United States Bankruptcy Court
Southern District of Mississippi

Electronic Case Filing Guide for Limited Users

Rev. July 1, 2021

Table of Contents

Section 1

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (ECF) to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Mozilla Firefox, Google Chrome, Apple Safari, or Microsoft Internet Explorer, and a Portable Document Format (PDF) program (e.g., Adobe Acrobat), as well as a word processing software and file management.

Assistance

The court's operating hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. For help regarding pending cases, contact the Case Administrator assigned to the case. Case Administrator assignments may be found on the court's website (www.mssb.uscourts.gov) under the tab **About the Court > Contact Information**.

Resources (www.mssb.uscourts.gov)

Electronic Case Filing tab:

Guides available for download:

- Administrative Procedures for Electronic Case Filing
- ECF e-Orders Attorney Guide
- ECF Attorney Guide
- ECF Limited User Guide
- ECF Docketing Guide – Transcribers
- Personal Financial Mgt Course Providers Information – Docketing Instructions

Additional Filing Resources:

- ECF Login
- Public Access
- ECF Registration
- ECF Docketing Guide
- Email Notification for Debtors
- Procedural Flowcharts
- Emergency Filing Procedures
- ECF e-Orders Material

About the Court tab:

- Contact Information:
  - Judge's Chambers
  - Case Administrators by Chapter
  - Adversary Case Administrators
  - Operations Managers
  - Administrative Staff
  - Clerk's Office Locations
- Courthouse Locations
- Federal Holiday Schedule
- Emergency Filing Procedures
- Employment
- Restrictions: Cell Phone & Other Electronic Devices

ECF System and PACER System

Electronic Filing System (ECF) allows:

- Registered users to file documents 24 hours a day, 7 days a week; and
- Immediate access to case information for attorneys, parties and the general public.

Public Access to Court Electronic Records System (PACER) provides registered PACER users access to:

- The court's ECF system;
- Query and Report features in the ECF system; and
- View and print documents filed in any federal court.

To register for a PACER account, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 or online at www.pacer.uscourts.gov.

Hardware and Software Requirement

The hardware and software needed to file, view, and retrieve case documents electronically are:

- A personal Windows or Apple Macintosh (MAC) computer;

- Internet access with a compatible browser, such as
    - Mozilla Firefox;
    - Google Chrome;
    - Apple Safari; or
    - Internet Explorer 11.

- A word processing application such as Microsoft Word.

- Portable Document Format (PDF) software to:
    - convert documents from a word processor format to a PDF; and
    - view PDF documents.

- A scanner to convert paper documents to a PDF document.

ECF Registration

To utilize the ECF system fully, an individual 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.

ECF Account Information

Registered users are responsible for updating their mailing and email addresses on-line through their PACER account.

Passwords

An ECF User's PACER username and password serves as the ECF User's unique signature for purposes of Fed. R. Bankr. P. 9011 and for other purposes. The ECF User is not authorized to transfer their PACER account to a new user. A new user must register for an individual PACER account and his or her own ECF account.

Errors in Filing

A document incorrectly filed in a case may result from:

1. Posting the wrong PDF file to a docket entry;
2. Filing documents in the wrong case;
3. Selecting the wrong event.

Once a document is filed through the ECF system, it becomes a part of the Court's record, and only the Court can make a correction. The ECF system will not allow an ECF User to change a document or docket, and the filer should not attempt to re-file the document(s).

As soon as possible after an error is discovered, the ECF User should contact the Case Administrator responsible for the case and provide the case number and document number for which the correction is being requested. A complete list of Case Administrator assignments can be found on our website at *www.mssb.uscourts.gov* under **About the Court > Contact Information**. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken to correct the error.

Signatures

Pursuant to Miss. Bankr. L. R. 9011-1(a)(2), the ECF User's name under whose PACER username and password the document is submitted must be displayed as an image of a signature or by an "/s/" and typed in the space where the signature would otherwise appear. (e.g. /s/ Jane Doe).

The signature of a person, other than the ECF User, may also be displayed as an image of a signature or by an "/s/" and typed in the space where the signature would otherwise appear (e.g., /s/ Jane Doe). By filing a document with a signature of a person other than the ECF User, the ECF User is certifying to the court that the ECF User obtained an original signature on the original document from such person or that the ECF User has comparable evidence of authorization from the person to use "/s/" to indicate the person's

signature.

Section 2

CM/ECF System Access

Users may access the system via the Internet (https://ecf.mssb.uscourts.gov), or the Court's website (www.mssb.uscourts.gov) by selecting the menu headings **Electronic Case Filing> ECF Login**.

Logging into ECF

Go to: https://ecf.mssb.uscourts.gov

Click the ECF hyperlink: Southern District of Mississippi - Document Filing System

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

Southern District of Mississippi - Document Filing System

There are no special notices at this time.

24February2012
Court Information

Enter your individual PACER Username and Password and click **Login**.
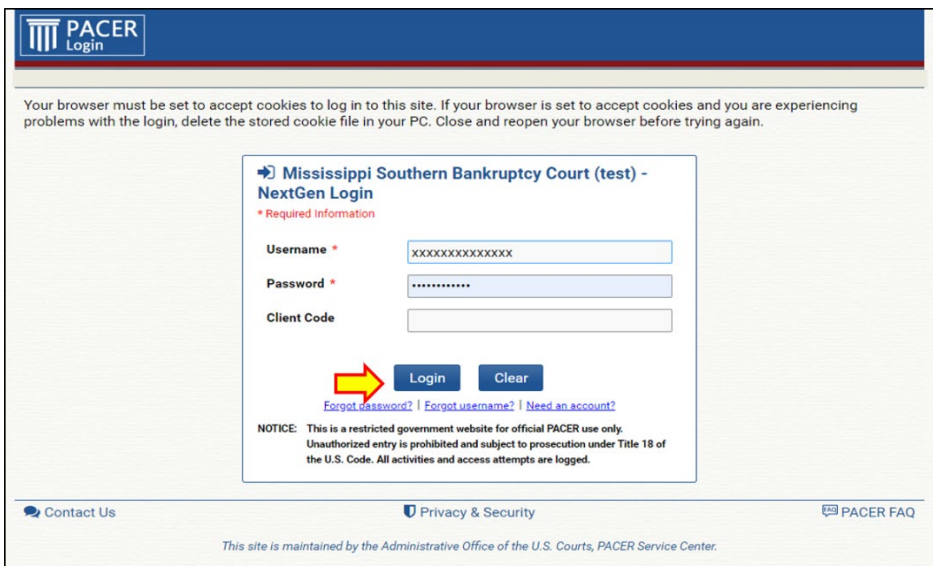
Read the Redaction Agreement, then check the box acknowledging that you read the notice and understand that you must comply with the redaction rules. Click **Continue** to login CM/ECF.

CM/ECF Menu Bar

ECF provides the following features that are accessible from the ECF main menu bar at the top of the screen.

CM/ECF Logo	Provides the court's address, email, Clerk of Court, and a link to view additional court information.
Bankruptcy:	File a claim and other creditor related documents in a bankruptcy case.
Adversary:	No options available for Limited Filers.
Query:	Search by specific case number, party name, Social Security number or tax I.D. and to retrieve documents that are relevant to the case. *ECF redirects you to the PACER login page.*
Reports:	Retrieve claims registers.
Utilities:	View your ECF account information and maintain your ECF account information.
Search:	Search Menus and Events by entering key words.
ECF Guide	View the ECF Docketing Guide
Help	Click Help to view information for the particular screen you are viewing.

Logout:	Exit from ECF. **Always** log out after completing a session.

Section 3

Common Filings

Proof of Claim

A proof of claim filed by a creditor that designates a mailing address constitutes a filed request to mail notices to that address. *Fed. R. Bankr. P. 2002(g)(1)(A)*

Step 1   Log into ECF. See Section 2
Step 2   From the main menu bar click **Bankruptcy**

CM⛪ECF   Ba<u>n</u>kruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Search   ECF-Guide   Help   Log Out

Step 3   Click **File Claims**

Bankruptcy Events

Claim Actions

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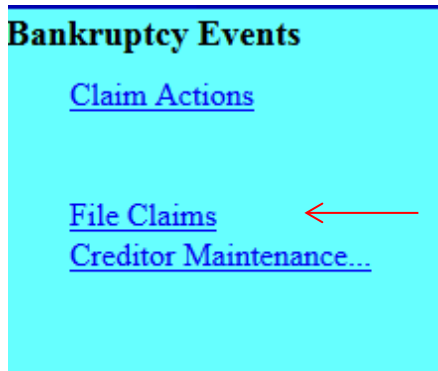
Step 4   **Search for Creditor:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** and **Type of creditor** fields blank; click **Next.**

Search for Creditor

Case Number 1:12-bk-50025
Name of creditor

Type of creditor
Creditor
Administrative
20 Largest Unsecured Creditors

Next   Clear
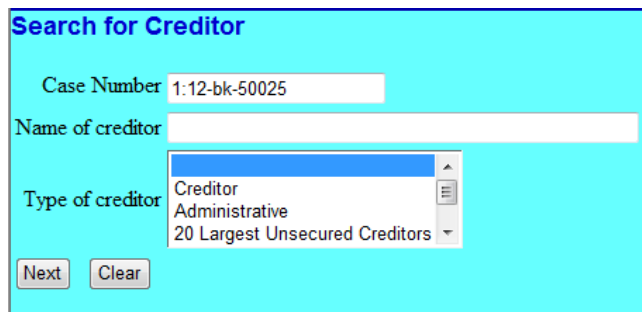
Step 5   **Select Creditor**: Click the down arrow to view all creditors that have been added to that case. Click the creditor for which you are filing this claim; click **Next**.

Select a Creditor for Claim

Case 12-50025: Randy McGee

(select a creditor)   ▾

Next   Clear

↑

Select a Creditor for Claim

Case 12-50025: Randy McGee

COMMUNITY BANK - P O BOX 5513 MERIDIAN MS 39302 - 14344 (Creditor)   ▾

Next   Clear

If the creditor's information is not listed **exactly** as it appears on your proof of claim, click **Add Creditor**. (See 5a to add a creditor).

Select a Creditor for Claim

Case 12-50025: Randy McGee

COMMUNITY BANK - P O BOX 5513 MERIDIAN MS 39302 - 14344 (Creditor)   ▾

Add Creditor

Edit Creditor

Add Common Creditor

Next   Clear

Step 5a   On next screen enter case number, click **Next**.

Creditor Processing

Case Number

1:12-bk-50025

Next   Clear

Enter the Creditor's name (from claim form Part 1 Line 1). Below the creditor's name enter the **noticing** information (from claim form Part 1 Line 3) and click **Next**.

Creditor information added to the case

Case 12-50025 already contains creditors!

Case number 12-50025 Randy McGee

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
```
Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225
```

Creditor type Creditor

Creditor committee ● No ○ Yes   Entity ☐

[Next] [Clear]

Claim information provided on claim

Part 1:   Identify the Claim

1. Who is the current creditor?

   Community Bank
   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?

   Where should notices to the creditor be sent?

   Federal Rule of Bankruptcy Procedure (FRBP) 2002(g)

   Ridgeway & Associates
   Name

   P.O. Box 0090
   Number   Street

   Gulfport   MS   39225
   City   State   ZIP Code

Click **Submit** on the next screen to add the creditor.

Add Creditor(s)

Total Creditors Entered 1

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

[Submit]

The Creditors Receipt screen appears; select **File A Proof of Claim**.

Creditors Receipt

Case Number	1:12-bk-50025
Total Creditors Added to Database	1

File A Proof Of Claim
Return To Creditor Maintenance Menu

At the next screen (Search for a Creditor) verify case number; click Next

Step 6   **Select Creditor:** Select the creditor for which you are filing this claim and click **Next**.

Select a Creditor for Claim

Case 12-50025: Randy McGee

Community Bank - Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225 - 16412 (Creditor)

Add Creditor

Edit Creditor

Add Common Creditor

[Next] [Clear]

Creditor Verification screen. A dialog box appears asking if the selected creditor is correct, click **Yes**.

No claims have been filed on behalf of creditor

Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225

Is this the correct creditor?

[Yes] [No]

Proof of Claim Information screen. Enter the information that is provided on the claim and click **Next**.

	Proof Of Claim Information For	
	16412 - Community Bank Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225	
Case Number: 12-50025	Amends Claim #: [____] [Find]	Filed By: [Creditor ▾]
Last Date To File: Last Date To File(Govt):	Date Filed: 03/29/2016 [📅]	
Claimed		
Amount Claimed *Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)*	Secured *If all or part of your claim is secured, enter the secured amount (Box 4 on claim)*	Priority *If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)*
Allowed		
Amount Allowed	Secured	Priority
Description:		
Remarks:		

Amend options: ○ Clear Amounts, Description, and Remarks ○ Clear Description/Remarks ○ Clear All Amounts

[Next] [Clear]

Amends Claim #: <u>When filing an amended claim</u>, click **Find** to display filed claims. To view the creditor's address hover the cursor over the creditor's name or claim; select the creditor by name or claim number. The values from the original claim will populate on the next screen; update the information provided on the amended claim.

Filed by: Select the type of person filing the claim.
Claimed: Enter the appropriate amounts.
Description: Enter a short description of the claim *(optional)*.
Remarks: Enter a remark *(optional)*.
Amend options: Click a radio button to clear the values.

Step 7   On the next screen, click *Browse* and attach the PDF document of the proof of claim.   If there are no additional attachments click **Next**. (See Step 7a to add attachments).

Case 12-50025
Filename
[   ] [Browse...]
Attachments to Document: ● No ○ Yes

Have you redacted?

[Next] [Clear]

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

Step 7a   *Attachments to Document*: If there are additional attachments click the **Yes** radio button; then **Next.**

12-50025
Filename
[\\mssb\Home\cderouen\my documents\c] [Browse...]
Attachments to Document: ○ No ● Yes ←———————

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

[Next] [Clear]

1) Browse and select the PDF document for the additional attachment.
2) Select a *Category* from the drop-down list and/or input a description in the *Description* field.
3) Click *Add to list*. Repeat the process for additional attachments and click **Next** when all attachments are uploaded.

Select one or more attachments.
Case 12-50025
1) Select the PDF document that contains the attachment.
Filename
[\\mssb\operations\TRAINING\CM New Us] [Browse...]

2) Fill in the fields below.
Category   *and/or* **Description**
[Supplement   ▼]   [Attachment   ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[C:\fakepath\Exhibits.pdf]   [Add to List]

                                [Remove from List]

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

[Next]

Step 8   **Notice of Electronic Claims Filing** screen: Provides a link to the document, case docket, and claims register.

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Claims Filing

The following transaction was received from Derouen, Collette on 3/29/2016 at 12:35 PM CDT

File another claim

Case Name:	Randy McGee
Case Number:	12-50025
Creditor Name:	Community Bank Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225
Claim Number:	8 Claims Register

Amount Claimed: $500.00
Amount Secured:
Amount Priority:

The following document(s) are associated with this transaction:

12-50025 Notice will be electronically mailed to:

12-50025 Notice will not be electronically mailed to:

Citibank
,

Citizens Bank
Post Office Box 829
Columbia, MS 39429

Attorney Htwo on behalf of Debtor Randy McGee
,

MONEY NOW GPT
412-A PASS RD
GULFPORT,

Money Now
10068 Central Ave.
D'Iberville, MS 39540

Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
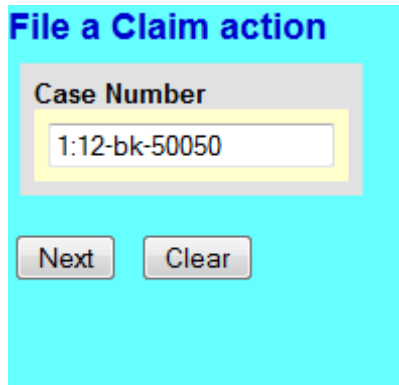Boston, MA 02144

Withdrawing a Proof of Claim

Step 1   Log into ECF. See Section 2
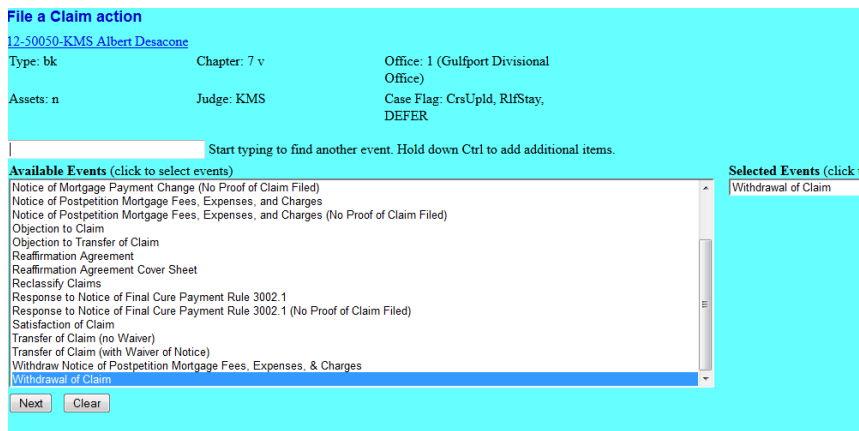
Step 2   From the main menu bar click **Bankruptcy**

CM ECF   B**a**nkruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Search   ECF-Guide   Help   Log Out

Step 3   Under Bankruptcy event category select **Claim Actions**

Bankruptcy Events

Claim Actions   ←

File Claims
Creditor Maintenance...

Step 4   Input Case Number, click **Next**

File a Claim action

Case Number

1:12-bk-50050

[Next] [Clear]
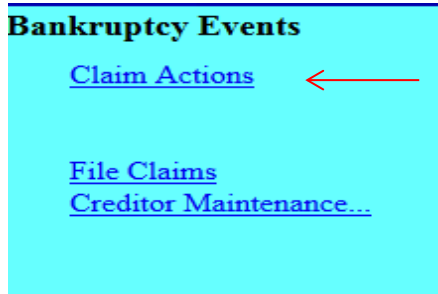
Step 5   Select Withdrawal of Claim; click **Next**.

File a Claim action

12-50050-KMS Albert Desacone

| Type: bk | Chapter: 7 v | Office: 1 (Gulfport Divisional Office) |
| Assets: n | Judge: KMS | Case Flag: CrsUpld, RlfStay, DEFER |

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

Available Events (click to select events)
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
Objection to Transfer of Claim
Reaffirmation Agreement
Reaffirmation Agreement Cover Sheet
Reclassify Claims
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
Transfer of Claim (no Waiver)
Transfer of Claim (with Waiver of Notice)
Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges
Withdrawal of Claim

Selected Events (click to
Withdrawal of Claim

[Next] [Clear]

Step 6   Click **Next** twice

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

→   [Next]   [Clear]

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test, Attorney [Creditor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

[Next]   [Clear]

→   Pop up dialog box appears, stating you have not selected an attorney, click **OK**, then Next.

The page at https://ecf-train.mssb.uscourts.gov says: ⌧

⚠   Note: you have not selected an attorney.

[OK]

Step 7   Select the creditor that filed the original claim and click **Ne**xt or click **Add/Create New Party**.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Desacone, Albert [Debtor]   Add/Create New Party
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Safeco, [Creditor]
Woodring, Zane [U.S. Trustee]

[Next] [Clear]

Add/Create New Party: Search for party name. If the creditor is not listed exactly as it appears on the original claim, click **Create a New Party**.

Search for a party

SSN / ITIN [   ]   Tax ID / E

Last/Business name [   ]

First Name [   ]

Middle Name [   ]

[Search] [Clear]

Party search results

American Express
American Express Centurion Bank

[Select name from list] [Create new party]

Create a New Party. Enter the Creditor's name and address and select **Creditor (cr:cr)** from the Role pick list. Click **Submit**.

Party Information

Last name AMERICAN EXPRESS		First name [ ]	
Middle name [ ]		Generation [ ]	Title [ ]
SSN/ITIN [ ] 999-99-9999		Tax Id/EIN [ ] 12-1234567	
Office [ ]		Address 1 PO Box 981537	
Address 2 [ ]		Address 3 [ ]	
City El Paso		State TX	Zip 79998
County [ ] ▼		Country [ ]	
Phone [ ]		Fax [ ]	
E-mail [ ]			
Role Creditor (cr:cr) ▼			
Party text [ ]			

[Submit] [Cancel] [Clear] [Corporate parent / affiliate...]

Step 8   Select the creditor; click **Next**

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

AMERICAN EXPRESS, [Creditor]   Add/Create New Party
Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Safeco, [Creditor]
Woodring, Zane [U.S. Trustee]

[Next]   [Clear]

Click **Browse** and attach your PDF.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Filename

_____ [Browse...]

Attachments to Document: ⊙ No ○ Yes

[Next]   [Clear]

Select the claim you are withdrawing; click **Next**.

12-50050-KMS Albert Desacone

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

Select claim(s) from list

Claims Selected: 1

Creditor name	Claim #	Amount claimed	Date filed
AMERICAN EXPRESS (14534)	1	$32,561.00	04/10/2013
BANK OF AMERICA (14536)	3	$189. *(14534)* PO BOX 981537	
CHASE (14537)	4	$ El Paso TX 79998	

[Next]   [Clear]

Step 9   Select **Withdrawn** from the pick list; click **Next.**

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Claim No. 1:   Allow
Status   Amendment
                      Disallow
                      Expunge
                      Reclassify
                      Withdrawn

Select *Withdrawn* from the pick list.

[Next] [Clear]

Step 10   Review docket text and add any additional text as needed. If the docket text is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.
Click **Next** to continue.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   Office: 1 (Gulfport Divisional Office)

Assets: n   Judge: KMS   Case Flag: CrsUpld, RlfStay, DEFER

Docket Text: Modify as Appropriate.

Withdrawal of Claim(s): 1 [   ] **Filed by Creditor AMERICAN EXPRESS .**

[Next] [Clear]

Final Docket Text. Review the Final Docket Text and click **Next**.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   Office: 1 (C
                                                      Office)

Assets: n   Judge: KMS   Case Flag:
                                                      DEFER

Docket Text: Final Text

Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.

Attention!! Submitting this screen commits this transaction. You will have

[Next] [Clear]

Step 11   Notice of Electronic Claims Filing screen: Provides a link to the document and case docket.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   O
                                                         O
Assets: n   Judge: KMS   C
                                                         D

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 4
Case Name: Albert Desacone
Case Number: 12-50050-KMS
Document Number: 8

Docket Text:
Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.
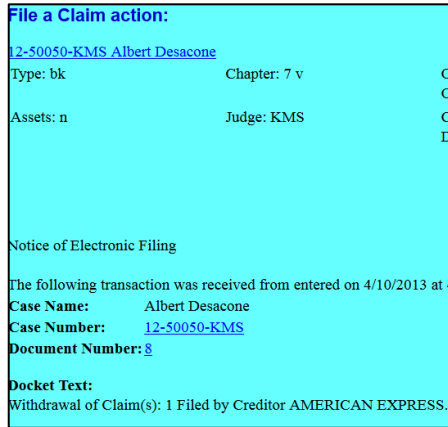
Assignment/Transfer of Claim

Step 1   Log into ECF. See Section 2
Step 2   From the main menu bar, click **Bankruptcy**

CM⏛ECF   **Ba**nkruptcy ▾   **Adversary** ▾   **Query**   **Reports** ▾   **Utilities** ▾   **Search**   **ECF-Guide**   **Help**   **Log Out**

Step 3   Under Bankruptcy event category select **Claim Actions**

Bankruptcy Events

Claim Actions   ←

File Claims
Creditor Maintenance...
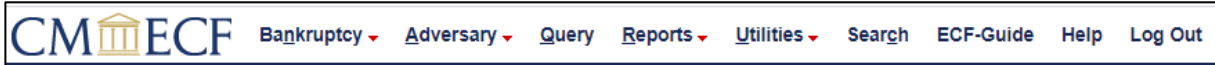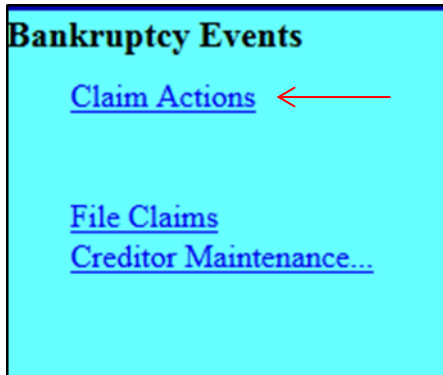
Step 4   Select **Transfer of Claim (no Waiver)** when the agreement is not signed by the transferor and transferee or when a waiver is not attached.

Select **Transfer of Claim (with Waiver of Notice)** when transferor and transferee signed the transfer or when a signed waiver is attached to the transfer.

Click **Next**.

Step 5   Do not select an attorney; Click **Next**

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v
Assets: y   Case Flag: CrsUpld

Select any additional attorney(s)

rice, tonya [Debtor]
rice, tonya [Joint Debtor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

[Next]   [Clear]

Pop up dialog box appears, stating you have not selected an attorney, click **OK**.

The page at https://ecf-train.mssb.uscourts.gov says:

⚠ Note: you have not selected an attorney.

[OK]
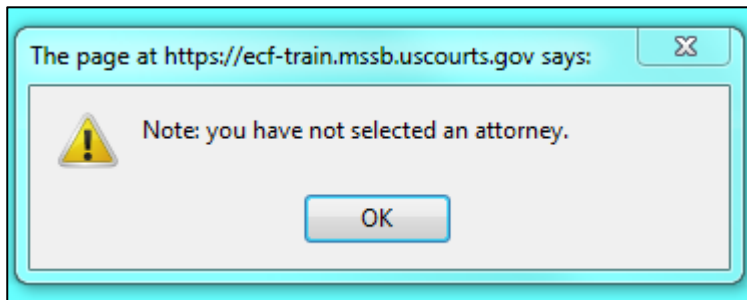
Step 6   **Select the Party**: Select the party filing the transfer of claim. If the party is not listed, select **Add/Create New Party**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Select the Party:

ABC Rental, [Creditor]   Add/Create New Party
Carr Fine Jewelry, [Creditor]
Portfolio Recovery, [Creditor]
Sample, Joseph Wayne [Debtor]
Sample, Sarah Lynn [Joint Debtor]
Woodring, Zane [U.S. Trustee]

Next   Clear

Step 7   **Add/Create New Party**: Search for party name.
              If the creditor is not listed <u>exactly</u> as it appears on your transfer of claim, click **Create new party**.

Search for a party

SSN / ITIN   [   ]   Tax ID / EIN   [   ]

Last/Business name   GE Capital Retail

First Name   [   ]

Middle Name   [   ]

Search   Clear

Party search results

GE Capital, Becket & Lee

Select name from list   Create new party

Step 8   **Create a new party**. Enter the creditor's *name and address; select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

*always input the business name in the "last name" field.

Party Information

Last name	GE Capital Retail	First name		
Middle name		Generation		Title
SSN/ITIN		999-99-9999	Tax Id/EIN	12-1234567
Office	ecovery Management Systems	Address 1	25 SE 2nd Ave Suite 1120	
Address 2		Address 3		
City	Miami	State	FL	Zip 33131
County	▾	Country		
Phone		Fax		
E-mail				
Role	Creditor (cr:cr) ▾			
Party text				

Submit   Cancel   Clear   Corporate parent / affiliate...

Step 9   **Select the Party**: Select the party filing the transfer of claim, click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	

Select the Party:

GE Capital Retail, [Creditor]   Add/Create New Party
ABC Rental, [Creditor]
Carr Fine Jewelry, [Creditor]
Portfolio Recovery, [Creditor]
Sample, Joseph Wayne [Debtor]
Sample, Sarah Lynn [Joint Debtor]
Woodring, Zane [U.S. Trustee]

Next   Clear

Step 10   Browse and attach the PDF document associated with the transfer of claim; click **Next**.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Filename
les\PDF Documents\Transfer of Claim.pdf   Browse...
Attachments to Document: ⦿ No ⚪ Yes

Next   Clear

Step 11   Select the claim being transferred; click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

        Select claim(s) from list
Claims Selected: 3

Creditor name	Claim #	Amount claimed	Date filed
ABC Rental (14905)	1	$500.00	05/06/2013
Carr Fine Jewelry (14188)	4	$600.00	05/08/2013
Sallie Mae Servicing (14200)	3	$25,000.00	05/08/2013
Smith's Goods (14906)	2	$1,000.00	05/07/2013

Next   Clear

Step 12   Select **Transferred** from the pick list; click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Claim No. 3: Status

> Amendment
> Disallow
> Expunge
> Reclassify
> **Transferred**
> Withdrawn

[Next]   [Clear]

Step 13   **Transfer type**. Select the Rule 3001 type from the Transfer of Claim.

Search for transferee. Click **Search Creditors**, if the creditor is not listed exactly as you entered in Step 8 and as listed on the Transfer of Claim, select **Add New Creditor**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Transfer type ○ 3001 (e) 1   ◉ 3001 (e) 2   ○ 3001 (e) 3   ○ 3001 (e) 4
Search for transferee [_____]   [Search Creditors]   [Add New Creditor]
Transferee selected GE Capital Retail,c/o Recovery Management Systems,25 SE 2nd Ave Suite 1120,Miami, FL 33131

Search for transferor [_____]   [Search Creditors]
Transferor selected [_____]
Claim number [_____]
Search for transferor [_____]   [Search Creditors]
Transferor selected [_____]
Claim number [_____]
Search for transferor [_____]   [Search Creditors]
Transferor selected [_____]
Claim number [_____]

[Transfer More Claims]

[Next]   [Clear]

Add new creditor name and address
Name may be 50 characters. Address may be 5 lines, 40 characters each.

```
GE Capital Retail
c/o Recovery Management Systems
25 SE 2nd Ave Suite 1120
Miami, FL 33131
```

[Submit]   [Close]

Step 14   **Search for transferor**. Click **Search Creditors**. Select the creditor/owner of the claim being transferred. *(Claim number appears at the end of the creditor's address)*

The claim number automatically populates when the transferor is selected. Click **Next**.

Step 15   Click **Next** to continue.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Next   Clear

Step 16   Final Docket Text. Review the Final Docket Text, click **Next** to continue.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

Docket Text: Final Text

Transfer of Claim (No Waiver) Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Fee Amount $25 Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Filed by Creditor GE Capital Retail. (Hfifteen, Limited)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next   Clear

Step 17   **Summary of current charges Screen**: Screen displays a summary of current charges incurred. You may select **Pay Now** to pay or select **Continue Filing** to pay all incurred filing fees at the end of the day.

Note: Until all fees are paid, the "Summary of current charges" window will appear each time a document is filed.

To pay now, check the box for the fee; click **Next**.

Click Pay Now.

See Section 4 ECF Payment of Filing Fees to review the process for paying filing fee online.

Step 18   Notice of Electronic Filing. Provides a link to the document and to the case docket.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 2:26 PM CDT and filed on 5/8/2013
Case Name: Joseph Wayne Sample and Sarah Lynn Sample
Case Number: 12-50013
Document Number: 10

Docket Text:
Transfer of Claim (No Waiver) Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Fee Amount
$25 Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Filed by Creditor GE Capital Retail.
(Hfifteen, Limited)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Transfer of Claim.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76439-0] [
41c54791898dc6c7fbd0f8593bf681f38826ef8d410dda9e2b246bc41ab7a18d81c4d2
0704a39e54f4d65a1908f5d2fc970c98e80dc1752684ae525284eb54f9]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

tonya rice on behalf of Joint Debtor Sarah Lynn Sample
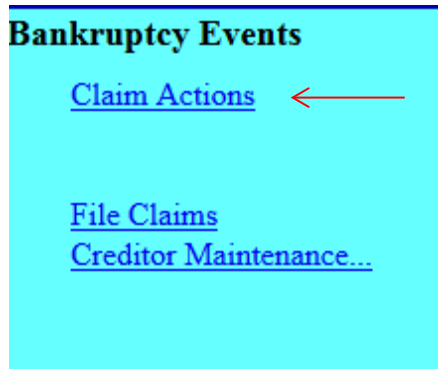, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

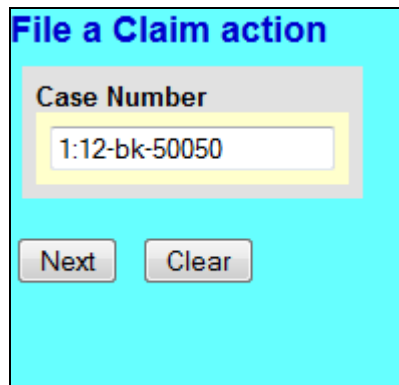**Reaffirmation Agreement**

Step 1   Log into ECF. See Section 2
Step 2   From the main menu bar, click **Bankruptcy**

CM ECF   Ba_nkruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Sear_ch   ECF-Guide   Help   Log Out

Step 3   Under Bankruptcy event category select **Claim Actions**

Bankruptcy Events

Claim Actions   ⟵

File Claims
Creditor Maintenance...

Step 4   Input Case Number, click **Next**

File a Claim action

Case Number

1:12-bk-50050

Next   Clear

Step 5   Select **Reaffirmation Agreement**; click **Next**.

File a Claim action

12-50050-KMS Albert Desacone

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

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

Available Events (click to select events)

Notice of Postpetition Mortgage Fees, Expenses, and Charges
Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)
Objection to Claim
Objection to Transfer of Claim
Reaffirmation Agreement
Reaffirmation Agreement Cover Sheet
Reclassify Claims
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
Transfer of Claim (no Waiver)
Transfer of Claim (with Waiver of Notice)
Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges
Withdrawal of Claim

Selected Events (click to

Reaffirmation Agreement

Next   Clear

Step 6   Click **Next**.

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

Next   Clear

Step 7   Do not select an attorney; click **Next**

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

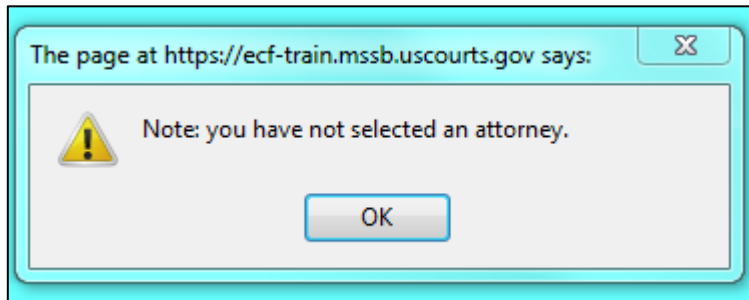Assets: n   Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test, Attorney [Creditor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

Next   Clear

Pop up dialog box appears, stating you have not selected an attorney, click **OK.**

The page at https://ecf-train.mssb.uscourts.gov says:

⚠ Note: you have not selected an attorney.

OK

Step 8   **Select the Party**: Select the creditor/party filing the reaffirmation agreement. If the creditor/party is not listed, select **Add/Create New Party**.

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Desacone, Albert [Debtor]   Add/Create New Party
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

[Next]   [Clear]

Step 9   **Add/Create New Party**: Search for party name. If the creditor is not listed <u>exactly</u> as it appears on the reaffirmation agreement click **Create a New Party.**

Search for a party

SSN / ITIN   [   ]
Last/Business name   [Safeco   ]
First Name   [   ]
Middle Name   [   ]
[Search]   [Clear]

Step 10   **Create a new party**. Enter the creditor's *name and address and select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

*Always input the business name in the "Last name" field.

Party Information

Last name	Safeco	First name
Middle name		Generation Title
SSN/ITIN	999-99-9999	Tax Id/EIN 12-1234567
Office		Address 1 515 Jackson Street
Address 2		Address 3
City	Hazlehurst	State MS Zip 39083
County		Country
Phone		Fax
E-mail		
Role	Creditor (cr:cr)	
Party text		

[Submit] [Cancel] [Clear] [Corporate parent / affiliate...]

Step 11   **Select the Party**: Select the creditor/party filing the reaffirmation agreement and click **Next**.

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

Select the Party:

Safeco, [Creditor]   Add/Create New Party
Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

[Next]   [Clear]

Browse and attach the PDF document* associated with the reaffirmation agreement; click **Next**.

*A reaffirmation agreement cover sheet is required to be filed at the time the reaffirmation agreement is filed. The cover sheet may be included with the reaffirmation agreement PDF document as the first two pages or filed as an attachment to the reaffirmation agreement.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Motion:

12-50050-KMS Albert Desacone

| Type: bk | Chapter: 7 v | Office: 1 (Gulfport Divisional Office) |
| Assets: n | Judge: KMS | Case Flag: CrsUpld, RlfStay |

Filename

[   ] [Browse...]

Attachments to Document: ⦿ No ◯ Yes

[Next]   [Clear]

Step 12   Refer to existing event(s): Check this box if this is an Amended Reaffirmation Agreement and click **Next**.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v

Assets: n   Judge: KMS

☐ **Refer to existing event(s)?**
[Next]   [Clear]

Step 13   Enter the Creditor name and description of property being reaffirmed and click **Next**.

File a Claim action:

12-50050-KMS Albert Desacone
Type: bk   Chapter: 7 v   O
                                                                        O
Assets: n   Judge: KMS   Ca
                                                                        DI

Enter Creditor Named in This Agreement: Safeco

Enter description of property: personal property

[Next]   [Clear]

Step 14   **Is the Certification of Debtor's Attorney, Part IV, signed by the attorney for the debtor?** Review part IV and make the appropriate selection and click **Next**.

Step 15   **Is there a Presumption of Undue Hardship?** Select Yes or No then click **Next**.

Step 16   Docket Text. Review the docket text. If any information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

When filing an amended reaffirmation agreement select "**Amended**" from the drop-down list. You may include any additional text in the text box; click **Next** to continue.
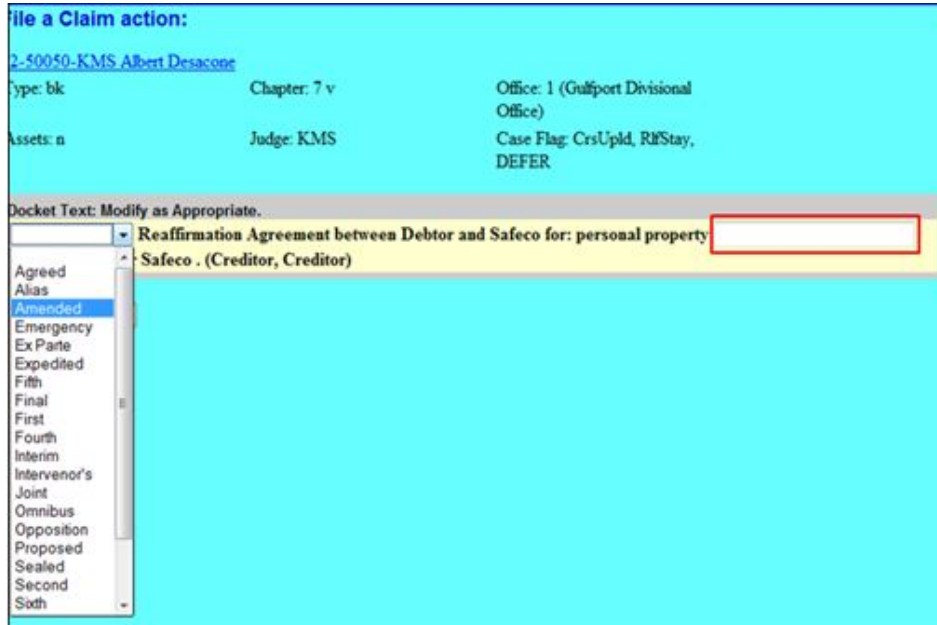
Final Docket Text. Review the final docket text; click **Next** to continue.
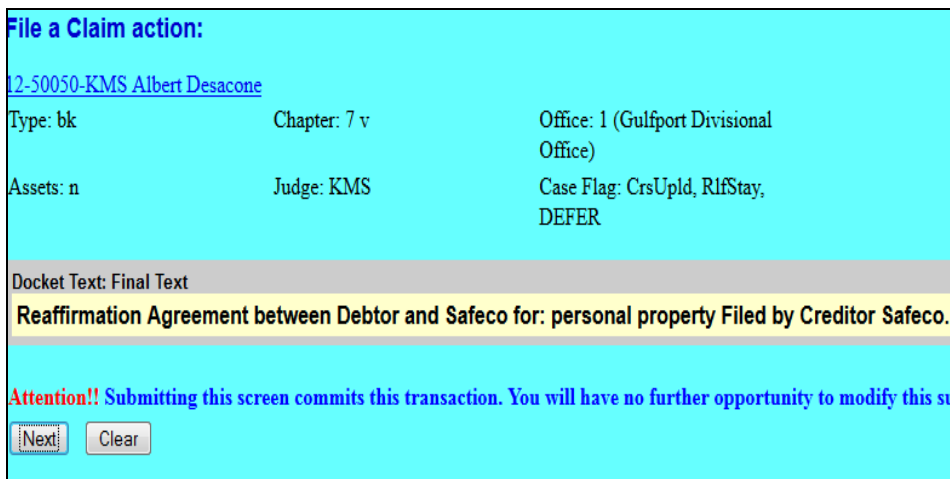
Step 17   Notice of Electronic Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 3:17 PM CDT and filed on 4/10/

Case Name: Albert Desacone
Case Number: 12-50050-KMS
Document Number: 7

Docket Text:
Reaffirmation Agreement between Debtor and Safeco for: personal property Filed by Creditor Safeco.

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Test doc.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=4/10/2013] [FileNumber=76154-0]
[6d370c2514518b6bac3c20d55aa9af25eeeadf9fd1b0f37f8cad0f6f6293a8f1c82ff
fadc932ad125fc1aa3ed41bb1b293426a20f55058dc6d7cecee9ef07124]]

Creditor Request for Notices

Step 1   Log into ECF. See Section 2
Step 2   From the main menu bar, click **Bankruptcy**

CM▥ECF   B**a**nkruptcy ▾   Adversary ▾   Query   Reports ▾   Utilities ▾   Search   ECF-Guide   Help   Log Out

Step 3   Under Bankruptcy event category select **Claim Actions**

Bankruptcy Events

Claim Actions   ⟵

File Claims
Creditor Maintenance...

Step 4   Select **Creditor Request for Notices;** click **Next**.

File a Claim action

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld

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

Available Events (click to select events)

Certificate of Service (Use Only for Rule 3002.1 Events)
Creditor Request for Notices
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
Objection to Transfer of Claim
Reaffirmation Agreement
Reaffirmation Agreement Cover Sheet
Reclassify Claims
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
Transfer of Claim (no Waiver)
Transfer of Claim (with Waiver of Notice)
Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges
Withdrawal of Claim

Selected Events (click to remove events)

Creditor Request for Notices

Next   Clear

Step 5   Click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF

Next   Clear

Do not select an attorney; click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF
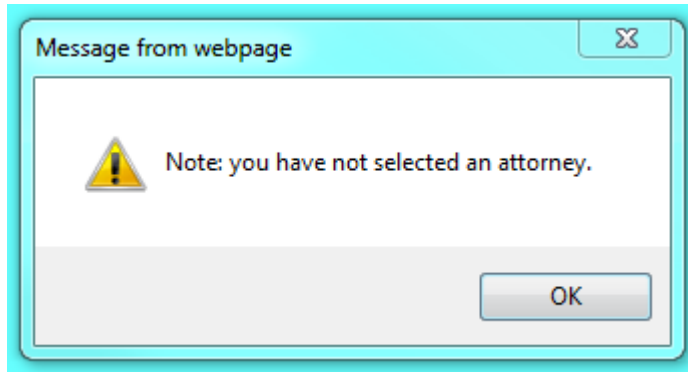
Select any additional attorney(s)

rice, tonya [Debtor]
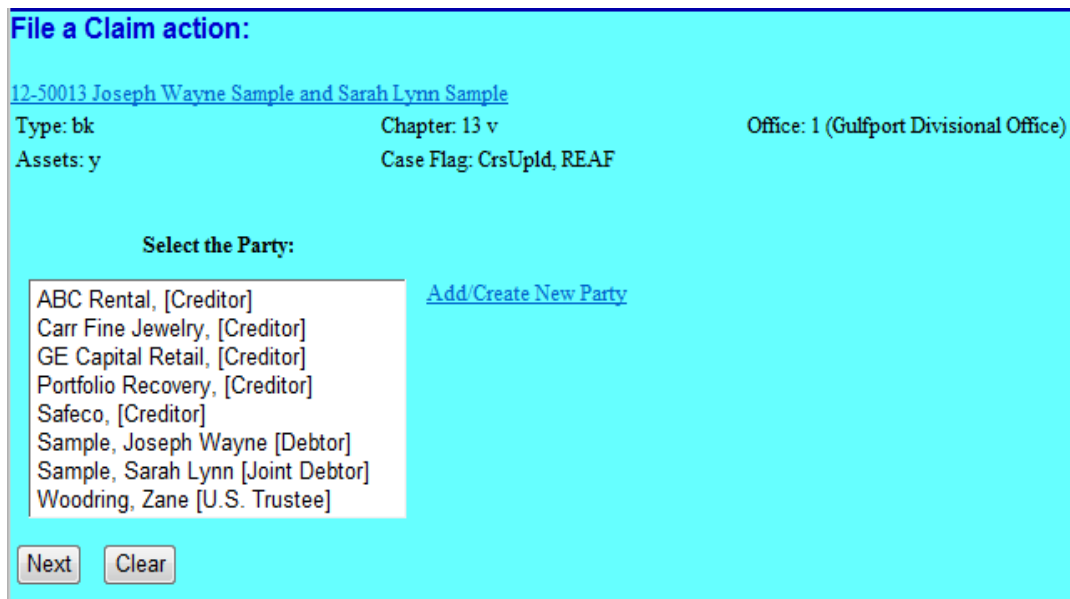rice, tonya [Joint Debtor]

Click an attorney to see the party s/he represents
[type of party shown in brackets]

Next   Clear

A pop-up dialog box appears stating you have not selected an attorney; click **OK**.

Step 6   **Select the Party**. Select the party filing the request for notices. If the party is not listed, select **Add/Create New Party**.

Step 7   **Add/Create New Party**: Search for party name. If the creditor is not listed <u>exactly</u> as it appears on the request, click **Create a New Party**. Enter the creditor's name and address and select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

Party Information

Last name	Green Tree Servicing LLC	**First name**		
Middle name		**Generation**		**Title**
SSN/ITIN	(999-99-9999)	**Tax Id/EIN**	(12-1234567)	
Office		**Address 1**	PO Box 6154	
Address 2		**Address 3**		
City	Rapid City	**State**	SD	**Zip** 57709
County	▼	**Country**		
Phone		**Fax**		
E-mail				
Role	Creditor (cr:cr) ▼			
Party text				

[Submit] [Cancel] [Clear]   [Corporate parent / affiliate...]

Select the Party: Select the party filing the request; click **Next**.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	

Select the Party:

Select the Party	Add/Create New Party
Green Tree Servicing LLC, [Creditor] ABC Rental, [Creditor] Carr Fine Jewelry, [Creditor] GE Capital Retail, [Creditor] Portfolio Recovery, [Creditor] Safeco, [Creditor] Sample, Joseph Wayne [Debtor] Sample, Sarah Lynn [Joint Debtor]	

[Next] [Clear]

Step 8   Attach the PDF document associated with the request; click **Next**.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF

Filename
[   ] Browse...
Attachments to Document: ⦿ No ○ Yes

[Next] [Clear]

Step 9   Docket Text. Review the docket text; click **Next** to continue. If any of the information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF

Docket Text: Modify as Appropriate.

Creditor Request for Notices [   ] **Filed by Creditor Green Tree Servicing LLC .**
(Hfifteen, Limited)

[Next] [Clear]

Step 10   Final Docket Text. Review the Final Docket Text, click **Next** to continue.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF

Docket Text: Final Text

Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC. (Hfifteen, Limited)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

[Next] [Clear]

Step 11   Notice of Electronic Claims Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
Type: bk   Chapter: 13 v   Office: 1 (Gulfport Divisional Office)
Assets: y   Case Flag: CrsUpld, REAF

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 3:19 PM CDT and filed on 5/8/2013
Case Name: Joseph Wayne Sample and Sarah Lynn Sample
Case Number: 12-50013
Document Number: 12

Docket Text:
Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC. (Hfifteen, Limited)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Exhibits.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76445-0] [
b1f6143af835c316d30ee31ab5c514dbd823650da0254ff423898ccc4bdbeb696bab1d
58f67aa88ad3bf989d3c82dcd2efcd0c8c2eac431cd5479672eab0c0fb]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

tonya rice on behalf of Joint Debtor Sarah Lynn Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

Section 4

Filing Fee Payments

ECF Users must pay all filing fees for ECF transactions through their PACER account.

PACER accepts payment via credit card (Visa, MasterCard, American Express, and Discover), debit card (Visa or MasterCard), or by checking and savings account (ACH payment).

Filing fees must be paid the same day the ECF filing transaction is submitted. If a registered ECF user's account balance is not settled by midnight, the ECF system will prevent the user from filing until the outstanding balance is paid.

For additional information see *Chapter 2 ECF Payment of Filing Fees* in the *Administration Procedures for Electronic Case Filing*. The Administrative Procedures is available for download from the Court's Web site www.mssb.uscourts.gov under the **Electronic Case Filing** tab.

Section 5

Query

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases. Note: Searching by a name is NOT case sensitive.

To enter a query, click **Query** from the ECF Menu bar.

You may query the ECF database by:

- case number
- last name
- Social Security number
- Tax ID Number or Employer Identification Number

Search by Case Number

If you know the case number, enter the number in the Case Number field (formatted xx-xxxxx) and click the [Find This Case] button. Then click the [Run Query] button. ECF displays the Query screen.

Search by Name

Enter the last name of the person in the Last/Business Name field. At least two letters are required unless the person whose name is being searched has a single-character last name, in which case only exact matches are returned. If the individual is a party to more than one case, ECF will display a screen listing all of the party's cases. Click the case number and ECF displays the query screen.

Query Screen:
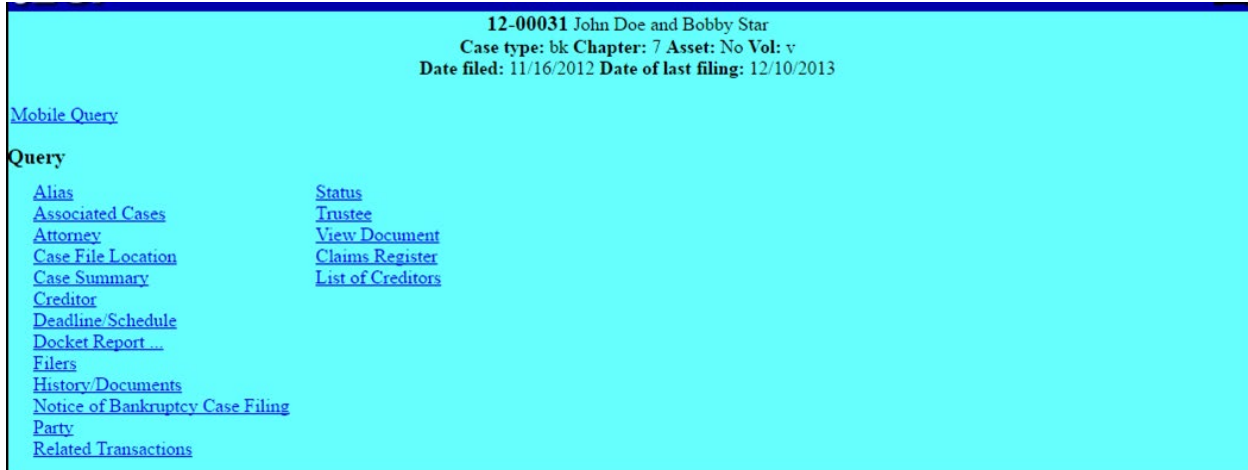
Alias - Displays aliases for debtor or joint debtor.

Associated Cases – Displays associated cases and other filings by the same debtor(s).

Attorney - Displays information for attorney who represents parties to the case.

Case File Location – S.D. Miss. Bankruptcy does not currently use this option.

Case Summary - Displays case-specific information. (i.e., office location, pending status, date filed, trustee, and attorney)

Creditor - Allows for query by Creditor type. Do not use this list for noticing. Use the "List of Creditors" option for noticing purposes.

Deadlines/Schedule - Displays a list of deadlines for the case. You may sort by using different fields.

Docket Report - You may select a date range for your docketing report (filed or entered), as well as a range of document numbers. If you leave the date range fields blank, ECF will default to the entire docket report. After you have selected the parameters for your report, click the [Run Report] button. ECF will run your custom docket report and display it in a window. Click the document number to view the associated PDF.

Filers - This query lists all filers in the case. Click a filer's name to display a list of documents filed by that filer. Click the Doc. No. to view the associated PDF. Click the silver ball to display "Docket Information and Related Docket Entries."

History/Documents - This selection queries the database for case event history. You may search by all events (history) or by only events with documents.

- Searching by "all events (history)" will display the entire history report of entries on

the docket.

- Searching by "only events with documents" will only display events with a document attached.
- Checking the box "Display docket text", displays the entries and associated docket text.

After making your selections, click [Run Query]. To view the PDF document, click the "Doc. No." hyperlink.

Notice of Bankruptcy Case Filing - Displays the Notice of Bankruptcy Case Filing, commonly referred to as the "Automatic Stay."

Party - Displays parties to the case and the name of each party's attorney.

Related Transactions - Make your selections from the following:

- date range for filed documents (if no date entered, all documents will be listed);
- document number range (if no document number range entered, all documents will be listed);
- type of document from the drop-down list (if no type of document selected, all documents will be listed);
- pending or terminated documents sorted by filed date; entered date; or document number.

Status - Displays a list of pending or terminated status.

Trustee - Displays the case trustee's information.

View Document - Allows you to view a document or search by a specific document number. If the document number does not contain a PDF, information will not be displayed.

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006 were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

List of Creditors - Displays the name and address of the parties listed on the mailing matrix. **This query should be used for noticing purposes.**

Section 6

Reports

The Reports feature allows the ECF user to create the following reports:

<u>Cases</u> - Displays a summary list of cases selected by numerous criteria.

<u>Claims Register</u> - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006, were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

<u>Docket Report</u> - Displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries that do not have an associated document will not be displayed.

<u>Calendar Events</u> - Displays a date range of case(s) and calendar items matching the selection criteria

<u>Claims Activity</u>

<u>Docket Activity</u> - Displays a summary of docketed events by selected criteria. Click on the case to go to the docket sheet. Click on the "Doc Id" to view the associated PDF.

<u>List of Creditors</u> - Displays the name and address of each party listed on the mailing matrix. This should be used for noticing purposes.

<u>Professional Fees Applied for/Awarded</u>

<u>Professional Fees Awarded</u>

<u>Written Opinions</u> - This report allows for searching for opinions by selected criteria. Click on the case to go to the docket sheet. Click on the "Doc. #" to view the associated PDF.

Section 7

Utilities

Your Account

Internet Payments Due – This screen displays all fees the ECF User has incurred via the Internet that have not been paid. Charges are listed in order by date. You may select some or all outstanding fees, then click **Next** to make a payment.

Internet Payment History - The screen displays all fee payments the ECF User incurred via the Internet, over the Internet or by other methods (such as over the counter at the court). By default, payments made within the last month are listed; you can specify a different date range. You may also select the item on which the payments are sorted.

Maintain Your ECF Account - The initial screen displays the user's basic demographic information such as name, address, etc. To update your name or address, click the **Edit my name and address information** link. The system directs you to login your PACER account

- Email information button allows the user to update his or her email information. Note: Notice of Electronic Filings (NEF's) are not available to ECF limited filers.

- More user information button displays the groups the ECF User is a member. (Groups affect what menu items and data are available to the limited filer.)

View Your Transaction Log

Screen displays all docketing transactions the ECF User made on specific day or between a date range.

Your PACER Account

- Change Your Client Code

- Review Billing History

    o   This option redirects the ECF User to the PACER Service Center.
    o   The ECF User may view their history in all courts or in a specific court.

- View PACER Account Information - Displays the ECF User's PACER username.

NOTE: Questions related to a PACER account should be directed to the PACER Service Center.   The PACER Service Center's contact information is available at www.pacer.uscourts.gov.

System Administration

Claims Upload Log lists the claim actions the ECF User submitted through the Claims Upload option during a specific period

Report / Information

Court Information - Displays Court details, Court locations, PACER details, and Flag definitions.

Judgment Index – This report lists judgment(s) for selected criteria with links to the associated document(s).

Links to Other Courts – Links to the Individual Court Sites for the entire judiciary.

Mailings

- List of Creditors - allows access to the list of creditors/mailing matrix via PACER.
- Mailing Info for a Case - provides mailing information for a specific case.

List of Creditors

Pacer Case Locator (National Index)

NextGen Release 1.1 Menu Items
- Change PACER Exemption Status
- Link a CM/ECF account to my PACER account
- Maintain Your Login/Password