Miscellaneous Pleadings

This procedure explains how to docket and electronically file Miscellaneous Pleadings using CM/ECF. The example illustrated is a Statement 1015-2 with Prior Filings.

STEP 1   Click on the Bankruptcy hyperlink on the CM/ECF Main Menu. (**See Figure 1)**

Figure 1

STEP 2   The Bankruptcy Events screen will display. (**See Figure 2)**

Figure 2

◆

Click on the Other hyperlink.

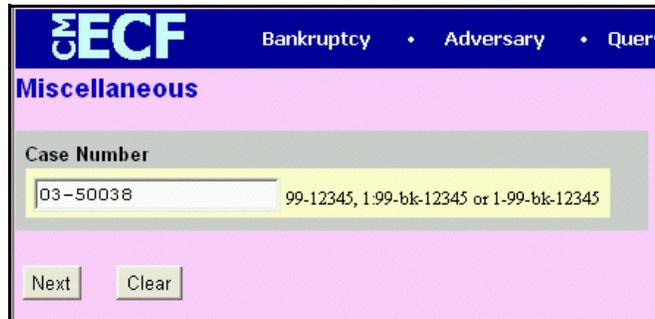> **STEP 3**   The Case Number screen displays. (**See Figure 3**)

Figure 3

◆

Enter the case number, including the hyphen.

◆   Click [**Next**].

> **STEP 4**   The Miscellaneous Events screen displays. (**See Figure 4**)
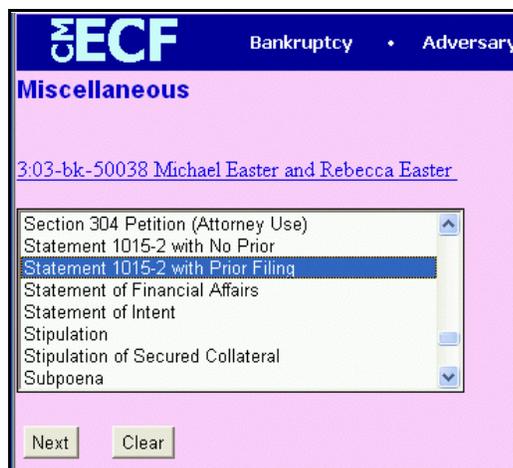

Figure 4

◆   Click to highlight Statement 1015-2 with Prior Filing.

◆   Click [**Next**].

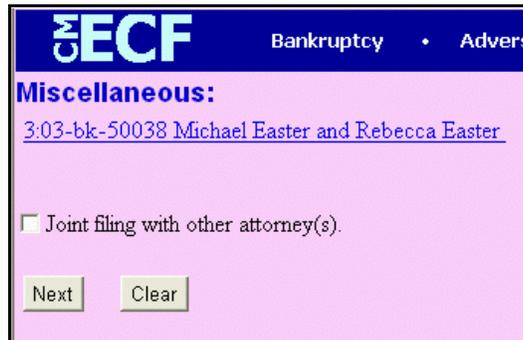**STEP 5**   The Joint Filing screen displays. (**See Figure 5**)

Figure 5

◆   This screen is only used if another attorney is joining in a filing. For this example, do not check the box.

If this were a joint filing with another attorney(s), you would check the box and after selecting [**NEXT**] you would be presented with a list of attorneys on the case to select as joint filers.

◆   Click [**NEXT**].

STEP 6   The Select Party screen displays. (**See Figure 6**)
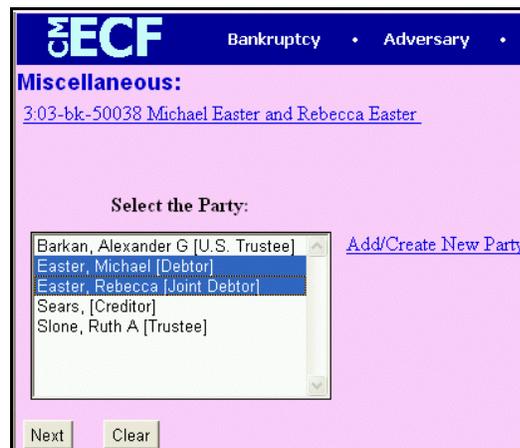

Figure 6

◆   Since the Statement 1015 is being filed for the debtors, highlight them both to select them.

◆   Click [**Next**].

STEP 7   The PDF Document Selection screen displays. (**See Figure 7**)

Figure 7

◆   Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.

> •   To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (**See Figure 7a**)
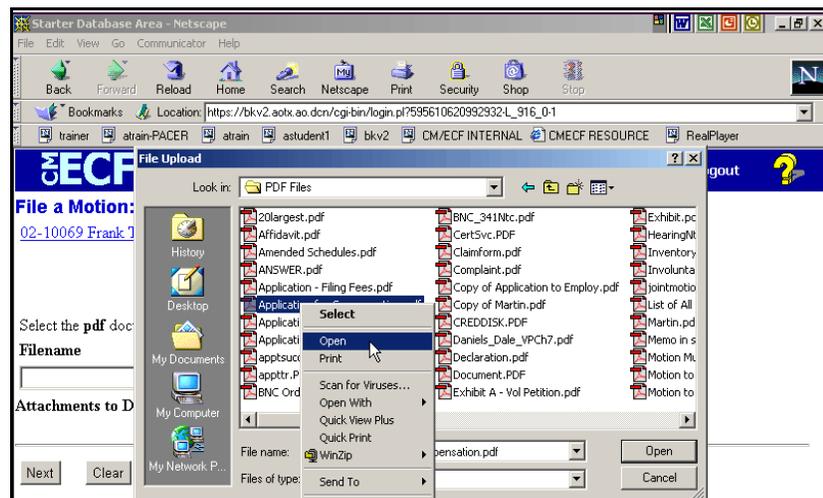

Figure 7a

> •   This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

•   Close the Adobe application if that is the correct file; click **[OPEN]** on the File Upload dialogue box. (**See Figure 7b**)
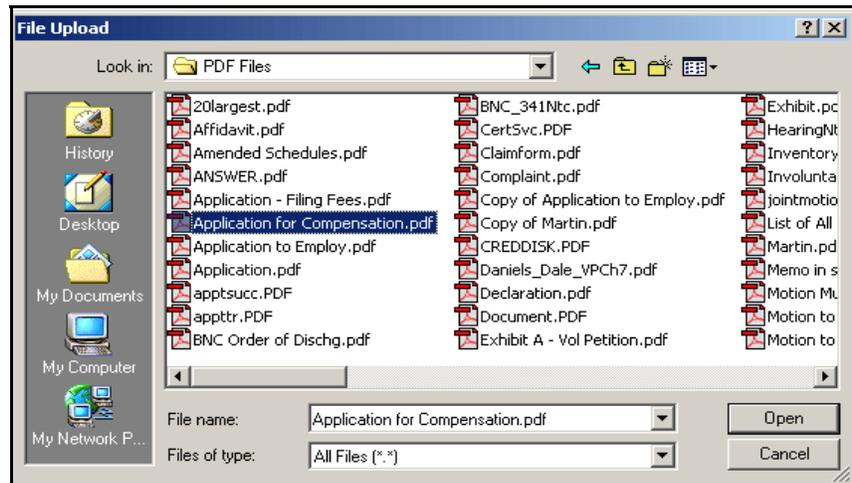

Figure 7b

◆   The PDF Document Selection screen will now show the pathway to the PDF file. (**See Figure 7c**)

Figure 7c

◆   Click [**NEXT**].

STEP 8   The Modify Docket Text screen displays. (**Figure 8**)

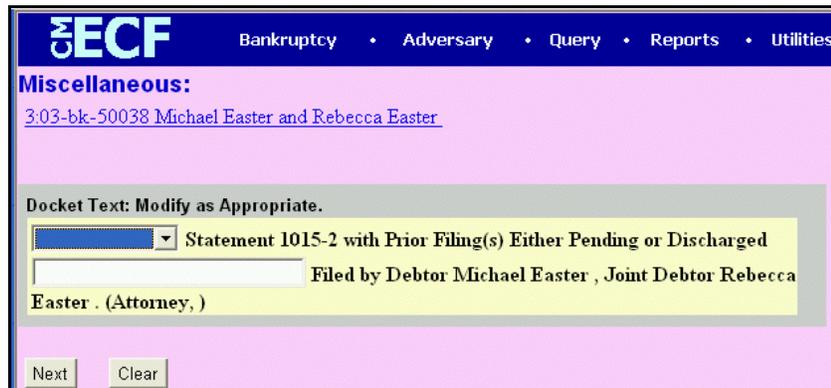**Figure 8**

◆   If appropriate, select a prefix from the drop-down box and/or insert any additional text in the text box. Click [**Next**] to continue.

STEP 9   The Final Text Editing screen displays. (**See Figure 9**)
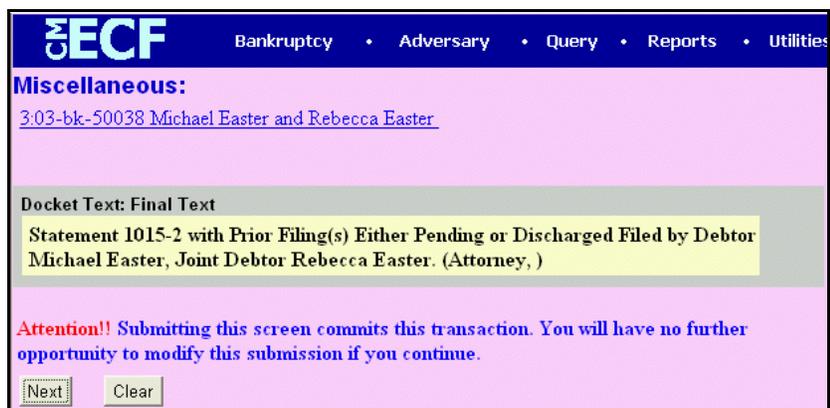

Figure 9

◆   Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click [**Next**].

◆   If the final docket text is incorrect:

•   Click the browser [**Back**] button to find the screen to be modified.

•   To abort or restart the transaction, click the Bankruptcy
         hyperlink on the **Menu Bar**.

STEP 10   The Notice of Electronic Filing screen displays. (**See Figure 10**)

Figure 10

◆   Clicking on the case number hyperlink on the Notice of Electronic
         Filing will present the **PACER** login screen.

◆   Clicking on the document number hyperlink will present the
         PACER login screen.

◆   To print a copy of this receipt, click the browser **[Print]** icon.

◆   To save a copy of this receipt, click **[File]** on the browser menu
         bar and select **Save Frame As**.

◆   The **Notice of Electronic Filing** will also be accessible as an
         option from the docket sheet. However, attorneys and public users
         will be charged a PACER access fee.