

Notices

The [Notices](#) hyperlink lists various notices which are submitted to the court. The following instructions will guide you through the steps to file a notice event in the [Notice](#) category. Although the example in this module demonstrates a *Notice of Amendment*, the same general steps would be followed for other types of notices such as a *Notice to Withdraw Document* or a *Notice of Change of Address*.

- STEP 1** Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu. (See **Figure 1**.)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See **Figure 2**.)



Figure 2

- ◆ Click on the **Notices** hyperlink.

STEP 3 The **CASE NUMBER** screen is displayed. (See Figure 3.)

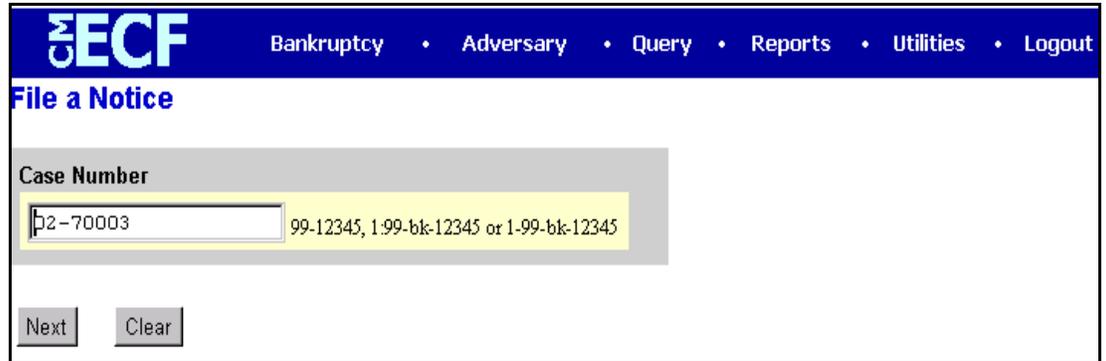


Figure 3

- ◆ Enter the correct case number in YY-NNNNN format.
- ◆ Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen is displayed. (See Figure 4a.)

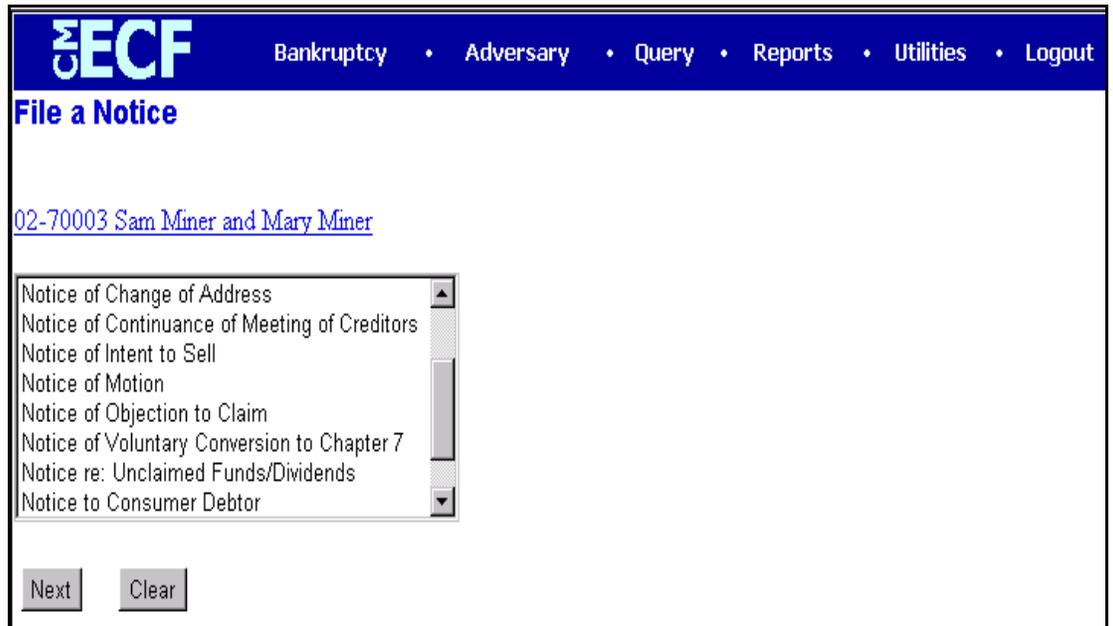


Figure 4a

- ◆ Scroll the **File a Notice** box to select “Notice of Amendment”.
- ◆ Click **[Next]**.
- ◆ The attorney **JOINT FILING** screen will then be displayed. **(See Figure 4b.)**



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

File a Notice:
[02-70003 Sam Miner and Mary Miner](#)

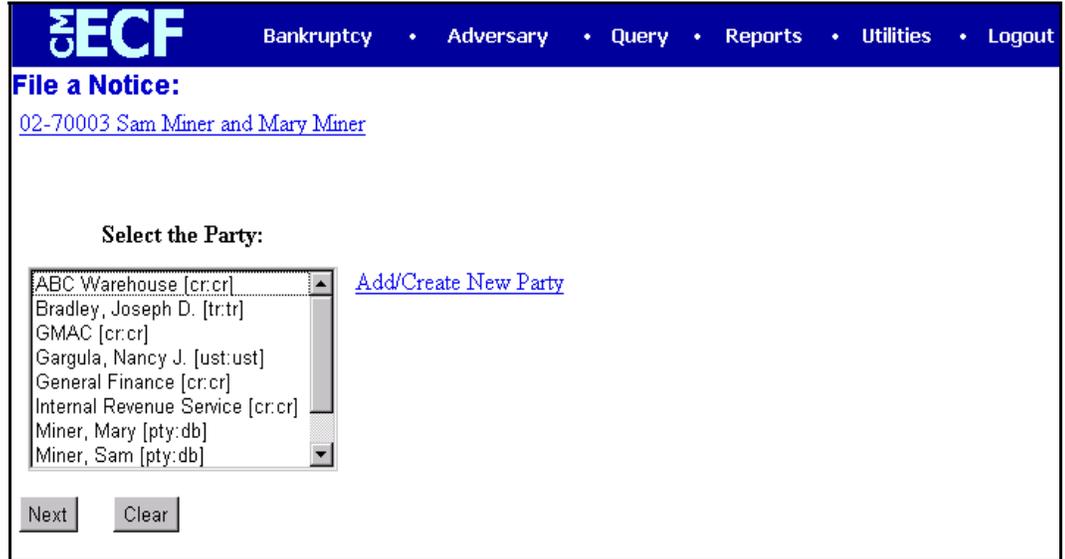
Joint filing with other attorney(s)

Next Clear

Figure 4b

- ◆ This screen is used only if another attorney is joining in this filing. If you are the only attorney filing this notice, leave the box unchecked.
- ◆ If this is a joint filing, place a check in the box. A listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**.

STEP 5 The **PARTY SELECTION** screen will be displayed listing all participants presently on the case. **(See Figure 5.)**

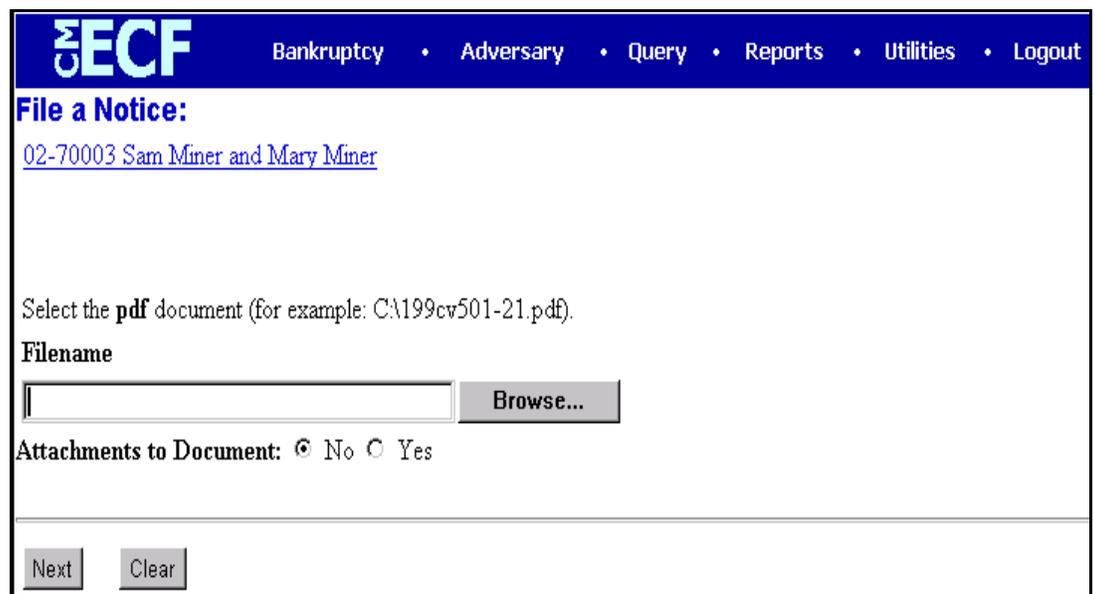


The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Notice:" followed by a link "02-70003 Sam Miner and Mary Miner". The main content area is titled "Select the Party:" and contains a dropdown menu with the following options: ABC Warehouse [cr:cr], Bradley, Joseph D. [tr:tr], GMAC [cr:cr], Gargula, Nancy J. [ust:ust], General Finance [cr:cr], Internal Revenue Service [cr:cr], Miner, Mary [pty:db], and Miner, Sam [pty:db]. To the right of the dropdown menu is a link "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 5

- ◆ Locate and select the debtor(s) in the **Party Selection** window.
- ◆ Click **[Next]**.

STEP 6 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 6a.)



The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Notice:" followed by a link "02-70003 Sam Miner and Mary Miner". The main content area contains the text "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by the label "Filename" and a text input field. To the right of the input field is a "Browse..." button. Below the input field is the text "Attachments to Document: No Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 6a

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click [**Open**] on the **FILE UPLOAD** dialogue box. (See **Figure 6b**.)

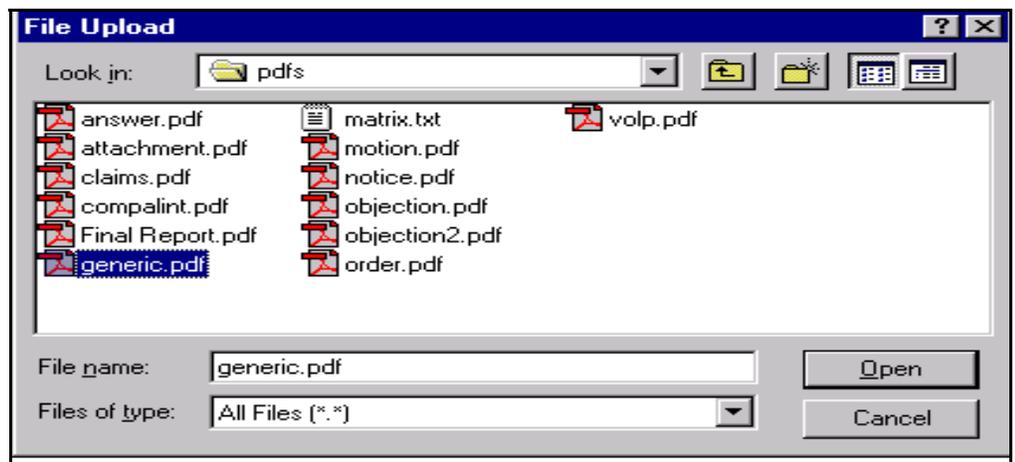


Figure 6b

- ◆ The **Attachment to Document** option defaults to “**No**”. If you have attachments to this document, click the “**Yes**” radio button to indicate there are attachments and refer to separate instructions entitled “*Attachments to Documents*”.
- ◆ If there are no attachments to the filing, leave the radio button to the default “**No**” and click [**Next**].

STEP 7 The **RELATED DOCUMENT** screen lists all miscellaneous documents. (See Figure 7.)

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

File a Notice:
[02-70003 Sam Miner](#)

Select the appropriate event(s) to which your event relates:

02/11/2002 [1](#) Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount \$200 Filed by Sam Miner, Mary Miner. Schedules A-J due 2/27/2002. (Ivancsics, Susan) Modified on 7/25/2002 (Groleau, Cathy). Corrective Entry: File date of case changed from 2/12/02 to 02/11/02. Modified on 7/25/2002 (Groleau, Cathy). Corrective Entry: Deadline for Schedule A changed from 2/28/02 to 2/27/02 (Entered: 02/12/2002)

07/28/2002 [35](#) Amended Schedules: A. Receipt Number not paid, Fee Amount \$0.0 Filed by Mary Miner, Sam Miner with Certificate of Service. (Ivancsics, Susan)

08/12/2003 [68](#) Proposed Order RE: Filed by Sam Miner (related document(s)[67] Motion for Relief from Co-Debtor Stay filed by Debtor Sam Miner). (Ivancsics, Susan)

08/12/2003 [69](#) Certificate of Service of Notice Filed by Sam Miner (related document(s)[67] Motion for Relief from Co-Debtor Stay filed by Debtor Sam Miner). (Ivancsics, Susan)

Figure 7

- ◆ Check the box beside the document being amended (Amended Schedule A) and click **[Next]**.

- STEP 8** A screen with a text box displays with the question “What was Amended?”. (See Figure 8.)

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

File a Notice:
[02-70003 Sam Miner](#)

What was Amended?

Enter what was amended:

Figure 8

- ◆ Enter the name of the amended document in the text box. In this example, it is Schedule A.
- ◆ Click **[Next]**.

- STEP 9** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text. (See Figure 9.)

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File a Notice:
[02-70003 Sam Miner and Mary Miner](#)

Docket Text: Modify as Appropriate.

Filed by Mary Miner , Sam Miner (related document(s)[35]). (Harrison, George)

Figure 9

- ◆ Click the down arrow ▼ to display the prefix options. Select a descriptive prefix, if appropriate.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]**.

STEP 10 The **FINAL APPROVAL** screen will appear. (See Figure 10.)

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

File a Notice:
[02-70003 Sam Miner and Mary Miner](#)

Docket Text: Final Text
Notice of Amendment of Schedule A Filed by Mary Miner, Sam Miner (related document(s)[35]). (Harrison, George)

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

Figure 10

- ◆ Verify the final docket text and read the warning message.
- ◆ If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the error(s) and proceed with the event.
 - To abort or restart the transaction (at any time), click the Bankruptcy hyperlink on the **Menu Bar**.

- STEP 11** The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 11.)

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

File a Notice:
[02-70003 Sam Miner and Mary Miner](#)

Notice of Electronic Filing

The following transaction was received from Harrison, George entered on 8/3/2002 at 3:46 PM EDT and filed on 8/3/2002

Case Name: Sam Miner and Mary Miner
Case Number: [02-70003](#)
Document Number: [36](#)

Docket Text:
Notice of Amendment of Schedule A Filed by Mary Miner, Sam Miner (related document(s)[35]). (Harrison, George)

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

Document description: Main Document
Original filename: W:/CMECF/pdfs/generic.pdf
Electronic document Stamp:

Figure 11

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing screen will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the notice just filed.