United States Bankruptcy Court Southern District of Mississippi

Transcriber – ECF Docketing Guide

Rev. 9/24/2024

Contents

Login CM/ECF	2
How to File a Transcript	3
How to File a Redacted Transcript	
How to File a Corrected Transcript	
Transcript Related to an Appeal	15
How to File an Acknowledgment	

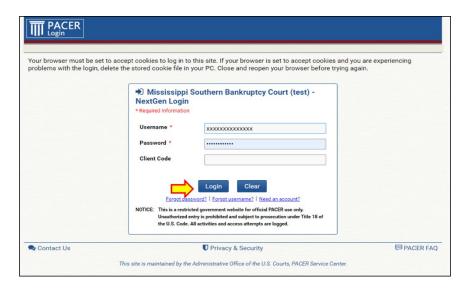
Transcribers must use an individual PACER account to register for authorization as an ECF User with the Court. Visit PACER's website (www.pacer.uscourts.gov) for registration information.

Login CM/ECF

Go to: https://ecf.mssb.uscourts.gov and click the ECF hyperlink: Southern District of Mississippi – Document Filing System

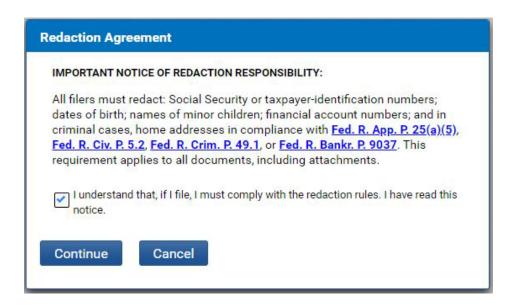


Enter your PACER Username and Password and click Login.



Rev.9/24/2024 Page **2** of **17**

Read the Redaction Agreement, then check the box acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.



How to File a Transcript

Step 1

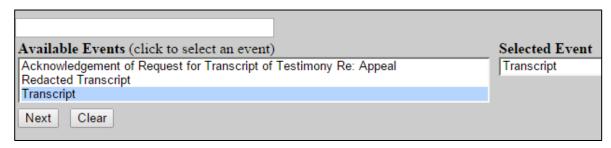
From the main menu bar click the applicable case type: Bankruptcy or Adversary

CMmECF Bankruptcy - Adversary - Query	Reports Utilities Search ECF-Guide Help Log Out
Step 2	
Click File a Transcript.	Transcriber File a Transcript
Step 3	File a Transcript
Enter case number. Click Next .	Case Number 11-00011 Find This Case Next Clear

Step 4

Rev.9/24/2024 Page **3** of **17**

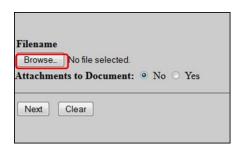
Select Transcript. Click Next.



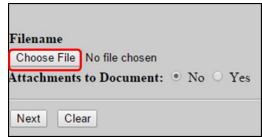
Step 5

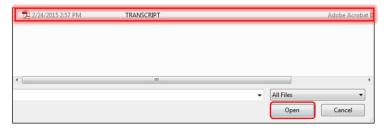
Upload the Transcript.

Internet Explorer or Firefox - Chrome – Click Choose File Click Browse

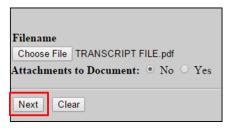


Select the PDF file for the transcript and click Open.





Click Next.



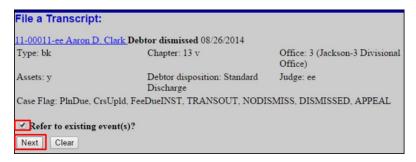
Step 6

Display Warning Message. Click Next.



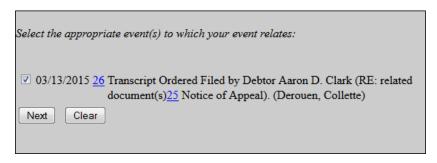
Step 7

Rev.9/24/2024 Page 4 of 17 Refer to existing event(s)? Click check box. Click Next.



Step 8

Check the box next to the related transcript order docket entry. Click Next.



Step 9

Enter transcript information:

- Date Proceeding Heard
- 2. Matter Being Heard
- 3. Transcriber's Name
- 4. Transcriber's Address
- 5. Transcriber's Phone Number

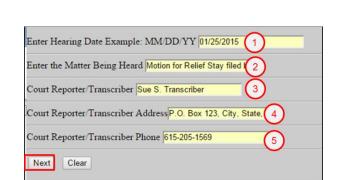
Click Next.

Note: This information will appear in the docket text.

Step 10

Redaction Deadlines. Click Next.





Rev.9/24/2024 Page **5** of **17**

Office: 3 (Jackson-3 Divisional Office)

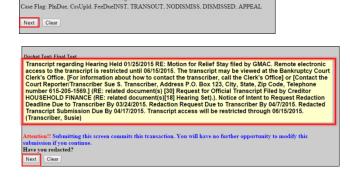
Step 11

Click Next.

Step 12

Review docket text for accuracy.

Click Next.



Debtor disposition: Standard Judge: ee Discharge

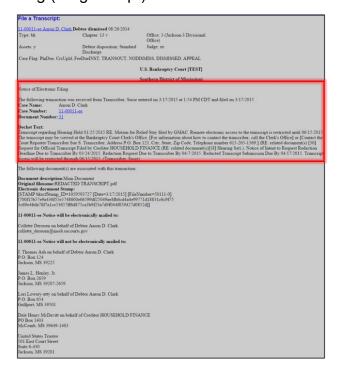
11-00011-ee Aaron D. Clark Debtor dismissed 08/26/2014

Type: bk

Assets: y

Step 13

Notice of Electronic Filing (filing receipt).

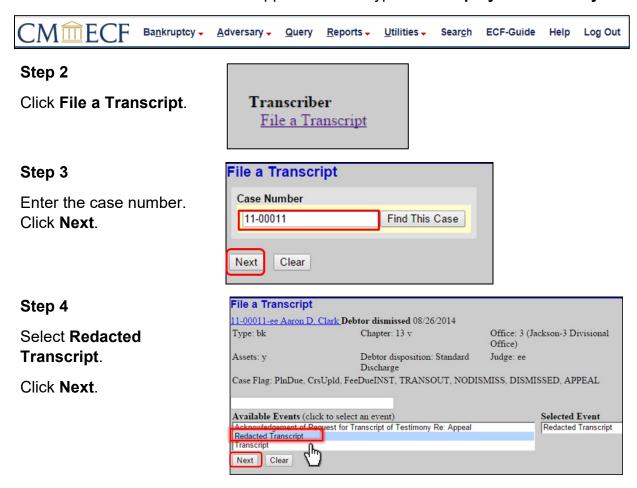


Rev.9/24/2024 Page **6** of **17**

How to File a Redacted Transcript

Step 1

From the main menu bar click the applicable case type: **Bankruptcy or Adversary**



Step 5

Upload the Redacted Transcript.

Internet Explorer or Firefox - Chrome – Click **Choose File**Click **Browse**

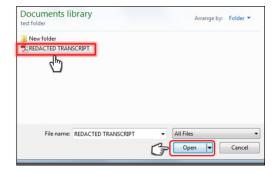
Filename	
Browse_ No file selected.	
Attachments to Document: No Yes	
Next Clear	

Filename	
Choose File No file chosen Attachments to Document:	: ● No ○ Yes
Next Clear	

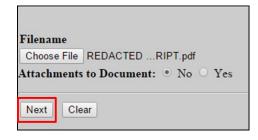
Rev.9/24/2024 Page **7** of **17**

Select PDF file from filer's computer etc...

Click Open



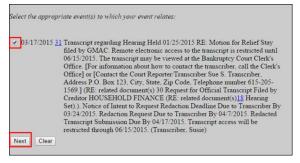
Click Next.



Step 6

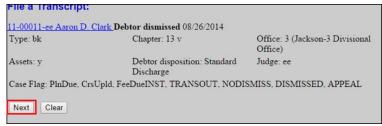
Check the box next to the related original transcript docket entry.

Click Next.



Step 7

Click Next.



Rev.9/24/2024 Page 8 of 17

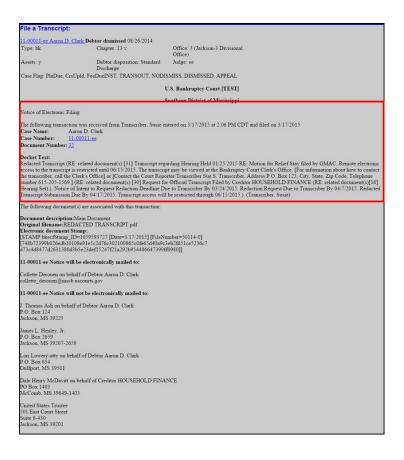
Review docket text for accuracy.

Click Next.



Step 9

Notice of Electronic Filing (filing receipt).



Rev.9/24/2024 Page **9** of **17**

How to File a Corrected Transcript

Note: The court must authorize the filing of a corrected transcript though a court order.

Step 1

From the main menu bar click the applicable case type: Bankruptcy or Adversary

Step 2

Select File a Transcript



Step 3

Enter case number; Click Next.

е

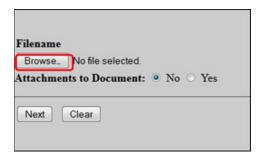
Step 4

Select Corrected Transcript; Click Next

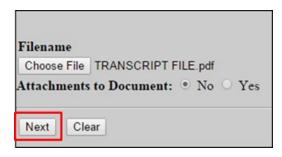
Available Events (click to select an event)	Selected Event
Acknowledgement of Request for Transcript Re: Appeal	Corrected Transcript
Corrected Transcript	,
Redacted Transcript	
Transcript	
Next Clear	

Rev.9/24/2024 Page **10** of **17**

Click Browse and upload the transcript PDF file.



Click Next



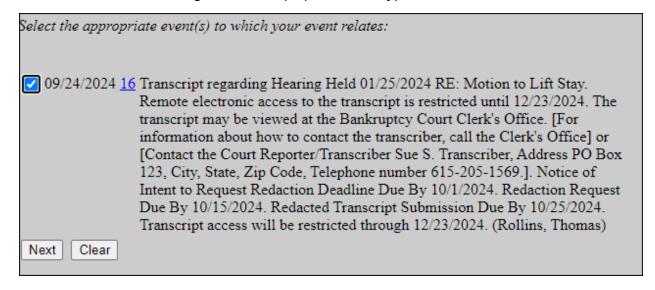
Step 6

A warning message and instructions to relate the filing to the original transcript are displayed; Click **Next**.

File a Transcript:			
11-00011-ee Kimberly B. Lewis	Closed 04/26/2011		
Type: bk	Chapter: 7 v	Office: 3 (Jackson-3 Divisional Office)	
Assets: n Debtor disposition: Standard Judge: ee Discharge			
Case Flag: CLOSED			
WARNING: Do Not Use This Event to File a Redacted Transcript			
On the next screen relate the corrected transcript to the docket entry for the original transcript.			
Next Clear			

Rev.9/24/2024 Page **11** of **17**

Check the box for the original transcript (docket entry); Click **Next**.



Step 8

Redaction Deadlines; Click Next.

Notice of Intent to Request Redaction Due Date: 10/1/2024
Redaction Request Due Date: 10/15/2024
Redacted Transcript Submission Due Date: 10/25/2024 End of the transcript access restriction period 12/23/2024
Next Clear

Rev.9/24/2024 Page **12** of **17**

Review docket text for accuracy; Click Next.

Oocket Text: Modify as Appropriate.
Corrected Transcript. (Re: [16] Transcript regarding Hearing Held 01/25/2024 RE: Motion to Lift Stay. Remote electronic
access to the transcript is restricted until 12/23/2024. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcriber Sue S. Transcriber,
Address PO Box 123, City, State, Zip Code, Telephone number 615-205-1569.]. Notice of Intent to Request Redaction Deadline Due By
10/1/2024. Redaction Request Due By 10/15/2024. Redacted Transcript Submission Due By 10/25/2024. Transcript access will be restricted through 12/23/2024.). Notice of Intent to Request Redaction Deadline Due By 10/1/2024. Redaction Request Due By 10/15/2024. Redacted
Franscript Submission Due By 10/25/2024. Transcript access will be restricted through 12/23/2024. (Rollins, Thomas)
Next Clear

Step 10

Review final docket text; Click **Next**.



Rev.9/24/2024 Page **13** of **17**

Notice of Electronic Filing (filing receipt).

File a Transcript:

11-00011-ee Kimberly B. Lewis Closed 04/26/2011

Type: bk Chapter: 7 v Office: 3 (Jackson-3 Divisional

Office)

Assets: n Debtor disposition: Standard Judge: ee

Case Flag: CLOSED

U.S. Bankruptcy Court [TEST] Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from Rollins, Thomas entered on 9/24/2024 at 9:59 AM CDT and filed on 9/24/2024

Case Name: Case Number: Kimberly B. Lewis 11-00011-ee WARNING: CASE CLOSED on 04/26/2011

Document Number: 17

Corrected Transcript. (Re: [16] Transcript regarding Hearing Held 01/25/2024 RE: Motion to Lift Stay. Remote electronic access to the transcript is restricted until 12/23/2024. The transcript may be viewed at the Bankruptcy Court Clerk's Office. [For information about how to contact the transcriber, call the Clerk's Office] or [Contact the Court Reporter/Transcribe Sue S. Transcriber, Address PO Box 123, City, State, Zip Code, Telephone number 615-205-1569.]. Notice of Intent to Request Redaction Deadline Due By 10/15/2024. Redacted Transcript Submission Due By 10/25/2024. Transcript access will be restricted through 12/23/2024.). Notice of Intent to Request Redaction Deadline Due By 10/1/2024. Redaction Request Due By 10/1/2024. Redacted Transcript Submission Due By 10/25/2024. Transcript access will be restricted through 12/23/2024. (Rollins, Thomas)

Document description: Main Document Original filename: Test document.pdf

Original mename: rest document.put
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=9/24/2024] [FileNumber=15698679-0] [d390721d3b3ef149ad6e482d73023a986cb4521f85f579f3ed2e2863bb304f5cabe8d1fcd7409c170413dc9b832e2fdd4e280b8ef6586881fb44b473e926cfff]]

11-00011-ee Notice will be electronically mailed to:

Richard Ngtest Grindstaff-Ngtest on behalf of Debtor Kimberly B. Lewis mssbngtest+grindstaff@gmail.com

Derek A Henderson T1

mssbngtest+henderson@gmail.com

United States Trustee

USTPRegion05.JA.ECF@example.com

11-00011-ee Notice will not be electronically mailed to:

Rev. 9/24/2024 Page 14 of 17

Transcript Related to an Appeal

When a transcriber receives a transcript request that is related to an appeal, the transcriber must file an acknowledgment of the transcript request with the bankruptcy court.

Fed. R. Bankr. P. 8010(a)(2)(A) requires that the transcriber's acknowledgment provide when:

- a) the transcriber received the request; and
- b) the transcriber expects to complete the transcript.

How to File an Acknowledgment

Step 1

From the main menu bar click the applicable case type: Bankruptcy or Adversary



Step 2

Click File a Transcript.



Step 3

Enter case number. Click Next.



Step 4

Select Acknowledgement of Request for Transcript Re: Appeal

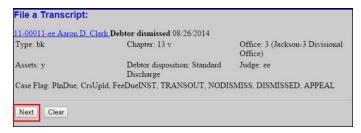
Rev.9/24/2024 Page **15** of **17**

Click Next.

File a Transcript 11-0001Lec Auron Clark Debtor dismissed 08/26/2014 Type: bk Chapter: 13 v Office: 3 (Jackson-3 Divisional Office) Assets: y Debtor disposition: Standard Judge: ee Discharge Case Flag: PlnDue. CrsUpid. FeeDueINST. TRANSOUT, NODISMISS, DISMISSED, APPEAL Assiliable. Exercic (clark to select an exerci) Acknowledgment of Request for Transcript Re. Appeal Transcript Rect Clear

Step 5

Click Next.



Step 6

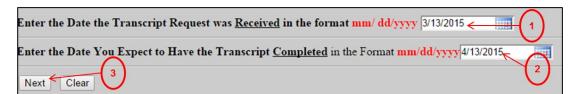
Check the box for the related transcript order docket entry.

Click Next.



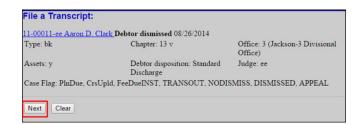
Step 7

- Enter the date you received the transcript request.
- 2. Enter the date you expect to have the transcript completed.
- 3. Click Next



Step 8

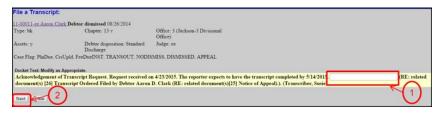
Click Next.



Rev.9/24/2024 Page **16** of **17**

Review the docket text for accuracy.

Enter additional information (if applicable). Click Next.



Step 10

Final Docket Text. Click Next.



Step 11

Notice of Electronic Filing (filing receipt)

File a Transcript:		
11-00011-ee Aaron D. Clar	k Debtor dismissed 08/26/2014	
Type: bk	Chapter: 13 v	Office: 3 (Jackson-3 Divisional
Assets: y	Debtor disposition: Standard	Office) Judge: ee
Assets. y	Discharge	Judge ee
Case Flag: PlnDue, CrsUpl	d, FeeDueINST, TRANSOUT, NODI	SMISS, DISMISSED, APPEAL
	1	U.S. Bankruptcy Court [TEST]
		Southern District of Mississippi
Notice of Electronic Filing		
Case Name: Aaron	vas received from Transcriber, Susie et a D. Clark 1011-ee	ntered on 3/13/2015 at 10:02 AM CDT and filed on 3/13/2015
Acknowledgement of Requ	est for Transcript of Testimony receive t Ordered Filed by Debtor Aaron D. C	ed on 3/13/2015. The reporter expects to have the transcript completed by 4/13/2015. (RE: related lark (RE: related document(s)[25] Notice of Appeal).). (Transcriber, Susie)
The Call College (Call College)		
11-00011-ee Notice will be Collette Derouen on behalf collette_derouen@mssb.use	of Debtor Aaron D. Clark	
11-00011-ee Notice will no	t be electronically mailed to:	
J. Thomas Ash on behalf of P.O. Box 124 Jackson, MS 39225	Debtor Aaron D. Clark	
James L. Henley, Jr. P.O. Box 2659 Jackson, MS 39207-2659		
Lori Lowery-atty on behalf P.O. Box 654 Gulfport, MS 39501	of Debtor Aaron D. Clark	
Dale Henry McDavitt on be PO Box 1403 McComb, MS 39649-1403	chalf of Creditor HOUSEHOLD FINA	NCE
United States Trustee 501 East Court Street Suite 6-430 Jackson, MS 39201		

Rev.9/24/2024 Page **17** of **17**