Appointment of Consumer Privacy / Health Care Ombudsman

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



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

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout
Bankruptcy	Events						
Answer/Re	sponse						
Appear Batch Filin	ae						
Claim Actio	ys กกร						
Creditor M	aintenance						
File Claims	<u>s</u>						
Motions/Ap	plications						
Multi-Case	Docketing						
Notices							
Other							
Plan Trustoo/US	Trustoo						
Trustee's 3	341 Filings						
	<u></u>						

Figure 2

- Click <u>Trustee/US Trustee</u>.
- Step 3 The Case Number screen displays. (See Figure 3)



Enter the case number in yy-nnnnn format and click **Next** to continue.

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

SECF Bankruptcy Adversary Query Reports Utilities Search Logout	3
09-30006-hcd Frank L. Smith	<u>^</u>
Type: bk Chapter: 7 v Office: 3 (South Bend)	
Assets: n Judge: hcd Case Flag: NTCAPR,	
/U/(b)	
Start typing to find another event. Hold down Ctrl to add addition	al items.
Available Events (click to select events) Selected Events (click to remove	e events)
Acceptance of Interrogatories Appointment of Ombudsman	
Affidavit and Status Report	
Amended Chapter 7 Trustee's Final Report	
Amended Intent to Allow/Pay Claims	3
Appointment Rejection	
Appointment of Ombudsman	
Bond	
Certificate of Mailing - EPI	
Certificate of Service (Trustee's Final Report)	
Chapter 12 Trustee's Final Report and Account	
Chapter 13 Final Report (Conv/Dism/Reject)	
Chapter 13 Plan Recommendation	
Chanter 12 Tructoole Final Banart and Assount	
Next Clear	*

Figure 4

- To locate the event, either scroll down the selection box or start typing the event in the box above Available Events. In this example, start typing "appointment" until it is displayed in the Available Events list.
- When the event is located, highlight it with your 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 **Party Selection** screen appears. (See Figure 5)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout	3
Trustee act	ion:							
09-30006-hcc	d Frank L. Smi	<u>th</u>						
Type: bk	C	hapter: 7 v		Office:	3 (South B	end)		
Assets: n	J	udge: hcd		Case Fl 707(b)	lag: NTCA	PR,		
Select ti	he Party:							
Gargula, Nancy J LeMaster, Brittan	I. [U.S. Trustee] ly [Trustee]	Add/Create	New Part	У				
Second Star Ban Smith, Frank L. [k, [Creditor] Debtor]							
Next Clear								
Eiguro 5								

Figure 5

• Highlight the party filer and click **Next** to continue.

Step 6 The **PDF Document Selection** screen will then display. (See Figure 6a)

SECF	Bankrupter	Adversary	Duery	Reports	Utilities	Sepror	Logeut	3
Miscellaneou	s:							
09-30006-had Fra	ok L. Smith							
Type: bk		Chapter: 7 v		Office:	3 (South Ben	d)		
Aracta: n		Judge: hod		Case]	lag NTCAPI	2		
Select the pdf door Filenance Attachments to D	ment (for ensurp torment () N	ie: С/1990v501-; Вгачка о О Уса	21,p-dt).)					
Next Clear								

Figure 6a

- Click the 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 6b)

💥 Starter Database A							🗄 🔣 📓		_ 8 ×
File Edit View Go (Communicator Helj	D							
Back Forward	3 🚮 Reload Hon	he Search M	<u>)</u> 🛁 Netscape Prir	t Security	🔕 Shop	Stop			N
🕴 🌿 Bookmarks 👌	& Location: https:/	//bkv2.aotx.ao.dci	n/cgi-bin/login.pl^	2595610620992	932-L_916_0	0-1			-
📱 🖳 trainer 🖳 atra	in-PACER 関 atr	ain 🖳 astudent	1 🖳 bkv2 🖣	CM/ECF INT	ERNAL 🧟) CMECF RESOL	JRCE 🖳 Real	Player	
SECF	File Upload Look in:	DF Files			→ (E 💣 🎟 -	<u>?×</u>	gout	?₽
File a Motion: 02-10069 Frank] Select the pdf doc Filename	History Desktop My Documents	20largest.pdf 24ffidavit.pdf 24 Arnended Sch 24 Ansended Sch 24 Application - F 24 Applic	edules.pdf Filing Fees.pdf Select Open Virint Sican for Viruses Den With	BNC_3 CertSv Claimfi Compl Compl Copy of Copy of Copy of Copy of Copy of Copy of Copy	41Ntc.pdf wc.PDF prm.pdf aint.pdf of Application of Martin.pdf DISK.PDF s_Dale_VPCH ation.pdf ent.PDF : A - Vol Petit	n to Employ.pdf f 17.pdf tion.pdf	Exhibit.pc HearingNt ThreatingNt Involunta Jointmotio List of All Martin.pd Martin.pd Motion Mu Motion to Motion to		
Next Clear	My Computer	File name:	Quick View Plus Quick Print VinZip Send To	pensation.;	odf	V (Dpen Cancel		

Figure 6b

- 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 6c)



Figure 6c

•

The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 6d)

ECF	Bankruptcy	Adversary	• Query	Reports	• Utilities	• Logout	2
File a Motion:							
02-10069 Frank T. Han	nmock and Carol A	Hammock					
Select the pdf document	(for example: C:\19	99cv501-21.pdf).					
Filename							
C:\Data\From O on	Lynx\PDF Files\	Ap Browse.	•				
Attachments to Docum	ent: ⊙ No ⊂ Ye	es					
Next Clear							
Figure 6d							

- Click **Next** to continue.
- **Step 7** The **Party Search** screen displays. (See Figure 7)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout	3
Trustee action	on:							
09-30006-hcd	Frank L. Smit	<u>th</u>						
Type: bk	C	hapter: 7 v		Office: 3	(South B	end)		
Assets: n	J	udge: hcd		Case Fla 707(b)	ag: NTCAI	PR,		
Search for a p	barty							
SS	SN / ITIN		Tax ID / EIN	1				
Last/Busines	s name							
First Name								
Middle Name								
Search Clear								
End party select	ion							

Figure 7

 Enter the appointee's last name in the Last/Business name field and click Search to continue.

The Party Search	h Results screen	displays. (See	e Figure 7a)
SECF Bankruptcy Adve	rsary Query Reports	Utilities Search	Logout
Search for a party		1.0	
SSN / ITIN	Tax ID / EIN		
Last/Business name			
First Name			
Middle Name			
Search Clear			
Party search results			
Webster, Jeffrey A., 983 North Maple St., South E Webster, Jeffrey A., 983 North Maple St., South E	Bend, IN Bend, IN		
Select name from list Create new	party		

Figure 7a

Select the appropriate party. A pop-up window will display all address information for the party. (See Figure7b)

🥟 INNB - CM/ECF Training Database - Windows Int 🔳 🗖 🔀
🕂 https://ecf-train.innb.uscourts.gov/cgi-bin/PerAddress.pl?255721 🔒 🔯
Jeffrey A. Webster 983 North Maple St. South Bend, IN 46601
🔹 🚱 Internet 🦓 🔹 🔍 100% 🔹 🛒

Figure 7b

- If the party information is correct, click Select name from list to continue. The pop-up window will automatically close.
 - NOTE: If the appointee does not exist in the system, click Create new party to add all name and address information to the database.

The **Party Information** screen will display. (See Figure 7c)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout	?
Party Inform	ation							
Jeffrey A. We	ebster SSN/	ITIN: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	887					
Office		· · ·	Address 1	983 North N	vlaple St.			
Address 2		·	Address 3					
City S	outh Bend		State	IN	Zip 46601			
County	~		Country					
Phone			Fax					
E-mail								
Role F	lealth Care Ombudsm	nan (ombh:prf)	~					
Party text								
Attorney A Submit Cance	lias) Corpo	rate parent / affilial	te F	Review Ac	dd all attorney fore clicking	ys, aliases a the Submit I	and corporate parents button.	or affiliates

Figure 7c

- Expand the Role pick list and select either Health Care
 Ombudsman or Consumer Privacy Ombudsman.
- Click **Submit** to continue.
- **Step 8** The **Party Search** screen displays again. (See Figure 8)

rustee action:							
09-30006-hcd Frank L. 3	Smith						
Type: bk	Chapter: 7 v		Office: 3	(South B	end)		
Assets: n	Judge: hcd		Case Fla	ag: NTCA	PR,		
			707(b)				
Search for a party							
Search for a party SSN / ITIN		Tax ID / Ell	N				
Search for a party SSN / ITIN Last/Business name		Tax ID / Ell	N				
Search for a party SSN / ITIN Last/Business name First Name		Tax ID / Eli	N	_			
Search for a party SSN / ITIN Last/Business name First Name Middle Name		Tax ID / Ell	N				
Search for a party SSN / ITIN Last/Business name First Name Middle Name Search Clear		Tax ID / Ell	N				
Search for a party SSN / ITIN Last/Business name First Name Middle Name Search Clear		Tax ID / Ell	N	_			

- Figure 8
- Click End party selection to continue.

Step 9 A **Text box** screen displays (See Figure 9)



- Enter appropriate responses in the text boxes provided and click
 Next to continue.
- **Step 10** A blank case verification screen displays. (See Figure 10)



Figure 10

 Take a moment to verify the case name and number and click Next to continue. Step 11 The Docket Text: Final Text screen displays. (See Figure 11)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout	
rustee ac	tion:							
9-30006-hd	d Frank L. Smit	th						
Type: bk	C	hapter: 7 v		Office: 3	3 (South B	end)		
Assets: n	J	udge: hcd		Case Fl 707(b)	ag: NTCA	PR,		
Docket Text:	Final Text							
Appointme	ent of Health C	are Ombude	sman, Je	effrey Web	ster Filed	by U.S. 1	Frustee Nancy	
J. Gargula	. (Triebold, Ell	en)						
Attention!!	Submitting this	s screen co	mmits th	is transac	tion. You	will have	no further	
opportunity Have you re	/ to modify this edacted?	s supmissio	n ir you	continue.				
Next Clear	Guotour							
Ciear								

Figure 11

- 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 <u>Bankruptcy</u> hyperlink on the **Main Menu Bar**.
- **Step 12** The **Notice of Electronic Filing screen** displays.
 - This screen can be either saved or printed.