

Stipulations

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)

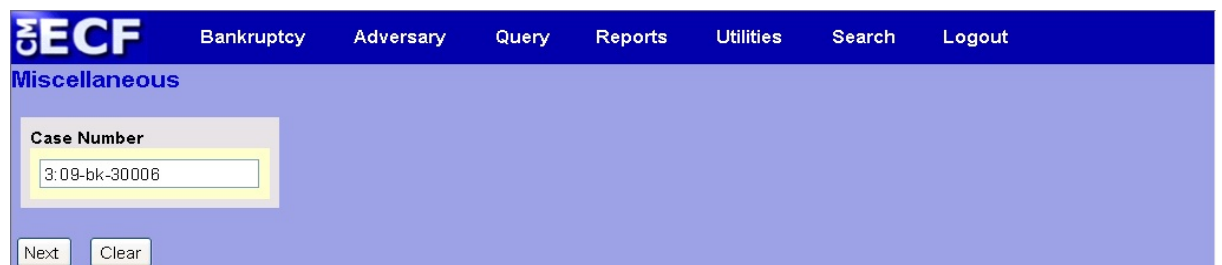


Figure 3

◆ 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)

Selected Events (click to remove events)

Statistical Summary of Certain Liabilities

Stipulation

Stipulation of Facts

Suggestion of Death

Summary of Schedules

Supplemental Creditor Matrix & Verification

Support Brief/Memo

Support Document

Tabulation of Ballots

Tax Documents

Transcript Redaction Request

Update EOUST Stats

Voluntary Petition (Chapter 11)

Voluntary Petition (Chapter 12)

Voluntary Petition (Chapter 13)

Voluntary Petition (Chapter 7)

Voluntary Petition (Chapter 9)

Voluntary Wage Assignment

Waiver of Requirement for Hearing

Next Clear

Figure 4

- ◆ To locate the event, either scroll down the selection box or start typing in the box above **Available Events**. In this example, start typing "stipulation" 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 **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 links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File a Motion:" followed by the case number "09-30006-hcd Frank L. Smith". The case details are displayed in a table format:

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

Below the case details 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 links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Miscellaneous:" followed by the case number "09-30006-hcd Frank L. Smith". The case details are displayed in a table format:

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

Below the case details is a section titled "Select the Party:" with a dropdown menu containing the following options:

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

There is also a link "Add/Create New Party" and two buttons: "Next" and "Clear".

Figure 6

- ◆ Highlight all party filers 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)

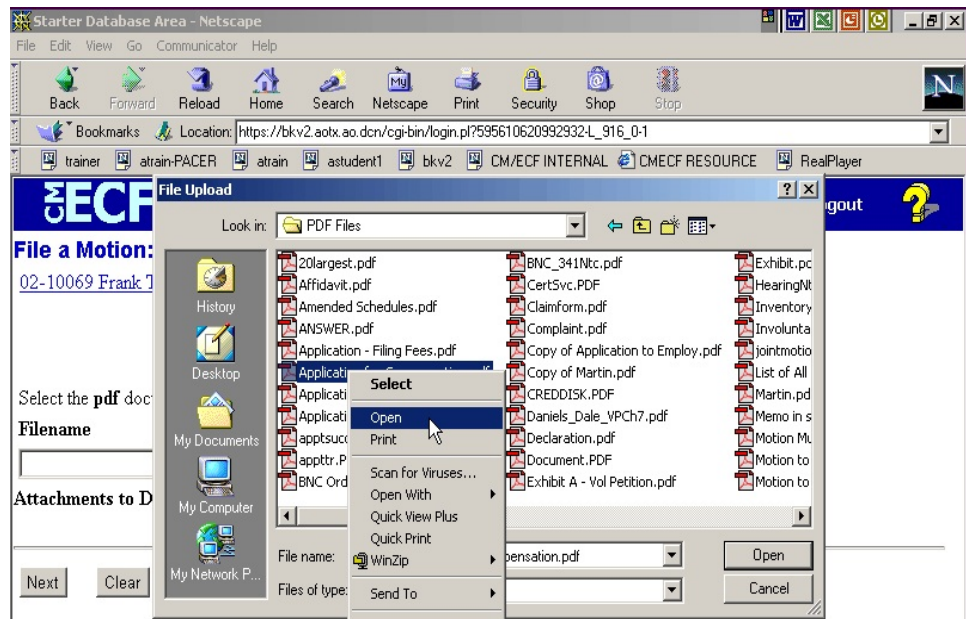


Figure 7b

- 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)

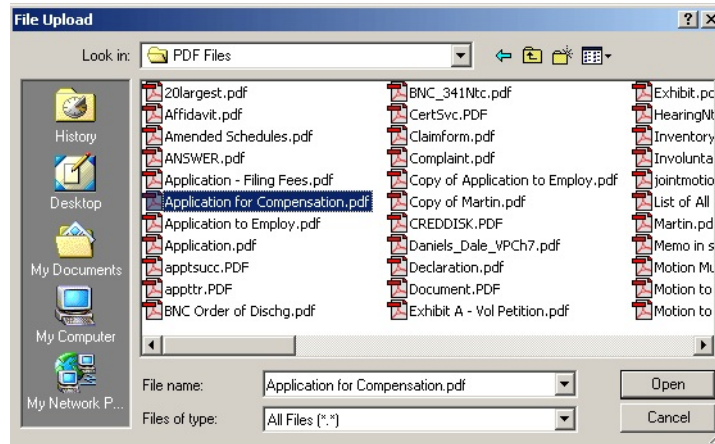


Figure 7c

- 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)

The screenshot shows the ECF (Electronic Case Filing) 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 is a light blue area titled "Miscellaneous:". Under this title, the case number "09-30006-hcd Frank L. Smith" is displayed. Below the case number are three rows of case details: "Type: bk", "Chapter: 7 v", and "Office: 3 (South Bend)"; "Assets: n", "Judge: hcd", and "Case Flag: NTCAPR". Below these details is a checkbox labeled "Refer to existing event(s)?" which is checked. Under the checkbox are two rows of input fields: "Filed" followed by two empty text boxes and "to", and "Documents" followed by two empty text boxes and "to". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8

- ◆ If the stipulation is related to an existing motion, put a ✓ in the box next to **Refer to existing event(s)?**
- ◆ If the stipulation is not related to an existing motion on the docket, ignore the prompt and click **Next** to continue and skip to Step 10.

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

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)

Next Clear

Figure 9

- ◆ Place a ✓ in the box next to the motion that is related to the stipulation being filed.

Note: Refrain from linking the stipulation to an objection to a motion. Although a stipulation usually addresses objections to motions, a stipulation should only be linked to an objection when there isn't an existing motion. For example, a stipulation related to a motion for relief and objection should be linked to the motion for relief. A stipulation related to an objection to claim should be linked directly to the objection to claim.

Step 10 The **Select claim(s) from list** screen appears. (See Figure 10)

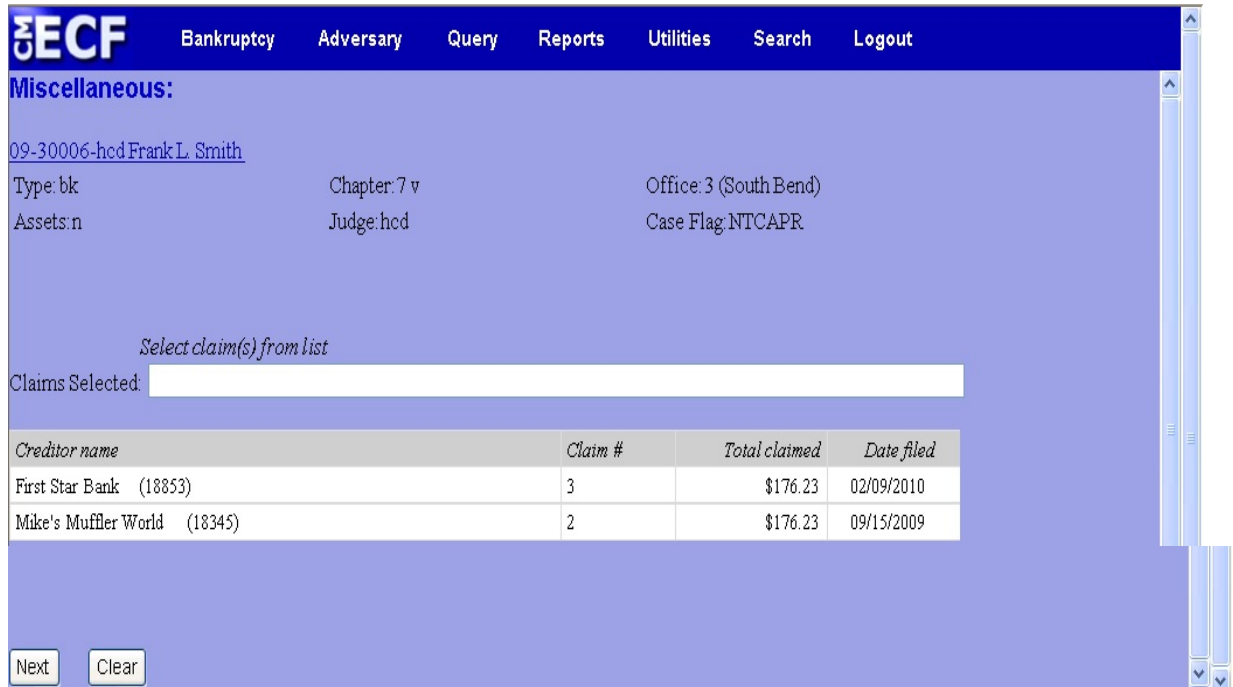


Figure 10

- ◆ If the stipulation is directly related to an existing proof of claim, select the claim with the mouse and click **Next** to continue.
- ◆ If the stipulation is not related to an existing proof of claim, click **Next** to continue. A warning screen will appear (See Figure 10a). Click **OK** to continue.



Figure 10a

Step 11 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 11)

Figure 11

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

Step 12 The **Docket Text: Final Text** screen displays. (See Figure 12)

Figure 12

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

- ◆ This screen can be either saved or printed.