UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

USER GUIDE

Note

This guide is intended to supplement the court training for new users. There is a more extensive User Guide posted to the court's web page in the CM/ECF Section. This Internet Guide is updated frequently and will be the best reference for future use.

CONTACTS AND RESOURCES

Court Personnel:	**Issues and Responsibilities:**
Help Desk 808-522-8100 Ext. 171 Helpdesk@hib.uscourts.gov	General user inquiries. Problems with CM/ECF docketing and transmission of electronic files. Correct use of ECF program. Systems problems and errors. The Help Desk line is open from 8:00 am to 3:30 p.m. during days on which the court is open.
Mark van Allsburg, Clerk Tel: 808-522-8115 Mark@hib.uscourts.gov	General policy and systems operation. Reporting of errors which need correction. BNC noticing problems.
Amy Young, Chief Deputy Clerk Tel: 808-522-8116 Amy_Young@hib.uscourts.gov	General policy and systems operation. Financial problems including credit card issues. Payment of fees.
Mike Dowling, General Counsel Tel: 808-522- 8100 ext 109 Mike_Dowling@hib.uscourts.gov	Legal and policy issues including local rules, CM/ECF Procedures and Guidelines, Local forms.
Online Resources: www.hib.uscourts.gov	The CM/ECF web site contains a great deal of information about CM/ECF including Local Rules, Guidelines and Procedures, Registration for CM/ECF training, Overview of CM/ECF and Frequently Asked Questions, Information on Court Training Sessions, Links to Computer Based Training [CBT's] sites and an Extensive User Guide.
Court Training:	The court conducts a training program for persons wishing to be registered CM/ECF users. In most cases, a half day training course is a pre-requisite to registration and use of CM/ECF electronic filing. The court's web page lists training opportunities and gives established dates for programs. Registration may be made on-line. In some cases, persons trained and registered in another bankruptcy court will or persons for whom training in Hawaii is impracticable will be registered without the training. Call Mark Van Allsburg or Mike Dowling for further information [telephone numbers listed above].

HARDWARE AND SOFTWARE REQUIREMENTS

Here are some of the basic hardware and software requirements that you must have in place before you can effectively use CM/ECF for electronic filing.

Hardware and Software

- A computer running any graphical user interface (GUI) type of operating system, such as a PC with Microsoft Windows (9x, NT, XP, 2000) or an Apple computer. *Recommendation from this court* — Make sure that you have sufficient memory [RAM] for handling large documents. 256K at a minimum – and more would be better.

- Internet connection. See note below.

- A suitable browser. Netscape Navigator, version 4.6 or 4.7. Netscape 6 is not recommended for use with CM/ECF. The CM/ECF technical staff are currently testing Internet Explorer version 5.5 to certify its compatibility with the CM/ECF system. However, we currently have some users accessing the system through Internet Explorer.

- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Both Acrobat Writer Version 3.X and 4.X meet the CM/ECF filing requirements. The CM/ECF technical staff is currently testing Version 5 to certify its compatibility with the CM/ECF system. For viewing documents, not authoring them, only Adobe Acrobat Reader is needed.

- A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect and Word. See notes on specialty software below.

- A scanner to image and convert paper documents to electronic PDF format.

Internet Connection — When filing new cases and documents with the court, you will be transmitting large files through the Internet. It is possible to do this using a dial up modem, but it could take a very long time to send or to download the files. We highly *recommend* that you arrange for a digital Internet connection, such as cable or DSL service, which will provide a much faster data transmission rate. There are several companies which offer digital connections in Hawaii.

Document Creation Software – Although generic word processing software [e.g., WordPerfect, Microsoft Word, etc.] can be used to create documents, there are many software packages on the market which create bankruptcy forms and greatly simplify the creation of petitions and other pleadings. They may also simplify the conversion of documents to PDF format. These software packages are particularly helpful to attorneys who intend to file new

cases. You will find below, a list of some of the companies that have developed specialty software for bankruptcy forms preparation. When reviewing software packages for purchase, we would recommend that you look at the following features:

1. Does the application allow for the preparation of a large range of bankruptcy forms?

2. Is the application marketed specifically for use with CM/ECF?

3. Does the application allow you to enter case information once and then use that information to fill out all of the forms?

4. Does the application indicate that it includes the ability to upload the data to the court's server in a very simple process?

We suggest that you find other attorneys who do bankruptcy work and find out which products they use and how they like what they are using. **Note!** If you are using software other than Adobe Acrobat to produce your PDF files, you must check with your vendor to assure compatibility with your petition software.

The court does not endorse or warranty the products or services of any vendor. If you have a problem with your petition software, you should contact the software provider directly. Software vendors who wish to be added to the list below should submit a request to the Clerk.

Bankruptcy 2003 [www.bankruptcysoftware.com] New Hope Software PO Box 1306 Mercer Island, WA 98040 Contact: Frederick Rogovy Phone: 800-532-7114 Fax: 206-232-9586 Email [sales@bankruptcysoftware.com] Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? No, but local forms can be imported into program.	Bankruptcy Plus [www.cornerstone-computer.com] Cornerstone Computer Group, Inc. 3873 Airport Way PO Box 9754 Bellingham, WA 98227-9754 Contact: Shawna Weatherbee Phone: 800-397-8238 Fax: 800-397-8346 Email [Ccgi@cornerstone-computer.com] Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes

Best Case Bankruptcy [www.bestcase.com] Best Case Solutions, Inc. 820 Davis Street, Suite 410 PO Box 32 Evanston, IL 60204 Contact: Tonya Rice Phone: 800-492-8037 or 847-492-8037 Fax: 847-492-8038 Email [info@bestcase.com] Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes and local forms can be imported into program.	EZ Filing, Inc. [www.ezfiling.com] 899 Logan Street, Suite 312 Denver, CO 80203-3155 Contact: Marty Mohr Phone: 800-998-2424 Fax: 866-998-2424 Email [techsupport@ezfiling.com] Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes and local forms can be imported into program.
Fresh$Start$even Banrkuptcy Software [www.freshstart.com] Seaview Software, Inc. Seattle, WA Contact: Martin L. Laurence Phone: 800-773-9373 or 206-523-2445 Email [info@freshstart.com] Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes	Chap 7 . . 13 [www.westgroup.com] West Group 610 Opperman Drive Eagan, MN 55123 1-800-217-9378 Contact: Monica Wiese Email: Support@WestGroup.com Features: Designed to work with CM/ECF? Yes Converts documents to PDF files? Yes CM/ECF data upload? Yes Includes Hawaii Local Forms? Yes and forms can also be imported into program.

NOTE! Check the CM/ECF section of the court's web page [www.hib.uscourts.gov] for additional vendors who may have been added since this Guide was published. You will find these vendors listed under CM/ECF Overview, the Technical, the Software for Forms Production.

Glossary of CM/ECF Terms

Adobe Acrobat

Application used almost universally to create and view "pdf' documents. The Adobe Corporation created the "pdf' format.

Automatic E-mail Notification

A CM-ECF feature that permits attorney users to receive notification of the filing of a case or document via e-mail.

Browse

A Windows operation of navigating through directories to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers. Only Netscape Navigator version 4.6 or 4.7 is guaranteed to work with CM/ECF.

Category

In CM-ECF, a category is a classification of similar document types.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can chose one or more items from a list.

CM-ECF

Case Management/Electronic Case Filing is the Administrative Office's new application that will revolutionize the way we do business, completely replacing BANCAP with "next generation" case management capabilities. With CM-ECF, attorneys will eventually file cases and documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM-ECF on a screen. Common Suggested value for a field. Like BANCAP, many fields in CM/ECF have common values suggested. If correct, you may accept them; if incorrect, you type over them.

Document Type

In CM-ECF, we use the tern Document Type to describe a specific CM-ECF filing or event within a case which behaves uniquely from other document types.

Drop (Up or Down) Box

A form field with specific types of information listed in a text box. The are used throughout CM/ECF for making selections. When you see the selection you want to make, do a left mouse click to highlight it. On Motions when you need to select two parts, hold your control "CTRL" key down when making the second (third, etc.)selection.

Hypertext Link

A hypertext link is a URL imbedded in a html (hypertext markup language) document. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Electronic Filing

An important feature of CM-ECF is a Notice of Electronic Filing. This is an electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. It can be viewed from a Web Site. To be filed in CM-ECF, all documents must be in"pdf" format.

Primary Attachment

The pleading document being filed electronically. All CM-ECF filings will have a document in PDF format as a primary attachment.

Radio Button

A control object a user can click to select choices from a list. Radio buttons are designed so that you can chose one item from a list.

Secondary Attachment

An additional supporting document filed electronically with a pleading. All documents filed in CM-ECF will have a PDF file as a primary attachment. Most docket entries will NOT have secondary attachments. An scanned exhibit might be a secondary attachment to a pleading.

URL

URL is short for Universal Resource Locator. URL's are the naming scheme used to find web pages. A URL is like a street address.

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STYLE GUIDE

This guide contains the preferred style practices for all users of the CM/ECF application in the District of Hawaii. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF database. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in the CM-ECF, since successful queries require very exact matches on search data including punctuation, abbreviations and upper or lower case.

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Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

1. Use upper and lower case for all names and capitalize the first letter in a proper noun.

Wallace David Smith, Jr.
United Services Fidelity and Guaranty

2. Use full name, if known, and enter in an abbreviated name as a d/b/a or a/k/a if needed.

Use the full name of an individual and enter the same name into CM/ECF. A full middle name is preferred to an initial. Use an initial only if the initial is the actual middle name or if you do not know the full name. Example: Mary Wen Chiu Robinson should be used instead of Mary W. C. Robinson if the full name is known.

If the debtor commonly uses an initial to replace a name, then put in that name as a a/k/a. Example: Enter Mary W. C. Robinson if this is the name that Mary Wen Chiu Robinson usually uses in business affairs.

Example: You are filing a petition for Glenn Allen Roy Smith who commonly uses the name Glenn A. R. Smith. Please use the full name on the petition and other pleadings and after entering the full name in CM/ECF enter Glenn A. R. Smith as an a/k/a.

3. Use appropriate punctuation and single spacing between all names and following initials and periods.

J. J. Jones
Smith, Inc.
C. W. Bradford, Ltd.
[Note however that U.S.A. should be entered without spaces.]

4. If you enter a name with accent marks within the name, enter the same name as an a/k/a without the accent marks. If a last name contains multiple words, put the name as correctly written and add the name without the spaces as an a/ka.

Example: Nohalani Pu'uhale. Enter this name with the correct accent, but also add the name Nohalani Puuhale [no accent marks] as an a/k/a.
Example: James Allen Van Der Veen. Put in the name as properly written and

add James Allen Vanderveen as an a/k/a.
Example: James Mc Coy – Also James McCoy as an a/k/a

5. When typing names that have hyphens, do not insert spaces.

Example: Mary Smith-Baker NOT Mary Smith- Baker.

6. If an individual does not have a middle name, leave that field blank.

Do not enter "NMN" (no middle name).

7. If a party has multiple names such as Audrey W. S. Alice Shimoto, add the extra names in the Middle Name box.

Last name: Shimoto
Middle name: W. S. Alice
First name: Audrey

8. Business names should be entered entirely in the Last Name box.

Do not use the First Name or Middle Name box when entering business names.

9. Do not use the ampersand sign – Write out "and". Do not use other special characters, e.g., %, @ and avoid any other special characters.

B. & D. Company
Robert Smith, a/k/a "Rob"

10. Avoid abbreviations unless it is part of the official company name on the petition or pleading.

Ford Motor Company NOT – Ford Motor Co.
First Federal Association NOT – 1st Federal Assoc.

11. Enter U.S. and U.S.A. with punctuation but <u>without any spaces</u> between the letters. [Do not write out United States]

U.S. Department of Agriculture
U.S. Trustee
U.S. Attorney
U.S. Environmental Protection Agency

12. Titles– It is not necessary to put in titles [e.g., Mr., Mrs. Ms. etc] for debtors or other parties. We prefer that you not enter such titles. However, it is necessary to put in appropriate indications of **Generation** e.g., Jr., Sr., II, III, etc.

Adding Parties who already exist in the CM/ECF database.

If you are adding a party and the party is already listed but has a slightly different name, select that party and add the appropriate name as an a/k/a. Do not create a new party.

> ***Example:*** You are filing a petition for Kalani Jason Allen Ahau. When you search for the name, you find that Kalani J. Ahau is already in the data base, and when you look at the social security number you realize that this is the same person. Do not add the person again because the name you are using is different. Simply add the name which you have as an a/k/a of the person already listed.

What if the party exists but the address or other information is not correct?

> If you find that the party is already listed but the address or other information is no longer correct, select that party and then delete the information from the screen and replace with the correct information before accepting the party. The party information will be modified for this case only.

Party type.

> Please be sure to display the proper party type for each individual or business entity. There is a drop down list with may options. The most obvious and most common are debtor, joint debtor and creditor.

Creditors.

> Creditors often are often added to CM/ECF multiple times. Please choose a creditor name and address which matches your information and do not add a creditor because of minor variations and/or changes in the company name. Some creditors have requested that a specific address be used for all communications about bankruptcy cases. Please use this address. A “common creditor” address list can be found on the CM/ECF web page of the court and this will list all of these addresses.

Style Conventions for Addresses

These style conventions apply to all addresses entered in the CM/ECF application.

1. Abbreviate post office addresses without a space between the P and O.

P.O. Box 1359
P.O. Drawer 34321

2. Use digits for numbers in addresses.

3224 East 26th Street
425 6th Street
1 Valley Plaza

3. When there is a street address as well as a post office box address for a debtor, add only the post office address.

John J. Johnson
P. O. Box 1477
4218 Elmwood Lane ***(Eliminate this line)***
Bentonville, AR 40453

4. When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention:

Arthur Andersen and Associates
Attention: Terri Brooks
John Hancock Building, Suite 2600
8723 Michigan Avenue
Chicago, IL 60604

5. If the address contains an apartment number or suite number, you may use the # sign in place of the word number or suite.

Barbara Bixby
322 West Shady Lane, # 334
Austin, TX 78701

6. Use c/o to indicate "In Care Of".

Manuel Ortega, Jr.
c/o Manuel Ortega, Sr.
6612 East 6th Street
El Paso, TX 79901

7. The city, state and zip must be the only information on the last address line unless the address is in a foreign country. See below.

8. Use the full ten digit zip code if at all possible.

9. Foreign addresses must have the full name of the post office and country of destination printed in capital letters.

EXAMPLES

Alfonso Diaz
Rio de Danubecy Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO #1050

Jan A. Schmidt
Lindenveg Str. 23
33401 Heidelberg
GERMANY

Sgt. John Smith
C Company 237 Armor
Unit #21103, Box 512
APO AE 09014

10. Do not use any special characters in the address such as ~, ^, <, >, &, @ or fractions such as ½ .

Creditor Matrix Specification
for filing matrix in electronic format

Page Setup

Margins (top, bottom, left, right) should be at least one (1) inch. Names and addresses should be left justified, i.e., flush against the left margin with no leading spaces.

Do not include page numbers, headers, footers, or any other information on the matrix.

The matrix must be a text [.txt] file when transmitted or submitted for filing.

Listing creditors

Do not include the debtor, attorney for the debtor, trustee or U.S. Trustee on the matrix.

List individual creditors putting last name first in alphabetical order: Example: Jones, Mary F.

Each creditor must be separated by at least one blank line.

All entries should conform to the style specifications in the Style Guide. Do not add creditors for which you have no address. Do not put ABC Corporation, Address unknown.

The name and address of each creditor must be five lines or less.

Each line may contain no more than 40 characters including spaces.

Account numbers or “attention” lines should be placed on the second line of the name / address.

City, state and zip code must be on the last line unless the address is in a foreign country. See comments in this Style Guide in the section Style Conventions for Addresses which you will find above.

Place a comma after the name of the City. Example: Chicago, IL

All states must be two-letter abbreviations.

Nine digit zip codes must be typed with a hyphen separating the two groups of digits.

Abbreviations

States & Territories

AL Alabama
AK Alaska
AZ Arizona
AR Arkansas
AS American Samoa
CA California
CO Colorado
CT Connecticut
DE Delaware
DC District of Columbia
FL Florida
GA Georgia
GU Guam
HI Hawaii
ID Idaho
IL Illinois
IN Indiana
IA Iowa
KS Kansas
KY Kentucky
LA Louisiana
ME Maine
TT Marshall Island
MD Maryland
MA Massachusetts
MX Mexico
MI Michigan
TT Micronesia
MS Mississippi
MO Missouri
MT Montana
NE Nebraska
NV Nevada
NH New Hampshire
NJ New Jersey
NM New Mexico
NY New York
NC North Carolina
ND North Dakota
CM N. Mariana Isl.
OH Ohio
OK Oklahoma
OR Oregon
TT Palau
PA Pennsylvania
PR Puerto Rico
RI Rhode Island
SC South Carolina
SD South Dakota
TN Tennessee
TX Texas
UT Utah
VT Vermont
VA Virginia
VI Virgin Islands
WA Washington
WV West Virginia
WI Wisconsin
WY Wyoming

Geographic Directions

North = N.
South = S.
East = E.
West = W.
Northeast = N.E.
Southwest = S.W.
Southeast = S.E.
Northwest = N.W.

Street Designators

In general it is best to type out the entire name of the street designator.

If there is a necessity to abbreviate, use the following:

Avenue	Ave.
Boulevard	Blvd.
Highway	Hwy.
Interstate Highway	I.H.
Lane	Ln.
Street	St.
Road	Rd.

Searching For Parties

Make sure you search the CM/ECF data base for the party you want to add to a case. Use several Search Criteria:

Before adding any party to a case, search for that party using name, social security number or tax ID number "search clues" where appropriate. If the system finds the correct name, select it to help eliminate different versions of the same party name.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, the style guide can help avoid "United States" being in the database also as "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A."

Do not assume that a person or company will have exactly the name that you are using.

If you have a social security number, use it first. If you get nothing, then try a more general search by name. Do not be too specific: If you have the name Alex J. M. Shintani, search for all parties with the last name Shintani.

If you find the correct party, do not add that party again because the name does not exactly match the one you have been given.

If you find a party that has the same social security number and similar name, then you have found the right party. If the name you are using is different, then put that name in as an a/k/a before accepting the party.

DOCUMENT PREPARATION

Prior to logging into CM/ECF, the user should prepare the case or pleadings for filing. These are the basic steps in this process.

1. **Prepare the forms or pleadings** using either generic word processing software or specialty software. [See list of vendors of bankruptcy forms preparation software in the **Hardware and Software Requirements** section above].

2. **Convert the forms or pleadings to .pdf files.**

3. **Convert the mailing matrix to a text [.txt] file.**

These steps are explained in detail in the following pages.

Notes on Adobe Acrobat:

The following directions for converting documents prepared with **WordPerfect** or **Microsoft Word** assume that you have installed the full version of **Adobe Acrobat** on your computer. If you have only have **Adobe Reader** [which is available without charge and which allows you to open and read PDF documents] then these instructions are not applicable. If you do not have either Adobe Acrobat or some other program to convert text files to PDF, then your only option is to print the document and create an image with a scanner which has the capability of creating PDF images. If you do not purchase Adobe Acrobat then it is essential that you purchase a scanner with software taht allows you to save the image to a PDF format.

If you purchase **Adobe Acrobat** to use with **Word Perfect** or **Microsoft Word**, it is important to install and configure your software so that you have the printer options which are illustrated in the following procedure guide. We have instructions for installation so that you will have the option of selecting Acrobat PDF Writer and Acrobat Distiller from the menu of printer drivers on your printer menu. We recommend that you always select Acrobat PDF Writer for conversion of text documents to minimize file size.

See the CM/ECF web page which is part of the bankruptcy court web site at www.hib.uscourts.gov for instructions on installation of Adobe Acrobat to insure that you properly install Adobe PDF Writer on your menu of print drivers.

Converting Documents to PDF

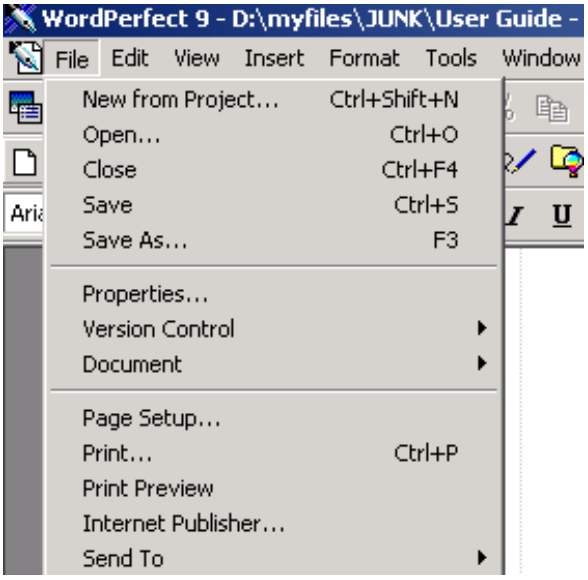
This procedure explains how you can convert a document you created using **WordPerfect** or **Microsoft Word** to Portable Document Format (PDF). Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM/ECF).

For WordPerfect:

STEP 1 Open the WordPerfect document to be converted.

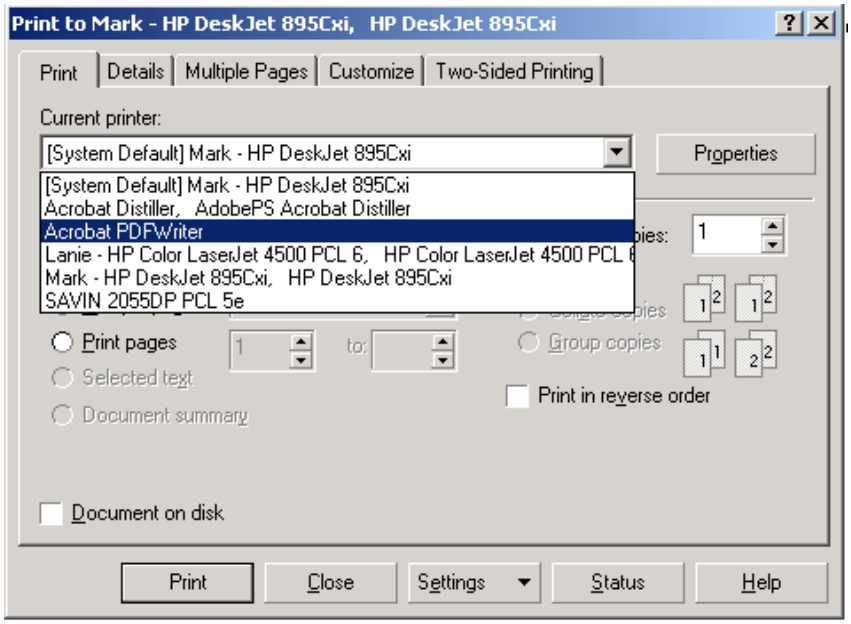
STEP 2 Click on **File** in the toolbar to display the drop down menu. **(See Figure below)**

— Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen. **(See Figure below)**

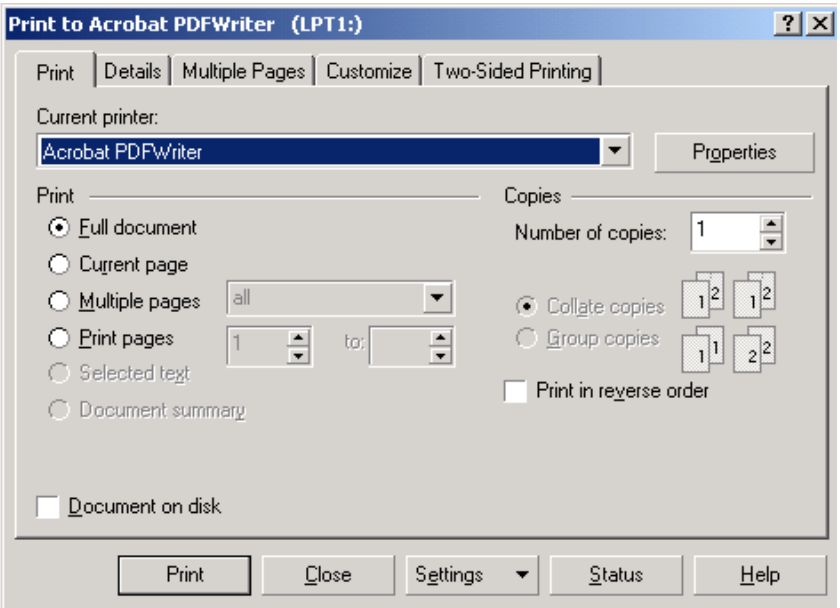


— Click the down arrow on the **SELECT PRINTER** box to display a drop-down window with a list of printer choices. **(See Figure below)**

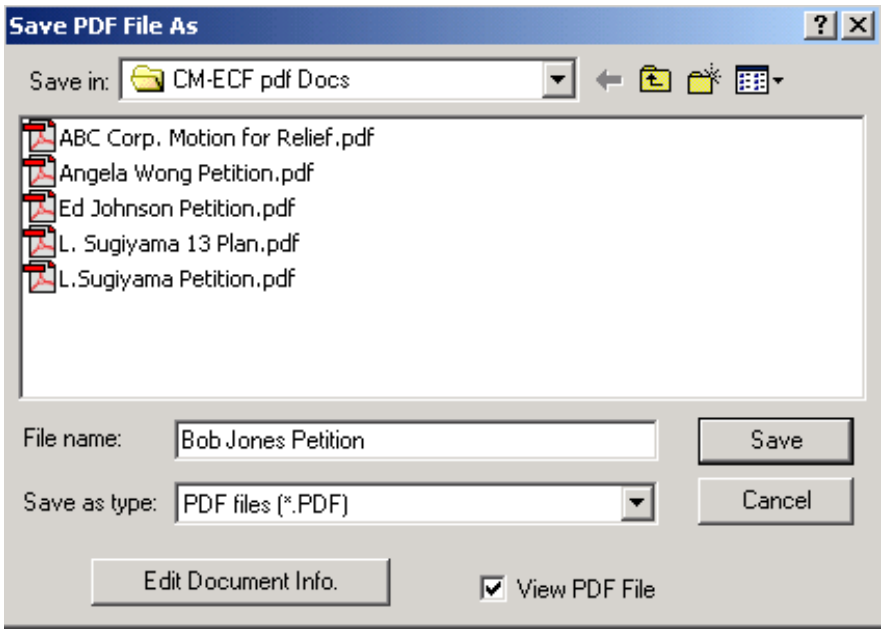
STEP 3 Click on **Acrobat PDF Writer** to select. [Note – we recommend that you always use **Writer** rather than **Distiller** for text documents.]



STEP 4 Click on the **Print** button on the **PRINT DIALOG SCREEN**. **(See Figure below)**



The file will not actually print out; instead the **SAVE PDF FILE AS** screen will display. **(See Figure below)**



STEP 5 Name the file to be saved. [**Note!** If you are using older versions fo WordPerfect, you will have to use much shorter file names] The (.pdf) extension will automatically be added

STEP 6 Save the file by clicking on the **SAVE** button.

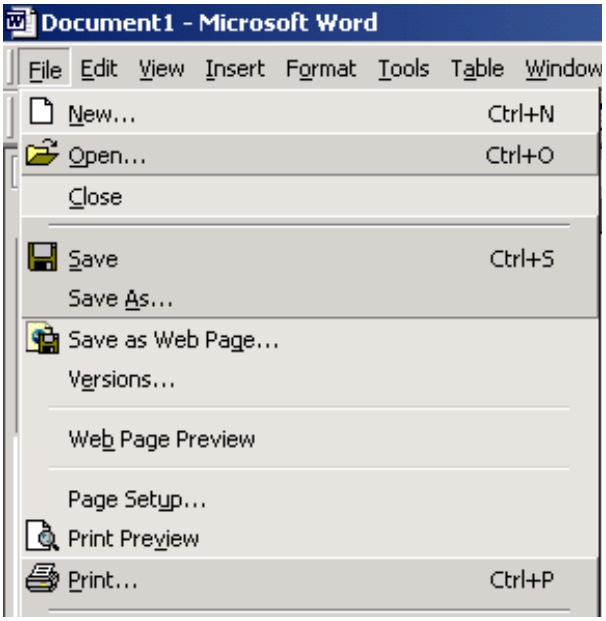
The file is converted to PDF and saved to the file that is listed in the **SAVE IN**: box.

For Microsoft Word 2000:

STEP 1 Open the document to be converted.

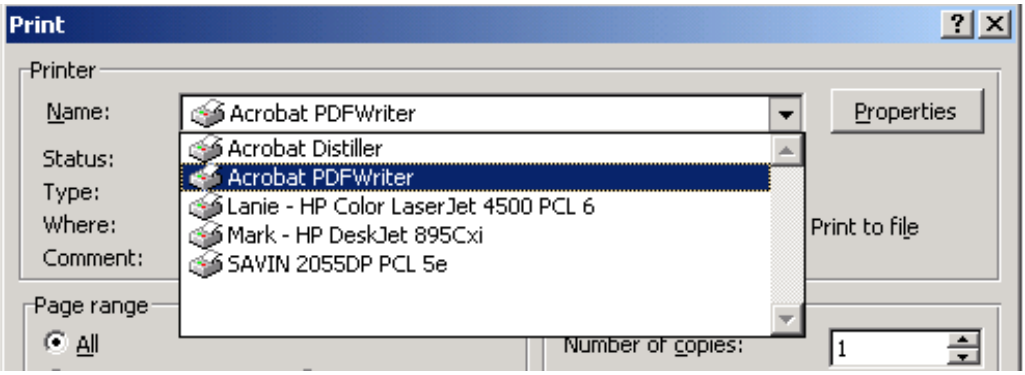
STEP 2 Click on **File** in the toolbar. **(See Figure below)**

The drop down menu displays. **(See Figure below)**

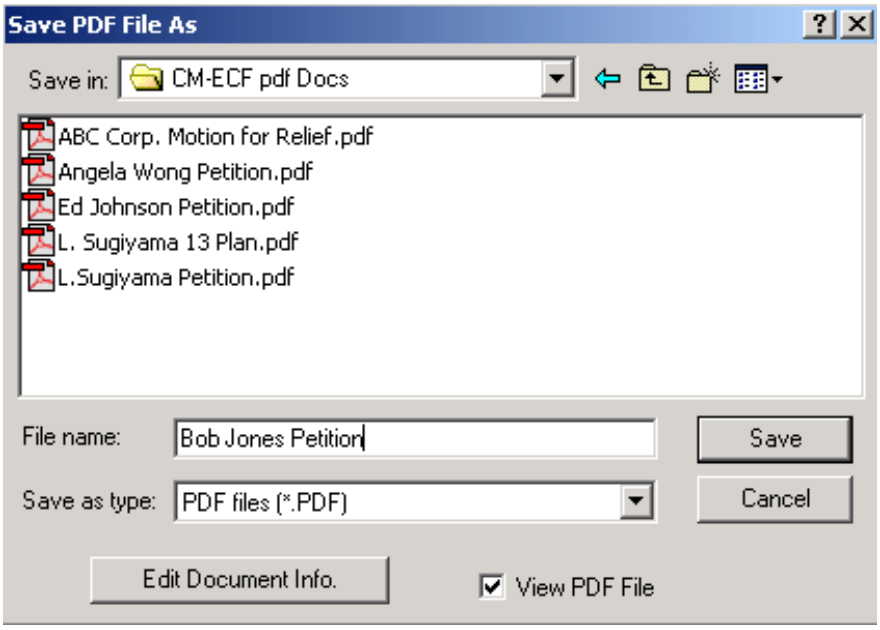


Click on the **Print** option on the drop down menu.

The following screen displays. Click on the printer Name: field and select **Acrobat PDF Writer**. [Note! - We recommend that you always use **Writer** rather than **Distiller** for text documents].



STEP 3 Click on **OK** at the bottom of this screen. The following screen will appear.



STEP 4 Browse to the file folder in which you will save PDF documents to file and make sure that the folder name is displayed in the **Save In**: box.

Enter the name of the file in the **File name**: box. You do not need to add .pdf since this will be done automatically.

Click on the **Save** button to save the file to your folder.

The PDF document is now saved and is ready for electronic filing.

CREATING AND SAVING A MAILING MATRIX

1. Use word processing software to create the matrix.

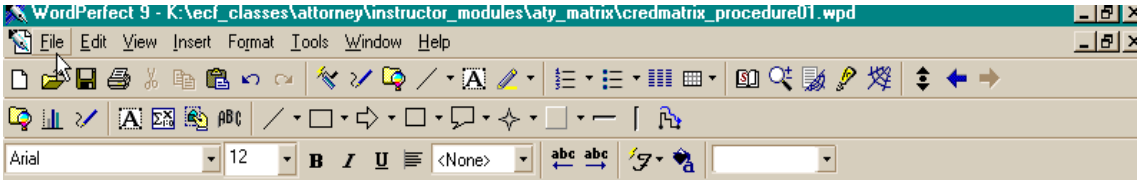
2. Follow the rules for creating the matrix in the Style Guide which is printed above.

3. Name the file so that you can easily find it.

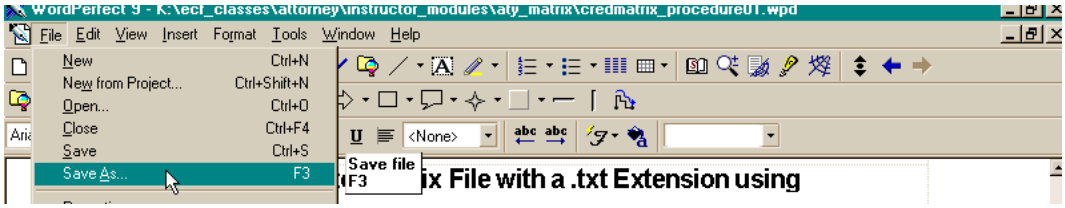
4. Convert the file to a text [.txt] file.

To Save the Creditor Matrix File with a .txt Extension using WordPerfect 9

STEP 1 Open the document. Left click **File** in the WordPerfect toolbar **(See Figure below.)**

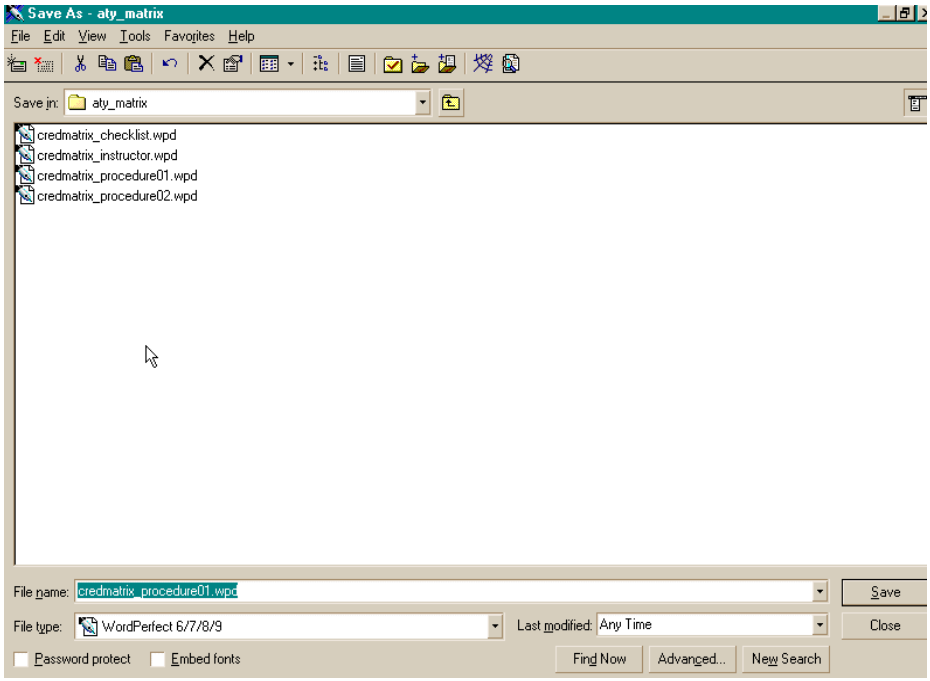


STEP 2 The **File** drop down list displays **(See Figure below.)**



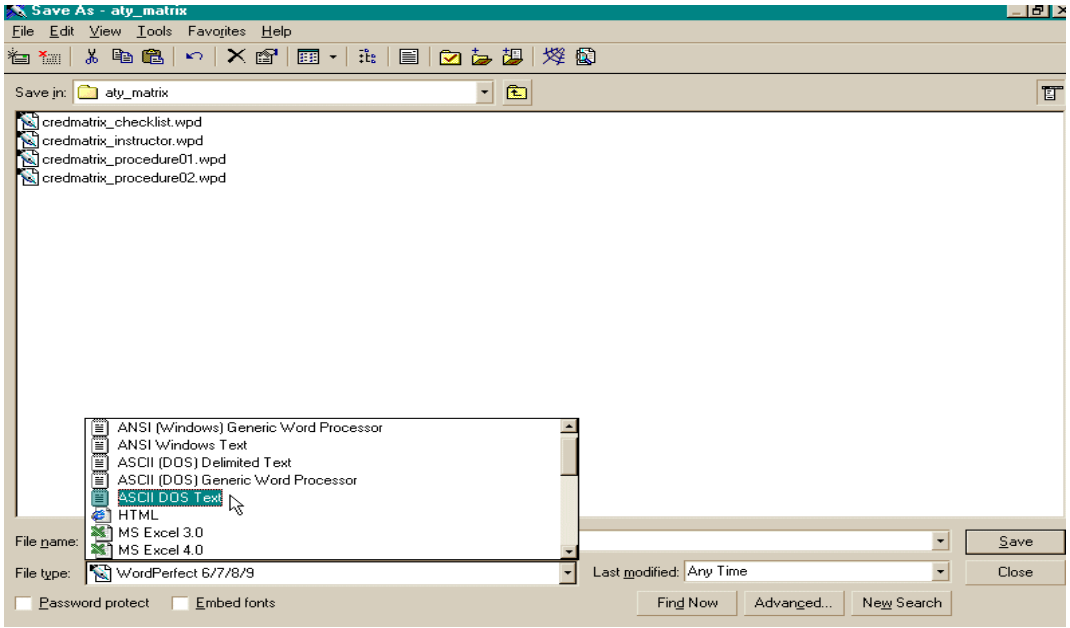
— Left click **[Save As]** in the drop down list.

STEP 3 The **SAVE AS** screen displays **(See Figure below.)**



Left click the drop down arrow in the **File type** box.

STEP 4 The **File type** drop down box displays **(See Figure below)**



Use the scroll bar to locate the “ASCII DOS Text” option.

Left click “ASCII DOS Text” to select.

STEP 5 Left click in the **File name** box, then type in the file name you wish to use for the matrix.

NOTE: The preferred practice is to use the debtor name in the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

- gary_grant_matrix.txt
- acme_enterprises_matrix.txt

Note! If you are using an older version of WordPerfect you may have to use a file name with no more than 8 characters. Use an abbreviated name. Example:

- Grant_ma.txt

STEP 6 Left click in the **Save in** box.

Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

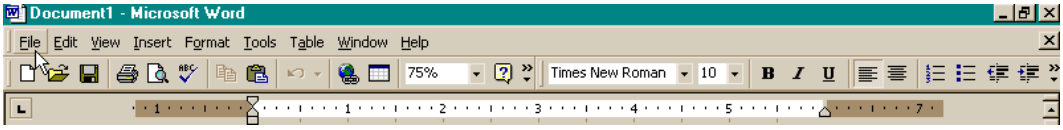
-OR-

Key the correct path description in the **Save in** box.

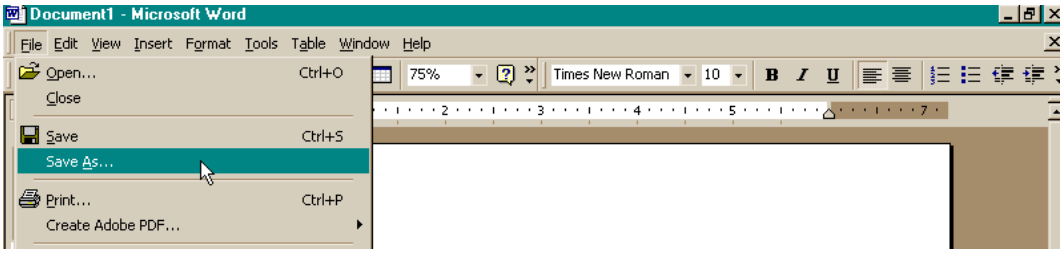
STEP 7 Left click **Save** to continue.

To Save the Creditor Matrix File with a .txt Extension using Microsoft Word 2000

STEP 1 Open the document. Left click **File** in the Microsoft Word toolbar **(See Figure below)**

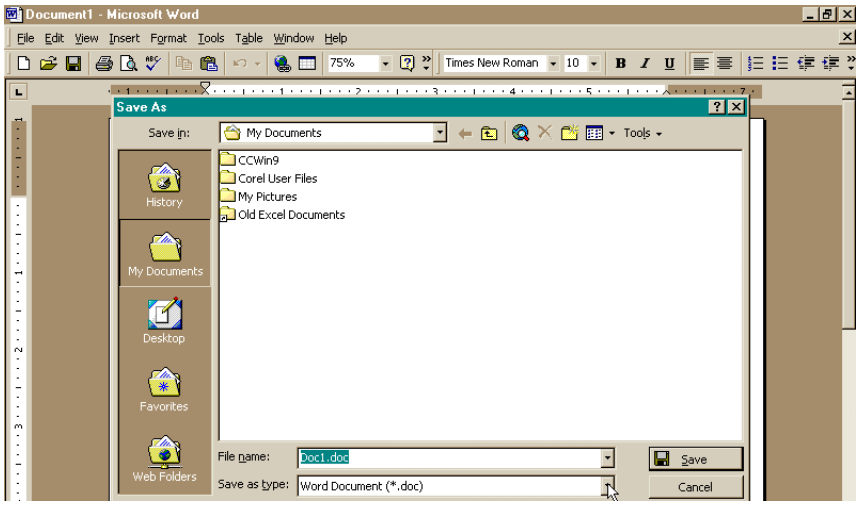


STEP 2 The **File** drop down list displays **(See Figure below.)**



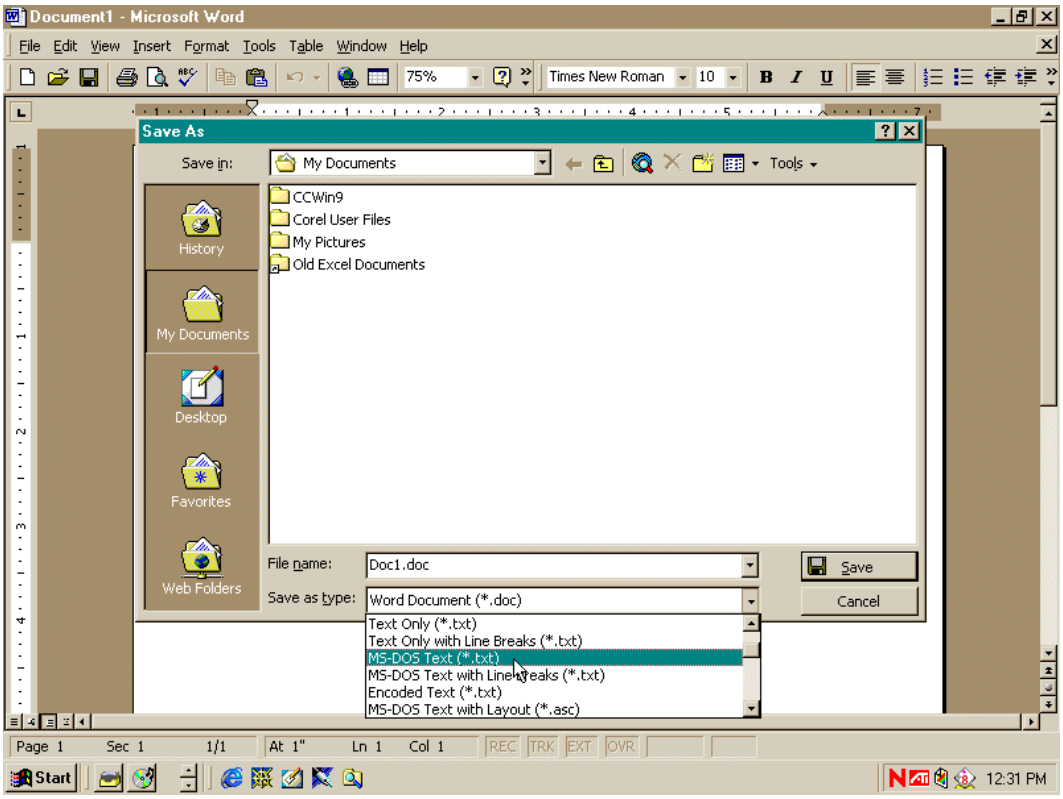
Left click **Save As...** in the drop down list.

STEP 3 The **SAVE AS** screen displays **(See Figure below)**



Left click the drop down arrow in the **Save as type** box.

STEP 4 The **Save as type** drop down box displays **(See Figure below.)**



Use the scroll bar to locate the “MS-DOS Text” option.

Left click “MS-DOS Text” to select.

STEP 5 Left click in the **File name** box, then key the file name you wish to use for the matrix. [See figure above]

NOTE: The preferred practice is to use the debtor name in the file name. This will allow you to prepare and save the creditor matrix before you open the case and obtain a case number. Example names are:

gary_grant_matrix.txt

acme_enterprises_matrix.txt

gary_mary_grant_matrix.txt

STEP 6 Left click in the **Save in** box. [See figure above]

Left click the **Save in** drop down arrow and navigate to the desired folder to save the file.

-OR-

Key the correct path description in the **Save in** box.

STEP 7 Left click **[Save]** to continue **(See Figure above)**

Once you have created the documents you intend to file, converted the documents to .pdf files and created a mailing matrix [if you are filing a new case], you are ready to log into CM/ECF and to docket and transmit the documents to the court.

CM/ECF LOG-IN PROCEDURE

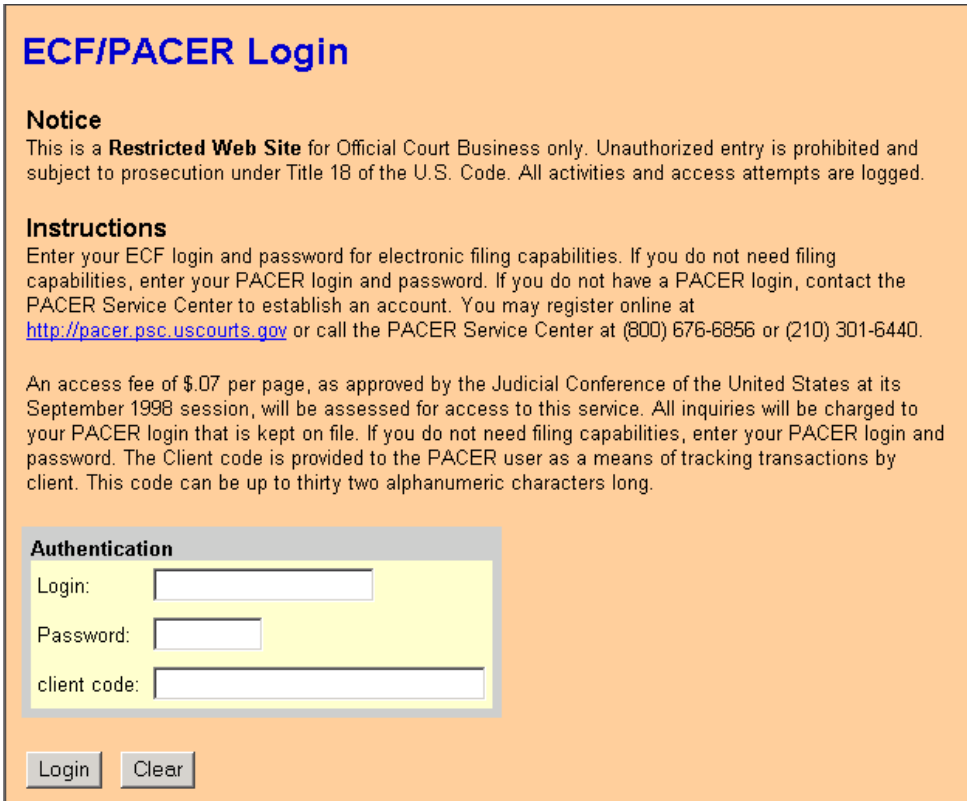
This procedure explains how to access the CM/ECF system.

1 You can reach the CM/ECF login site by using this address: http://ecf.hib.uscourts.gov

It would be a good idea to create a desktop icon on your computer with a link to this web site.

You can also access the login site through the court's web page: www.hib.uscourts.gov

The **ECF/PACER LOG IN SCREEN** displays **(See Figure below)**



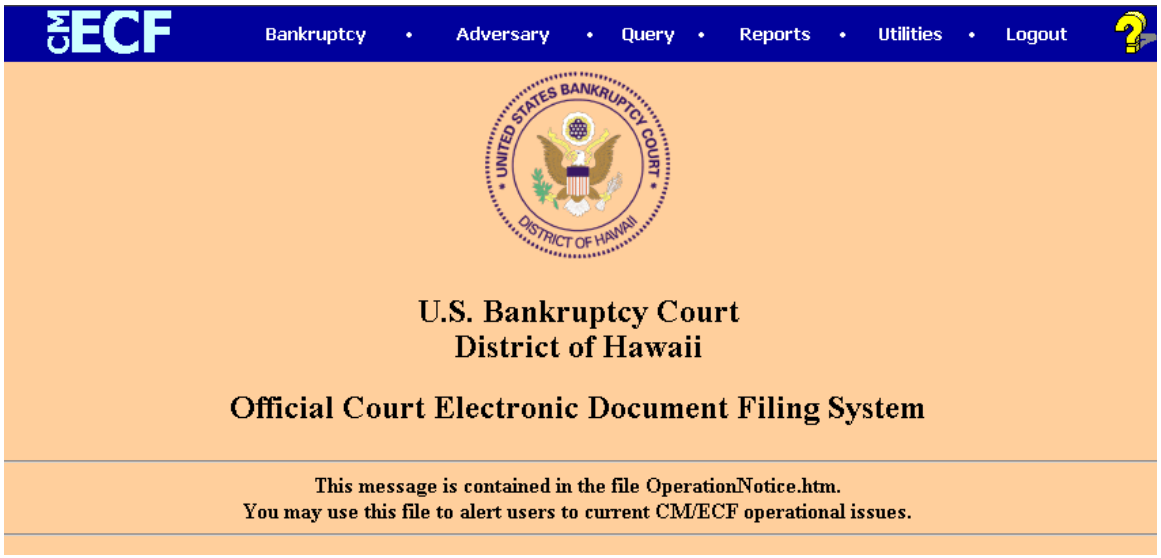
2. Click in the **Login** field and type in your ECF login.

   Enter your password in the **Password** field.

   Client Code: You may enter a code which you have created for a specific client which will be displayed on your PACER bill and allow you to attribute charges to specific cases.

   Click on the **Login** button to continue.

3. The **ECF MAIN MENU** screen displays. **(See Figure next page)**



At the top of the page you will see a blue menu bar with a row of names that are linked to various functions in CM/ECF. These are hyperlinks to various functions of CM/ECF.

For filing a new bankruptcy case or filing a pleading or other document in a bankruptcy case, you would click on **Bankruptcy**.

For filing an adversary proceeding or for filing a pleading or other document in an adversary proceeding you would click on **Adversary**.

4. When you are finished working in CM/ECF, you should log out of the database.

- Click on the **Logout** link on the right side of the Main Menu blue bar.
- Close the browser window if you no longer need to use it.

NOTE!: Closing your browser window without clicking on **Logout** closes the browser window, but does not log you out of CM/ECF. You should log out when you are not using the application for significant lengths of time, e.g., lunch breaks, meetings, end of day, etc. When you log out properly, you free up resources for other users who are working.

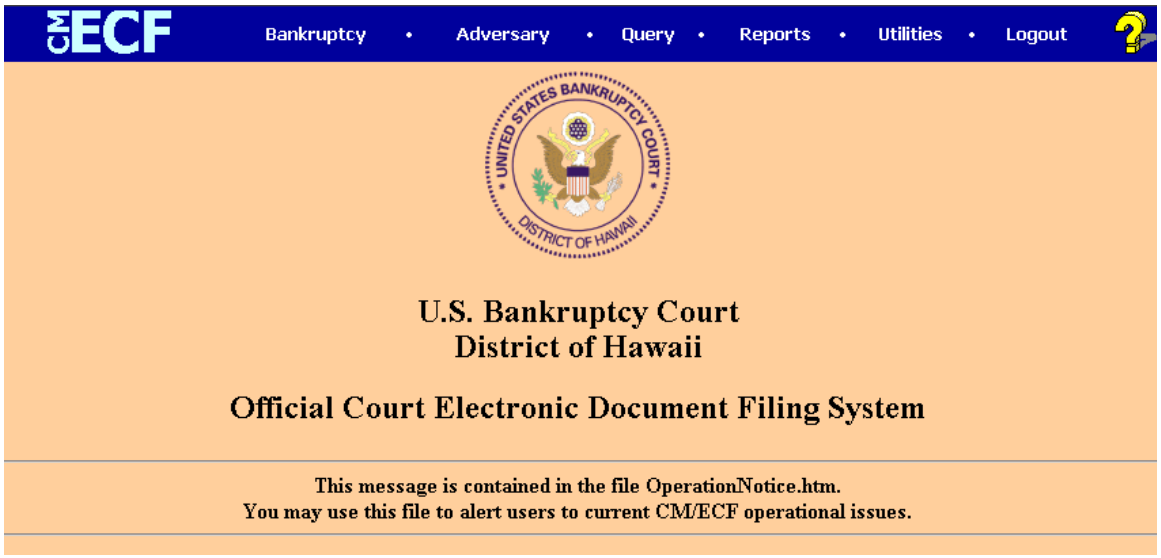
BANKRUPTCY CASE OPENING

This docketing procedure gives directions on how to electronically file a new bankruptcy case under any chapter or a proceeding ancillary to a foreign bankruptcy case [See 11 USC § 304] It is not used to open an adversary proceeding.

STEPS:

1. **Login** to CM/ECF – See procedure in preceding section.

2. Click on the **Bankruptcy** hypertext link on the **CM/ECF MAIN MENU BAR**



The **BANKRUPTCY EVENTS MENU** displays

3. Click on the **<u>Open BK Case</u>** hyperlink.

4. The **CASE DATA SCREEN** displays

Note: The **Case Number** will be assigned automatically when the case opening process is completed.

A The case type is always **bk**

B The chapter number defaults to **7**. If you wish to file a case under another chapter, click on the down arrow and select correct chapter. **304** designates a case ancillary to a foreign proceeding [Section 304 of the Bankruptcy Code].

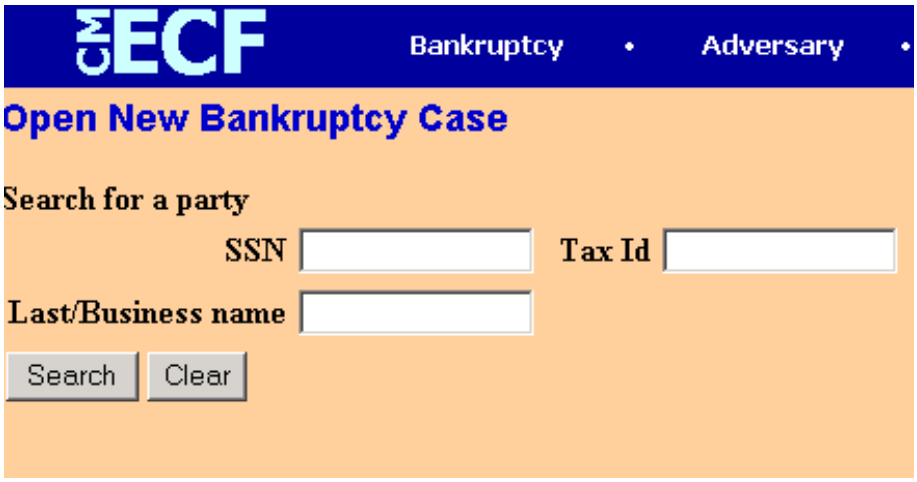
C The default in the **Joint Petition** box is ***n*** for no. If the case is a joint filing, Click on the drop down arrow in the **Joint Petition** box, then click on **y** (yes) to select.

D **Deficiencies**. You will be asked in a later screen if any of the following are not being filed with the petition: The social security number or Tax ID number of the debtor [if any], Schedules A-J or any of them, the Statement of Financial Affairs, the Attorney Disclosure, the Chapter 13 Plan, the list of 20 largest creditors, or the list of equity security holders. If you intend to file some or all of these documents at a later date, then change the **n** to a **y**. You will enter in the deficiencies in a later screen.

E Click on the **Next** button to continue. Click on **Clear** button if you have made a mistake and wish to clear the information and start over.

5. The next step is to search for the debtor(s) to find out if the debtor[s] are already in our database.

The **SEARCH FOR A PARTY SCREEN** displays



- CM/ECF searches are not key word searches but require exact text matches. [However, if you are searching for Stevenson and enter Stevens, you will get all names which start with Stevens, including all Stevenson]. This search is not case sensitive. When searching for debtors, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, if you search for a last name of Grant with a Social Security number of 111-22-3333, CM/ECF will return a single party.

  If you know the social security number of the debtor, click in the **SSN** box and type in the debtor's social security number with hyphens. If you know the debtor's federal tax identification number, click in the **Tax Id** box and type in the debtor's tax identification number with hyphens.

- Enter the debtor's last name or the name of the business. Click on the **Search** button to continue.

If there are matching names in the database, a list of names will appear in a dialog box. If you click on a name in that list, it will display the full name, social security number and address of the party. If the name is an exact match to the name and social security number of the debtor, then select that party by clicking on the button which says **Select Name from List**. It does not matter if the person or business has moved to a new address. You can add the new information in the next screen. If none of the names match, then click on the button which says **Create New Party**. If you find that the correct person or business is listed in the database but the name does not exactly match the one you are using on your petition, then add the person or business as a new party in any.

In virtually all cases (when a new debtor is being added) the search will not be successful and a ***No Person Found*** message will display. [See screen on next page]

CM ECF Bankruptcy

Search for a party

SSN

Last/Business name

Search Clear

Party search results

No person found.

Create new party

6. Click on the **Create New Party** button to continue.

The **PARTY INFORMATION SCREEN** displays

CM ECF Bankruptcy • Adversary • Query • Reports

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe no Role blank (blank:)

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

7. Fill in the information required in this box for the debtor.
Click in the appropriate box to make an entry.

A If the debtor is an **individual**, enter the first name, middle initial and generation (if applicable).If a business, type in the entire name in the **Last Name** box.

B Do **not** type anything into the **TITLE** box (leave it blank).

C Type in the debtors mailing address.

D Type in the standard state abbreviation in capital letters [A list is in the Style Guide]

E Select the appropriate **County**.

F You are **not** required to give us the telephone number and the email address of the debtor. Note that this information will be available to both CM/ECF registered users and also to PACER users.

G The Role box will always display as "blank." Click on the down arrow to display the role types. Click on the role type and make sure that this box displays the correct party type. Note that there is a role for the **Debtor** and a separate role for the **Joint Debtor**.

H If the Debtor has an alias, click the **Alias** button and complete the screen. This is used to add alternative versions of the same name [e.g., Michael J. Smith if used commonly by Michael James Smith] , for entering the name which the debtor is using as a business name [e.g. Smith Distributing if this is a d/b/a of Michael James Smith], or the maiden name or prior married name of someone who used another married name within the last 6 years [e.g., Alicia Wong if this was the given name of Alicia Wong Shimoto before her marriage]. The Information Regarding Debtor Screen will reappear.

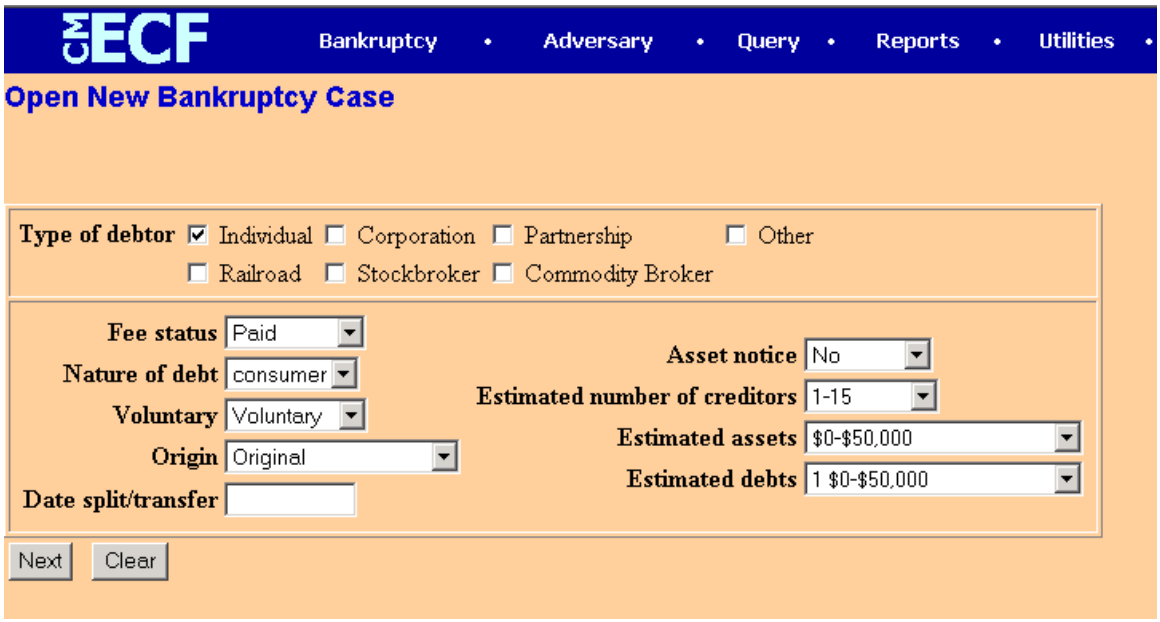
I When all data is complete, click the **Submit** button.

J. **Party Text Box** – This is not normally used. It is used to add needed description that goes beyond the name of the debtor. For instance, if the debtor is a corporation registered in Maryland, then you would type in XYZ, Inc. for the name of the debtor and then put " a Maryland Corporation" in the party text box.

Note! If you are entering in a case for joint debtors, you will be prompted to enter party information for the joint debtor. Be sure and pick **Joint Debtor** as the role of this person from the **ROLE** box. You may select "Copy Previous Party's Address" if the address is the same for both parties.

8. You will now be asked to provide statistical information concerning this case.

The **OPEN NEW BANKRUPTCY CASE** information screen displays.



A Select the **Type of Debtor** by clicking inside the appropriate check box(s).

- More than one selection is possible but <u>select only one</u>.

B The default in the **Fee Status** box is **paid.**

- If the fee is to be paid in installments, Click the drop down arrow in the **Fee Status** box then Click "**installment**"

C The default in the **Nature of Debt** box is **consumer**.

- If the selection should be **business**, Click the drop down arrow in the **Nature of Debt** box then Click **business** to select.

D The default in the **Voluntary** box is **voluntary**.

- If the selection should be **involuntary**, Click the drop down arrow in the **Voluntary** box then Click **involuntary** to select.

E The default in the **Origin** box is **original**.

- If the selection should not be **original**, Click the drop down arrow in the **Origin** box then Click to select the correct origin.

F The default in the **Date Split/Transfer** box is blank.

- Do not enter anything in this box. If a case is being split or transferred to the court it will be done by court staff.

G The default in the **Asset Notice** is **no**.

- All Chapter **7** cases are filed as **no** asset cases at the time of case opening. **All Chapter 11, 12 and 13 cases** are considered asset cases. Please change designation to **yes** for these chapters.

H The default in the **Estimated Number of Creditors** is **1**.

- If the selection should be another number, Click the drop down arrow in the **Estimated Number of Creditors** box then Click to select another number.

I The default in the **Estimated Assets** is **1**.

- If the selection should be another number, Click the drop down arrow in the **Estimated Asset** box then Click to select another number.

J The default in the **Estimated Debts** is **1**.

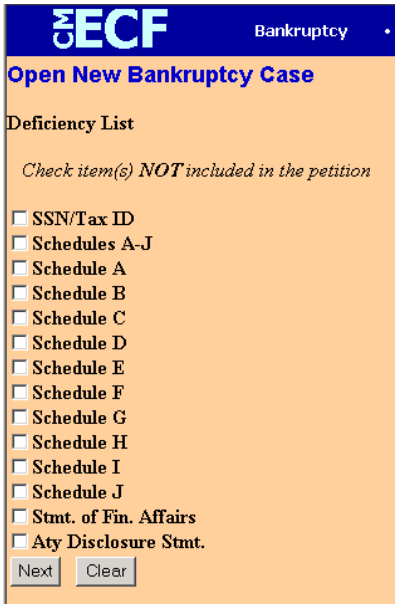
- If the selection should be another number, Click the drop down arrow in the **Estimated Debts** box then Click to select another number.

NOTE: If the case is a Chapter 11, it is necessary to indicate whether or not the debtor is a small business as defined in 11 USC § 101(51C)

9. After making the appropriate selections, click the **Next** button.

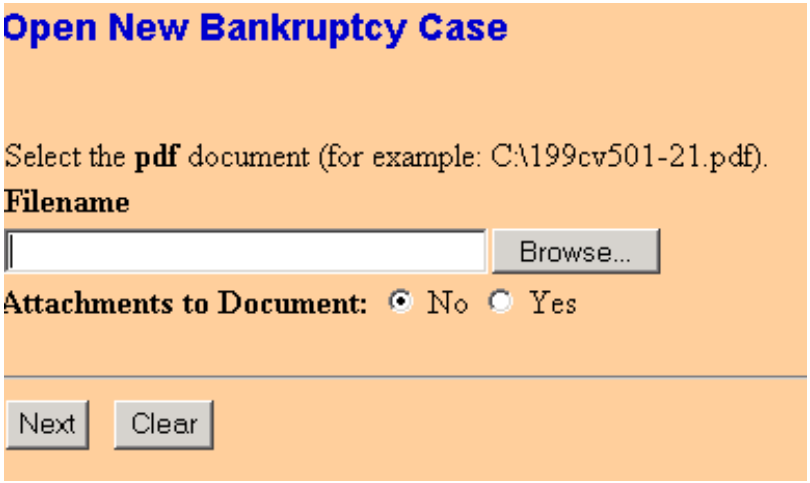
The **DEFICIENCY LIST** screen appears.

[Note! This is the list for a chapter 7 case. A different list would appear for a chapter 13 or a chapter 11 case.]



10. Check each document on this list which is not being filed with the petition. **NOTE!** Most of the items on this list are not due for 15 days after the petition is filed. Although, they are not yet delinquent, they will appear on a notice which will be mailed to the debtor which will state when they are due. Click **NEXT**

The **BROWSE FOR A DOCUMENT SCREEN** Appears



A This is the screen in which the PDF document is attached to the docket entry being created.

B Click Browse to find the document you have created and named. The document would normally consist of the Petition, Schedules [A-J] the Summary of Schedules and Statement of Financial Affairs, and List of Creditors [or PDF copy of the mailing matrix]. The preferred order of documents is: voluntary petition, schedules, summary of schedules, statement of financial affairs, list of creditors].

C We strongly recommend that at this point you right click on the file name to open the document. This will launch **Adobe Reader** so that you can verify that you have attached the correct document.

D Double Click on the file or click once and then click “open”. The document file name will appear in the browser box. The attachment box defaults to **no**. We request that attorneys prepare the petition, schedules, statement of affairs and other documents usually filed together to open a case [with the exception of the chapter 13 plan which must be filed separately] as a single PDF file.

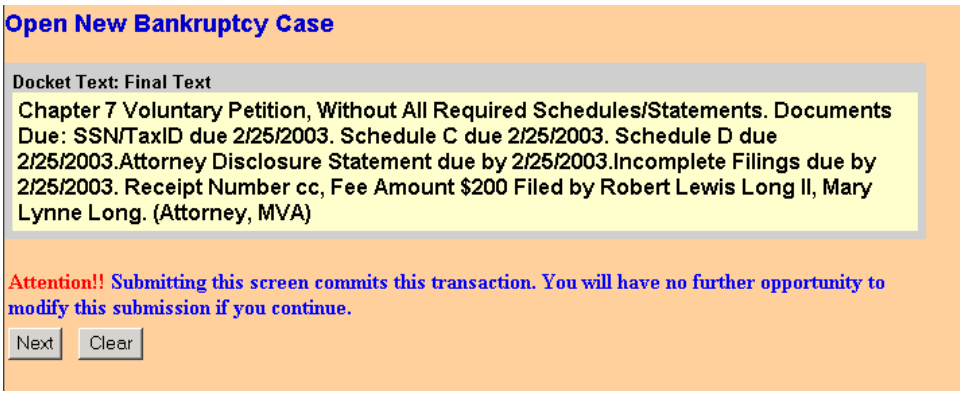
12 Click **NEXT**.

13 A message now will appear telling you that a filing fee is due and that it must be paid by credit card payment. The payment screen will appear later, after the case is filed. Note! If you wish to pay one installment of a filing fee, you must enter the amount of this

payment on this screen. If you failed to change the fee status from Paid to Installment on the New Case Information Screen previously [See section 8 above], then you will not be able to enter any amount in this field. The full filing fee will display and that will be the only option for payment. You may go back to this screen and change the Fee Status box at this point if you need to do so.

If you did not file all of the documents which are due with the petition or within 15 days of filing, then you will now get a screen which will tell you the incomplete filings due date. click on **NEXT**. You may now get a blank screen. Click **NEXT**

The **FINAL DOCKET TEXT** screen appears

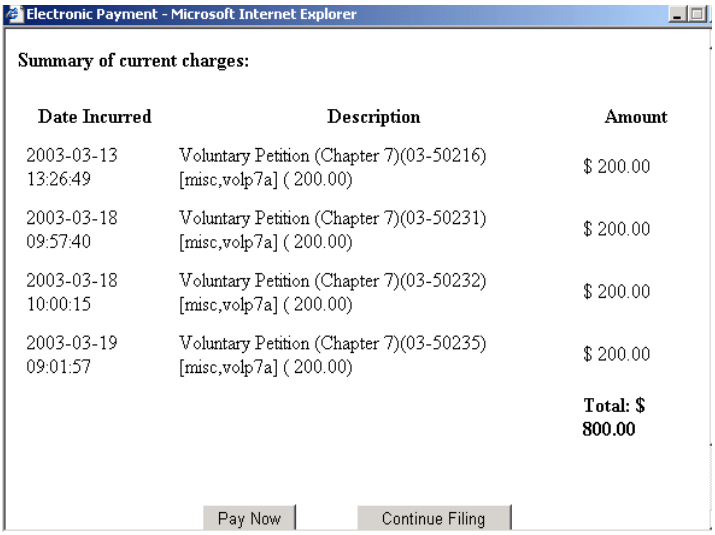


A You have a final opportunity to review the docket text and make necessary changes before submitting it to the court.

B **Note!** Use the **Back** button to correct an entry if necessary. You must back up to the screen where the incorrect information was entered, make the changes, and then continue through the screens until you reach this point. The actual text of this screen cannot be modified by deleting text and then re-entering new text.

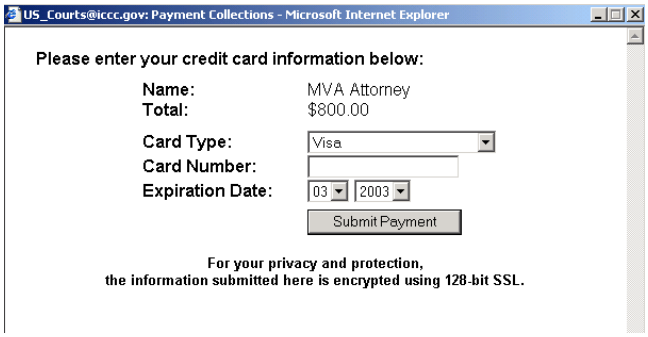
15 Click **NEXT.**

The following screen which displays the filing fee(s) due for cases filed that day will display.



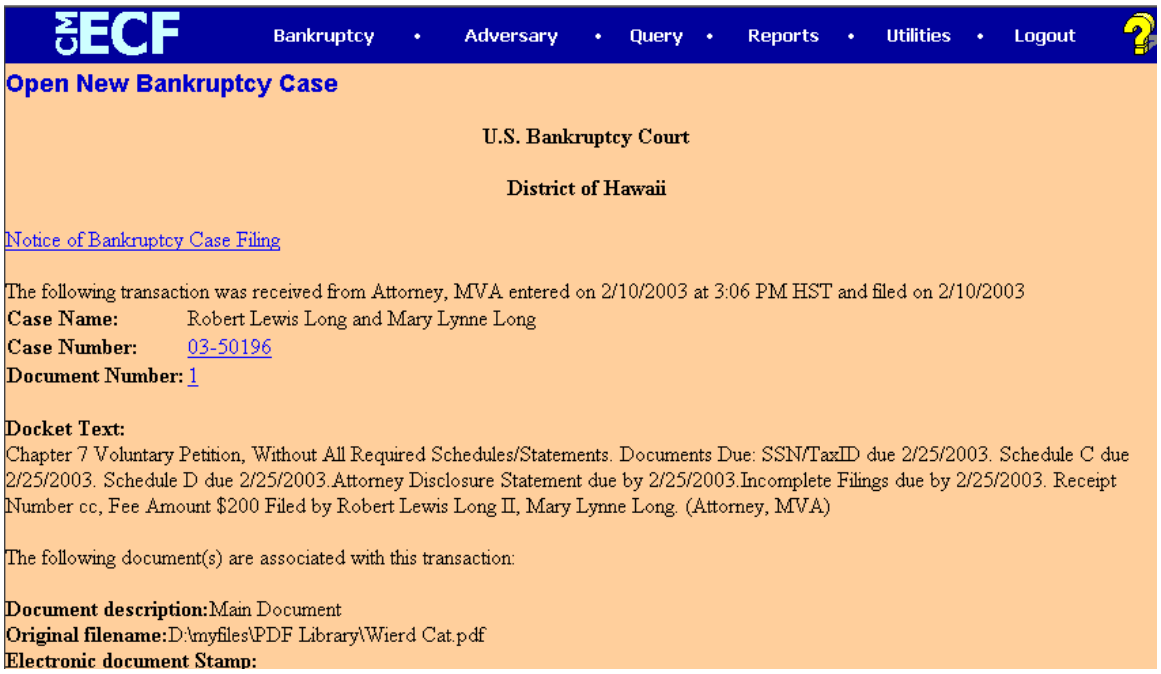
If you are finished filing cases and wish to make payment for the cases filed, you should click, **Pay Now**. If not, you should click on **Continue Filing**.

If you click on the **Pay Now** button you will get the following screen.



When the payment information is entered, click on **Submit Payment.**

The **NOTICE OF ELECTRONIC FILING SCREEN** displays



A Note the new case number assigned by CM/ECF.

B. If you click on the **Notice of Bankruptcy Case Filing** hyperlink, a notice of filing is displayed which can be printed and used as a notice of stay to stop creditor actions.

C If you click on the **Case Number** hypertext link, the docket report for the new case will display. You may wish to print this screen for your file.

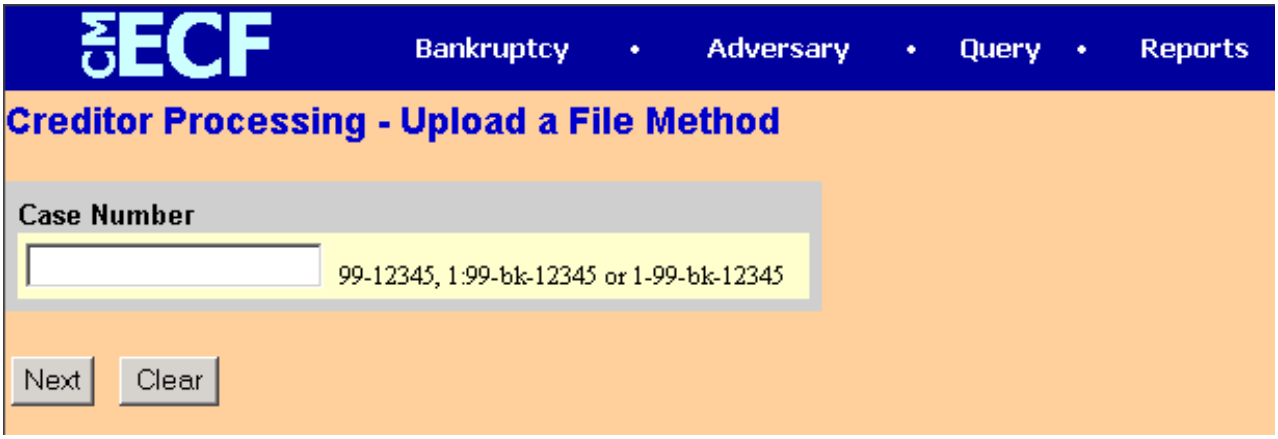
PROCEDURE FOR UPLOADING THE MAILING MATRIX

16. You must now **upload the creditor mailing matrix** that you prepared previously. Directions for creating a creditor matrix as a text [.txt] file were given in this Guide. Here is the procedure for uploading this file:

A Click on **BANKRUPTCY** in the CM/ECF Blue Status Bar. Then click on **CREDITOR MAINTENANCE**.

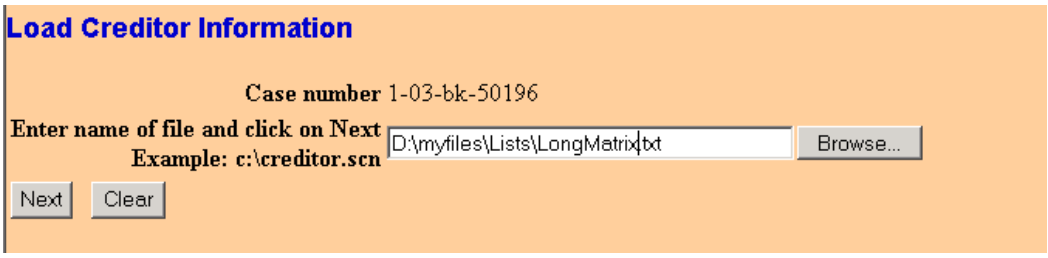
C Click on **UPLOAD A CREDITOR MATRIX FILE**

D The screen on the next page appears:



E Enter the case number of the case in the yy-nnnnn format. [e.g., 03-00076] Click **NEXT**

F The following screen appears:

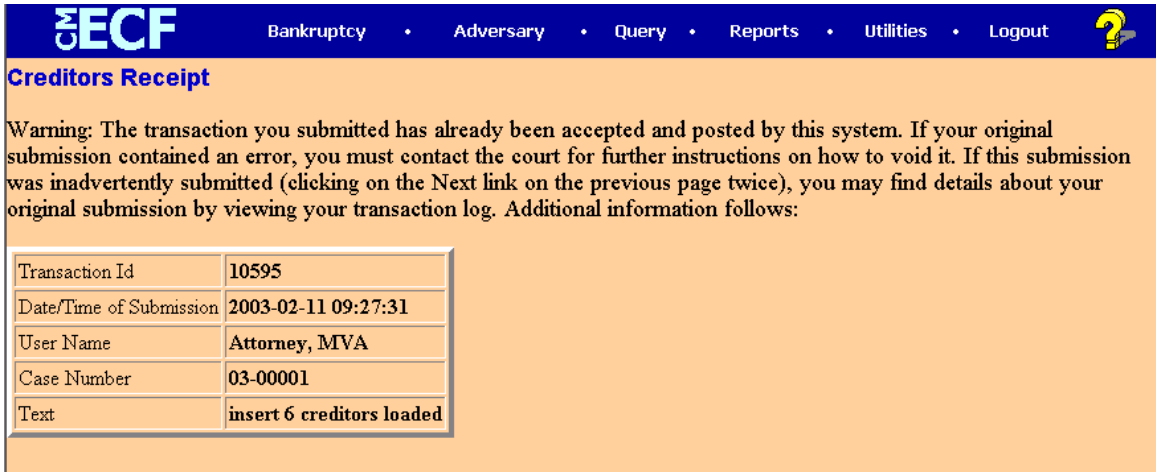


G Either type in the name and path of the file or use the **BROWSE** button to find and select the file. We recommend that you open the file to make sure it is the correct file which you are attaching. If it is, Click **NEXT**.

H The following screen is displayed:

I I
f the total number of creditors entered is the same as the total number of creditors submitted on the matrix, click **SUBMIT** to continue. If the number is NOT correct then exit from the creditor upload procedure and check your mailing matrix to make sure that the formatting is correct. See directions for creation of a mailing matrix in the information above.

J The following screen should now be displayed:



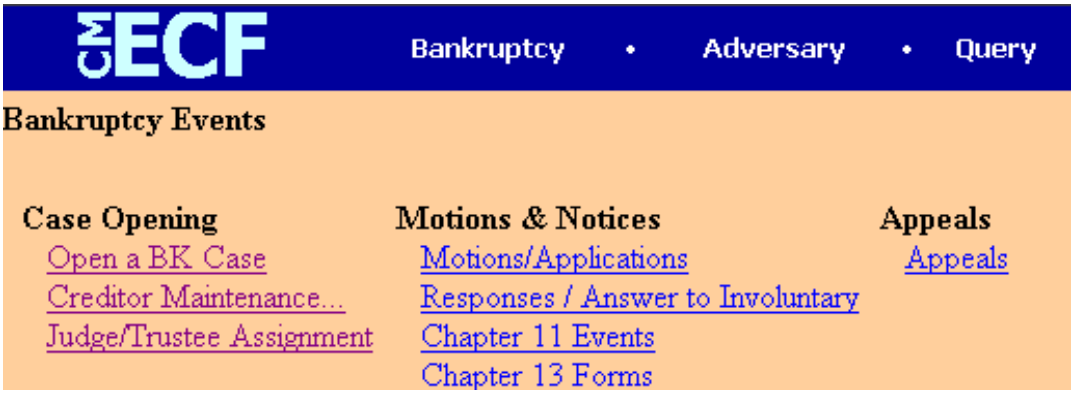
K This screen confirms the uploading of the creditor matrix.

ASSIGNMENT OF JUDGE AND TRUSTEE PROCEDURE

17. The final step for filing the case is to run the **Judge/Trustee Assignment** program.

A Click on the **Bankruptcy** hypertext link on the **CM/ECF MAIN MENU BAR**

You will get this Screen:



B Click on **Judge/Trustee Assignment** and the system automatically assigns the following:

- The **judge** for all chapters
- The **trustee** for chapter 7 and 13
- The **first meeting date, time and location** for chapter 7 and 13 cases.

C. This information is displayed on the screen.

Note! The selection of the trustee, the time of the 341 meeting, and the date of the first meeting are done automatically and there is no opportunity to pick a trustee or a specific time or date for a first meeting.

If you feel that specific trustee should be assigned to a bankruptcy case which you are filing [e.g., the trustee is already handling a related case] or if the debtors will not be available for a specific time period in the future, you should contact the Office of the US Trustee in advance of filing the case [808-522-8150] and find out whether they agree that a specific trustee, and or time and date of the 341 meeting should be set. If they consent, you may file the case and upload the matrix but do not run the Trustee/Judge Assignment program. Fax the clerk a letter [808-522-8120] stating what has been agreed upon, and when court staff reviews the case, we will enter the trustee and first meeting date as indicated. If you do not have time to contact the US Trustee before filing the case, fax us a letter stating that you intend to do so.

Your case is now completely filed.

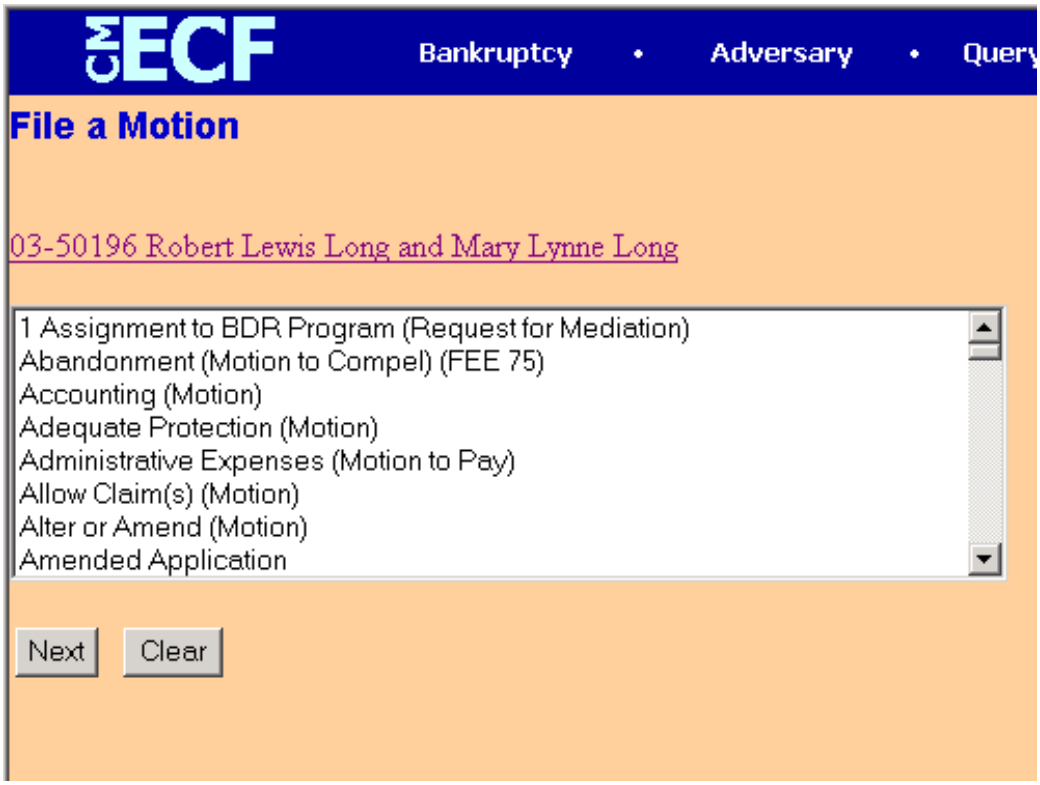
FILING MOTIONS AND APPLICATIONS

This procedure guides you through the process necessary to file a motion or application in the CM/ECF system.

Step 1 Login to CM/ECF then click on **Bankruptcy** in the **CM/ECF MAIN MENU BAR**

Step 2 Click on **Motions/Applications** from the list of Bankruptcy Events

Step 3 Select and click on the type of motion of motion/application you are filing from the Selection list in the drop down box. You may select more than one by holding down the **Control key** when clicking on additional types.

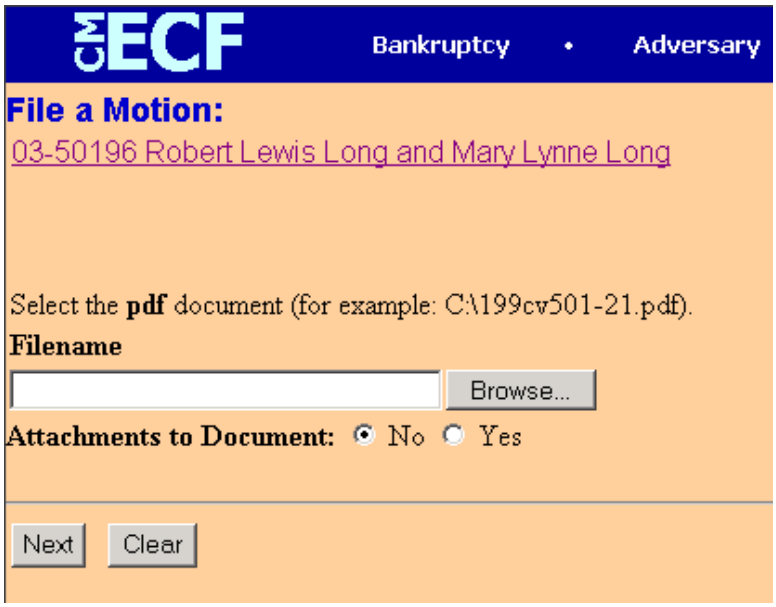


Step 4 When you have selected a type of motion or application, click on **Next**. You will get a screen which asks if this is a joint filing with other attorneys. If you are the only party filing this motion, then click **Next**.

Step 5 The following screen will be displayed:

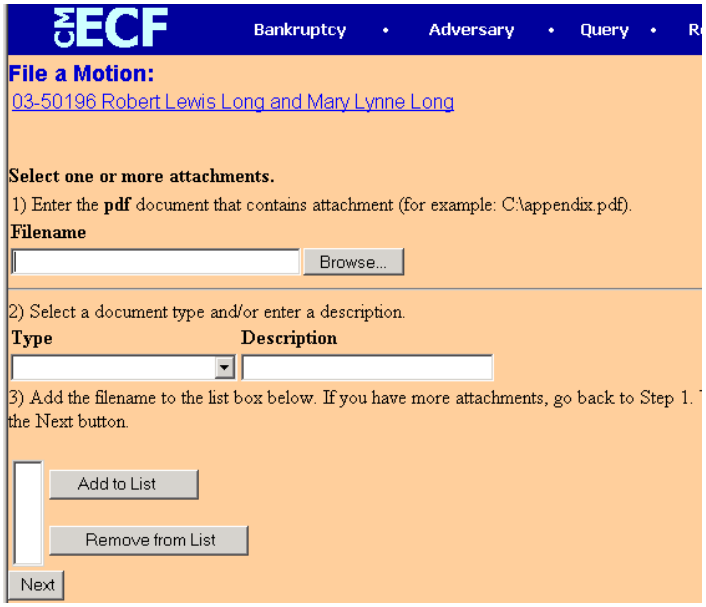
Step 6 **Select the Party Filer**. If the name of the party filer appears then select from this screen. If the party filer does not appear in the drop down box, select **Add/Create New Party** You may select more than one party displayed by holding down the **Control Key** and clicking on another name or by holding down the **Control Key** and using the down arrow. You may add a new party filer to those selected by clicking on the **Add/Create New Party** link. When you have added all party filers, Click **Next**.

Step 7 The following screen is displayed:

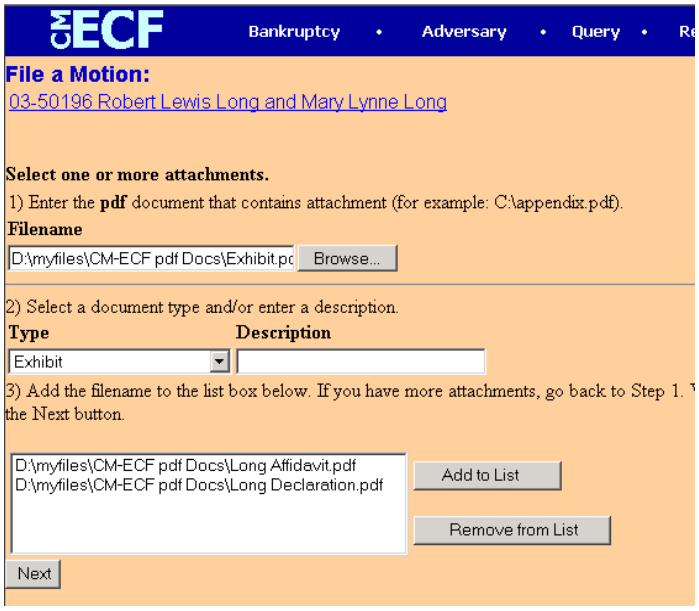


Step 8 Type in the name and path of the PDF document you are going to file or use the Browse button to find the file. Remember to right click on the file name to open the file so that you insure the PDF file you are attaching is the correct document. If you have no attachments to add, click on **NEXT**.

A. It is fairly common for attorneys to docket declarations, exhibits or affidavits together with a motion or application. You can do this by attaching these documents at this time. If you have attachments click on the **Yes** button. You will get the following screen:



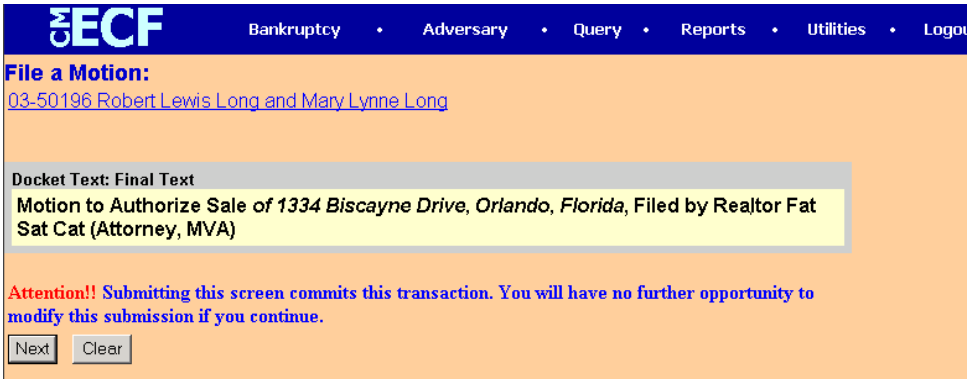
B. Add or browse to the PDF document which is being attached and open it to ensure that this is the correct document. Pick the name of the document from the Type box or add a brief description in the Description box [e.g., Affidavit of John Smith, Appraiser]. Then click on Add to List. You will get the same screen and you may not add the next attachment. See Screen below:



When you have attached all the PDF files you intend to include, click on **NEXT**.

Step 9 The following screen will display which will include information previously entered.

Step 10 Enter any information needed to clearly describe the motion or application being filed in the text boxes provided. These may vary depending on the type of motion. When the docket text is suitable, Click **Next**.



Step 11 The docket text will again be displayed with a warning that if the screen is submitted, there will be no further chance to modify the test. If you need to make corrections go back to the previous screen where the information was entered to make the changes. If the text is correct, then click on **Next**.

Step 12 The confirmation of electronic filing will be displayed. [See below].

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logou

File a Motion:

03-50196 Robert Lewis Long and Mary Lynne Long

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 2/11/2003 at 10:56 AM HST and filed on 2/11/2003

Case Name: Robert Lewis Long and Mary Lynne Long

Case Number: 03-50196

Document Number: 2

Docket Text:

Motion to Authorize Sale *of 1334 Biscayne Drive, Orlando, FL* Filed by Realtor Fat Sat Cat. (Attorney, MVA)

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

Document description: Main Document

Original filename: D:\myfiles\Forms\Appeal Forms\Dist. Ct. Transmittal.pdf

Your motion is filed. If the motion were one which required a filing fee, then you would be presented with the credit card payment screen during the docketing of this event. This court requires that filing fees be paid when docketing motions which require fees. Failure to pay the fee at this time may result in the motion being stricken from the docket sheet.

OPENING AN ADVERSARY PROCEEDING

Step 1: Prepare your complaint for filing and convert to PDF file – See instructions previously in User Guide. You do not need to file a cover sheet with adversary proceedings filed through CM/ECF. You will file a summons after the adversary proceeding is filed using a separate event. Instructions for preparing and docketing the summons are included later in this Guide.

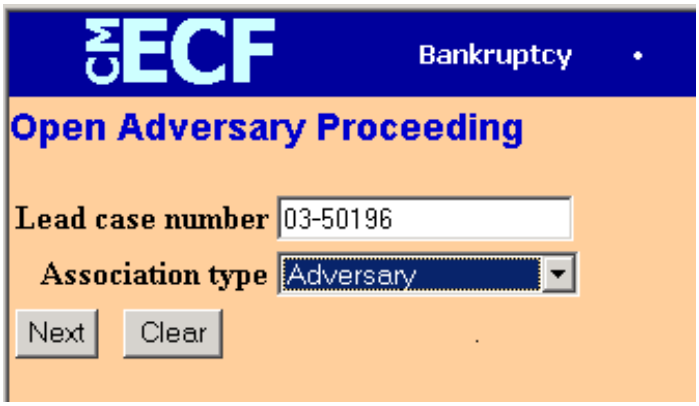
Step 2. Log into CM/ECF using procedure stated previously in this User Guide. Click on the **Adversary** hyperlink in the **CM/ECF Main Menu Bar**.

Step 3. Click on **Open an AP**. You will get the following screen:

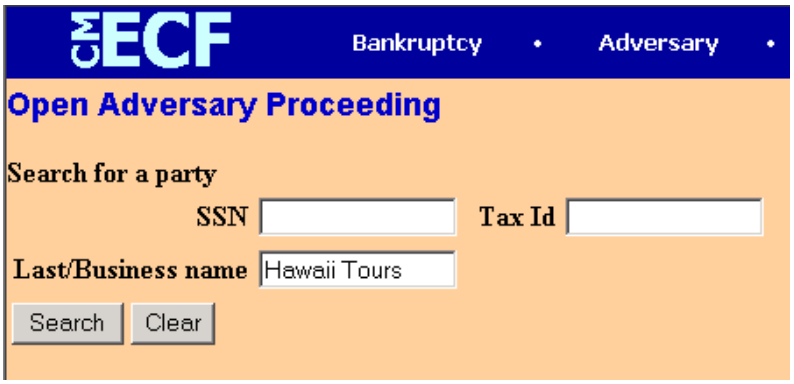
There is only one case type: **ap** for adversary proceeding.

Adversary proceedings are almost always initiated by filing the complaint. An adversary can be opened upon the transfer of a case removed or transferred from another court, but these will be opened by court staff.

Click on **Next**. You will get this screen:



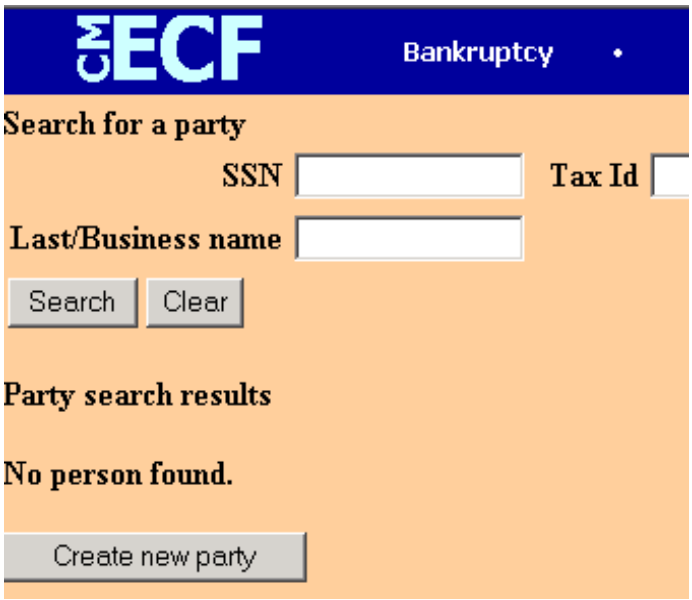
Step 4: Enter the case number of the bankruptcy case which is associated with the adversary proceeding you are filing in the box labeled **Lead case number**. The association type will always be **Adversary**. Then click **Next**. You will get a screen which will tell you that the adversary is located in Honolulu and will give you the judge assigned to the case. Click **Next**. You will get the following screen:



Step 5: This screen is asking you to search for the name of a party to the case. The search criteria must be exact. Use the Social Security Number or Tax ID number if you have either. If you get no result, use the last name of the person or the business name. When the information is entered, Click on **Search**.

If there are matching names in the database you will get a list of the matching names. If you find a party with the same name, click on the name to highlight it. A dialog box will appear which will give you the name, address and social security number or tax identification number of the party. If the party you are seeking is listed, then click on the **Select Party from List** button. If the address of this party has changed you will be given a chance to correct the information on the Party Information screen which will appear next. Be sure to add attorney information to identify the party's attorney at this time. If you represent the party you need to add yourself as the attorney. If the party appears to be the same but the name is somewhat different than the name on the petition, then click on the button which says **Create New Party**.

In most cases you will not find the person or business for which you are searching. In such a case you will get the following screen:



Step 6: Click on **Create new Party**. You will get the Party Information screen which you will need to complete. Note – Please select the proper **Role Type** from the menu.

Attorney Designations – You must designate yourself as the attorney for each plaintiff whom you are representing and you should add attorneys for other parties if you know that the attorney will be representing the party in the adversary proceeding.

You may be filing an adversary against a debtor who is represented by an attorney in the bankruptcy case. That attorney may – or may not – have agreed to represent the debtor if an adversary proceeding is filed in the case, but the court makes the assumption that the attorney will represent the debtor/defendant unless and until a Statement of Non-Representation is filed with the court. [There is an specific event for this document in CM/ECF. Click on Adversary Proceeding on the blue menu bar, then click on "Miscellaneous Documents" and enter the case number of the case. You will then get a pick list of events in this section. Choose "Statement of Non-Representation in Adversary Proceeding."] Therefore, the attorney must be added by clicking on the **Attorney** button at the bottom of this screen. CM/ECF does not automatically associate the debtor's bankruptcy attorney with the debtor in the adversary proceeding.

NOTE! FRBP 7004(b)(9) requires service of the summons and complaint upon the debtor and the debtor's attorney, <u>whether or not the attorney will be representing the debtor in the adversary proceeding</u>.

The **Party Information** screen is displayed on the next page.

CM ECF Bankruptcy • Adversary • Query • Reports • Ut

Party Information

Last name: Hawaii Tours | First name:
Middle name: | Generation: | Title:
SSN: 222-11-1234 | Tax ID: 38-99912
Office: | Address 1: 1132 Kalakaua
Address 2: | Address 3:
City: Honolulou | State: HI | Zip: 96808
County: Honolulu | Country:
Phone: 808-538-7777 | Fax: 808-538-7778
E-mail: Hawaiitours@Internet.com
ProSe: no | Role: Plaintiff (pla:pty)
Party text:

Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.

Submit Cancel Clear

Step 7: When you have completed the form, added any a/k/a's or d/b/a's and added the appropriate attorney, click on **Submit**. Note! You only need to give us the Name, Address and Role Type of this party. You will then see this screen:

CM ECF Bankruptcy • Adversary • Query

Open Adversary Proceeding

Search for a party

SSN | Tax Id

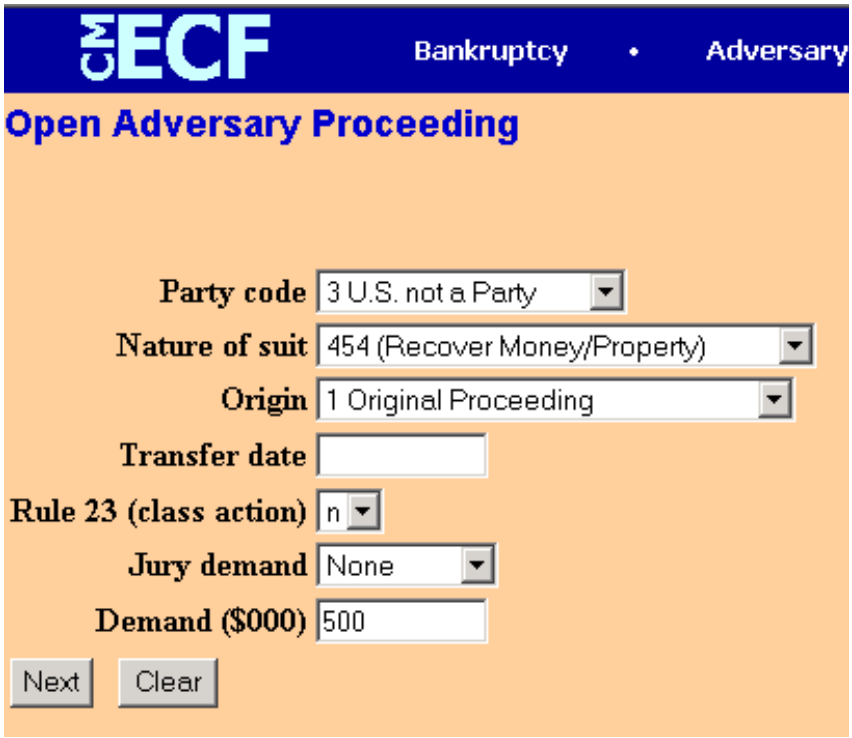
Last/Business name

Search Clear

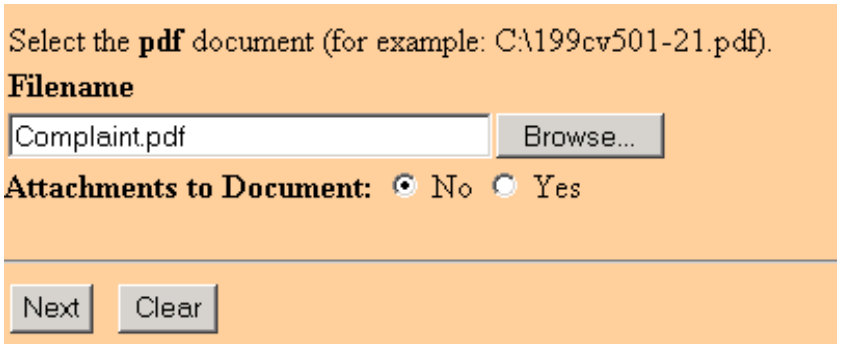
End party selection

If there are more parties to add, search for the names and add them. This is done in exactly the same manner for each of the parties added to the adversary. It is very important that you pick the proper designation for the parties [e.g., plaintiff, defendant, third party plaintiff, etc.,] from the **Role Type** box.

Step 8: When you have entered all parties and associated attorneys, click **End Party Selection.** You will get this screen with these selections:

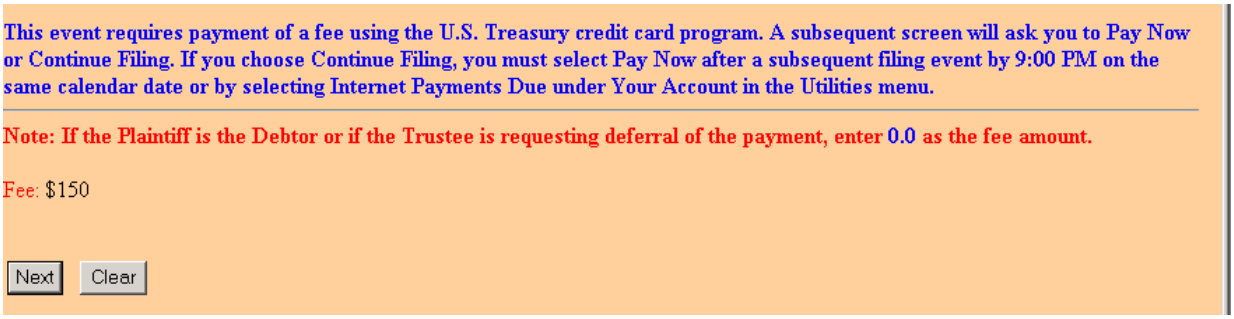


Enter the information as requested, but <u>always leave the transfer date blank</u>. Note that the money demand is in thousands of dollars. For a demand of $500,000 enter 500 – **NOT** 500,000. Click on **Next**. You will get this screen:



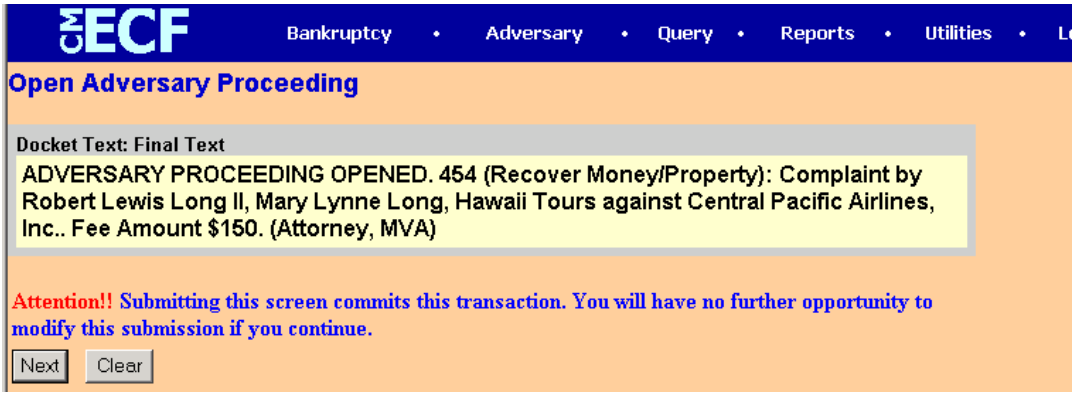
Step 9: Either type in the name and path of the PDF file you are attaching or use the Browse button to find the proper file. When opening a new adversary proceeding this is most likely to be a complaint. **Do NOT attach the summons** to this complaint. This will be done once the adversary is opened.

Click **Next** and this screen will appear:



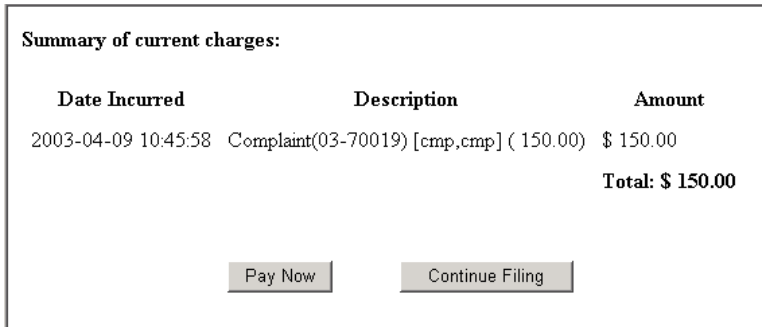
Step 10: Pay, Waive or Defer the Filing Fee

- If the plaintiff is required to pay a filing fee, then click on **Next.**
- A debtor [and in some cases a child support creditor] is not required to pay the filing fee for an adversary proceeding. If no fee is required, then change the fee from $150 to 0.0 and click on **Next**.
- A trustee may defer payment of the filing fee if the trustee has no money in the estate from which to pay the fee. If this is the case, the trustee should change the fee to 0.0 and when the adversary filing is complete, the trustee should docket the **Request to Defer Filing Fee** which is included in the Trustee/US Trustee event menu. Click **Next.**
- You will get a blank screen. Click **Next** again. You will get this screen:



Step 11: This is the **Final Docket Text** screen. If the docket text is correct, then click on **Next**. If the docket text is not correct, you can correct it only by going back to the screen where the incorrect information was added and making the correction on that screen. Use the Back Button on your browser to get to the screen that you need. Once entered, all subsequent screens will need to be completed again to arrive back at the **Final Docket Text Screen**.

Step 12: If you accepted the final docket text you may get the following screen which lists any filing fees that are owing and have not been paid on this date:



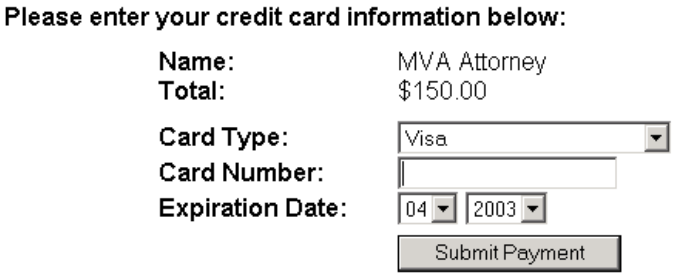
Summary of current charges:

Date Incurred	Description	Amount
2003-04-09 10:45:58	Complaint(03-70019) [cmp,cmp] (150.00)	$ 150.00
		Total: $ 150.00

Pay Now Continue Filing

Step 13: If you have more documents to file and will incur more fees, you may wish to pay all fees later at one time, click on **CONTINUE FILING.**

If you wish to pay the fees due, then click on **PAY NOW**. You will get a screen which will permit you to enter your credit card information and charge the fees to this card.



Please enter your credit card information below:

Name: MVA Attorney
Total: $150.00
Card Type: Visa
Card Number:
Expiration Date: 04 2003

Submit Payment

Click on **Submit Payment**. You will get the screen on the next page.

U.S. Bankruptcy Court
District of Hawaii

Thank you. Your transaction in the amount of **$ 150.00** has been completed.

Please keep a copy of your transaction receipt for future reference. The transaction number is **1111B14274**.

Close window

Print this receipt for your files. Click on **Close window**.

Step 14. You will get this screen which acknowledges the filing of the adversary proceeding:

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 4/4/2003 at 2:05 PM HST and filed on 4/4/2003
Case Name: Long et al v. Central Pacific Airlines, Inc.
Case Number: 03-70016
Document Number: 1
Case Name: Robert Lewis Long and Mary Lynne Long
Case Number: 03-50196
Document Number: 4

Docket Text:
ADVERSARY PROCEEDING OPENED. 454 (Recover Money/Property): Complaint by Robert Lewis Long II, Mary Lynne Long, Ha
Tours against Central Pacific Airlines, Inc.. Fee Amount $150. (Attorney, MVA)

PROCEDURE FOR ISSUANCE AND FILING OF A SUMMONS

You are now ready to issue and docket the summons which will need to be served with the complaint in your adversary proceeding.

Step 15: You must get a time and date for the scheduling conference. You have two options:

1. Send an email message to the court and ask for a time and date. Use this address: Calendar@hib.uscourts.gov

2. Call Ori Vegas at 808-522-8100 Ext. 111 . If she is not available, call Neal Maeshiro at the same telephone number, extension 110.

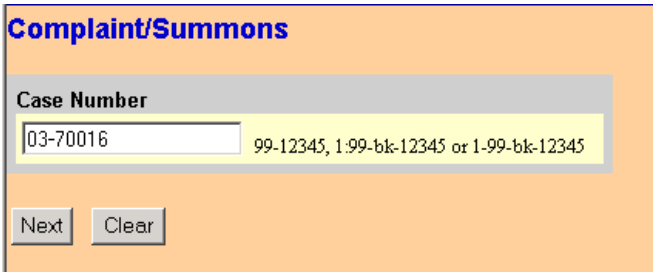
Step 16: When you have received a time and date for the conference, you will need to prepare a summons form. The form is available on our web site: www.hib.uscourts.gov in the **Forms** directory under **National Forms**. The form is in a fillable PDF format. This means that you can now enter the information into the form. NOTE! You are not required to submit this to the court to have the summons "issued." You may prepare and docket the summons and it will be deemed issued when docketed. You may serve the copies which you will print.

You now have two options: If you have the full version of Adobe Acrobat, you can

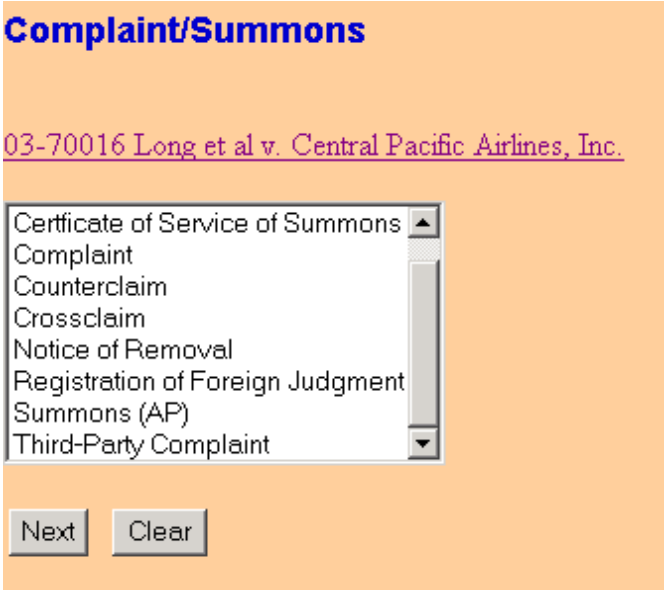
save the PDF file to a directory on your computer. The summons form with the information which you entered will be saved and can be attached to the docket entry you will create in the future. If you only have Adobe Reader then you will not be able to save the form in this manner. You must print the form and then scan it and save the file that is created to your directory for later attachment to the docket text.

Step 17: Log in to CM/ECF. Click on **Adversary** in the blue menu bar. You will get the following menu:

Click on Complaint and Summons. The screen on the following page will open.



Step 18: Enter the relevant adversary proceeding number. [Do not enter the BK case number]. Click on **Next**.

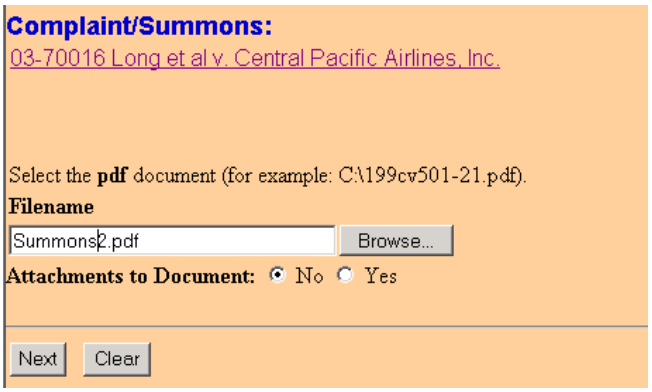


This screen will appear.

Click on **Summons (AP)** to highlight it.

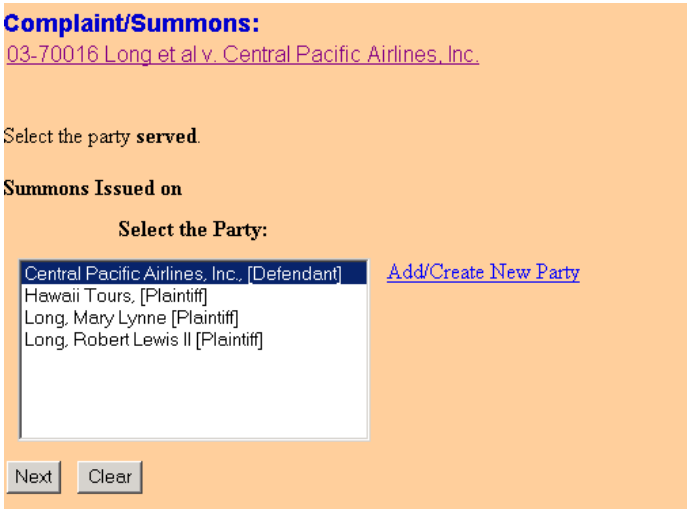
Then click on **Next**.

You will get this screen:



Step 19: You now need to attach the Summons PDF file to the docket entry. Enter the file name and path or the summons which you previously saved as a PDF file or browse to the file. Click on the file name to enter it into the space. Click on **Next.**

Step 20: You will get a screen telling you to enter each defendant who will be served with the summons. Click on **Next**. You will get the following screen:



Click on the name of the defendant to highlight the name. If there are multiple defendants, you can hold down the Control Key and click on all of the defendants to add them. Click on **Next**.

Step 21: You will see this screen:

If you are docketing a summons which you created and which you are now attaching, the date will always be today's date. Enter in the following format: mm/dd/yy - example: 04/03/03. Click **Next** and you will get the screen on the next page.

Complaint/Summons:
03-70016 Long et al v. Central Pacific Airlines, Inc.

Scheduling Conference Information:

Scheduling Conference Date: 6/10/2003 Time: 01:30 ○ AM ◉ PM

Next Clear

Step 22: Enter the Scheduling Conference date and time. Click **Next**. You will get a blank screen. Click **Next** again. You will get the **Final Docket Text Screen**.

Complaint/Summons:
03-70016 Long et al v. Central Pacific Airlines, Inc.

Docket Text: Final Text
Summons and Notice of Scheduling Conference in an Adversary Proceeding - Summons Issued on: Central Pacific Airlines, Inc. Date Issued 4/3/2003, Answer Due 5/5/2003 Scheduling Conference set for 6/10/2003 at 01:30 PM at Courtroom, 1132 Bishop Street, 3rd Floor, Honolulu, Hawaii. (Attorney, MVA)

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

Next Clear

Step 23: Read over the final docket text. If it is not correct, you must use your back browser button to go back to the screen where incorrect information was entered, make the necessary change and then continue the process until you get to this screen again. You cannot edit the text of the docket entry by deleting text and replacing it in this screen.

Click on **Next** if the text is correct.

Note! If you owe filing fees at this point, you will get a screen showing the accumulated charges and will be asked whether you wish to pay the charges now or later. Follow the directions to pay the fees if you wish to do so at this time. If you do not get the payment screen, you will get the **Notice of Electronic Filing** screen.

Complaint/Summons:
03-70016 Long et al v. Central Pacific Airlines, Inc.

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 4/9/2003 at 9:14 AM HST and filed on 4/9/2003
Case Name: Long et al v. Central Pacific Airlines, Inc.
Case Number: 03-70016
Document Number: 2

Docket Text:
Summons and Notice of Scheduling Conference in an Adversary Proceeding - Summons Issued on: Central Pacific Airlines, Inc. Date Iss 4/3/2003, Answer Due 5/5/2003 Scheduling Conference set for 6/10/2003 at 01:30 PM at Courtroom, 1132 Bishop Street, 3rd Floor, Honolulu, Hawaii. (Attorney, MVA)

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

Congratulations!: You have opened a new adversary proceeding and have issued and docketed the summons for that proceeding. It is now time to serve the complaint and summons on the appropriate parties.

CLAIMS PROCESSING

A. FILING A CLAIM

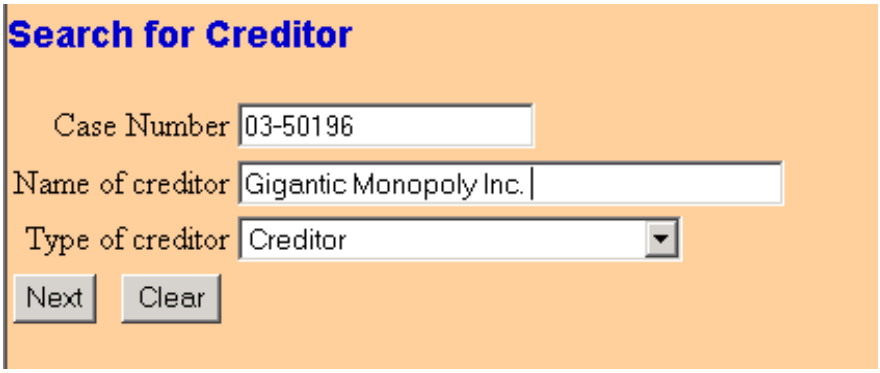
Step 1. Prepare your claim or claims and convert the images to PDF format. Save them to a file where you can find them. [See User Guide for instructions on converting files to PDF].

Step 2. Log on to CM/ECF. On the blue CM/ECF Menu bar, click on **Bankruptcy.**

Step 3. Under the Claims menu, click on **File Claims**. The screen below will appear. Enter in the case number [remember to put in the hyphen], and the name of the creditor. Do not change the type of creditor from "Creditor."

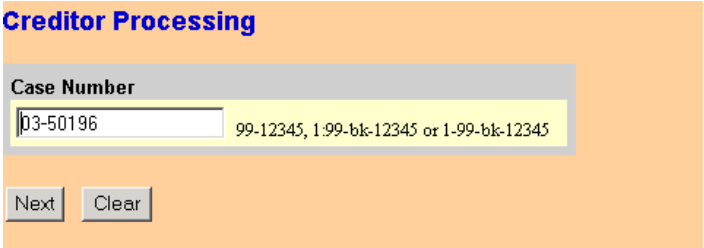
Here are Search Hints for the creditor database:

- The search is limited to creditors associated with the specific case. If you enter nothing in the Name of Creditor field, all creditors in the case will be displayed.
- Searching is case sensitive [Use Smith and not smith]
- Include punctuation [Garcia-Barrera]
- Partial Names can be entered [Smi will bring up Smith]
- Significant words or names are effective [e.g., Radio will bring up both Radio Shack and also Northwest Radiology]
- Try alternate search clues if your first search is not successful.



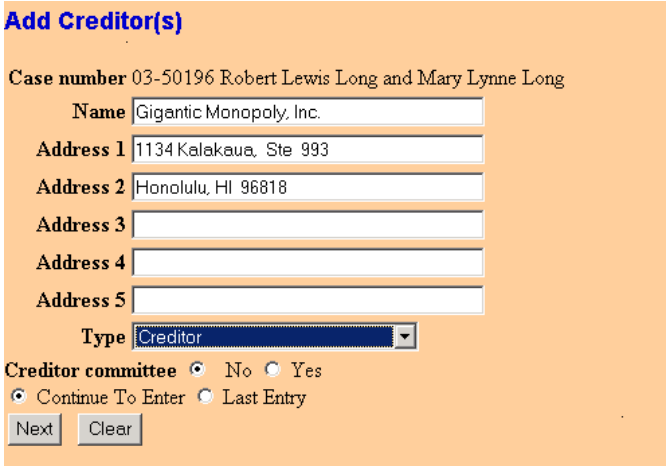
Click on **Next**.

Step 4. A list of creditors may be displayed. If the list contains the creditor [both name and address should match] for whom you are searching, then highlight the name on the list by clicking on the name and then click **Next.** If, however, the creditor is not listed in this case you will get the following screen. Click on **Add Creditor.** You will get the following screen.



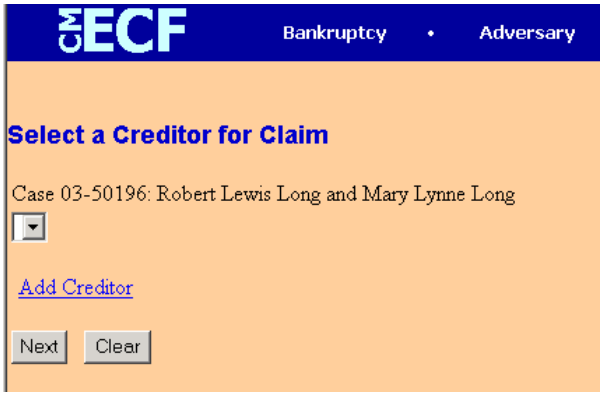
Step 5 If the case number is correct, click on **Next**. If you are adding the same creditor multiple times and this screen appears, you can change the case number to add the same creditor to another case.

Step 6. You will get the screen below:

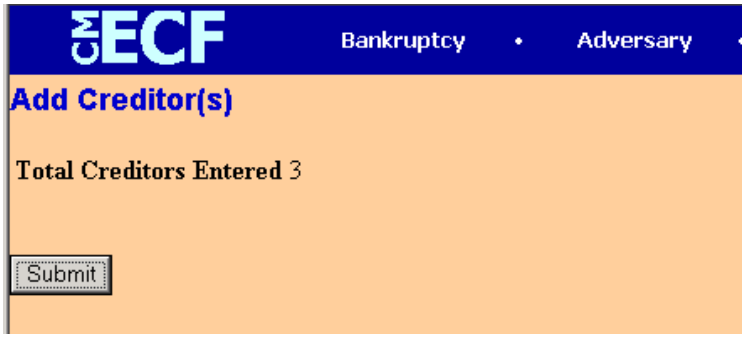


A. Enter the name and address for the creditor. Do not use line 5.
B. Do not change the creditor type.
C. If the creditor has been appointed to the Creditor's Committee, click on **Yes.**
D. If you have more creditors to add in this case, then leave the button on the default, which is **Continue to Enter**. If this is the last creditor, then click on **Last Entry**.

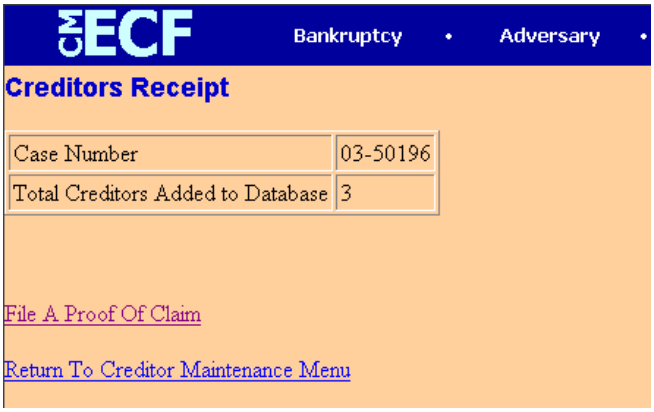
E. Click on **Next**. If you selected Continue to enter [meaning that you wish to add more creditors], you will get this screen.



Step 7. If you have added multiple creditors into the case, then you will get the screen which appears below. If you have only entered one creditor, then you will see the **Claims Information Screen** which appears in **Step 11**.

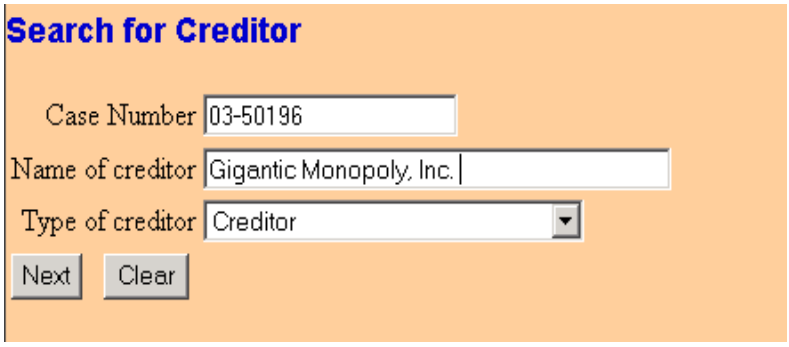


Step 8. If the number of creditors added is correct, then click on **Submit**. If the number of creditors added is not correct, then you need to go back to earlier screens to find out why. You will get a receipt showing that you have added creditors to the case.



Click on **File a Proof of Claim**

Step 9. You will get the following screen. Enter the name of one of the creditors you have just added to this case.



Step 10. You will get the following screen which will ask you to identify the specific creditor.

Select a Creditor for Claim

Case 03-50196: Robert Lewis Long and Mary Lynne Long

1169 - Gigantic Monopoly, Inc. - 1944 Kalakaua Suite 2995 Honolulu, HI 96818

Add Creditor

Next Clear

Click **Next.** You will get the following Proof of Claim Information Screen.

Proof Of Claim Information For

1169 - Gigantic Monopoly, Inc.
1944 Kalakaua
Suite 2995
Honolulu, HI 96818

Case Number: 03-50196	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 04/22/2003	Late: No	Status:
Amount Claimed				
Unsecured 1000.00	Secured 30,000.00	Priority 3,000.00	Unknown	Total (Display Only) 34000.00
Amount Allowed				
				Total (Display Only)
Description:	Priority Claim is for Post Petition Administrative Expense			
Remarks:				

Next Clear

Step 11. Enter the information about the Proof of Claim which you are filing.

A. If you are filing an amended or duplicate claim in this case, then put the number of the claim you are amending or duplicating in the appropriate box.

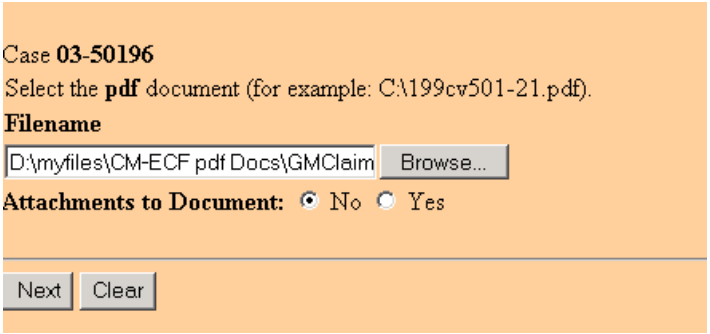
B. If you are the Debtor or a Trustee filing a proof of claim for the claimant, then select the appropriate title from the list in the **Filed By**: box. Note! Choose the title **Attorney** only if you are filing a claim for yourself for attorney's fees or expenses. If you are an attorney filing a claim for a creditor, a debtor or a trustee, then select one of those titles.
C. Do not change the information in the **Late:** or **Status:** Boxes.

D. Enter in the portion of the claim [without the $ sign] which is **Unsecured, Secured, and/or Priority.** If you do not know the category, then enter the amount as **Unknown.** Note! The **Total** [amount of the claim] figure will automatically be computed from the amounts entered into the previous boxes. If the total is wrong, then change the amounts previously entered so that the total is correct.

E. There is usually no need to enter anything into the **Description** or the **Remarks** boxes.

Note! If you wish to file a claim for administrative expenses the proper method is to file a Request for Payment of Administrative Expenses. This event can be found under Claims Actions.

Click on **Next**. You will get the screen for attaching the PDF image of the claim you are filing.



Step 12. Either type in the path and filename of the PDF file you are attaching or Browse to the file. Remember to right click on the file name and open the document to ensure that you are attaching the right claim to this docket entry.

If you are attaching other documents to this claim, then click on **Yes.** You will see this screen. Note! Attach only documents or relevant excepts of documents that are necessary to show the amount of the claim and the basis for any secured claim or perfected security interest. The PDF file you attach cannot exceed 2 MB.

Select one or more attachments.
Case **03-50196**
1) Enter the **pdf** document that contains attachment (for example: C:\appen
Filename
D:\myfiles\CM-ECF pdf Docs\GMInvoic Browse...

2) Select a document type and/or enter a description.
Type **Description**
mmary of Invoices Sent to Debtor
3) Add the filename to the list box below. If you have more attachments, go
the Next button.

Add to List

Remove from List

Next

Add the file names of the PDF file you wish to attach, describe the attachment in the box below, and then Click on Add to List. You may add as many attachments as you wish.

When all attachments are added, click on **Next**.

You will now get an acknowledgment of the filing of the claim.

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Claims Filing

The following transaction was received from Attorney, MVA on 4/22/2003 at 3:09 PM HST

Case Name: Robert Lewis Long and Mary Lynne Long
Case Number: 03-50196
Creditor Name: Gigantic Monopoly, Inc.
1944 Kalakaua
Suite 2995
Honolulu, HI 96818
Claim Number: 3
Total Amount Claimed: $1000.00

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

Document description: Main Document
Original filename:D:\myfiles\CM-ECF pdf Docs\GMClaim1.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1018307671 [Date=4/22/2003] [FileNumber=9108-0] [

Your claim has been filed. If you have more claims to file in the same case, then Click on Bankruptcy on the main blue menu bar and select **File Claims** from the menu.

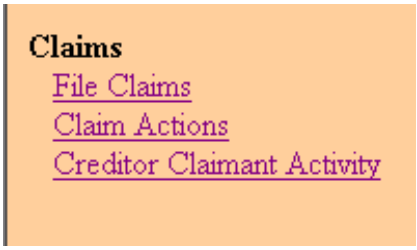
B. TRANSFER OF CLAIM

Step 1. Prepare the documents you will need for the claim transfer and create a PDF file [or files] which you can later attach the docket entry. You also need to check the claims docket of the case to find the number of the claim you intend to transfer. **Do not use this procedure** if you want to transfer a claim which has never been filed with the court. In such case, you should file a claim in the name of the transferee and then attach the transfer documentation to the claim which you have filed. The transfer document attached to the claim must be signed by the transferor.

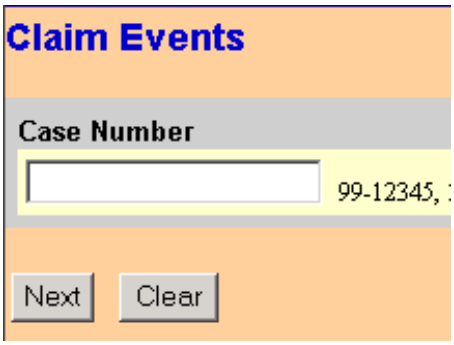
Step 2 **Login to CM/ECF** [Instructions are contained earlier in this Guide]

Step 3 Click on **Bankruptcy** in the blue menu bar.

Step 4 You will see a menu with these options:
If you are an attorney, click on **Claims Actions.**
If you are a claims agent for a creditor, click on **Creditor Claimant Activity.**

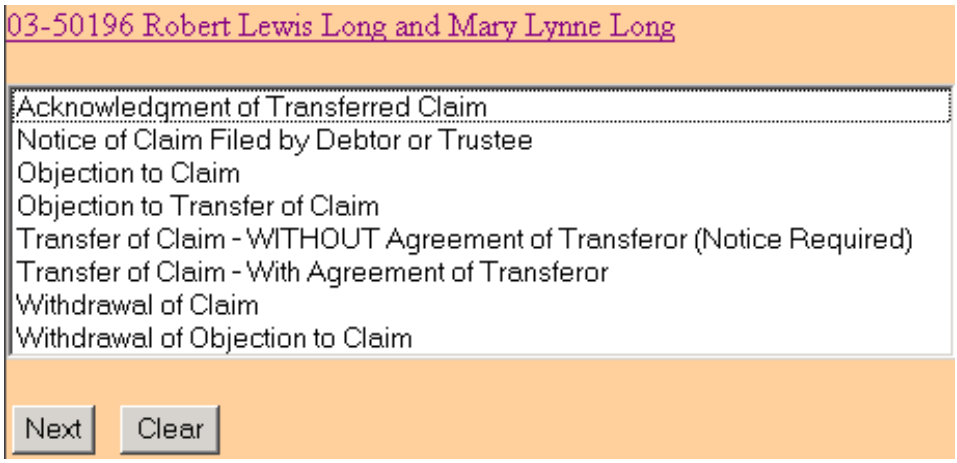


Step 5 You will get the following screen.



Enter in the case number of the BK case in which you will be docketing a transfer of claim. Remember the hyphen in the number. Click **Next.** Note that the next screen will be different depending on whether you are entering the system as an attorney or as a claims agent. See Part C of this section of the User Guide which has a chart showing the different docketing events which will appear in either the Claims Events [attorney] or the Creditor Claimant Activity [non-attorney] files.

Step 6 You will get the following menu of options:



Note! There are 2 events listed for docketing transfers of claims.

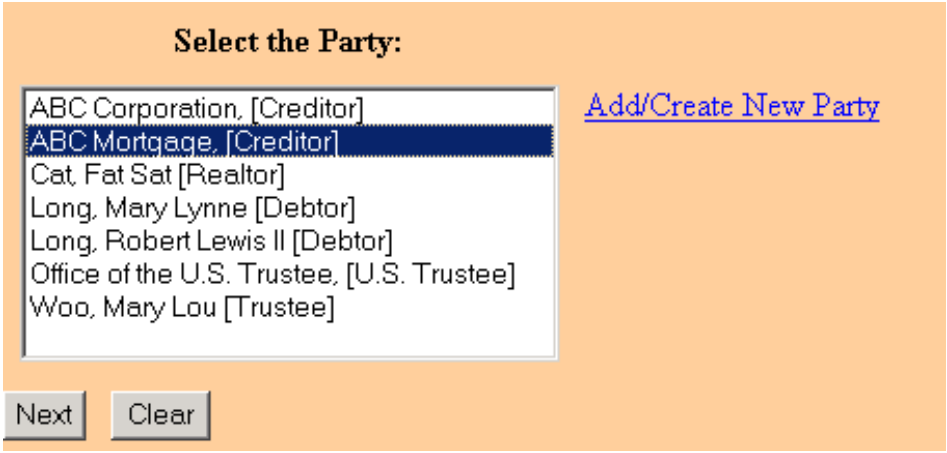
Transfer of Claim without Agreement of Transferor– This should be used by filers who have a transfer of claim document which has NOT been signed by the transferor to indicate agreement with the transfer. The court is required to send to the transferor a notice indicating that the transferor may object to the transfer within a specific period of time.

Transfer of Claim with Agreement of Transferor – This should be used by filers who have a transfer of claim which has been signed by the transferor to indicate agreement with the transfer of claim. If you have such a transfer document, it must be scanned and attached to the docket during this routine.

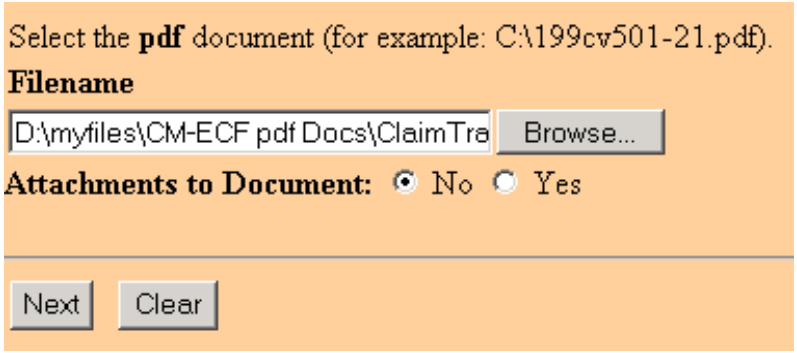
This following procedure assumes you have chosen the first option.

Step 7 The next screen will ask if this is a joint filing with another attorney. If Yes, click on the box to so indicate. You will then get screens which ask for information about that attorney. If No, then click **Next**

Step 8 You will get a screen which will display the parties in this case. In most cases a transfer of claim is filed by the transferee. It is likely that the transferee will not be included in this list. If not, Click on the **Add/Create New Party** hyperlink and add the transferee to the case. If you are filing the transfer on behalf of the transferor, then check this list for the transferor. It is unlikely that the transferor will be on the list. If not, then the transferee will need to be added as a party at the end of this procedure. If the party appears in the list, then click on the creditor to highlight the name and click on **Next.**



Step 9 You will now get the PDF attachment screen:



Browse to the Transfer of Claim which you previously prepared. We recommend that when you find it, you open and view it to make sure you are attaching the correct document. If you have attachments [e.g. documentation to establish the transfer] you should click on Yes. [See the Procedure Outlined in this Guide for Filing Claims – Step 12].

Step 10 You now get the screen below. This is an informational screen. It tells you that in the next screen when the claim status is requested, you must pick “transferred”. It also warns you that if you are docketing this transfer on behalf of the transferor that it may be necessary to add the transferee after the transfer is docketed. Click **Next.**

You will now get the following Screen.

Select Status **Transferred** When Prompted.

After Submitting This Docket Event, Go to Creditor Maintenance and Add the Transferee as Creditor.

Next Clear

Step 11 Enter in the claim number of the claim being transferred and select **Transferred** from the list in the Status box. If you wish to transfer multiple claims, then put in each claim number separated by a comma [e.g., 2, 3, 4, etc.] **Note!** If you are attempting to transfer a claim which has not been filed, then you are using the wrong procedure. In such cases, you should file a claim in the name of the transferee and then attach a documentation to that claims which shows the transfer. The transfer documents must be signed by the transferor to indicate agreement with the transfer.

Enter Claim Number(s): 2 Status: Transferred

Next Clear

Click **Next.** You will get this screen:

Transfer Type ○ 3001 (e) 1 ◉ 3001 (e) 2 ○ 3001 (e) 3 ○ 3001 (e) 4

Transferred To:	XYZ Corporation		
Transferred From:	ABC Mortgage		
Claim Number:	3	Amount: $	10,000
Transferred From:	CDE Corporation		
Claim Number:		Amount: $	
Transferred From:			
Claim Number:		Amount: $	

Step 12 You must complete the transfer information screen with the following information:

1. Indicate the type of transfer by clicking on one of the radio buttons. **Note!** 3001(e)1 and 3001(e)3 are transfers which occur before a claim is filed with the court. If you are using this procedure, then neither of these types of transfer are applicable. In both cases claims should be filed and the transfer documentation should be attached to the claim. See the Federal Rules of Bankruptcy Procedure, which are available on the court web site, for further information about the types of transfer of claim.

2. Enter the name of the transferee in the box labeled: **Transferred to:**

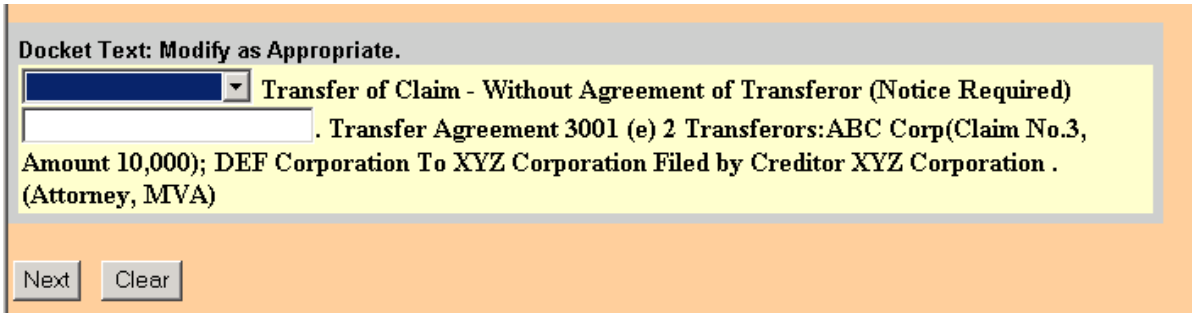
3. Enter the name of the transferor in the box labeled: **Transferred from:**

4. Enter the claim number and the amount of the claim.

5. If you have more claims being transferred to the same party in this case, then you may continue to enter other transfers at this time. **NOTE!** If you intended to docket multiple transfers to of claims, then you should have prepared and imaged the documentation for all of the transfers together and this should already be attached to the docket entry.

Click **Next**

Step 13 You will get the Modify Docket Text Screen:



You may add text by inserting in the text boxes on this screen. This will be added to the docket text displayed above. If there are other changes that need to be made, the only way to correct the docket text is to use the back browser arrow to go back to the screen in which incorrect information was added and to change the information at this point and then continue on until you get to this screen again.

If the docket text is correct, then click on **Next.**

Step 14 You will now get the final docket text screen. If the text is correct, click **Next.**

Docket Text: Final Text

Transfer of Claim - Without Agreement of Transferor (Notice Required). Transfer Agreement 3001 (e) 2 Transferors:ABC Corp(Claim No.3, Amount 10,000); DEF Corporation To XYZ Corporation Filed by Creditor XYZ Corporation. (Attorney, MVA)

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

Next Clear

Step 15 You will get the acknowledgment of electronic filing screen.

Claim Events:

03-50196 Robert Lewis Long and Mary Lynne Long

U.S. Bankruptcy Court

District of Hawaii

Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 4/25/2003 at 3:01 PM HST and filed on 4/25/2003

Case Name: Robert Lewis Long and Mary Lynne Long

Case Number: 03-50196

Document Number: 7

Docket Text:

Transfer of Claim - Without Agreement of Transferor (Notice Required). Transfer Agreement 3001 (e) 2 Transferors:ABC Corp(Claim No.3, Amount 10,000); DEF Corporation To XYZ Corporation Filed by Creditor XYZ Corporation. (Attorney, MVA)

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

Your transfer of claim has been filed! A notice will be sent to the transferor from the court giving the transferor time to file an objection to the transfer. The transfer is not final until the objection period has passed.

Note! If you are filing this transfer on behalf of the transferor, the transferee may not have been added as a party in this case. If you checked the party box for the transferee in Step 8, you will know. If you did not, then Click on **Query** in the blue Main Menu Bar. Click on **Party** and you will find a list of all the parties in the case. If the transferee is not in the list, then add the transferee by clicking on **Bankruptcy** in the blue menu bar and then **Creditor**
Creditor Maintenance. There is a menu item for adding an individual creditor.

C. OTHER CLAIMS PROCESSING OPTIONS

There are other options for filing documents related to claims. There are two separate files of events: The **Claims Actions Menu** is for attorney filers and the **Creditor Claimant Activity** Menu is for non-attorney claims agents. Here is a comparison of the events in each category. Please note that some events listed in the Creditor Claimant Activity Menu are available to attorneys in other menus of CM/ECF and they are indicated on this list in brackets e.g., [NOTICES MENU]

CLAIMS EVENTS	CREDITOR CLAIMANT ACTIVITY	COMMENTS
Acknowledgment of Transferred Claim	Acknowledgment of Transferred Claim	Used to docket transferor's agreement with transfer.
Application for Unclaimed Funds	Application for Unclaimed Funds	Forms posted to Court Web Site: www.hib.uscourts.gov
[NOTICES MENU]	Notice of Appearance and Request for Notice	
Notice of Claim Filed by Debtor or Trustee		Claims filed by a debtor or trustee must be noticed to the claimant. The form is posted to: www.hib.uscourts.gov
Objection to Claim		Only an attorney can file such an objection.
Objection to Transfer of Claim		Only an attorney can file such an objection.
[MISCELLANEOUS DOCUMENTS MENU]	Reaffirmation Agreement	
[MISCELLANEOUS DOCUMENTS MENU]	Request for Notice	

Request for Payment of Administrative Claim	Request for Payment of Administrative Claim	This is the appropriate method of asking for payment of administrative claims. Do not file a proof of claim since there is no way to designate the correct priority.
Transfer of Claim without agreement of Transferor.	Transfer of Claim without agreement of Transferor	This docketing event will cause notice to be sent to the transferor through the BNC.
Transfer of Claim with Agreement of Transferor	Transfer of Claim without Agreement of Transferor	This event will not produce a notice.
Withdrawal of Claim	Withdrawal of Claim	
Withdrawal of Objection to Claim		

AMENDING SCHEDULES, ADDING CREDITORS AND CORRECTING ADDRESSES

In order to properly file amended schedules and to add creditors to a case it is necessary to know the court policies regarding these actions since a fee is due for certain types of amendments but not for others. Here is a summary of the current policies:

Amending Schedules and Adding New Creditors to a case. In order to properly add new creditors to a bankruptcy case, you need to amend the appropriate schedules by preparing new amended schedules listing only the newly added creditors. If you amend schedules D, E or F, there is a $20.00 filing fee whether or not new creditors are added. Amendments to the other schedules do not require payment of a fee. Since the amended schedules must be verified pursuant to Federal Rule of Bankruptcy Procedure 1008, you must also complete and send to the court a new declaration of electronic filing form originally signed by the debtor. Local Rule 1009-1 requires the filing party to send a notice of the amendment to all parties in interest and to send a copy of the Notice of Commencement of the case to each added creditor. A certificate of service showing compliance with the rule is required to be filed with the amended schedules. Finally, the newly added creditors must be added to the creditor database [which puts them on the mailing matrix].

Conversion Schedules. A debtor is often required to file new schedules upon the conversion of a case from one chapter to another. The procedure is identical to that noted above for adding creditors except that if the conversion schedules are filed before the Notice of Commencement is sent to creditors, then the added creditors will receive the Notice of Commencement and there is no need to send a notice of the amendment to the added creditors nor to file a proof of service. A fee is due for filing amended schedules - whether they are filed subsequent to a conversion or not - except schedules filed pursuant to FRBP 1019(5) upon a conversion from Chapter 13 to 7. When filing such schedules do not use the amended schedules event [which requires payment of a fee] but use the event marked "Schedules - Post-petition Debts (Ch 13 Case Converted to Ch 7).

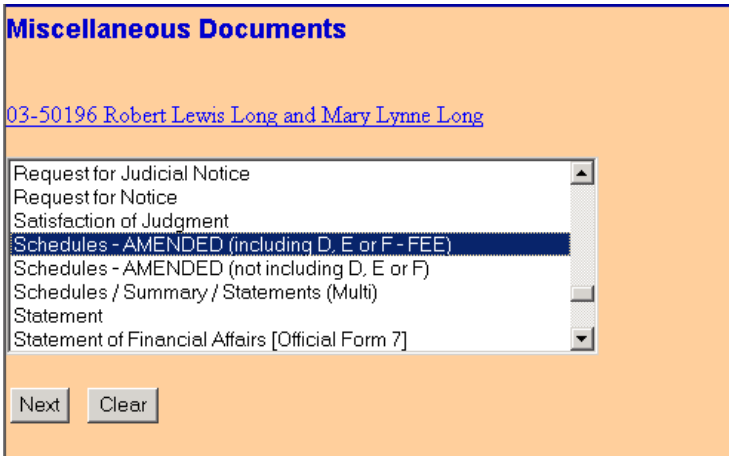
Adding Interested Parties to mailing matrix without amending schedules. Creditors and interested parties can be added to the database without amending the schedules. This does not add these persons or entities to the case as creditors or parties but does put the names and addresses on the matrix so that they will be served notices which are generated by the court. There is no fee for adding parties to a case only for notification purposes.

Changing the addresses of creditors or parties listed in the case. The proper procedure for changing the addresses of creditors or interested parties who are already listed in a case is to file a Notice of Change of Address. There is no fee for filing a notice of change of address. Court staff will make the address changes based on the information contained in the notice.

A. AMENDING SCHEDULES AND ADDING CREDITORS

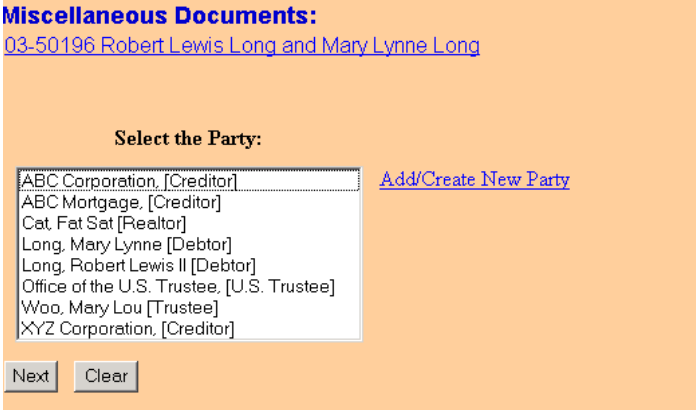
Step 1 Prepare the required documents for filing. To amend schedules and add creditors to a case you will need to prepare: (1) The amended schedules to be filed; (2) An amended matrix listing the new creditors [unless you intend to add the creditors directly to the database as described in Section C below]; (3). A notice informing the new creditors of that they have been added to the case; and (4) A certificate of service showing compliance with the requirements of Local Rule 1009-1; (5) a Declaration of Electronic Filing.

Step 2 Open CM/ECF. From the blue menu bar, click on **Bankruptcy**. From the **Motions and Notices Section**, click on **Miscellaneous Documents.** Enter the case number of the appropriate bankruptcy case and click **Next**. You will see this screen. Find the events labeled Schedules – Amended in the pick list.



You have two choices: If you are amending schedules D, E or F you must use the first event. If you pick this event, you will be required to pay the amendment fee of $20.00. Any type of amendment to these schedules requires payment of the fee. If you are not amending schedules D, E or F then pick the second event. This event does not require payment of an amendment fee. Click on the appropriate Amended Schedules event to highlight it and then click on **Next**.

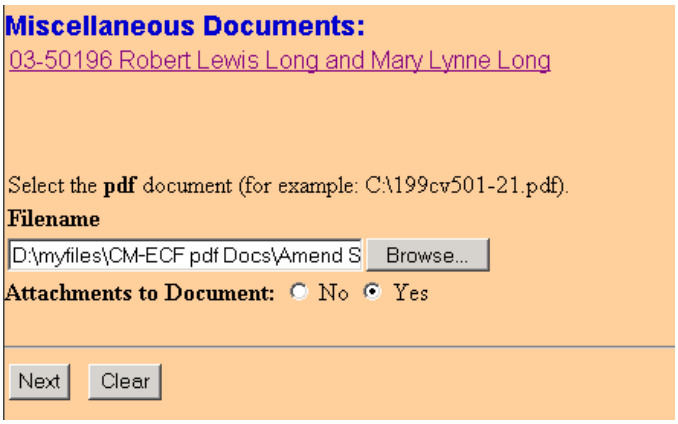
Step 3 You will get a screen which asks if you are filing the motion with another attorney. If yes, check the box and select or add the additional attorney as indicated. Click **Next**.



You will now get a screen which will ask you to select the appropriate party or parties. This will normally be the debtor or debtors. Select the party from the list to highlight and click on next.

HINT! In a joint case you can select both the debtor and joint debtor by clicking on the first and , while holding down the Shift key, click on the next. This will save you time.

Step 4 After entering the appropriate parties, you will get the following screen:

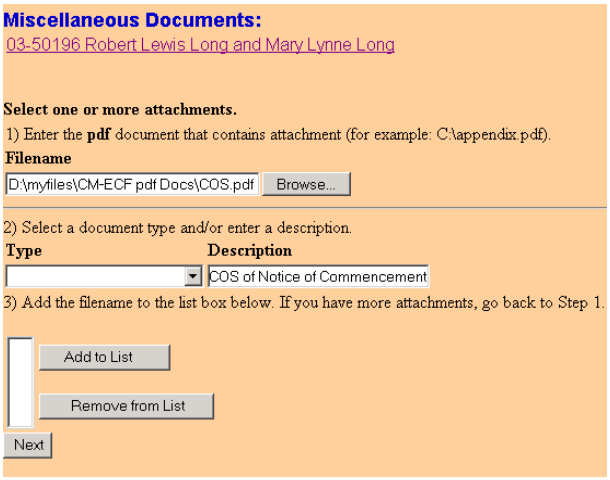


Browse to the PDF file of your amended schedules. Open the file to make sure it is the correct document. If you are also going to file a notice to the new creditors, the certificate of service, or other documents then click on the **Yes** button after **Attachments to Document.**

Note! You may prepare all documents as a single PDF file and attach that file.

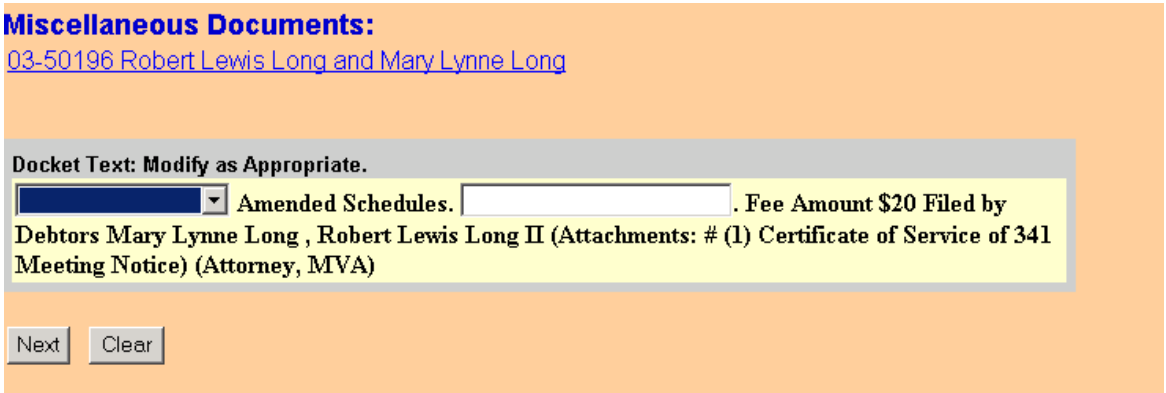
Click on **Next**. You will get this screen:

Step 5 Browse to the PDF file you wish to attach, open it to make sure that it is the correct file and then type in a description of the document being attached. This description will appear on the docket of the case.



Click on **Add to List** and the same screen will appear for the next document. **Note!** If you have prepared a matrix of creditors to add to the list of creditors, this list should not be added here. If you have no further documents or when you have added all additional documents, the click on **Next**.

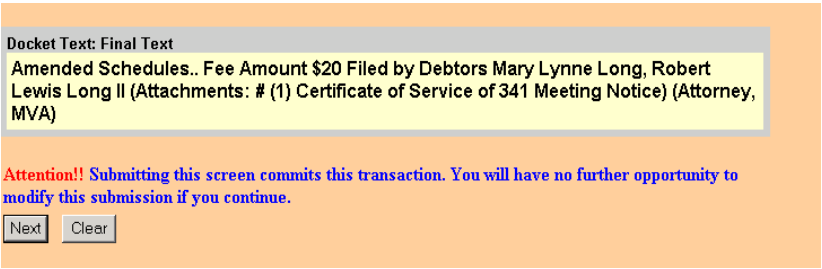
Step 6 You will get a screen which will tell you that a filing fee of $20.00 must be paid and will also tell you that the new creditors must be added in a separate procedure.
Click **Next** and you will get this screen:



<u>If you created separate files</u> for each of your documents and attached the amended schedules first and then attached the subsidiary documents separately, you will get docket text which should be complete. Each of the attached documents will be included in the docket text.

<u>If you created the amended schedules and subsidiary documents as a single file</u> the docket text will need to be supplemented to state what was filed. Enter a description of the subsidiary documents in the second text box [e.g., Notice of Amendments and Certificate of Service]. Click on **Next.**

Step 7 You will now get the final text screen. If it is complete and accurate, click **Next**. If it is not, the you must use your browser to back up to the screens which were not correctly completed to correct the docket text. It is not possible to change the text on this screen.

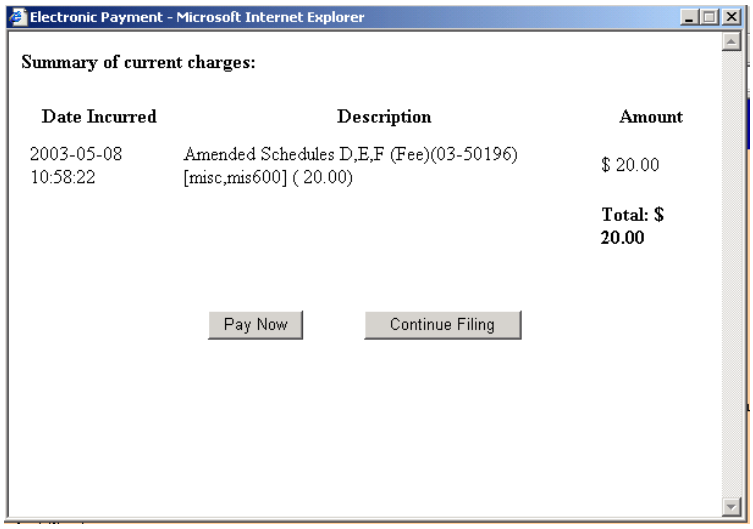


Click **Next**.

Step 8 You will get this screen. If you have nothing further to file requiring the payment of a fee, then click on the **Pay Now** button. Follow the instructions and the payment will be complete.

See **the Credit Card Processing Section** of this Guide for more information on the procedures.

If you have made the payment or if you click on the **Continue Filing** button, you will the next screen.



Notice of Electronic Filing

The following transaction was received from Attorney, MVA entered on 5/8/2003 at 11:37 AM HST and filed on 5/8/2003
Case Name: Robert Lewis Long and Mary Lynne Long
Case Number: 03-50196
Document Number: 9

Docket Text:
Amended Schedules.. Fee Amount $20 Filed by Debtors Mary Lynne Long, Robert Lewis Long II (Attachments: # (1) Notice of Filing Amended Schedules# (2) Certificate of Service of Notice of Commencement) (Attorney, MVA)

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

Document description: Main Document
Original filename:D:\myfiles\CM-ECF pdf Docs\Amend Schd.pdf

This is the final Notice of Electronic Filing Screen. You may wish to print this screen for your file since it is your receipt for the filing of this document and for payment of the filing fee.

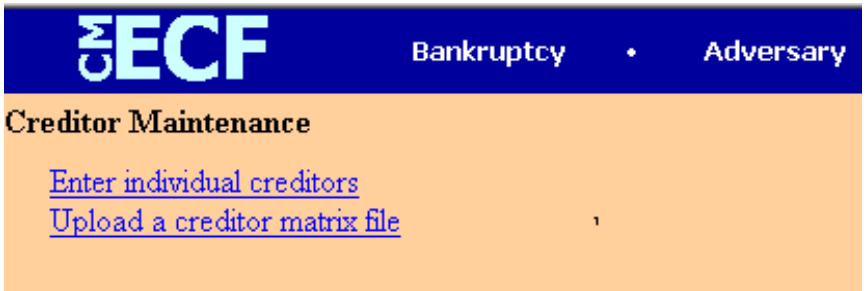
Step 9 Although you have now filed the amended schedules and related documents, you have not yet added the new creditors to the database. This is done by using either the procedure in Section A [**Adding new Names and Addresses by Uploading an Amended Matrix**] or the procedure in Section B [**Adding Individual Creditors Directly to the Database] above.** You must also mail or deliver a new **Declaration of Electronic Filing** to the court since this document is needed to verify the amended schedules pursuant to FRBP 1008.

B. ADDING NEW CREDITORS BY UPLOADING AN AMENDED MATRIX

This is one of two procedures for adding new creditors to our database. This procedure adds the names and addresses to the mailing matrix for notice purposes. It can also be used to add new names and addresses of interested parties to the mailing matrix for informational purposes. This procedure should not be used as a method to correct the addresses of creditors or parties who are already in the case. This should be done using the procedure outlined in Section D below. This is also not sufficient to properly add new creditors to a case. See Section A above.

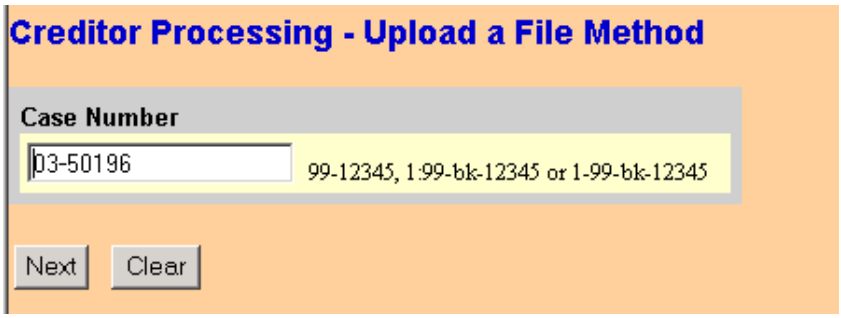
Step 1 **Open CM/ECF** by entering your login and password into the system. This procedure is explained earlier in the User Guide.

Step 2 Click on **Bankruptcy** on the blue menu bar. Under **Case Opening**, Click on **Creditor Maintenance**. You will get the following screen:



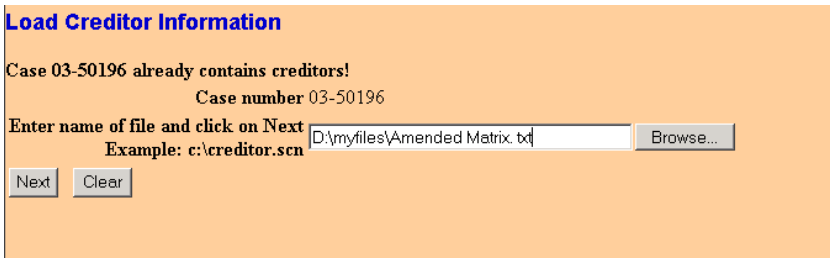
Step 3 If you have prepared an amended matrix of creditors to add to the database, then click on **Upload a creditor matrix file**. If you intend to add the parties by adding the names and addresses directly to the CM/ECF database, then click on **Enter Individual creditors**.

We assume that you wish to upload an amended matrix and that you have clicked on **Upload a creditor matrix file**. You will get the following screen.



Enter the case number [remember the hyphen] and click on **Next**.

Step 4 You will see the following screen. Browse to the matrix which you previously created and saved as an text file and open the file to make sure you are attaching the correct document. Note the warning which indicates that you are adding creditors to a case which already contains creditors.

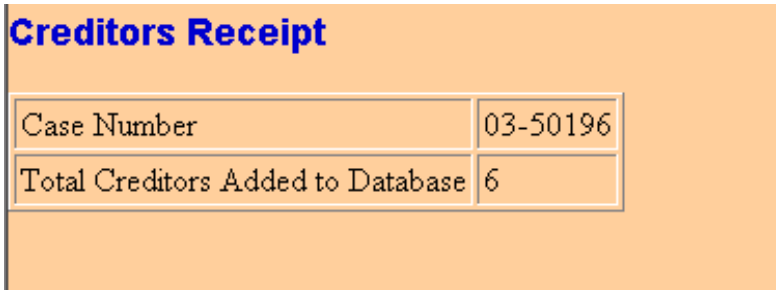


Click on **Next.**

Step 5 You will see the following screen which will state the number of creditors being added to the case.

Click **Submit**

Step 6 You will get this screen. The creditors have been added. Note that you do not get a Notice of Electronic Filing. There will be no docket entry resulting from this procedure.

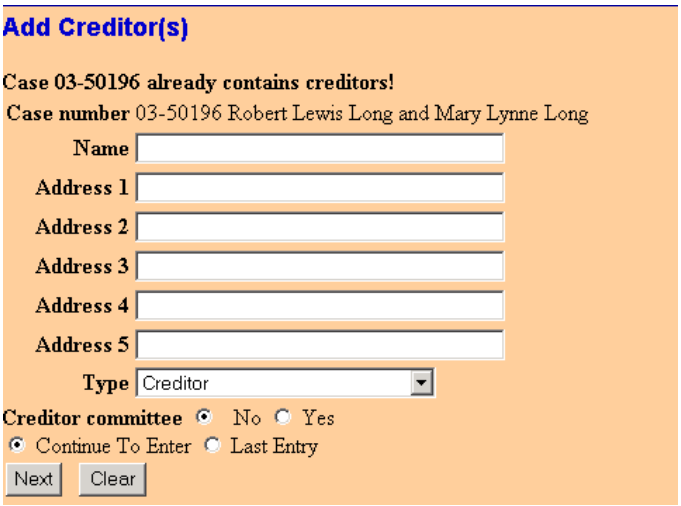


C. ADDING INDIVIDUAL CREDITORS DIRECTLY TO THE DATABASE.

This procedure will also add creditors or other interested parties to the database but this procedure does not require the creation of an amended matrix. It is useful if you have a few names and addresses to add, but not if there are many to add. Note! This procedure should not be used to correct addresses [See Section D below] nor should creditors be added to a case if the appropriate schedules are not amended. [See Section A above]

Step 1 Open CM/ECF and click **Bankruptcy** on the blue menu bar. Select **Enter Individual Creditors** from the **Creditor Maintenance** menu. Enter the case number of the applicable case on the next screen – remembering to use the hyphen in the case number. You will get this screen.

Step 2 Enter the name and address of the first party you wish to add. Change the Creditor type if appropriate and if the creditor being added is on the creditors committee you may indicate that fact here. If you need to enter more creditors or interested parties then the **Continue to Enter** box should be marked.



Step 3 Continue to enter names and addresses until you are finished. When you have entered the last name and address, check the button before **Last Entry**. You will get this screen listing the number of entities you have added.

Click on **Submit**.

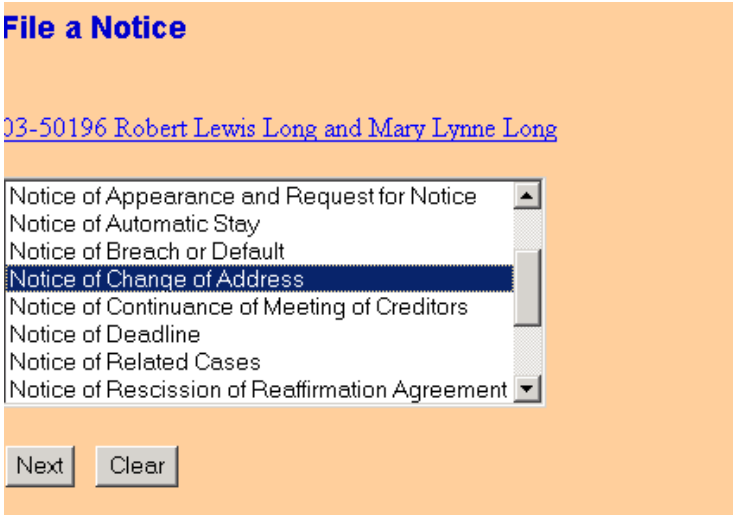
Step 4 You are finished! You will get a receipt for the number of creditors filed. **Note!** This process does not create a docket entry in the case.

D. ADDRESS CHANGES

This procedure should be used for correcting the addresses of creditors or parties who have already been added to the database. After you docket the notice of change of address, court staff will go into the database and edit the addresses using the information you have provided in the notice.

Step 1 Prepare a Notice Change of Address. This notice should list the party and state the old address [the address now listed in the case] and then the new address. Convert to a PDF file and save.

Step 2 Open CM/ECF and click on **Bankruptcy** in the blue menu bar. From the **Motions and Notices** section, click on **Notices**. You will see a screen which will ask you for the case number of the case in which you wish to work. Enter the number [remembering to use the hyphen in the case number] and click on **Next**.



You will get this screen. Find the **Notice of Change of Address** event on the pick list and click on it to highlight it.

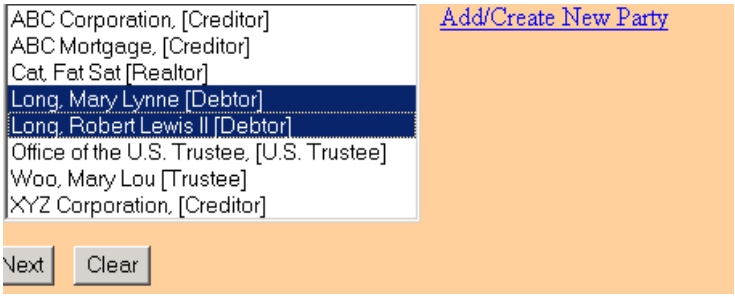
Click on **Next**.

You will get a screen asking if you are filing the motion with another attorney. If you are click on the button and then enter the other attorney. When finished, click on **Next**.

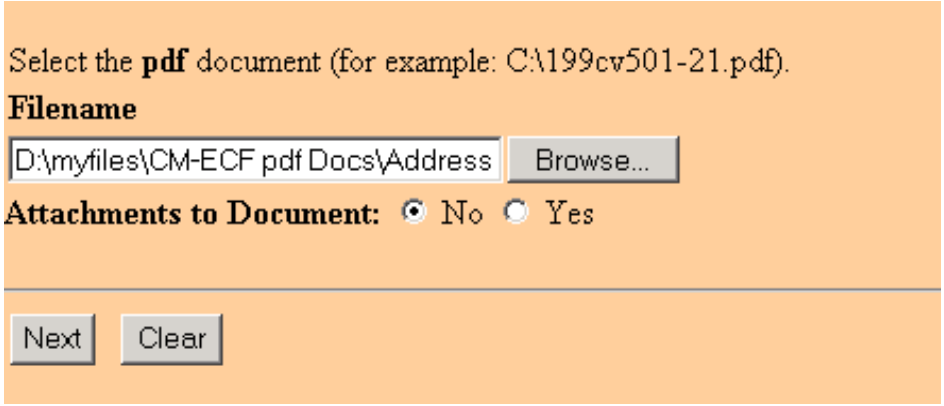
Step 3 You will get a screen asking you to select the moving party or parties. You are not being asked to identify the parties whose addresses are being changed.

Note that you can highlight more than one party by clicking on the first name and then holding down the Shift key and clicking on other names on the list.

Click **Next.**

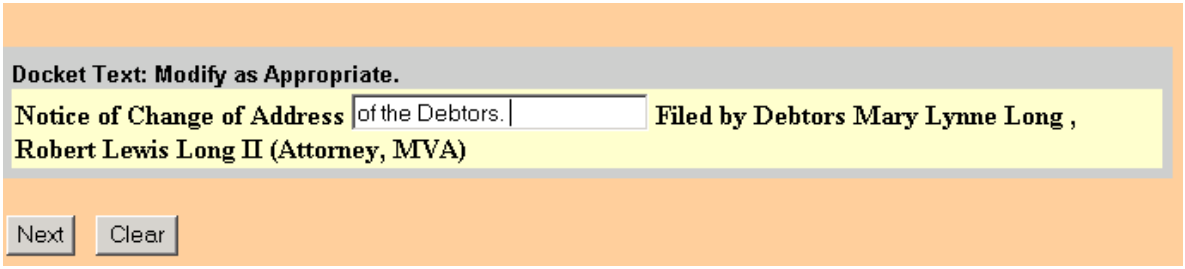


Step 4 You will now get a screen to attach your notice of address change to the docket text. This must be a PDF file. Do not try to attach a mailing matrix which you might have prepared as a text file. Browse to the file you wish to attach and open it to make sure that it is the correct file.



Click **Next**.

Step 5 You will now see a screen showing the docket text.

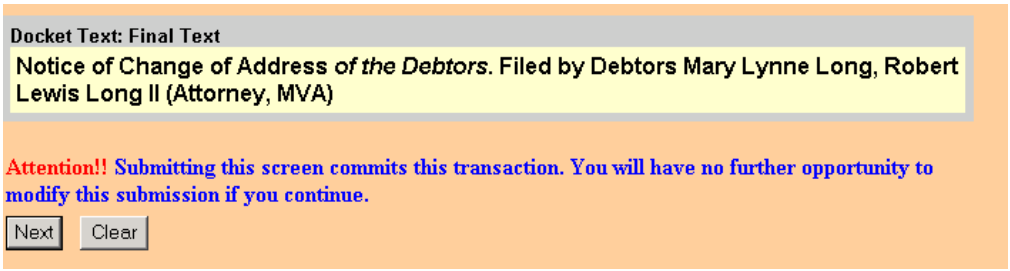


Note!
The docket text will not have the names of the parties whose addresses are being changed. If you wish to add the names in the docket text you can do so by entering the information in

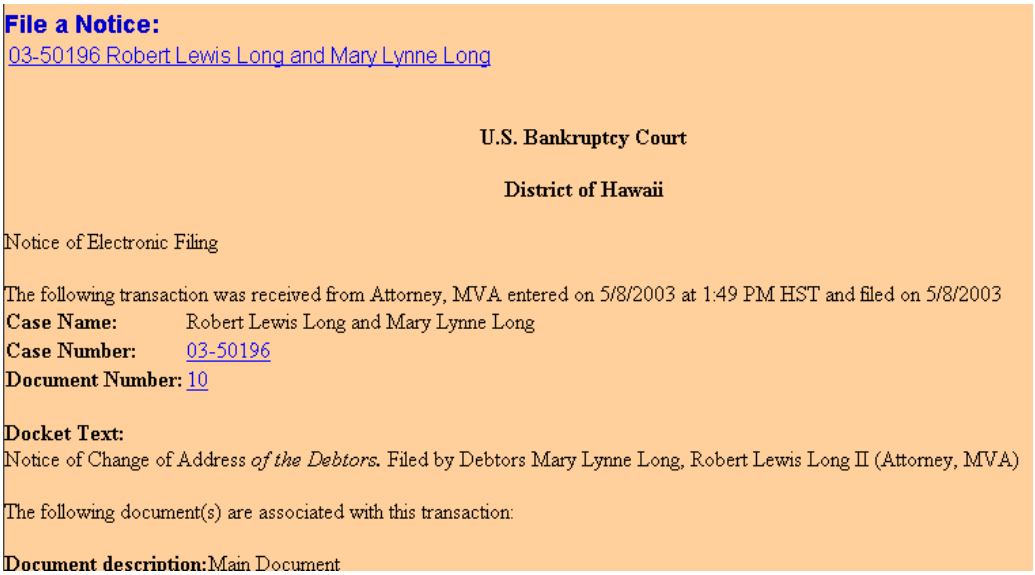
the text box. There is no need to list the specific names of each creditor. It would be sufficient to put in the text box " of the Debtors." or "of various creditors." If the text is not correct, you need to browse back to the correct screen where incorrect information was provided and start entering information from that point.

If the text for the docket entry is now correct, the click **Next.**

Step 6 You will see the final text screen. If it is correct, then click **Next**.



Step 7 This is the final screen which acknowledges the filing of the document.



You are finished!

UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

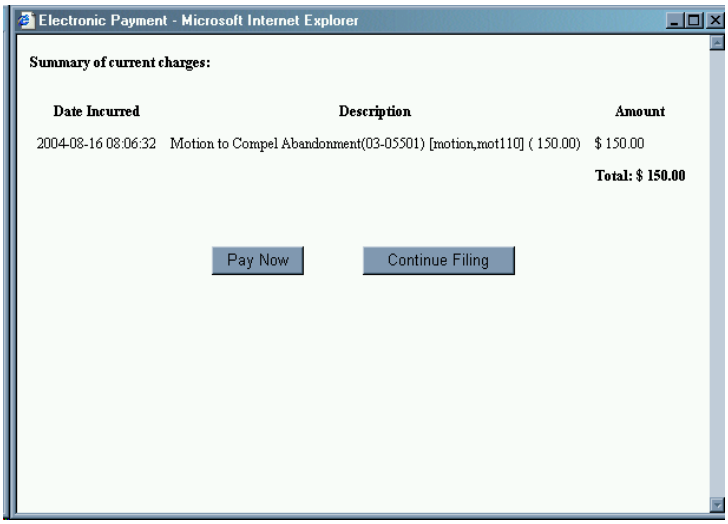
INTERNET CREDIT CARD PAYMENT OF FILING FEES

The court requires that any filing fees due upon the electronic filing of a petition, motion, amendment, or other document be paid through the United States Treasury Credit Card module in CM/ECF.[1] The following credit cards are accepted: American Express, Diners Club, Discover, MasterCard, and VISA. (Debit cards currently are not accepted.) It is the responsibility of the filing party to obtain and maintain one or more accounts sufficient for payment of all fees being incurred. It is also the responsibility of the cardholder to establish policies and procedures to ensure the appropriate use of the credit card account(s).

Payment of the fees required upon the filing of a new case or for amendments, motions, or other documents must be made on the day of filing. A filer may elect to pay after each transaction or to make a single payment at the end of the business day for all filing fees due, so long as the credit card payment is processed **before 6:00 p.m.** If the fee is not paid as required, the local rules provide that the court may, in its discretion, dismiss the case or strike the document for which the fee was due. For any questions or problems concerning a credit card payment, please contact Amy Young (522.8100 x 119) or Denise Nagata (x 127) at the Clerk's office.

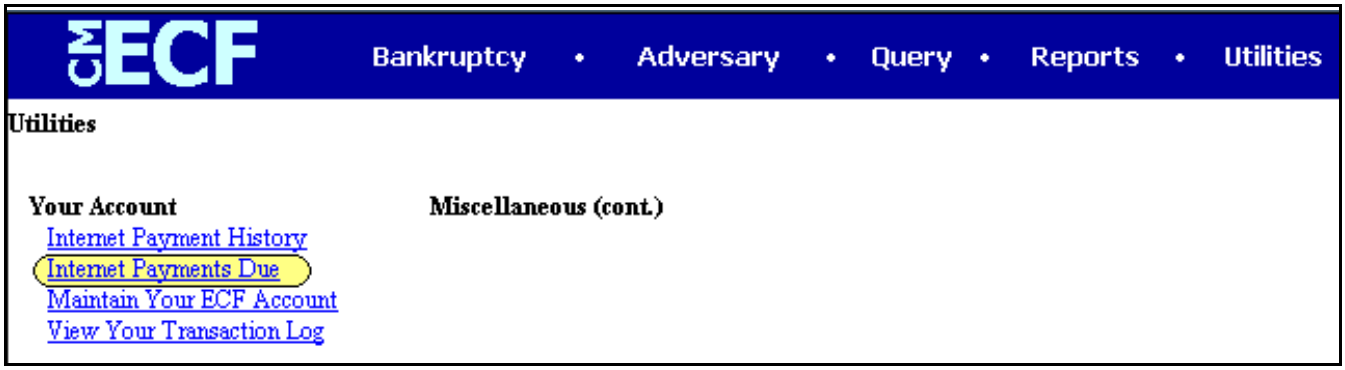
Credit Card Processing:

STEP 1 Select "Pay Now" on the pop-up screen that will appear at the end of docketing.
(Note: If your Internet browser has a feature to block pop-up screens, ensure that this is turned off.)

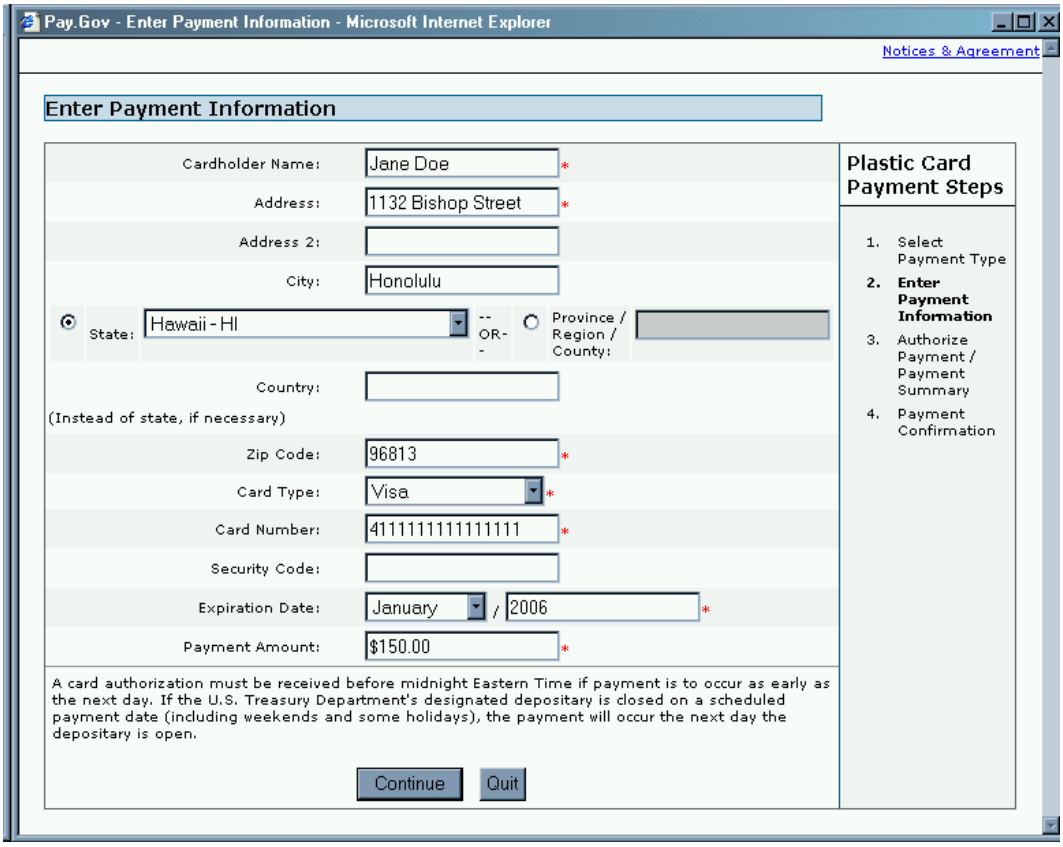


1. Note: An attorney seeking authority to make a pro hac vice appearance must pay an assessment, currently $225, by check or money order made payable to Clerk, U.S. District Court. For further information, see local form hib_83-1e - Application to Appear Pro Hac Vice.

To complete payment at this time, the filer must select “Pay Now”. To postpone payment until the close of the business day - but **before 6:00 p.m.** - the filer must select “Continue Filing”. If “Continue Filing” is chosen, the filer may bring up the payment screen at a later time by going to **Utilities** ... **Internet Payments Due**, as highlighted below. The summary of current charges will appear on the same pop-up screen shown on the preceding page.

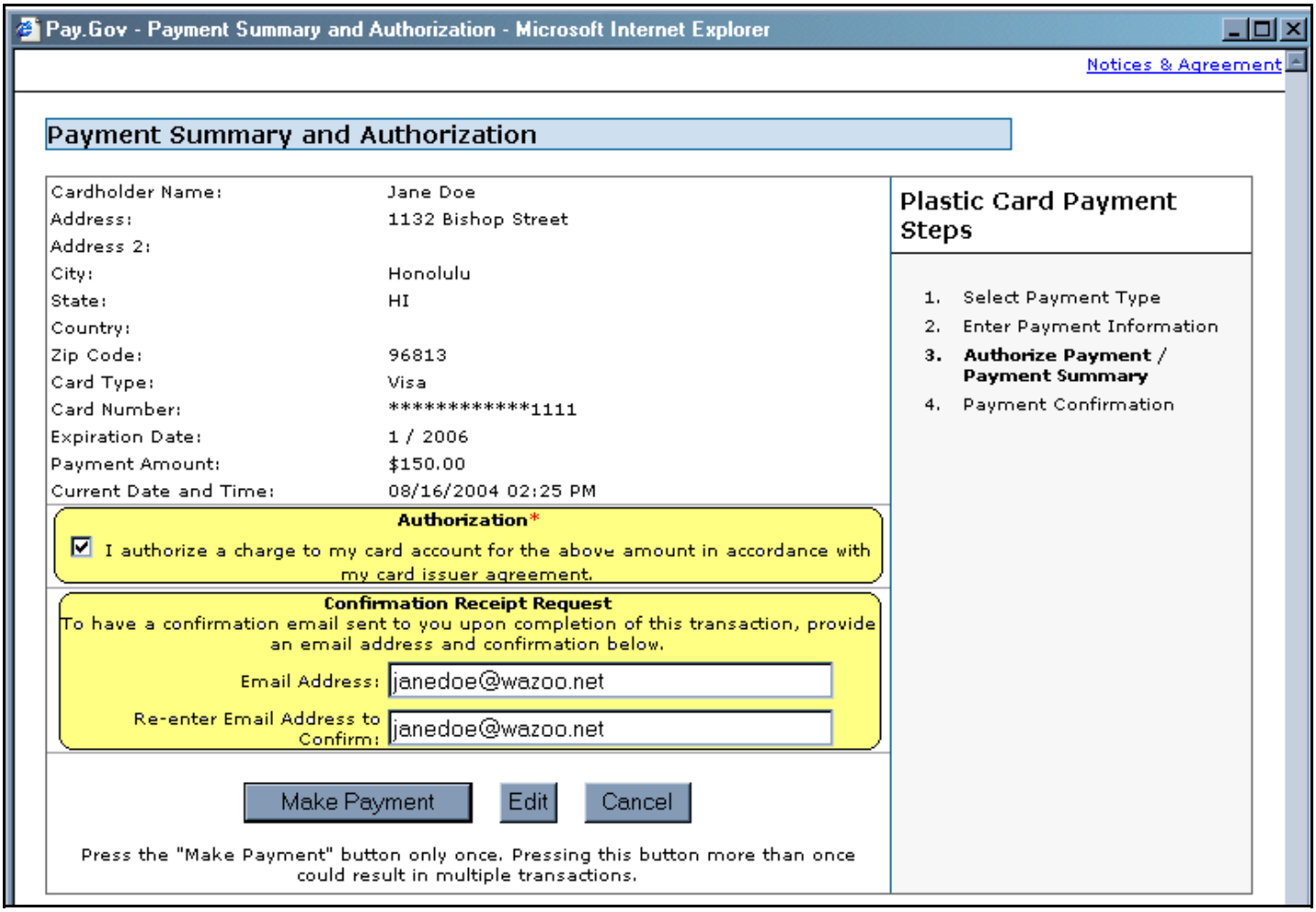


STEP 2 Enter Payment Information. The filer’s name, address, city, state, and zip code information will be filled in automatically based on the information in the CM/ECF database. The filer may change the information contained in these fields, but this will <u>not</u> change the information contained in the database. (A filer may make a permanent change by going to **Utilities** ... **Maintain Your ECF Account**.) Please note that payment approval does <u>not</u> require the CM/ECF address to match the credit card account billing address.

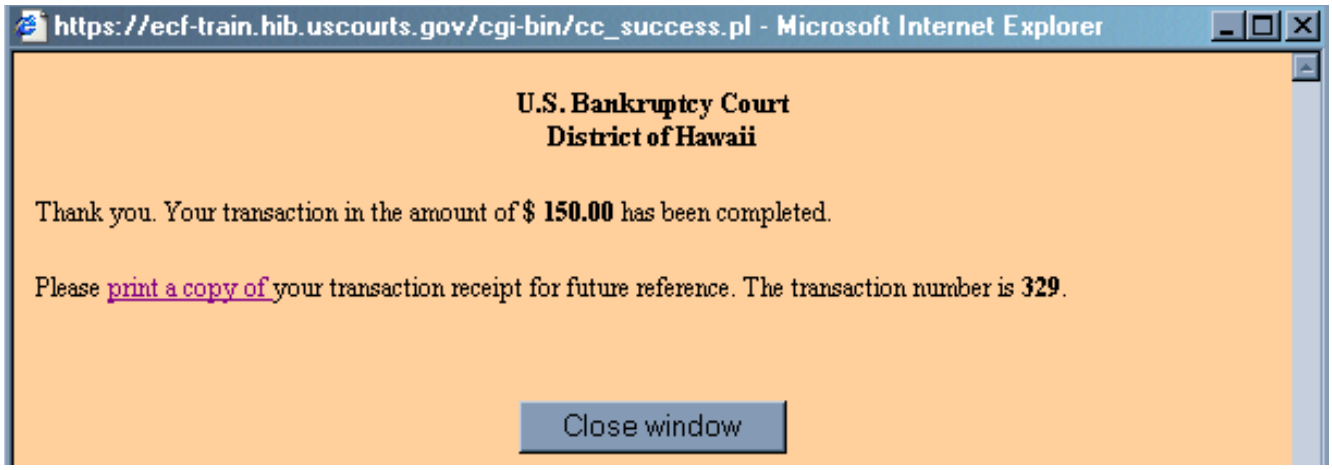


The filer must select the type of credit card being used from a drop-down list and enter the account number, then enter the expiration date. It is not necessary to enter any information in the “Security Code” field. When done, the filer must select “Continue”.

STEP 3 Payment Summary and Authorization. The next screen will summarize the transaction information. If correct, the filer must check the box to authorize the payment, as shown in the section highlighted below. The filer may also request that a confirmation receipt - in addition to the receipt generated in CM/ECF system - be emailed upon completion of the transaction. This last step is an option for the filer and not a requirement for continuing. To complete the transaction, the filer must select “Make Payment”. **The “Make Payment” button should be pressed only once; pressing this button more than once may result in multiple charges.**



STEP 4 Print a receipt. Upon approval, a final screen appears, allowing the filer to print a receipt for record-keeping. The filer must select “Close window” to return to the main CM/ECF window.



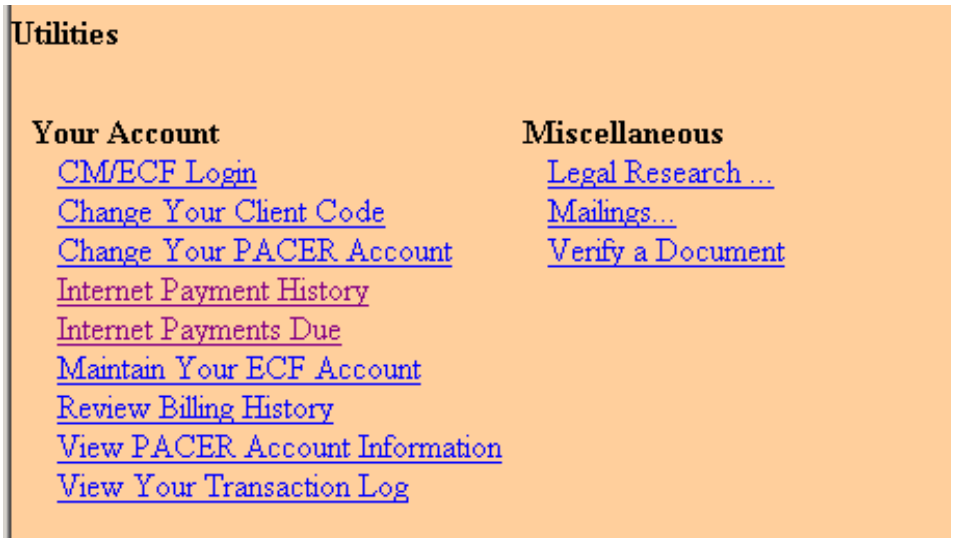
Note that a receipt number also is printed on the docket.

08/16/2004	7	Motion to Compel Abandonment. Fee Amount $ 150, Filed by Creditor ABC Loan Company (train06,) (Entered: 08/16/2004)
08/16/2004		Receipt of filing fee for Motion to Compel Abandonment(03-05500) [motion,mot110] (150.00). Receipt No. 329. Fee amount $ 150.00. (U.S. Treasury) (Entered: 08/16/2004)

B. REPORTS ON PAYMENTS MADE AND PAYMENTS DUE

You can check on the status of payments made and also of payments due. Here is the procedure.

Step 1 Open CM/ECF. On the blue menu bar, click on **Utilities**. You will get the following screen:



Step 2 If you want to see the payments you have made, click on **Payment History**. If you want to see a list of payments due, then click on **Internet Payments Due.**

Step 3 If you have clicked on **Payment History**, will get this screen:

Enter in the date range of the report that you want. Then click on **Run Report**.

You will get a report of payments in the following format:

U.S. Bankruptcy Court
District of Hawaii
Internet Payment History for Attorney , MVA
4/9/2003 to 5/9/2003

Date Paid	Description	Payment Method	Receipt #	Amount
2003-05-09 11:30:24	Voluntary Petition (Chapter 7)(03-50318) [misc,volp7a] (200.00)	credit card	1111B165	$ 200.00

Step 4 If you wish to see a report of fees which are not yet paid, then choose **Internet Payments Due.** You will get the screen listing payments due which is displayed at the beginning of this section in Step 1. You may now proceed to pay the charges due by clicking on **Pay Now** or you may click on the **Continue Filing** button and the screen will disappear.

Note! If you do not pay fees with each transaction, you may forget to pay the fees during the day. If you receive a call from the court asking you to pay fees which are due, then use the procedure in **Step 4** directly above to pay the fees.

INSTRUCTIONS FOR DETERMINING IF YOUR BROWSER SUPPORTS 128-BIT ENCRYPTION

Microsoft Internet Explorer [Version 4.x or greater]

- Click on the "Help" tab on your menu bar at the top of the screen.
- Scroll down and select "About Internet Explorer."
- A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version with 128-bit encryption.

Netscape Navigator/Communicator [4.x or greater]

- Click on the "Help" tab on your menu bar at the top of the screen.
- Scroll down and select "About Navigator" or "About Communicator."
- A screen will appear that listed the details of your browser. Look for a section on the left and toward the middle that begins "Contains encryption software from RSA Data Security, Inc. . . . " If the next paragraph begins, "This version supports U.S. Security . ." Your browser has 128-bit encryption. If it says that you have " International security", your browser has 40-bit or 56-bit encryption and you will need to upgrade to a version with 128-bit encryption.