

Proposed Order

*****Proposed Orders can be submitted by either filing it on the docket as an individual event or by creating an attachment to motion. For information regarding attachments, see instructions titled "Attachments to Documents".*****

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 **Other**.

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



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)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n Judge: hcd Case Flag: NTCAPR

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

Available Events (click to select events)

Petition Foreign Proceeding (Chapter 15)

Pre-Trial Statement

Proposed Agreed Judgment

Proposed Agreed Order

Proposed Findings of Fact and Conclusions of Law

Proposed Order

Proposed Order to Employer

Proposed Pre-Trial Order

Protection of Property from Damage

Reaffirmation Agreement

Reaffirmation Agreement (pro se)

Reaffirmation Disclosure Statement

Rebuttal of Presumption of Undue Hardship

Recommendation of Confirmation

Redemption Agreement

Release From Active Duty

Reply Briefs

Report

Request Designating Mailing Address R. 2007(a)

Selected Events (click to remove events)


Proposed Order

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 "proposed" until it displays 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 **Joint Filing with other attorney** screen appears. (See Figure 5)



The screenshot shows the ECF system interface. At the top is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion:". The case information is displayed as follows:

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

Below the case information, there is a checkbox labeled "Joint filing with other attorney(s)." and two buttons: "Next" and "Clear".

Figure 5

- ◆ If this is a joint filing with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Party Selection** screen appears. (See Figure 6)



The screenshot shows the ECF system interface. At the top is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "File a Motion:". The case information is displayed as follows:

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

Below the case information, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing the following options:

- Gargula, Nancy J. [U.S. Trustee]
- Second Star Bank, [Creditor]
- Smith, Frank L. [Debtor]
- U.S. Whatever Bank, [Creditor]

To the right of the dropdown menu is a link labeled "Add/Create New Party". Below the dropdown menu, there are two buttons: "Next" and "Clear".

Figure 6

- ◆ Highlight the party filer and click **Next** to continue.

NOTE: If the party name is not appearing in the selection box, add them by clicking the Add/Create New Party link.

Step 7 The **PDF Document Selection** screen will then display. (See Figure 7a)



Figure 7a

- ◆ 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 7b)

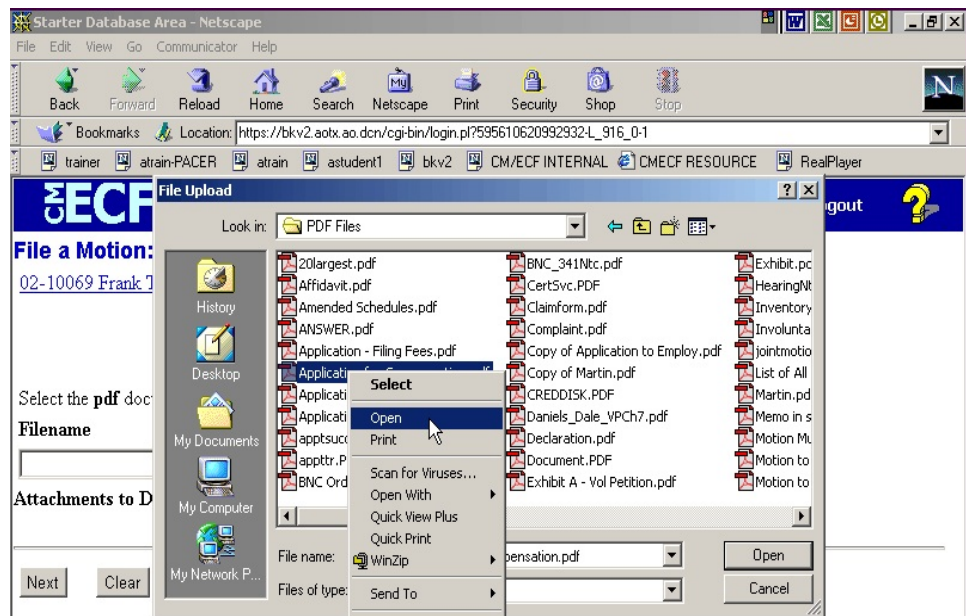


Figure 7b

- 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 7c)

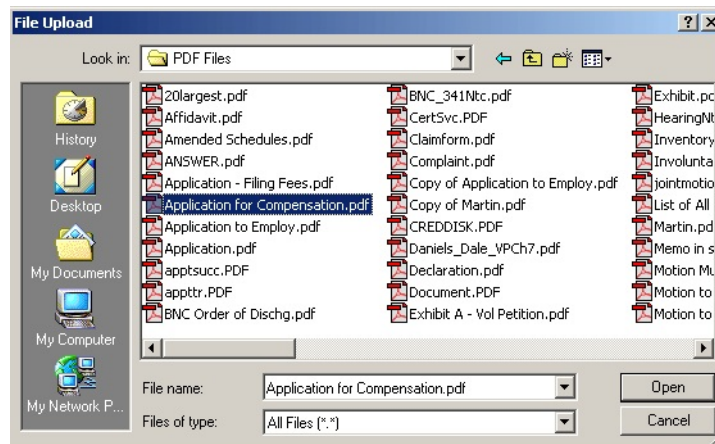


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

Figure 7d

- Click **Next** to continue.

Step 8 The **Refer to existing event(s)?** screen displays. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

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

Refer to existing event(s)?

Filed to

Documents to

Figure 8

- ◆ If the proposed order is related to an existing motion, put a ✓ in the box next to **Refer to existing event(s)?** and continue to Step 9.
- ◆ If the proposed order is not related to an existing motion on the docket, ignore the prompt and click **Next** to continue. Skip ahead to Step 11 to continue.

Step 9 The **Category selection** screen displays. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

09-30006-hcd Frank L. Smith

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

Select the category to which your event relates.

answer
 appeal
 auditor
 caseupld
 claims
 cmp
 court
 crditerd
 misc
 motion

Filed to

Documents to

Hearing on what?

Figure 9

- ◆ Select all categories in the slide box. By selecting all categories, it assures that the entire docket displays for ease in linking.
- ◆ Click **Next** to continue.

Step 10 The **Event selection** screen displays. (See Figure 10)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

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

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

- 08/24/2009 15 Notice of Appearance Filed by Creditor Second Star Bank. (Feller, Tina)
- 08/24/2009 16 Motion for Relief from Stay . Fee Amount \$150,, Motion for Abandonment *real estate commonly known as 123 Main St.* Receipt Number N/A, Fee Amount \$ 150 Filed by Creditor Second Star Bank (Miller, William)
- 08/25/2009 17 Objection to Motion for Relief From Stay, Motion for Abandonment Filed by Debtor Frank L. Smith (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment) (Miller, William)
- 09/17/2009 18 Chapter 13 Plan Filed by Debtor Frank L. Smith (Miller, William)
- 08/12/2010 19 Certificate of Service of Notice of Motion Filed by Creditor Second Star Bank (related document(s) 16 Motion for Relief From Stay filed by Creditor Second Star Bank) Objections to Motion due by 8/26/2010. (Miller, William)
- 08/12/2010 20 Statement of Social Security Number(s) Filed by Frank L. Smith (Miller, William)
- 10/18/2010 21 Statement of Social Security Number(s) Filed by Frank L. Smith (Miller, William)
- 10/19/2010 22 Adversary case 10-03010. (62 (Dischargeability - 523(a)(2), false pretenses, false representation, actual fraud)) Complaint by Paul Maloney against Frank L. Smith. Fee Amount \$250. (Feller, Tina)

Figure 10

- ◆ Place a ✓ in the box next to the motion that is related to the proposed order being filed.
- ◆ Click **Next** to continue.

Step 11 The **Select claim(s) from list** screen appears. (See Figure 11)

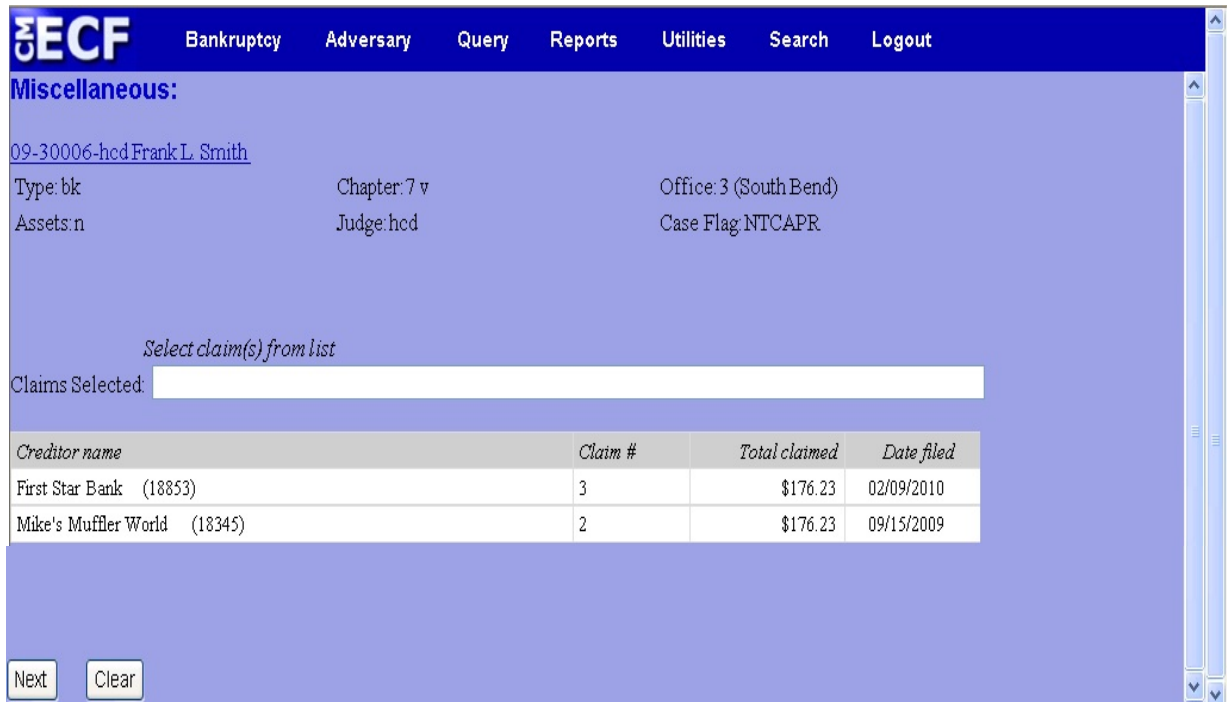


Figure 11

- ◆ If the proposed order is directly related to an existing proof of claim, select the claim with the mouse and click **Next** to continue.
- ◆ If the proposed order is not related to an existing proof of claim, click **Next** to continue. A warning screen will appear (See Figure 11a). Click **OK** to continue.



Figure 11a

Step 12 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 12)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)

Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Modify as Appropriate.

Proposed Order Filed by Second Star Bank (related document(s)[16] Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)

Next Clear

Figure 12

- ◆ Additional text is not required to be entered in the text boxes provided.
 - The street address or common address of real property is acceptable.
- ◆ Click **Next** to continue.

Step 13 The **Docket Text: Final Text** screen displays. (See Figure 13)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

09-30006-hcd Frank L. Smith

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

Docket Text: Final Text

Proposed Order Filed by Second Star Bank (related document(s)[16] Motion for Relief From Stay filed by Creditor Second Star Bank, Motion for Abandonment). (Miller, William)

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 13

- ◆ 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 14 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.