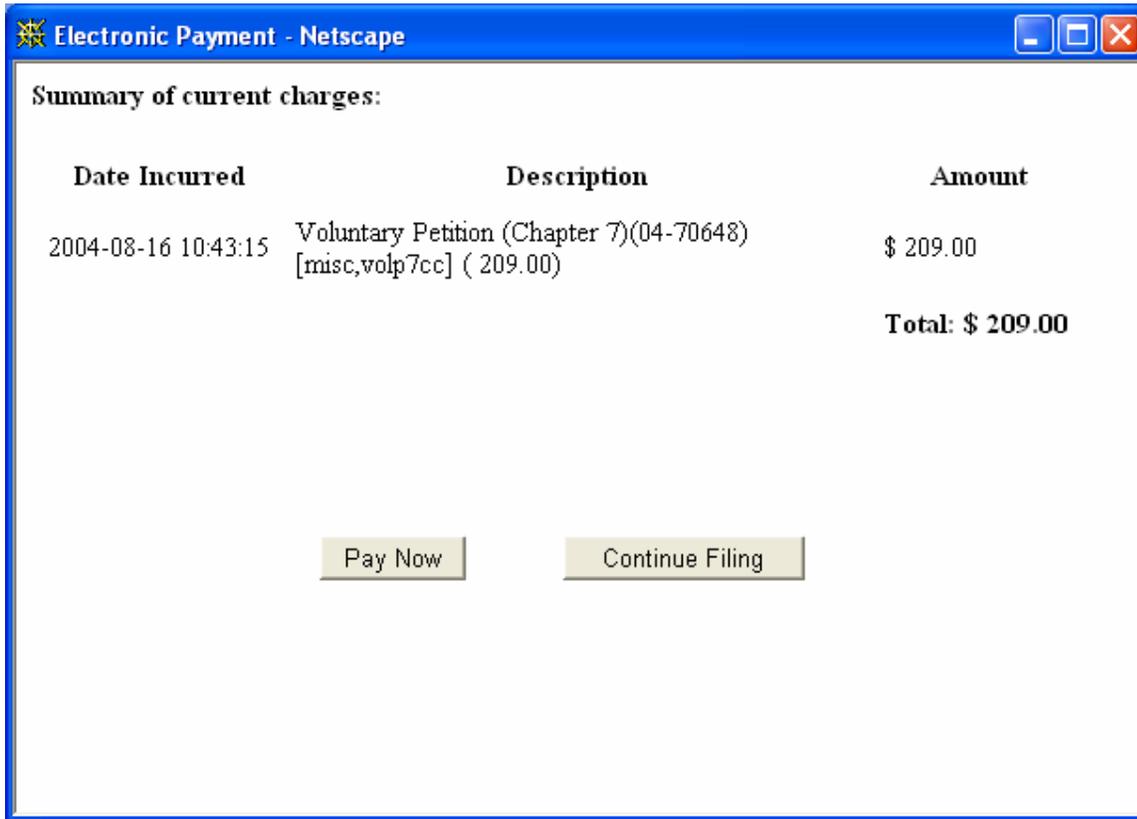


Ready?...Click 'Next'

The Internet Credit Card Payment screen appears asking whether you would like to 'Pay Now' or 'Continue Filing'. If you will be filing other pleadings in CM/ECF at this time, you may click 'Continue Filing'. Each time you file a motion, you will see this screen again with a list of accumulated fees. Some attorneys choose to pay once at the end of the day as opposed to each time a filing fee is charged.

(A word of caution- CM/ECF will require payment if fees are carried-over beyond one day. This 'lock-out' feature requires the attorney to make payment before any further processing can occur in CM/ECF.)

Internet Credit Card Payment Screen



This is the first screen you will see if filing with petitioning software using "One-touch" Case Upload

Click 'Pay Now'

NOTE: You may want to view the “Notices & Agreement” hyperlink as it sets out Pay.gov’s general legal, privacy, and accessibility notices.

Pay.Gov - Enter Payment Information - Netscape

[Notices & Agreement](#)

Enter Payment Information

Cardholder Name: *

Address: *

Address 2:

City:

State: --OR-- Province / Region / County:

Country:

(Instead of state, if necessary)

Zip Code: *

Card Type: *

Card Number: *

Security Code:

Expiration Date: / *

Payment Amount: *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

Each box with an asterisk next to it is a required box and must be completed. The training credit card number is 4111111111111111. You can use future expiration date, such as February 2005.

IMPORTANT: Cardholder name, the first address line, and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account” and “Maintain User Accounts”. You should be aware that 1) there is no verification of these values by pay.gov; and 2) changing any of these fields on the

pay.gov screen does not affect your CM/ECF data, so any needed changes should be made via “Maintain Your ECF Account”.

Click “Continue”

Payment Summary and Authorization Screen

[Notices & Agreement](#)

Payment Summary and Authorization

<p>Cardholder Name: train10 train10</p> <p>Address: 600 E Monroe St</p> <p>Address 2:</p> <p>City:</p> <p>State:</p> <p>Country:</p> <p>Zip Code: 62701</p> <p>Card Type: Visa</p> <p>Card Number: *****1111</p> <p>Expiration Date: 2 / 2005</p> <p>Payment Amount: \$209.00</p> <p>Current Date and Time: 08/16/2004 11:48 AM</p> <p style="text-align: center;">Authorization*</p> <p><input type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.</p> <p>Confirmation Receipt Request To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.</p> <p>Email Address: <input type="text"/></p> <p>Re-enter Email Address to Confirm: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/></p> <p style="text-align: center;">Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.</p>	<p>Plastic Card Payment Steps</p> <ol style="list-style-type: none">1. Select Payment Type2. Enter Payment Information3. Authorize Payment / Payment Summary4. Payment Confirmation
--	--

IMPORTANT: You must check the box under Authorization. Failure to check the box will result in the payment not being processed and you locked out of the ECF system.

Also, you have the option of having a Confirmation Report emailed to you after the transaction is complete. You **MUST** enter your email address in both the text boxes to receive a confirmation report.

Click **“Make Payment”**.

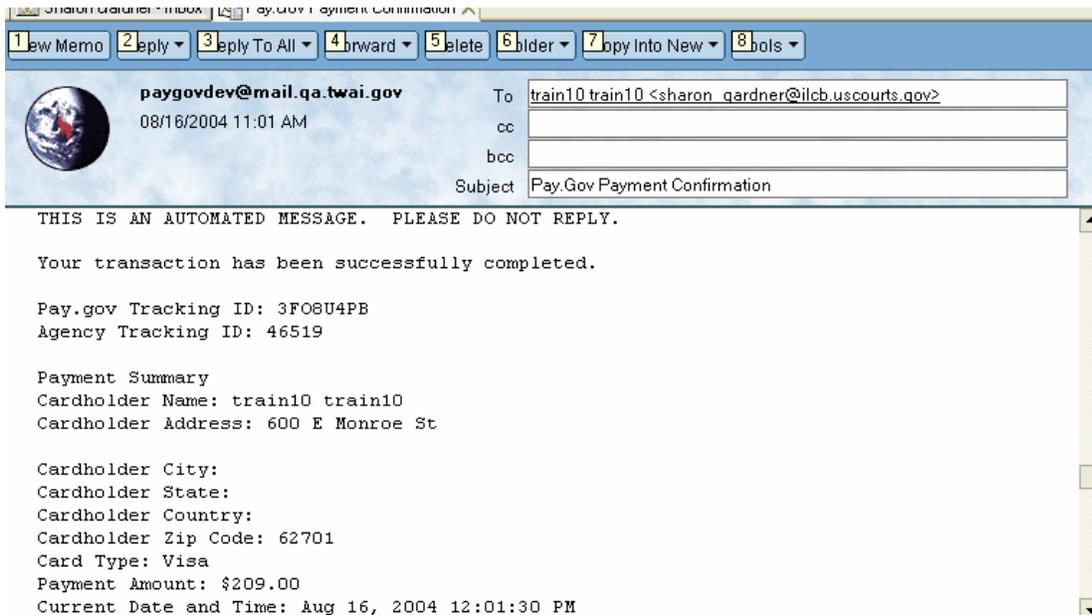
The screen below shows you that the transaction has been processed. You may want to save, print the screen (“Ctrl+p”), or otherwise keep record of the receipt number and amount.

Credit Card Receipt Screen



Click **‘Close Window’**

The following is a sample email sent from pay.gov regarding payment:



Notice of Electronic Filing

ECF Bankruptcy Adversary Query

Open New Bankruptcy Case

U.S. Bankruptcy Court [Train]
Central District of Illinois [Train]

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Narmont, John S entered on 2/2/2004 at 10:44 AM CST and filed on 2/2/2004

Case Name: William Johnston and Mary Johnston
Case Number: 04-70019
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition Fee Amount \$209 Filed by

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

Document description:Main Document
Original filename:C:\b10.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1056124888 [Date=2/2/2004] [FileNumber=4532-0] [8053b3fa5c1fdb6a6497e0602332cd8000b9a46c033299f5bf526d743a0b936388a3f7ebfd848c3a08b3d0ac0bfcb165866664fefbb1112189cc748c440e180e]]

04-70019 Notice will be electronically mailed to:

04-70019 Notice will not be electronically mailed to:

John S Narmont
209 Bruns Ln
Springfield, IL 62702

This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the petition is now an official court document. Make a note of the case number, which appears in blue.

Clicking on any of the blue-underlined hyperlinks will take you to the PACER login screen. After login, reports for this case will be available.

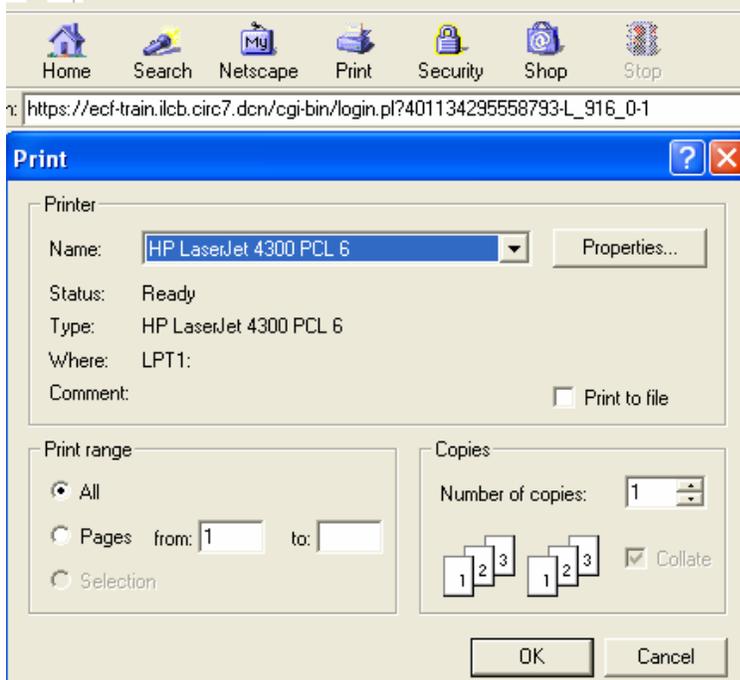
(We will look at Reports and Queries later in today's session. Do not access this feature via PACER at this time.)

Most Attorney-filers will want to print or save the Notice of Electronic Filing document to avoid PACER charges later. (This is also true of the emailed notifications sent to attorneys on cases in which they have an interest.)

To print the Notice of Bankruptcy Case Filing...

Click the Printer Icon at the top of the Netscape browser window.

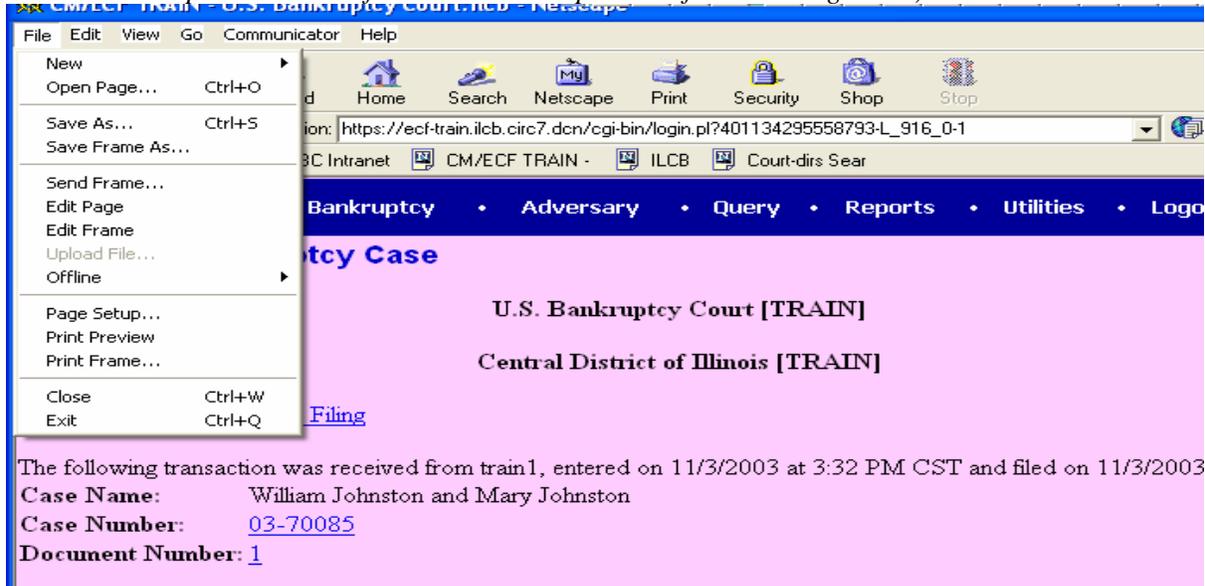
Printer Menu



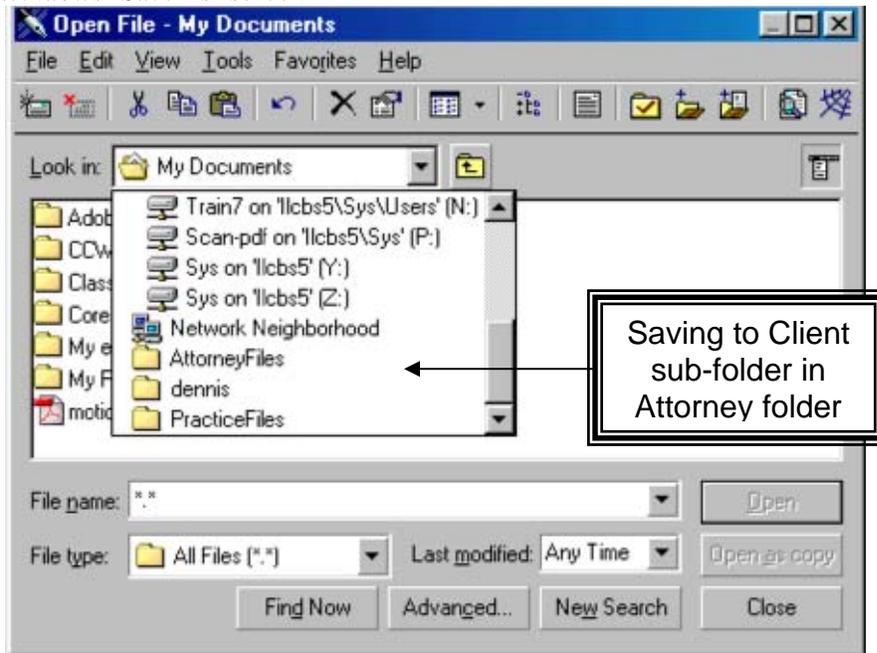
Click 'OK' to print using the default printer settings. (or make adjustments as desired.)

To save an electronic version of the Notice of Electronic Filing, Click 'File' at the top of the browser window. Then click 'Save Frame As...' Choose a storage location, and name for the file.

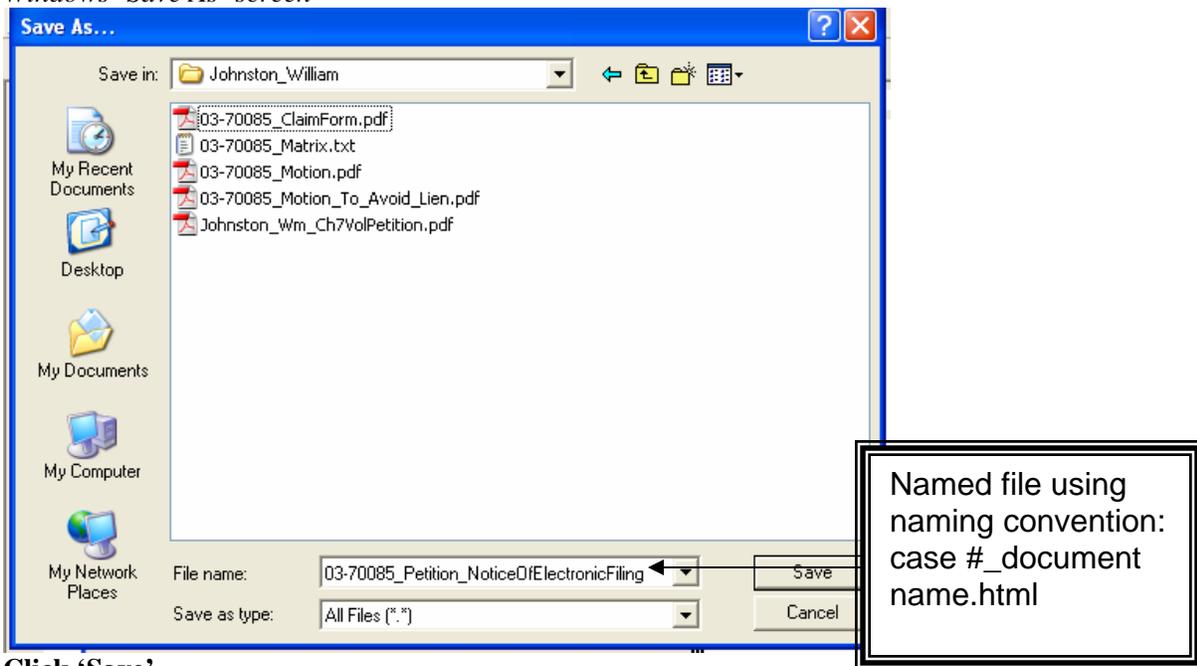
(We covered this process in the 'file maintenance' portion of the morning class.)



Windows 'Save As' screen



Windows 'Save As' screen



Click 'Save'

This finishes step one of opening a new bankruptcy case.

Note The following step (Uploading Creditor Matrix) is done automatically when using 'OneTouch' or Automatic Case Upload. You will still need to perform steps 3 (Upload form B21 – Statement of Social Security Number) and 4 (Automatic Judge/Trustee Assignment) as separate steps after creating a case using Case Upload. (More later)

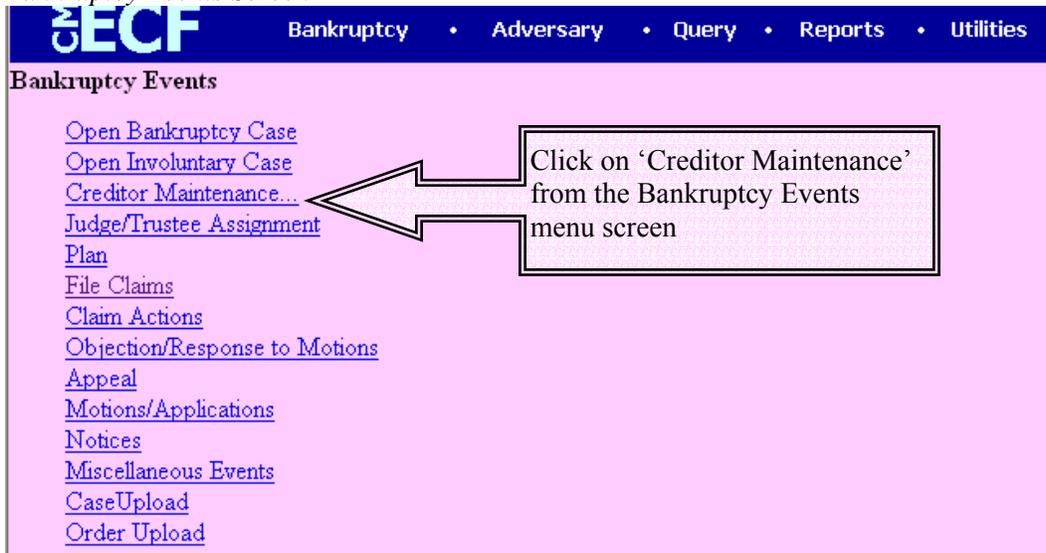
Step 2- Uploading the Creditor Matrix

After entering the party information for William & Mary Johnston-and associating the correct Petition form, we will upload the Creditor Matrix file that we created/converted in the morning session. (There is a handout in the front of your folder to use as a guide when creating creditor matrix files. Strict adherence to these guidelines is necessary to ensure that creditors will be properly notified.)

(Most petitioning software packages will create this document for you based on local specifications. We'll see later how to access these files using the CM/ECF 'Case Upload' feature.)

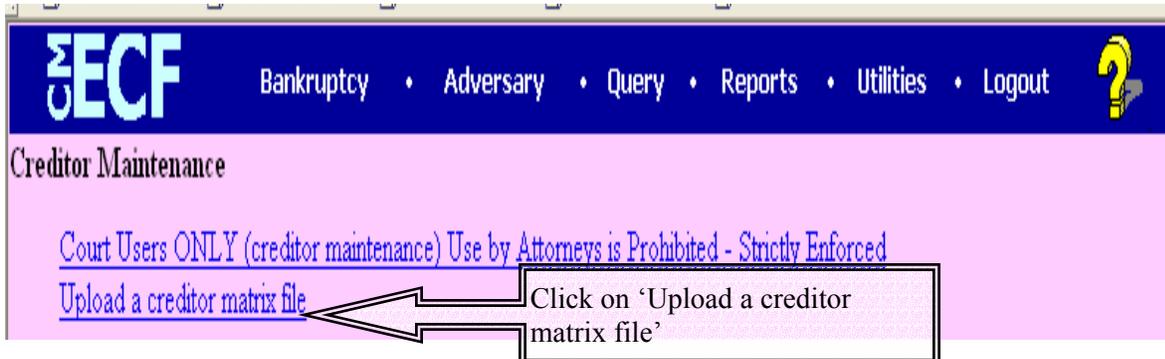
Click 'Bankruptcy' on the blue menu bar to proceed with the next step.

Bankruptcy Events Screen



Click the 'Creditor Maintenance' link

Creditor Maintenance Menu



Click on 'Upload a creditor matrix file'

Creditor Processing – File Upload Screen

Verify Case Number, then click ‘Next’

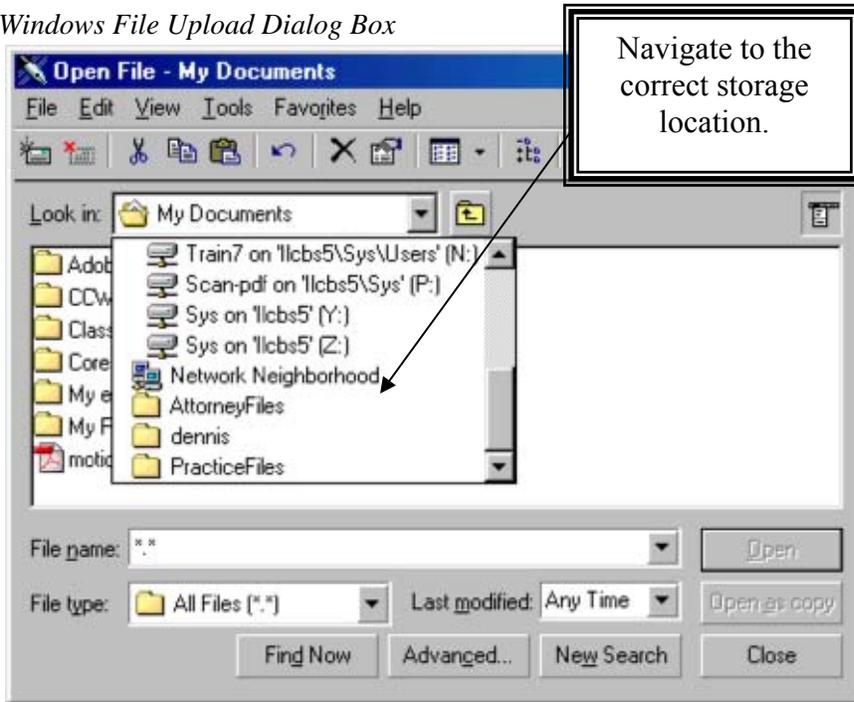
The ‘File Upload’ screen appears again.

You will see this screen many times while working with CM/ECF.

File Upload Screen

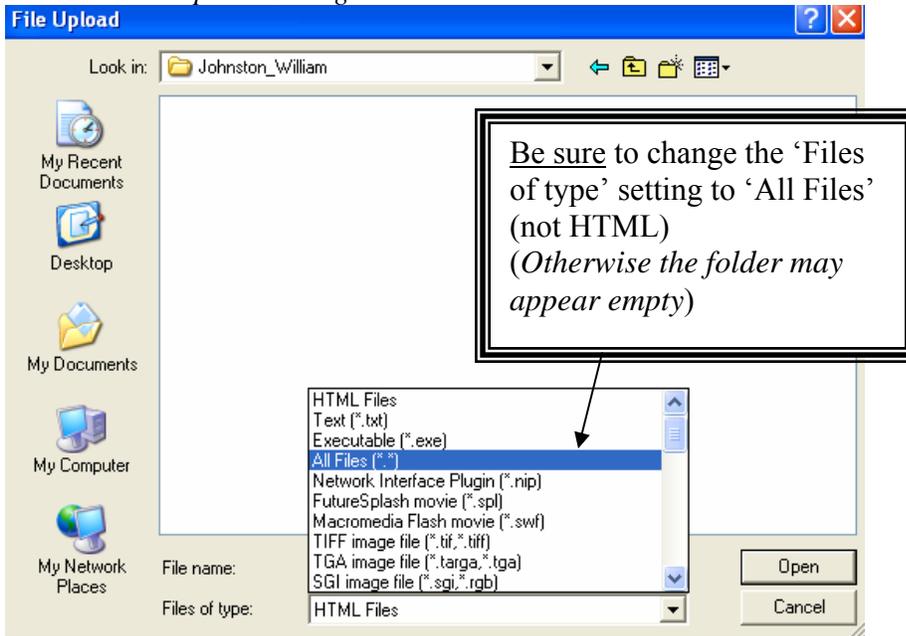
Click the ‘Browse’ button

Windows File Upload Dialog Box



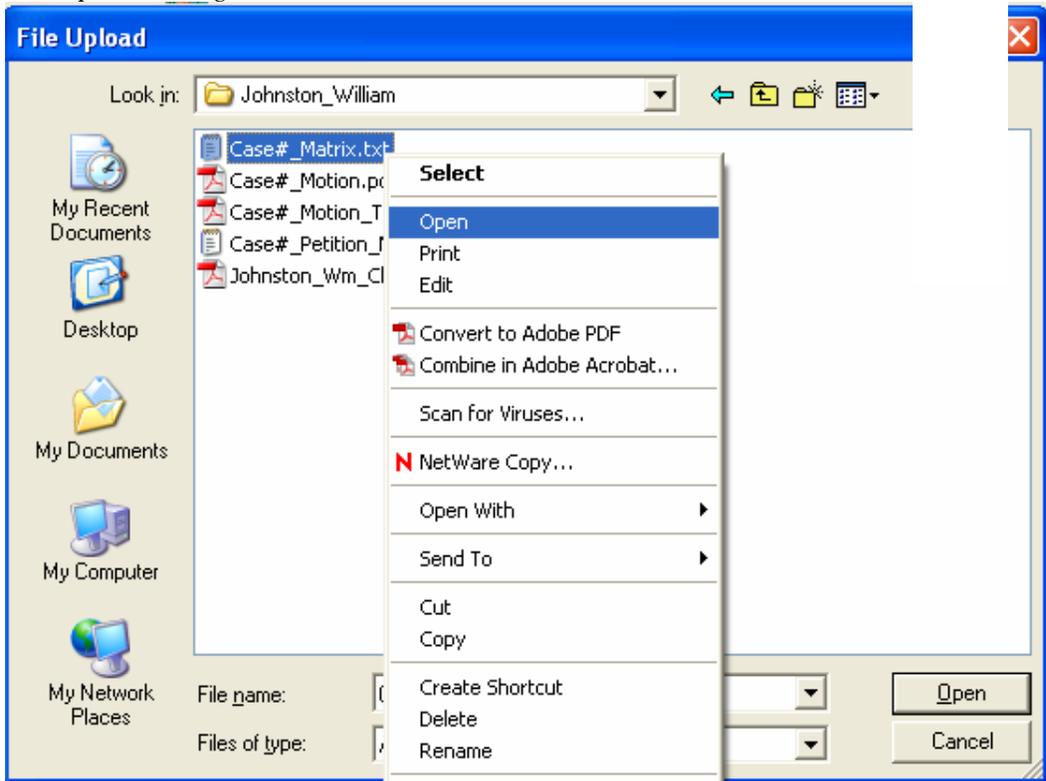
Locate correct storage area

Windows File Upload Dialog Box



Change 'Files of type' to "All Files"

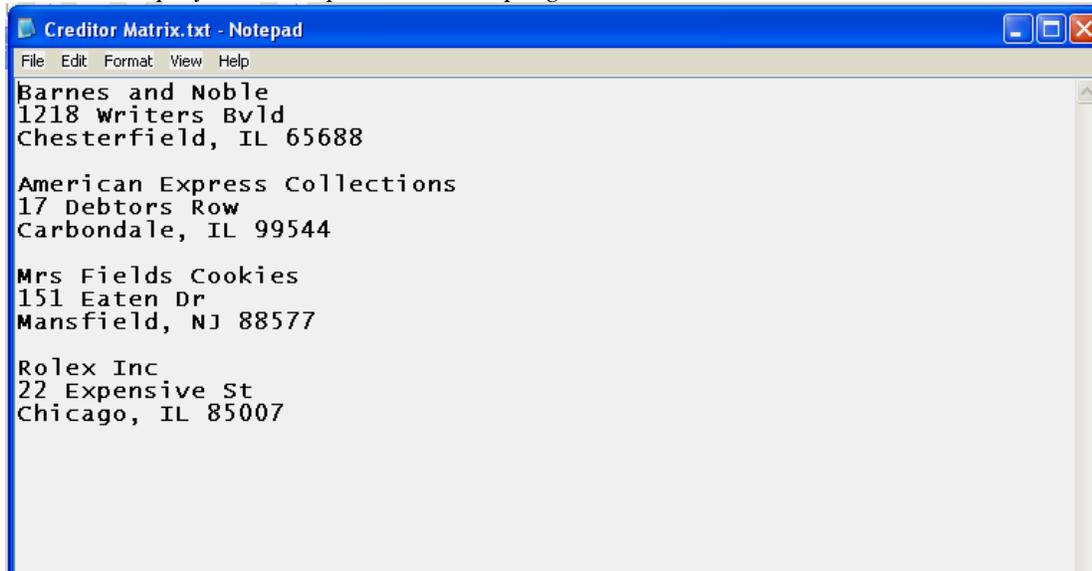
File Upload dialog box



Right-click the file name and choose 'Open' from the shortcut menu that appears.

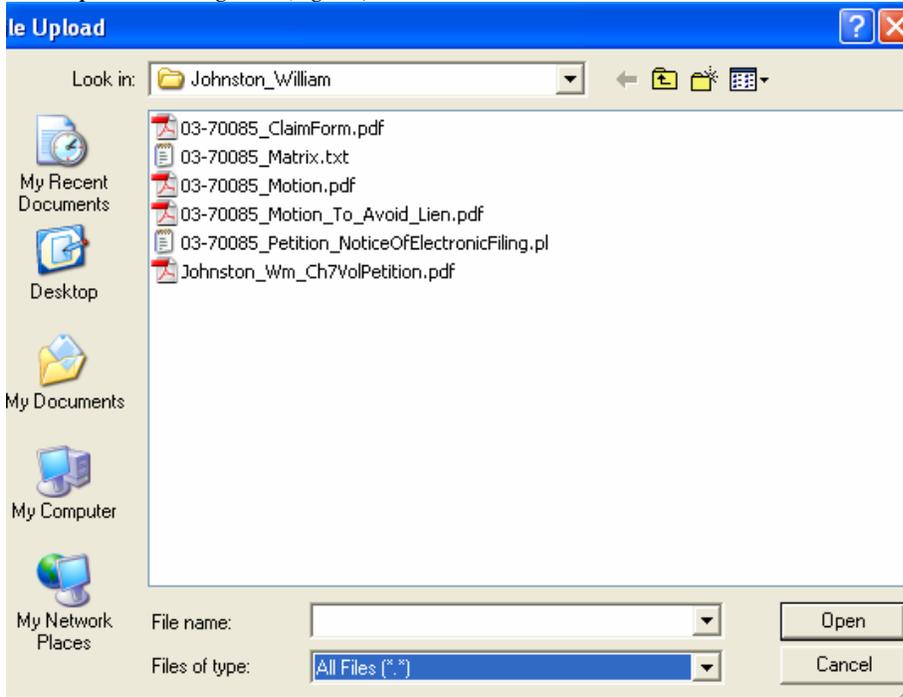
Preview the list of creditors to make sure this is the correct file before uploading it into the system. (Once added to the case, this is impossible to reverse and difficult to amend.)

Creditors displayed in Notepad text editor program



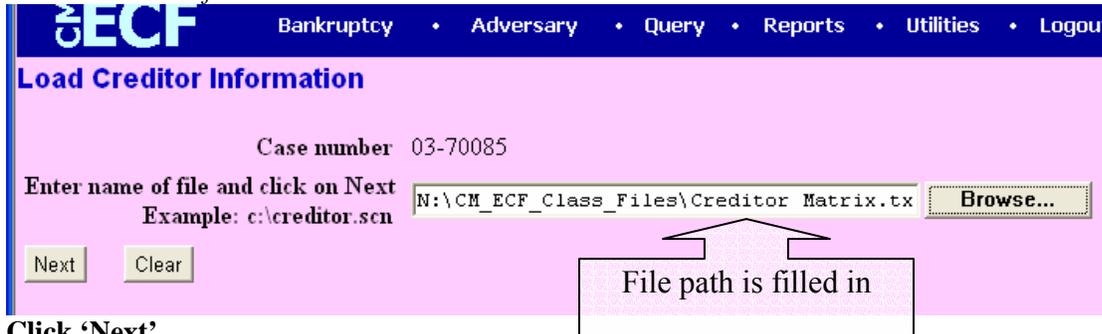
After previewing the Creditor Matrix file- Close Notepad by clicking on the red 'X'.

File Upload dialog box (again)



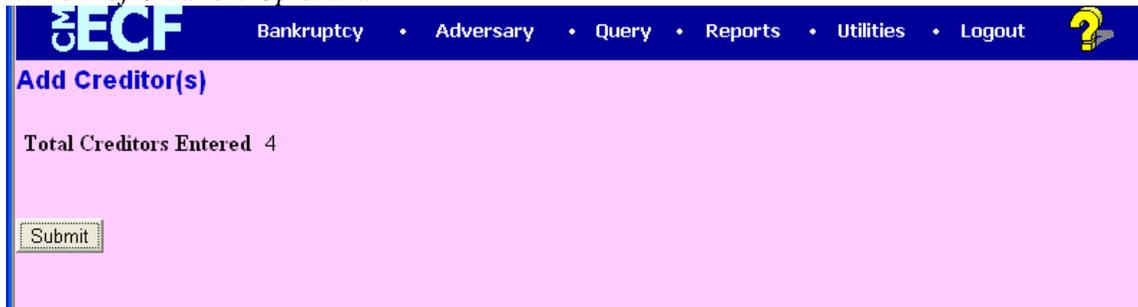
Click 'Open'

Load Creditor Information Screen



Click 'Next'

Number of Creditors Uploaded



If this count is correct- Click 'Submit'

Creditors Receipt Screen

Case Number	03-70085
Total Creditors Added to Database	4

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Return to the 'Bankruptcy Events Screen by clicking on 'Bankruptcy' in the blue title bar

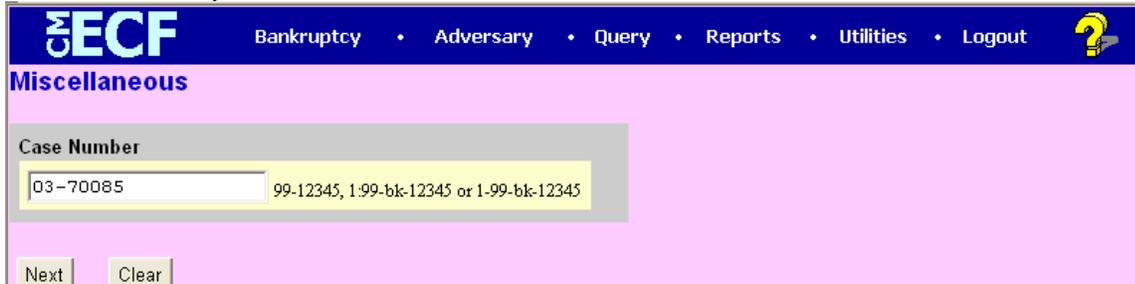
Step 3- Uploading the Statement of Social Security Numbers (Form B-21)

Bankruptcy Events Screen



Click the 'Miscellaneous Events' hyperlink

Case number entry screen



Enter (or verify) the correct case number

Miscellaneous Events Selection Box

Statement of Intent
Statement of SSN
Statement re: No Division
Stipulation
Suggestion of Death
Summary of Exhibit
Summary of Schedules
Verification or Certification

Next Clear

Choose Statement of SSN from list

Joint Attorney Option

Joint filing with other attorney(s).

Next Clear

Click 'Next' leaving blank the option to joint file with another attorney

Party Selection Box

Select the Party:

Gragula, Nancy J [U.S. Trustee]
Johnston, Mary [Joint Debtor]
Johnston, William [Debtor]

[Add/Create New Party](#)

Next Clear

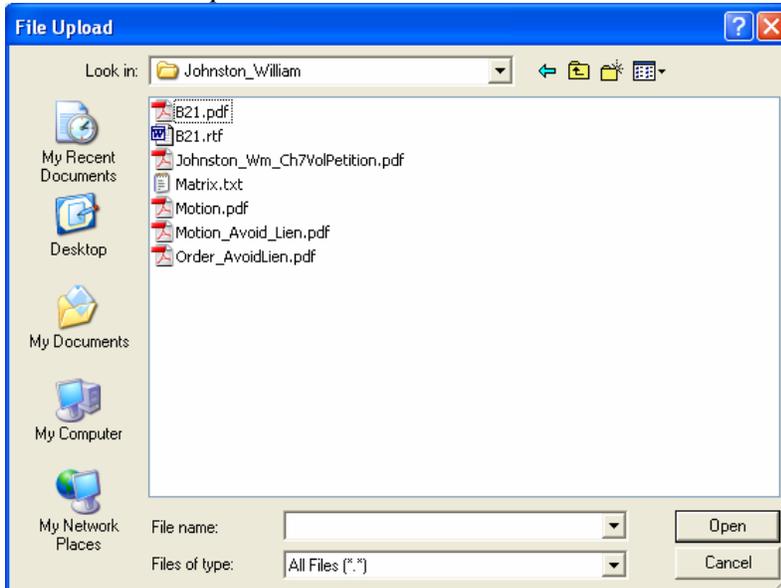
Choose the parties filing the statement of SSN (form B-21)

CM/ECF File Upload screen



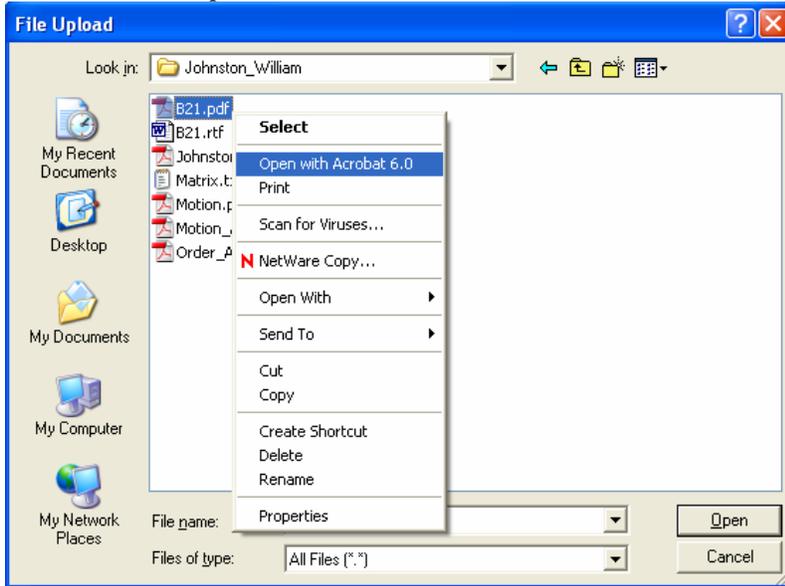
Click 'Browse'

Windows File Upload Screen



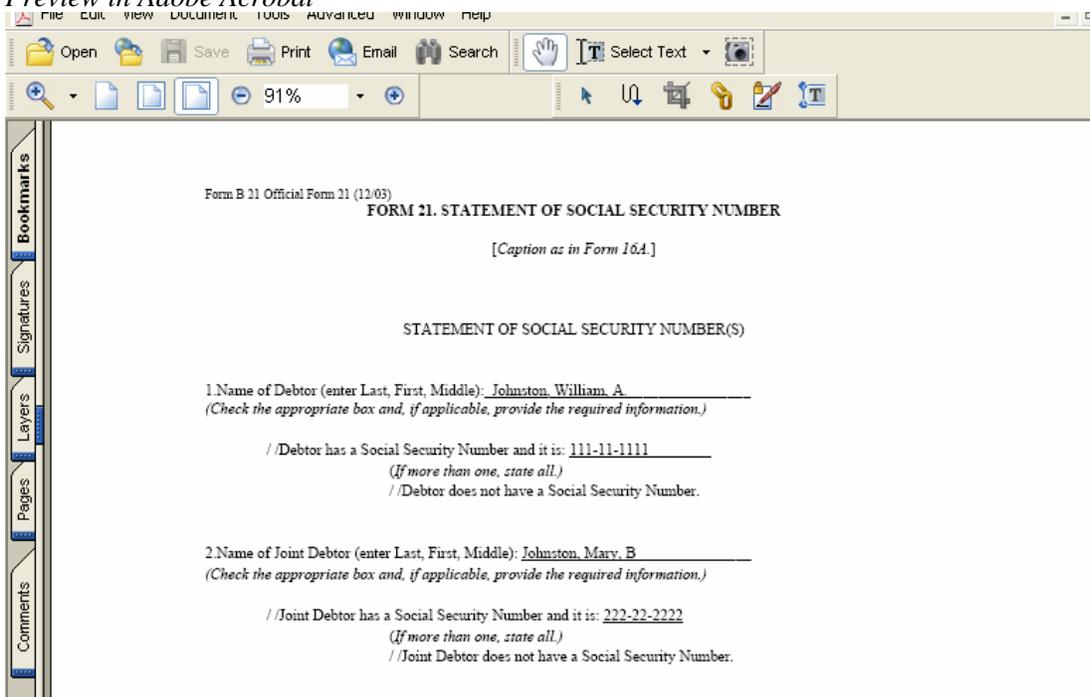
Navigate to the William Johnston Sub-folder inside the Attorney Files folder on the desktop. Change the Files of Type setting to 'All Files'...

Windows File Upload Screen



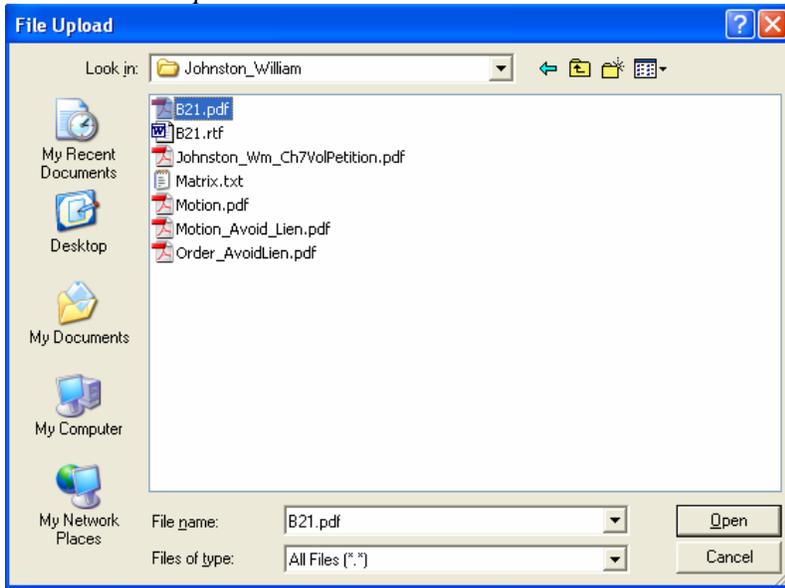
Right-click on the B21.pdf file and choose ‘Open’ from the shortcut menu

Preview in Adobe Acrobat



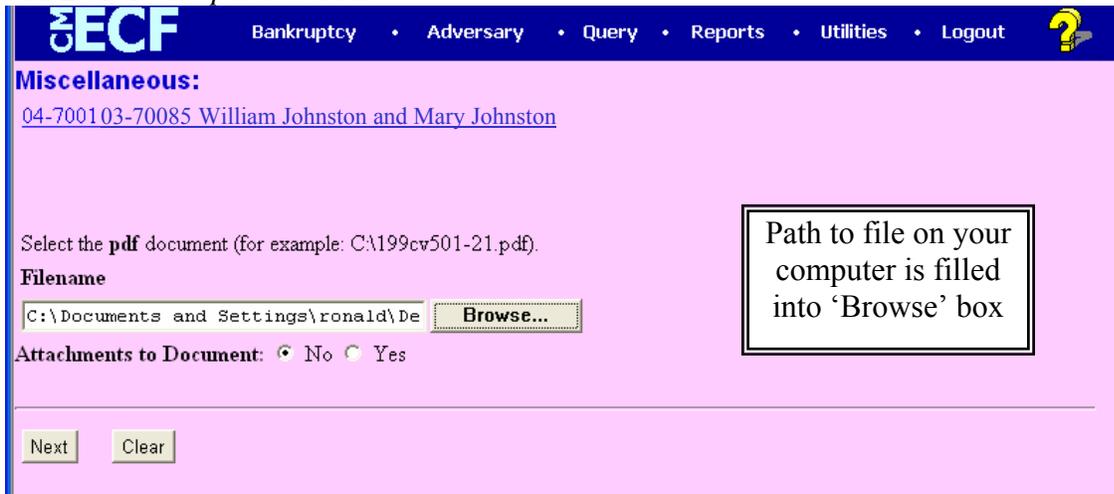
Close or minimize Adobe Acrobat after previewing the document

Windows File Upload Screen



Then choose 'Open' from the Windows File Upload screen

CM/ECF File Upload Screen



Click 'Next'

Edit Docket Text Screen

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

Miscellaneous:
[04-7001 03-70085 William Johnston and Mary Johnston](#)

Docket Text: Modify as Appropriate.

Debtor's Statement of Social Security Number(s) Filed
by Joint Debtor Mary Johnston, Debtor William Johnston. (train1, train1)

Next Clear

Click 'Next' without adding docket text

Final Review Screen

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

Miscellaneous:
[04-7001 03-70085 William Johnston and Mary Johnston](#)

Docket Text: Final Text

Debtor's Statement of Social Security Number(s) Filed by Joint Debtor Mary Johnston,
Debtor William Johnston. (train1, train1)

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

Next Clear

Last chance to verify all entries- use the Back button to review settings if necessary or click 'Bankruptcy' and start over.

Notice of Electronic Filing

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

Miscellaneous:
[04-700103-70085 William Johnston and Mary Johnston](#)

U.S. Bankruptcy Court [Train]
Central District of Illinois [Train]

Notice of Electronic Filing

The following transaction was received from train1, train1 entered on 1/12/2004 at 2:51 PM CST and filed on 1/12/2004
Case Name: William Johnston and Mary Johnston
Case Number: [04-70011](#)
Document Number: [2](#)

Docket Text:
Debtor's Statement of Social Security Number(s) Filed by Joint Debtor Mary Johnston, Debtor William Johnston. (train1, train1)

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

Document description: Main Document
Original filename: C:\Documents and Settings\ronald\Desktop\AttnyClassFiles\Folders\AttorneyFiles\Johnston_William\B21.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1056124888 [Date=1/12/2004] [FileNumber=4139-0] [a8a588d808f589cd86c30cc8f9d2f5f9f5284985766df067c116d83ff3d6fc215d902b1cb493e8c0baeaa6035a040633817e7aa0a657b62fb1410b2bf535e6f31]]

04-70011 Notice will be electronically mailed to:

04-70011 Notice will not be electronically mailed to:

train1 train1
600 E Monroe St
Springfield, IL 62701

You may want to print or save the Notice of Electronic filing for your records (as discussed in previous segments).

Step 4- Running the Automatic Judge/Trustee Assignment

The 'Judge/Trustee Assignment' is a feature that will assign the Judge & Trustee to the case or cases just opened. **If you are opening multiple cases, it is advisable to run this feature only once at the end of all-case openings.** This *helps ensure* (does not guarantee) that all your new cases will have 341 meetings in the same timeframe (and thus one trip to the court).

Click **Bankruptcy** on the blue menu bar.



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

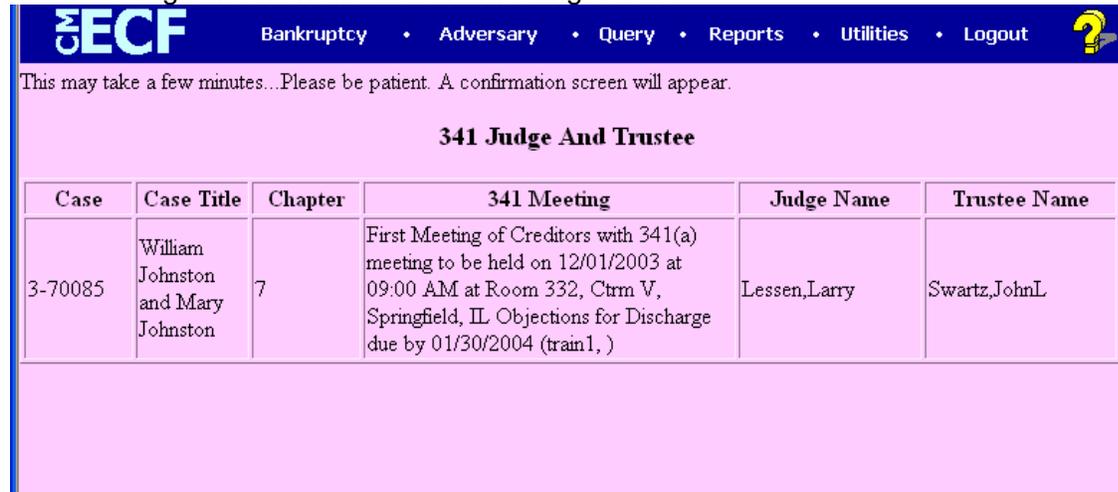
Bankruptcy Events

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance...](#)
- [Judge/Trustee Assignment](#)
- [Plan](#)
- [File Claims](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [CaseUpload](#)
- [Order Upload](#)

In class, we will need to take turns using this feature so-as to not overload the server.

Click **'Judge/Trustee Assignment'** from the Bankruptcy Events screen.

The resulting screen shows the 341 meeting details.



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

This may take a few minutes...Please be patient. A confirmation screen will appear.

341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
3-70085	William Johnston and Mary Johnston	7	First Meeting of Creditors with 341(a) meeting to be held on 12/01/2003 at 09:00 AM at Room 332, Ctrm V, Springfield, IL. Objections for Discharge due by 01/30/2004 (train1,)	Lessen,Larry	Swartz,JohnL

Choose **'Bankruptcy'** from the blue menu bar to continue.

This completes the four-step process to create a new bankruptcy case using CM/ECF. Many of you will likely enter all pertinent information into your bankruptcy petitioning software (using the data-entry guidelines reviewed in class), and then create the new case using Case Upload or Automatic (OneTouch) Case Upload. We will look at the CM/ECF Case Upload feature next.

Case Upload

Case Upload is a feature in CM/ECF, which allows Debtor Attorneys using a Bankruptcy Petitioning Software Package to create case files in that 'third party' software and then 'upload' those cases into CM/ECF without retyping. This can save time and redundant data entry. For a list of Bankruptcy Case Petitioning Software with compatible Case Upload features, see the handout in the back of your folder.

The U.S. Bankruptcy Court does not endorse any supplier of petitioning software over another. This list is for your convenience-only. See supplier Web sites for more information.

The U.S. Bankruptcy Court does not provide technical support for any of the petitioning software packages. If you have difficulties, please contact your software supplier.

In most cases, your bankruptcy petition software creates the computer files necessary in CM/ECF (E.g. Petition, Plan, Matrix, Etc.) these files are stored in a folder on your computer. We will use files created in a common petitioning software to demonstrate CM/ECF Case Upload functionality in the following steps.

Click on 'Bankruptcy' in the blue menu bar.

CM/ECF Main Menu

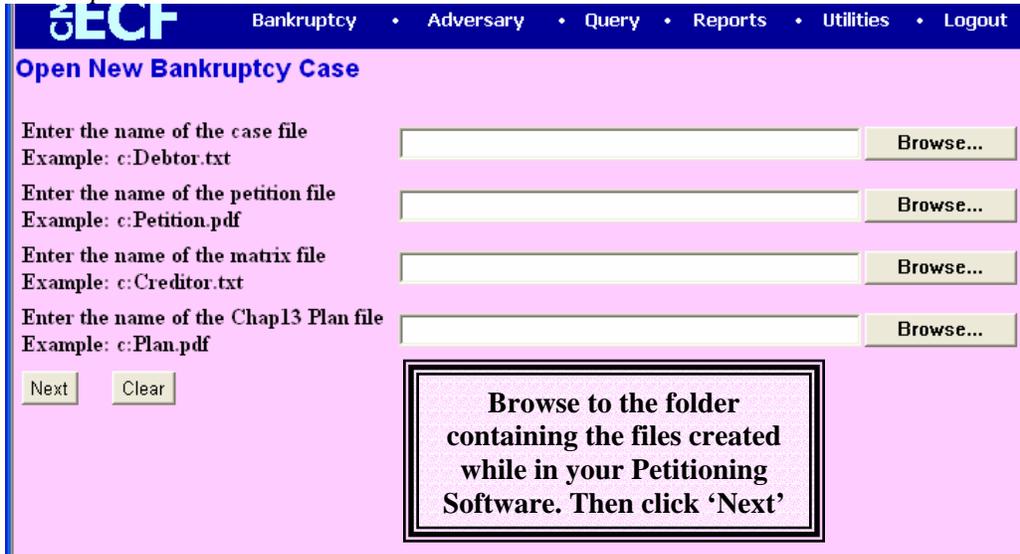
Bankruptcy Events

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance...](#)
- [Judge/Trustee Assignment](#)
- [Plan](#)
- [File Claims](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [CaseUpload](#)
- [Order Upload](#)

Click 'Case Upload from the CM/ECF Main Menu

Click the 'Case Upload' link.

Case Upload Screen



Click the first 'Browse...' button

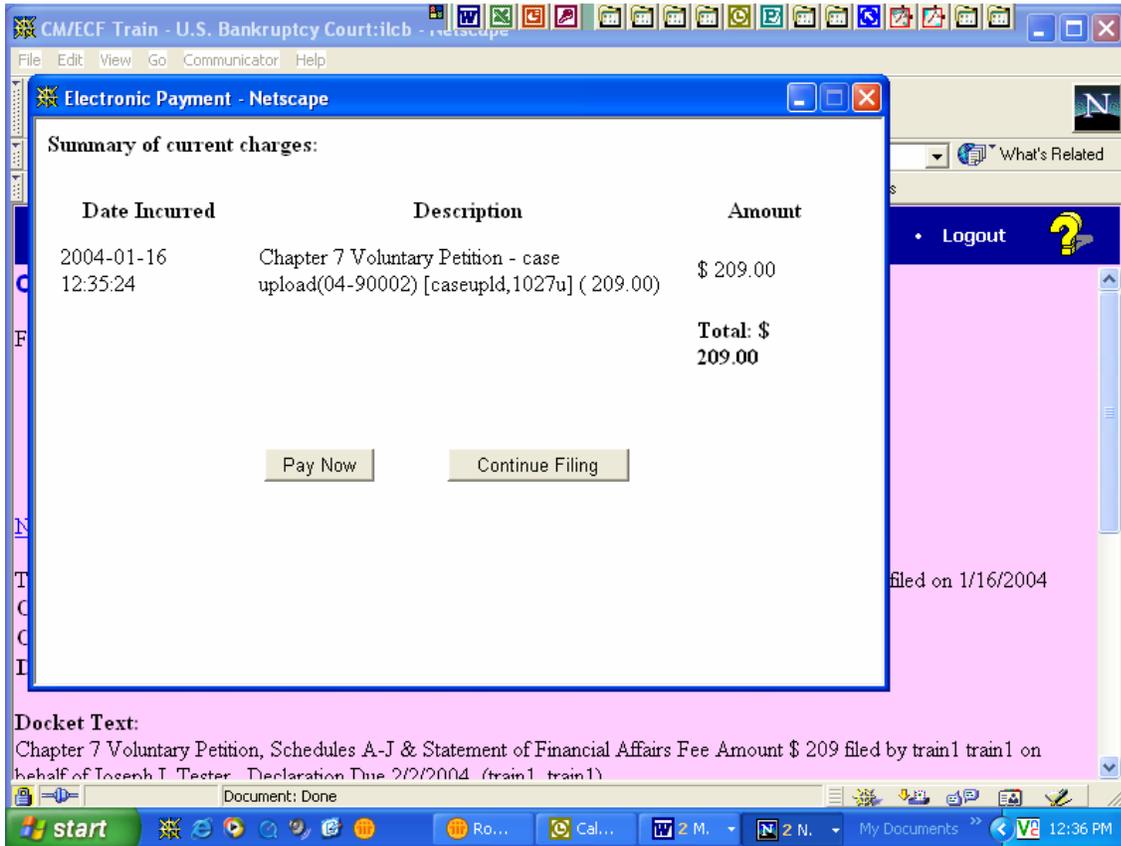
The necessary files have been saved to a subfolder named "Case Upload Test Data", inside the Attorney Files folder on your desktop. Navigate to that folder now & **right-click** the file named "

Windows File Upload Screen



Choose the down arrow next to the 'Look in' box and open the Attorney files folder...then open the Case Upload Test Data sub-folder and change the 'Files of Type' setting to "All Files" as we have done in the past.

Upload the appropriate files corresponding to the type of filing (Ch7 or 13) and city in which you are attending training (Spr, Peo, or Dan). Be sure to right-click each file and preview before uploading into CM/ECF. Each time you upload a file you will need to change the Files of Type setting to "All Files". After all necessary file paths appear in the Browse... boxes in the CM/ECF Case Upload screen...Click Next. (Follow the instructor).



The Internet Credit Card Payment and Notice of Electronic Filing screens will appear just as they did when we manually opened a case.

Motion to Avoid Lien and Order (Debtor's-Attorney)

Motion to Avoid Lien:

Bankruptcy Events Menu



From the Bankruptcy Events menu – click ‘Motions/Applications’

File a Motion Screen

A screenshot of the 'File a Motion' screen in the ECF system. The screen has a dark blue header with the ECF logo and navigation links: 'Bankruptcy • Adversary • Query • Reports • Utilities • Logout'. A yellow question mark icon is visible on the right side of the header. Below the header, the title 'File a Motion' is displayed. A form field labeled 'Case Number' contains the text '03-70085'. To the right of the input field, there is a hint: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Enter the correct case number (the one you just created), and click ‘Next’

Motions Selection List

ECF Bankruptcy • Adversary • Query • Rep

File a Motion

[03-70020 Test R. Smith](#)

- Appoint Creditors Committee
- Appoint Trustee
- Approval or Authority (CONTACT CLERK'S OFFICE PRIOR TO USING)
- Assign Claim
- Assume/Reject
- Avoid Lien
- Borrow
- Change of Venue

Next Clear

Choose desired motion (Avoid Lien) from the list

Discussion on Multiple Reliefs:

In some instances, the attorney may choose more than one relief from the list box above (such as Motion to Lift Stay & Adequate Protection for Creditor Attorneys) by holding down the 'Ctrl' key and clicking additional selections. *This should be done sparingly. It is best to file single-part motions if possible.*

NOTE: Always file a Motion to Convert by itself...Always file a Motion to Dismiss by itself.

Joint Attorney screen

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

File a Motion:

[03-70085 William Johnston and Mary Johnston](#)

Joint filing with other attorney(s).

Next Clear

Use this screen only if this is a joint filing with another attorney.

Click 'Next'

Party Selection Screen

File a Motion:
[03-70085 William Johnston and Mary Johnston](#)

Select the Party:

[Add/Create New Party](#)

Gragula, Nancy J [U.S. Trustee]
Johnston, Mary [Joint Debtor]
Johnston, William [Debtor]
Swartz, John L [Trustee]

Next Clear

Choose the appropriate parties from the Party Selection List

To select multiple parties from the list, hold the 'Ctrl' key down while clicking on each party name...

Click 'Next'

File Association Screen

File a Motion:
[03-70085 William Johnston and Mary Johnston](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

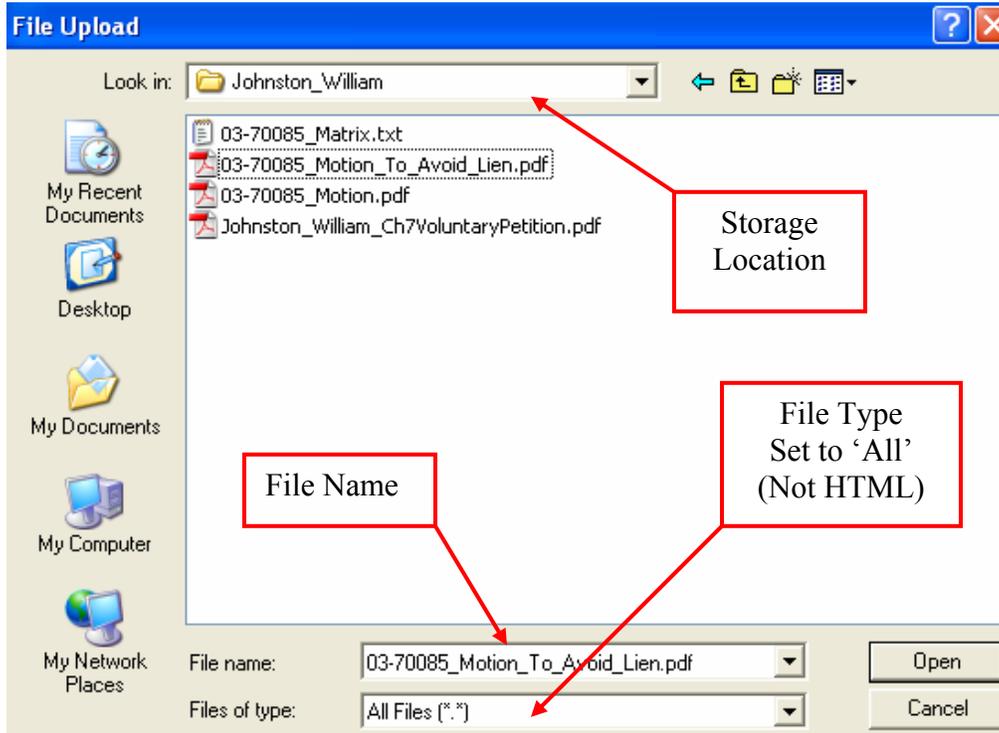
Filename
 Browse...

Attachments to Document: No Yes

Next Clear

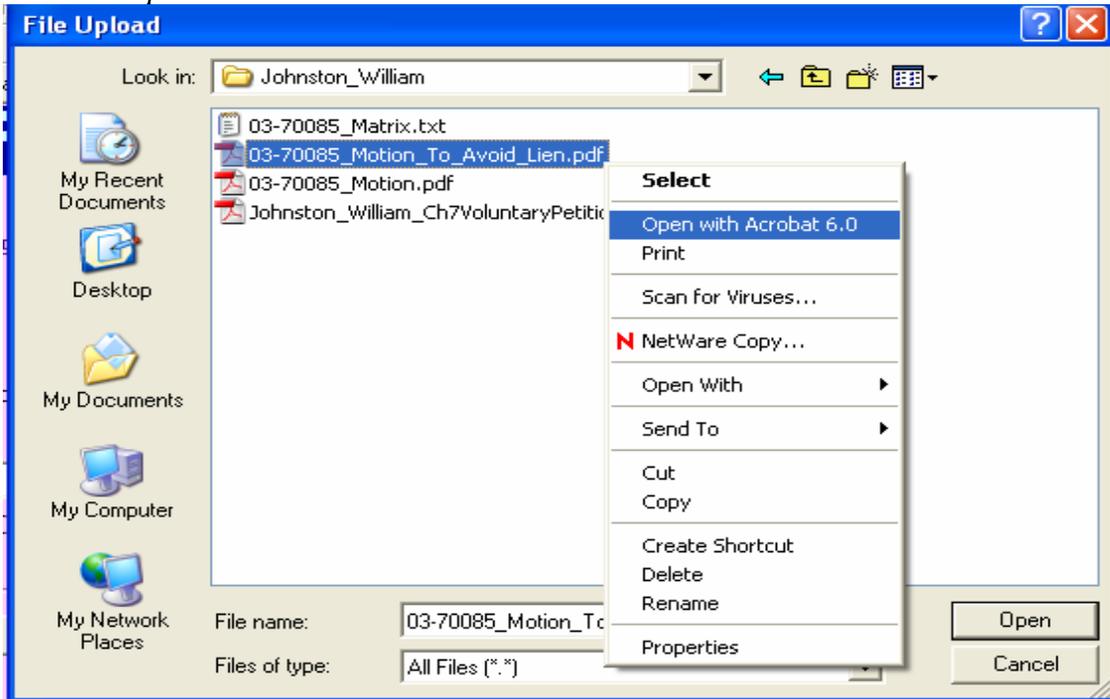
In the File Upload screen- click 'Browse'

File Upload Screen



Using the File Upload screen, navigate to the correct drive and folder. Locate the correct file.

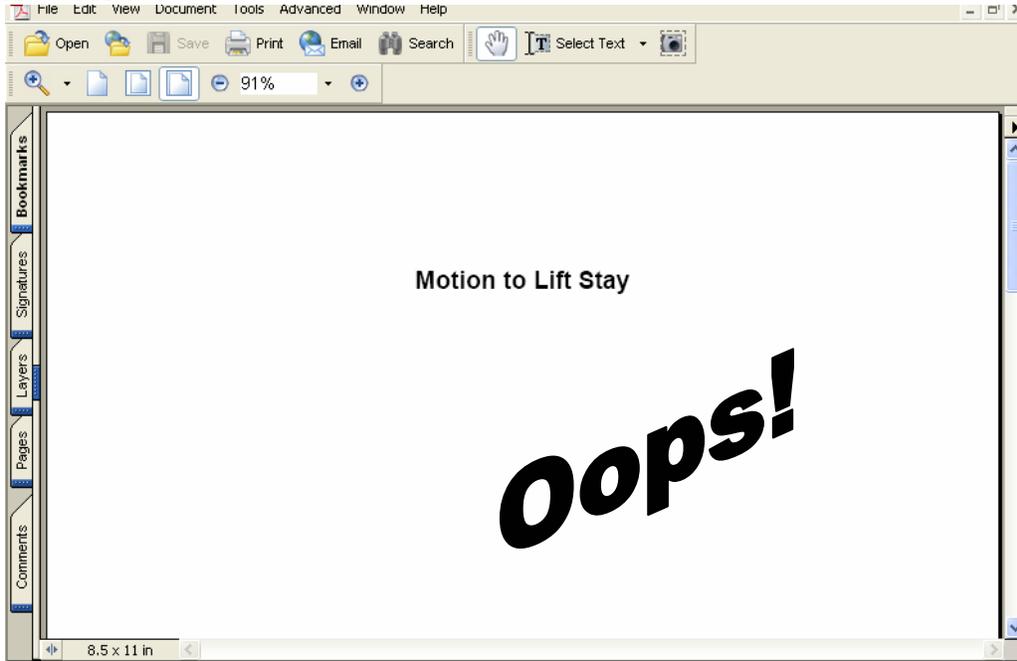
Windows File Upload Screen



Right-click the correct file and choose ‘Open’ from the shortcut menu.

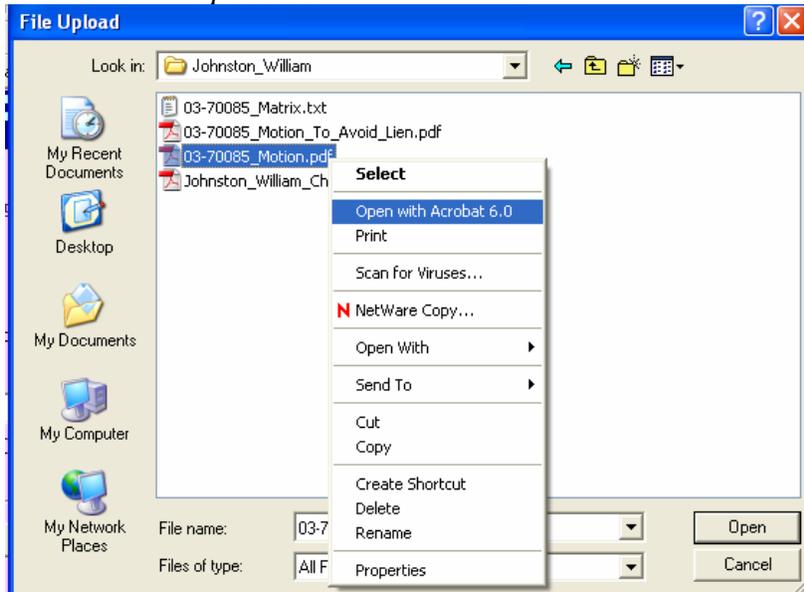
Whoops! - Apparently this file was misnamed when it was converted or scanned. Close this file and search again for the correct pdf to associate with this pleading. *Hint- look at Motion.pdf.*

Adobe Acrobat Window



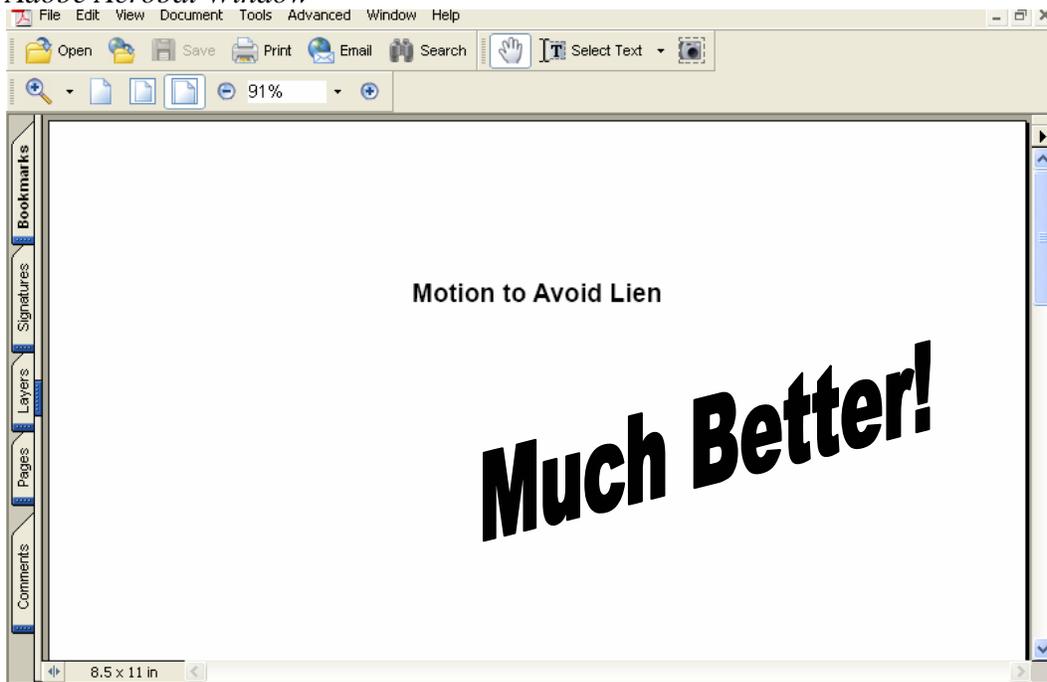
Close this (incorrect) file.

Windows File Upload Screen



Find the file named ‘Motion.pdf. Then right-click and choose ‘Open’ to preview that file.

Adobe Acrobat Window



After ensuring this is the correct file, close the Adobe Acrobat Window.

File Association Screen

A screenshot of the ECF (Electronic Case Filing) system's "File a Motion" screen. The header features the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "File a Motion:" followed by the case number "03-70020 Test R. Smith". The instructions state: "Select the pdf document (for example: C:\199cv501-21.pdf).". There is a "Filename" field containing "nston_William\Motion_Avoid_Lien.pdf" and a "Browse..." button. Below this, the "Attachments to Document:" section has radio buttons for "No" and "Yes", with "Yes" selected. At the bottom, there are "Next" and "Clear" buttons.

A separate pdf file should be created for supporting documents, such as a copy of the loan agreement, title, etc. Click the 'yes' radio button if supporting documents are included. Click 'Next'

The following screen is displayed if attachments (supporting documents) are included.

File Attachment Screen

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Select one or more attachments." The first instruction reads: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." There is a text input field for the filename and a "Browse..." button. The second instruction reads: "2) Select a document type and/or enter a description." Below this are two fields: "Type" with a dropdown arrow and "Description" with a text input field. The third instruction reads: "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." At the bottom, there is an empty list box, an "Add to List" button, a "Remove from List" button, and a "Next" button.

Browse for the pdf file.

This screenshot shows the same ECF interface as the previous one, but with the filename field populated with "P:\cheryl\transfer\lm.03-70005.ex4." and the "Type" dropdown menu set to "Exhibit". The "Description" field now contains the word "Title". The "Add to List" button is now disabled, and the "Remove from List" button is active. The "Next" button remains at the bottom.

Select a type by using the arrow to the right of the “Type” field. Type a short description of the pdf. Click ‘Add to List’. Once you’ve clicked “Add to List” the data in the filename, type and description fields is removed allowing you to add more attachments.

Click ‘Next’

Modify Docket Text Screen

Look at the choices in the drop-down box, and then leave it blank for this example. The textbox after the company name will normally be left blank since there will be an associated document that can be viewed if there are any questions about the entry.

Click 'Next'

Docket Text Preview Screen

Proof this screen carefully!

This is what will print on the docket sheet. If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event. To abort or restart the transaction, click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event. The 'Document number' will now be assigned.

Click [Next] to continue.

Notice of Electronic Filing

The screenshot displays the ECF system interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', and 'Query' options. The main content area is titled 'File a Motion:' and shows details for case 03-70020. It includes the court name 'U.S. Bankruptcy Court [Train]' and 'Central District of Illinois [Train]'. The notice text states that a transaction was received from Narmont, John S. on 2/2/2004 at 1:35 PM CST. Case details include Case Name: Test R Smith, Case Number: 03-70020, and Document Number: 15. The docket text describes a 'Motion to Avoid Lien Filed by Debtor Test R. Smith (Attachments: # (1) Exhibit Title) (Narmont, John)'. It lists two associated documents: a Main Document (Original filename: P:\Cardwell_real.pdf) and an Exhibit Title (Original filename: P:\narmontin_70014.pdf), both with their respective electronic document stamps and timestamps.

Notice the document number of this Motion- we will associate an E-order to this Motion in the following steps.

[Most Attorneys will want to print and/or save the Notice of Electronic Filing at this time. Future access to this document can be made using PACER (for a fee).]

Uploading an Order

In some instances, you may be uploading the order corresponding to a filed motion. The required format for orders has changed somewhat.

Please refer to the handout in the pouch of your blue folder with the heading: “E-ORDERS” at this time.

We will now upload an order that corresponds to the Motion to Avoid Lien just filed. We do this from the ‘Bankruptcy Menu’.

Click Bankruptcy now.

Bankruptcy Events Screen

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

Bankruptcy Events

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance...](#)
- [Judge/Trustee Assignment Plan](#)
- [File Claims](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [CaseUpload](#)
- [Order Upload](#)

Click ‘Order Upload’

ECF Bankruptcy • Adversary • Query

Order Upload for Bankruptcy

- [Upload Single](#)
- [Upload SuaSponte](#)

Click ‘Upload Single’

Order Upload Screen

Type in The correct case number (if not there already) and click ‘Next’.

Relate this Order to document number

Leave the related document number blank and Click ‘Next’.

Related Documents Screen

court
crditerd
crntc
misc
motion
notice
order
plan
trustee
utility

Filed to

Documents to

Next Clear

Select 'motion' and Click 'Next'

Select the Appropriate Event which the Order Relates

01/28/2004 12 Application for Compensation . Filed by (court, tbur)

02/02/2004 14 Motion to Avoid Lien Filed by Debtor Test R. Smith (Attachments: # (1) Exhibit Title) (Narmont, John)

02/02/2004 15 Motion to Avoid Lien Filed by Debtor Test R. Smith (Attachments: # (1) Exhibit Title) (Narmont, John)

Next Clear

Select the document which the motion relates
Click 'Next'

Order Type/Hearing Date

Upload a Single Order

Case Number: 03-70088
Case Name: Charles Prince
Related Document Number: 5
Related Document Description: Motion to Avoid Lien

Order Type:

Hearing Date: Examples: 03/19/2002 or 03/19/02

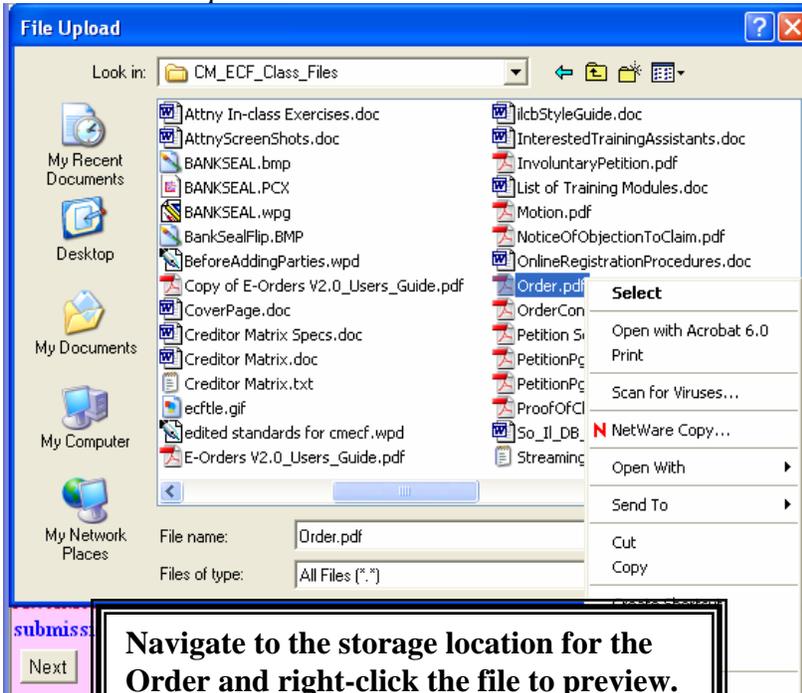
File to Upload:

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

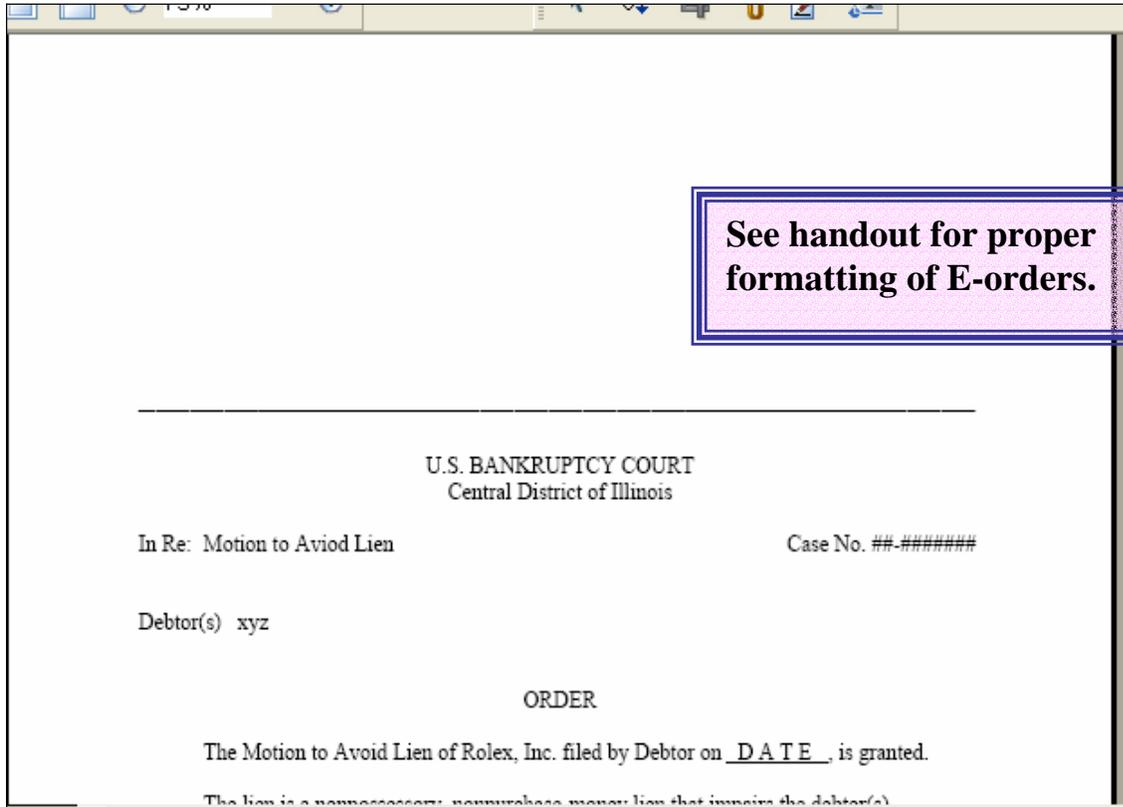
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

In the Order Type selection box- Choose 'Other', and then click 'Browse'

Windows File Upload screen

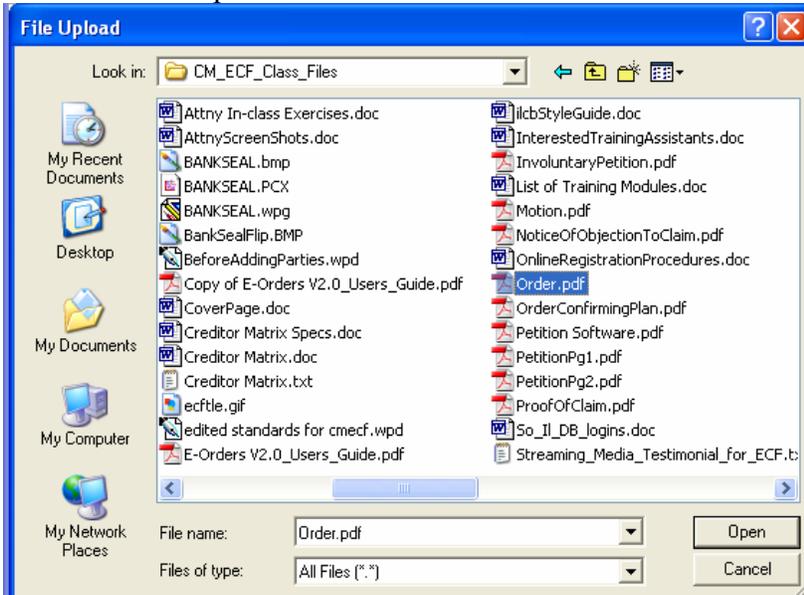


Order Preview in Adobe Acrobat Window



After previewing the document- close Adobe Acrobat (or click the second 'X' to close this file-only and then minimize Adobe Acrobat).

Windows File Upload Screen



Click Open

The pathway to the file (Order) is entered into the 'Browse' text box.

CM/ECF File Upload Screen

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

Related Document Number: 5
Related Document Description: Motion to Avoid Lien

Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

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

Useful information about font settings in PDF files.

Click 'Next'

Order Upload Confirmation Screen

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

Upload a Single Order

The new pdf file [13 .pdf](#) was uploaded successfully on 11/6/2003 -- 4:45 PM

Order Type other
Case Number: 03-70085
Case Name: William Johnston and Mary Johnston
Related Document Number: 5
Related Document Description: Motion to Avoid Lien
Hearing Date: 11/20/2003

[Do it again](#)

Motion for Relief from Stay (Creditor's Attorney)

Motion for Relief from Stay:

Bankruptcy Events Menu



Click 'Motions/Applications' from the Bankruptcy Events Menu

File a Motion Screen



Enter the correct case number (the one you just created), and click 'Next'

Motions Selection List



Choose desired motion (Relief from Stay (Fee)) from the list

Discussion on Multiple Reliefs:

In some instances, an attorney may choose more than one relief from the list box above (such as Motion for Relief from Stay and for Adequate Protection) by holding down the 'Ctrl' key and clicking additional selections. *This should be done sparingly. It is best to file single-part motions if possible.* **NOTE: Always file Motion to Convert by itself. Always file Motion to dismiss by itself.**

Joint Attorney Screen

MECF Bankruptcy • Adversary • Query •

File a Motion:
[03-70085 Robert O Britz](#)

Joint filing with other attorney(s).

Use this screen only if this is a joint filing with another attorney.

Next Clear

Click 'Next'

Party Selection Screen

MECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
[03-70085 Robert O Britz](#)

Select the Party:

American Express, [Creditor]
Britz, Robert O [Debtor]
Gragula, Nancy J [U.S. Trustee]
Pogge, Mariann [Trustee]

[Add/Create New Party](#)

If the creditor you represent is not listed for this case, Click Add/Create new Party.

Next Clear

To select multiple parties from the list, hold the 'Ctrl' key down while clicking on each party name. We will be filing on behalf of *Prairie State Bank*. If this choice does not appear in the list of parties, click on “**Add/Create New Party**” and add them to the list as follows:

Search for a Party Screen

The screenshot shows the ECF search interface. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text "Search for a party" is displayed. There are three input fields: "SSN" with a light blue box, "Tax Id" with a light blue box, and "Last/Business name" with a light blue box containing the text "Prairie State". Below these fields are two buttons: "Search" and "Clear".

**Type Last Name or Creditor Name in the Last/Business name search box
Click 'Search'**

Search for Party Screen

The screenshot shows the ECF search results screen. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy and Adversary. Below the navigation bar, the text "Search for a party" is displayed. There are three input fields: "SSN" with a light blue box, "Tax Id" with a light blue box, and "Last/Business name" with a light blue box. Below these fields are two buttons: "Search" and "Clear". Below the search fields, the text "Party search results" is displayed. Below that, the text "No person found." is displayed. At the bottom, there is a button labeled "Create new party".

**Choose the appropriate party from Party search results. If no person found is returned after search...
Click 'Create new party'**

Party Information Screen

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Complete Party Information. Type creditor name and address using CM/ECF data entry standards. A valid postal address must be added for new parties.

Party Role must be completed with role of added party, for instance Creditor.

Click ‘Submit’

Select Party Screen

MECF Bankruptcy • Adversary • Query •

File a Motion:
[03-70085 Robert O Britz](#)

Select the Party:

Prairie State Bank and Trust, [Creditor] Add/Create New Party
American Express, [Creditor]
Britz, Robert O [Debtor]
Gragula, Nancy J [U.S. Trustee]
Pogge, Mariann [Trustee]

Next Clear

Choose the appropriate party from the Party Selection List

When a new party is added, the party selection screen displays to include added party. To select multiple parties from the list, hold the 'Ctrl' key down while clicking on each party name.

Click 'Next'

MECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:
[03-70085 Robert O Britz](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Prairie State Bank and Trust, (cr:cr) represented by train8, train8 (aty) Verify the party
- attorney link.

Next Clear

Party/Attorney Association Link Screen

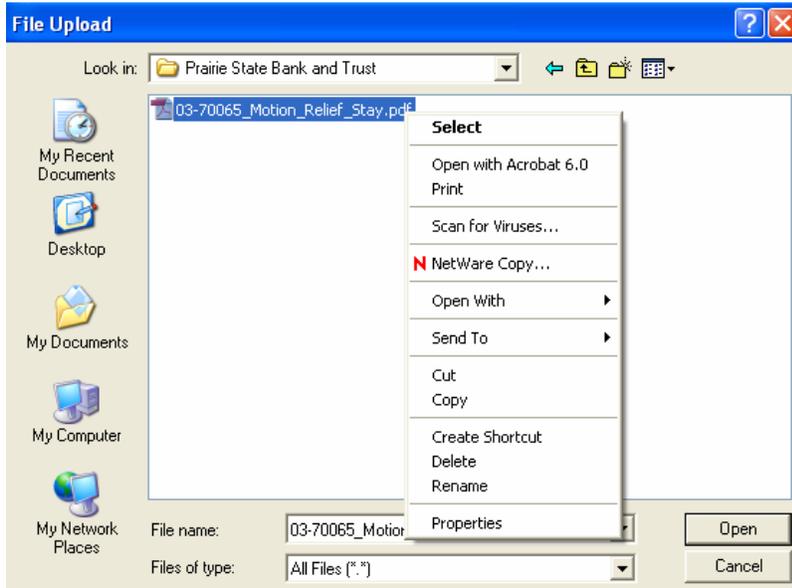
Click 'Next'

File Association Screen



**Place check in box to show link between creditor and attorney filing the motion.
In the File Upload screen - click 'Browse'**

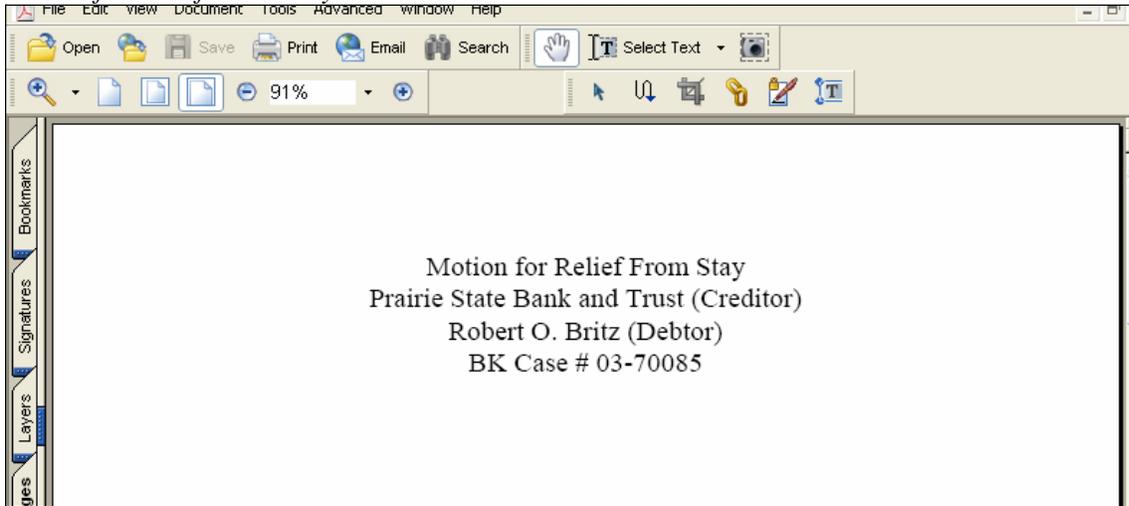
File Upload Screen



Navigate to the appropriate .pdf file to upload. Our in-class example uses a file in the Prairie State Bank subfolder inside the Attorney Files folder on your desktop.

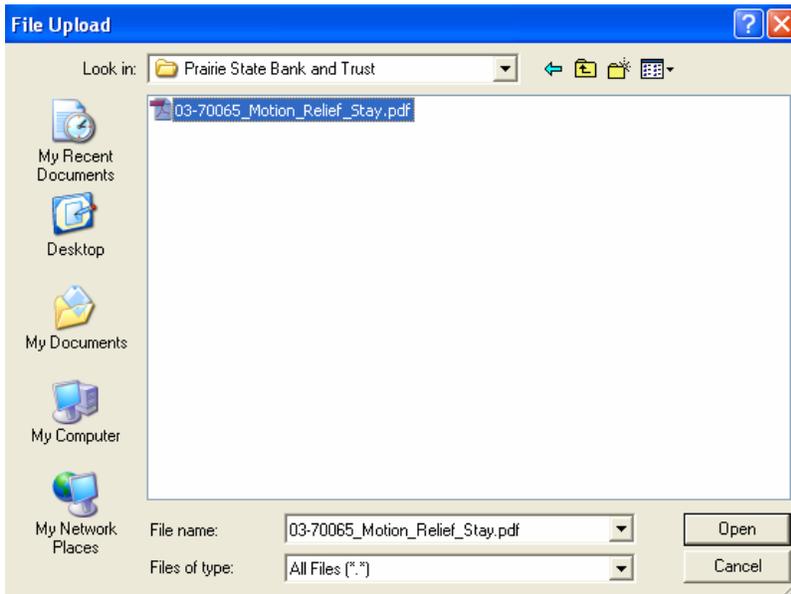
After locating the correct file, right click and choose 'Open....' from the shortcut menu to preview the actual document about to be uploaded.

Motion for Relief From Stay Preview in Adobe Acrobat Window



After ensuring this is the correct file, right click open to fill in the browse: location of the file. Close the Adobe Acrobat Window. **Click 'Next'**

Windows File Upload Screen



...Click 'Open' from the File Upload screen.

CM/ECF File Upload Screen

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

File a Motion:
[03-70085 Robert O Britz](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
C:\Documents and Settings\ronald\De

Attachments to Document: No Yes

Click 'Next' to upload a copy of the file into CM/ECF.

Fee Amount prompt screen

CM/ECF Bankruptcy • Adversary

File a Motion:
[03-70085 Robert O Britz](#)

Fee: \$150

Fee information is provided. Click 'Next'

Look at the choices in the drop down box, and then leave it blank for this example. This drop down box will normally not be used. The text box after the creditor name will normally be left blank since there will be an associated document that can be viewed for more information but can be used.

Modify Docket Text Screen

ECF Bankruptcy • Adversary • Query • Reports • Utilities •

File a Motion:
[03-70085 Robert O Britz](#)

Docket Text: Modify as Appropriate.

Motion for Relief from Stay Filed by Creditor Prairie State Bank and Trust (train8, train8)

Next Clear

Click 'Next'

Docket Text Preview Screen

ECF Bankruptcy • Adversary • Query • Reports • Utilities •

File a Motion:
[03-70085 Robert O Britz](#)

Docket Text: Final Text

Motion for Relief from Stay Filed by Creditor Prairie State Bank and Trust (train8, train8)

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

Next Clear

Proof this screen carefully!

This is what will print on the docket sheet. If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through this event. To abort or restart the transaction, click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event. The 'Document number' will now be assigned.

Click 'Next' to continue.

Electronic Payment Prompt



Summary of current charges:

Date Incurred	Description	Amount
2004-01-30 10:59:43	Motion for Relief From Stay(03-70085) [motion,mr1fsty] (150.00)	\$ 150.00
2004-01-30 11:03:35	Motion for Relief From Stay(03-70085) [motion,mr1fsty] (150.00)	\$ 150.00
2004-01-30 13:30:59	Motion for Relief From Stay(03-70085) [motion,mr1fsty] (150.00)	\$ 150.00
		Total: \$ 450.00

Pay Now

Continue Filing

Choose to Pay Now if you are finished filing or Choose Continue Filing to complete all docket transactions prior to paying for the Motion for Relief from Stay.

Notice of Electronic Filing

ECF Bankruptcy • Adversary • Query • Reports • Utilities •

File a Motion:
[03-70085 Robert O Britz](#)

U.S. Bankruptcy Court [Train]
Central District of Illinois [Train]

Notice of Electronic Filing

The following transaction was received from train8, train8 entered on 1/30/2004 at 1:30 PM CST and filed on 1/30/2004

Case Name: Robert O Britz
Case Number: [03-70085](#)
Document Number: [4](#)

Docket Text:
Motion for Relief from Stay Filed by Creditor Prairie State Bank and Trust (train8, train8)

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

Document description: Main Document
Original filename: C:\Documents and Settings\teresa\My Documents\03-70085_Motion_Relief_Stay.pdf.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1056124888 [Date=1/30/2004] [FileNumber=4281-0] [9a562be047fd5404e0c69e858bc595638b558505621469fcd59ec83438fd0bc05ba145 bdf0ada82ec5c61a033ae5312144072dfd133b5a6fee157055ecf1b300]]

03-70085 Motion for Relief from Stay Filed by Creditor Prairie State Bank and Trust (train8, train8)

Document: Done

Take note of the document number on this page. It will be useful when filing an e-order.

[Most Attorneys will want to print and/or save the Notice of Electronic Filing at this time. This would correspond to a file stamp for your document. Future access to this document can be made using PACER (for a fee).]

See the section in this documentation regarding Uploading an Order.

Proofs of Claim (Creditor's Attorney)

There is a "Fillable pdf" claim form on our Web site you can use to prepare the claim. (We may have done this in the Morning Session).

The following instructions pertain to using that form:

Click on fillable pdf court form (<http://www.ilcb.uscourts.gov/forms/claim.pdf>).

Complete all fields. **IMPORTANT!** Remember to sign the document as /s/ signor's name

Click on the "Save a copy of the file" icon in the Adobe Acrobat menu bar. The "save a copy" window appears.

Change the "Save in:" field to the folder you wish to save the pdf file in.

Name your pdf file in the "File name" field.

Verify that Adobe PDF Files (*.pdf) is selected in the "Save as type." field.

Click on the Save button

When a proof of claim is filed in CM/ECF, one must first locate the creditor by searching the list of creditors associated with that case, and then entering the corresponding claim.

See below:

Search for appropriate creditor. Verify that the creditor's address is the same.

If creditor is not listed or listed at a different address: **add creditor**

If you are representing the creditor and would like notices sent to you rather than the creditor, enter claimant as follows:

Claimant
c/o attorney
Attorney's address

If you are representing the creditor and would like notices sent to BOTH you and the creditor, enter claimant as follows, -AND- file a Notice of Appearance and Request for Notice on behalf of the creditor.

Claimant
Address of Claimant

The Creditor will usually already be a party to the case and appear in the selection box. In the following exercise, the creditor is already a party to the case.

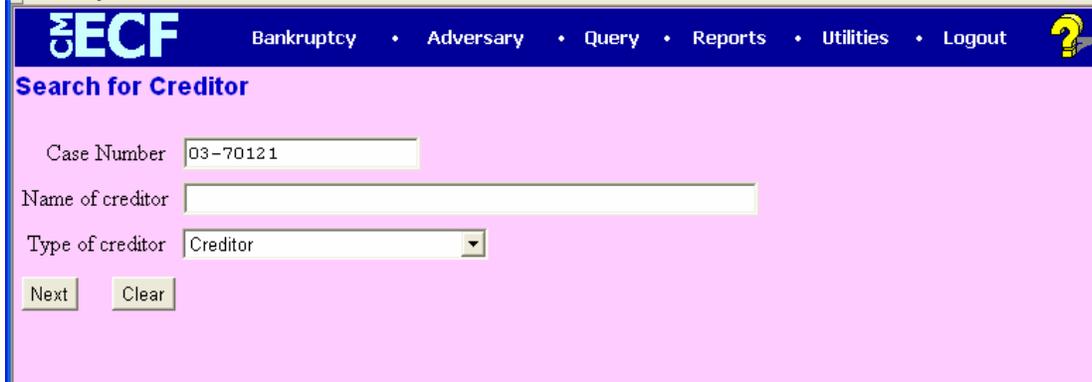
Click on 'Bankruptcy'

Bankruptcy Events Menu



Click on the 'File Claims' hyperlink

Search for Creditor Screen



Enter the correct case number. Leave the "Name of creditor" text box blank. Leave the "Type of Creditor" set to "Creditor"
Click 'Next'

Select a Creditor Screen

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

Select a Creditor for Claim

Case 03-70121: Mark Smith and Mary Smith

508 - Rolex Inc - 22 Expensive St Chicago, IL 85007

[Add Creditor](#)

Next Clear

Choose the correct Creditor from the drop-down box and click ‘Next’

Note: If the Creditor does not appear in the drop-down list, or if the Creditor’s address information needs to be modified, click the “Add Creditor” link and enter Creditor information as described on page 63.

Proof of Claim Information Screen

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

486 - Rolex Inc
22 Expensive St
Chicago, IL 85007

Case Number: 03-70118	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 11/21/2003	Late: No	Status:

Amount Claimed

Unsecured <input type="text"/>	Secured 16000.00	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) 16000.00
-----------------------------------	---------------------	----------------------------------	---------------------------------	----------------------------------

Amount Allowed

Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
-----------------------------------	---------------------------------	----------------------------------	---------------------------------	--

Description:

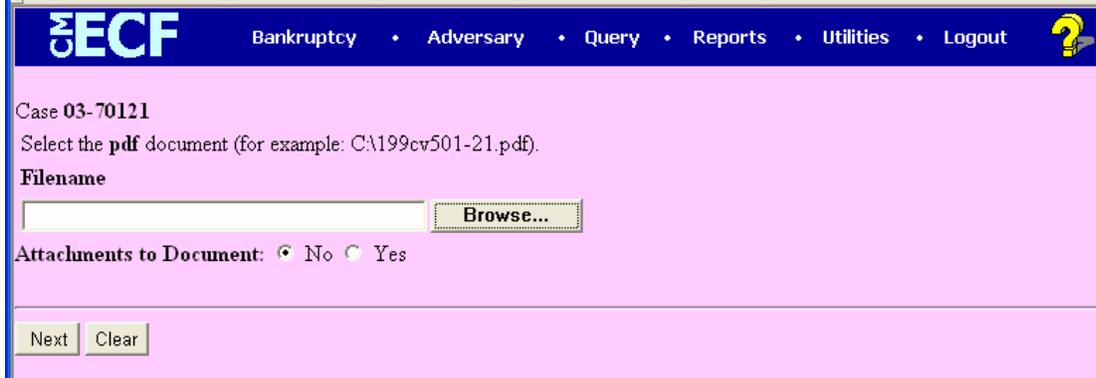
Remarks:

Next Clear

Fill in the Claims Information Screen following court guidelines. In our example, we are claiming a \$16,000 claim secured by the Rolex Watch in question. Complete the screen as shown above and click ‘Next’

If the claim is being filed by someone other than the creditor, change the ‘Filed By:’ to the appropriate person type.

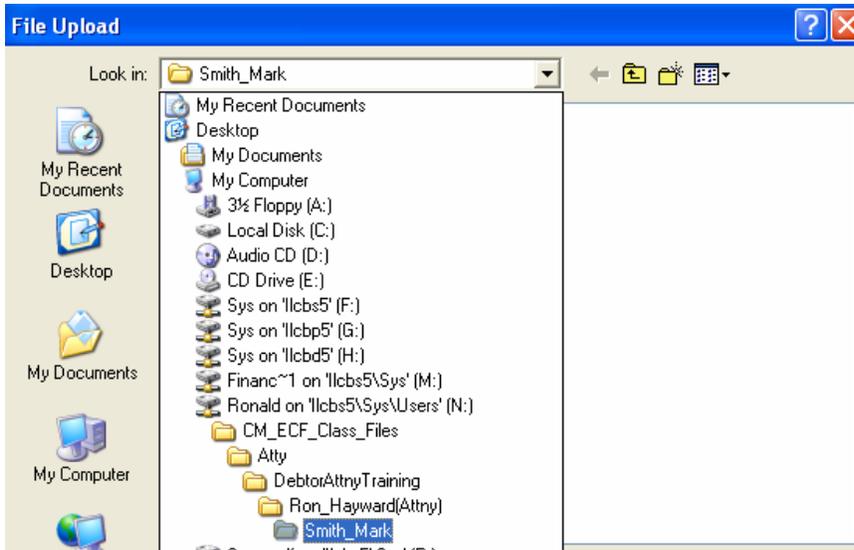
CM/ECF File Upload Screen



Click the 'Browse' button

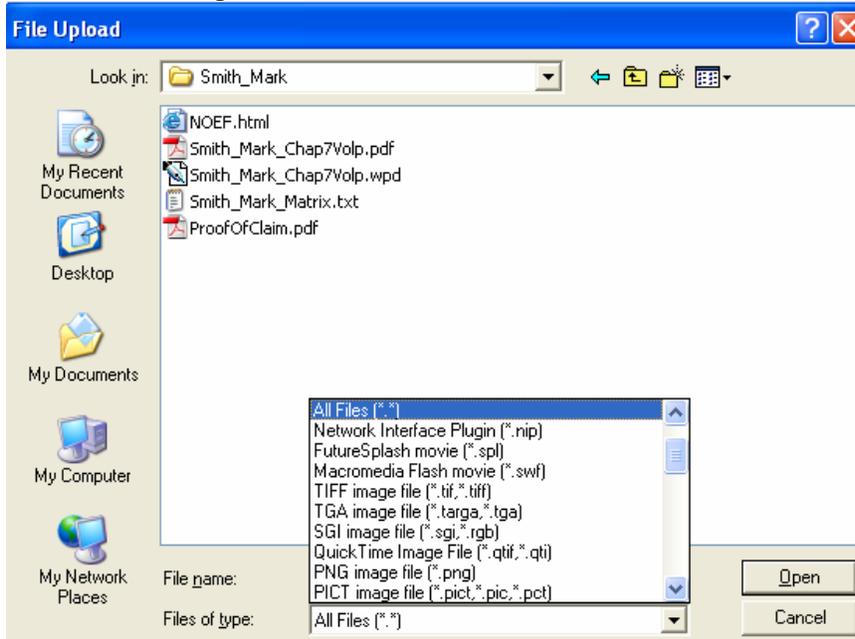
Navigate to the file storage location for the appropriate Proof of Claim form

Windows File Upload Screen (Your screen may look slightly different)



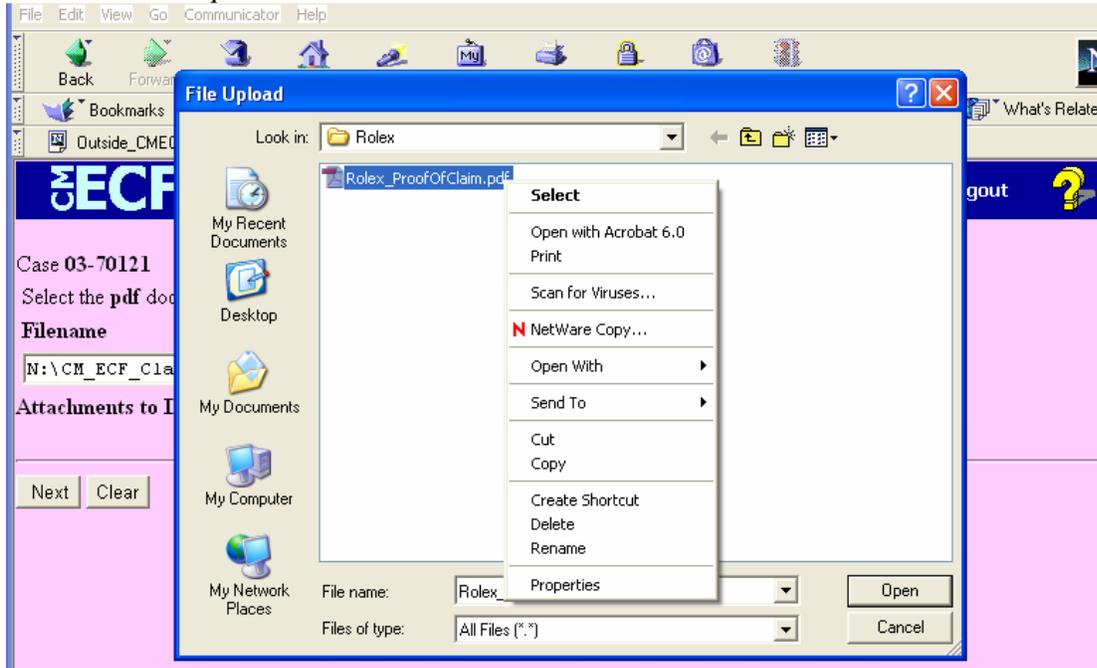
Navigate to the correct storage location. Our in-class file is located in the Smith Mark sub-folder inside the Attorney Files folder on your desktop.

Windows File Upload Screen



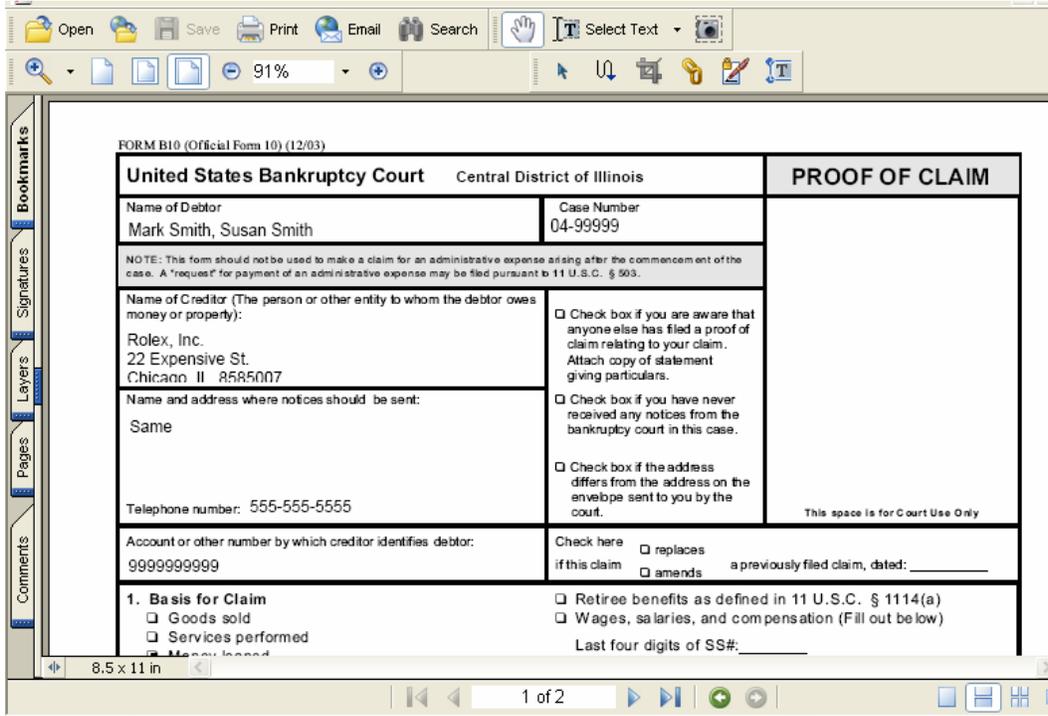
Make sure to change the 'Files of Type' to 'All Files' (otherwise the folder may appear empty).

Windows File Upload Screen



Right-click the Proof of Claim form and choose 'Open' from the shortcut menu

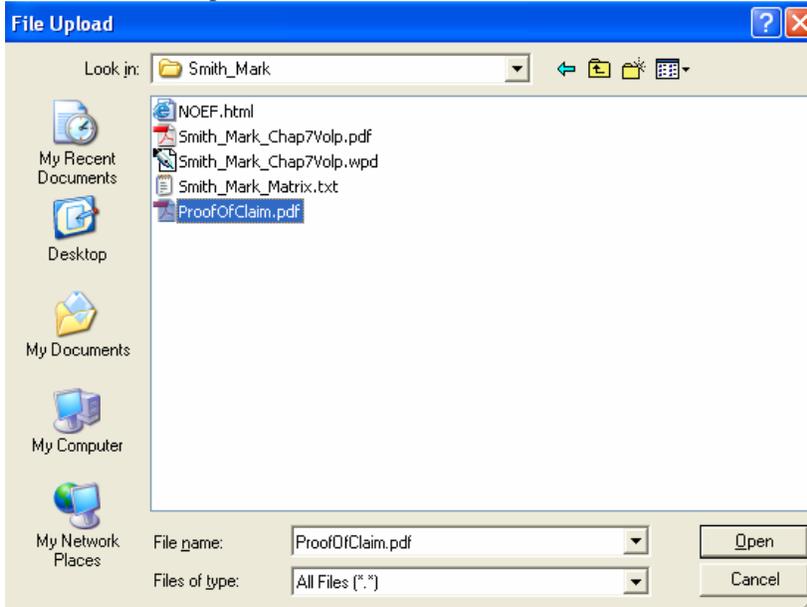
Document Preview in Adobe Acrobat



After previewing the document to make sure it is the correct file and legible, Close Adobe Acrobat (or just close this individual file and minimize Adobe Acrobat).

You are returned to the Windows File Upload screen where you will click 'Open' to place the file path into CM/ECF

Windows File Upload Screen



Click 'Open'

You are returned to the CM/ECF File Upload screen. The file path has been filled into the File Name text box.

CM/ECF File Upload Screen (Your screen may differ slightly)

The screenshot shows the CM/ECF File Upload screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is pink and contains the following text: "Case 03-70121", "Select the pdf document (for example: C:\199cv501-21.pdf).", "Filename", a text box containing "N:\CM_ECF_Class_Files\Atty\Creditor" with a "Browse..." button, "Attachments to Document: No Yes", and "Next" and "Clear" buttons. Two callout boxes are present: one pointing to the filename text box with the text "File path filled in", and another pointing to the "Yes" radio button with the text "Change 'Attachments' to Yes if you have supporting documents, such as title, loan application, etc. (See Revised General Order A copy is on our Web site.)".

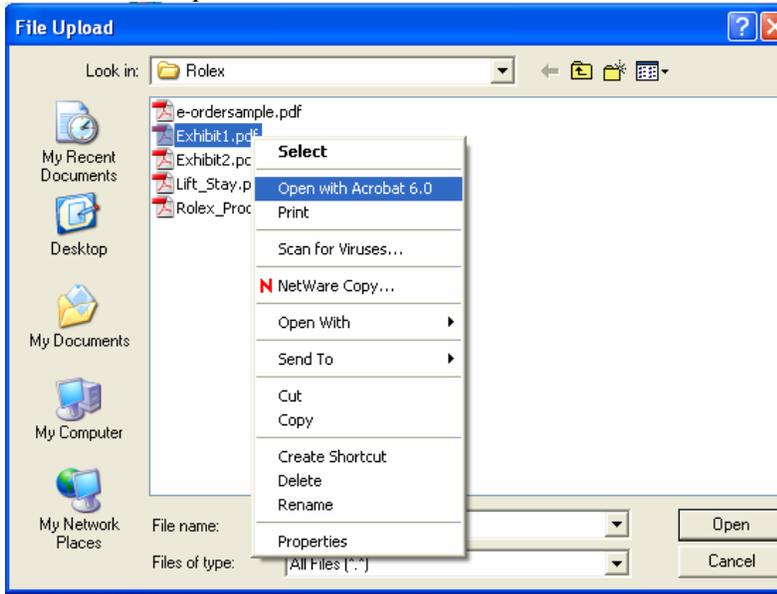
Click Next

Attachments Upload Screen

The screenshot shows the Attachments Upload screen. The header is the same as the previous screen. The main content area is pink and contains the following text: "Select one or more attachments.", "Case 03-70121", "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).", "Filename", a text box with a "Browse..." button, "2) Select a document type and/or enter a description.", "Type" and "Description" labels, a dropdown menu and a text box, "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.", a list box, "Add to List" and "Remove from List" buttons, and a "Next" button.

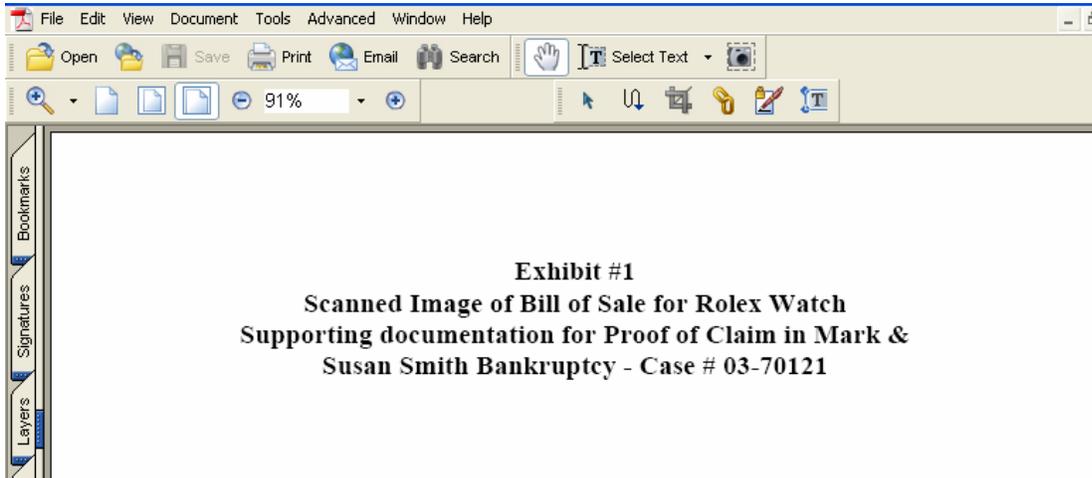
Browse to the file location for the first supporting attachment (Rolex subfolder in the Attorney Files folder on your desktop).

Windows File Upload Screen



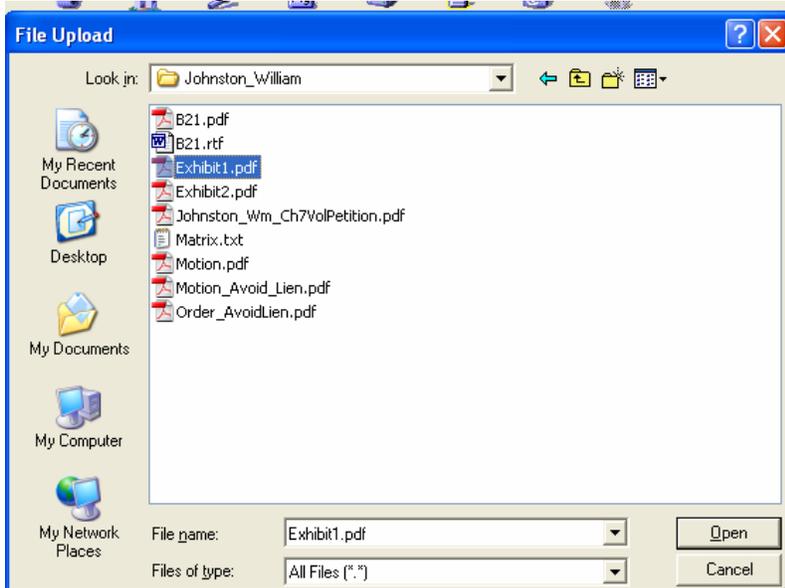
Right-click on the file “Exhibit1” and choose “Open” from the shortcut menu

Document Preview in Adobe Acrobat



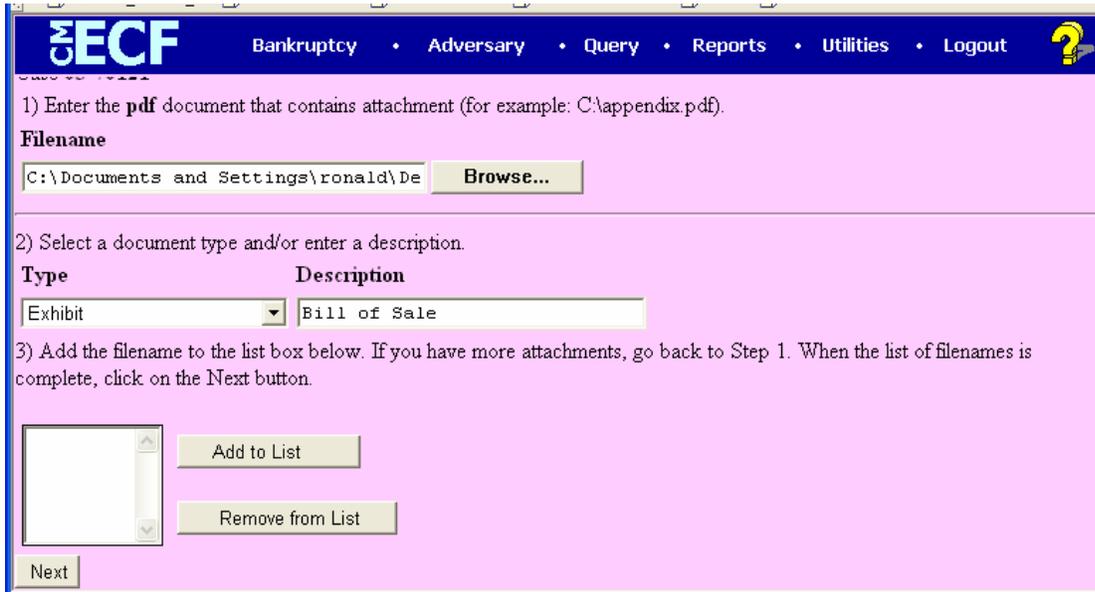
Verify it is the correct file, then close file and minimize Adobe Acrobat

Windows File Upload Screen



Choose 'Open' from the Windows File Upload window

CM/ECF Attachments Window



Choose the appropriate 'Type' of Attachment from the drop-down list and/or type a brief description of the document as shown above. (Exhibit...Bill of Sale)

Click 'Add to List'

Click 'Next'

CM/ECF Attachments Window

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

**Additional Attachments can be added following the same method.
(See discussion on file size limitation on next page)**

When all necessary documents are attached- Click 'Next

File Specifications and Size Limitations:

CM/ECF uses 'Portable Document Format (pdf) for electronic filing of all case pleadings (with the exception of the 'Creditor Matrix', which uses a text file ('.txt')). Certain reasonable size limitations exist for the files uploaded into CM/ECF.

All file sizes (documents and attachments) cannot exceed 2 MB or 50 pages in size. For larger files (such as Exhibits) - it may be necessary to break-apart the file into pieces and attach them separately. Attorneys should also attach only those pages pertinent to the motion or pleading (and retain the original documents to be made available upon request.)

(For more information on this and other important considerations- see the copy of the 'General Order Authorizing Electronic Case Filing' included in the back pouch of your class folder).

Notice of Electronic Filing

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

U.S. Bankruptcy Court [Train]
Central District of Illinois [Train]

Notice of Electronic Claims Filing

The following transaction was received from court, rhay on 11/21/2003 at 2:28 PM CST

Case Name:	Mark Smith
Case Number:	03-70118
Creditor Name:	Rolex Inc 22 Expensive St Chicago, IL 85007
Claim Number:	1
Total Amount Claimed:	\$16000.00

Hyperlinks to
Docket Query
Menu and pdf file
Via PACER

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

Document description: Main Document
Original filename: C:\Documents and Settings\ronald\Desktop\Johnston_William\03-70085_Motion_To_Avoid_Lien.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1056124888 [Date=11/5/2003] [FileNumber=3268-0] [c0c136802089b23265e9917ef150d5cb25dfe008f543cec9b225c3e9f76a6946703a20db7a46b036ab8cffda3b07db2832d4b2b2b134a57c3dd8ad69ea3a183c]]

03-70085 Notice will be electronically mailed to:

03-70085 Notice will not be electronically mailed to:
[STAMP bkecfStamp_ID=1056124888 [Date=11/5/2003] [FileNumber=3268-0] [c0c136802089b23265e9917ef150d5cb25dfe008f543cec9b225c3e9f76a6946703a20db7a46b036ab8cffda3b07db2832d4b2b2b134a57c3dd8ad69ea3a183c]]

03-70085 Notice will be electronically mailed to:

03-70085 Notice will not be electronically mailed to:

John L Swartz
POB 2117
Springfield, IL 627051

train1
,

train1
Lelo and Stitch
One Disney Ave
Orlando, FL 62701

Opening an Adversary Case (Creditor-Attorney)

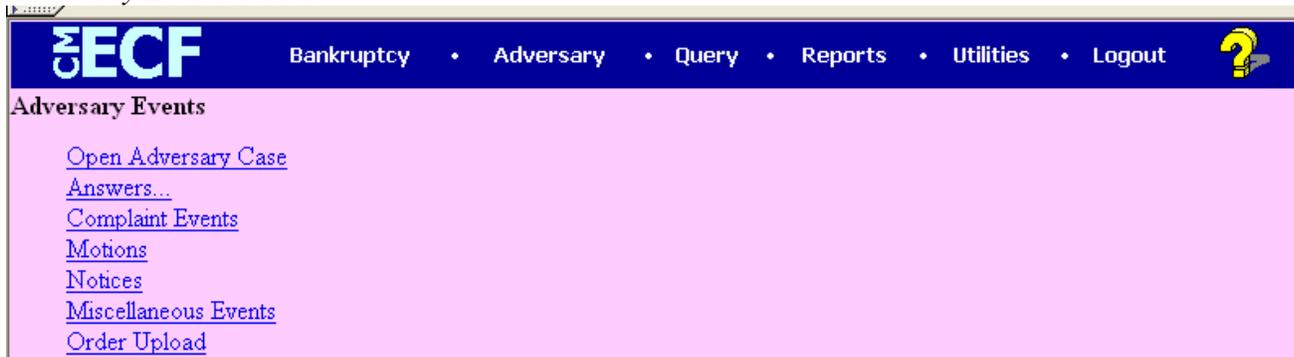
Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff, defendant, and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. During the filing of this event (unlike the opening of a Bankruptcy Case), the attorney for the plaintiff must select himself/herself at the attorney selection screen.

CM/ECF Main Menu



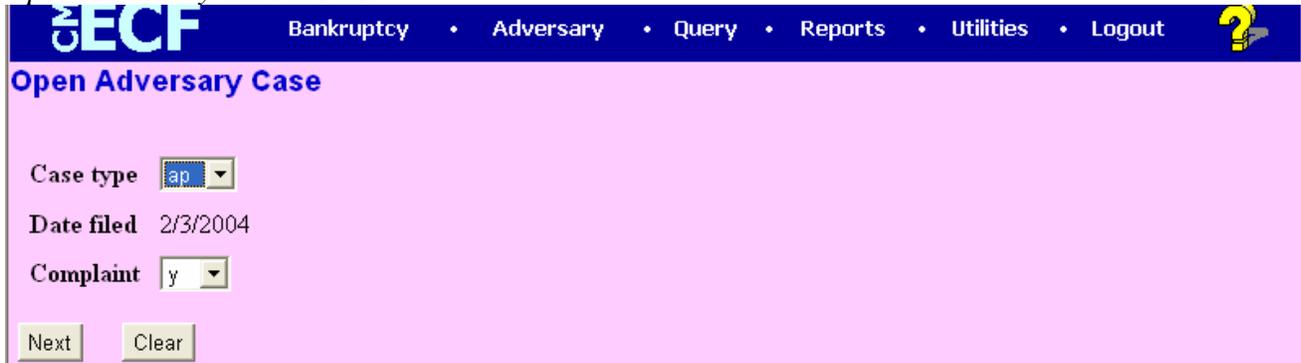
Click 'Adversary' on the blue menu bar at the top of your screen.

Adversary Events screen



Click on the 'Open Adversary Case'

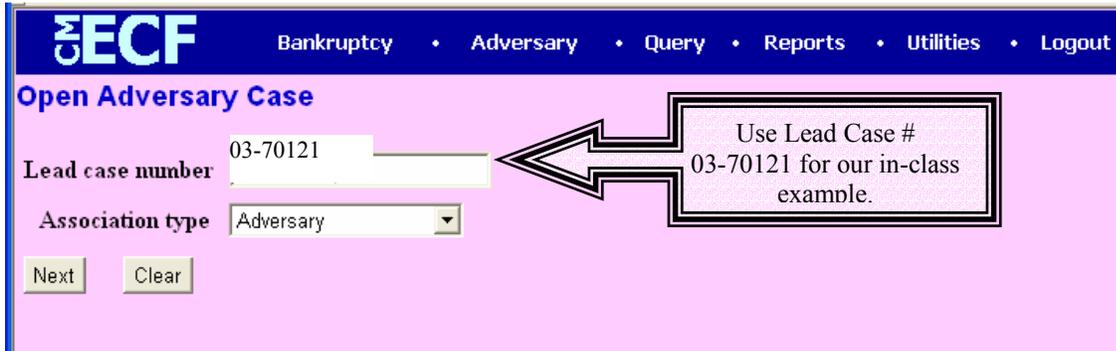
Open Adversary Case screen



Click 'Next'

- The case number is generated at the end of this process. Make sure you record.
- The current date is displayed next to **Date Filed**.
- The **Case Type** value is **ap** for adversary proceeding. There is no other selection.
- The Complaint field signifies the lead event for this proceeding. If you are filing something other than a complaint such as a Notice of Removal, select **(n)** for no.

Lead Case Association Screen



Fill in the **Lead Case Number** in yy-nnnnn format, including the hyphen.
Then Click 'Next'

- The **Association type** defaults to Adversary. Other selections are Consolidated, Jointly Administered, and Related. Leave the default.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, "YY-NNNNN is not a valid case. Please enter a valid value." Is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

The **CASE ASSIGNMENT** screen displays. Case assignment is based on the lead Bankruptcy case.

Case Assignment Screen

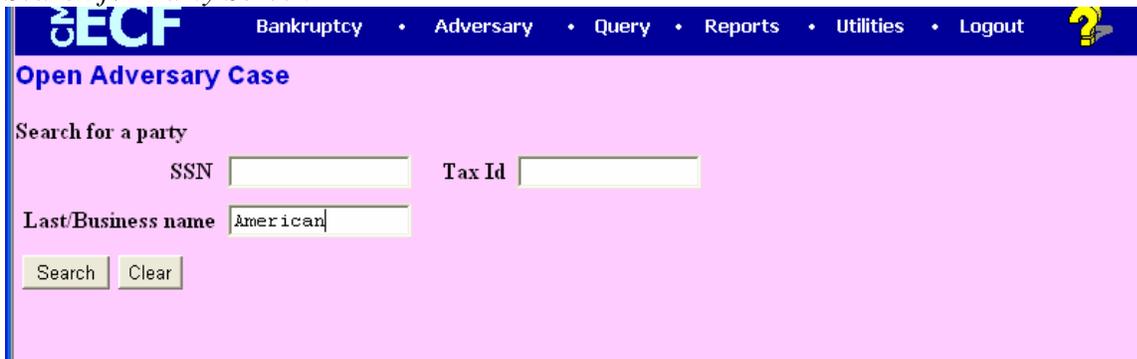


Click 'Next'

The **PARTY SEARCH** screen appears.

Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name. Enter the last name of the party to be searched. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 200 characters

Search for Party Screen



Enter the plaintiff's last/business name (American) and click 'Search'.

NOTE: You cannot use the asterisk * by itself as search criteria. If just the asterisk is used, the system displays a dialog box stating "A minimum of two consecutive characters of the last name is required for name search".

The **SEARCH RESULTS** screen appears.

Party Search Results Screen

Your search may produce multiple results. If no results appear (as above)- click on 'Create new party' and add the Party.

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation, you would select the party by highlighting the name with your mouse and click on the **[Select Name From List]** button.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Include punctuation. (O'Brien, Zeta-Jones) Do NOT add data with punctuation.
- Try alternate search clues if your first search is not successful.
- Partial names (minimum of two characters) can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- You cannot search by the asterisk * itself.

Party Information Screen

Complete the Party Information Screen as shown above—Then click ‘Attorney’

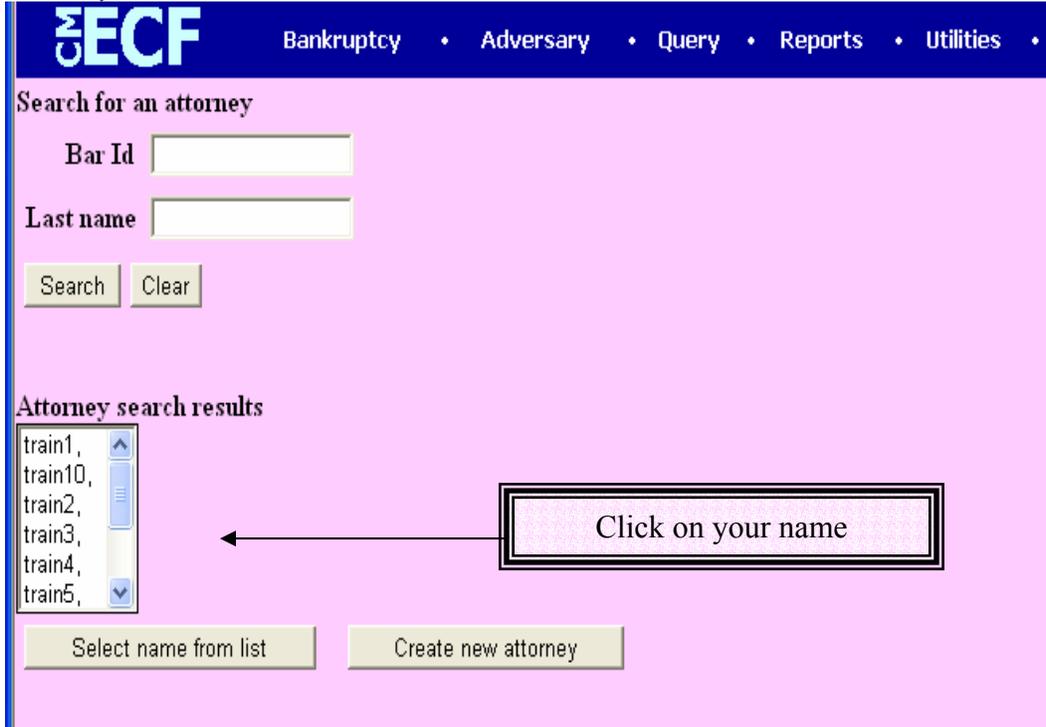
IMPORTANT; For adversary openings ONLY, you will need to add yourself as the attorney representing the plaintiff(s). If you do not add yourself as the attorney for the plaintiff(s), the docket and the summons will not show you as attorney of record. — Your attorney record already exists on the court’s database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by Last Name (or partial Last Name- minimum of 2 letters.)

Search for Attorney Screen

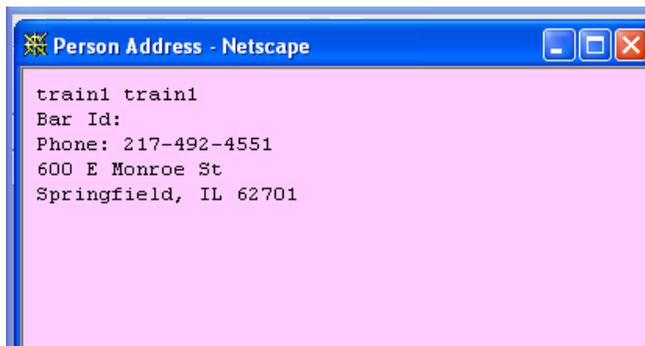
**Enter your Last Name (For class- enter your login)
Then Click ‘Search’**

Attorney Search Results Screen



Select your name from the Attorney search results box

Person Address Pop-up Screen

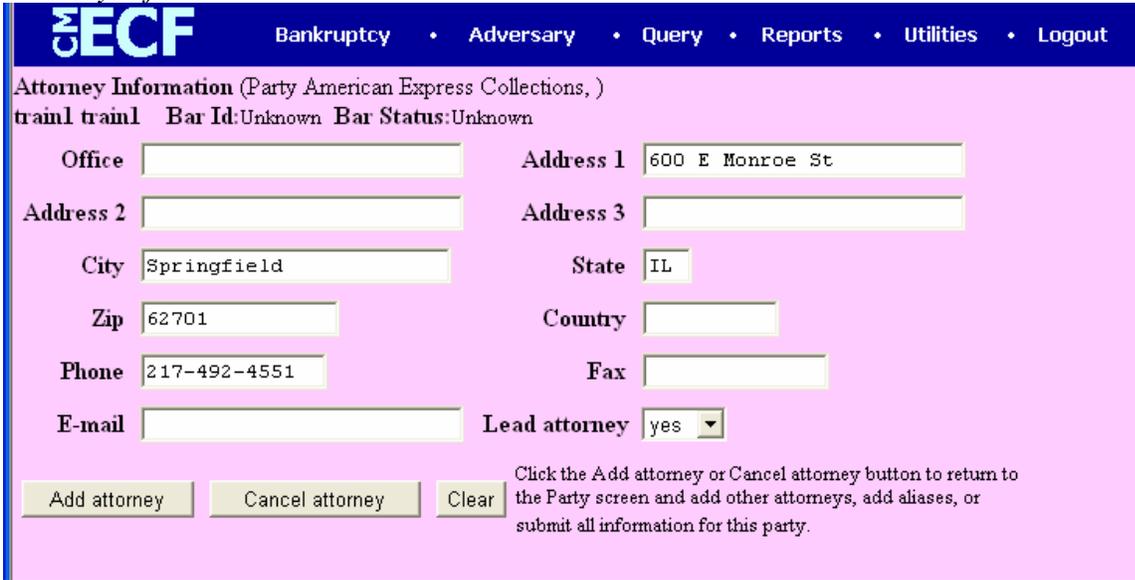


The Person Address Pop-up Box allows us to further distinguish between like-names in the Party Results list.

Close pop-up box after viewing address information.

— Click your name with your mouse and click on [Select Name From List].

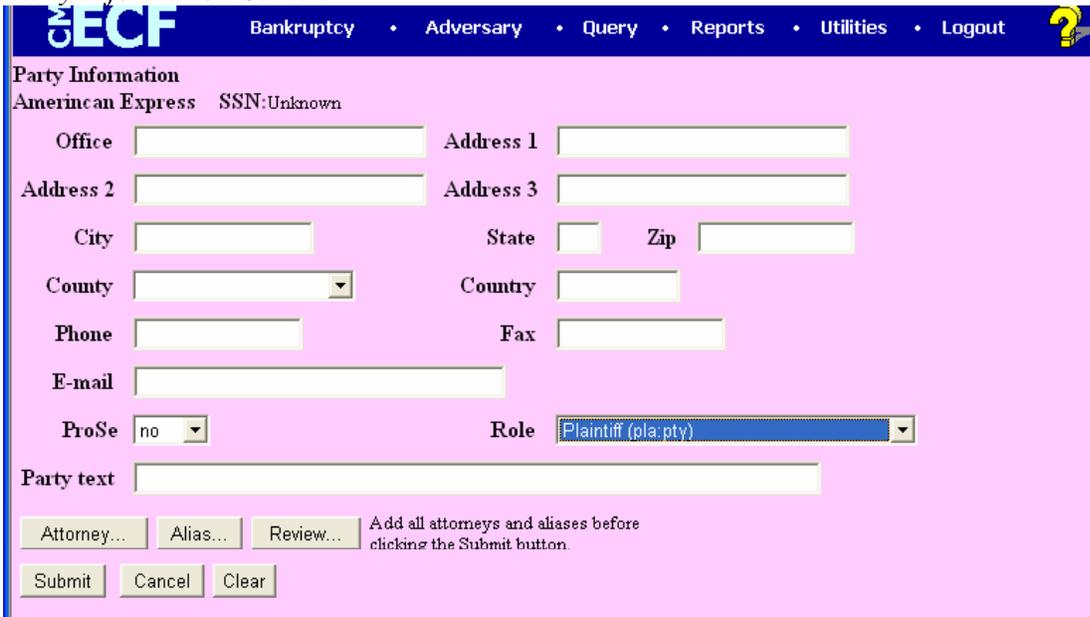
Attorney Information Screen



The ATTORNEY INFORMATION screen displays the master attorney record from the court attorney roll. — Your attorney record can accommodate only one address. If the address for this case is different, make the changes to this screen. This will change professional and mailing information *FOR THIS CASE ONLY*.

— After verifying this information, click [Add Attorney] to associate this record with your plaintiff.

Party Information Screen



Click ‘Review’

Review Attorney/Plaintiff Association Screen

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

Review attorneys and aliases
American Express Collections

Uncheck to remove from list

Attorneys added:

- train1, train1
600 E Monroe St
Springfield, IL 62701

Aliases added:

None added.

Click on [Return to Party screen].

Party Information Screen

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

Party Information
American Express SSN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all attorneys and aliases before clicking the Submit button.

The main PARTY INFORMATION screen again appears, click [Submit]

You have added the plaintiff and if there are no more plaintiffs, the next step is to add the defendant(s). The **PARTY SEARCH** screen will appear again for that purpose.

Party Search Screen

Enter party information for the defendant: (Mark Smith)

When the **SEARCH RESULTS** screen appears, the party will be displayed because Mark and Mary Smith are already debtors in the bankruptcy case.

Highlight the Debtor's name in the results box, and click 'Select name from List'.

Party Search Results Screen

Choose the Defendants from the Party Search Results text box and Click 'Select name from list'

The **SEARCH RESULTS** screen appears next (see next page) with this party's data and address as it is recorded in the database from the bankruptcy case. You must select the Party Role by clicking on the – down arrow for the **Role** field. Highlight **Defendant**. Since we are not certain who will represent the Defendant(s) in the Adversary case, we will not add an attorney for the Defendant(s) at this time. Therefore, change the 'ProSe' setting to yes to maintain consistency at this point. Once the Answer is filed and an Attorney is added for the Defendant(s), the 'ProSe' field changes from 'yes' to 'no'.

Party Information Screen

The screenshot shows the ECF Party Information screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the 'Party Information' section is highlighted in pink. It displays the name 'Mark Smith' and a masked SSN 'xxx-xx-4444'. The form contains several input fields: 'Office' (empty), 'Address 1' (18 Cutters Circle), 'Address 2' (empty), 'Address 3' (empty), 'City' (Springfield), 'State' (IL), 'Zip' (62707), 'County' (Sangamon), 'Country' (empty), 'Phone' (empty), 'Fax' (217-555-4141), 'E-mail' (empty), 'ProSe' (no), and 'Role' (Defendant (dft:pty)). There is also a 'Party text' field. At the bottom, there are buttons for 'Attorney...', 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note states: 'Add all attorneys and aliases before clicking the Submit button.'

Change 'Party Role' to "Defendant" and Click 'Submit' (Do not assign an attorney for the Defendant)

The Party Search screen will reappear. Since the bankruptcy case we are using is a joint case, we would complete the party association steps again if we were including the Joint Debtor in the Adversary Case, as follows:

Search for Party Screen

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

Search for a party

SSN Tax Id

Last/Business name

Type in the last name of the Joint Debtor (Smith again) and click ‘Search’

Party Search Results Screen

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

Search for a party

SSN Tax Id

Last/Business name

Party search results

- Smith, Bob
- Smith, Mark
- Smith, Mary
- Smith, Test R
- Smitherson, Jeremy F

Person Address - Netscape

Mary Smith
18 Cutters Circle
Springfield, IL 62707
County: Sangamon

Person Address Pop-up Box
Party Search Results Box

Choose Joint Debtor From List

Party Information Screen

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

Party Information
Mary Smith SSN: Unknown

Office Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
ProSe Role
Party text

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

Change ‘Party Role’ to “Defendant” and Choose Submit (Do not assign an attorney for the Defendant)

When all parties have been entered, click on **[End Party Selection]**.

Search for Party Screen

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

Open Adversary Case

Search for a party
SSN Tax Id
Last/Business name
Search Clear
End party selection

Click ‘End party selection

Adversary Statistical Screen

Enter “6” in the ‘Demand text box’ to indicate \$6,000 (See the following explanations for settings.)

The **ADVERSARY STATISTICAL** screen appears.

— Unless the US is a plaintiff or defendant in your case, accept the default “**US not a Party**” as shown.

— For our exercise select **454 (Recover Money/Property)** as the Nature of Suit of the complaint from the list below.

— Only one suit can be selected during the opening of an adversary case. Therefore, choose the “most severe” of all Nature of Suit from this pick list.

NOTE: If there are multiple suites and one is a 727 Objection to Discharge, it is important to enter 424 as the Nature of Suite here.

— The **Origin** code defaults to original proceeding. Accept the default.

— The default in the **Rule 23 (Class Action)** box is *n*. Change the default to **y** only if this is a Class Action suit.

— The default in the **Jury Demand** box is *n* (None).

— For our case we will leave the default of **None**.

— **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000. Since our Nature of Suit is Recover Money/Property we will enter **6** for \$6,000.00.

— Verify the data on your screen and then click [**Next**].

Deferred Fee Screen

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

Is the fee being deferred? Deferred only if filer is Trustee, United States, Debtor, or Child Support Creditor (y or n)

Next Clear

Type an 'n' in the text box and click 'Next'

The PDF DOCUMENT SELECTION screen displays.

CM/ECF File Upload Screen

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

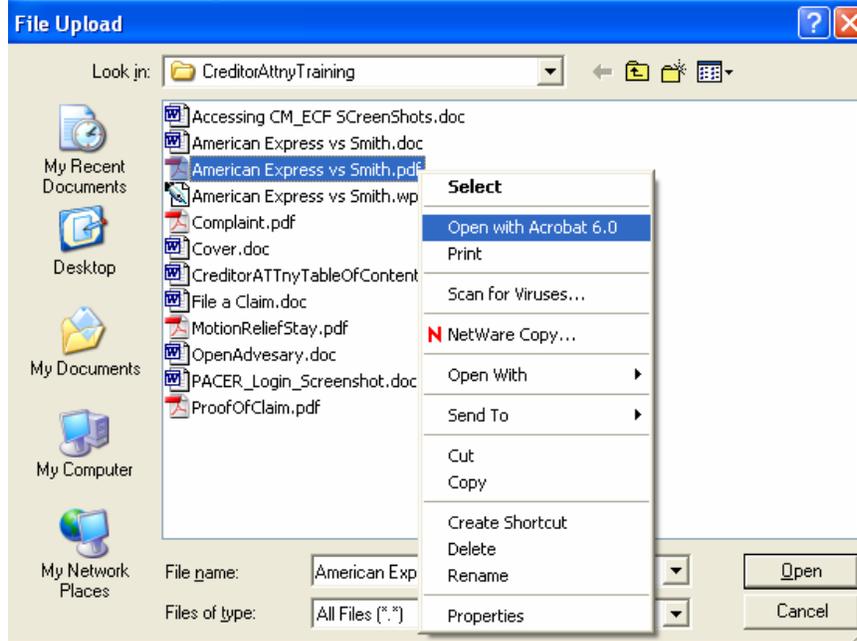
Attachments to Document: No Yes

Next Clear

Click [Browse].

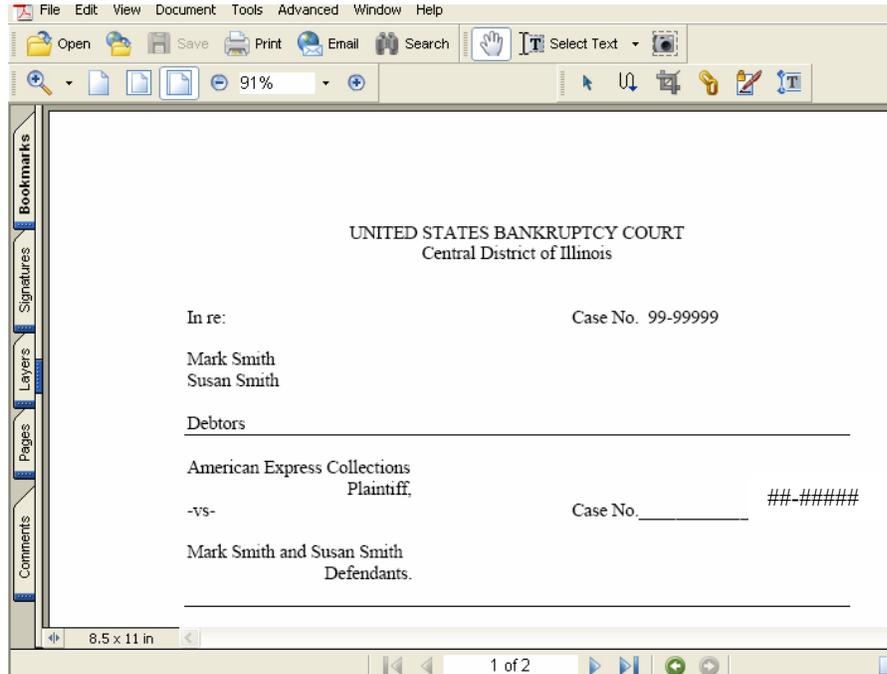
In the **File Upload** screen change **Files of type:** to “**All files (*.*)**” then navigate to the directory where the appropriate PDF file is located and select it with your mouse. (**Shown on next page**)

Windows File Upload Screen



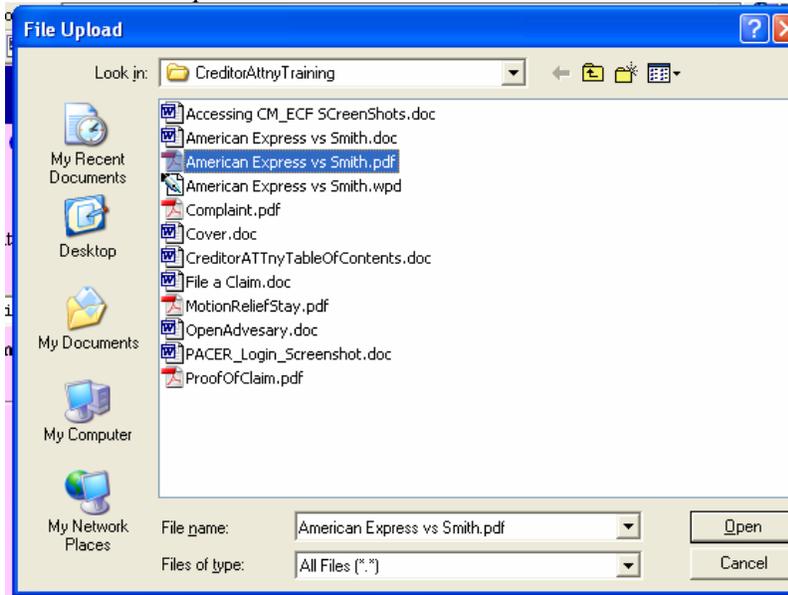
To make certain you are about to associate the correct PDF file for this entry, ***right click*** on the filename with your mouse and select ‘**Open**’. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

Adobe Acrobat Preview

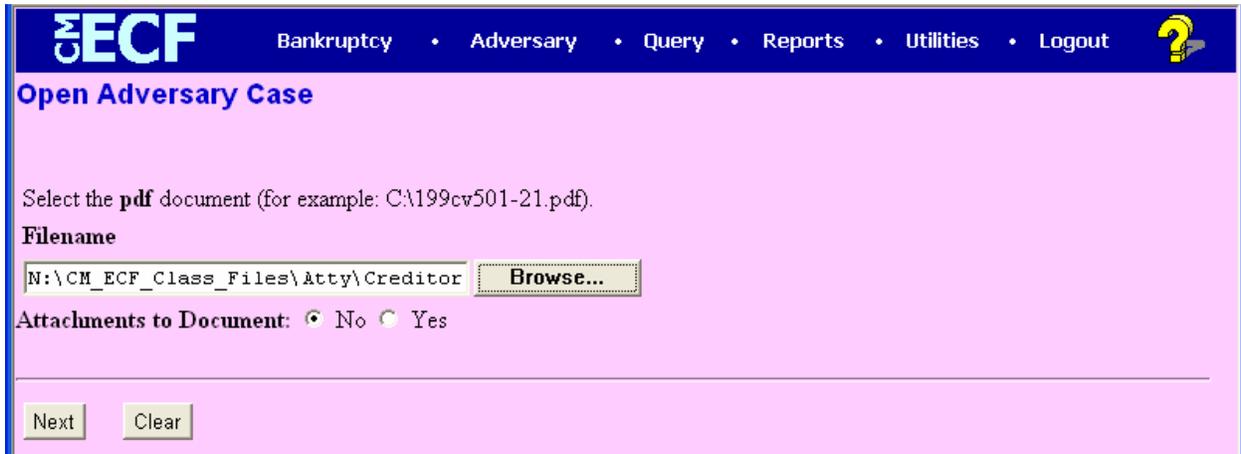


Close or minimize the Adobe application and if that is the correct file, and then click [Open] on the File Upload dialogue box.

Windows File Upload Screen



Click 'Open'



Click Next

- The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.
- Click **[Next]** to continue.

For Court Users- Only

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

Open Adversary Case

COURT USERS ONLY: If this is a 727 Objection to Discharge, Set 727 Flag Next.

ATTENTION: Do NOT enter a receipt number if paying via the Internet. Enter DEFER for Fee Deferment ONLY if you are the trustee and deferring payment.

Fee: \$150

Click 'Next'

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

Click 'Next'

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hyperlink on the **Menu Bar**.

Last Chance to Review Docket Text

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Open Adversary Case

Docket Text: Final Text

424 (Obj/Revocation Discharge 727): Complaint by American Express Collections against Mark Smith, Mary Smith (train1, train1)

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

This is the last chance to review (and change) docket text. If something is incorrect- click the 'Back' arrow on Netscape as many times as necessary until the screen with the error appears. Make necessary corrections to that screen- (you will need to redo subsequent screens).

If no changes need to be made- Click 'Next'

Each time you file a pleading in CM/ECF, the Electronic Payment Screen appears Showing the balance of unpaid fees. As mentioned previously, you may pay now or continue filing. See BK Case Opening for complete discussion.

Electronic Payment Screen

Date Incurred	Description	Amount
2003-11-24 15:48:24	Complaint(03-07059) [cmp,cmp] (150.00)	\$ 150.00
		Total: \$ 150.00

Choose 'Pay Now'

Internet Credit Card Screen

Please enter your credit card information below:

Name: train1 train1
Total: \$150.00

Card Type:

Card Number:

Expiration Date:

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

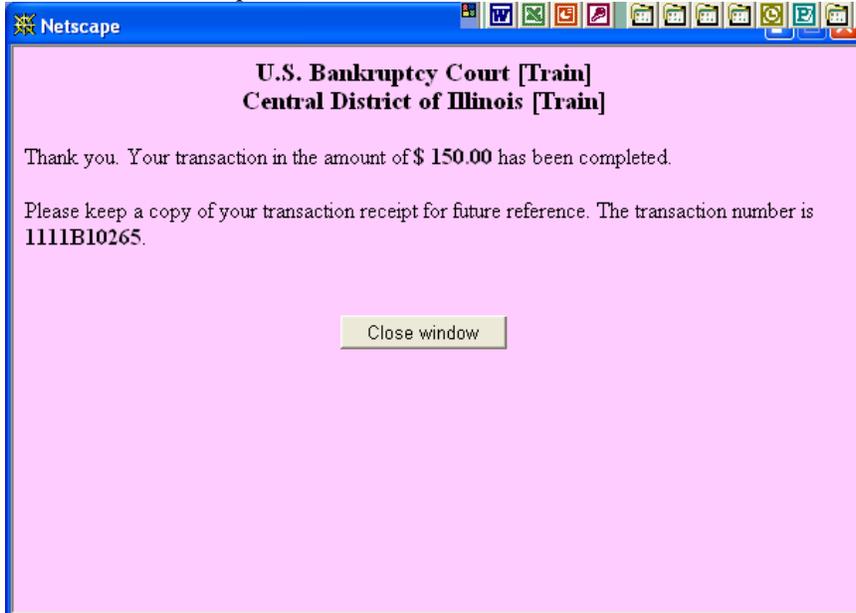
Change the Credit Card information screen as shown above, and then click 'Submit Payment'

Credit Card Processing Screen



Wait

Credit Card Receipt Screen



The **FILING FEE** screen will display prompts for fee and receipt information.

NOTE: You may see a displayed message such as the one in figure 17 for **COURT USERS ONLY:** Disregard this message.

— The Fee Amount defaults to the amount of the complaint filing fee,

— **Click [Next] to continue.**

The **NOTICE OF ELECTRONIC FILING** screen appears.

Notice of Electronic Filing



Print or Save this screen.

Scroll down to view the entire screen.

— The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

— The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image. Clicking on either of these links will bring up the docket or the document up.

The case number of both this adversary and the lead bankruptcy case appear.

This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the Bankruptcy Docket report. The hyperlink to the imaged PDF complaint is also accessible from the bankruptcy case.

— To print a copy of this notice, click the browser **[Print]** icon.

— To save a copy of this notice, click **[File]** on the browser menu, click then **[Save Frame As**

— Trustee and Attorney users will have access to the **Notice of Electronic Filing** at the time of their filing. Subsequent access to any Query or Report programs must go through the PACER system.

Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice. Attorney users will be presented with a PACER login screen first.

When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

**Let's look at the 'Summons' that is now available from this notice.
Click on the Summons Issued hyperlink.**

Summons Screen

The screenshot displays the ECF (Electronic Case Filing) interface for a bankruptcy case. The header includes navigation tabs for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area shows the following information:

- In re:** MARK SMITH AND MARY SMITH (Debtor)
- Bankruptcy Case No. 03-74118**
- U.S. Bankruptcy Court [Trust]**
Central District of Illinois [Trust]
- Adversary Proceeding No. 04-1750**
- Plaintiff:** AMERICAN EXPRESS
- Defendant:** MARK SMITH, MARY SMITH
- SUMMONS IN AN ADVERSARY PROCEEDING**
- YOU ARE SUMMONED** and required to submit a motion or answer to complaint which is attached to this summons to the Clerk of the Bankruptcy Court within 30 days from the date of issuance of this summons, except that the United States and its officers and agencies shall submit a motion or answer to the complaint within 30 days of issuance.
- Address of Clerk:** Clerk, U.S. Bankruptcy Court [Trust], Central District of Illinois [Trust], US Bankruptcy Court, 600 E. Monroe St #226, Springfield
- Name and Address of Plaintiff's Attorney:** train10 train10, 600 E Monroe St, Springfield, IL 62701
- IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGEMENT BY THE BANKRUPTCY COURT AND JUDGEMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.**
- Seal of the U.S. Bankruptcy Court, Central District of Illinois, Springfield, IL, dated 02/18/2004.**
- Signature of Barth A. Hines, Clerk of Court.**

NOTE: When an adversary case is opened, the complaint information is spread over to the main bankruptcy case. See document #7 on the screen shot below to see how the text spreads to the main case.

217-793-7412
Trustee
Nancy J Gragula
 401 Main St. #1100
 Peoria, IL 61602
 309-671-7854
U.S. Trustee

Filing Date	#	Docket Text
11/24/2003	1	Chapter 7 Voluntary Petition Fee Amount \$209 Filed by Mark Smith, Mary Smith (train1, train1) (Entered: 11/24/2003)
11/24/2003		Receipt of Voluntary Petition (Chapter 7)(03-70118) [misc,volp7cc] (209.00) Filing Fee. Receipt number 1111B9967. Fee amount 209.00 (U.S. Treasury) (Entered: 11/24/2003)
11/24/2003	2	First Meeting of Creditors with 341(a) meeting to be held on 12/22/2003 at 08:30 AM at Room 332, Ctrm V, Springfield, IL Objections for Discharge due by 02/20/2004 (train1, train1) (Entered: 11/24/2003)
01/30/2004	3	Complaint by Henry Hagen ; American Express on behalf of American Express against Mark Smith ; Mary Smith 04-07014 ; Nature of Suit(s): 426 (Dischargeability 523) , Fee Amount . Filed by Henry Hagen ; American Express on behalf of American Express . (Hagen, Henry) (Entered: 01/30/2004)
01/30/2004	4	Motion for Relief from Stay Filed by Creditor American Express (Hagen, Henry) (Entered: 01/30/2004)
01/30/2004	5	Motion for Relief from Stay Filed by Creditor American Express (Hagen, Henry) (Entered: 01/30/2004)
02/02/2004	6	Complaint by Marcia L Moelling ; Mark Smith ; Mary Smith on behalf of Mark Smith ; Mary Smith against US Dept. of Education 04-07015 ; Nature of Suit(s): 426 (Dischargeability 523) , Fee Amount . Filed by Marcia L Moelling ; Mark Smith ; Mary Smith on behalf of Mark Smith ; Mary Smith . (Moelling, Marcia) (Entered: 02/02/2004)
02/03/2004	7	Complaint by American Express against Harley Smith 04-07018 ; Nature of Suit(s): 454 (Recover Money/Property) , Fee Amount . Filed by American Express . (Narmont, John) (Entered: 02/03/2004)
02/03/2004	8	Complaint by train10 train10 ; mark smith ; mary smith on behalf of mark smith ; mary smith against US Dept. of Education 04-07019 ; Nature of Suit(s): 426 (Dischargeability 523) , Fee Amount . Filed by train10 train10 ; mark smith ; mary smith on behalf of mark smith ; mary smith . (train10, train10) (Entered: 02/03/2004)

When the judgment is rendered, the ruling will also spread over to the main bankruptcy case.

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

Reports and Queries (All Attorney-filers)

Case information can be obtained by a series of Reports and Queries available in CM/ECF. The following is a brief look at three of the more common reports- Cases Report, Docket Report, and the Claims Register. The logical arrangement of menus in CM/ECF makes working with Reports and Queries very intuitive.

Cases Report

This lesson describes the Cases Report and how it can be generated. The Cases report presents information from the court's database with a variety of selection criteria for case management and tracking.

Internet users will access CM/ECF through PACER and will use two sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports. (*Note: Using your actual PACER login while in training does not incur PACER fees.*)

This module will assume that the Internet user has accessed the court's web site (www.ilcb.uscourts.gov/training.) with their court assigned CM/ECF login and password.

CM/ECF Main Menu



STEP 1 Click on Reports on the CM/ECF Main Menu

Reports Menu Screen



The REPORTS screen displays with a list of reports that can be generated. — Click on the Cases hyperlink.

PACER Login Screen

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

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Read the PACER information on this screen if you are not familiar with PACER

The **PACER LOGIN** screen displays.

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system.

Note the information that is provided to the user on the screen above.

— **Enter your PACER assigned Login and Password (These fields are case sensitive).**

You can enter a **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Utilities, Your Pacer Account....., Change Your Client Code.

Click on the [Login] button.

Cases Report Selection Screen

Set the report criteria as desired to limit your search results.

The **CASES REPORT** selection screen displays.

You can limit the amount of information presented on reports by making selections in the list boxes and typing values in the text boxes on this screen. These are fairly intuitive to use.

Preview the choices available in each of the drop-down boxes, but leave the default settings as shown above.

— The **[Clear]** button will reset all fields to their default values.

Let's leave the default settings and **click "Run Report"**.

Cases Report Result Screen

The screenshot shows the ECF (Electronic Case Filing) interface for the U.S. Bankruptcy Court in the Central District of Illinois. The page title is "Cases Report for 2/3/2004". The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main content area displays a table of cases with the following data:

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
04-80001	bk	7	Mark Smith and Mary Smith	Perkins Rafool	Filed: 01/21/2004	Office: Peoria Asset: No Fee: Paid County: Peoria
04-80002	bk	7	John Burns	Perkins Rafool	Filed: 01/23/2004	Office: Peoria Asset: No Fee: Paid County: Peoria
04-80003	bk	7	George Mooberry	Perkins Rafool	Filed: 02/03/2004	Office: Peoria Asset: No Fee: Paid County: Marshall

Below the table, it states "Total number of cases: 3" and includes a button labeled "Open cases only".

The **CASES REPORT** displays.

All reports can be printed by clicking on the browser's Print button or saved by clicking on 'File'...'Save Frame As'.

— Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report.

Docket Report

This lesson describes the public Docket Report, sometimes called a Docket Sheet, and how it can be generated.

Internet users will access CM/ECF through PACER and will use two sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

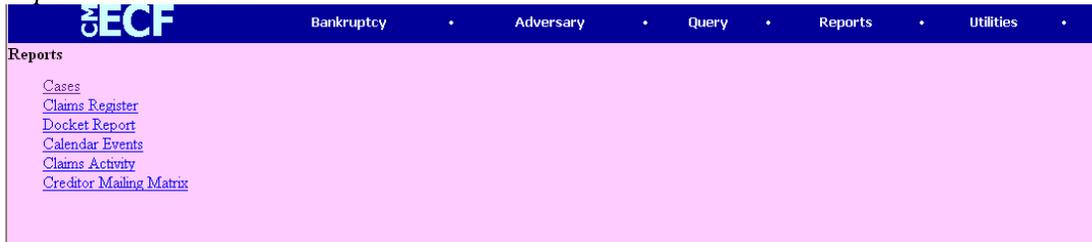
This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

CM/ECF Main Menu



Click on the Reports hyperlink on the CM/ECF Main Menu.

Reports Menu Screen



The **REPORTS** screen displays, with a list of reports that can be generated.

— **Click on the Docket Report hyperlink.**

PACER Login Screen

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

PACER Login

Notice
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Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

NOTE: Access to any CM/ECF queries or reports by non-court users must be through the Public Access to Court Electronic Records (PACER) program. If you have not done so already, you must register with the PACER Service Center to be given a login and password. Note the information that is provided to users on the screen above.

Enter your PACER Login and Password. (These fields are case sensitive).

Enter the Client Code (optional).

This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

Click 'Login'

Docket Selection Screen

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

Docket Sheet

Case number

Filed to

Entered to

Documents to

Public docket

Include terminated parties

Include links to Notice of Electronic Filing

HTML

Text

Sort by

You can limit the amount of information presented on reports by making selections in the list boxes and typing values in the text boxes on this screen. Preview the choices available in each of the drop-down boxes, but leave the default settings as shown.

After entering your criteria, click on the [Run Report] button.

Docket Report Features

— Clicking on a “blue” document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the PDF document.

NOTE: The opportunity to review charges **FIRST** applies to PDF documents only.

— If you choose to accept the charges, click on the **[View Document]** button to view the associated PDF document and the selected document will be displayed.

— After viewing the PDF document, either click on the **[Back]** icon of your Internet browser’s tool bar or close Acrobat Reader to return to the previously displayed screen.

NOTE: DO NOT exit out of your document reader by using the Close “**X**” button at the top-right corner of your screen. This will exit you out of CM/ECF.

— A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report.

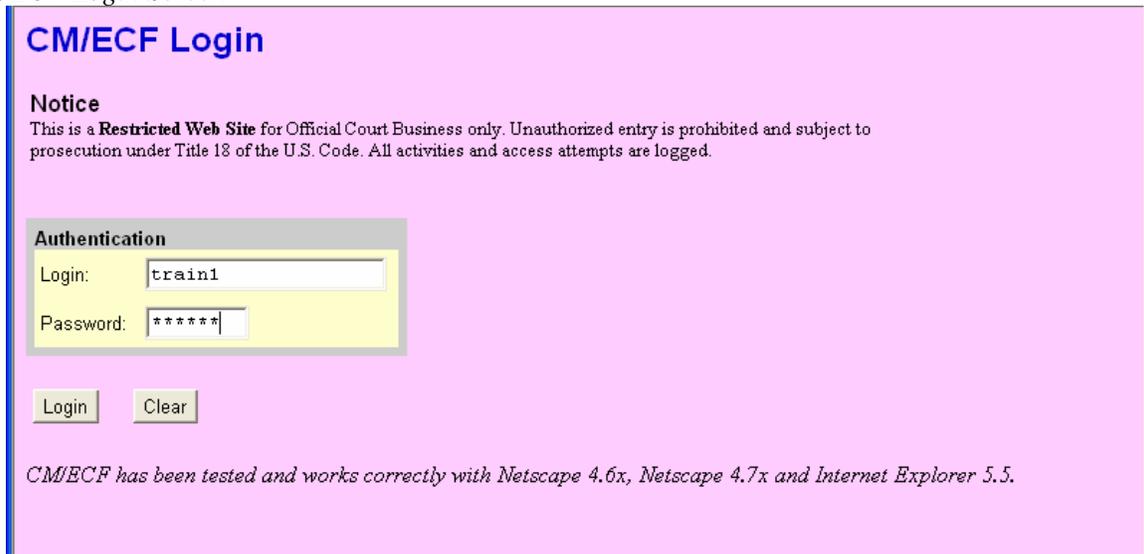
Maintaining User Accounts (All Users)

Everyone's information changes from time-to-time. CM/ECF allows authorized users to update their personal information as these changes occur.

Once you have completed the take-home exercise you will receive after training- you will be mailed a login and password to the 'live' CM/ECF database. You can change your password (for security reasons) as demonstrated in the following section.

The following section shows how to access your CM/ECF personal account screen to change information such as address, password, and email address.

CM/ECF Login Screen



CM/ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Open Netscape and log in to the CM/ECF Web site at the above URL using your court-provided login.

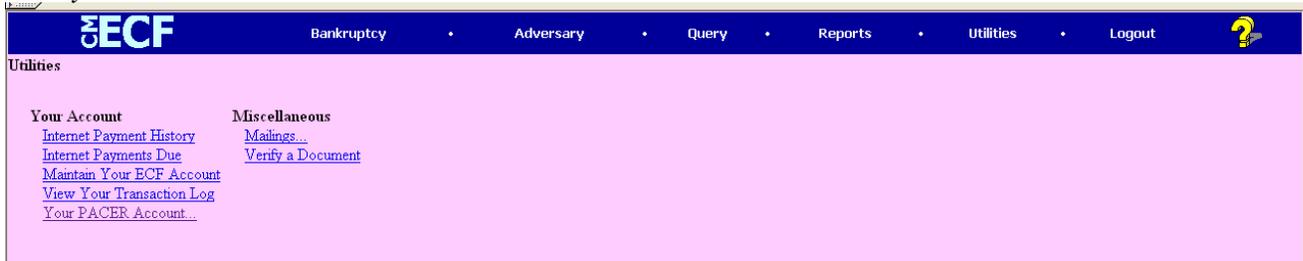
CM/ECF Main Menu



Click on 'Utilities' from the blue menu bar at the top of the main menu screen.

The Utility options screen opens with hyperlinks to various utility events available to attorney-users.

Utility Events Menu Screen



Click on 'Maintain Your ECF Account'

The main User Account Information screen appears where the attorney may update their name, address, phone, etc.

User Account Info Screen

Click on 'More user information...'

Login Information Screen

Change your default Password (for security reasons) to anything you will remember.

Click 'Return to Account screen'.

You are returned to the 'Maintain User Account' screen.

User Account Info Screen

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

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code Person end date

Click on 'Email information...'

Email Options Screen

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

E-mail information for train1 train1

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

Make sure the "to my primary e-mail address".

Click 'Return to Account Screen'

User Account Info Screen

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

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id Bar status Mail group

Initials DOB AO code Person end date

Click 'Submit'

The next screen lists all the pleadings associated with your attorney login. **Changes in attorney Social Security, Tax ID, and Bar ID will be automatically updated for each case to which you are linked.** Other information such as email address will only be updated in future cases and those you select from the list seen on this screen. (Notice the option to 'Update All' in the selection list).

Case Selection Screen

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

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

*** Update All ***

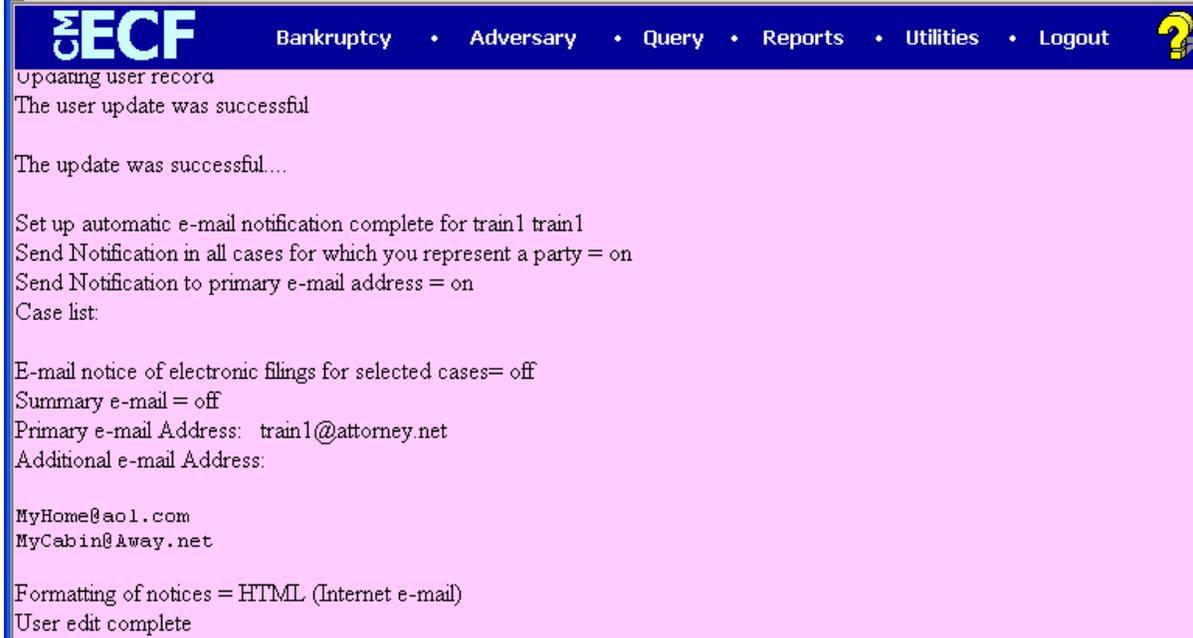
- 2001-84047 Patricia A Hardin
- 2003-70002 Chapter 13 Case
- 2003-70084 Test R Smith
- 2003-70096 William Johnston and Mary Johnston
- 2003-70096 William Johnston and Mary Johnston
- 2003-70097 Marcia Johnson
- 2003-70098 William Johnston and Mary Johnston
- 2003-70098 William Johnston and Mary Johnston
- 2003-80014 David Joseph Hale

Notice the option to "Update All" cases with your new information

Choose 'Select All' and click 'Submit'

A confirmation screen appears stating that 'The user update was successful' and listing the current user settings.

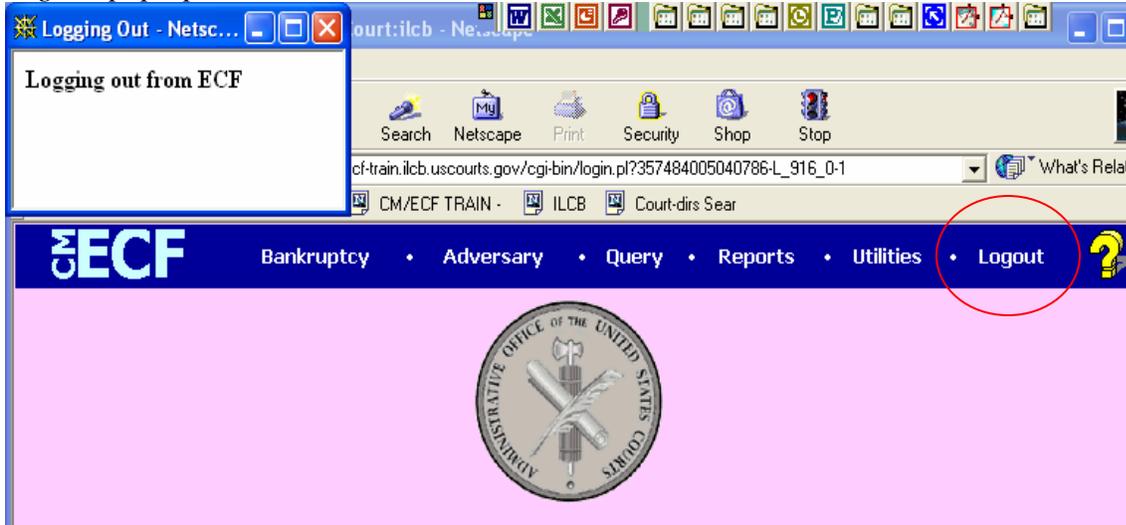
Confirmation Screen



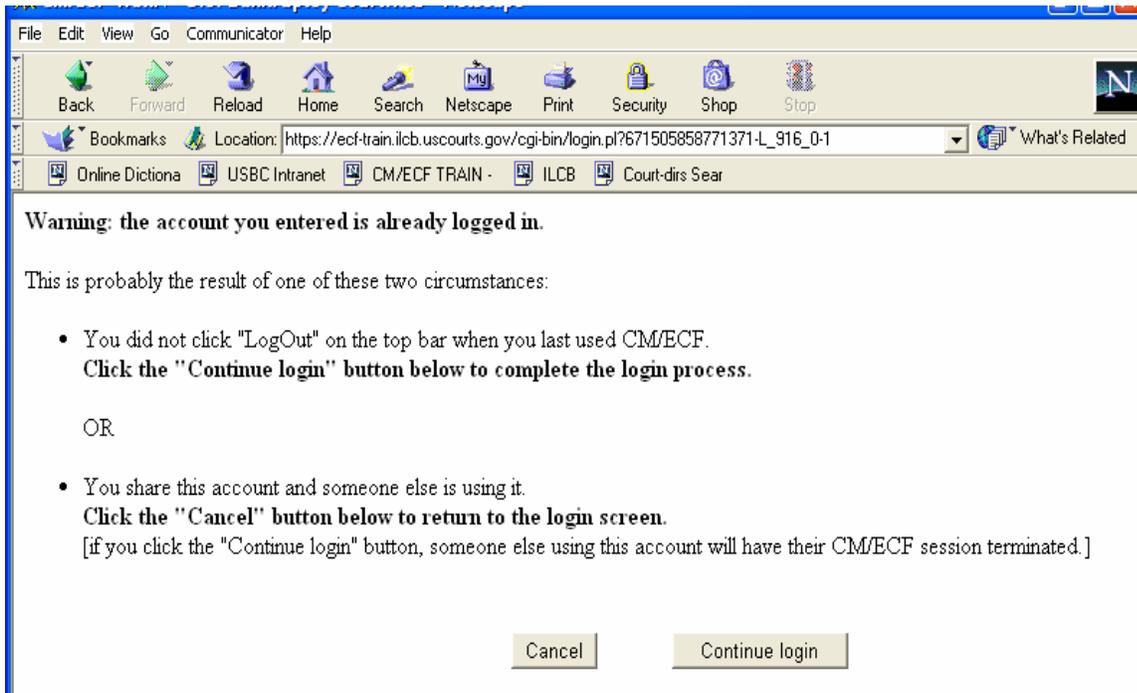
Click the 'Utilities' link (again)

Logging Out

Log out pop-up screen



It is best to 'Logout' of CM/ECF before closing Netscape rather than simply closing Netscape. If you close Netscape without logging out first, then open CM/ECF again; you will see the following screen because CM/ECF still thinks you're logged in. If you ever see the screen below, just click 'Continue login'. (**Note:** If you have been inactive on CM/ECF for over 20 minutes, the system will log you off automatically. When this happens, the login screen will appear as you attempt to continue working in CM/ECF- just log back in and continue working.



This concludes the CM/ECF training session for Debtor Attorneys. There is a take-home exercise in your folder designed to reinforce today's session. Please perform the requested activities using the CM/ECF Training Web site- (<https://ecf-train.ilcb.uscourts.gov/>).

Once you've completed the take-home exercise- send the case number(s) assigned by the system to the email address on the exercise instructions. After the exercise has been reviewed & accepted, you will receive your login to the 'live' CM/ECF database where you will file all pleadings online after the 'go-live' date.

The Clerk's Office stands ready to assist you in every way we can.
The following are a list of resources to use if you have questions or problems.

Where to Get Help

<http://www.ilcb.uscourts.gov/cmecf/helpdesk.htm>

ECF Help Desk

Home	Frequently Asked Questions	ECF Tips	ECF List of Events
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It is possible the answer(s) to your question can be readily found by clicking on one of the buttons above.

If you cannot find the answer to your question on our website, please consider emailing rather than calling. We are able to manage our help desk best through emailed responses.

For Technical (Hardware/Software) Questions:
techhelp_ilcb@ilcb.uscourts.gov

For Training Questions:
helpdesk_ilcb@ilcb.uscourts.gov

For Procedural Questions:
prochelp_ilcb@ilcb.uscourts.gov

If you need immediate assistance, please call our **ECF Help Desk (217-492-4114)** and we will do our very best to provide the information you need.

Court Contacts:

<u>Springfield Office</u> 217-492-4551	<u>Peoria Office</u> 309-671-7035	<u>Danville Office</u> 217-431-4820
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Review and discussion of the Take-home Exercise(s)