

Batch and Multi-Case Processing

ECF Batch Filings and Multi-Case Docketing processing were developed to expedite the filing of multiple documents. Both processes file the same type of document to different cases in one operation.

The basic difference is that the Batch Filings feature offers the association of a different PDF file for each case and Multi-Case Docketing will use the same PDF for each case. This feature can expedite case administration for attorneys, trustees and court users.

Batch Filings

****See Step 9 for Multi-Case Docketing****

Trustee's Motion to Dismiss Case is an example of a pleading available in Batch Filing. This method of filing allows filing to different case numbers with unique PDFs but with standard language that appears on the docket.

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

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



Figure 2

◆ Click **Batch Filings**.

Step 3 The **Case Number or Numbers** screen displays. (See Figure 3)

The screenshot shows the ECF web interface with a blue header containing navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header is the title 'File a Court document'. A yellow-bordered box titled 'Case Number or Numbers' contains three input fields. The first two fields contain '09-30006' and '09-30007', each with a 'Find This Case' button to its right. The third field is empty. Below the input fields are 'Next' and 'Clear' buttons.

Figure 3

- ◆ Enter the case number in yy-nnnnn format. Either individually place the cursor in each box after entry of the number or hit the **Tab** key on the keyboard twice to advance to the next field.
- ◆ When all case numbers are entered, click **Next** to continue.

Step 4 The **Available Events** screen appears. (See Figure 4)

The screenshot shows the ECF web interface with the same blue header. Below the header is the title 'File a Court document'. Three case entries are listed, each with a link to the case name and details for Type, Chapter, Office, Assets, Judge, and Case Flag. Below the case list is a search bar with the text 'Start typing to find an event.' and two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes 'Chapter 13 Final Report (Conv/Dism/Reject - Batch)', 'Chapter 13 Trustee's Final Report and Account (Batch)', and 'Chapter 13 Trustee's Notice of Conclusion of'.

Figure 4

NOTE: Notice the top of the screen. All case numbers that were entered in the previous screen should all be listed here. This entry will be placed on each of these cases. Take a moment to check the list before choosing an event. This screen format will follow throughout the rest of the filing.

- ◆ To locate the event, either scroll down the selection box or start typing in the box above **Available Events**. In this example, start typing "trustee's" until Trustee's Motion to Dismiss Case (batch) is displayed in the **Available Events** list.
- ◆ When the event is located, highlight it with the mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **PDF Document Selection** screen will then display. (See Figure 5a)

The screenshot shows the ECF interface with a navigation bar at the top containing: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Logout, and a help icon. The main content area is titled "File a Court document:" and lists three entries:

- 09-30006-hcd Frank L. Smith**
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)
- 09-30007-hcd Jane Brown**
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR
- 09-30008 Billy Joseph Buckner**
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Case Flag: NTCAPR

Below the list, there are three rows, each with a document link and a "Browse..." button:

- 09-30006-hcd Frank L. Smith Browse...
- 09-30007-hcd Jane Brown Browse...
- 09-30008 Billy Joseph Buckner Browse...

At the bottom left, there are "Next" and "Clear" buttons.

Figure 5a

- ◆ Click the first **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - 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**. (See Figure 5b)

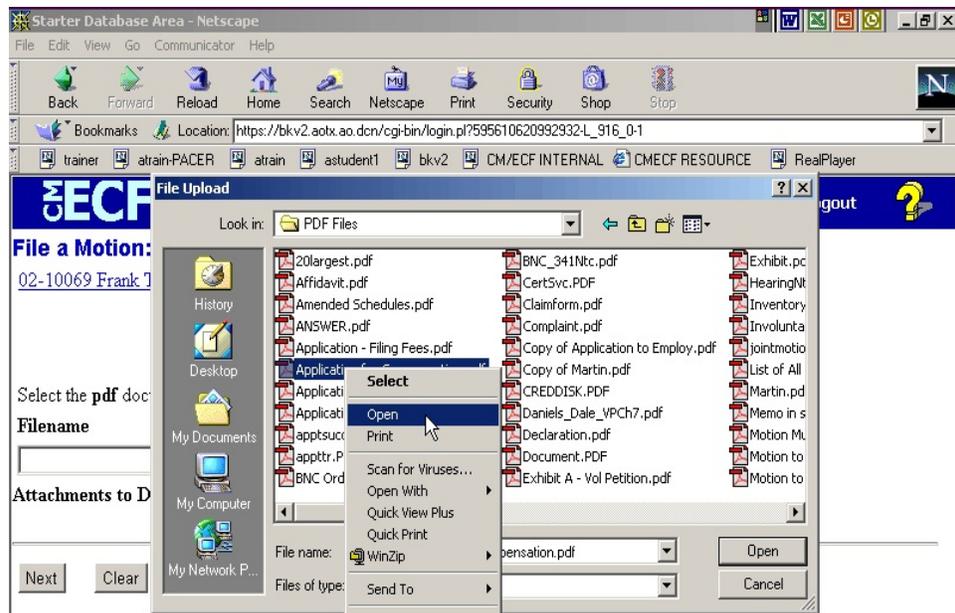


Figure 5b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 5c)

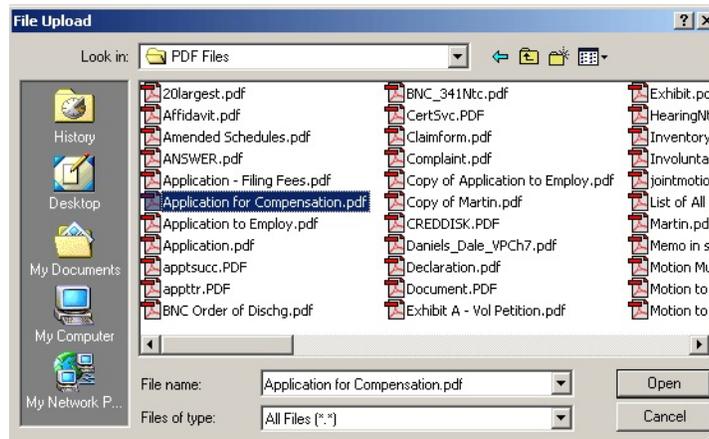


Figure 5c

- The **PDF Document Selection** screen will then show the pathway to the PDF file
- When PDF files have been attached to each case number, click **Next** to continue.

Step 6 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 6)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Court document:

09-30006-hcd Frank L. Smith
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

09-30007-hcd Jane Brown
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

09-30008 Billy Joseph Buckner
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Case Flag: NTCAPR

Docket Text: Modify as Appropriate.
Trustee's Motion to Dismiss Case [] . (LeMaster, Brittany)

Next Clear

Figure 6

- ◆ Additional text is not required to be entered in the text boxes provided.
- ◆ Click **Next** to continue.

Step 7 The **Docket Text: Final Text** screen displays. (See Figure 7)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

09-30007-hcd Jane Brown
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

09-30008 Billy Joseph Buckner
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Case Flag: NTCAPR

Docket Text: Final Text
Trustee's Motion to Dismiss Case . (LeMaster, Brittany)

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

Figure 7

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 8 The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed.

Multi-Case Docketing

To expedite and streamline the exact same entry to multiple cases, **Multi-Case Docketing** was created.

This type of filing must contain standard “boiler plate” language which would apply to every case included in the process because the document and docket text will be identical in each case.

Step 9 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 9)



Figure 9

Step 10 The **Bankruptcy Events** screen displays. (See Figure 10)



Figure 10

- ◆ Click **Multi-Case Docketing**.

Step 11 The **Case Number or Numbers** screen displays. (See Figure 11)

Figure 11

- ◆ Enter the case number in yy-nnnnn format. Either individually place the cursor in each box after entry of the number or hit the **Tab** key on the keyboard twice to advance to the next field.
- ◆ When all case numbers are entered, click **Next** to continue.

Step 12 The **Available Events** screen displays. (See Figure 12)

Figure 12

NOTE: At this time, there is only one available event in the Multi-case Docketing category – Notice of Change of Address.

- ◆ To locate the relief, either scroll down the selection box or start typing the relief in the box above **Available Events**.
- ◆ When the relief is located, highlight it with your mouse, which will place the relief in the **Selected Events** on the right of the screen.
- ◆ When the correct relief is chosen and in the **Selected Events** box, click **Next** to continue.

NOTE: Notice the top of the screen. All case numbers that were entered in the previous screen should all be listed here. This entry will be placed on each of these cases. Take a moment to check the list before choosing an event. This screen format will follow throughout the rest of the filing.

Step 13 The **PDF Document Selection** screen will then display. (See Figure 13a)

The screenshot shows the ECF Multi Case Docketing screen. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the screen displays two case entries:

Multi Case Docketing :		
09-30006-hcd Frank L. Smith		
Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR, 707(b)
09-30007-hcd Jane Brown		
Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR

Below the case entries, there is a section for selecting a PDF document. It includes the text: "Select the pdf document (for example: C:\199cv501-21.pdf). Filename". There is a text input field for the filename and a "Browse..." button. Below this, there is a radio button selection for "Attachments to Document:" with options "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 13a

- ◆ Click the first **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.

NOTE: The same PDF will be used for each entry on each case.

- 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**. (See Figure 13b)

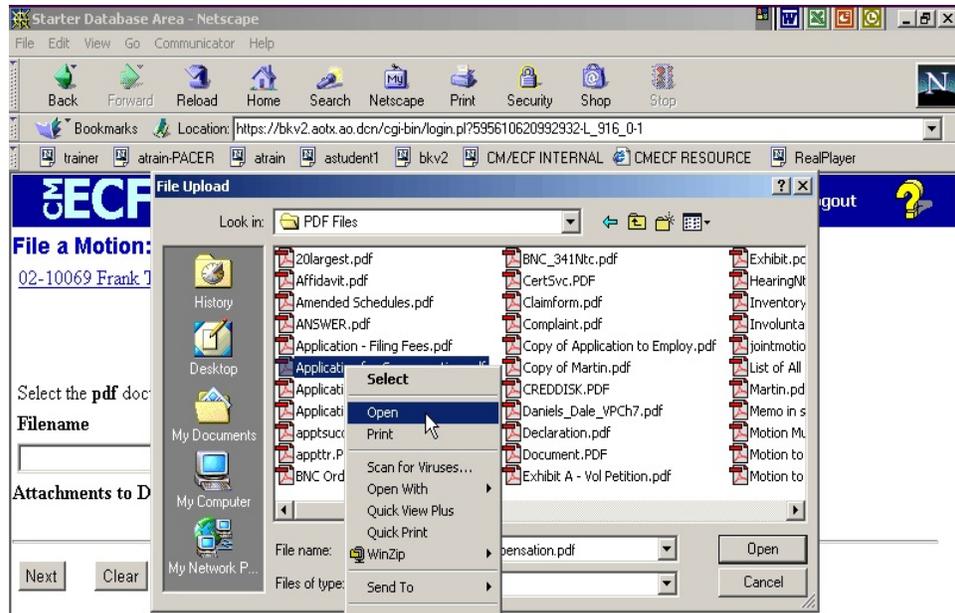


Figure 13b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 13c)

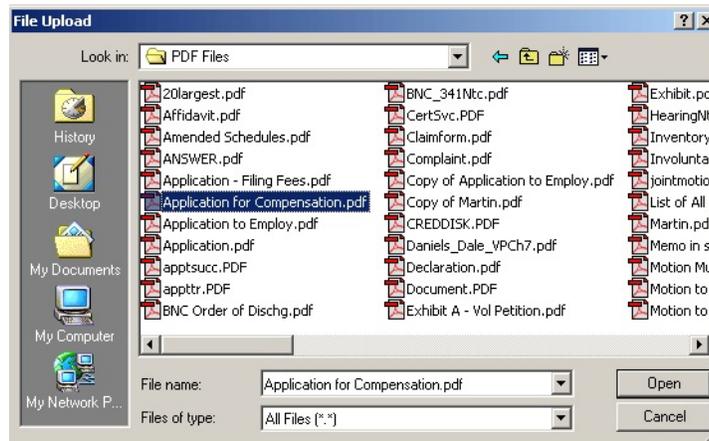


Figure 13c

- The **PDF Document Selection** screen will then show the pathway to the PDF file
- When PDF files have been attached to each case number, click **Next** to continue.

Step 14 The **Enter Claim Number(s)**: screen displays. (See Figure 14)

The screenshot shows the ECF Multi Case Docketing interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the text "Multi Case Docketing :" is displayed. Two case entries are listed:

- 09-30006-hcd Frank L. Smith**: Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, Case Flag: NTCAPR, 707(b).
- 09-30007-hcd Jane Brown**: Type: bk, Chapter: 7 v, Office: 3 (South Bend), Assets: n, Judge: hcd, Case Flag: NTCAPR.

Below the case details, there is a section titled "Enter Claim Number(s):" followed by a large empty text input field. At the bottom left of this section, there are two buttons: "Next" and "Clear".

Figure 14

- ◆ Skip this screen by clicking **Next** to continue.

Step 15 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 15)

The screenshot shows the ECF Multi Case Docketing interface, similar to Figure 14. It displays the same two case entries. Below the case details, there is a section titled "Docket Text: Modify as Appropriate." with a text input field containing the text "Notice of Change of Address" followed by a small empty text box and ". (LeMaster, Brittany)". At the bottom left of this section, there are two buttons: "Next" and "Clear".

Figure 15

- ◆ Additional text is not required to be entered in the text boxes provided.
- ◆ Click **Next** to continue.

Step 16 The **Docket Text: Final Text** screen displays. (See Figure 16)

The screenshot shows the ECF Multi Case Docketing interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Multi Case Docketing :" is displayed. Two case entries are listed:

- 09-30006-hcd Frank L. Smith**
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)
- 09-30007-hcd Jane Brown**
 Type: bk Chapter: 7 v Office: 3 (South Bend)
 Assets: n Judge: hcd Case Flag: NTCAPR

Below the case entries, a grey box contains the text "Docket Text: Final Text" and "Notice of Change of Address . (LeMaster, Brittany)". A red warning message follows: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 16

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 17 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.