

**U.S. BANKRUPTCY COURT  
CENTRAL DISTRICT OF ILLINOIS**



**CASE MANAGEMENT/ELECTRONIC CASE FILING  
(CM/ECF)**

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

The following manual is not intended to be all-inclusive- rather it is designed to present an overview of the system and allow you to become comfortable with CM/ECF. (A list of filing categories or “events” available to attorneys in this district can be found at:

[http://www.ilcb.uscourts.gov/search/documents/cm\\_ecf\\_attorneys\\_dictionary.pdf](http://www.ilcb.uscourts.gov/search/documents/cm_ecf_attorneys_dictionary.pdf)

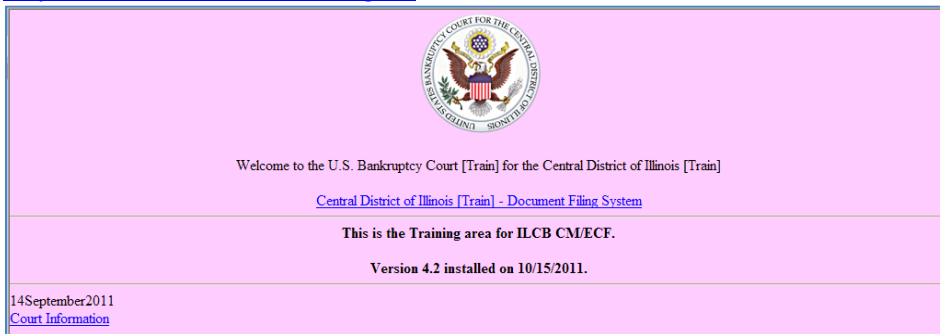
At the end of today’s training, attorneys are required to complete take-home exercises that will be reviewed and approved before receiving a login and password to the CM/ECF system for the Central Illinois Bankruptcy Court. On-site training courses are ongoing and attorneys may wish to send new staff to a training course as part of staff orientation. You can register staff online at:

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

## 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 Internet Explorer 6.0 or higher. Visit our web site:

[www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov) for more information on Hardware/Software specifications.

## Opening a New Bankruptcy Case

*(Note: Many Debtor-attorneys use some form of petitioning software package. Many of these petitioning software packages have “Case Upload” - an automated method of transferring client data to the court’s CM/ECF system. The following illustrations depict how to open a new bankruptcy case using CM/ECF directly rather than focusing on any particular petitioning software. In class, we will discuss uploading cases using filing software programs.)*

Opening a new bankruptcy case in CM/ECF without petition software is a multi-step process consisting of:

1. Entering all parties and uploading the petition package (i.e. petition, schedules, means test, etc. as shown on our Web site:  
<http://www.ilcb.uscourts.gov/CMECF/tips.asp?eType=tips>)).
2. Uploading the Creditor Matrix
3. Uploading the Statement of Social Security Numbers (Form B-21)
4. Uploading the Certificate of Credit Counseling
5. Running the Auto Judge/Trustee Assignment Feature
6. Uploading the Repayment Plan (chapter 13 cases)

In the following example, we will be filing a chapter 13 case on behalf of Joint Debtors Joseph Wayne Sample and Sarah Lyn Sample.

### Step 1 Enter Parties and Upload Petition

Using Internet Explorer 6.0 or higher, go to the court’s CM/ECF Training web site at <https://ecf-train.ilcb.uscourts.gov/> (This is the “practice” database- the “live” database link will be mailed to you along with your “live login and password” once you’ve successfully completed the take-home practice exercises after training.)



Choose **Bankruptcy** from the blue menu bar at the top of your screen



Click **Open Bankruptcy Case** from the Bankruptcy Events List



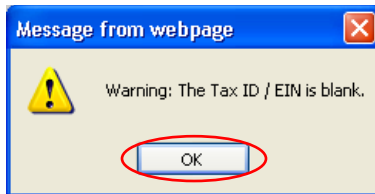
Select appropriate settings; Chapter, whether it is a joint Petition, and if there are 'Deficiencies' (Note: Petitions that are missing documents are considered 'deficient' as in an emergency filing). And then click **Next**

Enter Debtor's Social Security Number and then click **Search** (make up a SS# in class)

The party search results should indicate *no persons found* (assuming the Debtor has not filed for Bankruptcy in the Central District of Illinois since the CM/ECF system was installed in April 2004)

Click **Create new party**

Enter Debtor information as shown and then click **Submit**  
(Note some items such as Debtor's phone & email are optional)



The Debtor may not have a Tax ID or EIN, if yours does not- click **OK** on this *informational* message box

The screenshot shows the "Open New Bankruptcy Case" form in the ECF system. It has a blue header with navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The form is pink and contains fields for "Search for a joint debtor": SSN / ITIN (with the value 485-14-7574), Tax ID / EIN, Last/Business name, First Name, and Middle Name. At the bottom are "Search" and "Clear" buttons. The "Search" button is circled in red.

Enter Joint Debtor's Social Security Number and then click **Search** (make up a SS# in class)

The screenshot shows the "Party search results" section of the ECF system. It displays "No person found." with a red arrow pointing to it. Below this, there is a checkbox labeled "Copy previous party's address" which is checked, and a "Create new party" button which is circled in red. A red arrow also points to the checkbox.

The party search results should indicate *no persons found* (assuming the Debtor has not filed for Bankruptcy in the Central District of Illinois since the CM/ECF system was installed in April 2004) Click **Create new party** (Note the Debtor's address will be copied to the Joint Debtor's record- be sure to uncheck the box if this is incorrect)

**Joint Debtor Information**

Last name: Sample First name: Sarah  
 Middle name: Lynn Generation: Title:  
 SSN / ITIN: 485-14-7574 222-11-1234 Tax ID / EIN: 11-2222222  
 Office: Address 1: 10 South Main Street  
 Address 2: Address 3:  
 City: Springfield State: IL Zip: 62701  
 County: SANGAMON-IL (17167) Country:  
 Phone: Fax:  
 E-mail:  
 Party text:

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.  
 Submit Cancel Clear

In our example the Joint Debtor's Maiden Name was: Smith- click the **Alias** button  
 (Note some items such as Debtor's phone & email are optional)

**Alias Information (Party Sample, Sarah Lynn)**

	Last/Business name	First name	Middle name	Generation	Role
1	Smith	Sarah	Lynn		fka
2					aka
3					aka
4					aka
5					aka

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

Enter the party's Alias information and set the appropriate 'Role' (for our example choose: **fka**- formerly known as), and then click **Add aliases**



**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Joint Debtor Information**

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

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

**Submit** Cancel Clear

Verify all information is correct and then click **Submit**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Open New Bankruptcy Case**

Divisional Office is set to **Springfield** based on the zip code **62701** of the debtor

**Next** Clear

Informational screen showing which to office the case will be assigned  
Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Open New Bankruptcy Case**

Prior filing within last 8 years:   
Fee status:   
Nature of debt:   
Asset notice:   
Estimated number of creditors:   
Estimated assets:   
Estimated liabilities:

**Type of debtor**

- ☒ Individual
- ☐ Corporation (includes LLC & LLP)
- ☐ Partnership
- ☐ Other

**Nature of business**

- ☐ Health Care Business
- ☐ Single Asset Real Estate
- ☐ Railroad
- ☐ Stockbroker
- ☐ Commodity Broker
- ☐ Clearing Bank
- ☐ Other
- ☐ Tax-Exempt Entity

**Next** Clear

Make selections appropriate for Debtor(s), and then click **Next**

SUMMARY OF SCHEDULES			
Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.			
NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	270000.00		
B - Personal Property	49926.31		
D - Creditors Holding Secured Claims		2913525.00	
E - Creditors Holding Unsecured Priority Claims		2072.00	
F - Creditors Holding Unsecured Nonpriority Claims		53748.66	
Average Income (from Schedule I, Line 16)			6441.72
Average Expenses (from Schedule J, Line 18)			5014.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			9683.72
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		65669.91	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		2903675.75	
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

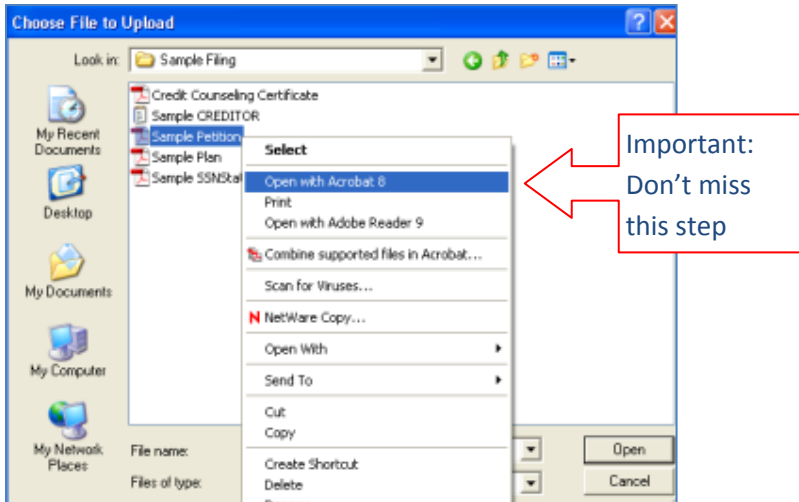
Information to complete screen above can be found on completed Bankruptcy forms and schedules, enter all information, verify accuracy and then click **Next**

Open New Bankruptcy Case			
<b>Schedules</b>			
Schedule C: Total value of claimed exemptions	24310.00		
Schedule I line 1: Monthly gross wages, salary, and commission	Debtor 4258.72	Spouse 5375.00	
Schedule I line 5: Subtotal of payroll deductions	Debtor 1390.00	Spouse 1852.00	
Schedule J line 20c: Monthly net income	6441.72		
<input type="button" value="Next"/> <input type="button" value="Clear"/>			

Information to complete screen above can be found on completed Bankruptcy forms and schedules, enter all information, verify accuracy and then click **Next**

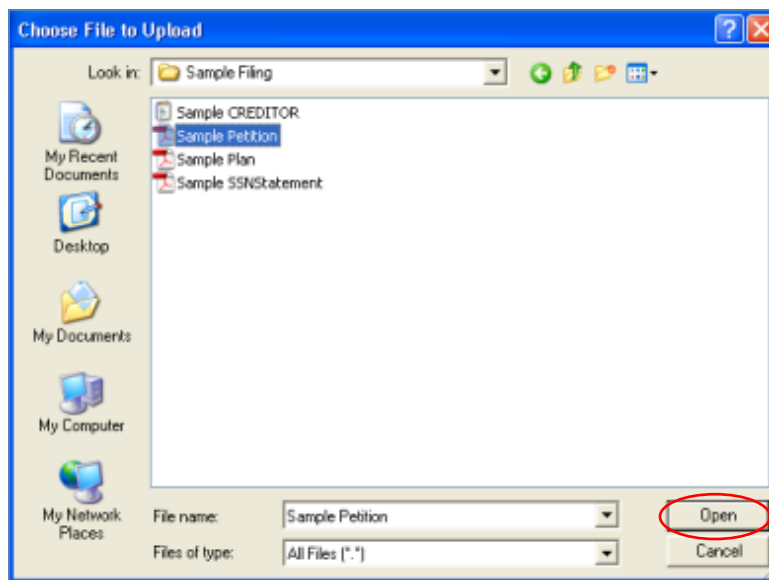
Open New Bankruptcy Case	
Filename	<input type="text"/> <input type="button" value="Browse..."/>
Attachments to Document:	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Next"/> <input type="button" value="Clear"/>	

Click **Browse**



Locate the Petition package on your computer (which includes all forms & schedules),  
**Right-Click** the PDF file, and choose: **Open with Acrobat**

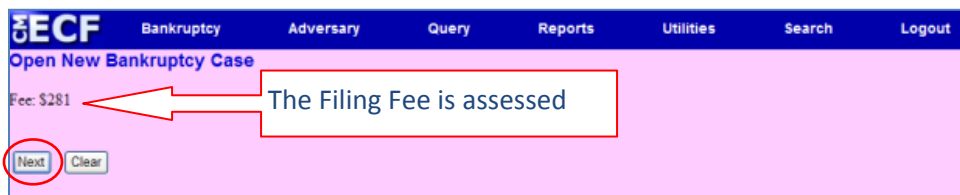
Preview the petition and all associated forms and schedules to ensure they are accurate, legible, and signed (*Filed documents become part of the permanent record and cannot be deleted.*). After ensuring accuracy, click the **red X** to close the PDF window.



With the PDF file still selected/highlighted- click **Open**



Click **Next**



Click **Next**



Docket text can be added on various screens in CM/ECF, but should be done so sparingly. Just because a textbox appears does not mean text is required or even advisable if it does not add to clarity. Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

Docket Text: Final Text  
Chapter 13 Voluntary Petition Fee Amount \$281 Filed by Joseph Wayne Sample, Sarah Lynn Sample (Lincoln, Abe)

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

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Next**

**Summary of current charges** [X]

2011-06-23 15:11:05 Voluntary Petition (Chapter 13)(11-70005) [misc,volp13cc] ( \$281 )	\$281
---	-------

The payment screens appears, Click **Pay Now**  
(Note unpaid fees older than 24 hours may trigger the automatic lockout feature)

Place a check next to the fees you intend to pay at this time, and then click **Next**

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-07-26 13:09:29	Chapter 13 Voluntary Petition - case upload(11-70072) [caseupld,1305u] ( 274.00)	\$ 281.00

(Note: if multiple fees are due they would appear individually)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name: Abe Lincoln \*

Payment Amount: \$281

Billing Address: 427 S. 7th Street \*


Billing Address 2:

City:

State / Province:

Zip / Postal Code: 62701

Country: United States \*

Card Type: Visa \* 

Card Number: 4111111111111111 (Card number value should not contain spaces or dashes) \*

Security Code: 411 \* [Help finding your security code](#)

Expiration Date: 04 / 2014 \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Continue with Plastic Card Payment** Cancel

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Enter all required Credit/Debit Card information as denoted by the red asterisks (\*), and then click **Continue with Plastic Card Payment** (In class settings: Visa card, #4111111111111111, security code- any 3 digits, any expiration date)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Abe Lincoln <b>Billing Address:</b> 427 S. 7th Street <b>Billing Address 2:</b> <b>City:</b> <b>State / Province:</b> <b>Zip / Postal Code:</b> 62701 <b>Country:</b> USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****1111	<b>Payment Amount:</b> \$281 <b>Transaction Date:</b> 07/26/2011 14:4 and Time: EDT

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**  **Optional**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Submit Payment** Cancel

Check the box to authorize charge/debit, and then click **Submit Payment** (Optional: enter email address twice to received an electronic charge receipt)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**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 Abe Lincoln entered on 10/31/2011 at 10:22 AM CDT and filed on 10/31/2011

Case Name: Joseph Wayne Sample and Sarah Lynn Sample  
Case Number: [11-70108](#)  
Document Number: [1](#)

**Docket Text:**  
Chapter 13 Voluntary Petition Fee Amount \$281 Filed by Joseph Wayne Sample, Sarah Lynn Sample (Lincoln, Abe)

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

**Document description:**Main Document  
**Original filename:**C:\Documents and Settings\ronald\Desktop\Sample Filing\Sample Petition.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1056124888 [Date=10/31/2011] [FileNumber=124235-0  
] [57a5a151fe9c829546367f45629b99a7bcb19ecb6893513a1647e5ab3422c1ba32  
486c930d6eb10e6093b24e7afa04fb872a0cb9ce574b413380370bbc1ef1e]]

11-70108 Notice will be electronically mailed to:  
Abe Lincoln on behalf of Debtor Joseph Sample  
Ronald\_Hayward@ilcb.uscourts.gov

11-70108 Notice will not be electronically mailed to:

Confirmation screen showing system assigned Case Number (*print this page for your records*)

## Step 2: Uploading the Creditor Matrix

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Bankruptcy Events**

[Open Bankruptcy Case](#)  
[Open Involuntary Case](#)  
[Creditor Maintenance...](#)  
[Judge/Trustee Assignment](#)  
[Plan, Amended Plan, Obj to Confirmation](#)  
[File Claims \(Do not use for Transfer/Assignment\)](#)  
[Claim Actions](#)  
[Objection/Response to Motions](#)  
[Appeal](#)  
[Motions/Applications](#)  
[Notices](#)  
[Miscellaneous Events](#) ←  
[Order Upload](#)  
[Case Upload](#)

Choose **Creditor Maintenance** from the Bankruptcy Events Menu

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Creditor Maintenance**

[Court Users ONLY \(creditor maintenance\) Use by Attorneys is Prohibited - Strictly Enforced](#)  
[Upload a creditor matrix file \(Original Matrix ONLY\) - Strictly Enforced](#) ←

Choose **Upload a creditor matrix file** (*note the specified restrictions- filing an Amended Matrix requires a fee and can be found under the 'Miscellaneous Events' category*)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Creditor Processing - Upload a File Method

Case Number  
3:11-bk-70108

Next Clear

Enter the case number, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Load Creditor Information

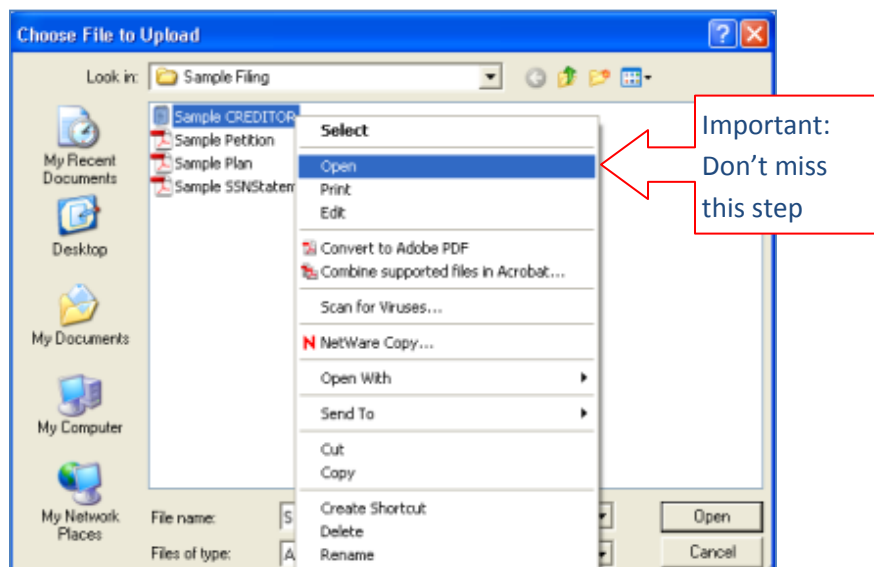
Case number 3:11-bk-70108

Enter name of file and click on Next  
Example: c:\creditor.scn

Browse...

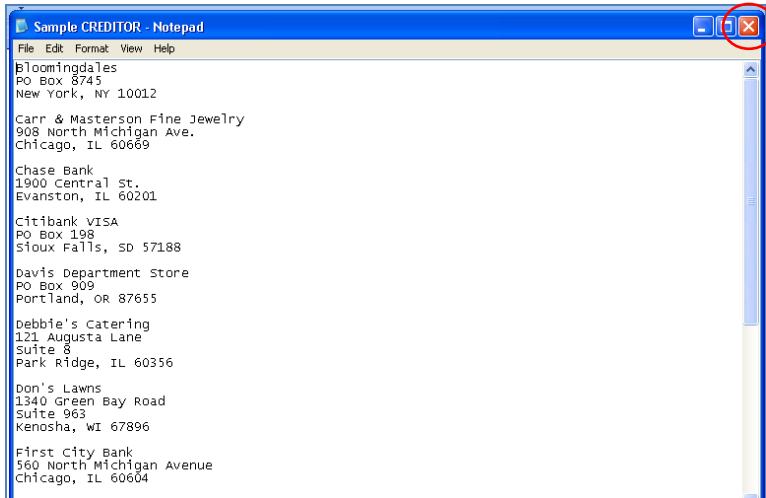
Next Clear

Click **Browse**

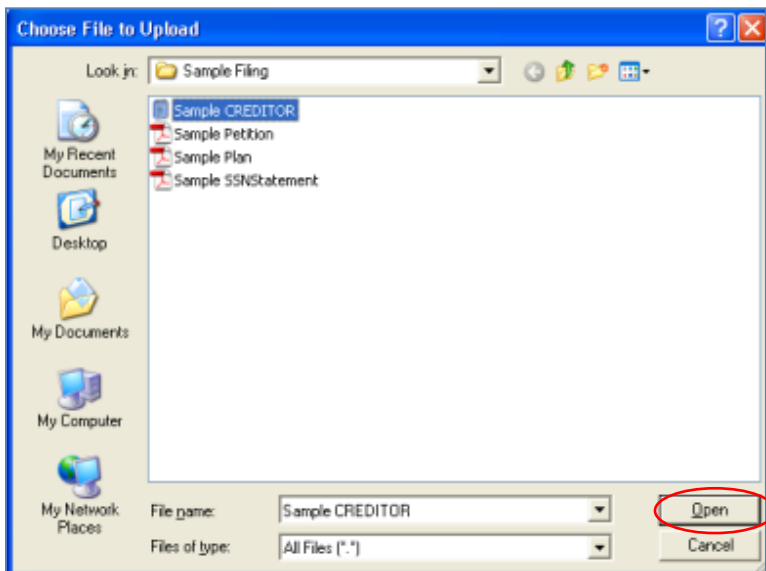


Locate the Creditor Matrix (.txt) file on your computer, **Right-Click** on the text file, and choose **Open** from the menu

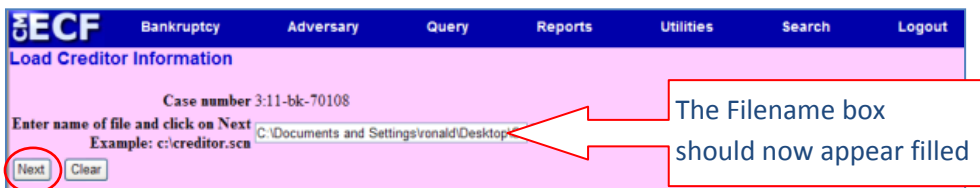




Preview the Creditor Matrix to ensure all addresses are accurate, legible, and spacing between creditors is appropriate as shown above, and then click the **red X** to close the file



With the PDF file still selected/highlighted- click **Open**



Click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Total Creditors Entered 14

Submit

Verify the number of creditors

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Submit**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Creditors Receipt

Case Number	3:11-bk-70108
Total Creditors Added to Database	14

[File A Proof Of Claim](#)  
[Return To Creditor Maintenance Menu](#)

Creditor's Receipt screen- verification that the file uploaded successfully- **go to the next step**

### Step 3: Upload the Statement of Social Security Number (Form B21)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Bankruptcy Events

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance](#)
- [Judge/Trustee Assignment](#)
- [Plan, Amended Plan, Obj to Confirmation](#)
- [File Claims \(Do not use for Transfer/Assignment\)](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [Order Upload](#)
- [Case Upload](#)

Choose **Miscellaneous Events** from the Bankruptcy Events Menu

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

Case Number

3:11-bk-70108

Next Clear

Enter correct Case Number and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PlnDue, DebtEd

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

Available Events (click to select events)

- Schedules A-J
- Sealed Document (Authorization required by court order)
- Small Business Cash Flow Statement
- Small Business Designation
- Small Business Federal Income Tax Return
- Small Business Statement Pursuant to Rule 1116(1)(B)
- Statement Pursuant to Rule 2019
- Statement in Support of Reaffirmation Agreement
- Statement of Current Monthly Income Ch. 11
- Statement of Current Monthly and Disposable Income Ch. 13
- Statement of Debtor's Temporary Exclusion from Means Test
- Statement of Financial Affairs
- Statement of Good Faith
- Statement of Intent
- Statement of Operations
- Statement of SSN**
- Statistical Summary of Certain Liabilities
- Stipulation
- Statement of Assets

Selected Events (click to remove events)

- Statement of SSN

Next Clear

Choose **Statement of SSN** form the alphabetical list, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PlnDue, DebtEd

☐ Joint filing with other attorney(s).

Next Clear

Click **Next** without adding another attorney for our example

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PlnDue, DebtEd

Select the Party:

- Sample, Joseph Wayne [Debtor]
- Sample, Sarah Lynn [Joint Debtor]
- U.S. Trustee, [U.S. Trustee]

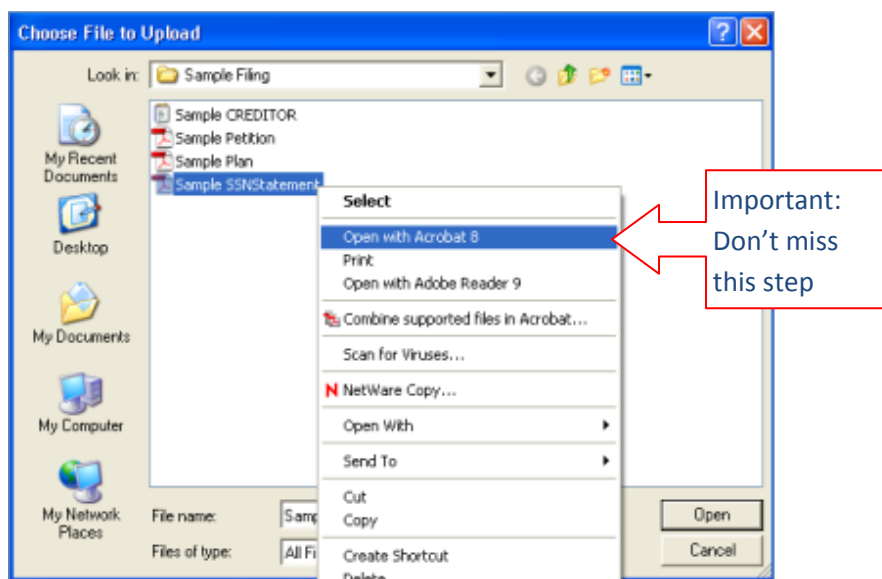
Add/Create New Party

Next Clear

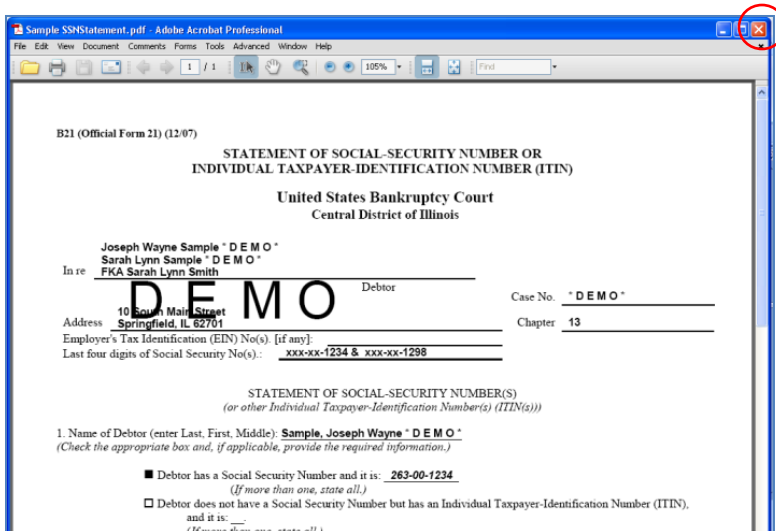
Select the party or parties listed on the Statement of SSN document, and then click **Next**  
 (Note: you can select multiple parties by holding down your 'Ctrl' key while clicking on each)

The screenshot shows the ECF Miscellaneous form. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the case details are displayed: Case Number 11-70108, Case Name Joseph Wayne Sample and Sarah Lynn Sample, Type: bk, Chapter: 13 v, Office: 3 (Springfield), Assets: y, and Case Flag: PinDue, DebtEd. The main section is titled 'Filename' and contains a text input field and a 'Browse...' button, which is circled in red. Below this, there is a section for 'Attachments to Document' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

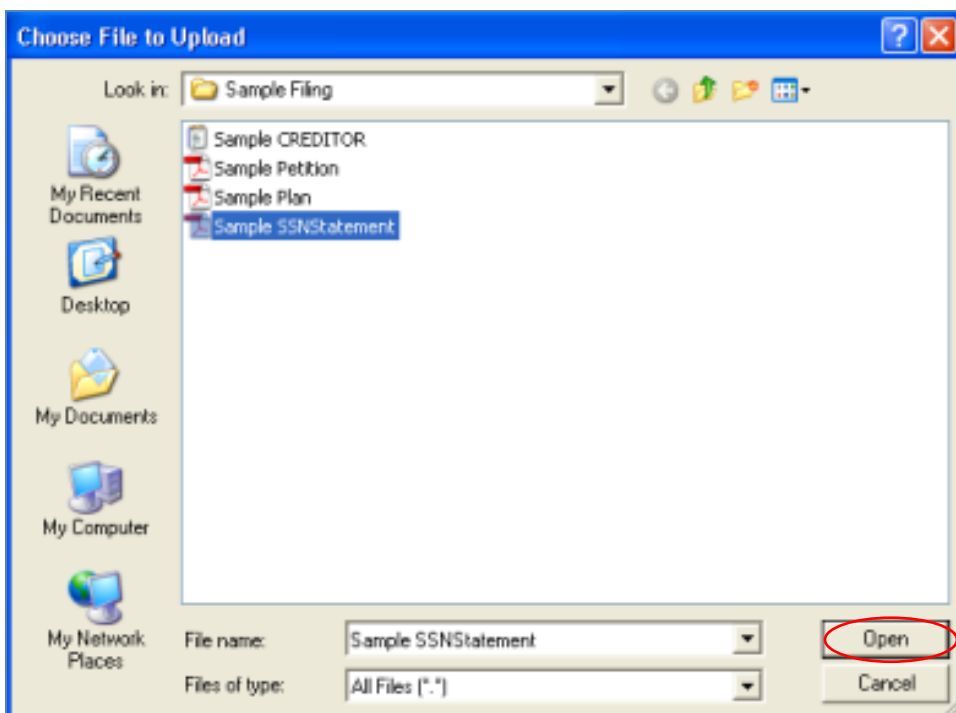
Click **Browse**



Locate the Statement of SSN document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview the entire document to ensure is complete, legible, and belongs in this case, and then click the **red X** to close the PDF window



With the Statement of SSN file still selected/highlighted, click **Open**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

Filename  
C:\Documents and Settings\ronald\Desktop\

Attachments to Document: ☒ No ☐ Yes

**Next** Clear

The Filename box should now appear filled

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

Docket Text: Modify as Appropriate.

Debtor's Statement of Social Security Number(s) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

**Next** Clear

Docket text can be added on various screens in CM/ECF, but should be done so sparingly. Just because a textbox appears does not mean text is required or even advisable if it does not add to clarity.

Click **Next** without adding additional docket text

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

Docket Text: Final Text

Debtor's Statement of Social Security Number(s) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

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

Have you redacted?

**Next** Clear

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes.

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

[11-70108 Joseph Wayne Sample and Sarah Lynn Sample](#)  
 Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Case Flag: PlnDue, DebtEd

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

Notice of Electronic Filing ←

The following transaction was received from Abe Lincoln entered on 10/31/2011 at 10:28 AM CDT and filed on 10/31/2011  
**Case Name:** Joseph Wayne Sample and Sarah Lynn Sample  
**Case Number:** [11-70108](#)  
**Document Number:** 2

**Docket Text:**  
 Debtor's Statement of Social Security Number(s) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

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

**Document description:**Main Document  
**Original filename:**C:\Documents and Settings\ronald\Desktop\Sample Filing\Sample SSNStatement.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=1056124888 [Date=10/31/2011] [FileNumber=124238-0  
 ] [72296a30b9f295de13017dca0f4f0141d194865bd7362b69769208d8e7322d844  
 86fed5c242244a44daf6baea3260d3a164592becf928d23735d201745b700]]

11-70108 Notice will be electronically mailed to:

Notice of Electronic Filing- your receipt that the PDF uploaded successfully- go to the next step

## Step 4: Uploading the Certificate of Credit Counseling

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Bankruptcy Events**

[Open Bankruptcy Case](#)  
[Open Involuntary Case](#)  
[Creditor Maintenance...](#)  
[Judge/Trustee Assignment](#)  
[Plan, Amended Plan, Obj to Confirmation](#)  
[File Claims \(Do not use for Transfer/Assignment\)](#)  
[Claim Actions](#)  
[Objection/Response to Motions](#)  
[Appeal](#)  
[Motions/Applications](#)  
[Notices](#)  
[Miscellaneous Events](#) ←  
[Order Upload](#)  
[Case Upload](#)

Debtors must obtain a Certificate of Credit Counseling from an approved agency within 180 days prior to filing for Bankruptcy. See our Website for a list of [approved Credit Counseling Agencies](#)  
 Click **Miscellaneous Events** from the Bankruptcy Events Menu

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

Case Number  
3:11-bk-70108

Next Clear

Enter correct Case Number, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

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

Available Events (click to select events)

- Brief/Memorandum of Law
- Certificate of Service
- Certificate of Service of Tax Information
- Certification by Debtor's Attorney re: Reaffirmation
- Certification of Completion of Financial Management Course (Required to receive discharge)
- Certificate of Credit Counseling (must be obtained BEFORE filing date of petition)**
- Certification of Domestic Support Obligations (to be filed after all plan payments completed)
- Chapter 11 Final Report and Account
- Completion of Plan Payments (Chapter 11 Individual(s) only)
- Correspondence
- Court Ordered Replacement PDF with privacy act information redacted
- Creditor Request for Notices (Creditor Filer - Text Only)
- Debtor Repayment Plan
- Debtor's Rebuttal of Presumption of Abuse
- Declaration

Selected Events (click to remove events)

- Certification of Credit Counseling (must be obtained BEFORE filing date of petition)

Next Clear

Selected items appear here

Select *Certificate of Credit Counseling* from the alphabetical list, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

☐ Joint filing with other attorney(s).

Next Clear

Select only when filing jointly with another attorney

Click **Next** without adding another attorney for our example



**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

Select the Party:

- Sample, Joseph Wayne [Debtor]
- Sample, Sarah Lynn [Joint Debtor]
- U.S. Trustee, [U.S. Trustee]

**Next** Clear

Note: some-credit counseling agencies issue separate certificates to Joint Debtors, be sure your selection here reflects the actual document you are about to upload!

Select the filing party or parties, and then click **Next**

(Note: you can select multiple parties by holding down your 'Ctrl' key while clicking on each)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

Attention: Use this docket event for Certification of Credit Counseling (Required prior to filing bankruptcy). DO NOT use this event to file Certificate of Completion of Financial Management Course (Required after filing bankruptcy in order to...

Warning: The actual Credit Counseling certificate(s), filed as a PDF document, must be included and must be for the debtor, joint debtor or both debtors selected on the previous screen. Two debtors can be selected at once by holding down the shift key.

**Next** Clear

Be sure you understand this warning and call our office if you have any questions.

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Case Flag: PinDue, DebtEd

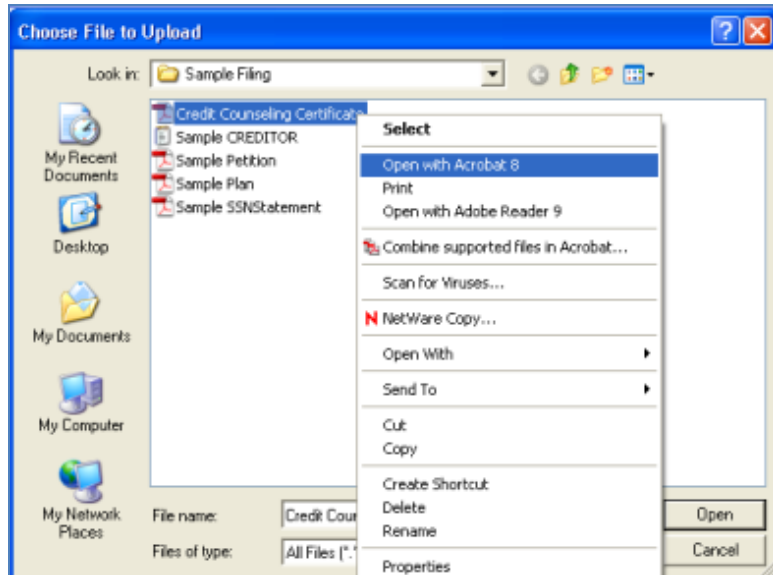
Filename

**Browse...**

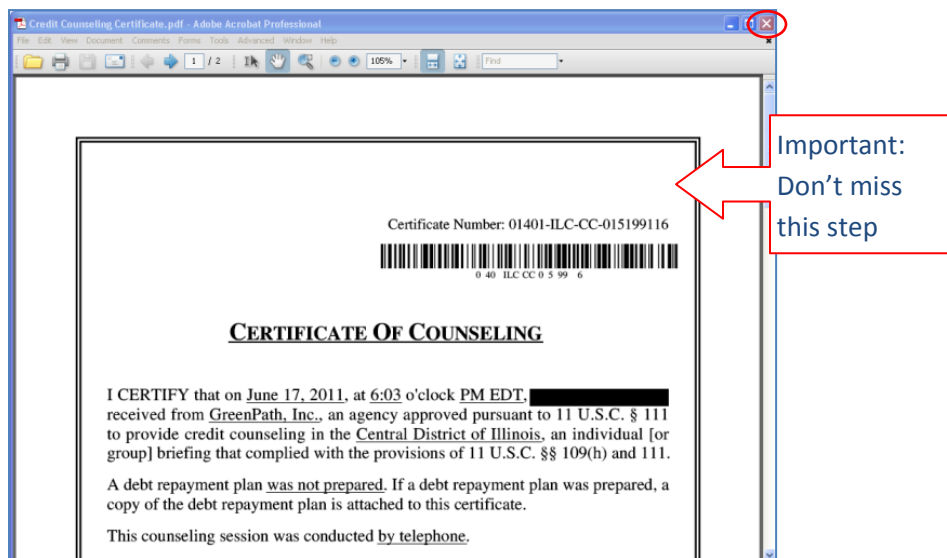
Attachments to Document: ☒ No ☐ Yes

**Next** Clear

Click **Browse**

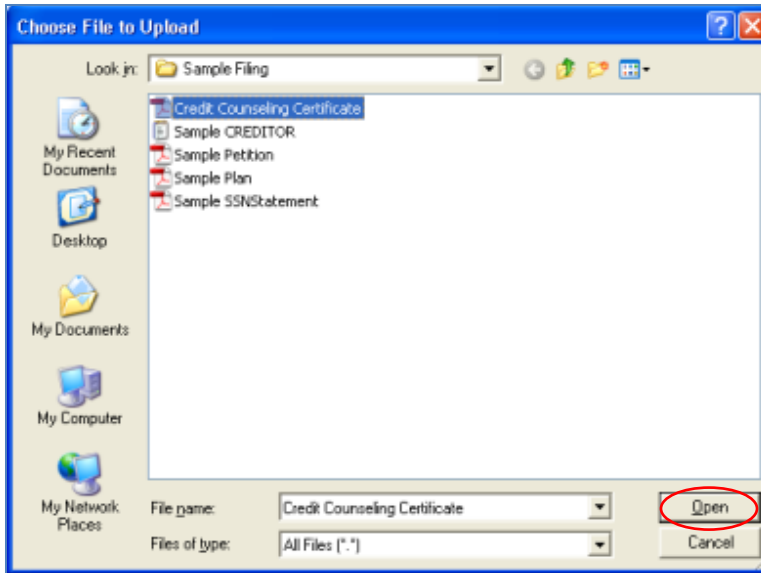


Locate the Credit Counseling Certificate on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire PDF document to ensure it is complete, legible, and belongs in this case, and then click the **red X** in the upper-right corner to close the PDF window.

*(Note: if this document is for both debtors- make sure you have selected both debtors on previous screens, if this is for a single debtor- make sure you have selected only the debtor to which this document pertains and be sure to repeat this process again for the second debtor)*



With the PDF file still selected/highlighted, click **Open**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

[11-70108 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Case Flag: PinDue, DebtEd

**Filename**  
 C:\Documents and Settings\ronald\Desktop\...

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

**Next** Clear

The Filename box should now appear filled

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

[11-70108 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Case Flag: PinDue, DebtEd

**Next** Clear

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

[11-70108 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Springfield)  
Assets: y Case Flag: PinDue, DebtEd

Docket Text: Final Text

**Certification of Credit Counseling Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)**

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

Have you redacted?

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

[11-70108 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Springfield)  
Assets: y Case Flag: PinDue, DebtEd

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

Notice of Electronic Filing

The following transaction was received from Abe Lincoln entered on 10/31/2011 at 10:30 AM CDT and filed on 10/31/2011

Case Name: Joseph Wayne Sample and Sarah Lynn Sample  
Case Number: [11-70108](#)  
Document Number: [3](#)

Docket Text:  
Certification of Credit Counseling Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

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

Document description: Main Document  
Original filename: C:\Documents and Settings\ronald\Desktop\Sample Filing\Credit Counseling Certificate.pdf

Electronic document Stamp:  
[STAMP bkecfStamp\_ID=1056124888 [Date=10/31/2011] [FileNumber=124241-0  
J [60c8b7bd9474ef0d0842d4ecf902a28fb076a53bae852d372153fe51d549667575b  
85dc6088c73d1523a60575a5a6ad3a842e8819d077b4ca4560b3e39d64df3]]

11-70108 Notice will be electronically mailed to:

Abe Lincoln on behalf of Debtor Joseph Sample  
Ronald\_Hayward@dc.uscourts.gov

11-70108 Notice will not be electronically mailed to:

U.S. Trustee  
OUST

**Notice of Electronic Filing-** your receipt that the PDF uploaded successfully- **go to the next step**

## Step 5: Running the Judge Trustee Assignment



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

**Bankruptcy Events**

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance](#)
- [Judge/Trustee Assignment](#)
- [Plan, Amended Plan, Obj to Confirmation](#)
- [File Claims \(Do not use for Transfer/Assignment\)](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [Order Upload](#)
- [Case Upload](#)

After all steps above are complete- click the **Judge Trustee Assignment** link



ECF Bankruptcy Adversary Query Reports Utilities Search 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
11-70108	Joseph Wayne Sample and Sarah Lynn Sample	13	Meeting of Creditors with 341(a) meeting to be held on 02/17/2013 at 09:00 AM at Courtroom 232-Springfield,IL. Objections for Discharge due by 04/18/2013 Proof of Claim due by 05/18/2013 and Notice re: Financial Management Course Requirement (Lincol	Gorman,Mary P	Germeraad,John H

**List Of Cases That Didn't Get Processed. Please Call (217)492-4114 For Help.**

**Case**

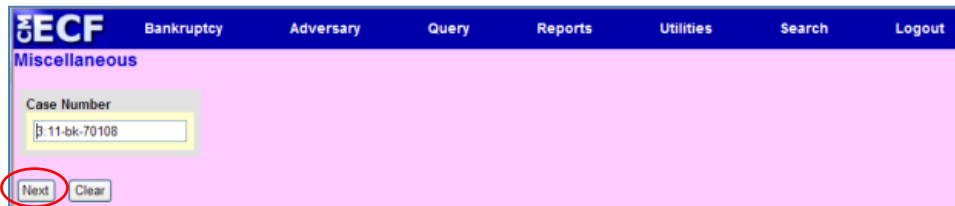
No trustee could be assigned to your batch of cases for location. These cases will be processed by the court as soon as possible.  
**An error has occurred.**  
**Please call (217)492-4114 for help.** No trustee could be assigned to your batch of cases for Courtroom 232-Springfield,IL location. These cases will be processed by the court as soon as possible.

A Judge and Trustee are automatically assigned, and a 341 Meeting is automatically set.  
*(Print for your records)*

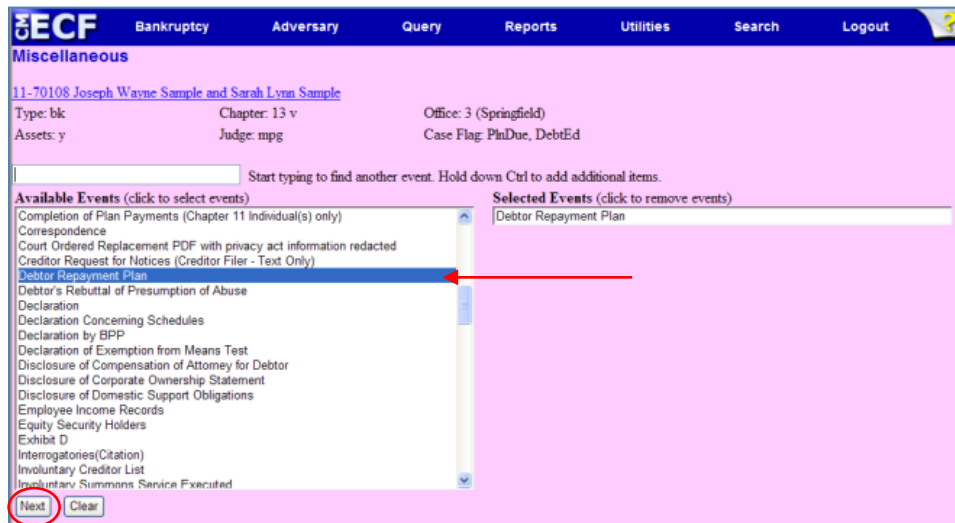
## Step 6: Uploading the Chapter 13 Repayment Plan



Select **Miscellaneous Events** from the Bankruptcy Events menu



Enter the correct Case Number and then click **Next**



Select Chapter 13 Plan from the alphabetical list, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Judge: mpg

☐ Joint filing with other attorney(s)

**Next** Clear

Select only when filing jointly with another attorney

Click **Next** without adding another attorney in our example

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Judge: mpg Case Flag: PlnDue, DebtEd

Select the Party:

Germeaad, John H [Trustee] Add/Create New Party

Sample, Joseph Wayne [Debtor]

Sample, Sarah Lynn [Joint Debtor]

U.S. Trustee, [U.S. Trustee]

**Next** Clear

Select the party or parties filing the plan, and then clicks **Next**

(Note: you can select multiple parties by holding down your 'Ctrl' key while clicking on each)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)

Assets: y Judge: mpg Case Flag: PlnDue, DebtEd

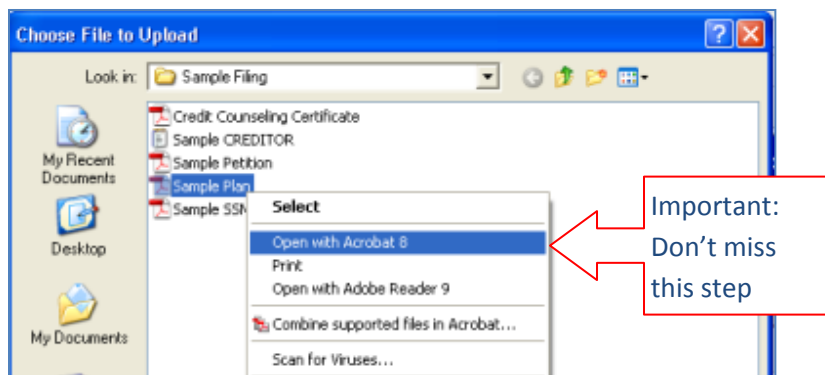
Filename

**Browse...**

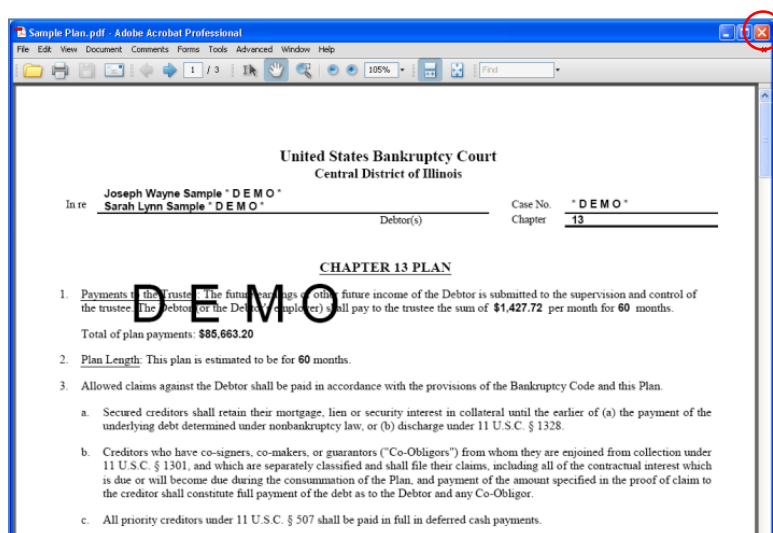
Attachments to Document: ☒ No ☐ Yes

**Next** Clear

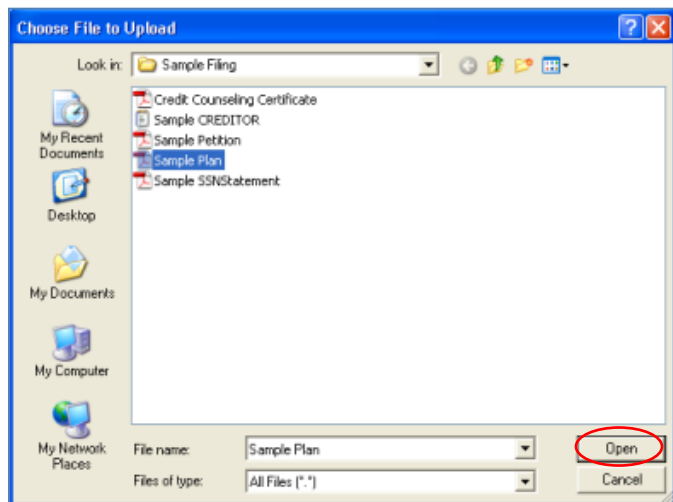
Click Browse



Locate the Chapter 13 Plan document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, and belongs in this case,  
and then click the **red X** to close the PDF window.



With the PDF file still selected/highlighted, click **Open**



**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Judge: mpg Case Flag: PinDue, DebtEd

Filename  
 C:\Documents and Settings\ronald\Desktop\

Attachments to Document: ☒ No ☐ Yes

**Next** Clear

The Filename box should  
now appear filled

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Judge: mpg Case Flag: PinDue, DebtEd

Docket Text: Modify as Appropriate.

Debtor Repayment Plan Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

**Next** Clear

Docket text can be added on various screens in CM/ECF, but should be done so sparingly. Just because a textbox appears does not mean text is required or even advisable if it does not add to clarity.

Click **Next** without adding additional docket text

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Miscellaneous:**

11-70108 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Springfield)  
 Assets: y Judge: mpg Case Flag: PinDue, DebtEd

Docket Text: Final Text

Debtor Repayment Plan Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)

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

Have you redacted?

**Next** Clear

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes.

Click **Next**

ECF			Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
<b>Miscellaneous:</b>									
<u>11-70108 Joseph Wayne Sample and Sarah Lynn Sample</u>									
Type: bk	Chapter: 13 v		Office: 3 (Springfield)						
Assets: y	Judge: mpg		Case Flag: PinDuc, DebtEd						
U.S. Bankruptcy Court [Train]									
Central District of Illinois [Train]									
Notice of Electronic Filing ←									
The following transaction was received from Abe Lincoln entered on 10/31/2011 at 10:35 AM CDT and filed on 10/31/2011									
Case Name: Joseph Wayne Sample and Sarah Lynn Sample									
Case Number: <u>11-70108</u>									
Document Number: <u>5</u>									
<b>Docket Text:</b>									
Debtor Repayment Plan Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Joseph Wayne Sample, Sarah Lynn Sample. (Lincoln, Abe)									
The following document(s) are associated with this transaction:									
<b>Document description:</b> Main Document									
<b>Original filename:</b> C:\Documents and Settings\ronald\Desktop\Sample Filing\Sample Plan.pdf									
<b>Electronic document Stamp:</b>									
[STAMP bkecfStamp_ID=1056124888 [Date=10/31/2011] [FileNumber=124246-0 ] [6d9f6c11699fe741ea93493c2bcd1768acd5438d946aac2af06f935ed5dfa4eb9e 5fea650cfeeff4c345423f52e6df04d0460fc8018a517a89d474d0d2c5599]]									
<b>11-70108 Notice will be electronically mailed to:</b>									
Abe Lincoln on behalf of Debtor Joseph Sample Ronald_Hayward@ilcb.uscourts.gov									
<b>11-70108 Notice will not be electronically mailed to:</b>									
John H Germeraad POB 257 Petersburg, IL 62675									
U.S. Trustee OUST									

**Notice of Electronic Filing-** your receipt that the PDF uploaded successfully- **Final step in the case opening process (Be sure to pay Filing Fee)**

## 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 their petition software and then 'upload' those cases into CM/ECF without retyping. This can save time and eliminate mistakes caused by redundant data entry. For a list of Bankruptcy Case Petitioning Software with compatible Case Upload features, see the in-class handout or go to our Web site.

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. Please contact your software supplier if you have difficulties.

## File Claims

In the following example we are filing a claim on behalf of Bloomingdale's.  
We have completed the claim form and saved a supporting document in PDF format.



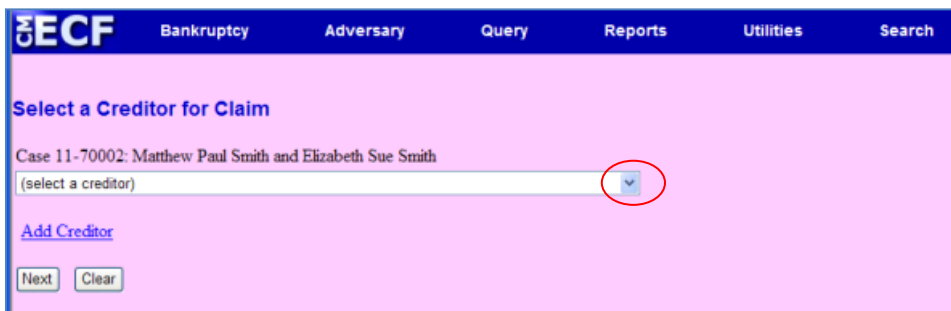
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, and Utilities. Below this, the 'Bankruptcy Events' menu is displayed. The menu items are: Open Bankruptcy Case, Open Involuntary Case, Creditor Maintenance..., Judge/Trustee Assignment, Plan, Amended Plan, Obj to Confirmation, File Claims (Do not use for Transfer/Assignment), Claim Actions, Objection/Response to Motions, Appeal, Motions/Applications, Notices, Miscellaneous Events, Order Upload, and Case Upload. A red arrow points to the 'File Claims (Do not use for Transfer/Assignment)' link.

Select **File Claims** from the Bankruptcy Events menu



The screenshot shows the ECF 'Search for Creditor' screen. It has a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main area contains a form with the following fields: Case Number (with the value 11-70002 and a 'Find This Case' button), Name of creditor (a text input field), and Type of creditor (a dropdown menu with options: Creditor, Administrative, and 20 Largest Unsecured Creditors). Below these fields are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.

Enter correct Case Number and then click **Next**



The screenshot shows the ECF 'Select a Creditor for Claim' screen. It has a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. The main area contains a form with the following fields: Case 11-70002: Matthew Paul Smith and Elizabeth Sue Smith, and a dropdown menu with the text '(select a creditor)'. Below these fields are two buttons: 'Next' and 'Clear'. The dropdown menu is circled in red.

Click the **down arrow** to view Creditors

**ECF** Bankruptcy Adversary Query Reports Utilities

**Select a Creditor for Claim**

Case 11-70002: Matthew Paul Smith and Elizabeth Sue Smith

(select a creditor)

(select a creditor)

Bloomingtons - PO Box 8745 New York, NY 10012 - 2540 (Creditor)

Carr & Masterson Fine Jewelry - 908 North Michigan Ave. Chicago, IL 60669 - 2541 (Creditor)

Chase Bank - 1900 Central St. Evanston, IL 60201 - 2542 (Creditor)

Citibank VISA - PO Box 198 Sioux Falls, SD 57188 - 2543 (Creditor)

Davis Department Store - PO Box 909 Portland, OR 97208 - 2544 (Creditor)

Debbie's Catering - 121 Augusta Lane Suite 8 Park Ridge, IL 60356 - 2545 (Creditor)

Don's Lawns - 1340 Green Bay Road Suite 963 Kenosha, WI 53142 - 2546 (Creditor)

First City Bank - 560 North Michigan Avenue Chicago, IL 60604 - 2547 (Creditor)

GMAC Finance - 1700 Greenbay Road Wilmette, IL 60221 - 2548 (Creditor)

Honda Finance - 1323 Santa Vista Orosi, CA 93647 - 2549 (Creditor)

IRS - 230 S. Dearborn St. Chicago, IL 60604 - 2550 (Creditor)

Jan and Elwood Smith - 2551 (Creditor)

Minor Child - 143 W Arthur Blvd. Chicago, IL 60657 - 2552 (Creditor)

Sallie Mae Servicing - P.O. Box 9532 Wilkes Barre, PA 18773 - 2553 (Creditor)

**Note:** if you want notices sent to both you (the attorney) and the creditor (Bloomingtons), then file the claim by selecting 'Bloomingtons' from the drop-down menu. If however, you want notices sent only to you (the attorney), add Bloomingtons as a new creditor "c/o attorney at attorneys address as shown below in our example.

Notice Bloomingtons' is already on the Creditor list since they were included on the Creditor Matrix filed by the Debtor; we can choose them and continue to file our claim on their behalf using the address provided by the Debtor. We may however prefer to use our office address for noticing purposes and choose to add the Creditor again- care of the attorney at the attorney's address. We will add the Creditor- care of attorney at attorney's address in our example.

(See side panel for more information)

**Click arrow** again to close list.

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Select a Creditor for Claim**

Case 11-70002: Matthew Paul Smith and Elizabeth Sue Smith

(select a creditor)

[Add Creditor](#)

Next Clear

**Choose Add Creditor**

ECF Bankruptcy Adversary Query Reports Utilities Search

**Creditor Processing**

Case Number  
3:11-bk-70002

Next Clear

Enter correct Case Number and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

**Add Creditor(s)**

Case 11-70002 already contains creditors!

Case number 11-70002 Matthew Paul Smith and Elizabeth Sue Smith  
Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address  
Bloomingtondale's  
c/o Abe Lincoln  
700 S 7th Street  
Springfield, IL 62701

Creditor type Creditor

Creditor committee ☒ No ☐ Yes Entity ☐

Next Clear

Enter the Creditor c/o Attorney's and address in the format shown above,  
and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

**Add Creditor(s)**

Total Creditors Entered 1

Submit

Click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

**Creditors Receipt**

Case Number 3:11-bk-70002  
Total Creditors Added to Database 1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Select **File a Proof Of Claim**

The screenshot shows the 'Search for Creditor' page in the ECF system. The page has a blue header with the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the title 'Search for Creditor' is displayed. There are three input fields: 'Case Number' with the value '11-bk-70002', 'Name of creditor' which is empty, and 'Type of creditor' with a dropdown menu showing 'Creditor', 'Administrative', and '20 Largest Unsecured Creditors'. At the bottom left, the 'Next' button is circled in red, and there is also a 'Clear' button.

Click **Next**

The screenshot shows the 'Select a Creditor for Claim' page. The header is the same as the previous screen. The title 'Select a Creditor for Claim' is displayed. Below the title, the case information 'Case 11-70002: Matthew Paul Smith and Elizabeth Sue Smith' is shown. There is a dropdown menu with the placeholder text '(select a creditor)'. The dropdown arrow is circled in red. Below the dropdown menu, there is a link 'Add Creditor' and two buttons: 'Next' and 'Clear'.

Click the **down arrow**

The screenshot shows the 'Select a Creditor for Claim' page with the dropdown menu open. The dropdown menu lists several creditors, including 'American Express', 'American General Collections', 'Best Buy.Com', 'Bloomingdale's', 'Citibank Visa', 'Corine Smith', 'Discover', 'G.E. Capital Mortgage', 'Internal Revenue Service', 'ITT Financial Services', 'J.C. Penney', and 'Lithium'. The 'Bloomingdale's - c/o Abe Lincoln 700 S 7th Street Springfield, IL 62701 - 36480 (Creditor)' entry is highlighted in blue, and a red arrow points to it. The dropdown arrow is also circled in red.

Select newly added **Creditor**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Select a Creditor for Claim**

Case 11-70002: Matthew Paul Smith and Elizabeth Sue Smith

Bloomingtondale's - c/o Abe Lincoln 700 S 7th Street Springfield, IL 62701 - 36480 (Creditor) ▼

[Add Creditor](#)

**Next** Clear

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Proof Of Claim Information For**

36480 - Bloomingtondale's  
c/o Abe Lincoln  
700 S 7th Street  
Springfield, IL 62701

Case Number: 11-70002	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▼
Last Date To File:	Date Filed: 07/28/2011	
Last Date To File(Govt):		

**Claimed**

<b>Amount Claimed</b> <input type="text" value="13261.49"/> <small>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</small>	<b>Secured</b> <input type="text" value="13261.49"/> <small>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</small>	<b>Priority</b> <input type="text"/> <small>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</small>
<b>Description:</b> <input type="text" value="Diamond Ring"/>		
<b>Remarks:</b> <input type="text"/>		

Amend options: ☐ Clear all Amounts

**Next** Clear

**Enter amount of claim**

(enter secured, priority, and total amounts- total includes any unsecured or unknown amounts)

**Enter claim description (optional)**

and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Case 11-70002

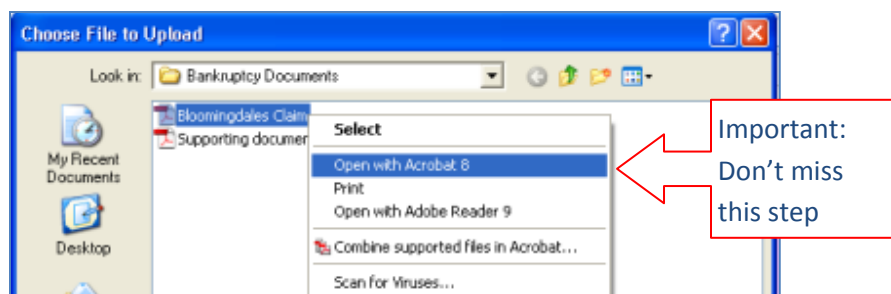
Filename:  **Browse...**

Attachments to Document: ☒ No ☐ Yes

Have you redacted?

**Next** Clear

Click **Browse**

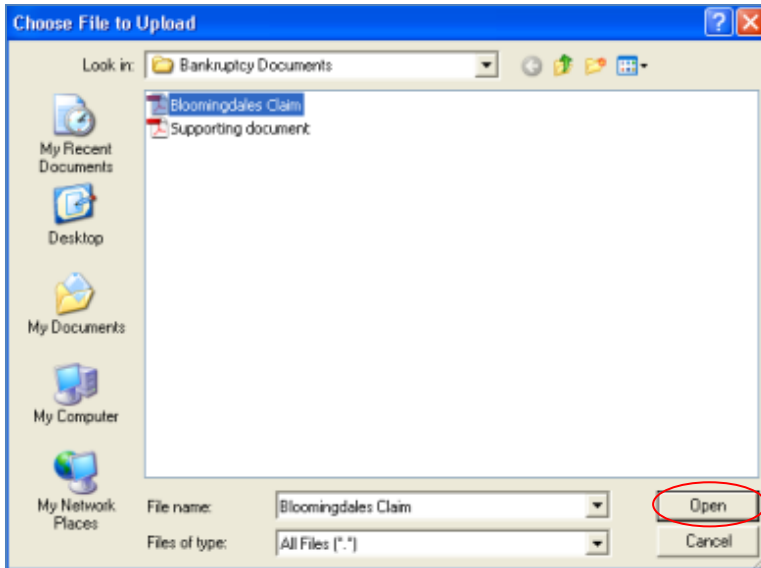


Locate the Claim Form document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**

UNITED STATES BANKRUPTCY COURT Central District of Illinois		PROOF OF CLAIM
Name of Debtor: Joseph Wayne Sample, Sarah Lynn Sample		Case Number: 11-70002
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A request for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
Name of Creditor (the person or other entity to whom the debtor owes money or property): Bloomingtons		<input type="checkbox"/> Check this box to indicate that this claim amends a previously filed claim.
Name and address where notices should be sent: Bloomingtons c/o Abe Lincoln 600 East Monroe St Springfield, IL 62701 Telephone number:		Court Claim Number: _____ (if known) Filed on: _____
Name and address where payment should be sent (if different from above):  Telephone number:		<input type="checkbox"/> Check this box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check this box if you are the debtor or trustee in this case.
1. Amount of Claim as of Date Case Filed: \$ 13,261.49		5. Amount of Claim Entitled to Priority under 11 U.S.C. § 507(a). If any portion of your claim falls in one of the following categories, check the box and state the

Preview entire document to ensure it is complete, legible, signed, and belongs in this case, and then click the **red X** to close the PDF window.



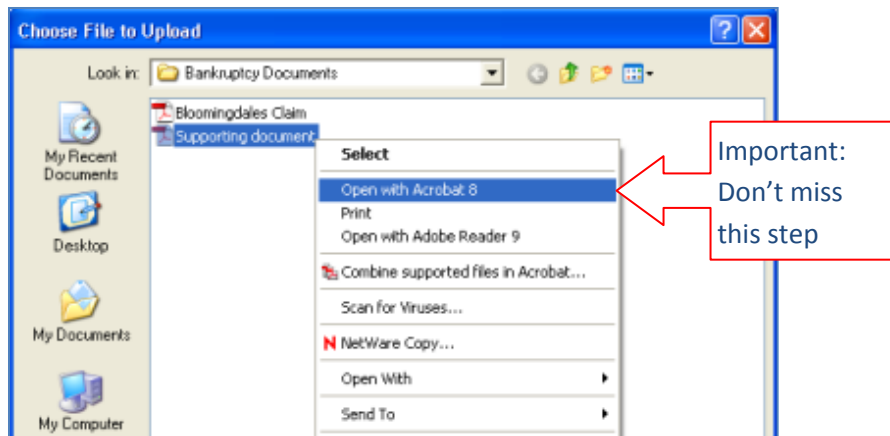


With the PDF file still selected/highlighted, click **Open**

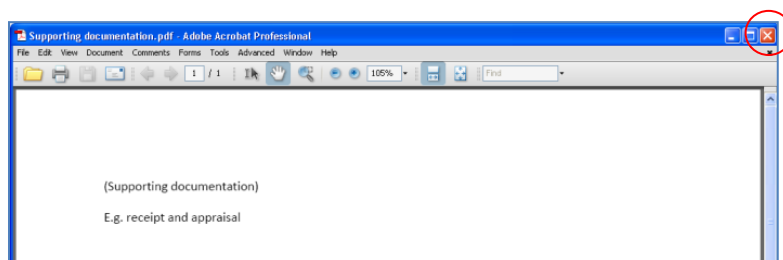
The Filename box should now appear filled

Change the *Attachments to Document* setting to **Yes** (since we have a supporting document), and then click **Next**

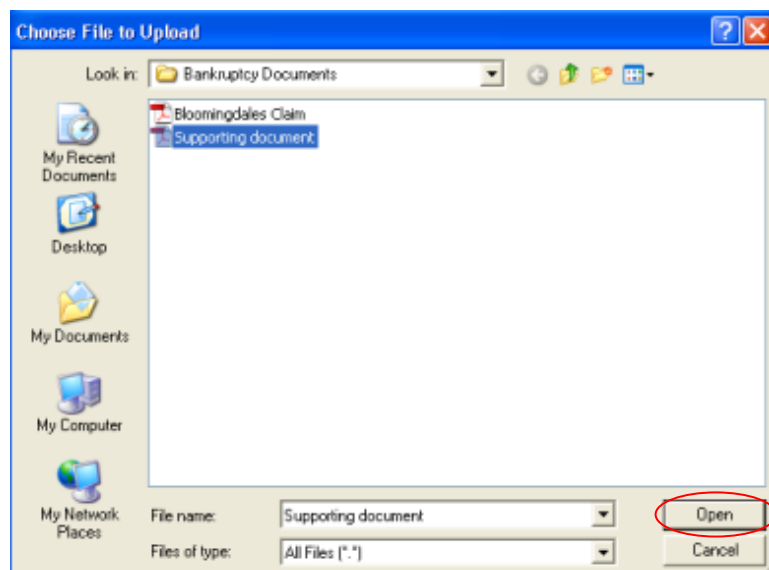
Click **Browse**



Locate the Statement of supporting document on your computer, **Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, and belongs in this case, and then click the **red X** to close the PDF window.



With the PDF file still selected/highlighted, click **Open**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Select one or more attachments.  
Case 11-70002

1) Select the PDF document that contains the attachment.  
**Filename**  
C:\Documents and Settings\ronald\Desktop\

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

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.

Add to List  
Remove from List  
Next

Enter a brief description for the attachment, and then click **Add to List**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Select one or more attachments.  
Case 11-70002

1) Select the PDF document that contains the attachment.  
**Filename**  
Browse...

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

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

Supporting document.pdf  
Add to List  
Remove from List  
Next

The attachment appears in the box at the bottom of the screen. We would repeat this process to file any additional supporting documents. (**Note:** each file can be no larger than 2 megabytes; larger attachments may need to be divided to meet this requirement) Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

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

Notice of Electronic Claims Filing

The following transaction was received from Lincoln, Abe on 7/28/2011 at 11:12 AM CDT

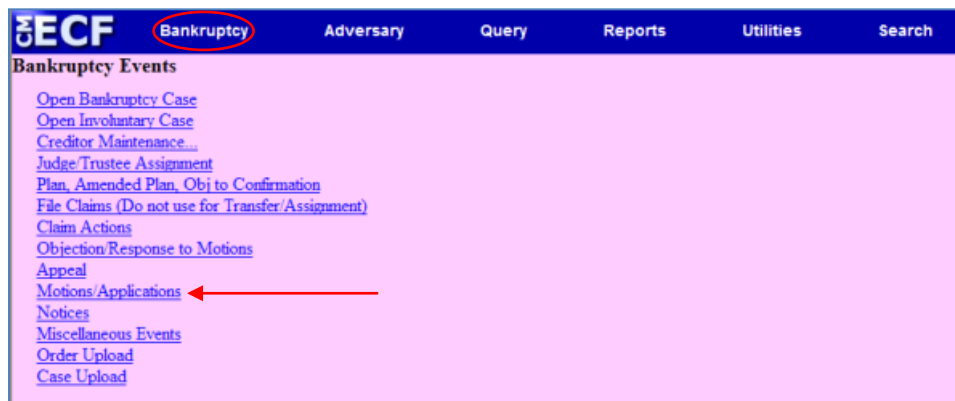
[File another claim](#)

**Case Name:** Matthew Paul Smith and Elizabeth Sue Smith  
**Case Number:** 11-70002  
**Creditor Name:** Bloomingdale's  
c/o Abe Lincoln  
700 S 7th Street  
Springfield, IL 62701  
**Claim Number:** 4 [Claims Register](#)  
**Amount Claimed:** \$13261.49  
**Amount Secured:** \$13261.49  
**Amount Priority:**

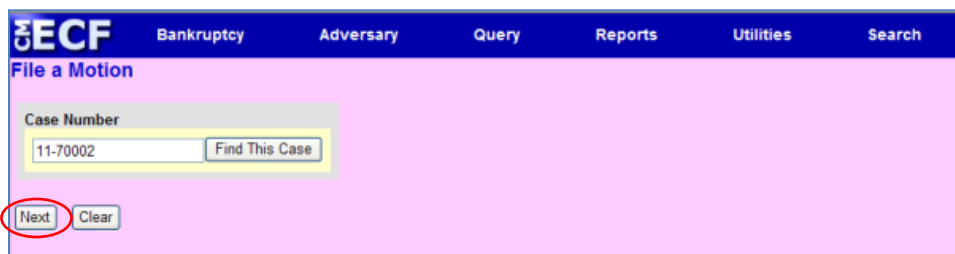
Notice of Electronic Claims Filing- your receipt that the PDF uploaded successfully

## Motions and Corresponding Orders

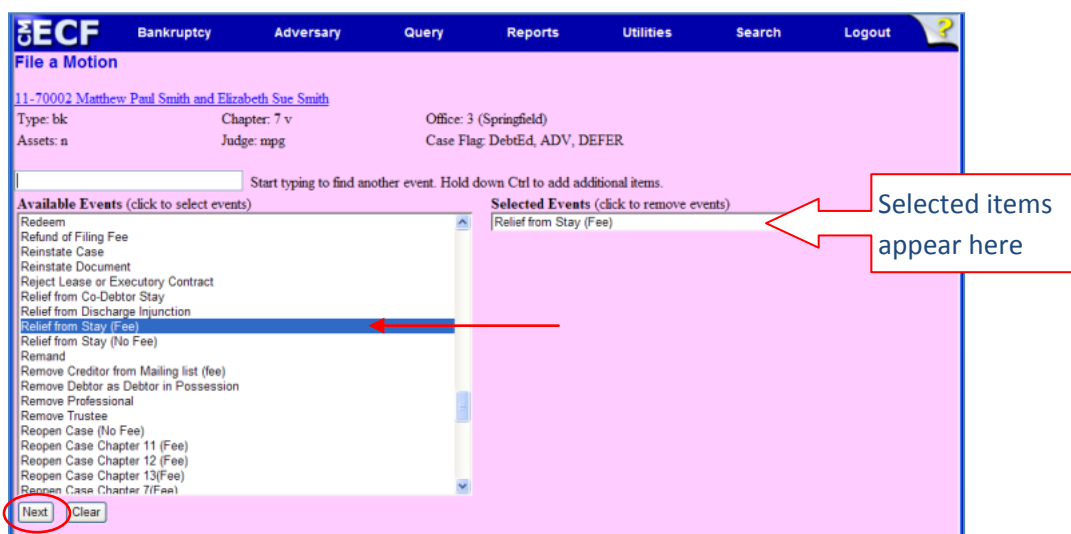
Select **Bankruptcy**



Select **Motions/Applications**



Enter correct **Case Number**, and then click **Next**



Select **Relief from Stay (Fee)**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

[11-70002 Matthew Paul Smith and Elizabeth Sue Smith](#)

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg

☐ Joint filing with other attorney(s). Select only when filing jointly with another attorney

Click **Next** without adding another attorney for our example

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

[11-70002 Matthew Paul Smith and Elizabeth Sue Smith](#)

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

**Select the Party:**

Chase Bank, [Creditor]  
 Pogge, Mariann [Trustee]  
 Smith, Elizabeth Sue [Joint Debtor]  
 Smith, Matthew Paul [Debtor]  
 U.S. Trustee, [U.S. Trustee]

[Add/Create New Party](#) ←

The 'Case Party List' contains those who have filed documents in this case. Our party- GE Capital Mortgage will need to be added to this list. Click **Add/Create New Party**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Search for a party**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Search

Enter party name (GE Capital Finance) into the Last/Business Name box, and then click **Search**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Search for a party

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found. ←

The party may appear if they have filed in other cases, in our example we will add them.  
Click **Create new party**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Party Information

Last name  First name

Middle name  Generation  Title

SSN / ITIN  Tax ID / EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role

Party text

Enter party information as shown above, and then click **Corporate parent/affiliate**  
(Note: if no corporate parent/affiliation is known omit this step and click **Submit** instead)  
In our example GE Capital is owned by “*Big Investment Bank*”)

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Search for a corporate parent / affiliate

Business name

Enter the corporate parent/affiliate, and then click **Search**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Search for a corporate parent / affiliate

Business name

Corporate parent / affiliate search results

Big Investment Bank

Click on company name and then click **Select name from list**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Corporate parent / affiliate information

Corporate parent / affiliate name Big Investment Bank

Type  Entity ☒

Click **Add corporate parent/affiliate**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

Last name  First name

Middle name  Generation  Title

SSN / ITIN  Tax ID / EIN

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role

Party text

Click **Submit**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

**Select the Party:**

GE Capital Mortgage, [Creditor] Add Create New Party  
 Chase Bank, [Creditor]  
 Pogge, Mariann [Trustee]  
 Smith, Elizabeth Sue [Joint Debtor]  
 Smith, Matthew Paul [Debtor]  
 U.S. Trustee, [U.S. Trustee]

Next Clear

Select GE Capital Mortgage, and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

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

☒ GE Capital Mortgage, (cr-cr) represented by Mason, Perry (aty)

Next Clear

Check the box linking GE Capital to you for this filing, and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

**ATTENTION:**

**DO NOT** Use this event for the following:

- A Motion filed by the United States
- A Stipulated/Agreed Motion
- A Motion combined with a Motion to Abandon in which the Motion to Abandon (fee) event was selected
- A Motion filed by a Child Support creditor (who must also file the correct form)
- A Motion for Relief from Stay (co-debtor) only Chapter 12 and 13

For these Motions use the event Bankruptcy > Motions/Applications > Relief from Stay (No Fee)

Next Clear

Read each  
screen  
carefully

Click **Next**



**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

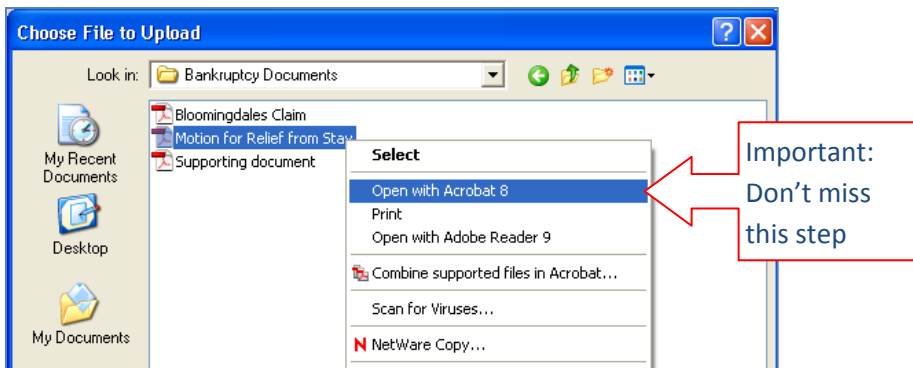
11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

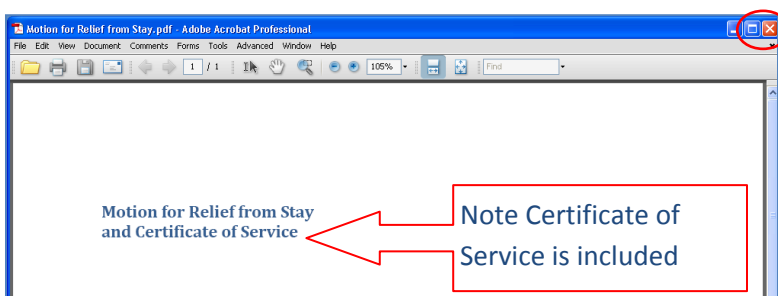
Filename  
 **Browse...**

Attachments to Document: ☒ No ☐ Yes

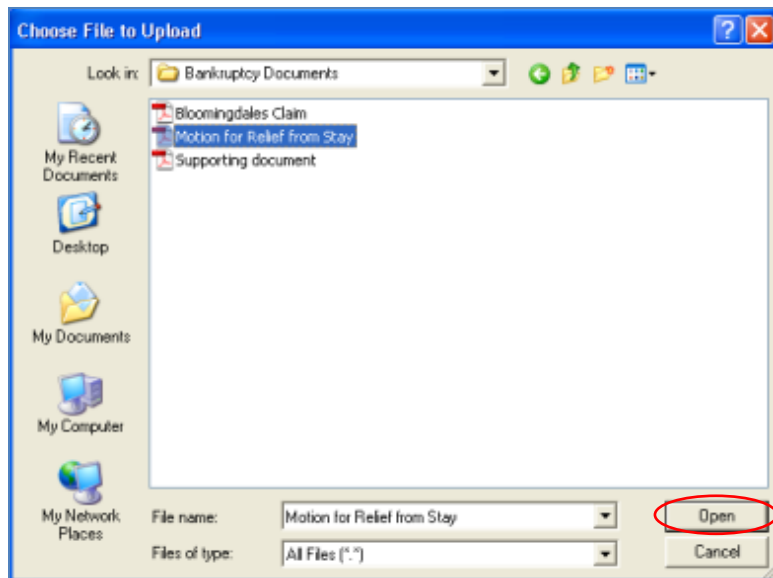
Click **Browse**



Locate the correct Motion on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, signed, and belongs in this case, and then click the **red X** to close the PDF window.



With the PDF file still selected/highlighted, click **Open**

A screenshot of the ECF (Electronic Case Filing) system interface. The top navigation bar includes links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". The main heading is "File a Motion:". Below this, case information is displayed for "11-70002 Matthew Paul Smith and Elizabeth Sue Smith", including "Type: bk", "Chapter: 7 v", "Office: 3 (Springfield)", "Assets: n", "Judge: mpg", and "Case Flag: DebtEd, ADV, DEFER". The "Filename" field is populated with "C:\Documents and Settings\ronald\Desktop\". The "Attachments to Document" section has radio buttons for "No" and "Yes", with "Yes" selected. The "Next" button is circled in red. A red arrow points from a text box to the filename field.

The Filename box should now appear filled

(In our example we have a supporting document to upload saved in PDF format)  
Change the "Attachments to Document" setting to Yes, and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

Select one or more attachments.

1) Select the PDF document that contains the attachment.

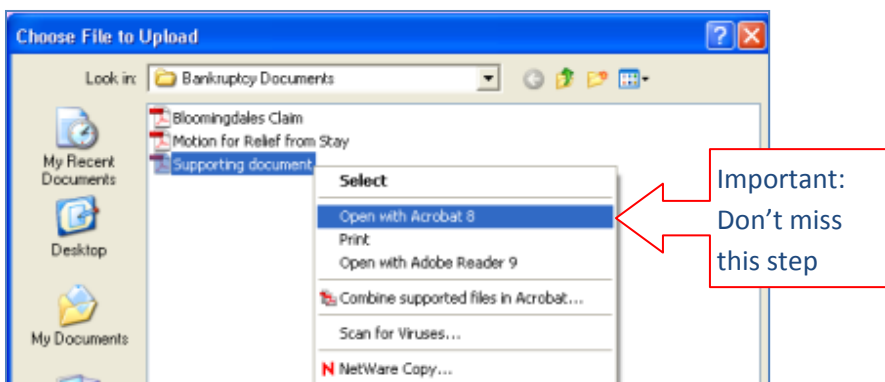
Filename  **Browse...**

2) Fill in the fields below.

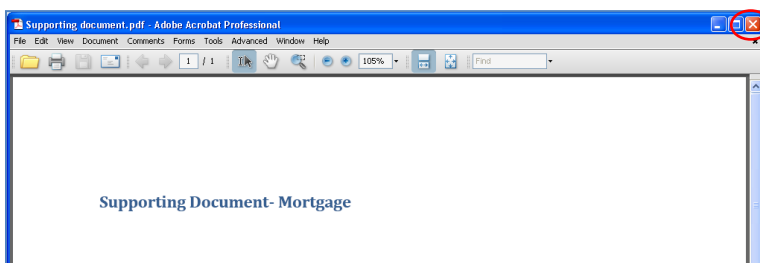
Category  and/or Description

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

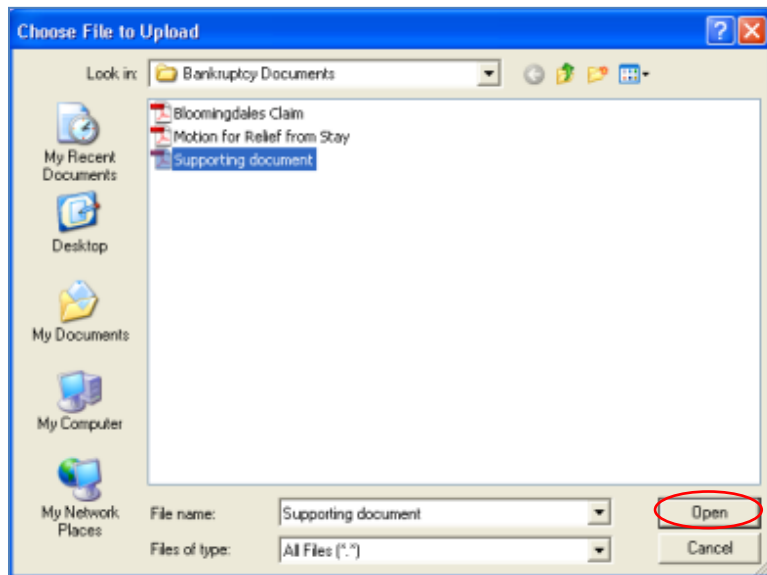
Click **Browse**



Locate the supporting document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, and belongs in this case,  
 and then click the **red X** to close the PDF window.



With the PDF file still selected/highlighted, click **Open**

A screenshot of the ECF system "File a Motion" page. The page has a blue header with navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is pink. It displays case information for "11-70002 Matthew Paul Smith and Elizabeth Sue Smith", including Type: bk, Chapter: 7 v, Assets: n, Judge: mpg, Office: 3 (Springfield), and Case Flag: DebtEd, ADV, DEFER. Below this, it says "Select one or more attachments." and "1) Select the PDF document that contains the attachment." There is a "Filename" field with a "Browse..." button. Then it says "2) Fill in the fields below." with "Category" and "Description" fields. The "Description" field contains "Mortgage". Below that, it says "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." There is a list box with an "Add to List" button circled in red, and a "Remove from List" button. At the bottom is a "Next" button.

Enter a brief description for the attachment, and then click **Add to List**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category  and/or Description

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

Supporting document.pdf

The attachment appears in the box at the bottom of the screen. We would repeat this process to file any additional supporting documents. (**Note:** each file can be no larger than 2 megabytes; larger attachments may need to be divided to meet this requirement) Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER, NODISCH

Fee: \$176

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

Docket Text: Modify as Appropriate.

Filed by Perry Mason on behalf of GE Capital Mortgage . (Attachments: # (1) Mortgage) (Mason, Perry)

Docket text can be added on various screens in CM/ECF, but should be done so sparingly. Just because a textbox appears does not mean text is required or even advisable if it does not add to clarity.

Click **Next** without adding additional docket text

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**File a Motion:**

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Type: bk Chapter: 7 v Office: 3 (Springfield)  
 Assets: n Judge: mpg Case Flag: DebtEd, ADV, DEFER

Docket Text: Final Text  
**Motion for Relief from Stay (Fee) Filed by Perry Mason on behalf of GE Capital Mortgage. (Attachments: # (1) Mortgage) (Mason, Perry)**

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

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Next**

**Summary of current charges**

Date Incurred	Description	Amount
2011-10-31 16:26:36	Motion for Relief From Stay (Fee)(11-70002) [motion,mrflsty] ( 176.00)	\$ 176.00
<b>Total: \$ 176.00</b>		

A payment screen appears showing all filing fees due, click **Pay Now**  
 (Note unpaid fees older than 24 hours may trigger the automatic lockout feature)


**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-10-31 16:26:36	Motion for Relief From Stay (Fee)(11-70002) [motion,mrflsty] ( 176.00)	\$ 176.00

Select the fees to pay at this time, and then click **Next**

 <a href="#">Bankruptcy</a> <a href="#">Adversary</a> <a href="#">Query</a> <a href="#">Reports</a> <a href="#">Utilities</a> <a href="#">Search</a> <a href="#">Logout</a>		
<b>Internet Payments Due</b>		
Date Incurred	Description	Amount
2011-10-31 16:26:36	Motion for Relief From Stay (Fee)(11-70002) [motion,mrlfsty] ( 176.00)	\$ 176.00
		<b>Total: \$176</b>
<input type="button" value="Pay Now"/>		

Click **Pay Now**

Online Payment

[Return to your originating application](#)





**Step 1: Enter Payment Information**

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*  
 Payment Amount: \$176.00  
 Billing Address:  \*  
 Billing Address 2:   
 City:   
 State / Province:  \*  
 Zip / Postal Code:   
 Country:  \*  

 Card Type:  \*  
 Card Number:  \* (Card number value should not contain spaces or dashes)  
 Security Code:  \* [Help finding your security code](#)  
 Expiration Date:  \* /  \*  
 Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Enter all required Credit/Debit Card information as denoted by the red asterisks (\*), and then click **Continue with Plastic Card Payment** (In class settings: Visa card, #4111111111111111, security code- any 3 digits, any expiration date)

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Perry Mason Billing Address: 22 Legal Way Billing Address 2: City: State / Province: Zip / Postal Code: 62701 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$176.00 Transaction Date 10/31/2011 17:35 and Time: EDT

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:   
Confirm Email Address:   
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ \*

Press the "Submit Payment" Button only once. ~~Pressing the~~ button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Check the box to authorize charge/debit, and then click **Submit Payment**  
(Optional: enter email address twice to received an electronic charge receipt)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

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

Thank you. Your transaction in the amount of \$ 176.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 176126.

**Detail description:**  
Motion for Relief From Stay (Fee)(11-70002) [motion,mrlfsty] ( 176.00)

Payment Receipt – print for your records



ECF			
Bankruptcy	Adversary	Query	Reports
Utilities	Search	Logout	
<b>File a Motion:</b>			
<a href="#">11-70002 Matthew Paul Smith and Elizabeth Sue Smith</a>			
Type: bk	Chapter: 7 v	Office: 3 (Springfield)	
Assets: n	Judge: mpg	Case Flag: DebtEd, ADV, DEFER, NODISCH	
U.S. Bankruptcy Court [Train]			
Central District of Illinois [Train]			
Notice of Electronic Filing			
The following transaction was received from Perry Mason entered on 10/31/2011 at 10:58 AM CDT and filed on 10/31/2011			
Case Name: Matthew Paul Smith and Elizabeth Sue Smith			
Case Number: <a href="#">11-70002</a>			
Document Number: <a href="#">57</a>			
<b>Docket Text:</b>			
Motion for Relief from Stay (Fee) Filed by Perry Mason on behalf of GE Capital Mortgage. (Attachments: # (1) Mortgage) (Mason, Perry)			
The following document(s) are associated with this transaction:			
<b>Document description:</b> Main Document			
<b>Original filename:</b> C:\Documents and Settings\ronald\Desktop\Amended Matrix.pdf			
<b>Electronic document Stamp:</b>			
[STAMP bkccfStamp_ID=1056124888 [Date=10/31/2011] [FileNumber=124252-0 ][08ea8fd15cdf1dfcfd301c023d74199de5f0d4da98462911db525e8b5bde16c5b6 f435be18b079314d9e49c1cf276e5daadeeeef26f526814900eb9d515725b]]			
<b>Document description:</b> Mortgage			
<b>Original filename:</b> Supporting document.pdf			

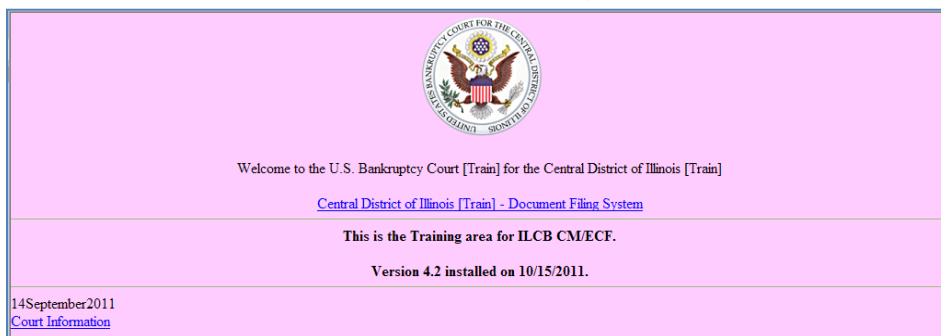
## Certificate of Service

It is the filing attorney's responsibility to provide proper service of pleadings to those parties and attorneys entitled to receive notice of the pleading. Pleadings filed with the court should contain a certificate of service evidencing proper service. If a pleading is filed with no Certificate of Service or Improper Certificate of Service, the Court will send a deficiency notice. Failure to comply with the deficiency notice by the date indicated may result in no action taken on the pleading, dismissal of the pleading, or the pleading may be stricken without further notice.

- A certificate of service should be filed with each pleading
- If the certificate of service is filed separately from the actual pleading, it must specifically identify the pleading served
- The certificate of service should be signed by the filer
- The certificate of service should include the full name of each person served electronically and the full name and address of each person served by mail.

Some- but not all case participants receive electronic notice via the CM/ECF system. Attorneys can preview the case service list under the CM/ECF 'Utilities' menu (as shown below). This information is most helpful as you prepare your Certificate of Service. Please save time for yourself and the Court by making sure all appropriate parties receive proper notice of your filing.

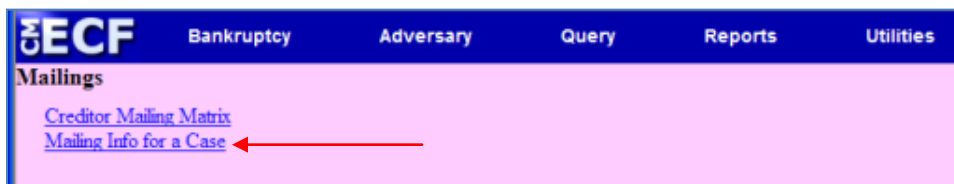
## Accessing the Case Service List in CM/ECF



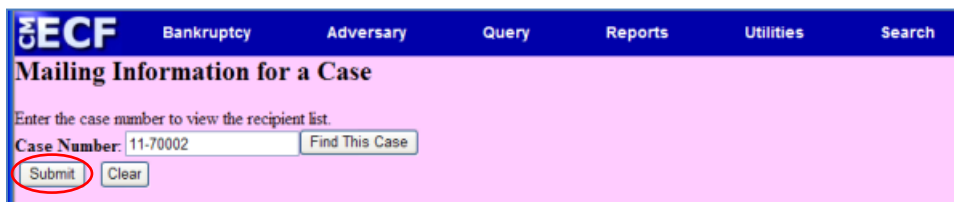
Choose **Utilities**



Choose **Mailings** from the *Miscellaneous* category



Choose **Mailing Info for a Case**



Enter correct *case number* and then click **Submit**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout ?

### Mailing Information for Case 11-70002

**Electronic Mail Notice List**

The following is the list of parties who are currently on the list to receive email notice/service for this case.

- **Abe Lincoln** Ronald\_Hayward@ilcb.uscourts.gov
- **Perry Mason** ronald\_hayward@ilcb.uscourts.gov

**Manual Notice List**

The following is the list of parties who are **not** on the list to receive email notice/service for this case (who therefore require manual noticing/service). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

**Mariann Pogge**  
1001 Durkin Dr  
Springfield, IL 62704

**U.S. Trustee**  
OUST  
,

[Creditor List](#)

Click the link above to produce a complete list of creditors only.

[Mailing Matrix](#)

Click on the link above to produce a list of all creditors and all parties in the case. User may sort in columns or raw data format.

Party names, addresses, & email addresses can be copied and pasted into the Certificate of Service from this screen. (Note: It is the filing attorney's responsibility to serve appropriate parties).

## Uploading Orders

**ECF** Bankruptcy Adversary Query Reports Utilities Search

### Bankruptcy Events

- [Open Bankruptcy Case](#)
- [Open Involuntary Case](#)
- [Creditor Maintenance](#)
- [Judge/Trustee Assignment](#)
- [Plan, Amended Plan, Obj to Confirmation](#)
- [File Claims \(Do not use for Transfer/Assignment\)](#)
- [Claim Actions](#)
- [Objection/Response to Motions](#)
- [Appeal](#)
- [Motions/Applications](#)
- [Notices](#)
- [Miscellaneous Events](#)
- [Order Upload](#) ←
- [Case Upload](#)

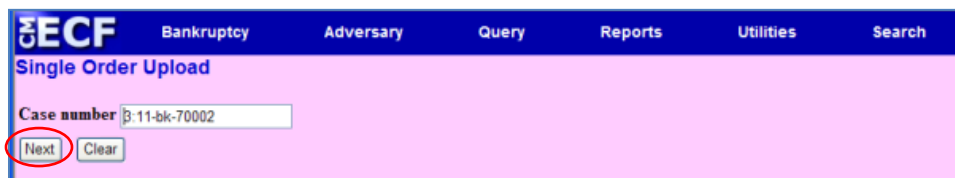
Select **Order Upload** from the *Bankruptcy Events* menu

**ECF** Bankruptcy Adversary Query Reports Utilities Search

### Order Upload for Bankruptcy

- [Upload Batch](#)
- [Upload Single](#) ←
- [Single Order Upload](#)
- [Upload Spontaneous](#)
- [Batch Order Upload](#)
- [Pay Order Upload](#)

Select **Upload Single**



ECF Bankruptcy Adversary Query Reports Utilities Search

Single Order Upload

Case number

Enter correct *Case Number*, and then click **Next**



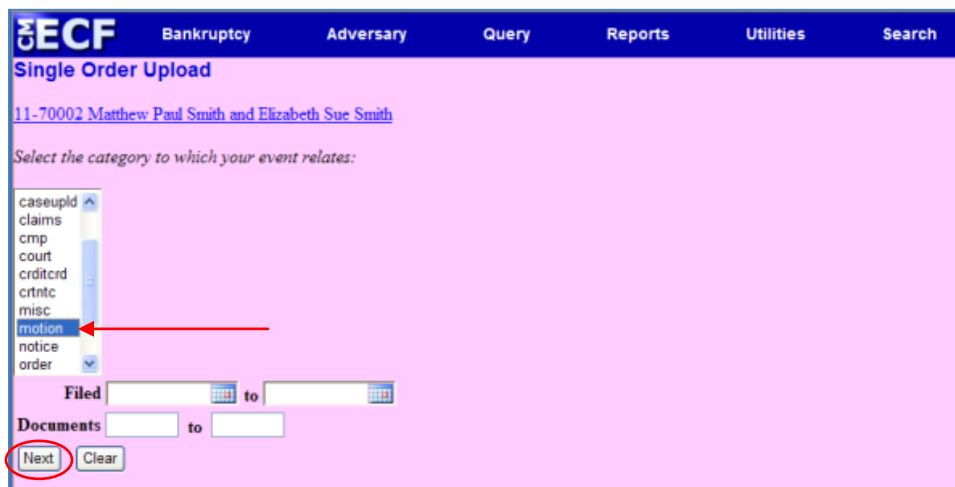
ECF Bankruptcy Adversary Query Reports Utilities Search

Single Order Upload

[11-70002 Matthew Paul Smith and Elizabeth Sue Smith](#)

Related document number

Click **Next** without entering *related document number*



ECF Bankruptcy Adversary Query Reports Utilities Search

Single Order Upload

[11-70002 Matthew Paul Smith and Elizabeth Sue Smith](#)

Select the category to which your event relates:

caseupld  
claims  
cmp  
court  
creditord  
crtntc  
misc  
**motion**  
notice  
order

Filed  to

Documents  to

Choose Motion from the list and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

### Single Order Upload

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Select the appropriate event to which your event relates:

- ☐ 07/12/2011 4 Motion for Relief from Co-Debtor Stay Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Mariann Pogge. (Lincoln, Abe)
- ☐ 07/12/2011 5 Motion for Relief from Stay (Fee) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Chase Bank. (Lincoln, Abe)
- ☐ 07/12/2011 6 Motion for Relief from Stay (Fee) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Chase Bank. (Lincoln, Abe)
- ☒ 07/28/2011 10 Motion for Relief from Stay (Fee) Filed by Perry Mason on behalf of GE Capital Mortgage. (Attachments: # 1 Mortgage) (Mason, Perry)

**Next** Clear

Check the correct box to 'link' the order to your motion, and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

### Single Order Upload

11-70002 Matthew Paul Smith and Elizabeth Sue Smith

Related document number: 10  
Related document description: Motion for Relief From Stay (Fee)

Order type: Other ←

Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date:  Hearing time: ☐ AM ☐ PM ← Leave blank

**Next** Clear

Set Order Type to 'Other', and then click **Next**- leaving Hearing date & time blank

**ECF** Bankruptcy Adversary Query Reports Utilities Search

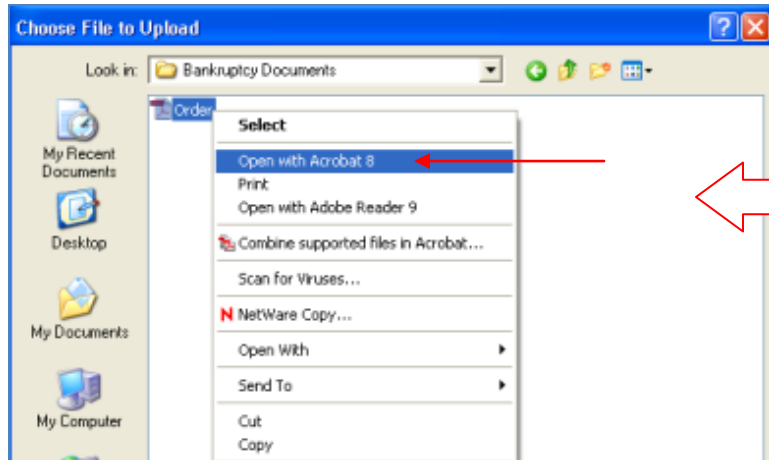
### Single Order Upload

Filename:  **Browse**

Attachments to Document: ☒ No ☐ Yes

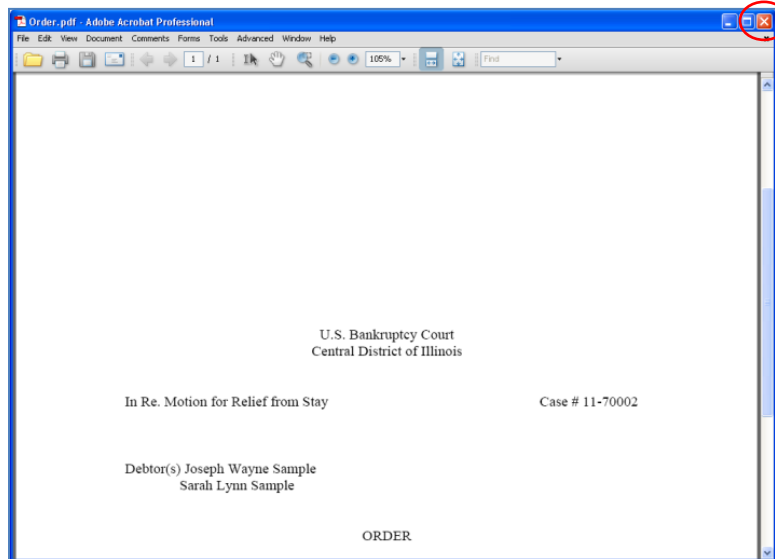
**Next** Clear

Click **Browse**



Important:  
Don't miss  
this step

Locate the Motion document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete,  
legible, signed, and belongs in this case, and then click  
the **red X** to close the PDF window.

#### REQUIRED FORMAT FOR ORDERS

The first page of the proposed order must have a four (4) inch margin at the top.

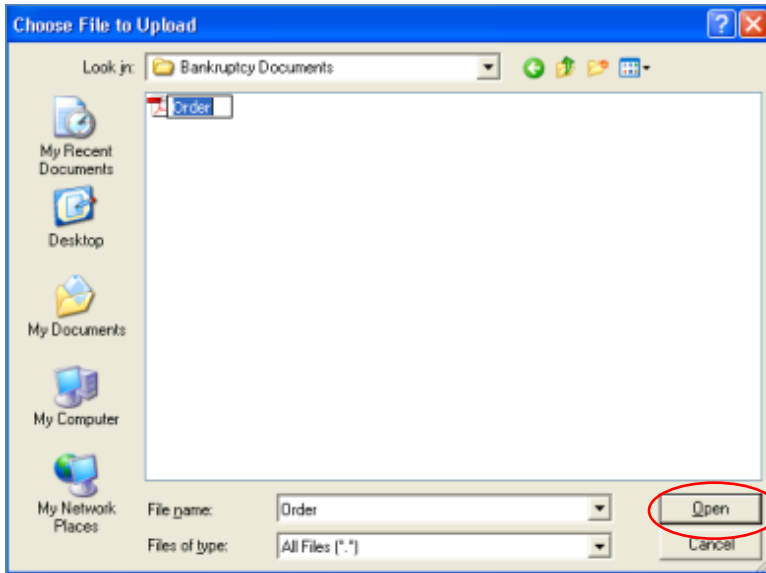
There should be no signature line for the judge on any page of the order.

There should be no date on the order.

At the end of the text of the order, place three pound signs (###) in the center of the page with one blank line separating the last line of text and the centered ###.

Do not scan the order, as pdf- the electronic signature function will not work properly on scanned orders. The order needs to be created in word processing software then converted to pdf and uploaded.

Order page size can be no larger than 8 1/2' x 11"



With the PDF file still selected/highlighted, click **Open**

The Filename box should now appear filled

Click **Next**

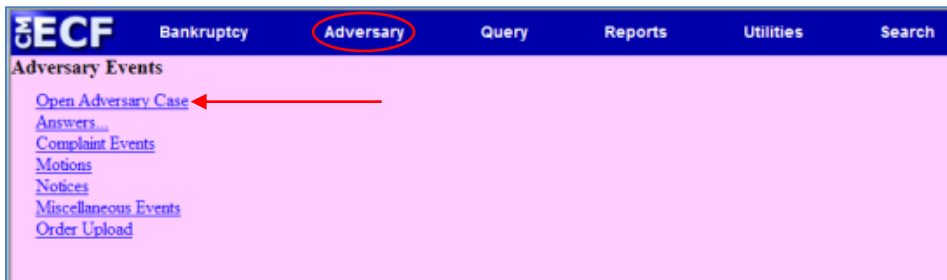
Your receipt that the PDF uploaded successfully

## Open an Adversary Case




The screenshot shows the top of a web application. At the top center is the seal of the U.S. Bankruptcy Court for the Central District of Illinois. Below the seal, the text reads: "Welcome to the U.S. Bankruptcy Court [Train] for the Central District of Illinois [Train]". Underneath is a link: "[Central District of Illinois \[Train\] - Document Filing System](#)". Below that, it says "This is the Training area for ILCB CM/ECF." and "Version 4.2 installed on 10/15/2011." At the bottom left, it says "14September2011" and "[Court Information](#)".

Click **Adversary**



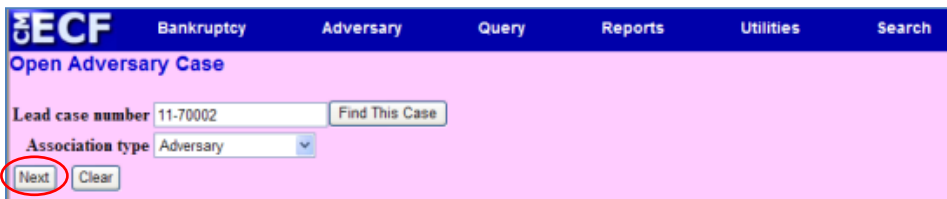
The screenshot shows the ECF system's main menu. The "Adversary" tab is highlighted with a red circle. Below the menu, under the heading "Adversary Events", there is a list of links: "Open Adversary Case", "Answers...", "Complaint Events", "Motions", "Notices", "Miscellaneous Events", and "Order Upload". A red arrow points to the "Open Adversary Case" link.

Choose *Open Adversary Case*



The screenshot shows the "Open Adversary Case" form. The "Adversary" tab is selected in the top menu. The form has fields for "Case type ap", "Date filed 8/1/2011", and "Complaint y". At the bottom, there are "Next" and "Clear" buttons. The "Next" button is circled in red.

Click **Next**



The screenshot shows the "Open Adversary Case" form with the "Next" button circled in red. The "Lead case number" field now contains "11-70002" and the "Association type" dropdown is set to "Adversary". A "Find This Case" button is next to the lead case number field.

Enter the correct case number and then click **Next**



**ECF** Bankruptcy Adversary Query Reports Utilities Search

### Open Adversary Case

Case is assigned to **Springfield Division, Judge Gorman** based on the lead Bankruptcy case 11-70002.

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

### Open Adversary Case

Search for a plaintiff

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Enter Plaintiff (American Express in our example), and then click **Search**

https://ecf.train.ilcb.uscourts.gov/45771044... Explorer provided by U.S. Bank

American Express  
123 Main Street  
Chicago, IL 60606  
USA  
County: COOK-IL

78096082

U.S. Bankrup...

Query Reports

Last/Business name

First Name

Middle Name

**Party search results**

- American Express, 2601 South Fifth Street, Springfield, IL
- American Express, Springfield, IL
- American Express, 30 S. Wacker Dr., Chicago, IL
- American Express, 123 Main Street, Chicago, IL**
- American Express, c/o Pat Fitzgerald, Springfield, IL
- American Express, 1216 Elliott, Princeton, IL

Choose correct party and then click **Select name from list**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Plaintiff Information**

American Express SSN / ITIN: Unknown Tax ID / EIN: 123456

Office  Address 1 123 Main Street

Address 2  Address 3

City Chicago State IL Zip 60606

County COOK-IL (17031) Country USA

Phone 312.123.4567 Fax 312.123.4568

E-mail Americanexpress@aol.com

Party text

Role in Bankruptcy Case Creditor

Add additional attorney... Alias... Corporate parent / affiliate... **Review...**

Submit Cancel Clear

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

Click **Review**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Review attorneys, aliases, corporate parents or affiliates**

American Express

**Attorneys added:**

Mason, Perry  
22 Legal Way  
Springfield, IL 62701

**Aliases added:**

None added.

**Corporate parents / affiliates added:**

None added.

**Return to Party screen** Clear

Click **Return to Party screen**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Plaintiff Information**

American Express SSN / ITIN: Unknown Tax ID / EIN: 123456

Office  Address 1 123 Main Street

Address 2  Address 3

City Chicago State IL Zip 60606

County COOK-IL (17031) Country USA

Phone 312.123.4567 Fax 312.123.4568

E-mail Americanexpress@aol.com

Party text

Role in Bankruptcy Case Creditor

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

**Submit** Cancel Clear

**Note:** Use only to add additional Attorney for Plaintiff

Click **Submit**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Open Adversary Case**

Search for a plaintiff

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

**End plaintiff selection**

Click **End plaintiff selection**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Open Adversary Case**

Search for a defendant

SSN / ITIN  Tax ID / EIN

Last/Business name Smith

First Name Matthew

Middle Name Paul

**Search** Clear

Enter *Defendant's name*, and then click **Search**

https://ecf-train.ilcb.uscourts.gov/76708112...

Matthew Paul Smith  
SSN / ITIN: XXX-XX-6789  
P.O.Box 123  
Denver, CO 80220  
County: ALEXANDER-IL

Last/Business name   
First Name   
Middle Name

Party search results

- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO
- Smith, Matthew Paul, P.O.Box 123, Denver, CO

Choose Plaintiff from list, and then click **Select name from list**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

Defendant Information

Matthew Paul Smith SSN / ITIN: XXX-XX-6789

Office  Address 1 P.O.Box 123  
Address 2  Address 3   
City Denver State CO Zip 80220  
County ALEXANDER-IL (17003) Country   
Phone  Fax   
E-mail

Party text

Role in Bankruptcy Case Debtor

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

Verify all contact information and then click **Submit**

ECF Bankruptcy Adversary Query Reports Utilities Search

Open Adversary Case

Search for a defendant

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

Click **End defendant selection**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Adversary Case

Party code: 3 U.S. not a Party  Primary nature of suit: 11 (Recovery of money/property - 542 turnover of property)

Rule 23 (class action): n  Second nature of suit: none

Jury demand: None  Third nature of suit: none

Demand (\$000):  Fourth nature of suit: none

State law: n  Fifth nature of suit: none

Select the nature or natures of suit, and then click **Next**

ECF Bankruptcy Adversary Query Reports Utilities Search 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} n

Enter 'N' for 'no' (we are not able to defer the fee),  
and then click **Next**

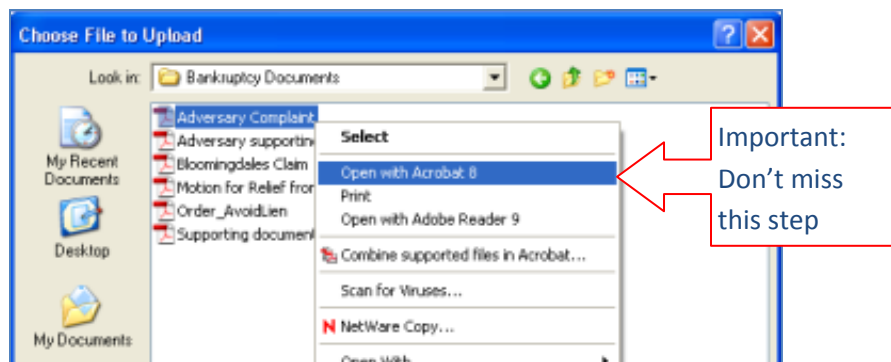
ECF Bankruptcy Adversary Query Reports Utilities Search

Open Adversary Case

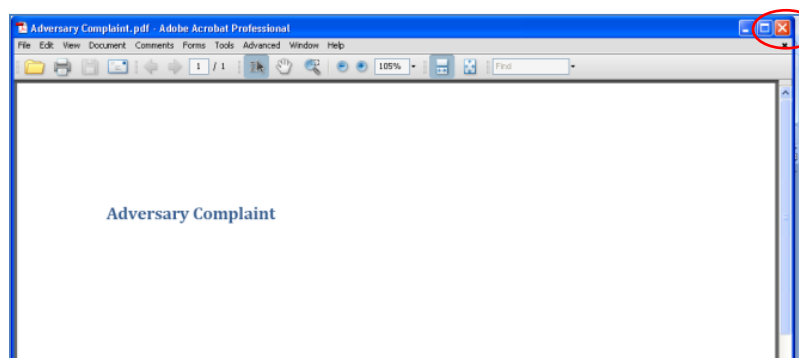
Filename:

Attachments to Document: ☒ No ☐ Yes

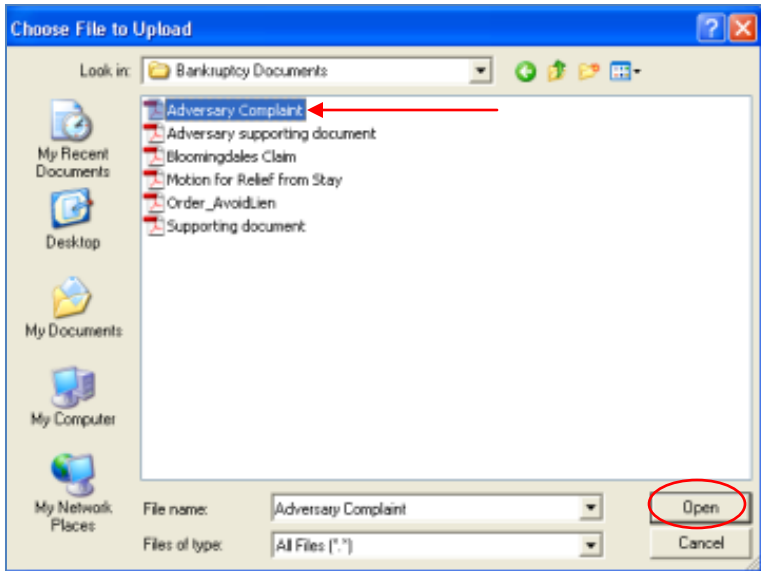
Click **Browse**



Locate the Statement of SSN document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, signed, and belongs in this case,  
and then click the **red X** to close the PDF window.



With the PDF, file still selected/highlighted, click **Open**

Click **Next**

Click **Next**

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Open Adversary Case**

Docket Text: Final Text

(11 (Recovery of money/property - 542 turnover of property)): Complaint by American Express against Matthew Paul Smith (Mason, Perry)

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

Have you redacted?

**Next** Clear

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Next**

**Summary of current charges**

Date Incurred	Description	Amount
2011-10-31 10:58:56	Motion for Relief From Stay (Fee)(11-70002) [motion,mrflfsty] ( 176.00)	\$ 176.00
2011-10-31 11:22:00	Complaint(11-07209) [cmp,cmp] ( 293.00)	\$ 293.00
<b>Total:</b>		<b>\$ 469.00</b>

**Pay Now** Continue Filing

A payment screen appears showing all filing fees due, click **Pay Now**  
 (Note unpaid fees older than 24 hours may trigger the automatic lockout feature)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2011-10-31 10:58:56	Motion for Relief From Stay (Fee)(11-70002) [motion,mrflfsty] ( 176.00)	\$ 176.00
<input checked="" type="checkbox"/>	2011-10-31 11:22:00	Complaint(11-07209) [cmp,cmp] ( 293.00)	\$ 293.00

**Next** Clear

Select the fees to pay at this time, and then click **Next**



ECF Bankruptcy Adversary Query Reports Utilities Search Logout		
Internet Payments Due		
Date Incurred	Description	Amount
2011-10-31 10:58:56	Motion for Relief From Stay (Fee)(11-70002) [motion,mrfsfy] ( 176.00)	\$ 176.00
2011-10-31 11:22:00	Complaint(11-07209) [cmp,cmp] ( 293.00)	\$ 293.00
		<b>Total: \$469</b>
<a href="#">Pay Now</a>		

Click **Pay Now**

Online Payment [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$469.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country:  \*

Card Type:

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [help finding your security code](#)

Expiration Date:  /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Enter all required Credit/Debit Card information as denoted by the red asterisks (\*), and then click **Continue with Plastic Card Payment** (In class settings: Visa card, #41111111111111111111, security code- any 3 digits, any expiration date)

Online Payment [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

Payment Summary [Edit this information](#)

<b>Address Information</b>	<b>Account Information</b>	<b>Payment Information</b>
Account Holder Name: Perry Mason	Card Type: Visa	Payment Amount: \$469.00
Billing Address: 22 Legal Way	Card Number: *****1111	Transaction Date 10/31/2011 12:27 and Time: EDT
Billing Address 2:		
City:		
State / Province:		
Zip / Postal Code: 62701		
Country: USA		

**Email Confirmation Receipt**

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

**Authorization and Disclosure**

Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement ☒ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

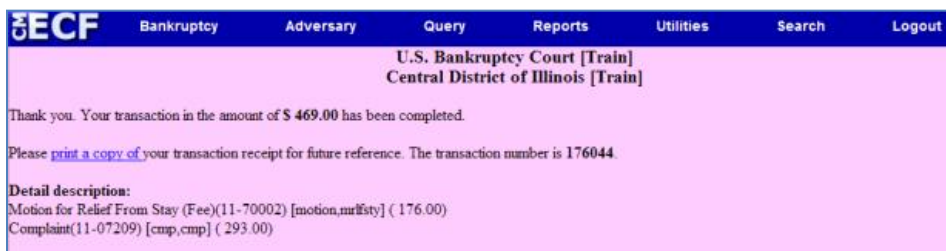
[Submit Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Check the box to authorize charge/debit, and then click **Submit Payment** (Optional: enter email address twice to receive an electronic charge receipt)



Payment processing screen



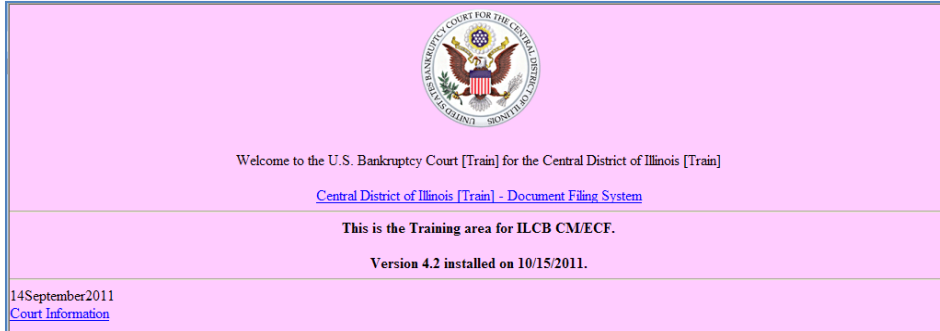
Payment Receipt



Notice of Electronic Claims Filing- your receipt that the PDF uploaded successfully

After reviewing the Adversary, the Court will docket a Summons that will be sent via email notice. The filing attorney must serve the summons on the Defendant(s), prepare a Certificate of Service in PDF format, and file same as shown below:

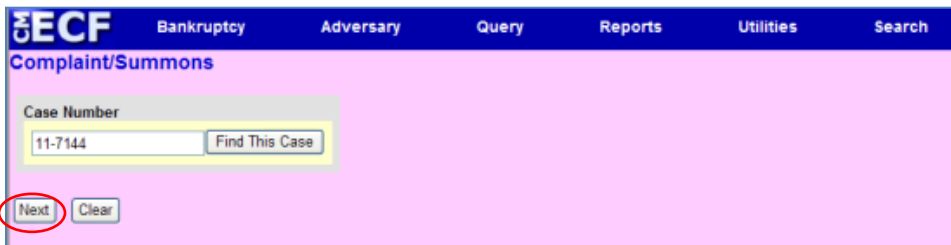
## Filing Summons Service Executed



Select **Adversary**



Select **Complaint Events**



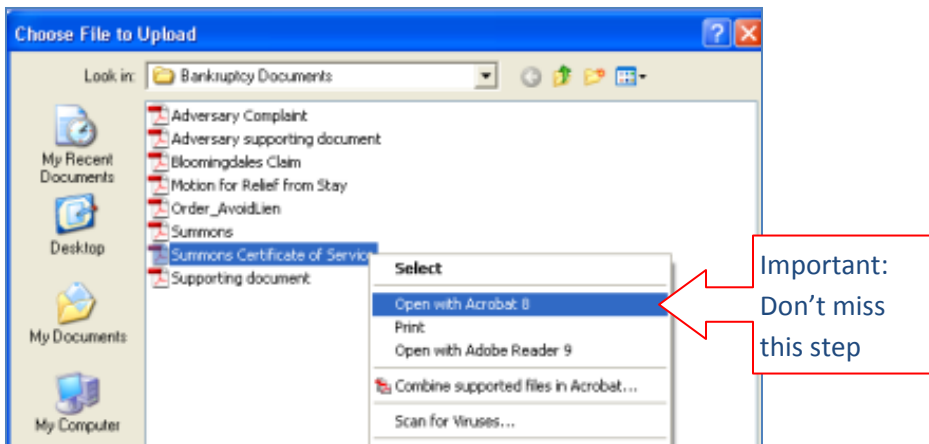
Enter the correct case number and then click **Next**

The screenshot shows the ECF Complaint/Summons screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Complaint/Summons". The case information is displayed: "11-07144 American Express v. Smith", "Type: ap", "Office: 3 (Springfield)", "Judge: mpg", "Lead Case: 3-11-bk-70002", and "Case Flag: ADV". Below this is a search bar with the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search bar are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The Available Events list includes: Amended Complaint, Complaint, Counterclaim, Crossclaim, Notice of Removal, Registration of Foreign Judgment, Summons Service Executed (highlighted with a blue bar and a red arrow), Summons Service Unexecuted, and Third-Party Complaint. Below the Available Events list are "Next" and "Clear" buttons. The "Next" button is circled in red.

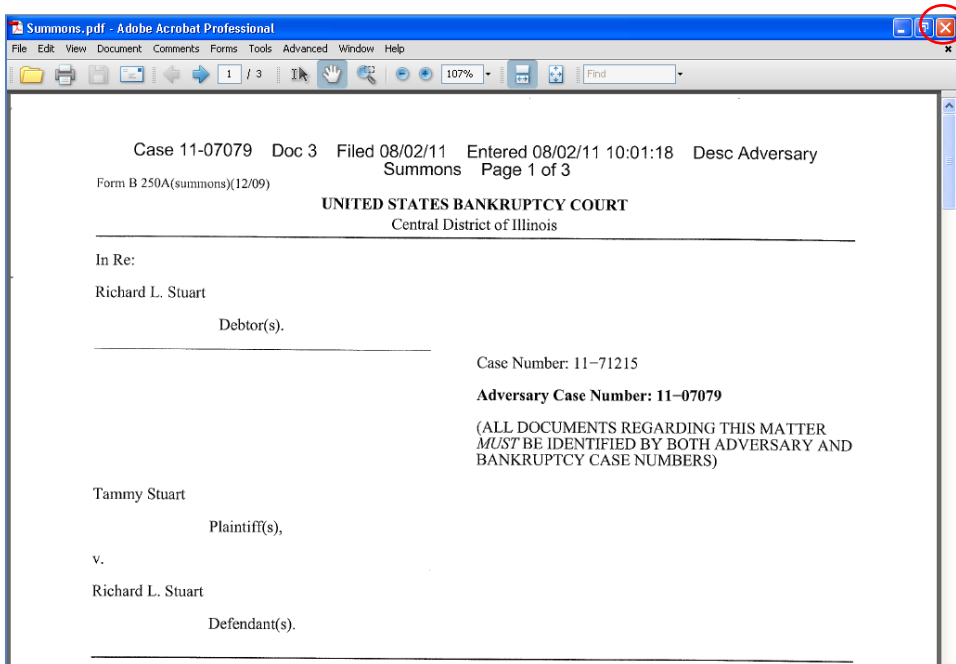
Select *Summons Service Executed* and then click **Next**

The screenshot shows the ECF Complaint/Summons screen. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar is the title "Complaint/Summons:". The case information is displayed: "11-07144 American Express v. Smith", "Type: ap", "Office: 3 (Springfield)", "Judge: mpg", "Lead Case: 3-11-bk-70002", and "Case Flag: ADV". Below this is a "Filename" field with a "Browse..." button next to it. The "Browse..." button is circled in red. Below the "Filename" field is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". Below this are "Next" and "Clear" buttons.

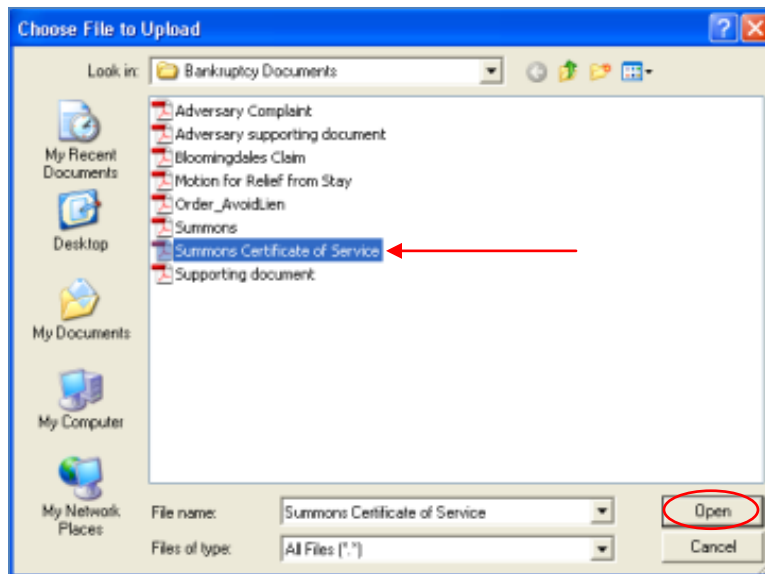
Click **Browse**



Locate the document on your computer,  
**Right-Click** the PDF file, and choose: **Open with Acrobat**



Preview entire document to ensure it is complete, legible, and belongs in this case,  
 and then click the **red X** to close the PDF window.



With the PDF, file still selected/highlighted, click **Open**

ECF Bankruptcy Adversary Query Reports Utilities Search

Complaint/Summons:

11-07144 American Express v. Smith

Type: ap Office: 3 (Springfield) Judge: mpg

Lead Case: 3-11-bk-70002 Case Flag: ADV

Filename: C:\Documents and Settings\ronald\Desktop\

Attachments to Document: ☐ No ☒ Yes

Next Clear

Click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Complaint/Summons:**

11-07144 American Express v. Smith

Type: ap Office: 3 (Springfield) Judge: mpg

Lead Case: 3-11-bk-70002 Case Flag: ADV

Select the party served.

**Summons Service Executed**

Select the Party:

American Express, [Plaintiff] Add/Create New Party

Smith, Matthew Paul [Defendant]

Next Clear

Choose party or parties served and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Complaint/Summons:**

11-07144 American Express v. Smith

Type: ap Office: 3 (Springfield) Judge: mpg

Lead Case: 3-11-bk-70002 Case Flag: ADV

Enter date served

Matthew Paul Smith - Date served 8/1/2011

Next Clear

Select date served and then click **Next**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Complaint/Summons:**

11-07144 American Express v. Smith

Type: ap Office: 3 (Springfield) Judge: mpg

Lead Case: 3-11-bk-70002 Case Flag: ADV

Next Clear

Click **Next**

ECF			
Bankruptcy	Adversary	Query	Reports
Utilities	Search	Logout	
<b>Complaint/Summons:</b>			
<a href="#">11-07144 American Express v. Smith</a>			
Type: ap	Office: 3 (Springfield)	Judge: mpg	
Lead Case: 3-11-bk-70002	Case Flag: ADV		
Docket Text: Final Text			
Summons Service Executed on Matthew Paul Smith 8/1/2011 (Mason, Perry)			
<p><b>Attention!!</b> Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p> <p>Have you redacted?</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>			

Final step before permanent docketing occurs. Use your browser back button to go back and review or make changes if necessary- you will have no further opportunity to make changes. Click **Next**

ECF			
Bankruptcy	Adversary	Query	Reports
Utilities	Search	Logout	
<b>Complaint/Summons:</b>			
<a href="#">11-07144 American Express v. Smith</a>			
Type: ap	Office: 3 (Springfield)	Judge: mpg	
Lead Case: 3-11-bk-70002	Case Flag: ADV		
U.S. Bankruptcy Court [Train]			
Central District of Illinois [Train]			
Notice of Electronic Filing			
The following transaction was received from Mason, Perry entered on 8/1/2011 at 1:47 PM CDT and filed on 8/1/2011			
Case Name: American Express v. Smith			
Case Number: <a href="#">11-07144</a>			
Document Number: <a href="#">2</a>			
Docket Text:			
Summons Service Executed on Matthew Paul Smith 8/1/2011 (Mason, Perry)			
The following document(s) are associated with this transaction:			
Document description: Main Document			
Original filename: C:\Documents and Settings\ronald\Desktop\Bankruptcy Documents\Summons Certificate of Service.pdf			
Electronic document Stamp:			
[STAMP bkecfStamp_ID=1056124888 [Date=8/1/2011] [FileNumber=120882-0]			
[334f885a9d851814af157c3518da696c224939214e52ecf2c19a75189275edec8ae15867b018fe15401ec88cd6243cfcb0227fb44206ad80e51a25b6fde4e19e]]			

*Notice of Electronic Claims Filing*- your receipt that the PDF uploaded successfully



## Reports & Queries

### Cases Report



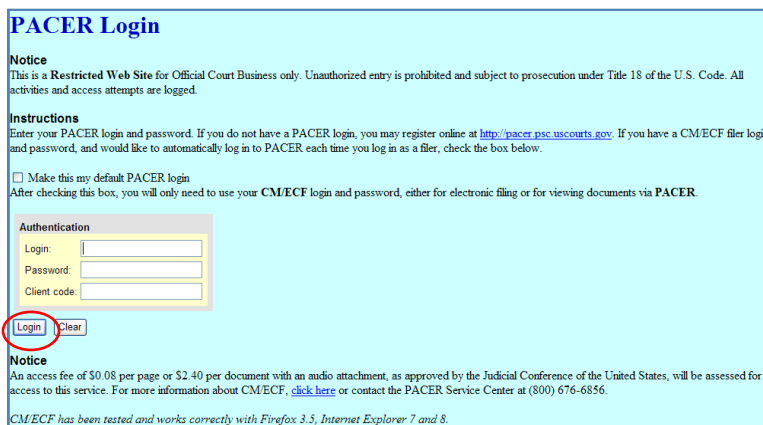
The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports (highlighted with a red circle), Utilities, Search, and Logout. The main content area features the U.S. Bankruptcy Court logo and the text: "U.S. Bankruptcy Court [Train] Central District of Illinois [Train] Official Court Electronic Document Filing System". Below this, it states: "This is the Training area for ILCB CM/ECF. Version 4.1 installed on 07/09/2011." A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571." A welcome message at the bottom reads: "Welcome to the U.S. Bankruptcy Court [Train] for the Central District of Illinois [Train] Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system."

Click **Reports**



The screenshot shows the ECF Reports page. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. The main content area is titled "Reports" and lists several links: Cases (highlighted with a red arrow), Claims Register, Docket Report, Calendar Events, Claims Activity, Creditor Mailing Matrix, Docket Activity, and Order Query. To the right of these links, there is a section titled "New R3 Menu Items" with a link to "Written Opinions".

Select **Cases**



The screenshot shows the PACER Login page. The title is "PACER Login". Below the title, there is a "Notice" section stating: "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." The "Instructions" section reads: "Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below." There is a checkbox labeled "Make this my default PACER login" which is currently unchecked. Below the checkbox, it says: "After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER." The "Authentication" section contains three input fields: "Login:", "Password:", and "Client code:". Below these fields are two buttons: "Login" (highlighted with a red circle) and "Clear". At the bottom, there is another "Notice" section stating: "An access fee of \$0.08 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856." A footer note at the very bottom states: "CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8."

Enter your *PACER* account information, and then click **Login**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Cases Report**

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Peoria Danville Case Type: ap bk Chapter: 7 9

Trustee: Barber, Richard E. Barmann, Glenn R.

Attorney: Last name First name Bar ID

Date Type: Filed date From: 7/10/2011 to: 7/29/2011

☒ Open cases ☐ Closed cases ☐ Party information ☐ Pro se cases only

Sort by: Filed Date

Output Format: ☒ Formatted Display ☐ Data Only

**Run Report** Clear

Narrow search results by *Date, Office, Case Type, Open/Closed, etc.*  
and then click **Run Report**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Cases Report for 7/29/2011**

U.S. Bankruptcy Court [Train]

Central District of Illinois [Train]

Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
11-70064	bk	13	A. Bald ILCB Eagle and Harp E. Eagle Attorney for Debtor: train7 train7 Attorney for Joint Debtor: train7 train7	Gorman Germaraad	Filed: 07/11/2011 Entered: 07/11/2011	Office: Springfield Assets: Yes Fee: Paid County: SANGAMON-IL
11-70065	bk	7	A. Bald ILCB Eagle and Harp E. Eagle Attorney for Debtor: train7 train7 Attorney for Joint Debtor: train7 train7	Gorman Pogge	Filed: 07/11/2011 Entered: 07/11/2011	Office: Springfield Assets: No Fee: Paid County: SANGAMON-IL
11-07133 Lead BK: 11-70002 Matthew Paul Smith and Elizabeth Sue Smith Chapter: 7	ap		Sample v. Chase Bank Attorney for Plaintiff: Abe Lincoln Defendant: Pro se	Gorman	Filed: 07/12/2011 Entered: 07/12/2011	Office: Springfield
11-07134 Lead BK: 11-70002 Matthew Paul Smith and Elizabeth Sue Smith Chapter: 7	ap		Sample v. Chase Attorney for Plaintiff: Perry Mason Attorney for Plaintiff: Abe Lincoln Defendant: Pro se	Gorman	Filed: 07/12/2011 Entered: 07/12/2011	Office: Springfield

Click on any of the case numbers to create a *Docket Report* for that case

## Docket Report



The screenshot shows the ECF (Electronic Case Filing) system's Reports menu. The menu is titled "Reports" and lists several options: Cases, Claims Register, Docket Report, Calendar Events, Claims Activity, Creditor Mailing Matrix, Docket Activity, and Order Query. A red arrow points to the "Docket Report" link. To the right of the menu, the text "New R3 Menu Items" is displayed, with a red arrow pointing to the "Written Opinions" link.

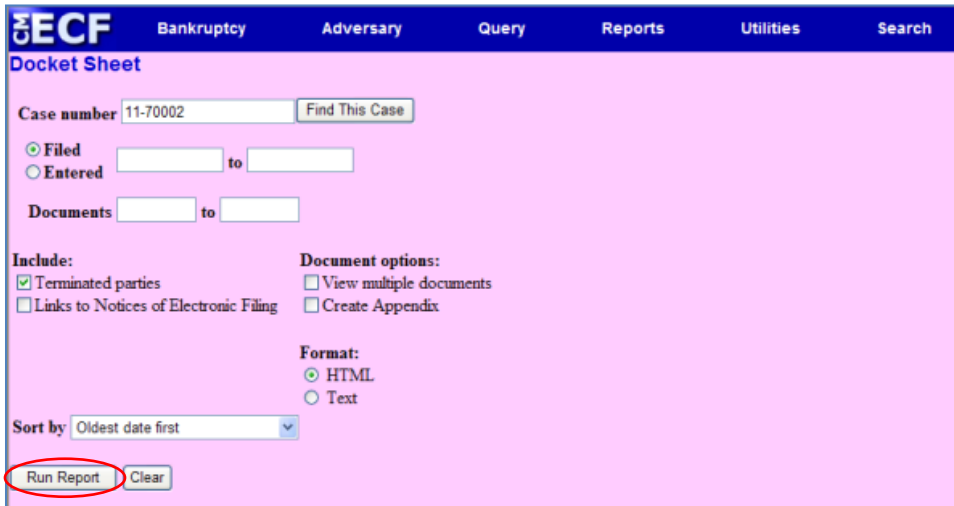
**ECF** Bankruptcy Adversary Query Reports Utilities

**Reports**

[Cases](#)  
[Claims Register](#)  
[Docket Report](#) ← [Written Opinions](#)  
[Calendar Events](#)  
[Claims Activity](#)  
[Creditor Mailing Matrix](#)  
[Docket Activity](#)  
[Order Query](#)

**New R3 Menu Items**

Select **Docket Report**



The screenshot shows the ECF (Electronic Case Filing) system's Docket Sheet form. The form is titled "Docket Sheet" and contains several sections for inputting case information and generating a report. The "Case number" field is populated with "11-70002" and has a "Find This Case" button next to it. Below this, there are radio buttons for "Filed" (selected) and "Entered", followed by "to" fields. There are also "Documents" fields with "to" fields. The "Include:" section has checkboxes for "Terminated parties" (checked) and "Links to Notices of Electronic Filing". The "Document options:" section has checkboxes for "View multiple documents" and "Create Appendix". The "Format:" section has radio buttons for "HTML" (selected) and "Text". The "Sort by:" dropdown menu is set to "Oldest date first". At the bottom, there are "Run Report" and "Clear" buttons. The "Run Report" button is circled in red.

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Docket Sheet**

Case number 11-70002 Find This Case

☒ Filed  to   
☐ Entered  to

Documents  to

**Include:**  
☒ Terminated parties  
☐ Links to Notices of Electronic Filing

**Document options:**  
☐ View multiple documents  
☐ Create Appendix

**Format:**  
☒ HTML  
☐ Text

Sort by: Oldest date first

**Run Report** Clear

Enter *Case Number*, and then click **Run Report**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout		
DebtEd, ADV, DEFER		
<b>U.S. Bankruptcy Court [Train]</b> <b>Central District of Illinois [Train] (Springfield)</b> <b>Bankruptcy Petition #: 11-70002</b>		
Assigned to: Judge Mary P Gorman		Date filed: 01/04/2011
Chapter 7 Voluntary No asset <a href="#">Show Associated Cases</a>		
<b>Debtor</b> <b>Matthew Paul Smith</b> P.O.Box 123 Springfield, IL 62701 SANGAMON-IL SSN / ITIN: xxx-xx-6789 <b>aka Matt Smith</b> <b>aka P.J. Smith</b>		represented by <b>Abe Lincoln</b> Lincoln Herndon Law Office 427 S. 8th Street Springfield, IL 62701 Email: <a href="mailto:Ronald.Hayward@ilcb.uscourts.gov">Ronald.Hayward@ilcb.uscourts.gov</a>
<b>Joint Debtor</b> <b>Elizabeth Sue Smith</b> P.O.Box 123 Springfield, IL 62701 SANGAMON-IL SSN / ITIN: xxx-xx-4321		represented by <b>Abe Lincoln</b> (See above for address)
Filing Date	#	Docket Text
01/04/2011	<a href="#">1</a> (44 pgs)	Chapter 7 Voluntary Petition Fee Amount \$299 Filed by Matthew Paul Smith, Elizabeth Sue Smith (Lincoln, Abe) (Entered: 01/04/2011)
01/04/2011		Receipt of Voluntary Petition (Chapter 7)(11-70002) [misc,volp7cc] ( 299.00) Filing Fee. Receipt number 160636. Fee amount 299.00 (re: Doc# <a href="#">1</a> ) (U.S. Treasury) (Entered: 01/04/2011)
01/04/2011	<a href="#">2</a>	Debtor's Statement of Social Security Number(s) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Elizabeth Sue Smith, Matthew Paul Smith. (Lincoln, Abe) (Entered: 01/04/2011)
01/05/2011	<a href="#">3</a> 2 docs (3 pgs)	Meeting of Creditors with 341(a) meeting to be held on 03/01/2011 at 09:30 AM at Courtroom 232-Springfield,IL Objections to Discharge due by 04/30/2011 and Notice re: Financial Management Course Requirement (admin, ) (Entered: 01/05/2011)
07/12/2011	<a href="#">4</a> (2 pgs)	Motion for Relief from Co-Debtor Stay Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Mariann Pogge. (Lincoln, Abe) (Entered: 07/12/2011)
07/12/2011	<a href="#">5</a> (2 pgs)	Motion for Relief from Stay (Fee) Filed by Abe Lincoln of Lincoln Herndon Law Office on behalf of Chase Bank. (Lincoln, Abe) (Entered: 07/12/2011)
07/12/2011		Receipt of Motion for Relief From Stay (Fee)(11-70002) [motion,mrlfsty] ( 150.00) Filing Fee. Receipt number 166776. Fee amount 150.00 (re: Doc# <a href="#">5</a> ) (U.S. Treasury) (Entered: 07/12/2011)

Clicking on a [blue](#) docket number will open the associated PDF file (*unless it is deemed 'private' as in the Statement of Social Security Number*) (**Note**- not all filings require PDF files and therefore would not have a [blue](#) link to a document)

## Creditor Mailing Matrix

ECF Bankruptcy Adversary Query Reports Utilities	
<b>Reports</b>	
<a href="#">Cases</a> <a href="#">Claims Register</a> <a href="#">Docket Report</a> <a href="#">Calendar Events</a> <a href="#">Claims Activity</a> <a href="#">Creditor Mailing Matrix</a> <a href="#">Docket Activity</a> <a href="#">Order Query</a>	<b>New R3 Menu Items</b> <a href="#">Written Opinions</a>

Select **Creditor Mailing Matrix**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

### Creditor Mailing Matrix

Case number:

Special mailing group 0 (Highlight blank field for no special mailing group)

Format ☒ 3 columns (charges are based on a formula independent of the number of pages displayed)

☐ raw data format (bypasses creditor preferred address look-up and substitution)

**Run Report** Clear

Enter the *Case Number*, and then click **Run Report**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

You have been charged as indicated below. To proceed, click on "View Labels" button.

Pacer Service Center			
Transaction Receipt			
Thu Jul 28 14:17:28 2011			
Pacer Login:	us0385	Client Code:	
Description:	Creditor Mailing Matrix	Case Number:	11-70002
Billable Pages:	2	Cost:	0.16

**View Labels**

Click **View Labels**

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Label Matrix for local noticing

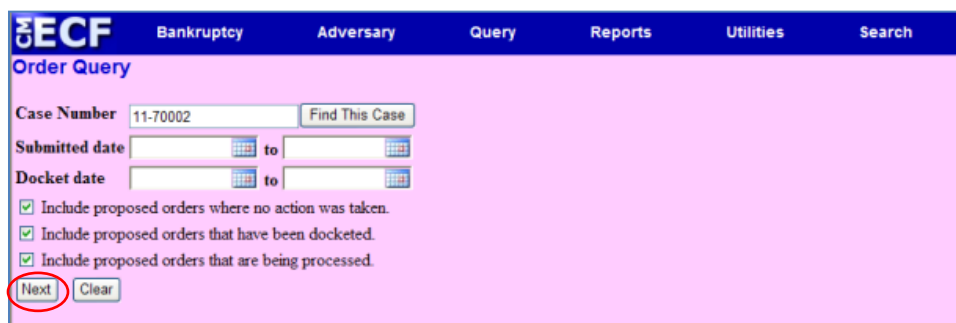
1111-3 Case 11-70002 Central District of Illinois [Train] Springfield Thu Jul 28 14:17:28 CDT 2011	Chase Bank PO Box 15153 Wilmington, DE 19886-5153	Springfield 226 US Courthouse 600 E Monroe Street Springfield, IL 62701-2900
American Express PO Box 12354 Atlanta, GA 30355	American General Collections 100 S. Broadway Kansas City, MO 64105	Best Buy.Com PO Box 90 Wilmington, DE 19899-0090
Bloomingdale's One Rockefeller Center New York, NY 10020-2003	Bloomingdale's c/o Abe Lincoln 709 S 7th Street Springfield, IL 62703-2452	Citibank Visa P.O.Box 6001 The Lakes, NY 88901-6001

## Order Query



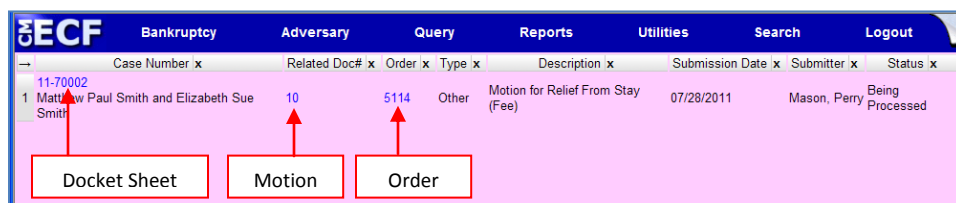
The screenshot shows the ECF Reports menu. The 'Order Query' link is highlighted with a red arrow. The menu includes links for Cases, Claims Register, Docket Report, Calendar Events, Claims Activity, Creditor Mailing Matrix, Docket Activity, and Order Query. There are also 'New R3 Menu Items' for Written Opinions.

Choose **Order Query**



The screenshot shows the ECF Order Query form. The 'Case Number' field is populated with '11-70002'. The 'Submitted date' and 'Docket date' fields are empty. The 'Next' button is circled in red. The form includes checkboxes for including proposed orders where no action was taken, included proposed orders that have been docketed, and included proposed orders that are being processed.

Enter the *Case Number*, and then click **Next**



The screenshot shows the ECF Query Results table. The table has columns for Case Number, Related Doc#, Order, Type, Description, Submission Date, Submitter, and Status. The first row shows Case Number 11-70002, Related Doc# 10, Order 5114, Type Other, Description Motion for Relief From Stay (Fee), Submission Date 07/28/2011, Submitter Mason, Perry, and Status Being Processed. Below the table, there are three boxes labeled 'Docket Sheet', 'Motion', and 'Order' with red arrows pointing to the corresponding links in the table.

Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
11-70002	10	5114	Other	Motion for Relief From Stay (Fee)	07/28/2011	Mason, Perry	Being Processed

Click on [blue links](#) to for more information

## Maintain User Accounts

It is the **Attorneys responsibility** to keep information up-to-date in their Electronic Filing account in CM/ECF. Follow the steps below to access your information.



Click **Utilities**



Click **Maintain Your ECF Account**

**ECF** Bankruptcy Adversary Query Reports Utilities Search

**Maintain User Account**

Last name: Lincoln First name: Abe  
 Middle name: Generation:  
 Title: Type aty:  
 Office: Lincoln Herndon Law Office  
 Address 1: 427 S. 8th Street  
 Address 2:  
 Address 3:  
 City: Springfield State: IL Zip: 62701  
 Country: County: SANGAMON-IL (17167)  
 Phone: Fax:  
 SSN / ITIN: Tax ID / EIN:  
 Bar ID: Bar status: Mail group:  
 Initials: DOB: AO code: Person end date:

Email information... More user information...

Submit Clear

Make any necessary changes on this screen and then click **Submit**  
 (Click **Email information**)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout ?

**Email information for Abe Lincoln**

Primary email address: Ronald\_Hayward@ilcb.uscourts.gov Reenter primary email address: Ronald\_Hayward@ilcb.uscourts.gov  
 Secondary email address: Reenter secondary email address:

Send the notices specified below  
☒ to my primary email address  
☐ to the secondary addresses

☒ Send notices in cases in which I am involved  
☐ Send notices in these additional cases:

Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy cases.  
☒ Send a notice for each filing  
☐ Send a Daily Summary Report

Format notices: ☒ HTML ☐ Text

Return to Account screen Clear

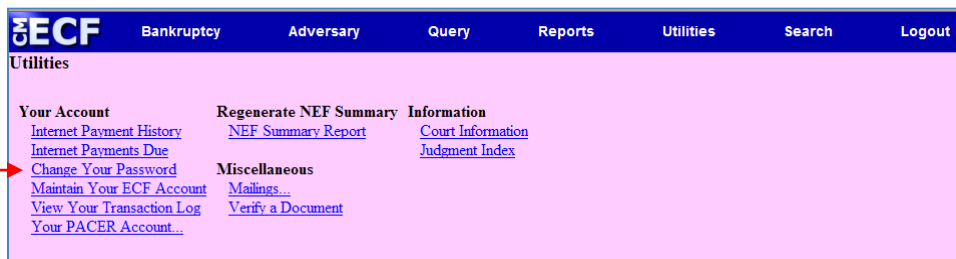
Make any necessary email changes on this screen, click **Return to account screen**,  
 and then click **Submit** on main account screen.



## Changing password



Choose **Utilities**



Choose **Change Your Password**

Change Your Password

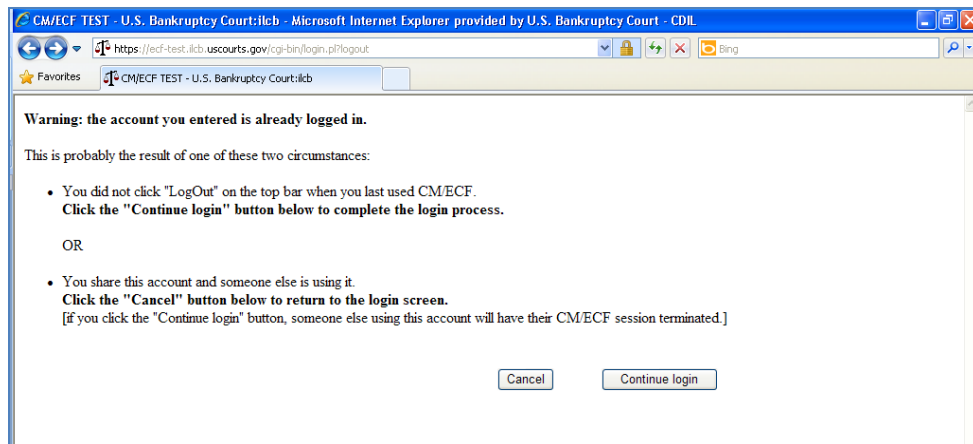
Login alincoln

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

New password

Re-enter new password

Read the new password restrictions, enter a new password that complies with the new rules, and then click **Submit** (Note: If your current password already complies with the new rules, you do not need to change it.)



(**Note:** Only one person at a time can be logged on using your password.)

## Getting Help

For technical difficulties and logon issues contact our Helpdesk:

Phone: 217-492-4114 or Toll Free at 877-678-1714

Email: [helpdesk\\_ilcb@ilcb.uscourts.gov](mailto:helpdesk_ilcb@ilcb.uscourts.gov)

For training issues contact Ron Hayward:

217-492-5023

[ronald\\_Hayward@ilcb.uscourts.gov](mailto:ronald_Hayward@ilcb.uscourts.gov)

For case specific help, contact the appropriate Clerk's Office:

- Springfield Cases:  
217-492-4551
- Peoria Cases:  
309-671-7035
- Danville Cases:  
217-431-4820