



# U.S. Bankruptcy Court

## Southern District of Mississippi

# ECF Filing Procedures for Limited Filers

*\*Limited Filer - Non-attorney who files documents for creditors.*



# Agenda

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- Introductions

2

- Online Resources

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- ECF Account Management

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- Filing Documents

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- Common Filings by Creditors



# U.S. Bankruptcy Court

## Southern District of Mississippi

### Disclaimer:

The information in this presentation is a summary of relevant facts about laws, rules, and procedures of the bankruptcy court.

This information has been summarized for the convenience of participants and does not constitute legal advice or legal authority.

Participants should consult official sources for relevant statutes, federal rules, local rules, and local procedures.



# Introductions

## U.S. Bankruptcy Clerk's Office Southern District of Mississippi

Danny Miller	Clerk of Court	601-608-4612
Collette Derouen	Chief Deputy	228-563-1793
Cynthia Loftin	Operations Manager	601-608-4640
Katie Wise	Operations Manager	228-563-1796
Keisha Moore	Operations Manager	601-608-4639
Josette Dutil	Operations Manager	228-563-1813



# Introductions

## Presenters



Cynthia  
Loftin



Sommer  
Wuest



Katie  
Wise



Alexis  
Bradley



Keisha  
Moore



Josette  
Dutil

Navigator



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Online Legal and Procedural Resources

[www.mssb.uscourts.gov](http://www.mssb.uscourts.gov)



# About the Court

UNITED STATES BANKRUPTCY COURT  
Southern District of Mississippi  
Hon. Katharine M. Samson, Chief Judge

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Welcome to the United States Bankruptcy Court Southern District of Mississippi

News & Announcements  
04/24/2023  
**CM/ECF upgrade has been completed and all systems have returned to normal.**  
04/05/2023  
**S.D. Mississippi bankruptcy case filings are up 33.5% for the first three months of 2023 as compared to 2022.**  
01/09/2023  
**Southern District of Mississippi Bankruptcy Filings for 2022 up 17.7% over prior year.**  
12/13/2022  
**Re: Fifth Circuit Rule Change Eff. November 28, 2022.**  
12/01/2022  
**Amendments to Federal Bankruptcy Rules and Official Forms - Effective December 1, 2022.**

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**Judges**  
Hon. Katharine M. Samson, Chief Judge  
Hon. Jamie A. Wilson  
**Clerk of Court**  
Danny L. Miller  
**Courthouse Locations**  
Thad Cochran United States Courthouse  
501 E. Court St., Ste 2.300  
Jackson, MS 39201  
Phone: (601) 608-4600  
Dan M. Russell, Jr. United States Courthouse  
2012 15th St., Ste. 244  
Gulfport, MS 39501  
Phone: (228) 563-1790  
William Colmer Federal Building (Hearings Only)  
701 Main Street  
Hattiesburg, MS 39401  
Natchez Federal Courthouse (Hearings Only)  
109 South Pearl Street  
Natchez, MS 39120  
Voice Case Information System  
(866) 222-8029  
Courtroom Technology Guide  
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Employee Rights and Reporting Wrongful Conduct

About the Court
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Courthouse Locations
Federal Holiday Schedule
Emergency Filing Procedures
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# Contact Information

## Chapter 7, 12, and 13 Case Administrators' Digit Assignments (XX-XXX00)

Case Digits	Phone No.
00-06	228-563-1809
07-13	601-608-4621
14-20	601-608-4636
21-24	601-608-4640
25-31	601-608-4633
32-38	228-563-1814
39-42	228-563-1813
43-46	228-563-1796
47-50	601-608-4639
51-57	228-563-1816
58-64	228-563-1809
65-71	601-608-4621
72-78	601-608-4636
79-85	601-608-4633
86-92	228-563-1814
93-99	228-563-1816

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## Contact Information

[Judge's Chambers](#)

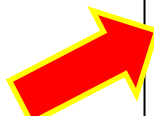
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Office	Street Address	Mailing Address
<b>Jackson</b> <b>Business Hours:</b> (601) 608-4600  <b>Emergency Filing:</b> (601) 608-4603	Thad Cochran U.S. Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran United States Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201
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# Contact Information

## New mailing address for Jackson Office

**501 E. Court St., Suite 2.300  
Jackson, MS 39201**

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<b>Jackson</b> <b>Business Hours:</b> (601) 608-4600  <b><u>Emergency Filing:</u></b> (601) 608-4603	Thad Cochran U.S. Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran United States Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201

The court no longer receives mail at a post office box.



# Rules/Orders/Procedures

UNITED STATES BANKRUPTCY COURT  
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Welcome to the  
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News & Announcements  
04/10/2024  
**S.D. Mississippi bankruptcy case filings are down 6.6% for the first three months of 2024 as compared to 2023.**  
03/29/2024  
**Bankr.: New Motion and Notice Events**  
01/05/2024  
**Southern District of Mississippi bankruptcy filings for 2023 up 12.5% over prior year.**  
01/05/2024  
**Notice of Vacancy for Federal Public Defender - Southern District of Texas**  
11/29/2023  
**New Presumptive "Till" Rate - Effective January 1, 2024**

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Transcripts
Audio Recordings
Federal Rules of Bankruptcy Procedure



# Procedural Resources

## Emergency Filing Procedures

[www.mssb.uscourts.gov/emergency-filing-procedures](http://www.mssb.uscourts.gov/emergency-filing-procedures)

Rules/Orders/Procedures
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E-Orders Attorney Guide
<b>Emergency Filing Procedures</b>
Procedural Vi





# Emergency Filing Procedures

For an emergency on a weekday  
between 8 a.m. and 5:00 p.m.

Jackson 601-608-4600

Gulfport 228-563-1790



# Emergency Filing Procedures

After Hours

601-608-4603



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **Court Notices**



# Bankruptcy Notices for Creditors

The Bankruptcy Noticing Center (BNC) mails court notices and documents to Creditors (“Parties”).

BNC uses the mailing address listed in the debtor’s schedules, unless the receiving Party

- Provides a different address to receive notices on a Proof of Claim form, or
- Registers with the BNC to receive notice electronically or at a preferred address.





# Bankruptcy Notices for Creditors

<https://bankruptcynotices.uscourts.gov>



## Bankruptcy Noticing Center

Electronic Bankruptcy Noticing and Preferred Mailing Address Registration

[Log In](#)

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[More Info](#) ▾

[Registration](#)

[Resources](#) ▾

[For Debtors](#)

[Contact Us](#)

## Welcome to the Bankruptcy Noticing Center

This website allows you to sign up to receive all of your bankruptcy notices electronically through the National Creditor Registration Service (NCRS) or consolidate all U.S. Postal Service notices at one address. This is a free service provided by the U.S. Bankruptcy Courts to give recipients more convenient delivery options for their bankruptcy notices. You can have notices delivered either:

1. Electronically - Faster, more reliable and convenient
2. To a designated mail address - Redirects U.S. Mail delivery to a preferred address

[Sign up for service today](#)

[Modify existing services or update account](#)



# Court Notices

## Electronic Bankruptcy Noticing (EBN)

Service that delivers court notices electronically.

Service is **free**, **fast**, **reliable**, and **convenient**



# Court Notices

## Mandatory EBN

Parties that receive **25 +** paper notices from bankruptcy courts, in a calendar month, must register for electronic noticing with the BNC.

If the party does not register, the BNC will send notices to an email address designated by the Director of the Administrator Office.

See Fed. R. Bankr. P. 9036(n)(2)(B).



# Court Notices

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Local Forms



# Local Forms

[www.mssb.uscourts.gov](http://www.mssb.uscourts.gov)

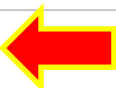
The screenshot shows the homepage of the United States Bankruptcy Court, Southern District of Mississippi. The navigation menu includes: Home, Bankruptcy Basics, Electronic Case Filing (ECF), Case Information, Rules/Orders/Procedures, **Forms/Fees** (highlighted with a yellow box), Judges/Opinions, Other Resources, and About the Court. A dropdown menu is open under 'Forms/Fees', listing: Official and Procedural Forms, Local Forms (indicated by a red arrow), Filing Without an Attorney, Bankruptcy Court Miscellaneous Fee Schedule, and Filing Without an Attorney. The page also features a search bar, a case locator, and a welcome message.



# Local Forms

[Home](#) » [Forms/Fees](#)

## Local Forms

Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records	02/17/2023	<a href="#">Form Instructions</a>
MSSB-1340	Application for Payment of Unclaimed Funds - <b>Fillable</b> 	02/17/2023	<a href="#">Form Instructions Example</a>
MSSB-1340-Order	Order Granting Application for Payment of Unclaimed Funds	12/01/2019	<a href="#">Form</a>
MSSB-M13-1	Certification and Motion for Entry of Discharge	02/17/2023	<a href="#">Form</a>
MSSB-1328(b)-Cert	Certification in Support of Motion for Hardship Discharge Pursuant to 11 U.S.C. § 1328(b)	02/22/2023	<a href="#">Form</a>
MSSB-CC-E	Certification of Exigent Circumstances	12/01/2015	<a href="#">Form</a>



# Local Forms

## Questions





# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **ECF Docketing Guide**



# ECF Docketing Guide

Interactive, on-line tool

- Provides filing guidelines



# ECF Docketing Guide

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UNITED STATES COURTHOUSE

Welcome to the  
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# ECF Docketing Guide



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ECF Login

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Public Access

## Electronic Case Filing

Filing Agents

The court has upgraded to NextGen CM/ECF. Individuals wishing to E-File in this court must register with the PACER Service Center at [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov).

ECF Registration

For registration instructions click the below links.

Administrative Procedures for Electronic Case Filing

[Attorney E-File Registration Instructions](#)

[ECF Docketing Guide](#)

[Non-Attorney E-File Registration Instructions](#)

ECF Attorney Guide





# ECF Docketing Guide

## Court's Contact Information

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## ECF Docketing Guide

S.D. Miss. Bankruptcy Court: Mission Statement  
Implement and interpret the laws of the United States of America, within the jurisdiction of the Bankruptcy Court.

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court for the Southern District of Mississippi. This guide provides information regarding the procedures to file pleadings and documents with this Court.

Case administrators are assigned by the last two digits of the bankruptcy case number. For questions concerning a specific case, please contact the case administrator. [Click Here](#) for the court's contact information.

Disclaimer: All information provided on this web site is for informational purposes only and does not constitute legal advice. Information on this web site is subject to change without prior notice. Although every reasonable effort is made to ensure the accuracy of the information presented, the content of this web site is in no way guaranteed. Any links to external web sites are provided as a courtesy and should not be construed as an endorsement of the content or views of linked materials. In addition, the Court does not endorse any particular software packages or other proprietary service provided relative to bankruptcy proceedings.

U.S. Bankruptcy Court • Southern District of Mississippi



# UNITED STATES BANKRUPTCY COURT Southern District of Mississippi

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[Communication Disabilities Coordinator](#)

Office	Street Address	Mailing Address
<b>Jackson</b> <b>Business Hours:</b> (601) 608-4600  <b>Emergency Filing:</b> (601) 608-4603	Thad Cochran U.S. Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Thad Cochran United States Courthouse 501 E. Court St., Suite 2.300 Jackson, MS 39201
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<b>Gulfport</b> <b>Business Hours:</b> (228) 563-1790  <b>Emergency Filing:</b> (601) 608-4603	Dan M. Russell Jr. U.S. Courthouse 2012 15th St., Suite 244 Gulfport, MS 39501	Clerk, U.S. Bankruptcy Court Southern District of Mississippi Dan M. Russell, Jr. United States Courthouse 2012 15th St., Suite 244 Gulfport, MS 39501



# ECF Docketing Guide

## Navigating the Guide

### S.D. Miss. Bankruptcy Court - ECF Docketing Guide



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## ECF Docketing Guide

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# ECF Docketing Guide

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# ECF Docketing Guide

## Glossary

### S.D. Miss. Bankruptcy Court - ECF Docketing Guide



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U.S. Bankruptcy Court • Southern District of Mississippi



# Contents – Main Topics

A screenshot of the ECF Docketing Guide website interface. The left sidebar contains a list of topics, with "Amendments" highlighted in a yellow box and a red arrow pointing to it. The main content area shows a large banner with the court's seal and the text "ECF" and "S.D. Miss. Bankr Implement and in". Below the banner, there is a welcome message: "Welcome to the ECF Docketing Guide for the United States" and "Case administrators are assigned by the last two digits of the".

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ECF

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# Contents – Sub-Topics

The screenshot displays a web application interface. On the left is a navigation sidebar with a table of contents. On the right is the main content area, which is currently displaying a page titled "ECF" with a sub-header "S.D. Miss. Bankruptcy Court Implement and ..." and a main heading "Welcome to the ECF Docketing Guide for the United States Bankruptcy Court, Southern District of Mississippi". Below this, there is a section for "Case administrators" and a "Disclaimer" section.

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  - Amendment to Schedule G
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  - Notice of Amendment
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  - Unsworn Declaration Under Penalty of Perjury
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**Main Content Area (Right):**

ECF

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# Glossary

## S.D. Miss. Bankruptcy Court - ECF Docketing Guide

Filter Terms

### A

- accountant
- action or civil action
- adversary proceeding
- affiliate
- appeal
- attorney

### B

- Bankruptcy Clerk
- bankruptcy code
- bench trial
- briefs

### C

- consumer debt



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U.S. Bankruptcy Court • Southern District of Mississippi



# Glossary

S.D. Miss. Bankruptcy Court - ECF Docketing Guide

bank

- Bankruptcy Clerk
- bankruptcy code

ECF Do

S.D. Miss. Bankruptcy Court  
Implement and interpret the l

Welcome to the ECF Docketing Guide for the United States Bankruptcy

Case administrators are assigned by the last two digits of the bankruptcy

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accuracy of the information presented, the content of this web site is in  
addition, the Court does not endorse any particular software packages o



# Glossary

The screenshot shows the website interface for the S.D. Miss. Bankruptcy Court - ECF Docketing Guide. At the top, the title "S.D. Miss. Bankruptcy Court - ECF Docketing Guide" is displayed in white on a dark blue background. Below the title, there is a search bar with the text "bank" entered. A search results box is open, showing a definition for "Bankruptcy Clerk" which is highlighted with a yellow border. The definition reads: "Bankruptcy Clerk  
The court officer responsible for the bankruptcy records in the district - Clerk  
Appointed pursuant to 28 USC 156 section (b)". A red arrow points upwards from the text "bankruptcy code" below the search bar towards the highlighted definition. The background of the website is a light gray with a large, faint watermark of the court's seal and the text "ECF Doc".





# Search

A screenshot of the S.D. Miss. Bankruptcy Court - ECF Docketing Guide website. The page has a dark blue header with the title "S.D. Miss. Bankruptcy Court - ECF Docketing Guide" in white. Below the header is a navigation bar with a hamburger menu icon, a tablet icon, and a search icon. A search bar is highlighted with a yellow border and contains the text "-Search-". Below the search bar is a checkbox labeled "Display results with all search words". A red arrow points upwards to the search bar. The main content area is light gray and features the court's seal, the text "ECF Do", and a paragraph of text starting with "Welcome to the ECF Docketing Guide for the United States Bankruptcy".



# Search

## S.D. Miss. Bankruptcy Court - ECF Docketing Guide

Discharge

- Display results with all search words

30 result(s) found for 'Discharge'

### Delay Discharge

debtor, delay the entry of a **discharge** for 30 days and on motion within the 30 days, the court may defer entry

Motions and Applications / Delay Discharge

### Hardship Discharge - Chapter 12

Orders, Other, Db, Hardship **discharge, Discharge** Forms, Mportant, 3180FH, Generic - Does, Form - 3180FHJ2, Ch 12 Hardship

Motions and Applications / Hardship Discharge - Chapter 12

### Motion for Entry of Discharge - Chapter 11



Rev. 5/23/2024



## ECF Docketing Guide

S.D. Miss. Bankruptcy Court: Mission Statement  
Implement and interpret the laws of the United States of America, within the jurisdiction of the Bankruptcy Court.

Welcome to the ECF Docketing Guide for the United States Bankruptcy Court for the Southern District of Mississippi. This guide provides information regarding the procedures to file pleadings and documents with this Court.

Case administrators are assigned by the last two digits of the bankruptcy case number. For questions concerning a specific case, please contact the case administrator. [Click Here](#) for the court's contact information.

Disclaimer: All information provided on this web site is for informational purposes only and does not constitute legal advice. Information on this web site is subject to change without prior notice. Although every reasonable effort is made to ensure the accuracy of the information presented, the content of this web site is in no way guaranteed. Any links to external web sites are provided as a courtesy and should not be construed as an endorsement of the content or views of linked materials. In addition, the Court does not endorse any particular software packages or other proprietary service provided relative to bankruptcy proceedings.

U.S. Bankruptcy Court • Southern District of Mississippi



# Docket Events



# Docket Event List

**S.D. Miss. Bankruptcy Court - ECF Docketing Guide**

- Welcome
- Updates - ECF Docketing Guide
- Emergency Filing Procedures for External Users
- Filing Fee Chart
- Adversary Proceedings
- Amendments
- Answers and Responses
- Appeals
- Case Audits
- Case Closing
- Case Opening
- Change of Address
- Chapter 7 Information
- Chapter 11 Information
- Chapter 12 Information
- Chapter 13 Information
- Conversions
- Credit Counseling
- Debtor Email Notification (DeBN)
- Dismissals
- Docket Event List**
  - Adversary Event List
  - Bankruptcy Event List
  - Limited Filer Event List**
- Federal Rules and Code
- Filing Fees
- Financial Management Course

## ECF Limited Filer Events

Rev. 01/08/2024

### Claim Actions

- [Certificate of Service](#)
- [Certificate of Service \(Use Only for Rule 3002.1 Events\)](#)
- [Creditor Request for Notices](#)
- [Exemplification Request](#)
- [Notice \(generic - no deadline date or objection period\)](#)
- [Notice of Change of Address](#)
- [Notice of Mortgage Payment Change](#)
- [Notice of Mortgage Payment Change \(No Proof of Claim Filed\)](#)
- [Notice of Postpetition Mortgage Fees, Expenses, and Charges](#)
- [Notice of Postpetition Mortgage Fees, Expenses, and Charges \(No Proof of Claim Filed\)](#)
- [Objection to Claim with 30 day notice](#)
- [Objection to Transfer of Claim](#)
- [Proof of Claim Attachment 3001\(c\)\(1\)\(d\)](#)
- [Reaffirmation Agreement](#)
- [Reaffirmation Agreement Cover Sheet](#)
- [Reclassify Claims](#)
- [Release Unclaimed Funds From Court Registry \(Application\)](#)
- [Request for Certified Copy](#)
- [Response to Notice of Final Cure Payment Rule 3002.1](#)
- [Response to Notice of Final Cure Payment Rule 3002.1 \(No Proof of Claim Filed\)](#)
- [Satisfaction of Claim](#)
- [Supporting Documents Re Unclaimed Funds \(Document Restricted\)](#)
- [Transfer of Claim \(no Waiver\)](#)
- [Transfer of Claim \(with Waiver of Notice\)](#)
- [Withdraw Notice of Mortgage Payment Change](#)
- [Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges](#)
- [Withdrawal of Claim](#)



# Event



## Change of Address for Creditor

Rev. 01/24/2024

When a creditor wishes to change their address to receive notices, the creditor must notify the court by filing a statement providing the new noticing address.

A change of address form is available on the court's website [www.mssb.uscourts.gov](http://www.mssb.uscourts.gov). See Local Form [MSSB-NCAC Change of Address for Creditor](#)

### Docket Events:

[[Bankruptcy](#) > [Other](#) > [Notice of Change of Address](#)]

[[Bankruptcy](#) > [Claim Actions](#) > [Notice of Change of Address](#)]

### Requirements:

Notice of Change of Address (Local Form MSSB-NCAC)

Disclaimer: All information provided on this web site is for informational purposes only and does not constitute legal advice. Information on this web site is subject to change without prior notice. Although every reasonable effort is made to ensure the accuracy of the information presented, the content of this web site is in no way guaranteed. Any links to external web sites are provided as a courtesy and should not be construed as an endorsement of the content or views of linked materials. In addition, the Court does not endorse any particular software packages or other proprietary service provided relative to bankruptcy proceedings.

U.S. Bankruptcy Court • Southern District of Mississippi



# ECF Docketing Guide

## Updates



# Guide Updates

## S.D. Miss. Bankruptcy Court - ECF Docketing Guide

Welcome

Updates - ECF Docketing Guide

Emergency Filing Procedures

Filing Fees

Adversary Proceedings

Amendments

Answers-Responses

Appeals

Case Audits

Change of Address

Chapter 7 Information

Chapter 11 Information



Rev. 5/23/2024



## ECF Docketing Guide

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U.S. Bankruptcy Court • Southern District of Mississippi



# Guide Updates

S.D. Miss. Bankruptcy	
<b>ECF Docketing Guide Revision List</b>	
<b>Date</b>	<b>Topic</b>
07/13/2023	<a href="#">Request Writ of Execution</a>
07/13/2023	Issue Writ of Execution
06/22/2023	<a href="#">Chapter 11 Meeting of Creditors</a> Revised to update the Gulfport location for in person 341 meetings. Moved from Hancock Bank to the Gulfport Federal Courthouse.
02/22/2022	<a href="#">Motion for Chapter 13 Hardship Discharge</a> Revised to include the new requirement to include a certification that conforms with the court's local form MSSB-1328(b)-cert.
12/01/2022	<a href="#">Meeting of Creditors Chapter 11</a> Revised to include new claims deadline for Subchapter V under Chapter 11.
08/16/2022	<a href="#">Notice of Removal</a> Revised to clarify that the party must file the Notice of Removal with the District Court.
04/20/2022	<a href="#">Request to Issue an Alias Summons</a> Revised to include the new docket event to request the clerk's office issue a new summons.
02/18/2022	<a href="#">Motion to Confirm Termination or Absence of Stay</a> Revised to add noticing requirements when motion seeks relief as to one creditor.
02/11/2022	<a href="#">Trustee's Request for Court Costs</a>
02/09/2022	<a href="#">Close Chapter 11 Case</a> Revision - Replaced 21-day notice requirement with the Court will set the motion for a hearing.
01/25/2022	Waiver Discharge for a <a href="#">chapter 13</a> and <a href="#">chapter 7</a> debtor. Revised to include that the motion/wavier must include a certificate of service.
12/15/2021	<a href="#">Trustee's Withdrawal of Certification for Payment under Section 330(e)</a>
12/15/2021	<a href="#">Trustee Certification for Payment under Section 330(e)</a>
12/15/2021	<a href="#">Motion for Approval of Agreement Re: 4001(d)</a> Revised to update Judge Wilson's procedure to limit the 14-day negative notice requirement for motions filed in a chapter 11.
11/17/2021	<a href="#">Amended List of Creditors</a> Revised to include noticing instructions when no schedules are amended.
11/04/2021	<a href="#">Motion to Close Chapter 11</a> Revised requirements for cases assigned to Judge Wilson. The court will not set a hearing. Instead, the movant must file a 21-day negative notice.
09/27/2021	<a href="#">Motion to Waive Requirement to File Certification and Motion for Entry of a Discharge</a>
09/16/2021	<a href="#">Rent Deposit Under 11 USC 362(l) / Statement of an Eviction</a> Revised procedures. The debtor must make the money order or certified check (rent deposit ) payable to the United States Bankruptcy Court (not the landlord).
08/23/2021	<a href="#">Notice of Sale</a>
08/23/2021	<a href="#">Chapter 11 First Day Motions</a>
08/23/2021	<a href="#">Chapter 11 Subchapter V Pre-Status Conference Report</a>
08/20/2021	<a href="#">Motion to Allow Payment Arrearage</a>
08/12/2021	<a href="#">Motion to Establish a Deadline to file an Administrative Expense Claim</a>
08/12/2021	<a href="#">Amendment to Schedules A/B, I, or J</a>
07/15/2021	<a href="#">Chapter 11 Plan</a>
07/01/2021	<a href="#">Chapter 11 List of Equity Security Holders</a>





# ECF Docketing Guide

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Unclaimed Funds



# Unclaimed Funds

- Most unclaimed funds originate from trustees :
  - Uncashed distribution checks
  - Incorrect address for owner of funds
  - Death of owner of funds
- The Court is required by law to hold unclaimed funds indefinitely for the rightful owner.

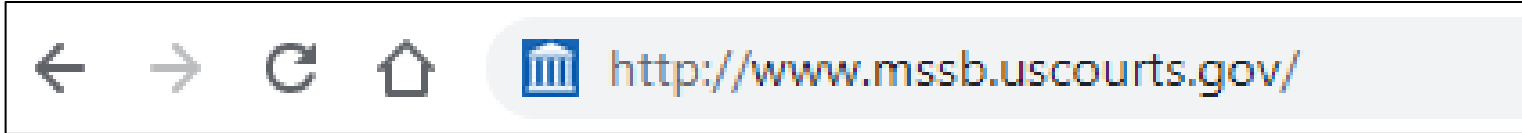


# Unclaimed Funds Locator

- Online database.
- Allows a user to search for money owed to a specific individual, business, or government unit.
- Consolidates all Bankruptcy Courts' unclaimed funds information.



# Unclaimed Funds Locator



UNITED STATES BANKRUPTCY COURT  
Southern District of Mississippi  
Hon. Katharine M. Samson, Chief Judge

Home | Bankruptcy Basics | Electronic Case Filing (ECF) | **Case Information** | Rules/Orders/Procedures | Forms/Fees | Judges/Opinions | Other Resources | About the Court

Case Locator (PACER) »  
E-Filing (CM/ECF) »  
Court Calendar »  
Mobile App - Calendar »

Welcome to the  
U.S. Bankruptcy Court  
Southern District of Mississippi



# Unclaimed Funds Locator

UNITED STATES BANKRUPTCY COURT  
Southern District of Mississippi  
Hon. Katharine M. Samson, Chief Judge

Search

Home	Bankruptcy Basics	Electronic Case Filing (ECF)	Case Information	Rules/Orders/Procedures	Forms/Fees	Judges/Opinions	Other Resources	About the Court
------	-------------------	------------------------------	------------------	-------------------------	------------	-----------------	-----------------	-----------------

- Public Access to Case Information
- PACER Information
- PACER Case Locator Login
- Telephone Access to Case Information
- Case Statistics
- Archived Case Request Form
- Unclaimed Funds Locator**
- Case Assignment Map
- ChapMobile - New Mobile Calendar App

Public Access to Case Information

Telephone Access to Case Information

Case Statistics

Archived Case Request Form

ChapMobile - New Mobile Calendar App

Home

Calendar

The Court provides calendars via email, upon subscription, [click here](#) to sign up.

Interacti

ChapMo



# Unclaimed Funds Locator

## U.S. Courts Unclaimed Funds Locator

[Home](#)[About](#)

**Court**

**Creditor Name\***

**Debtor Name\***

**Case Number**

**Entered On or After**

**Captcha**

\* Either the Creditor Name OR the Debtor Name field must have a minimum of 3 characters.

### Disclaimer

The court unit links accessible through the U. S. Bankruptcy Unclaimed Funds Locator are provided for the user's convenience. Each court unit is solely responsible for maintaining that unit's applicable unclaimed funds search criteria information. A user is invited to contact a linked court unit regarding that unit's specific unclaimed funds deposit and disposition procedures. Questions should be directed to the linked court unit. NOTICE TO USERS: This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.



# Unclaimed Funds

## Request Payment

- 1) Application ([Local Form MSSB-1340](#))
  - Notarized
  - Copy to US Attorney
  - Certificate of Service
- 2) Proposed Order ([Local Form MSSB-1340-Order](#))
- 3) Supporting Documents





# Unclaimed Funds

## Terms

**Claimant** is the owner of the money.

**Applicant** is the individual filing the application.



# Unclaimed Funds

## Who can request unclaimed funds?

- Owner of record
- Successor claimant
- Other Claimant



# Unclaimed Funds

- A claimant is not required to be represented by an attorney.
- A claimant can file an application in a closed case.



# Unclaimed Funds

## Owner of Record

Original payee entitled to the funds.



# Owner of Record

## Individual Claimant - Requirements

- Copy of Driver's License or other state issued ID card or US Passport.
- If owner's name changed since funds deposited with the court, provide proof of the name change. *i.e., marriage license; divorce decree, etc.*
- Tax ID information
  - AO 213P form; or
  - W-9 Certification Form (IRS Form)



# Owner of Record

## Business Claimant - Requirements

- Application signed by authorized representative for the business.
- Notarized statement of the signing applicant's authority.
- Copy of applicant's Driver's License or other state issued ID card or US Passport.
- If the owner of record has changed since funds deposited with the court, then documentation sufficient to establish the name change.



# Unclaimed Funds

## Successor Claimant

Individual or Entity that has direct claim to funds but is not owner of record

*i.e., Successor business, decedent's estate, assignee, judgment creditors*



# Successor Claimant

## Individual Successor Claimant – Requirements

- Copy of Driver's License or other state issued ID card or US Passport.
- Documentation sufficient to establish chain of ownership or the transfer of claim from the original owner of record.





# Successor Claimant

## Business Successor Claimant - Requirements

- Application signed by authorized representative for the successor business.
- Copy of Driver's License or other state issued ID card or US Passport of the applicant.
- Notarized statement of the signing applicant's authority.



# Successor Claimant

## Business Claimant - Requirements (cont.)

- Notarized power of attorney signed by an authorized representative of the successor business.
- Documentation sufficient to establish chain of ownership or the transfer of claim from the original owner of record.



# Successor Claimant

## Deceased Claimant's Estate - Requirements

- Copy of Driver's License or other state issued ID card or US Passport of the estate representative.
- Certified probate documents or other documentation authorizing representative to act for deceased Claimant's estate.
- Documentation sufficient to establish the deceased Claimant's identity and entitlement to the money.



# Unclaimed Funds

## Other Claimant

Claimant Representative *e.g.*, attorney  
or funds locator



# Other Claimant

## Claimant Representative - Requirements

- Copy of Driver's License or other state issued ID card or US Passport of the estate representative.
- Notarized power of attorney signed by the claimant or claimant's representative authorizing the representative to act for the claimant.
- Documentation sufficient to establish the Claimant's identity and entitlement to the money. *e.g.*, Assignment of Claim



# Unclaimed Funds

## Request Payment

- 1) Application ([Local Form MSSB-1340](#))
  - Notarized
  - Copy to US Attorney
  - Certificate of Service
- 2) Proposed Order ([Local Form MSSB-1340-Order](#))
- 3) Supporting Documents



# Local Forms and Instructions

## UNITED STATES BANKRUPTCY COURT Southern District of Mississippi

Hon. Katharine M. Samson, Chief Judge

 Search[Home](#)[Bankruptcy Basics](#)[Electronic Case Filing \(ECF\)](#)[Case Information](#)[Rules/Orders/Procedures](#)[Forms/Fees](#)[Judges/Opinions](#)[Other Resources](#)[About the Court](#)[Official and Procedural Forms](#)[Local Forms](#)[Filing Fees](#)[Bankruptcy Court  
Miscellaneous Fee Schedule](#)[Filing Without an Attorney](#)[Home » Forms/Fees](#)

## Local Forms

 Search

Form Name	Description	Revision Date	Link(s)
MSSB-1320	Application for Search of Bankruptcy Records - <b>Fillable</b>	12/01/2023	<a href="#">Form</a>
MSSB-1340	Application for Payment of Unclaimed Funds - <b>Fillable</b>	04/17/2024	<a href="#">Form</a> <a href="#">Instructions</a> <a href="#">Example</a>
MSSB-1340-Order	Order Granting Application for Payment of Unclaimed Funds	02/27/2024	<a href="#">Form</a>



# Unclaimed Funds

## Application Docket Event:

Claim Actions > [Release Unclaimed Funds from Court Registry \(Application\)](#)

**Available Events** (click to select events)

- Release Funds from Court Registry
- Release Unclaimed Funds from Court Registry (Application)**

Upload Proposed Order as an attachment





# Unclaimed Funds

## Supporting Document Event:

Claim Actions > Supporting Documents Re Unclaimed Funds (Document Restricted)

**Available Events** (click to select events)

Supporting Documents Re Unclaimed Funds (Document Restricted)

Next Clear



# Unclaimed Funds

## Disbursement of Unclaimed Funds

Unclaimed funds are disbursed 28 days after court enters the order **(if no objections filed)**.



# Unclaimed Funds

## Questions



# U.S. Bankruptcy Court

## Southern District of Mississippi

# Electronic Case Filing System Account Management



# ECF Account Management

## Filer's Contact Information

Very important to ensure that account information remains up to date.

- Court staff does not have editing access to filers' account information.



# ECF Account Management

## Ownership

- ECF account belongs to the individual; not the creditor (company or agency).
- ECF user may not transfer their PACER account to another individual.
- ECF user may not change their name to a business entity.
- ECF user's login credentials serves as the filer's signature on the document.



# ECF Account Management

## ECF User:

- Must protect and secure their PACER username and password.
- Must not share their ECF user account with another individual.
- Is responsible for all documents (and fees) filed with their ECF account.



# ECF Account Management

- Name
- Address
- Phone Number
- Primary Email Address

Update through your PACER account





# Update Contact Information

An official website of the United States government [Here's how you know](#) Log in to...

## PACER Public Access to Court Electronic Records

Register for an Account ▾ Find a Case ▾ File a Case ▾ **My Account & Billing** ▲ Pricing Help ▾ Search ▾

### What can we help you accomplish?

- Search for a Case**  
Learn options to find case information.
- Filing Electronically**  
Find court specific information to help you file a case electronically and developer resources.
- My Account & Billing Overview**  
Create a PACER account or log in to manage your account and pay a bill.
- Sign up for an Account**  
Register for a PACER account to begin searching for or filing federal court records online.

Back to top

Login to your PACER Account.

Select My Account/Manage My Account



# Update Contact Information

Click **Maintenance** Tab

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

Account Number [REDACTED]  
Username [REDACTED]  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

Settings **Maintenance** Payments Usage

<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Update E-File E-Noticing and Frequency</a>	<a href="#">Check E-File Status</a>
<a href="#">Display Registered Courts</a>	<a href="#">E-File Registration/Maintenance History</a>



# Update Contact Information

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

<b>Account Number</b>	[REDACTED]
<b>Username</b>	[REDACTED]
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

Settings | **Maintenance** | P

- [Update Personal Information](#) → Update name, prefix, & suffix
- [Update Address Information](#) → Update firm name, address & phone numbers
- [Update E-File Email Noticing and Frequency](#) → Update primary email & delivery method
- [Check E-File Status](#)
- [Display Registered Courts](#)



# Update Address

- Enter reason for update.
- Select which cases to apply change.
- Select court to apply update.
- Click Submit to send update request

**Update Address Information**

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

**\* Required Information**

Firm/Office

Unit/Department

Address \*

Room/Suite

City \*

State \*

County \*

Zip/Postal Code \*

Country \*

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

Reason for update

Check here if this address update applies to the entire firm.

Apply update to

**Apply Updates to Selected Cases**

**PACER Billing**

3525 Stephen Earl Drive  
Ocean Springs, MS 39565  
Phone: 228-209-9646  
Alt Phone: 228-563-1793

**U.S. Bankruptcy Courts**

**Mississippi Southern Bankruptcy Court**

3525 Stephen Earl Drive  
Ocean Springs, MS, 39565  
Phone: 228-209-9646



# Update Email Address

- **Select the court to send request to update email.**
- **Update primary email**
- **Select email frequency and format.**
- **Click Submit to submit the update.**

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

**Account Number** [REDACTED]  
**Username** [REDACTED]  
**Account Balance** \$0.00  
**Case Search Status** Active  
**Account Type** Upgraded PACER Account

### Update E-File Email Noticing and Frequency

Use the fields below to update your primary email address and preferences for receiving case notifications.

Note: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

### Apply Updates to Selected Courts

#### U.S. Bankruptcy Courts

**Mississippi Southern Bankruptcy Court**  
 Click to apply changes to this court

Load your e-file email noticing and frequency preferences for this court below  
Email collette.derouen@gmail.com  
Email Frequency Once Per Day (Daily Summary)  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

**\* Required Information**

Primary Email \* collette.derouen@gmail.com  
Confirm Email \* collette.derouen@gmail.com  
Email Frequency \* Once Per Day (Daily Summary)  
Email Format \* HTML

**Submit** **Reset** **Cancel**



# ECF Account Management

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **Filing Documents in CM/ECF**



# Filing Documents

## Filing Requirements

- All documents must be 8 ½ x 11 including **all** attachments.
- Pay filing fees by midnight through Pay.Gov.
- Redact all personal identifiers.





# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# PDF Documents



# PDF Documents

- The ECF system only accepts PDF format documents.
- All PDF documents must be locked or “**flattened**” before uploading in the court’s ECF filing system.
- Flattening ensures that a document can be viewed on all devices.
- Flattening also prevents a user from saving a document offline and editing the information.



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **Saving a WORD Document as a flattened PDF file**



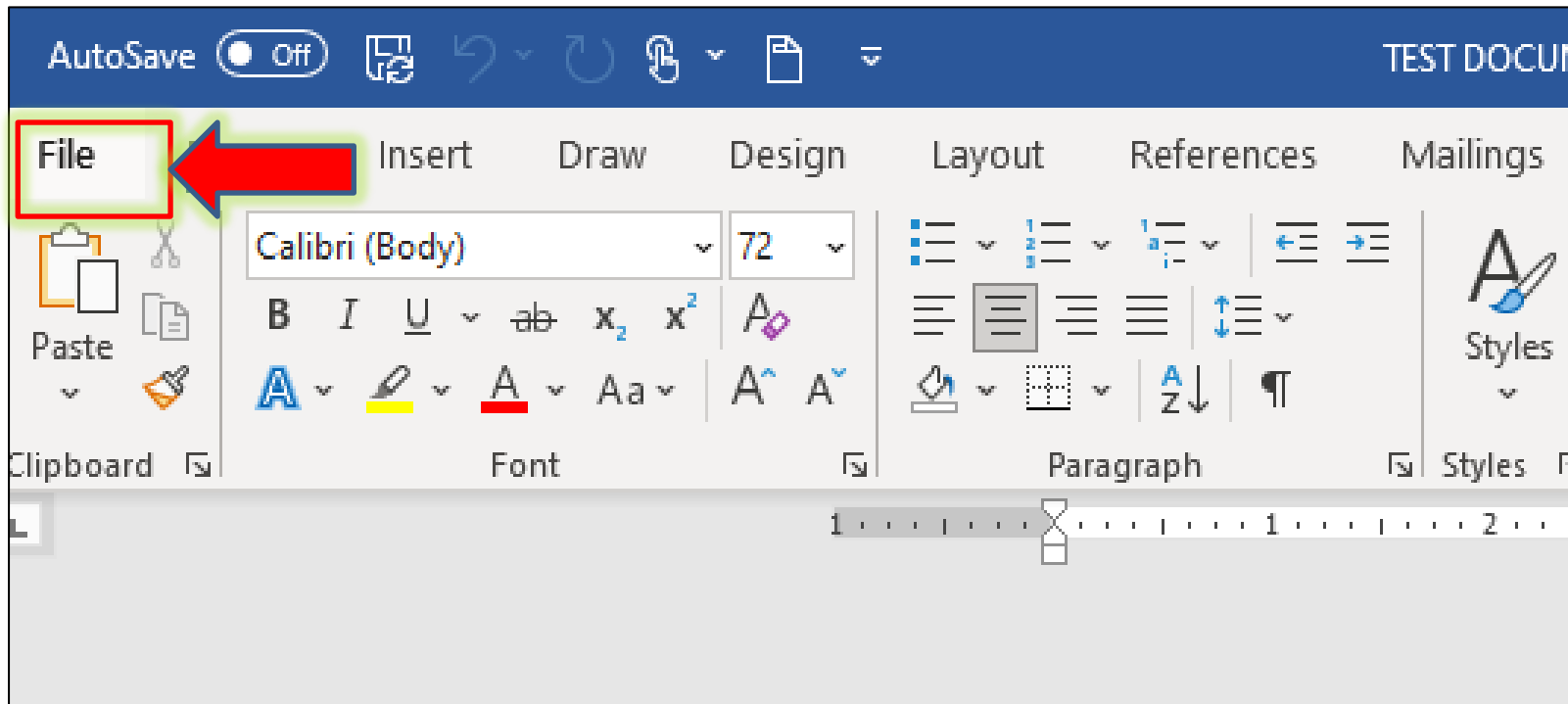
# WORD to PDF

The easiest and most reliable method to convert a WORD document to a “**flattened**” PDF document is to save using a PDF printer.



# WORD to PDF

Open Word document and Click on “File”





# WORD to PDF

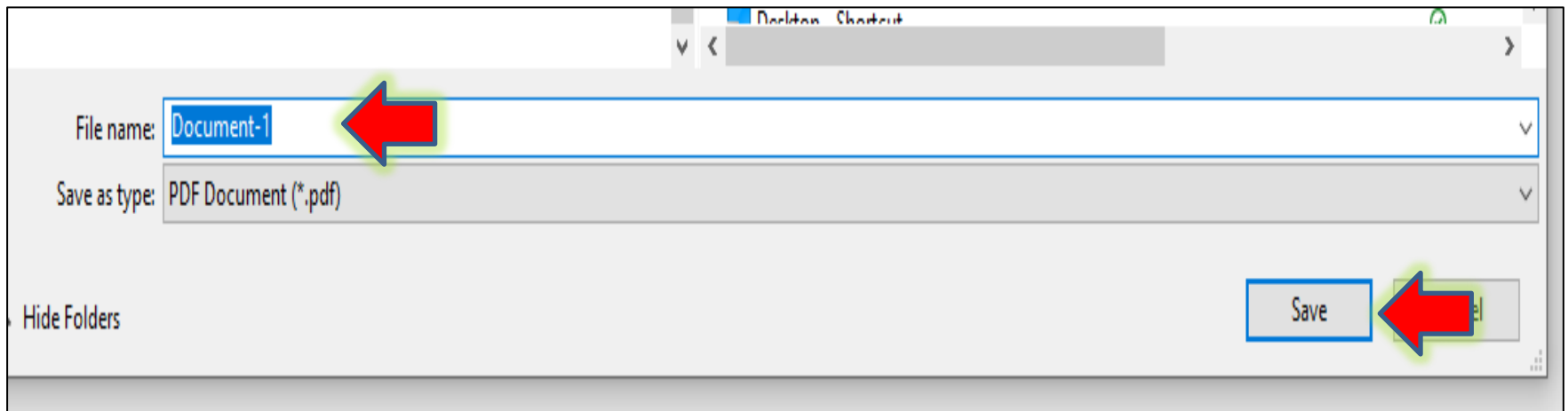
Click on “Print” & Select “Microsoft Print to PDF”

The screenshot shows the Microsoft Word Print dialog box. On the left is a blue navigation pane with options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, **Print** (highlighted with a red box), Share, Export, and Close. The main area is titled 'Print' and includes a 'Print' button, a 'Copies' dropdown set to 1, and a 'Printer' list. The printer list contains several options, with 'Microsoft Print to PDF' highlighted by a red box. A 'Printer Status' tooltip is visible for the selected printer, showing: Status: Ready, Type: Microsoft Print To PDF, Where: PORTPROMPT:, and Comment: (empty). The background of the document shows the text 'THE DOCUMENT'.



# WORD to PDF

## Name and Save the File





# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **PDF – Fillable Forms**





# Fillable Forms

- The easiest way to **flatten** a fillable PDF form is to save the form using a “PDF printer.”
- Same method used to save a WORD document as a flattened PDF file.



# Flatten Fillable Form

The screenshot shows the Adobe Acrobat Pro interface. The 'File' menu is open, and the 'Print...' option is highlighted with a red arrow. The PDF document is 'form\_b\_410 (1).pdf'. The form content includes:

**Fill in this information to identify the case:**

Debtor 1	Debtor 1
Debtor 2 (Spouse, if filing)	Debtor 2
United States Bankruptcy Court for the:	Southern District of Mississippi
Case number	23-12365-ABC

**Official Form 410**  
**Proof of Claim** 04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

**Part 1: Identify the Claim**

1. Who is the current creditor?  
**Creditor One**  
Name of the current creditor (the person or entity to be paid for this claim)  
Other names the creditor used with the debtor

2. Has this claim been acquired from someone else?  
 No  
 Yes. From whom?

3. Where should notices and payments to the creditor be sent?  
**Creditor One**  
Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

Where should notices to the creditor be sent?			Where should payments to the creditor be sent? (if different)		
Name			Name		
PO Box 456			Number	Street	
Jackson	MS	39201	City	State	ZIP Code
Contact phone			Contact phone		
Contact email			Contact email		



# Flatten Fillable Form

The screenshot shows a 'Print' dialog box for a document titled 'Fill in this information to identify the case:'. The 'Debtor 1' field is filled with 'Debtor 1'. The printer selection dropdown menu is open, showing a list of printers. A red box highlights the dropdown menu, and a red arrow points to 'Microsoft Print to PDF', which is highlighted in blue. Other printers in the list include '2nd Floor Gpt Operations RICOH MP C3003', 'Adobe PDF', 'Fax', 'HP LaserJet 400 M401 PCL 6', 'Microsoft XPS Document Writer', 'OneNote (Desktop)', 'OneNote for Windows 10', 'RICOH IM C4500 [5838793654F5]', and 'Ricoh-Jxn-Admin-MFP (3)'. The dialog box also shows options for 'Print in grayscale (black and white)', 'Save ink/toner', 'Page Size' (8.5 x 11 Inches), 'Print on both sides of paper', and 'Orientation' (Portrait). The 'Print' button is highlighted in blue at the bottom right.



# Flatten Fillable Form

**Print** [X]

Printer: **Microsoft Print to PDF** [v] Properties Advanced [Help](#) [?]

Copies: 1 [v]  Print in grayscale (black and white)  Save ink/toner [i]

**Pages to Print**

All  Current  Pages: 1 - 3

► More Options

**Page Sizing & Handling** [i]

Size Poster Multiple Booklet

Fit  Actual size

Shrink oversized pages  Custom Scale: 100 %

Choose paper source by PDF page size

**Orientation:**

Auto  Portrait  Landscape

**Comments & Forms**

Document [v] Summarize Comments

Page Setup...

Document: 8.5 x 11.0in  
8.5 x 11 Inches

Page 1 of 3

Print [red arrow] Cancel



# Flatten Fillable Document

## Name file and Save

Do not leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, do not attach them.

Do not file a fraudulent claim.

Provide the information requested.

Identify the current claim.

Has the claim been filed from elsewhere?

Should notices be sent to the claimants?

Rule of Procedure 2002(g)

Has the claim amended already filed?

Progress

Save Print Output As

This PC > Desktop

Organize New folder

- 2023-Appeal Reports
- CMECF Seminar 2023
- Presentations
- QC New Cases
- OneDrive - Administrative Office of the U.S. Courts
- This PC
- 3D Objects
- Desktop

Name

- Adobe Captivate 2019
- FinancialDisclosureCD
- Temp
- Upgrade Test Folder
- 2019ClassicUpgrade - RoboHelp
- Carmen\_Gibbs\_Files
- Desktop - Shortcut
- form\_b\_410 (1)

File name: Proof of Claim-2

Save as type: PDF Document (\*.pdf)

Hide Folders

Save Cancel



# Flattened vs. Un-Flattened

**Fill in this information to identify the case:**

Debtor 1 Debtor 1

Debtor 2 Debtor 2  
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410

## Proof of Claim

04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

### Part 1: Identify the Claim

1. Who is the current creditor? Creditor One  
Name of the current creditor (the person or entity to be paid for this claim)  
Other names the creditor used with the debtor \_\_\_\_\_

2. Has this claim been acquired from someone else?  
 No  
 Yes. From whom? \_\_\_\_\_

3. Where should notices and payments to the creditor be sent?  
Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

Where should notices to the creditor be sent?	Where should payments to the creditor be sent? (if different)
<u>Creditor One</u> Name <u>PO Box 456</u> Number Street <u>Jackson MS 39201</u> City State ZIP Code Contact phone _____ Contact email _____	 Name _____ Number Street _____ City State ZIP Code Contact phone _____ Contact email _____

Uniform claim identifier for electronic payments in chapter 13 (if you use one):  
\_\_\_\_\_

4. Does this claim amend one already filed?  
 No  
 Yes. Claim number on court claims registry (if known) \_\_\_\_\_ Filed on \_\_\_\_\_ MM / DD / YYYY

5. Do you know if anyone else has filed a proof of claim for this claim?  
 Yes. Who made the earlier filing? \_\_\_\_\_  
 No

**Fill in this information to identify the case:**

Debtor 1 Debtor 1

Debtor 2 Debtor 2  
(Spouse, if filing)

United States Bankruptcy Court for the: Southern District of Mississippi

Case number 23-12365-ABC

Official Form 410

## Proof of Claim

04/22

Read the instructions before filling out this form. This form is for making a claim for payment in a bankruptcy case. Do not use this form to make a request for payment of an administrative expense. Make such a request according to 11 U.S.C. § 503.

Filers must leave out or redact information that is entitled to privacy on this form or on any attached documents. Attach redacted copies of any documents that support the claim, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, judgments, mortgages, and security agreements. Do not send original documents; they may be destroyed after scanning. If the documents are not available, explain in an attachment.

A person who files a fraudulent claim could be fined up to \$500,000, imprisoned for up to 5 years, or both. 18 U.S.C. §§ 152, 157, and 3571.

Fill in all the information about the claim as of the date the case was filed. That date is on the notice of bankruptcy (Form 309) that you received.

### Part 1: Identify the Claim

1. Who is the current creditor? Creditor One  
Name of the current creditor (the person or entity to be paid for this claim)  
Other names the creditor used with the debtor \_\_\_\_\_

2. Has this claim been acquired from someone else?  
 No  
 Yes. From whom? \_\_\_\_\_

3. Where should notices and payments to the creditor be sent?  
Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

Where should notices to the creditor be sent?	Where should payments to the creditor be sent? (if different)
<u>Creditor One</u> Name <u>PO Box 456</u> Number Street <u>Jackson MS 39201</u> City State ZIP Code Contact phone _____ Contact email _____	 Name _____ Number Street _____ City State ZIP Code Contact phone _____ Contact email _____

Uniform claim identifier for electronic payments in chapter 13 (if you use one):  
\_\_\_\_\_

4. Does this claim amend one already filed?  
 No  
 Yes. Claim number on court claims registry (if known) \_\_\_\_\_ Filed on \_\_\_\_\_ MM / DD / YYYY

5. Do you know if anyone else has filed a proof of claim for this claim?  
 Yes. Who made the earlier filing? \_\_\_\_\_  
 No



# Fillable Forms

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Docket Events





# Docket Events

## How to Find an Event

Click **Search** from main menu bar

Type term or word in search field

Click search icon

The screenshot displays the CM/ECF system's main menu bar. The 'Search' button is highlighted with a red box and a red arrow pointing to it. Below the menu bar, a search window titled 'Search Menus and Events' is open, showing the search term 'transfer' in the input field. A red arrow points to the search icon in the search window.



# How to Find an Event

## Search Results

### Menu Item

Bankruptcy Events → Claim Actions

### Docket Events

The screenshot shows the CM ECF search interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and ECF-Guide. Below this, there are links for Help and Log Out. The main content area displays search results for the term 'transfer'. A search box on the right contains the text 'transfer'. The search results are highlighted with a yellow box and include the following items:

- Search results for 'transfer'
- 3 events found
- Bankruptcy Events → Claim Actions
- [Transfer of Claim \(no Waiver\)](#)
- [Transfer of Claim \(with Waiver of Notice\)](#)
- [Objection to Transfer of Claim](#)



# How to Find an Event

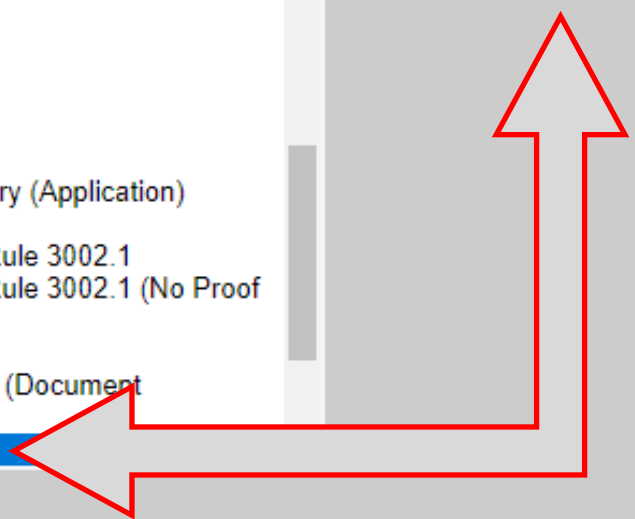
**File a Claim action**

[24-50025-KMS Four ZeroZeroOne DPD](#)

Type: bk Chapter: 13 v Office: 6 (Gulfport-6 Divisional Office)  
Assets: y Judge: KMS Case Flag: DebtEd, CrsUpd

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)
<ul style="list-style-type: none"><li>Objection to Claim</li><li>Objection to Claim with 30 day notice</li><li>Objection to Transfer of Claim</li><li>Proof of Claim Attachment 3001(c)(1)(d)</li><li>Reaffirmation Agreement</li><li>Reaffirmation Agreement Cover Sheet</li><li>Reclassify Claims</li><li>Release Unclaimed Funds from Court Registry (Application)</li><li>Request for Certified Copy</li><li>Response to Notice of Final Cure Payment Rule 3002.1</li><li>Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed)</li><li>Satisfaction of Claim</li><li>Supporting Documents Re Unclaimed Funds (Document Restricted)</li><li><b>Transfer of Claim (no Waiver)</b></li></ul>	<ul style="list-style-type: none"><li>Transfer of Claim (no Waiver)</li></ul>





# Fillable Forms

## Questions



# Filing Documents

## Personal Identifiers

Fed. R. Bank. P. 9037



# Personal Identifiers

Documents & attachments must show **only**

- **Last 4 digits** of an individual's
  - social security number
  - tax identification number
  - financial account number
- **Year** of any person's date of birth.
- **Initials** of a minor child.



# Personal Identifiers

The filer is solely responsible to redact sensitive and personal information before filing the document with the court.

The clerk does not review filings for proper redaction.



# Personal Identifiers

## Failure to Redact

The creditor must retain counsel to file a motion seeking permission to file a redacted version of the document.





# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Certificate of Service



# Certificate of Service

## Requires Certificate of Service:

- Creditor's Request for Notice
- Notices
  - Change of Address
  - Mortgage Payment Change
  - Postpetition Mortgage Fees, Expenses, and Charges
  - Withdrawal of a Proof of Claim
- Response to a Notice of Final Cure Payment Rule 3002.1



# Certificate of Service

Certificate of Service must include:

- Name of the party served
- Method of service
- Filer's name and signature



# Certificate of Service

Example: Service by regular mail:

**Notice Provided via First Class U.S. Mail:**

Jim Jones

5 State Street

Laurel, MS 39443-5807

ABC Company

P.O. Box 566

Jackson, MS 39225-0566



# Certificate of Service

## Example: Service by ECF:

**Service provided via Notice of Electronic Filing (NEF)  
through ECF system:**

John Doe, Esq.  
Office of the US Trustee  
John Smith, Trustee



PO Box 9800  
Maryville, TN 37802  
500 Alcoa Trail  
Maryville, TN 37804

RETURN SERVICE REQUESTED



**CERTIFICATE OF SERVICE**

June 12, 2024

I, Lauren Leonhart of Vanderbilt Mortgage and Finance, Inc. on this date provided a copy of the foregoing Response to Notice of Electronic Case Filing or by United States mail postage pre-paid

**Party served by mail**

Jerry Louis Feazell & Shondra Latrice Feazell  
132 Donnell Dr  
Braxton, MS 39044

Thomas Carl Rollins, Jr  
Attorney for the Debtor  
Notified by Electronic Case Filing

David Rawlings  
Chapter 13 Trustee  
Notified by Electronic Case Filing

**Parties served by ECF**



*Lauren Leonhart*  
/s/ Lauren Leonhart

Vanderbilt Mortgage and Finance, Inc.

PO Box 9800, Maryville, TN 37802 • 500 Alcoa Trail, Maryville, TN 37804 • www.vmf.com  
Phone: 865.380.3000 • Fax: 865.380.3418 • Toll Free: 800.970.7250 • Federal Tax ID#: 62-0997810

Toll Free: 800.970.7250 • Phone: 865.380.3000 • Fax: 865.380.3750 • www.VMF.com • NMLS # 1561  
Office Hours: Monday – Thursday, 8:30 AM to 8:00 PM and Friday, 8:30 AM to 5:30 PM (ET)



**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF MISSISSIPPI**

**IN RE:**

**DEBTOR  
JOINT DEBTOR,  
  
DEBTORS.**

**CASE NO.** \_\_\_\_\_

**CHAPTER** \_\_\_\_

**Certificate of Service**

I, John P. Jones, do hereby certify that I have this date transmitted via Electronic Case Filing, as it appears on this date in the Court registered e-filers of CM/ECF and or via U.S. Mail, postage prepared, a true and correct copy of the above and forgoing Motion for Relief from Automatic Stay to the below parties:

Service Provided via Notice of Electronic Filing (NEF) through ECF system:

United States Trustee  
Greg J. Hinds, Esq.  
Jean Mason, Esq.  
J. C. Bell, Trustee

Parties provided via First Class U.S. Mail:

Angelia Spencer  
P.O. Box 17  
Stonewall, MS 39363

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

/s/John P. Jones  
JOHN P. JONES



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **Common Filings**

# **By Limited Filers**





# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# **Proofs of Claim**



# Proofs of Claim

## Requirements

- Claim form – Official Form B 410
- Supporting Documents

## Docket Event

[Bankruptcy > File Claims](#)



# Proofs of Claim

Filing a proof of claim constitutes a filed request to mail notices to that address.

The noticing address on a proof of claim substitutes any previous address provided in the schedules or list of creditors.

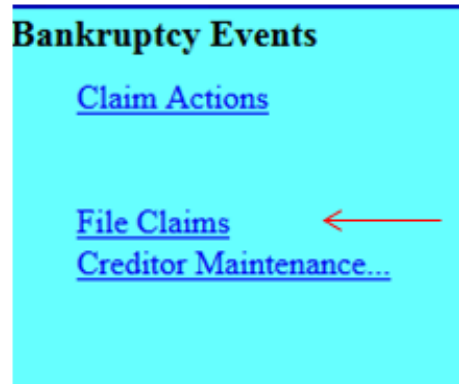
[Fed. R. Bank. P. 2002\(g\)\(1\)\(A\)](#)



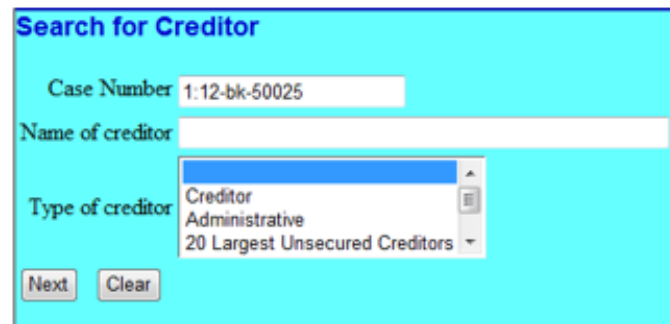
- Step 1 Log into ECF. See [Section 2](#)
- Step 2 From the main menu bar click **Bankruptcy**



- Step 3 Click **File Claims**



- Step 4 **Search for Creditor:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** and **Type of creditor** fields blank; click **Next**.





# Proofs of Claim

Creditor's name & address **does not match** name & **noticing** address on the claim form

Click [Add Creditor](#)

## Select a Creditor for Claim

The creditor's **name** and **address** must match the **name** and **noticing address** provided on the Proof of Claim form.

If there are no creditors or the creditor's **name** or **noticing address** as listed on the Proof of Claim form does not appear on the drop-down list below, select "Add Creditor" and enter the creditor's **name** and **noticing address** as provided on the Proof of Claim form.

Case 23-50009-KMS: Amber Sample

(select a creditor) ▼

[Add Creditor](#)

[Edit Creditor](#)

Next

Clear



**Part 1** Identify the Claim

1. Who is the current creditor?

HSBC BANK USA



Name of the current creditor (the person or entity to be paid for this claim)

Other names the creditor used with the debtor PHH Mortgage Corporation

2. Has this claim been acquired from someone else?

No

3. Where should notices and payments to the creditor be sent?

Where should notices and payments to the creditor be sent?

PHH Mortgage Corporation  
Name

P O Box 24605  
Number

West Palm Beach  
City

Contact email   
Uniform claim identifier

4. Does this claim amend one already filed?

No

Yes. Claim number on court claims registry (if known)

5. Do you know if anyone else has filed a proof of claim for this claim?

No

Yes.

Who made the earlier filing?

**Add Creditor(s)**

**Case 23-50009-KMS already contains creditors!**

**Case number** 23-50009-KMS Amber Sample

*Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

HSBC BANK USA  
PHH Mortgage Corporation  
P O Box 24605  
West Palm Beach, FL 33416

**Creditor type** Creditor

**Creditor committee**  No  Yes **Entity**

**Address to receive notices**



# Proofs of Claim

## Amended Proof of Claim



# Amended Proof of Claim

## Requirements

- Claim form – Official Form B 410
- Supporting Documents

## Docket Event

Bankruptcy > File Claims





# Amended Proof of Claim

## Do not amend a claim to:

- Change claim owner
  - File a Transfer of Claim
- Change notice or payment address.
  - File a change of address in the case.



# Amended Proof of Claim

On line 4, include the claim number and file date for the claim being amended.

4. Does this claim amend one already filed?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Claim number on court claims registry (if known) <u>12-3</u>	Filed on <u>05/08/2024</u> MM/DD/YYYY
5. Do you know if anyone else has filed a proof of claim for this claim?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Who made the earlier filing? _____	



# Amended Proof of Claim

Select creditor filing amended claim.

**Select a Creditor for Claim**

The creditor's **name** and **address** must match the **name** and **noticing address** provided on the Proof of Claim form.

If there are no creditors or the creditor's **name** or **noticing address** as listed on the Proof of Claim form does not match the creditor's **name** and **noticing address** as provided on the Proof of Claim form.

Case 23-30009-KMS:Amber Sample

Delta-T - PO BOX 123 Gulfport, MS 39501 - 22203 (Creditor) ▼

[Add Creditor](#)

[Edit Creditor](#)

Next Clear



# Amended Proof of Claim

Find previous claim - Click “Find”


Proof Of Claim Information For		
22203 - Delta-T PO BOX 123 Gulfport, MS 39501		
Case Number: 23-50009-KMS	Amends Claim #: <input type="text"/> Find	Filed By: Creditor ▼
Last Date To File:	Date Filed: 06/14/2023	
Last Date To File(Govt):		
Claimed		
Amount Claimed <input type="text"/> <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured &amp; unknown)</i>	Secured <input type="text"/> <i>If all or part of your claim is secured, enter the secured amount (Box 9 on claim)</i>	Priority <input type="text"/> <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 12 on claim)</i>
Description:	<input type="text"/>	
Remarks:	<input type="text"/>	
Amend options: <input type="radio"/> Clear All Amounts		
<input type="button" value="Next"/>	<input type="button" value="Clear"/>	



# Amended Proof of Claim

Select the proof of claim being amended.

<i>Creditor Name</i> ↓	<i>Claim #</i>	<i>Date filed</i>
ABC Group, LLC	1	07/24/2023
Delta-T	3	01/23/2024
Energy Gas Compression, Inc.		02/08/2024
GE Capital, LLC		07/28/2023

A blue arrow points upwards from the bottom of the table to the claim number '3' in the second column of the row for Delta-T.



# Amended Proof of Claim

The creditor filing the amended claim should be the same creditor who filed the previous claim.

Creditor Name ↓	Proof Of Claim Information For
ABC Group, LLC	22203 - Delta-T PO BOX 123 Gulfport, MS 39501
Delta-T	<input type="text"/> Find
PO BOX 123 (22203) Gulfport, MS 39501	Date Filed: 06/14/2024

**Creditor filing amended claim**

**Creditor filed previous claim**



# Proofs of Claim

## Withdraw Proof of Claim

Fed. R. Bankr. P. 3006



# Withdraw Proof of Claim

A creditor may file a notice to withdraw a proof of claim, except when:

- party objects to the claim;
- party files adversary proceeding against that creditor; or
- creditor accepted or rejected the plan or significantly participated in the case.

**When an exception exists, the withdrawal requires a court order.**





# Withdraw Proof of Claim

## Requirements

- Withdrawal of Claim (no official or local form)
- Certificate of Service

## Docket Event

Bankruptcy > Claim Actions > Withdrawal of Claim



# Proofs of Claim

## Questions



# Proofs of Claim

## Transfer of Claim

Fed. R. Bankr. P. 3001(e)



# Transfer of Claim

Transfer of Claim changes the owner of the debt.



# Transfer of Claim

## Terms

Transferee - Buyer

Transferor - Seller aka claim owner



# Transfer of Claim

Transfer of Claim **with**  
Waiver of Notice

Transfer of Claim **without**  
Waiver of Notice



# Transfer of Claim with Waiver

## Requirements

- Transfer of Claim (Official Form B2100A)
  - Waiver signed by Transferor (attachment)
- Filing Fee \$28

## Docket Event

Bankruptcy > Claim Actions > Transfer of Claim (with Waiver of Notice)



# Transfer of Claim without Waiver

## Requirements

- Transfer of Claim (Official Form B2100A)
- Filing Fee \$28

## Docket Event

Bankruptcy > Claim Actions > Transfer of Claim (no waiver)





# Transfer of Claim without Waiver

Clerk gives notice of the alleged transfer to the alleged Transferor.

Transferor has 21-days to file a response or objection.



# Transfer of Claim without Waiver

No Response – Transferee becomes the claim owner.

Response – Court sets a hearing.



# Transfer of Claim

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Notice of Mortgage Payment Change



# Mortgage Payment Change

## Requirements

- Notice – Official Form 410S1
- Certificate of Service



# Mortgage Payment Change

## Proof of Claim on File

## Docket Event

Bankruptcy > Claim Actions > Notice of  
Mortgage Payment Change



# Mortgage Payment Change

## No Proof of Claim on File

## Docket Event

Bankruptcy > Claim Actions > Notice of  
Mortgage Payment Change (No Proof of  
Claim Filed)



# Mortgage Payment Change

**Certificate of Service filed after notice**

**Docket Event**

**Bankruptcy > Claim Actions > Certificate of Service (Use Only for Rule 3002.1 Events)**





# Mortgage Payment Change

## Questions



# U.S. Bankruptcy Court

## Southern District of Mississippi

# Creditor's Request for Notice

Fed. R. Bankr. 2002(g)(1)



# Creditor's Request for Notice

Creditor may file a request designating where notice to the creditor should be addressed.



# Creditor's Request for Notice

When a creditor files a proof of claim and a separate request designating a mailing address, the last paper filed determines the proper address.



# Creditor's Request for Notice

## Requirements

- Request for Notice (No Official or Local Form)
- Certificate of Service

## Docket Event

Bankruptcy > Claim Actions > Creditor Request  
for Notices



# Creditor's Request for Notice

## Notice filed by Servicer

### Correct Party

Exeter Finance LLC

c/o AIS Portfolio Services, LLC  
4515 N. Santa Fe Ave. Dept APS  
Oklahoma City, OK 72118

### Incorrect Party

Exeter Finance LLC, c/o AIS Portfolio Services, LLC

Account: XXX1234  
4515 N. Santa Fe Ave. Dept APS  
Oklahoma City, OK 72118



# Creditor's Request for Notice

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Change of Address





# Change of Address

## Requirements

Notice of Change of Address for Creditor  
– Local Form MSSB-NCAC

## Docket Event

Bankruptcy > Claim Actions > Notice of Change  
of Address



# Local Forms - New

<p>MSSB-NCAC (4/24)</p> <p>UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> <p>In re: _____ Case No.: _____ _____ Debtor(s) Chapter: _____</p> <p><b>Notice of Change of Address for Creditor</b></p> <p>_____ (Creditor) hereby gives notice of its new address:</p> <p><b>Current Notice Address:</b> _____ <i>(As shown on matrix)</i></p> <p><b>New Notice Address:</b> _____</p> <p><b>New Payment Address:</b> _____ <i>(If applicable)</i></p> <p><b>Proof of Claim Number(s):</b> _____ <i>(If applicable)</i></p> <p><b>Reason for Change of Address:</b> <input type="checkbox"/> New Loan Servicer<sup>1</sup> <input type="checkbox"/> New Location <input type="checkbox"/> Other _____</p> <p><b>Prepared By:</b> Signature: _____ Address: _____ Name: _____ Title: _____ Phone No: _____</p> <p><small><sup>1</sup> Do not use this form when the proof of claim lists the <u>prior servicer</u> as the creditor (owner of the loan). Instead, you must file a transfer of claim to transfer the existing claim to the new servicer.</small></p> <p>Page 1 of 2</p>	<p>MSSB-NCAC (4/24)</p> <p><b>Certificate of Service</b></p> <p>I hereby certify that a copy of the foregoing Notice of Change of Address was served (i) electronically on the date of filing through the court's ECF System on all ECF participants registered in this case at the email address registered with the court and (ii) by ordinary U.S. Mail on _____ addressed to: (Date)</p> <p>Debtor(s): _____</p> <p>_____ Name _____ Signature</p> <p>PRINT SAVE RESET</p> <p>Page 2 of 2</p>
--	---



# Change of Address

## Questions



# **U.S. Bankruptcy Court**

## **Southern District of Mississippi**

# Reaffirmation Agreement



# Reaffirmation Agreement

A written agreement between the debtor and creditor in which the debtor agrees to pay a dischargeable debt.



# Reaffirmation Agreement

For a reaffirmation to be enforceable, the agreement:

- Must be made before the debtor receives a discharge.
- Filed with the court.
- Not rescinded before discharge or within 60 days after filing the agreement with the court.



# Reaffirmation Agreement

- Debtor or Creditor may file the agreement.
- The agreement must be filed within 60 days after the first meeting of creditors.



# Reaffirmation Agreement

## Requirements

### Debtor represented by Counsel

- Reaffirmation
- Cover Sheet





# Reaffirmation Agreement

## Debtor Unrepresented in Negotiation Process

When a debtor is not represented by counsel during the negotiation of the agreement, the agreement is not effective unless the court approves it.

**Exception:** Agreements for consumer debt secured by real property.



# Reaffirmation Agreement

Requirements when debtor is not represented by counsel

- Reaffirmation
- Cover Sheet
- Motion for Approval



# Reaffirmation Agreement

## Reaffirmation Forms:

Reaffirmation Documents - Form 2400A (7 pages)

Motion for Approval – Form 2400B (*if applicable*)

or

Reaffirmation Agreement - Form 2400 A/B Alt (9 pages)

– motion for approval incorporated in the agreement.



# Reaffirmation Agreement

## Reaffirmation Agreement

Docket Event

[Bankruptcy](#) > [Claim Actions](#) > [Reaffirmation Agreement](#)



# Reaffirmation Agreement

## Cover Sheet – Official Form 427

Must file the cover sheet as an attachment to the agreement or as a separate filing.

Docket Event

[Bankruptcy](#) > [Claim Actions](#) > [Reaffirmation Agreement](#)  
[Cover Sheet](#)



# Reaffirmation Agreement

## Questions



# U.S. Bankruptcy Court

## Southern District of Mississippi

Online ECF training:

Jackson: **601-608-4600**

Gulfport: **228-563-1790**



# Contact Information

## Jackson Office

Clerk, U.S. Bankruptcy Court  
Southern District of Mississippi

Thad Cochran U.S. Courthouse  
501 East Court Street, Suite 2.300  
Jackson, MS 39201

601-608-4600

## Gulfport Office

Clerk, U.S. Bankruptcy Court  
Southern District of Mississippi

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