

The slide has a dark blue background. At the top, white text reads: "Welcome to the lesson on eDocs offered by the United States Bankruptcy Court, District of Hawaii." In the center, there is a white-bordered box containing a yellow box with the text "eDocs in CM/ECF" and "Click the Start button." Below this white box is a green "START" button. A red callout bubble with the text "Click here." points to the "START" button. A small white square is located on the left side of the slide.

Slide 1

Slide notes: Welcome to the lesson on eDocs. When you are ready, click the Start button to begin.

United States Bankruptcy Court
Honolulu, Hawaii

CM/ECF eDocs

Animation

Navigation Instructions

Navigation Controls
To rewind or forward the lesson, use the navigation control bar at the bottom of this window.

Closed Captioning
Turn closed captioning on or off using the  button in the lower right corner of this window.

Click the **Continue** button.





Navigation Instructions

Slide notes: Review the navigation instructions shown here. When you are ready, click the Continue button.

OBJECTIVE

The Bankruptcy Code and Rules require that debtors submit certain information to the trustee prior to the section 341 meeting of creditors. These include tax returns, pay statements, information about domestic support obligations, and other financial records.

Using a system named eDocs, attorneys with ECF logins now have the opportunity to send these documents to the trustee via email.

This module demonstrates how this works.

Click the Continue button.

[Continue](#)

Click here.

Slide 3

Slide notes: The Bankruptcy Code and Rules require that debtors submit certain information to the trustee prior to the section 341 meeting of creditors. These include tax returns, pay statements, information about domestic support obligations, and other financial records.

Using a system named eDocs, attorneys with ECF logins now have the opportunity to send these documents to the trustee via email. This module demonstrates how this works.

Click the Continue button to begin the module.



Slide 4
Slide notes: After you successfully login to CM/ECF, the Main Menu screen appears. Click on the "Bankruptcy" menu option to access the "eDocs" menu item.

The screenshot shows the ECF Bankruptcy Events page. The navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Bankruptcy Events" and is divided into several sections:

- Case Opening:** Open Voluntary BK Case, Open Involuntary BK Case, Case Upload R3, Creditor Maintenance..., Judge/Trustee Assignment
- Notices & Miscellaneous Documents:** Miscellaneous Documents, Notices
- Special Groups:** Auditor's Reports, Transcripts
- Court Notices:** (link)
- Send eDocs to Trustee:** Tax Returns, Pay Advices, 341 Dec (highlighted with a red box), Other Documents
- Claims:** File Claims, Claim Actions, Claims Upload, Creditor Claimant Activity, Creditor Batch Events
- Motions, Objections & Responses:** Motions/Applications, Applications for Compensation, Responses / Answer to Involuntary, Chapter 11 Events, Chapter 13 Events
- Trustee / U.S. Trustee:** Batch Filings, Multi-Case Docketing, Send Docs to UST, Trustee - Chapter 13, Trustee/US Trustee, Trustee 341 Filings

Annotations include a red box around the "Tax Returns, Pay Advices, 341 Dec" link, a red callout box saying "Click here." pointing to it, and a green callout box saying "Click on the Tax Returns, Pay Advices, 341 Dec link." pointing to the same link.

Slide 5

Slide notes: The "Bankruptcy Events" screen appears. Two links are listed under the "Send eDocs to Trustee" menu. Use the first link to upload debtors' tax returns, pay advices and 341 declarations. Use the "Other Documents" link to upload additional items requested by the trustee, such as financial account statements, mortgage notes and appraisals.

Click on the "Tax Returns, Pay Advices, 341 Dec" link.



Slide 6

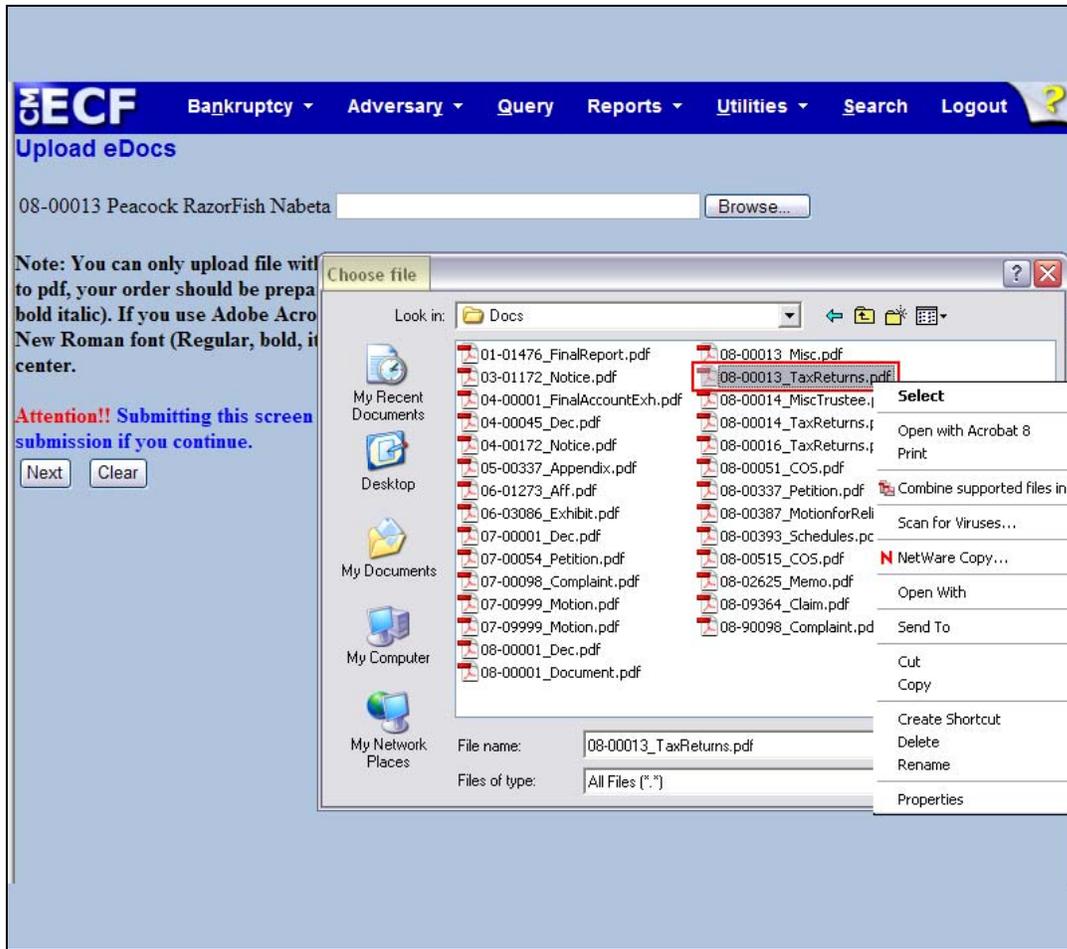
Slide notes: The "Upload eDocs" screen appears. You may enter more than one case number if you are uploading documents for multiple cases. Case numbers must be entered correctly. eDocs will not check to determine whether you are the attorney of record.

For this example, enter "08-00013". Then click the "Next" button.



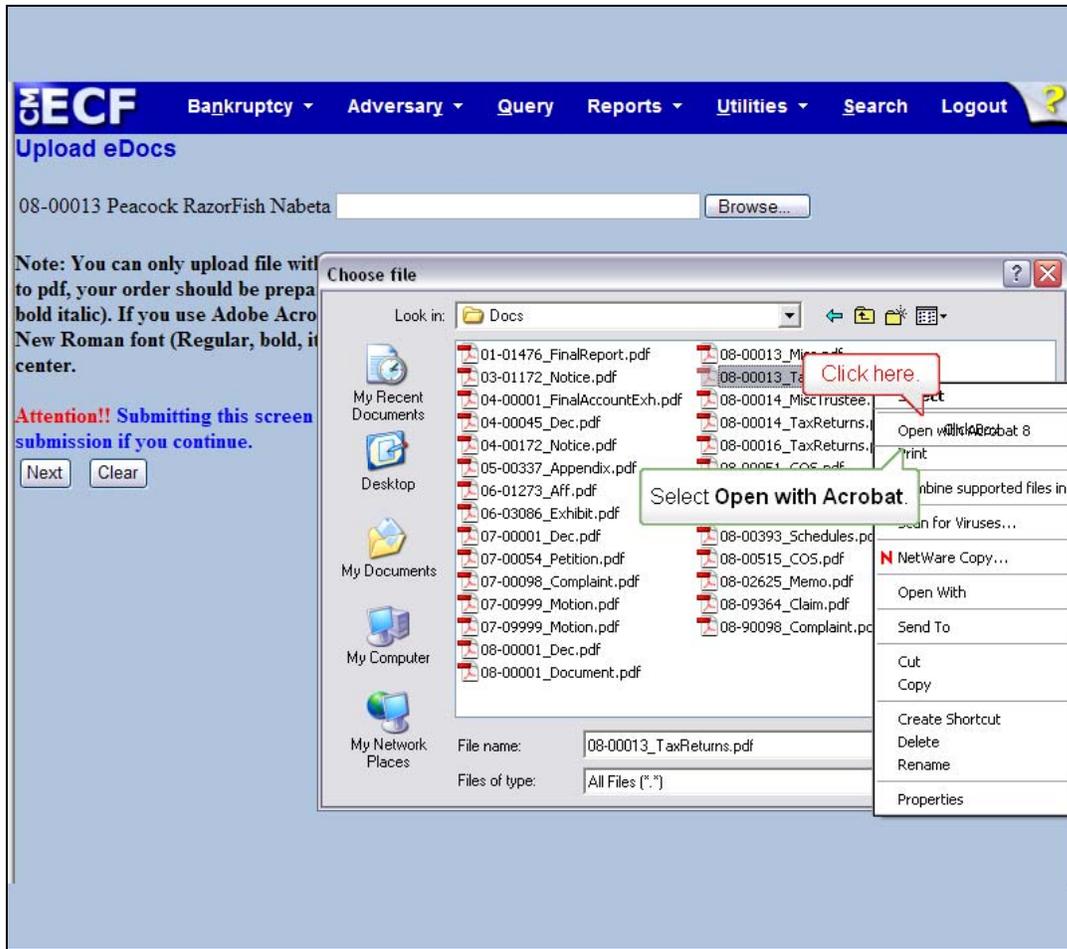
Slide 7

Slide notes: The "PDF Attachment" screen appears. Click on the "Browse" button to choose the PDF for upload.



Slide 8

Slide notes: The "Choose file" dialog box appears. In this window, navigate through the folders on your computer to locate the desired PDF document. When you find the document, right-click the file name and a shortcut menu appears.



Slide 9

Slide notes: Click on "Open with Reader..." or "Open with Acrobat...", depending on the software installed on your computer.

In this example, click on "Open with Acrobat..."

08-00013_TaxReturns.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Click here. X

Click on the X to close Adobe.

Form **1040** Department of the Treasury—Internal Revenue Service **2007** | IRS Use Only—Do not write or staple in this space.

Label (See instructions on page 12.) Use the IRS label. Otherwise, please print or type.

Labels Here

For the year Jan. 1–Dec. 31, 2007, or other tax year beginning , 2007, ending , 20

OMB No. 1545-0074

Your first name and initial: **PEACOCK R.** Last name: **NABETA** Your social security number: **123 45 6789**

If a joint return, spouse's first name and initial Last name Spouse's social security number

Home address (number and street). If you have a P.O. box, see page 12. Apt. no. **▲ You must enter your SSN(s) above. ▲**

123 SANDY FLATS

City, town or post office, state, and ZIP code. If you have a foreign address, see page 12. **HONOLULU, HI 96825**

Checking a box below will not change your tax or refund.

Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund (see page 12) You Spouse

Filing Status

1 Single 4 Head of household (with qualifying person). (See page 13.) If the qualifying person is a child but not your dependent, enter this child's name here.

2 Married filing jointly (even if only one had income)

3 Married filing separately. Enter spouse's SSN above and full name here.

5 Qualifying widow(er) with dependent child (see page 14)

Check only one box.

Exemptions

6a Yourself. If someone can claim you as a dependent, do not check box 6a

b Spouse

c Dependents:

(1) First name	Last name	(2) Dependent's social security number	(3) Dependent's relationship to you	(4) <input checked="" type="checkbox"/> If qualifying child for child tax credit (see page 15)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

If more than four dependents, see page 15.

Boxes checked on 6a and 6b: **1**

No. of children on 6c who: lived with you did not live with you due to divorce or separation (see page 16)

Dependents on 6c not entered above:

Add numbers on lines above: **1**

d Total number of exemptions claimed

Income

7 Wages, salaries, tips, etc. Attach Form(s) W-2 **7 0.0**

8a Taxable interest. Attach Schedule B if required **8a**

b Tax-exempt interest. Do not include on line 8a **8b**

9a Ordinary dividends. Attach Schedule B if required **9a**

b Qualified dividends (see page 19) **9b**

10 Taxable refunds, credits, or offsets of state and local income taxes (see page 20) **10**

11 Alimony received **11**

12 Business income or (loss). Attach Schedule C or C-EZ **12**

Attach Form(s) W-2 here. Also attach Forms W-2G and 1099-R if tax was withheld.

Slide 10

Slide notes: The PDF will open for viewing. After you confirm that you are attaching the correct document, close the Adobe window.

Click on the "X" in the upper right corner to close Adobe.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the 'Upload eDocs' section. A text input field contains '08-00013 Peacock RazorFish Nabeta' and a 'Browse...' button is to its right. A note states: 'Note: You can only upload file with extension .pdf, your order should be prepared in bold italic. If you use Adobe Acrobat, use New Roman font (Regular, bold, italic). Attention!! Submitting this screen submission if you continue.' Below the note are 'Next' and 'Clear' buttons. A 'Choose file' dialog box is open, showing the 'Docs' folder. The file list includes various PDF files, with '08-00013_TaxReturns.pdf' highlighted. A callout bubble says 'Click on Open.' pointing to the 'Open' button. Another callout bubble says 'Click here.' pointing to the file name field in the dialog, which contains '08-00013_TaxReturns.pdf'. The 'Files of type' is set to 'All Files (*.*)'.

Slide 11

Slide notes: You will return to the "Choose file" dialog box. Confirm that the correct file is selected and click on the Open button.

Click on Open.

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Upload eDocs

08-00013 Peacock RazorFish Nabeta Q:\Denise\Docs\08-00013_TaxReturns.pdf

Note: You can only upload file with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your order should be prepared using the Courier, Helvetica or Times New Roman font (Regular, bold, italic and bold italic). If you use Adobe Acrobat Writer version 5, your order should be prepared using the Arial, Courier or Times New Roman font (Regular, bold, italic and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention: [Click here.](#) this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click on the **Next** button.

Slide 12

Slide notes: The path of your selected document appears in the "Filename" field. Review the information for accuracy.

Click the "Next" button to upload the document.

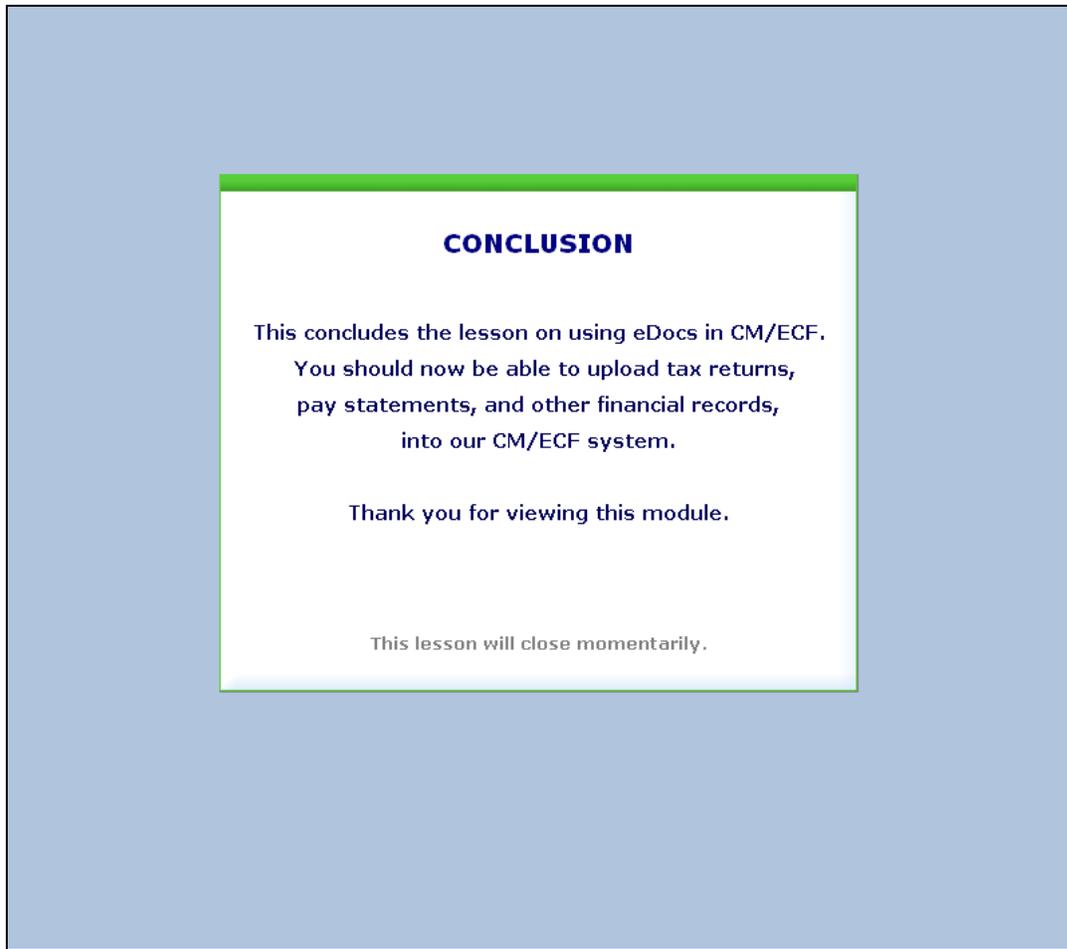


The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the heading "Upload eDocs". A green-bordered box contains the following text: "The following documents were uploaded successfully on 6/5/2008 - 3:33 PM", "Case Number: 08-00013", "Case Name: Peacock RazorFish Nabeta", and "This document has been routed to Trustee Field." Below this box is a purple link labeled "Repeat Transaction".

Slide 13

Slide notes: The "Confirmation Screen" appears. This screen shows that the documents were successfully uploaded and routed to the trustee assigned to the case. We recommend that you print this page as it is the only verification that you will get for the upload. If there is a problem with the upload, the court can check logs and email messages based on the information that you provide to us from this page.

CM/ECF routes the uploaded documents to the trustee. These documents are not accessible from anywhere within the application. The Bankruptcy Court stores these uploads for 60 days, for possible review by the Office of the United States Trustee.

A slide with a light blue background. In the center is a white rectangular box with a green border. Inside the box, the word "CONCLUSION" is written in bold blue text. Below it, there are three lines of blue text: "This concludes the lesson on using eDocs in CM/ECF.", "You should now be able to upload tax returns, pay statements, and other financial records, into our CM/ECF system.", and "Thank you for viewing this module." At the bottom of the box, in smaller blue text, it says "This lesson will close momentarily."

Slide 14

Slide notes: This concludes the lesson on using eDocs in CM/ECF. You should now be able to upload tax returns, pay statements, and other financial records, into our CM/ECF system.

Thank you for viewing this module.