

UNITED STATES BANKRUPTCY COURT DISTRICT OF VERMONT



THE CM/ECF USER GUIDE

Creditor Manual

THE CM/ECF CREDITOR MANUAL

Table of Contents

Section

1	Accessing CM/ECF	Page 1
2	CM/ECF Maintain User Accounts	Page 8
3	How To Convert a Document to PDF	Page 10
4	Request for Notice	Page 15
5	How To File a Proof of Claim	Page 25
6	Transfer of Claims	Page 31
7	Withdrawal of Claims	Page 49

ACCESSING CM/ECF

The CM/ECF System is a web based software program. CM/ECF court users process cases through the federal courts' restricted intranet, while attorneys and other public users will submit pleadings and view case data from the internet. Both court and external users have different levels of access to screens via menu selections and functionality according to their needs.

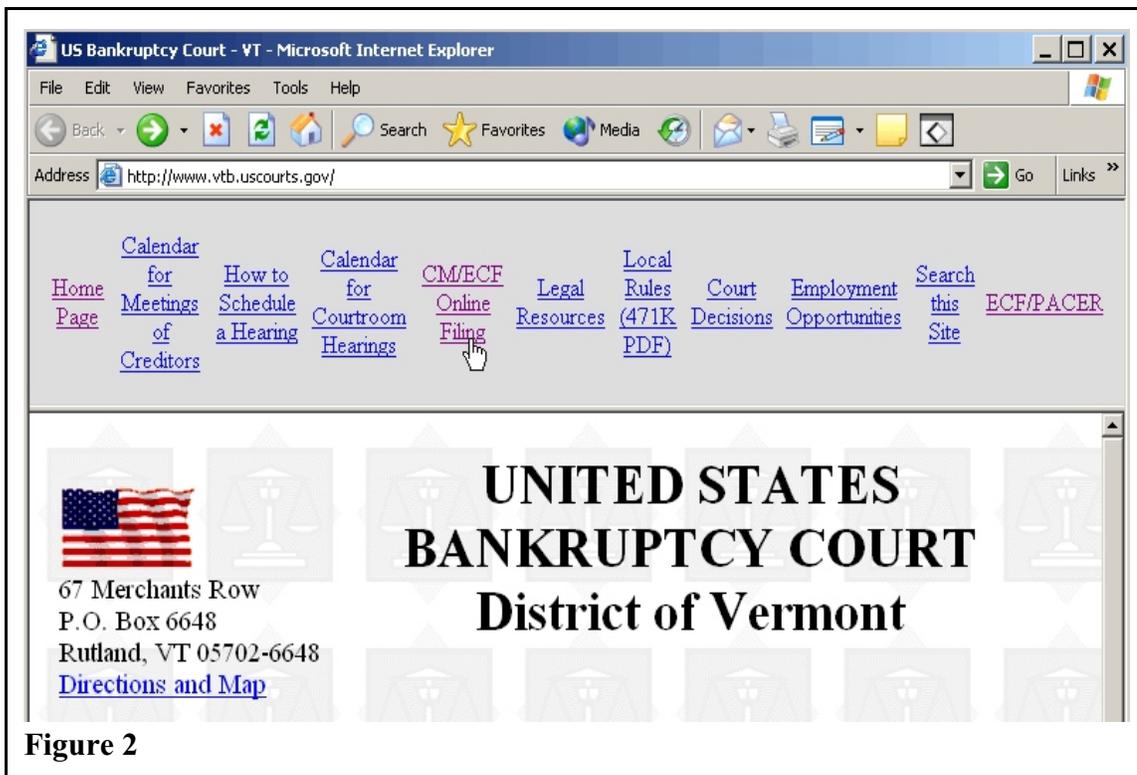
Step 1: Open Netscape Navigator or Internet Explorer (Figure 1)



Figure 1

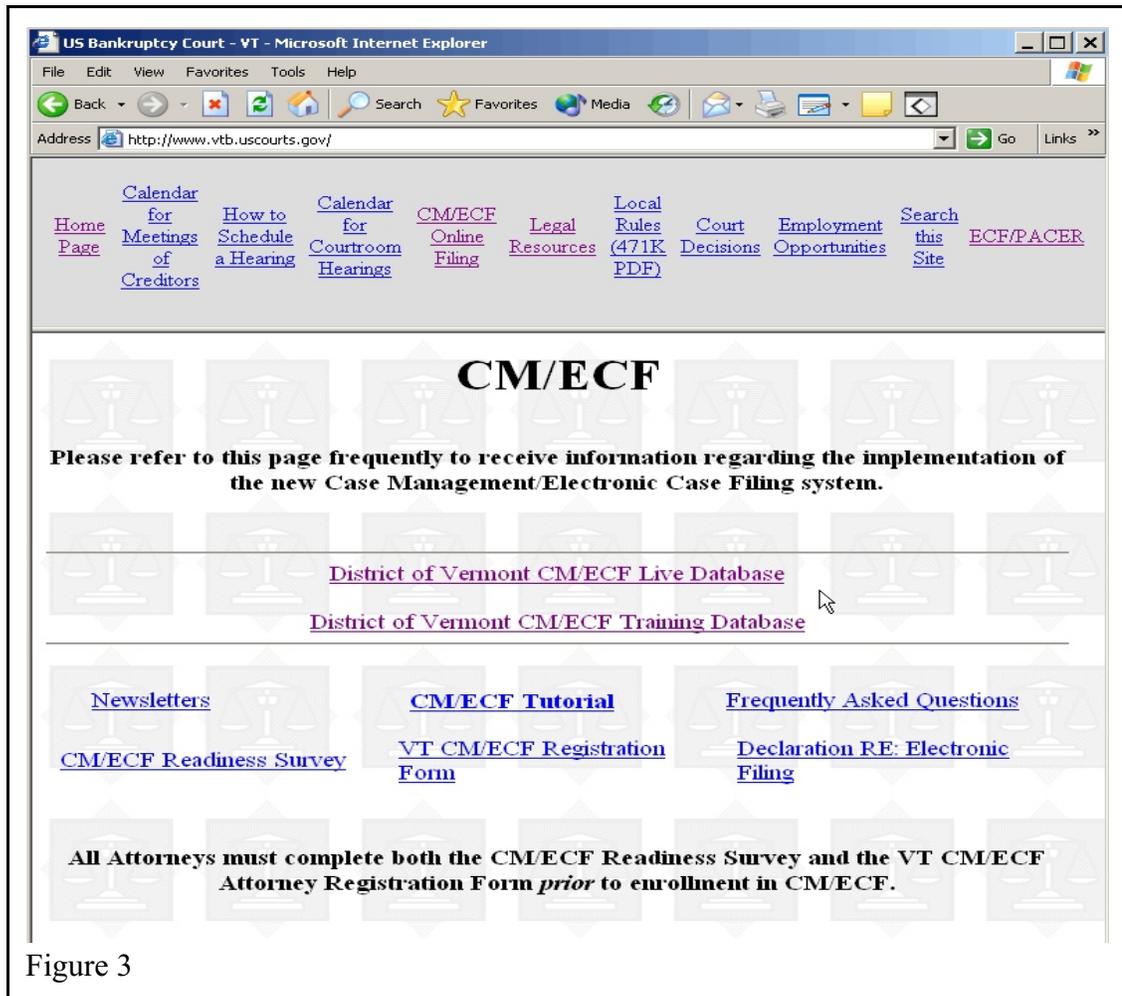
To access the court web site, open Netscape Navigator or Internet Explorer and enter the URL (address) of the court's website www.vtb.uscourts.gov in the browser's Address field. Familiarity with browser navigation and functionality is recommended for successful and efficient use of this system.

Step 2: Select CM/ECF Online Filing (Figure 2)



This will take you to the CM/ECF home page from which you can access various forms and information relation to the electronic case filing system.

Step 3: Select the Appropriate Database (Figure 3)



A training version of the system is provided for practice purposes. It is strongly recommended that participants take advantage of filing documents in the training database before filing a document in the “live” database.

NOTE: A different set of logins and passwords are issued for the “Training and “Live” systems

Step 4: Select Appropriate Database Again (Figure 4)

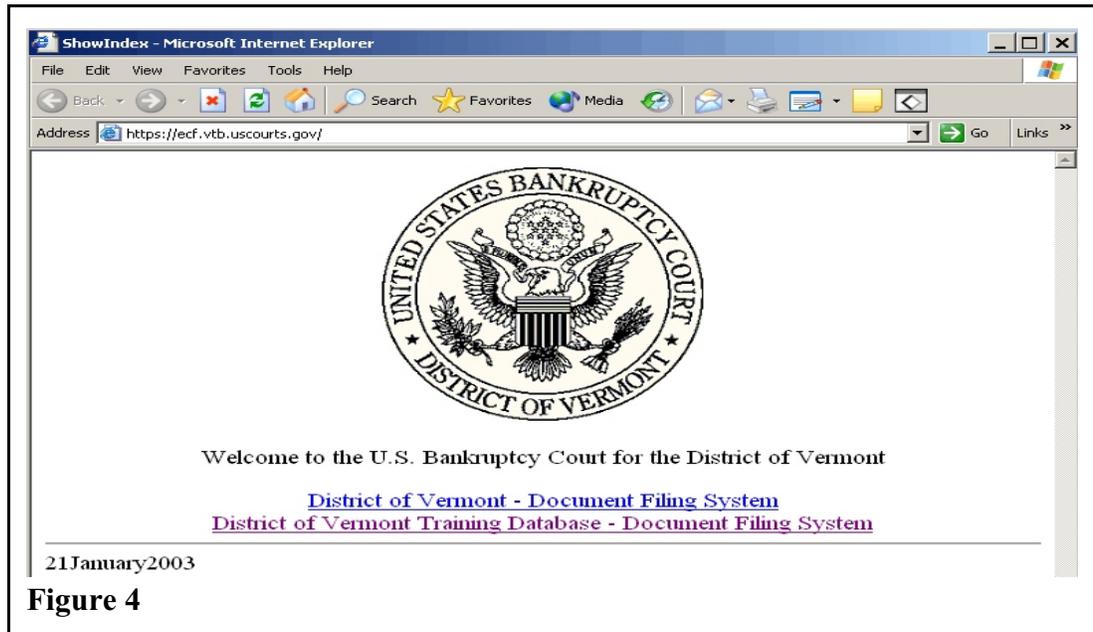
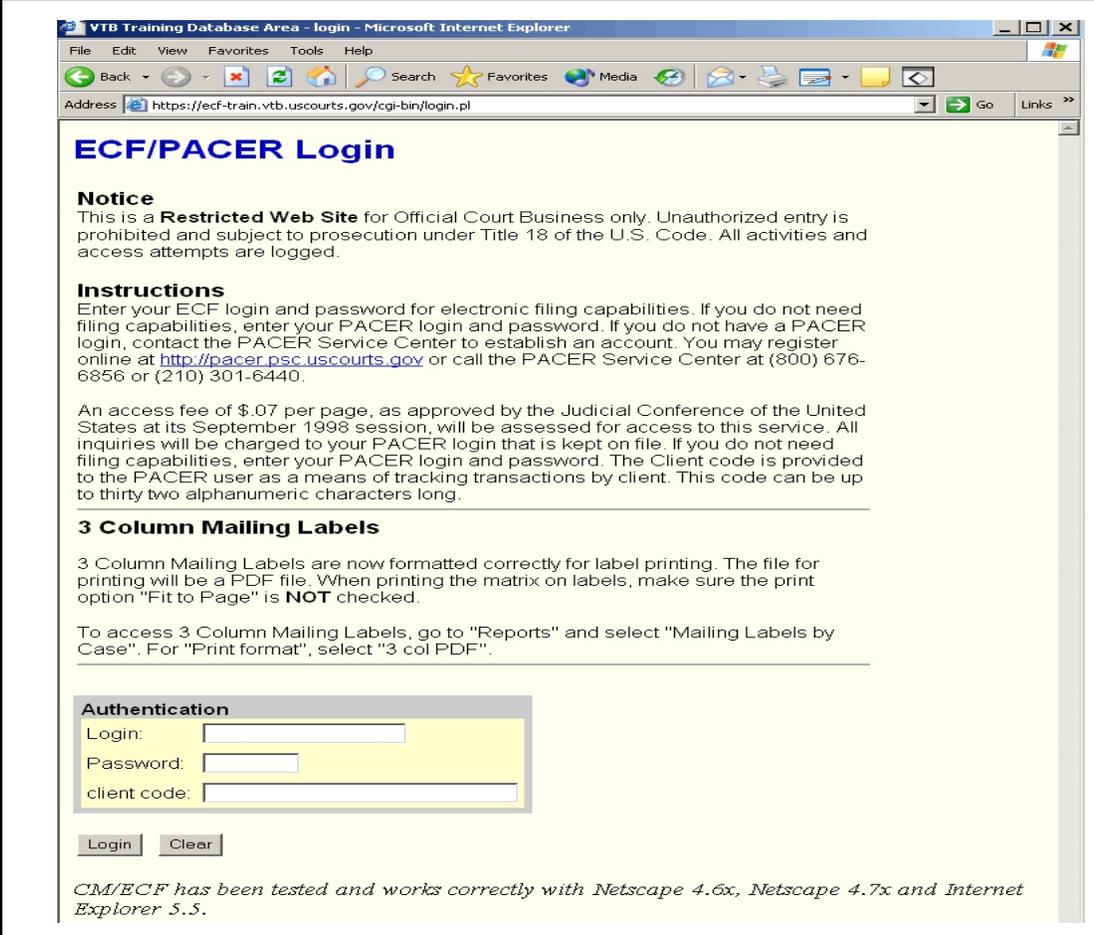


Figure 4

The system requires you to select either the “Live” or “Training database again. This helps insure that documents do not get filed in the wrong database.

Step 5: Login to CM/ECF (Figure 5)



VTB Training Database Area - login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf-train.vtb.uscourts.gov/cgi-bin/login.pl> Go Links

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

3 Column Mailing Labels

3 Column Mailing Labels are now formatted correctly for label printing. The file for printing will be a PDF file. When printing the matrix on labels, make sure the print option "Fit to Page" is **NOT** checked.

To access 3 Column Mailing Labels, go to "Reports" and select "Mailing Labels by Case". For "Print format", select "3 col PDF".

Authentication

Login:

Password:

client code:

Login Clear

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

Figure 5

You will use two sets of logins and passwords: one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Initially you will enter your CM/ECF login and password which has been issued by the court. This login and password allows electronic filing of documents, but not access to reports and queries. For these functions, you will need a PACER login and password. This is covered in more detail on the next page.

NOTE: The registered user's login and password is the electronic equivalent of their signature pursuant to Vt. LBR 9011-1(c)

Your login and password fields are case sensitive. A login of martk cannot be entered as MARTK or MartK.

The client code field is optional and is designed for PACER users to associate PACER activity to a specific client.

This login screen will subsequently appear when users select any report or query selection from a CM/ECF menu. You must supply a login and password provided by the PACER Billing Center to access reports or queries. The PACER program charges 7¢ per page to view, save or print a document or report. PACER information and registration is available at <http://pacer.psc.uscourts.gov/>.

Step 6: The CM/ECF Main Menu screen displays (Figure 6)

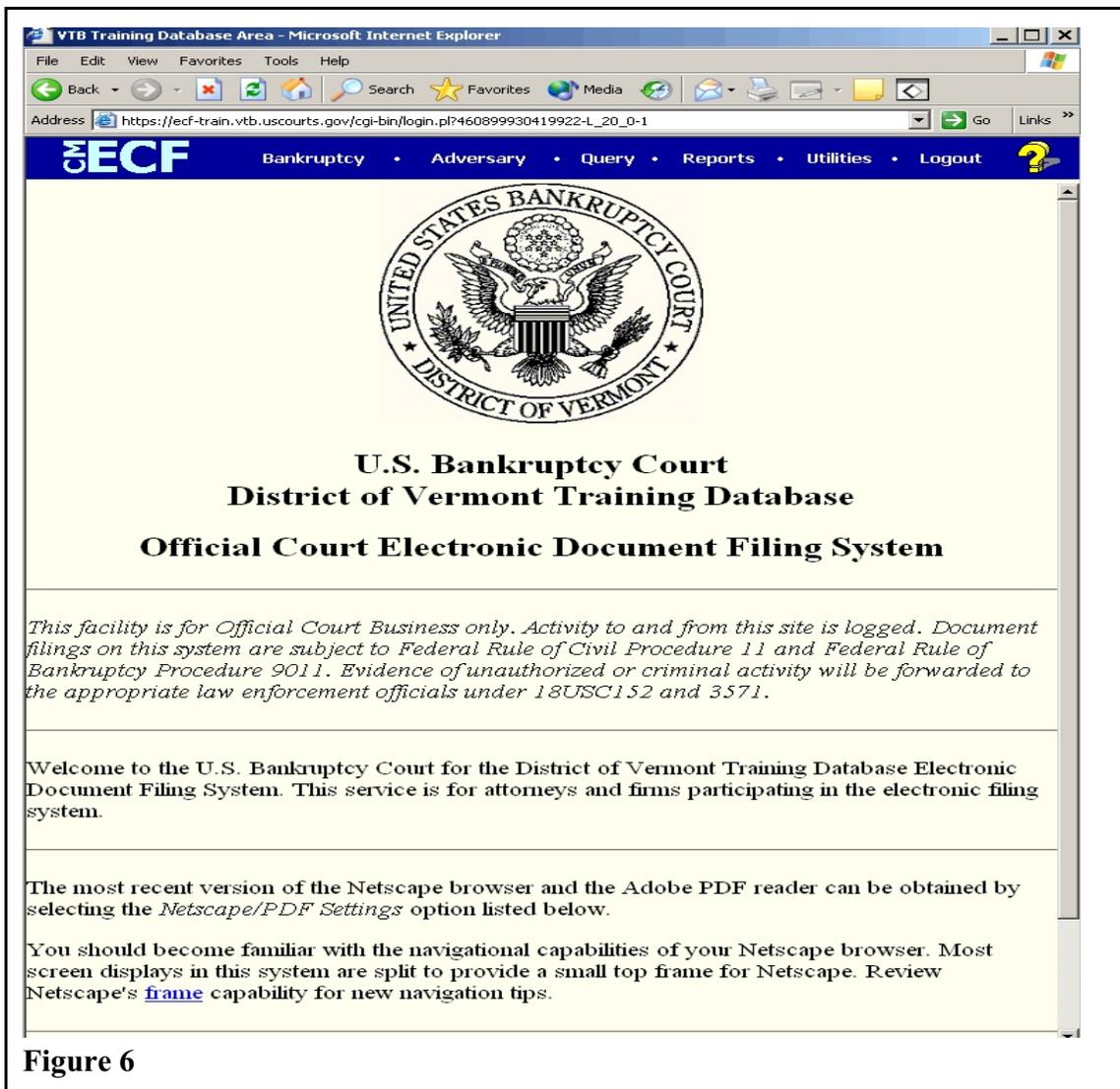


Figure 6

Access to the various modules is provided by the blue Main Menu Bar at the top of the screen (Figure 6a). Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain their accounts.



This menu is also used to exit the system. The preferred method to exit the CM/ECF is to click on the **Logout** hyperlink on the CM/ECF Main Menu Bar.

CM/ECF MAINTAIN USER ACCOUNTS

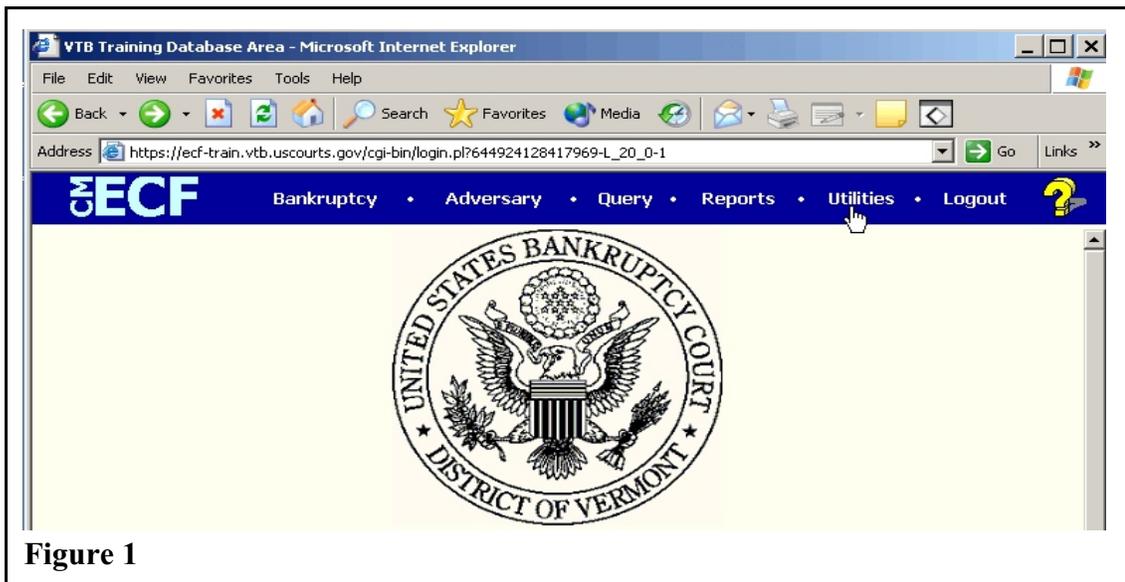
All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Using the Maintain your ECF Account menu, you can access and update your own name, mailing and e-mail addresses, phone and fax number and password. You can therefore control the accuracy of your own information in a timely manner.

This module explains how you can update:

- User name address and other data
- E-mail information
- electronic noticing preferences
- user passwords

Step 1: Select Utilities (Figure 1)



Select **Utilities** from the Main CM/ECF menu.

Step 2: Select Maintain Your ECF Accounts (Figure 2).



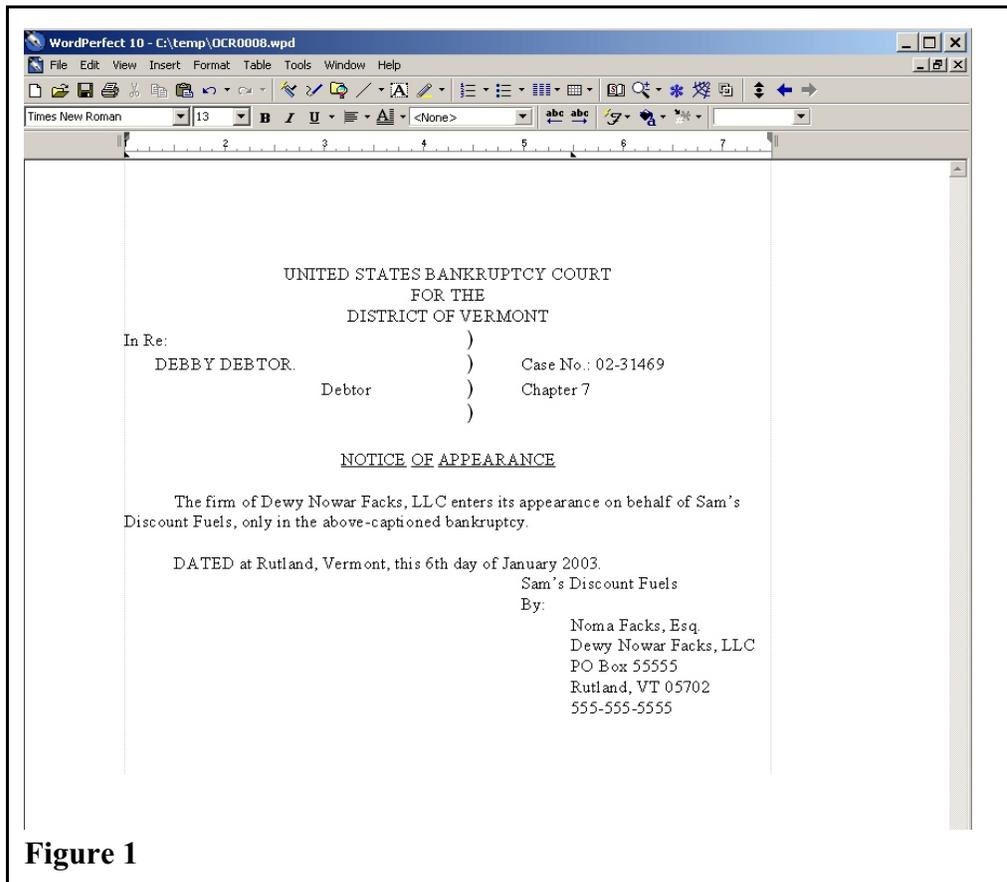
Figure 2

How to Convert a Document to PDF (Portable Document Format)

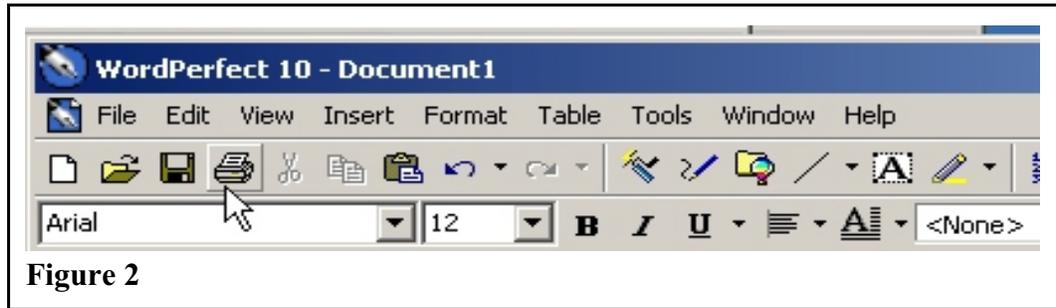
All documents filed with the court through CM/ECF must be converted to PDF. For documents that you create in your office using word processing software, the procedure will closely follow the example given here. For documents from another source that must be scanned into the system (i.e. mortgages, titles, purchase and sale agreements), refer to the documentation provided with your scanner hardware and/or software.

The following example is done using WordPerfect, but most word processing software will follow a similar procedure. If you does not, contact the vendor's user support.

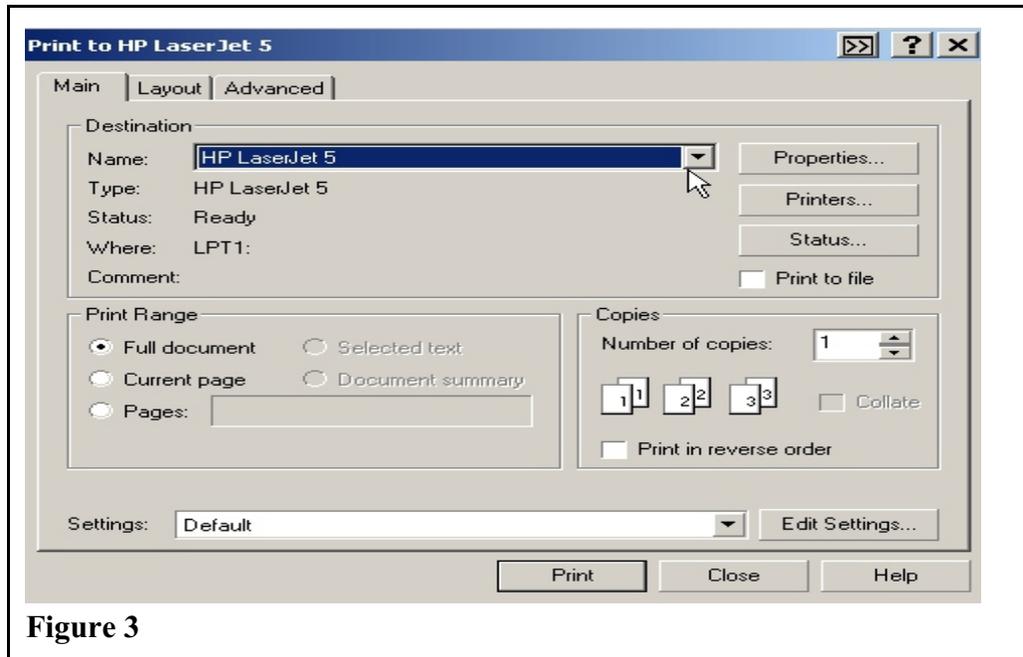
Step 1: Create a document (figure 1)



Step 2: Click on the Printer icon on your toolbar (Figure 2).



Step 3: The “Print to” dialogue box appears. (Figure 3)



Click on the down arrow on the “Current printer” or “Name” field.

Step 4: Select Acrobat PDF Writer from the drop down menu. (Figure 4)

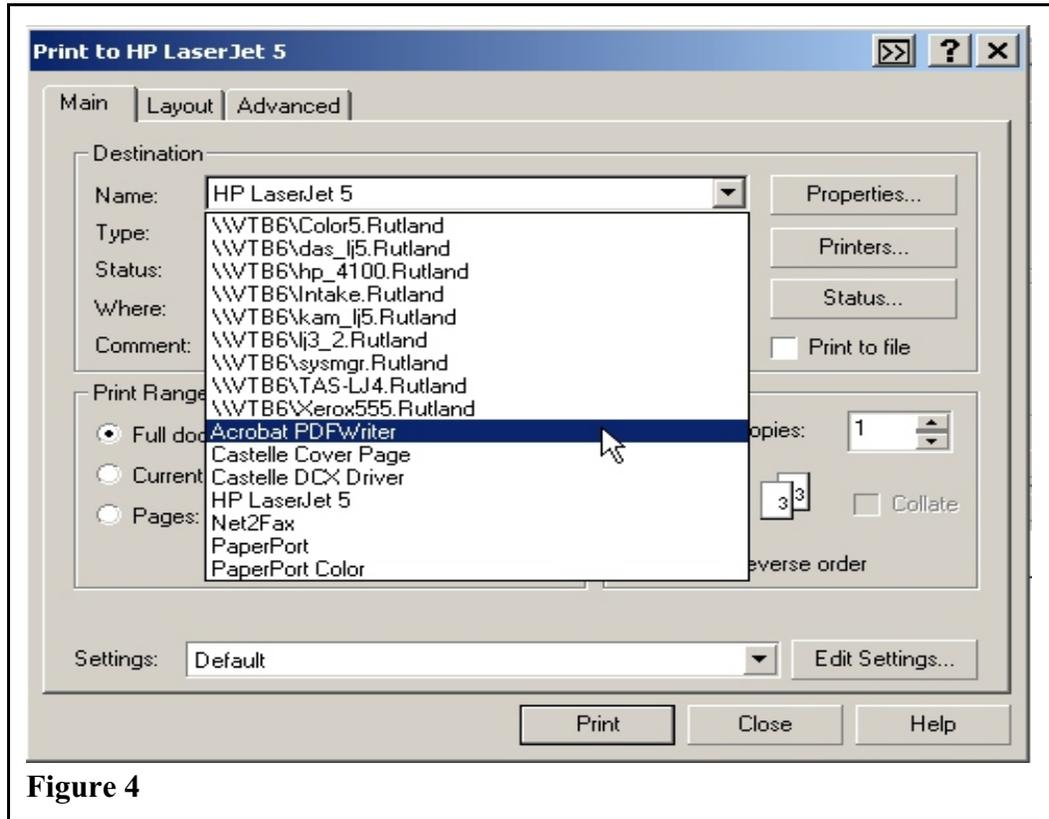


Figure 4

Click [Print]

NOTE: Be sure to choose Acrobat PDF Writer, not PDF Distiller. Problems have been associated with trying to upload PDF documents created with Distiller. If PDF Writer is not one of your options on this drop down list, Acrobat was not installed properly on your machine. Instructions for optimal installation are at the end of this section.

Step 5: Select the directory where the PDF File will be saved. (Figure 5)

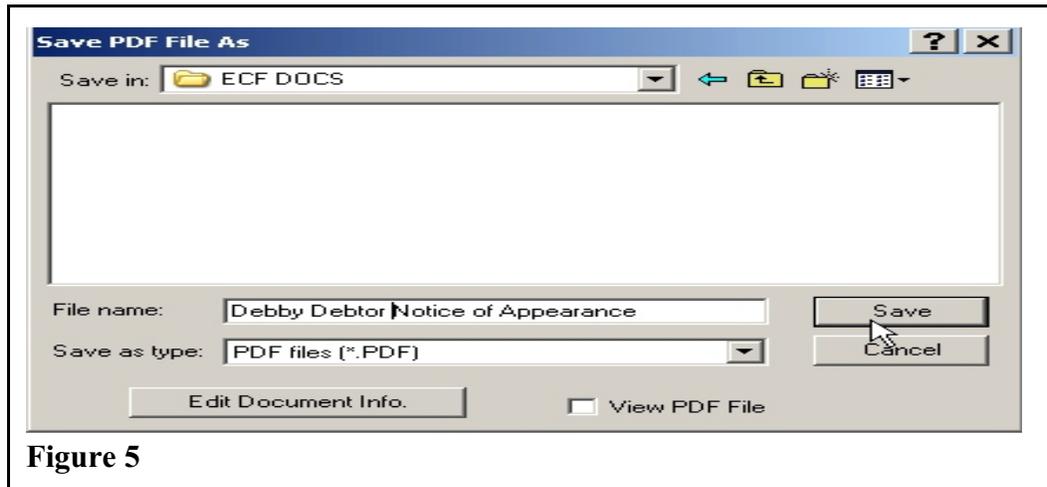


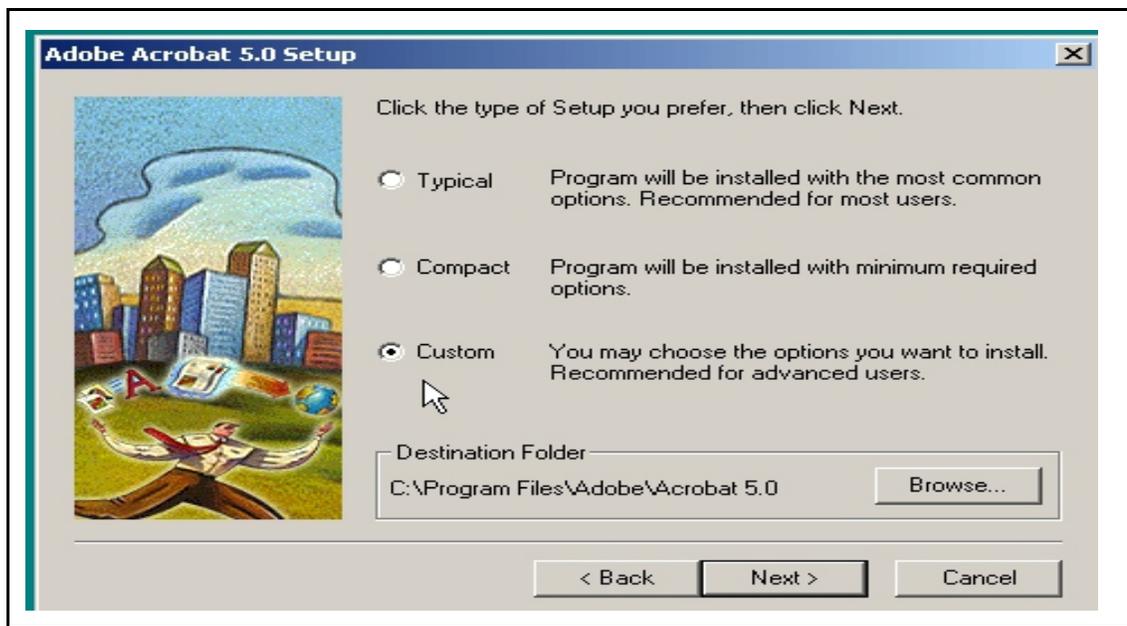
Figure 5

Click [Save]. The document is now saved as a PDF document.

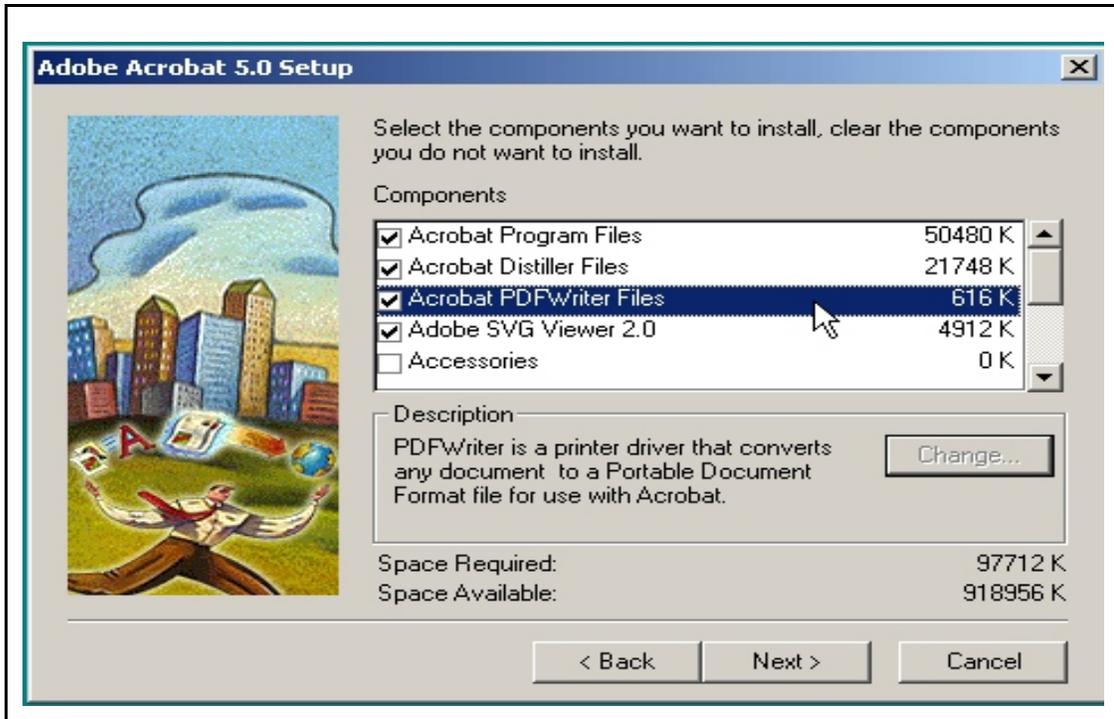
TO INSTALL ADOBE ACROBAT

If PDF Writer is not one of your printer options, you will need to uninstall Adobe Acrobat and re-install it using the "Custom Install" option.

Insert the installation disk and follow the prompts until you come to the Select the type of Setup screen. Choose "Custom" setup.



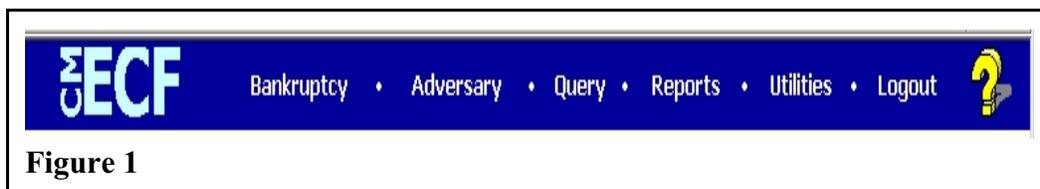
Next select the components you want to install. Be sure the box next to Acrobat PDF Writer Files is selected.



Click next and continue following installation prompts.

Request for Notice

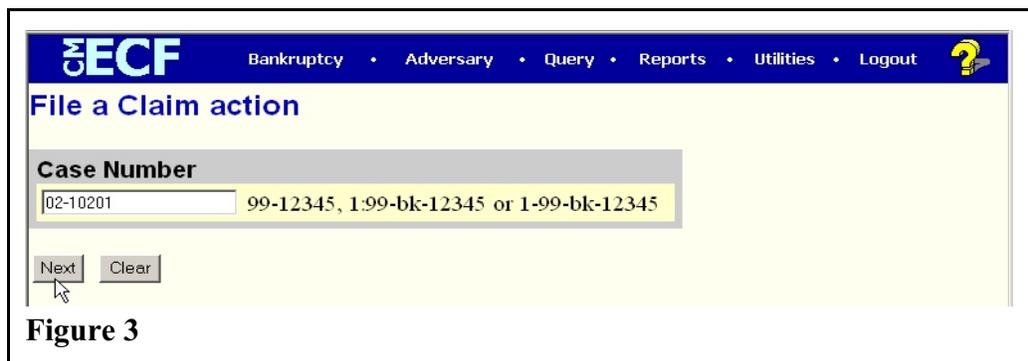
Step 1: Select Bankruptcy on Main menu (Figure 1).



Step 2: Select Claim Actions (Figure 2).



Step 3: Enter the Case Number (Figure 3).



Click [Next].

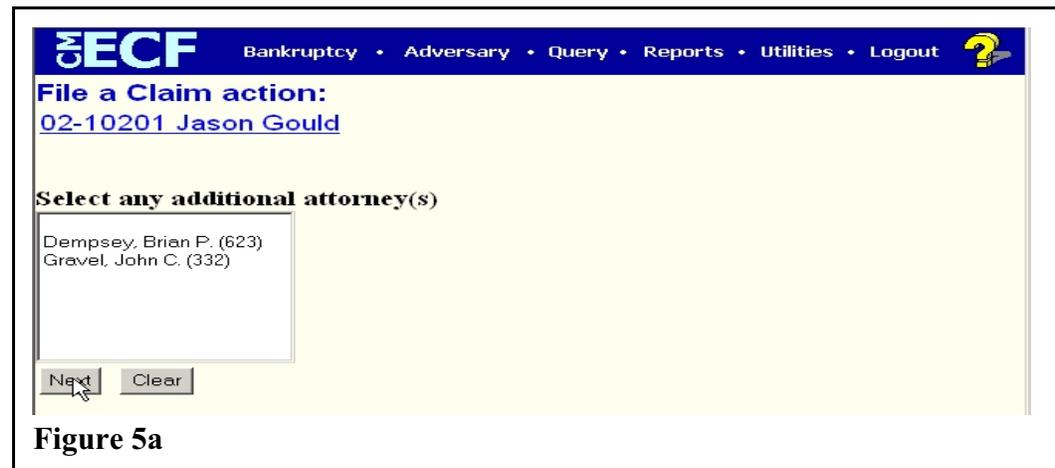
Step 4: Select Event (Figure 4).



Select Request for Notice - Creditor

Click [Next]

Step 5: Select any additional Attorneys screen appears (Figure 5a).



You will not select any additional attorney filers.

Click [Next]

A Note prompt will appear (Figure 5b).



Click [Okay]

Step 6: Select the Party Screen Appears (Figure 6).

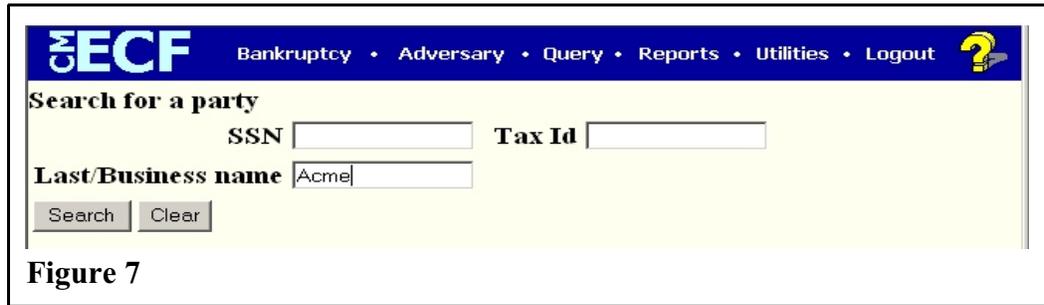


A list of all parties who have appeared in the case displays.

Note: If your name appears in this list you are already a party and may not need to file a request for notice. Check the party information through **Query** (Section) to ensure that the address information is correct. If it is. You do not need to file a Request for notices. If it is not, check with the court for the best way to handle in each situation.

If you, the creditor **are not** listed, click on "Add/Create New Party".

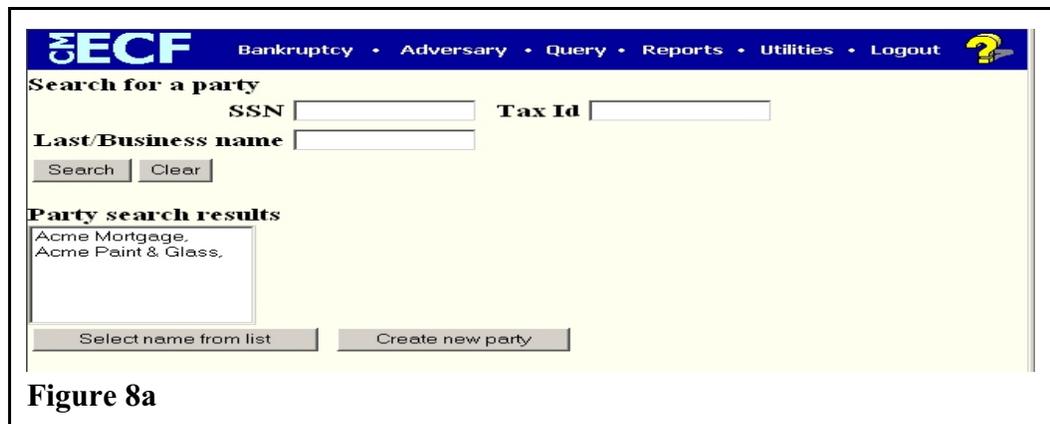
Step 7: Search for a Party Screen Appears (Figure 7).



This screen allows you to search the court’s database of all parties who have ever appeared in any case at any time. You usually will appear in this list.

The [Search for A Party Routine](#) requires searching the master party file to determine if the party to be added is listed in that file. The most effective way to search for creditors in the database is to search by name. To search by name, type the first few letters of a last name or a company name in the field labeled “Last/Business Name.” You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing “Sm” will retrieve Smith, Smithe, Smithers, etc. The party search mechanism is **case sensitive** so that **names must be capitalized**. Type “sm” instead of “Sm” and the search result will be: “No person found.”

Step 8: The Party Search Results screen is displayed (Figure 8a).



Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party’s address information for verification. (Figure 8b)

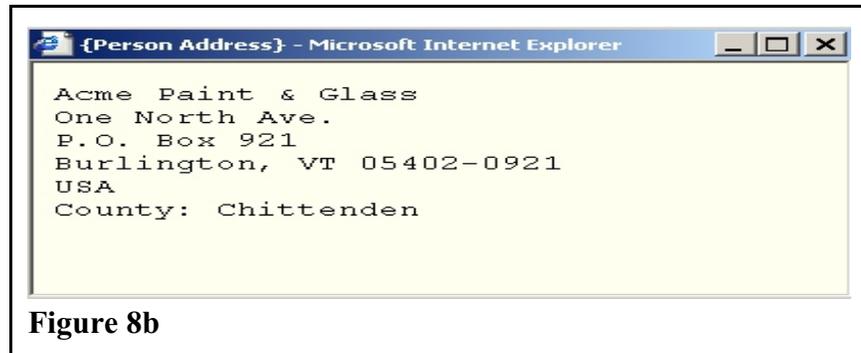


Figure 8b

Do not worry if your name appears on this list, but at an incorrect address. You can modify the address (for this case only) on the following Party Information screen. If the creditor was found, click [Select name from list] to continue.

Step 9: Party Information screen appears. (Figure 9).

Figure 9

Insert or modify your address.

Note: Be sure to change the **Role** from Debtor to **Creditor**.

Click [Submit].

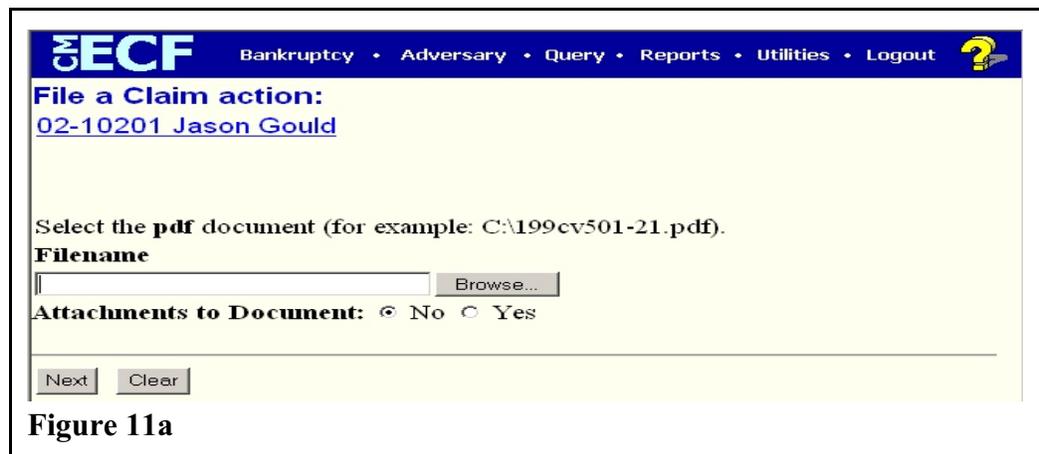
Step 10: Select the Party screen appears. (Figure 10).



The name of the creditor you just added will be highlighted.

Click [Next].

Step 11: The PDF document screen displays. (Figure 11a).



Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 11b.)

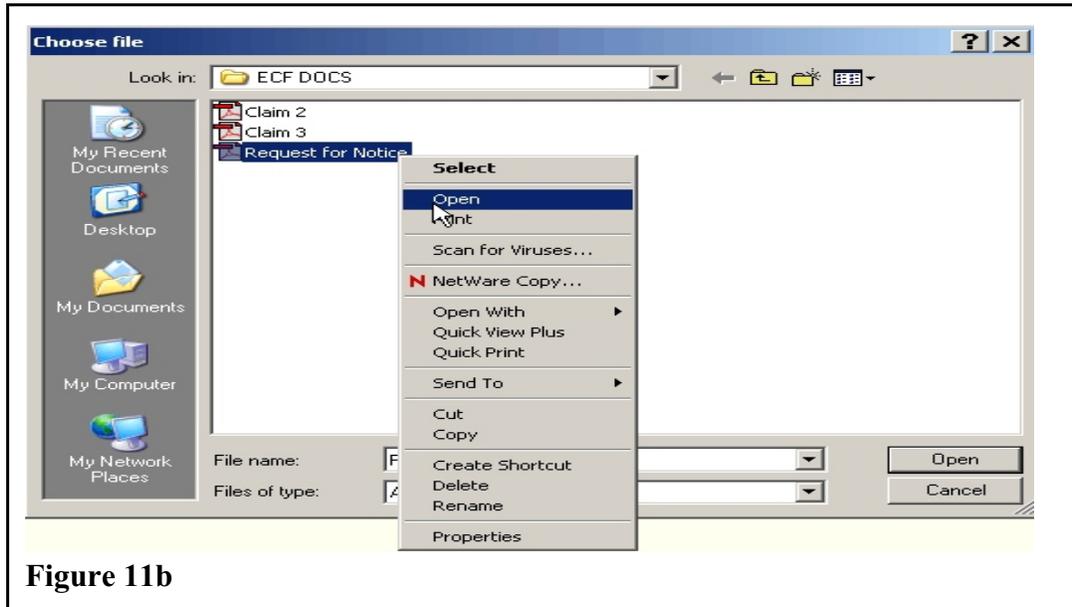


Figure 11b

This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 11c.)

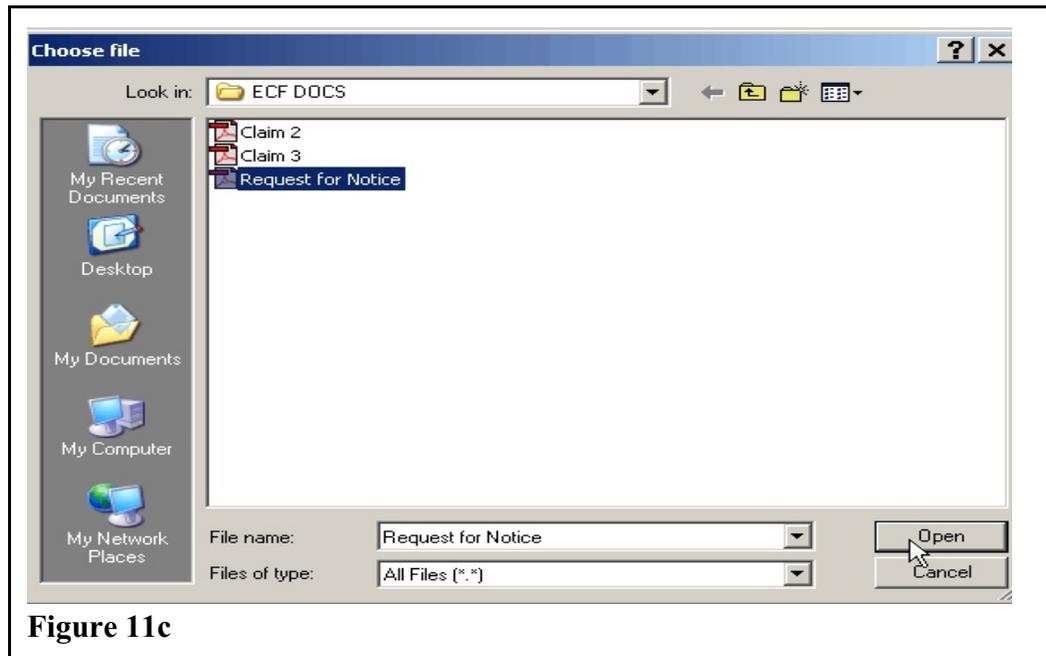
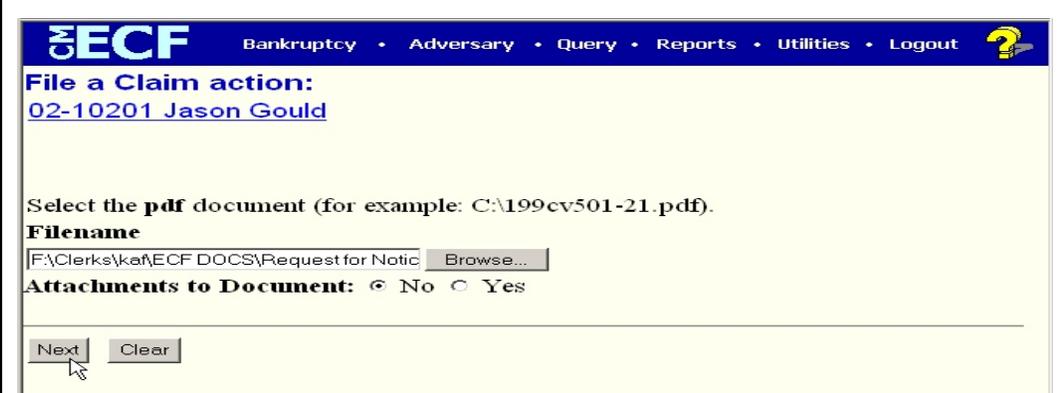


Figure 11c

The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (Figure 11d).



MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

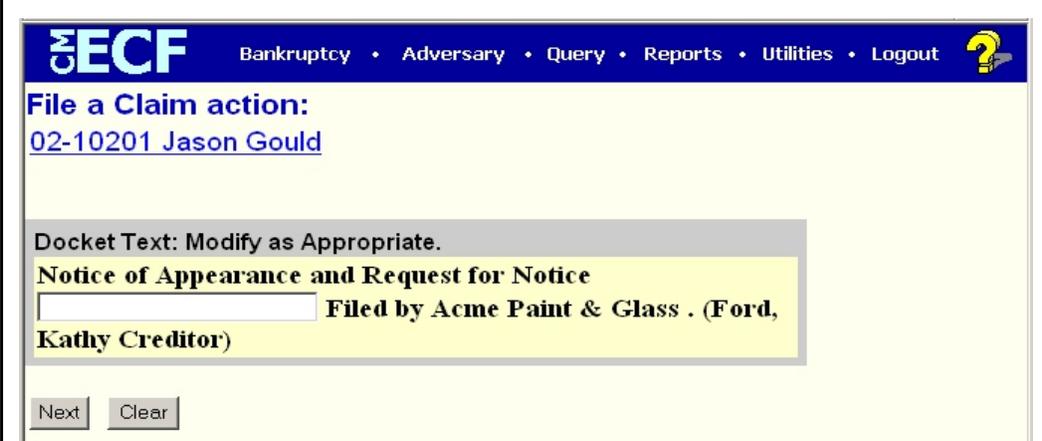
Filename
F:\Clerks\kaf\ECF DOCS\Request for Notic

Attachments to Document: No Yes

Figure 11d

Click [Next]

Step 12: Modify Docket Text Box is displayed (Figure 12).



MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Docket Text: Modify as Appropriate.

Notice of Appearance and Request for Notice

Figure 12

If appropriate, enter any necessary text in the free text box. This is usually not necessary.

Click [Next].

Step 13: The **FINAL TEXT EDITING** screen will display next (Figure 1)



Figure 13

Carefully verify the final docket text. This is your last chance to change this entry before it becomes an official part of the case record.

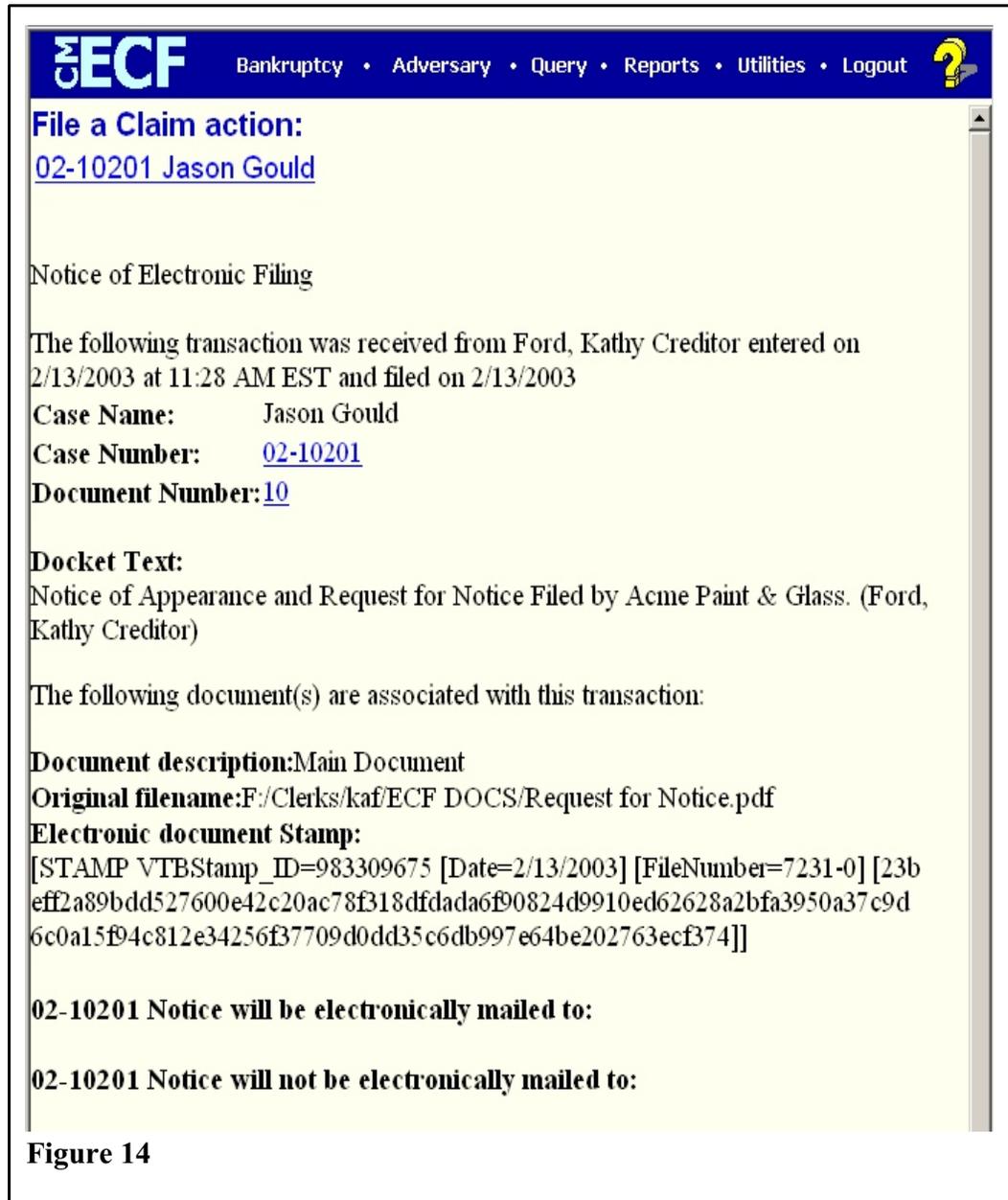
If the final docket text is incorrect:

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

To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

If correct, click **[Next]**.

Step 14 Notice of Electronic Filing Screen Displays (Figure 14).



How to File a Proof of Claim

In preparing a proof of claim in PDF format, review the instructions in “How to Convert a Document to PDF

Prepare the proof of claim and format it as a PDF document. If the proof of claim amends a proof of claim already filed, review the claims register to determine the claim number of the proof of claim being amended, which is useful information to be entered when filing the claim. The filing process is relatively straight forward.

Step 1 After entering the CM/ECF Document Filing System, select Bankruptcy from the blue menu bar.

Step 2 Select File Claims from the menu.

Step 3 Enter the case number of the case in which you are filing a proof of claim, as shown in Figure 1. Do not type in the name of a creditor and do not change the Type of creditor field. Click on “next.”



Search for Creditor

Case Number 97-87654

Name of creditor

Type of creditor Creditor

Next Clear

Figure 1

Step 4 The next screen is shown in Figure 2. First, examine the Debtor’s name to the right of the case number to be sure you have selected the correct case. If the name of the Debtor is incorrect, click the Back button and re-enter the case number. If the case is the one desired, click on the down arrow ▼ to reveal the list of creditors, which is derived from the creditor mailing matrix. That a creditor’s name appears on the list does not mean that the creditor has filed a proof of claim.

Select a Creditor for Claim

Case 97-87654-swc: Sir Francis Drake

14 - AMERICAN EXPRESS OPTIMA - POB 297884 FT LAUDERDALE, FL 33329

Add Creditor

Next Clear

Figure 2

Step 5

Scroll down the list, as shown in Figure 3, to determine if creditor for which the proof of claim is to be filed is on the list. Names on the list are in alphabetical order by the first names of the creditors. This means that Joe Smith will appear under “J,” not “S.” If the creditor for which you wish to file a proof of claim is on the list, click on that name in the drop-down list. Like suitcases on an airport carousel, creditor names are often similar, so that it is important not to jump at the first appearance of a name without reviewing the entire list.

Because the list is generated in large part from the mailing matrix filed by the Debtor, the address for a particular creditor may not be the one the creditor prefers for notices and distributions with respect to a proof of claim. Nonetheless, if you are sure that the creditor is on the list, select the creditor even if the name or address is incorrect. You will have an opportunity to have corrections made by making a notation to that effect on a subsequent screen as explained below in Step 8. After highlighting the creditor, click on Next and proceed to Step 7.

If the creditor’s name is not on the list, click on a blank part of the screen to collapse the pull-down list to return to the screen as it appears in Figure 2, and then click on “Add Creditor.” Then proceed to Step 6.

Select a Creditor for Claim

Case 97-87654-swc: Sir Francis Drake

14 - AMERICAN EXPRESS OPTIMA - POB 297884 FT LAUDERDALE, FL 33329

14 - AMERICAN EXPRESS OPTIMA - POB 297884 FT LAUDERDALE, FL 33329

15 - AT&T UNIVERSAL CARD - POB 44167 JACKSONVILLE, FLA 32231

13 - CHING CHIHHSIEH WILSON - 860 10TH AVENUE NEW YORK, NY

12 - DONALD G. WILSON - 860 10TH AVENUE NEW YORK, NY

16 - FIRST USA MASTERCARD - POB 8650 WILMINGTON DE 19889

17 - GM CARD - POB 80082 SALINAS, CA 93912-0082

18 - HOUSEHOLD FINANCE CARD - 15 MAIDEN LANE NEW YORK, NY 10038

19 - MBNA AMERICA - POB 15026 WILMINGTON, DE 19850

2635 - Second National Bank - 123 Main Street Anytown, Georgia 30305

Figure 3

Step 6

If the creditor is not in the pull-down list, clicking on “Add Creditor” will take you to the screen shown in Figure 4. Be sure the case number is correct and click on Next.

Creditor Processing

Case Number

97-87654 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Figure 4

The screen shown in Figure 5 will appear.

Add Creditor(s)

Case 97-87654-swc already contains creditors!

Case number 97-87654-swc Sir Francis Drake

Name Dot Com, Inc.

Address 1 123 Internet Blvd.

Address 2 Firewire, Ga. 30099

Address 3

Address 4

Address 5

Type Creditor

Creditor committee No Yes

Continue To Enter Last Entry

Next Clear

Figure 5

Check the case name just above the field for the creditor’s name to be sure that the case number was entered correctly on the previous screen. Fill out the address form, taking care to spell the name of the creditor correctly, including correct capitalization and to enter the correct address, which should be the address shown in the section of the proof of claim labeled “Name and address where notices should be sent.” Do not change the Type field, which

defaults to “Creditor” or the Creditor committee field which defaults to “no.” However, you must click on the radio button to the left of “Last Entry.” If you forget you will get another screen that looks like the one in Figure 5 (without the blanks filled in). In that event, click on the Back button and then click on the Last Entry radio button. Double check the information and if correct, click on Next, which will take you to the screen shown in Figure 6, which will confirm that one creditor has been entered and is to be added to the creditor list.



Figure 6

Click the Submit button shown in Figure 6 to add the creditor. On the Creditor Receipt screen shown in Figure 7, click on “File a proof of claim.” You will then be returned to the screen shown in Figure 1. Proceed as indicated in Step 3. The creditor you added will be in the pull-down list on the screen shown in Figure 3. After selecting the creditor, as indicated in Step 5, you will reach Step 7.

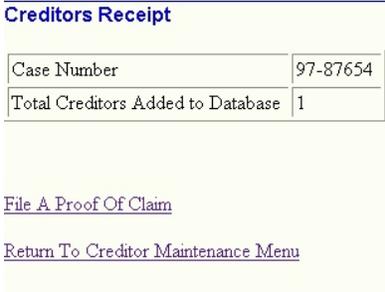


Figure 7

Step 7

The next screen is shown in Figure 8. If the claim amends a previously filed claim, type in the earlier claim number in the “Amends Claim” box on the first line. Change “Filed By” selection to “Attorney” or “Creditor” as appropriate. Do not make any change in the, Late and Status fields. Enter the amounts of the claim broken down by type of claim, as shown on the proof of claim. The Total (Display Only) field will automatically total the amounts entered in the Unsecured, Secured and Priority Fields, and the Total should equal the amount of the claim on the petition date shown in section 4 of Official Form 10 (the proof of claim form). If the priority portion of the claim is secured in whole or in part, do not augment the secured portion in the Secured field, which should be limited to non-priority secured claims. You may note in the Remarks field at the bottom that some or all of the priority claim is secured. **If the name or address shown at the top of the information form is incorrect or incomplete, add the words CORRECTION” in solid caps at the beginning of the Remarks field. Make sure that on the proof of claim form, the corrected name and/or address is shown in the section labeled “Name and address where notices should be sent” and check the box adjacent to the words “Check box if address differs . . .” Double check the information you have provided, and when correct, click on Next.**

Proof Of Claim Information For				
3942 - Dot Com, Inc. 123 Internet Blvd. Firewire, Ga. 30099				
Case Number: 97-87654-swc	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor <input type="text"/>
Last Date To File: 02/02/1999	Last Date To File(Govt): 01/28/1999	Date Filed: 04/25/2001	Late: No <input type="text"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/>	<input type="button" value="Clear"/>			

Figure 8

Step 8

The next screen is the [**Choose Main PDF File Routine**](#). Browse and select the PDF document that is the proof of claim. Add attachments if necessary. THIS IS THE **LAST SCREEN** BEFORE THE PROOF OF CLAIM WILL BE FILED. Click on Next to file the proof of claim. The following and last screen will be the [**Notice of Electronic Filing Routine**](#).

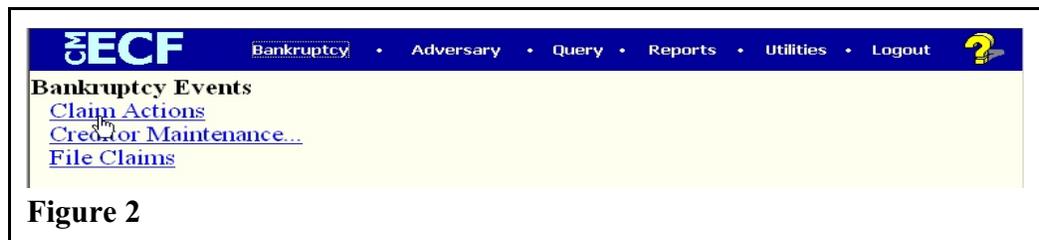
TRANSFER OF CLAIMS

Note: Filing a Transfer of Claims or a Joint Notice of Transfer of Claims is a two part process. First you must file the Notice on the court docket sheet, then you must file the same notice a second time as an Amended Proof of Claim amending the proof of claim previously filed by the transferor. Both parts of this process are outlined below.

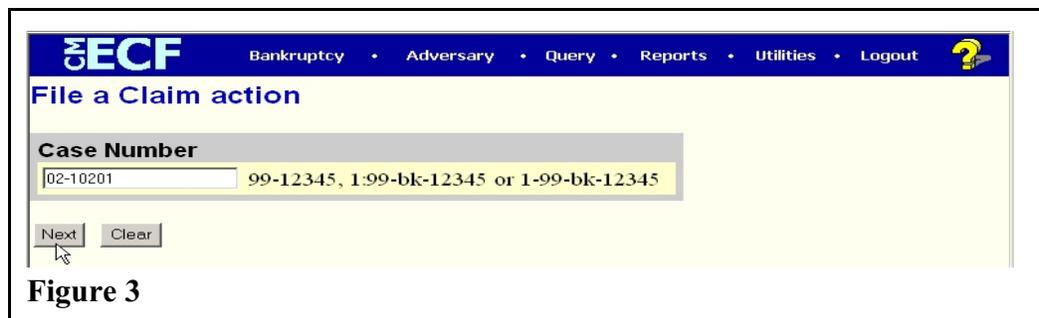
Step 1: Select Bankruptcy on Main menu (Figure 1).



Step 2: Select Claim Actions (Figure 2).



Step 3: Enter the Case Number (Figure 3).



Click [Next].

Step 4: Select Event (Figure 4).



Select Transfer of Claim

Click [Next]

Step 5: Select any additional Attorneys screen appears (Figure 5a).



You will not select any additional attorney filers.

Click [Next]

A Note prompt will appear (Figure 5b).



Click [Okay]

Step 6: Select the Party Screen Appears (Figure 6).



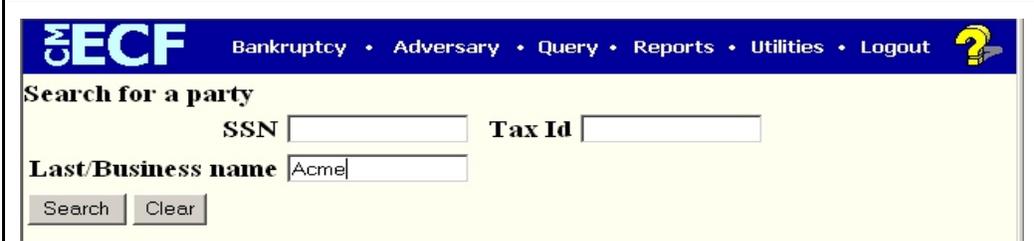
A list of all parties who have appeared in the case displays.

Note: Even if you are a creditor who has previously filed a claim, you usually will not appear on this list. The only parties that appear on this list are those who have filed a notice of appearance, or a pleading (motion or responsive pleading).

If you, the creditor, **are** listed, click the creditor's name to highlight it, Then click [Next]. Proceed to Step 11.

If you, the creditor, **are not** listed, click on "[Add/Create New Party](#)".

Step 7: Search for a Party Screen Appears (Figure 7).



The screenshot shows a web interface for searching parties. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the main content area is titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Acme". Below the input fields are two buttons: "Search" and "Clear".

This screen allows you to search the court's database of all parties who have ever appeared in any case at any time. You usually will appear in this list.

The [Search for A Party Routine](#) requires searching the master party file to determine if the party to be added is listed in that file. The most effective way to search for creditors in the database is to search by name. To search by name, type the first few letters of a last name or a company name in the field labeled "Last/Business Name." You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing "Sm" will retrieve Smith, Smithe, Smithers, etc. The party search mechanism is **case sensitive** so that **names must be capitalized**. Type "sm" instead of "Sm" and the search result will be: "No person found."

Step 8: The Party Search Results screen is displayed (Figure 8a).

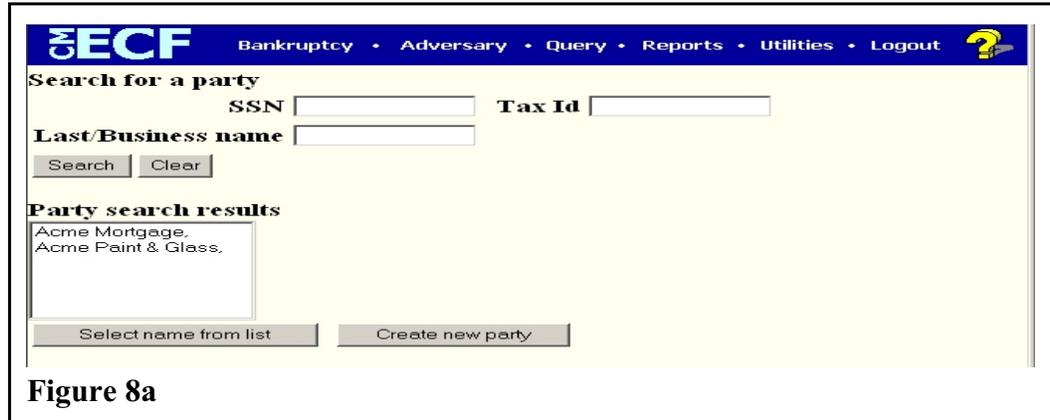


Figure 8a

Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification. (Figure 8b)

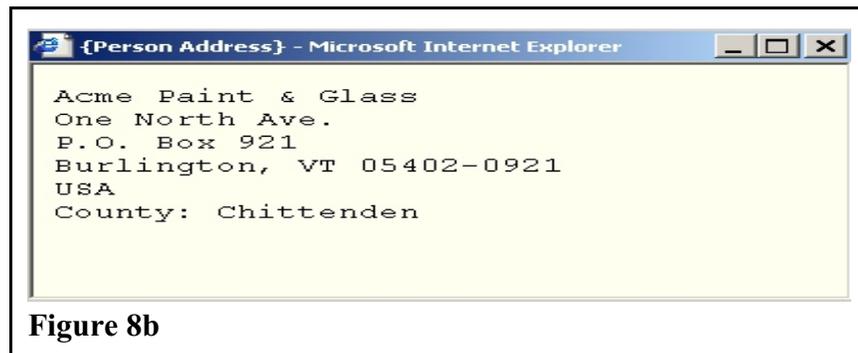


Figure 8b

Do not worry if your name appears on this list, but at an incorrect address. You can modify the address (for this case only) on the following Party Information screen. If the creditor was found, click [Select name from list] to continue.

Step 9: Party Information screen appears. (Figure 9).

The screenshot shows the MECF (Maine Electronic Case Filing) interface. At the top, there is a blue navigation bar with the MECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A help icon is also present. Below the navigation bar, the page title is "Party Information". The form content includes the following fields and controls:

- Acme Paint & Glass** (Party Name)
- SSN:Unknown** (Social Security Number)
- Tax Id** (Tax Identification Number)
- Office** (Text input field)
- Address 1** (Text input field containing "PO Box 55555")
- Address 2** (Text input field)
- Address 3** (Text input field)
- City** (Text input field containing "Burlington")
- State** (Text input field containing "VT")
- Zip** (Text input field containing "05402-05555")
- County** (Dropdown menu containing "Chittenden")
- Country** (Text input field containing "USA")
- Phone** (Text input field)
- Fax** (Text input field)
- E-mail** (Text input field)
- ProSe** (Dropdown menu containing "no")
- Role** (Dropdown menu containing "Creditor (cr.cr)")
- Party text** (Text input field)
- Buttons: **Submit**, **Cancel**, **Clear**

Figure 9

Insert or modify your address.

Note: Be sure to change the **Role** from Debtor to **Creditor**.

Click [Submit].

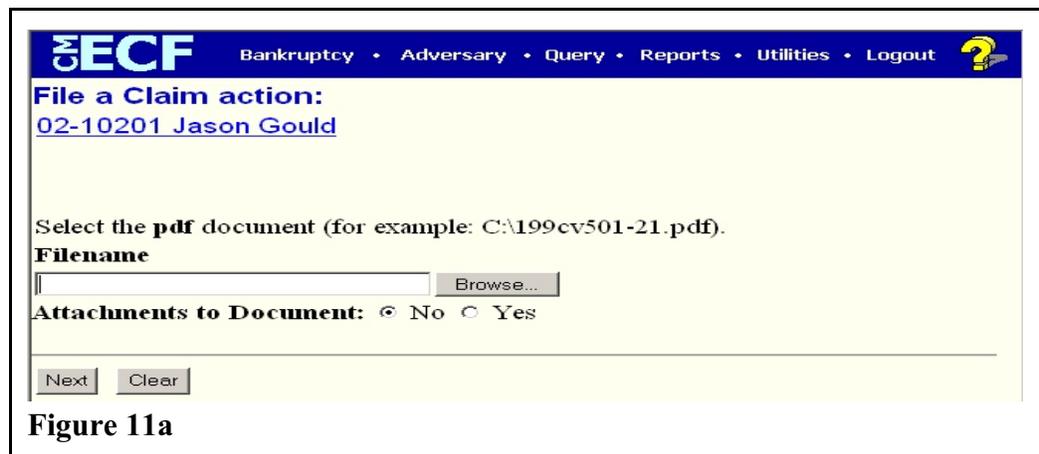
Step 10: Select the Party screen appears. (Figure 10).



The name of the creditor you just added will be highlighted.

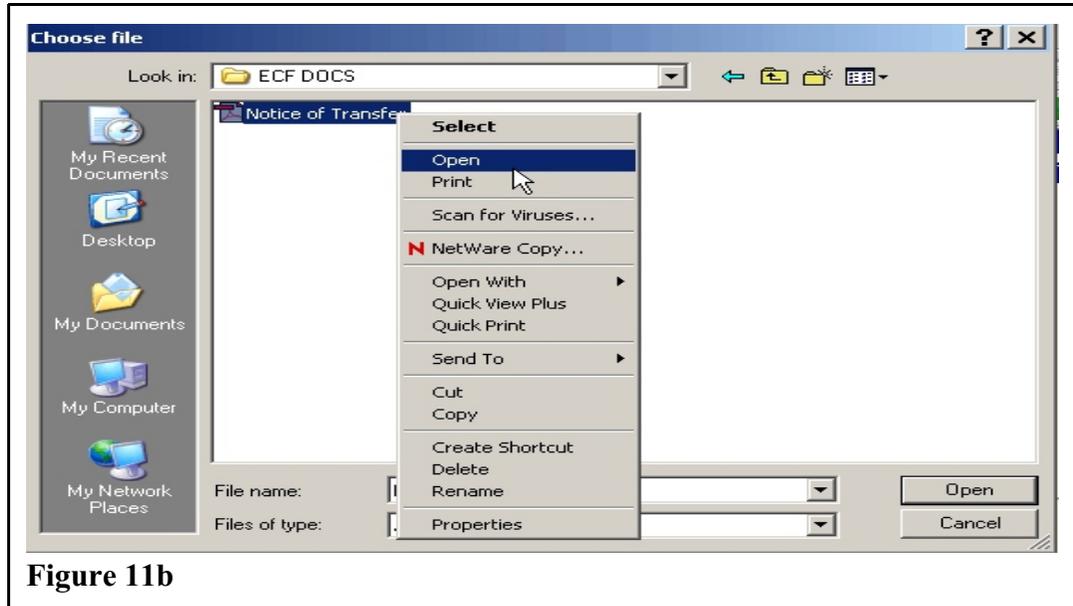
Click [Next].

Step 11: The PDF document screen displays. (Figure 11a).



Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 11b.)



This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 11c.)

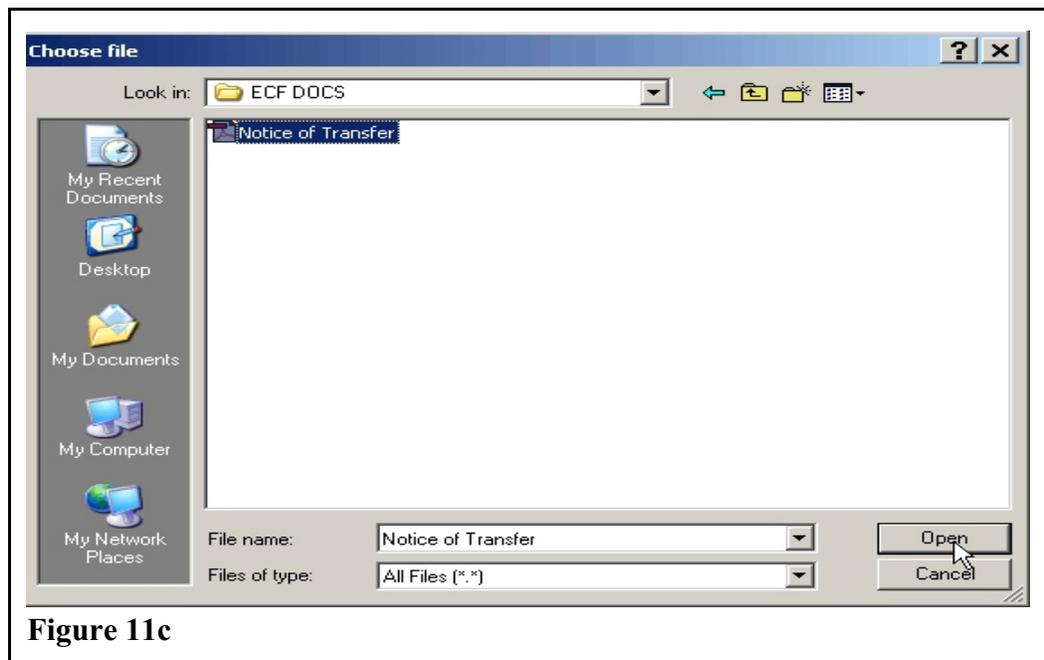


Figure 11c

The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (Figure 11d).

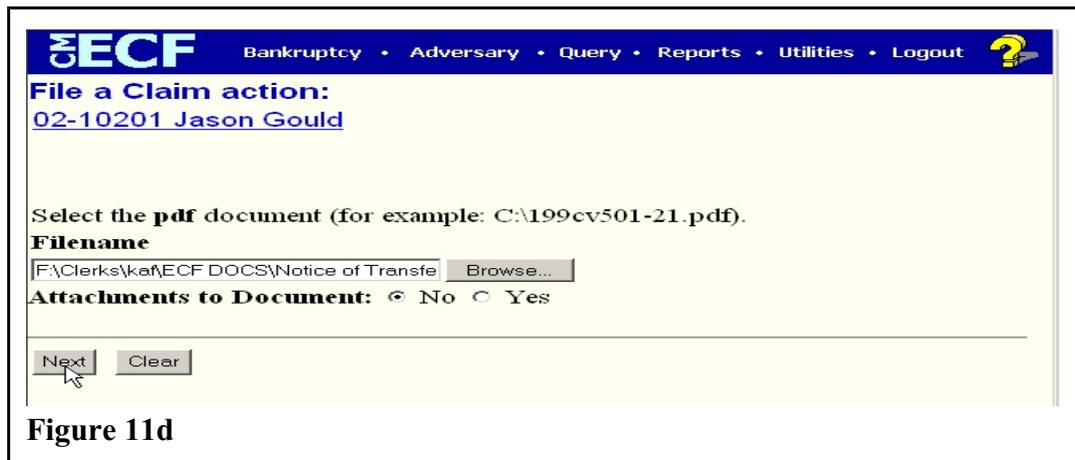


Figure 11d

If you are only filing one transfer of claim, Click [Next] and proceed to Step 12. If you are filing multiple notices, proceed to Step 11e.

Step 11e: Attachments to Document. (Figure 11e).

Some creditors file multiple notices of transfer of claims in the same case. If you are doing so, often you will have a separate document for each claim being transferred. You may file these all at the same time. To attach additional documents, Click the **Yes** radio button at the right of the **Attachments to Document** prompt. (Figure 11e).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
[F:\Clerks\ka\ECF DOCS\Notice of Transfe]

Attachments to Document: No Yes

Figure 11e

Click **[Next]**

Step 11f: The ATTACHMENT screen displays. (Figure 11f).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Select **one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
[]

2) Select a document type and/or enter a description.

Type	Description
[]	[]

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

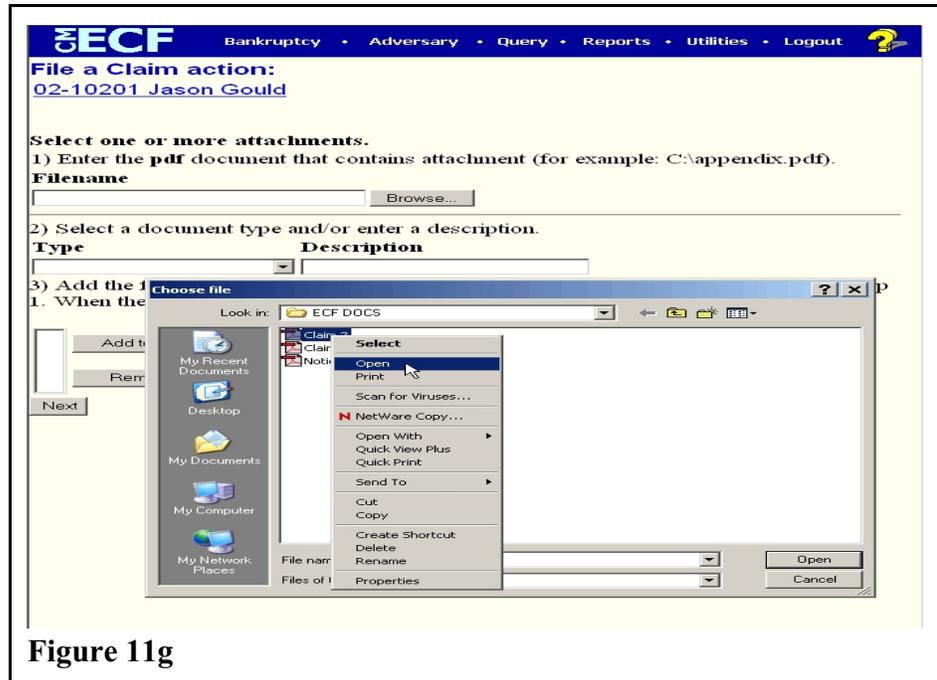
[]

[]

Figure 11f

There are three steps to the attachment process:

- (1) Click [**Browse**], then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it with your mouse.



To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open** (figure 11g). This will launch the Adobe Acrobat Reader to display the contents of the imaged document.

Verify that the document is correct. Close or minimize the Adobe Acrobat by clicking on the control box in the upper right hand corner of the window.

You will return to the **Chose file** window (figure 11c). Click [**Open**].

- 2) Select **Transfer of claim** as the attachment type from the drop down list. (Figure 11h). You are not required to fill in the **Description** box, but you may include a more specific identification, such as "Claim #2", if you wish.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

F:\Clerks\kat\ECF DOCS\Claim 2.pdf

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>
Index	st box below. If you have more attachments, go back to names is complete, click on the Next button.
List of 20 Largest Creditors	
Notice of Hearing	
Notice of Motion	
Notice of Motion under Default	
Proposed Order	
Revision	
Schedule	
Supplement	
Transfer of Claim	
Volume(s)	

Figure 11h

- 3) You must click **[Add to List]**. The path and file name are added to the **List** box. (See Figure 11i.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Select a document type and/or enter a description.
Type **Description**

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

F:\Clerks\kat\ECF DOCS\Claim 2.pdf	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

Figure 11i

It is possible to add multiple transfers of claim at this time by repeating steps 1 through 3 on this screen.

Once all attachments have been added to this list, Click **[Next]** to continue

Step 12: File a Claim Action screen displays. (Figure 12a).

The screenshot shows the MCECF (Maine Court Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is "File a Claim action:" followed by the case identifier "02-10201 Jason Gould". Below this, there are radio buttons for selecting a transfer type: 3001 (e) 1, 3001 (e) 2 (which is selected), 3001 (e) 3, and 3001 (e) 4. The form contains several rows of input fields:

Transferred To:	Acme Paint & Glass		
Transferred From:	Acme Siding		
Claim Number:	10	Amount: \$	10,202.00
Transferred From:	Acme Roofing		
Claim Number:	14	Amount: \$	20,000.00
Transferred From:			
Claim Number:		Amount: \$	
Transferred From:			

Figure 12a

Fill in the information.

First, select the radio button in front of the appropriate transfer type. In Figure 12a the transfer type is 3001(e) 2. Note the radio button selected is the one that precedes 3001(e)2.

In the **Transferred To** box, type your name.

In the **Transferred From** box, type the name of the party who is transferring the claim to you.

In the **Claim Number** box, type the number of the proof of claim for the claim being transferred. If you do not know the claim number, refer to section of this manual for instructions on how to view the claims register.

If multiple claims are being transferred, continue listing the claims in this manner.

Leave the box next to the question: Does this filing refer to an existing document in this case unchecked? (Figure 12b).

The screenshot shows the MECF (Mass Electronic Case Filing) interface. At the top, there is a navigation bar with the MECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a table of claims. The first two rows are populated with data: 'Acme Siding' with claim number 10 and amount \$10,202.00, and 'Acme Roofing' with claim number 14 and amount \$20,000.00. The remaining rows are empty. Below the table, there is a checkbox with the text: 'Does this filing refer to an existing document in this case? (If yes, click on the box)'. A note below the checkbox states: 'NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.' At the bottom left, there are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a mouse cursor.

Transferred From:	Claim Number:	Amount:
Acme Siding	10	\$ 10,202.00
Acme Roofing	14	\$ 20,000.00

Does this filing refer to an existing document in this case? (If yes, click on the box)
NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Next Clear

Figure 12b

You will create a relationship to the previously filed proof of claim when you file this as an amended claim (Step 16 Below).

Click [Next].

Step 13: Modify Docket Text Box is displayed (Figure 13).

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Docket Text: Modify as Appropriate.

Transfer of Claim. Transfer Agreement 3001
(e) 2 Transferors:Acme Siding(Claim No.10, Amount
10,202.00); Acme Roofing(Claim No.14, Amount 20,000.00)
To Acme Paint & Glass Filed by Acme Paint & Glass .
(Attachments: # (1) Transfer of Claim)(Ford, Kathy Creditor)

Figure 13

If appropriate, choose a prefix such as *Joint* from the **Prefix** pick list.

Click **[Next]** to continue.

STEP 14 The **FINAL TEXT EDITING** screen will display next (Figure 14)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Claim action:
[02-10201 Jason Gould](#)

Docket Text: Final Text

**Joint Transfer of Claim. Transfer Agreement 3001 (e) 2
Transferors:Acme Siding(Claim No.10, Amount
10,202.00); Acme Roofing(Claim No.14, Amount
20,000.00) To Acme Paint & Glass Filed by Acme Paint
& Glass. (Attachments: # (1) Transfer of Claim)(Ford,
Kathy Creditor)**

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

Figure 14

Carefully verify the final docket text. This is your last chance to change this entry before it becomes an official part of the case record.

Note the description and hyperlink to the attached transfer of claim .

If the final docket text is incorrect:

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

To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

If correct, click **[Next]**.

STEP 15 The **NOTICE OF ELECTRONIC FILING SCREEN** will be generated and displayed for viewing (Figure 15).

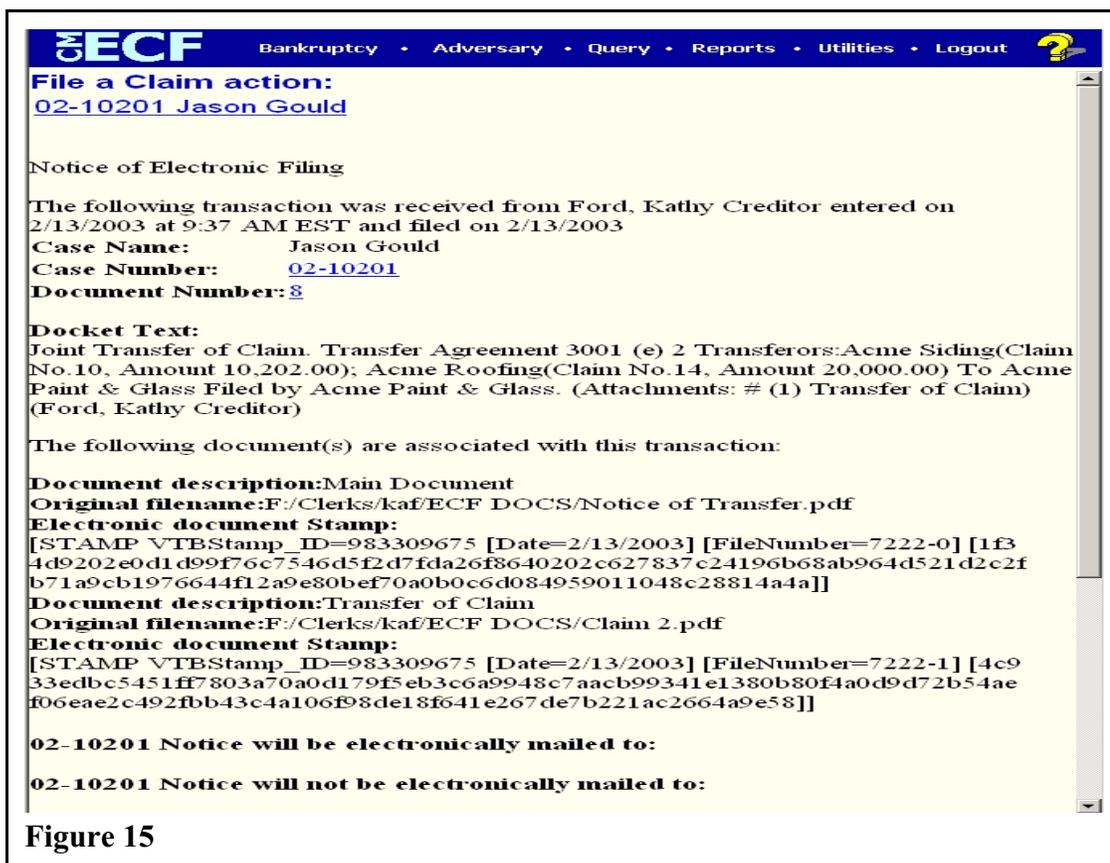


Figure 15

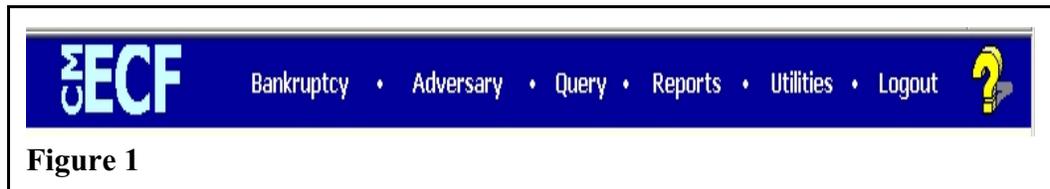
Step 16: File Amended Proof of Claim

See Section 5 of this manual for instructions on how to file a proof of claim.

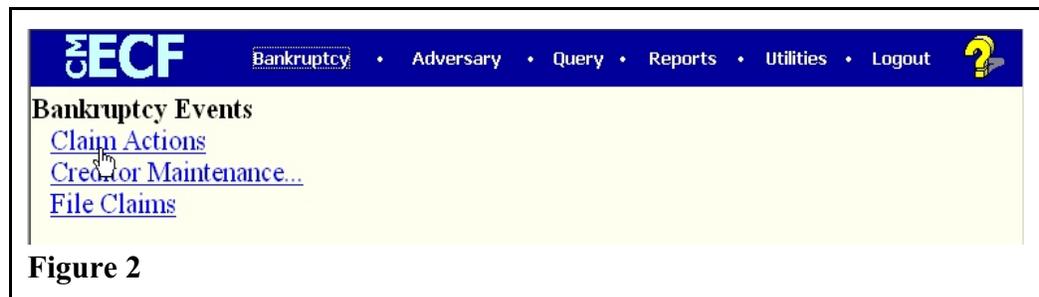
Be sure when entering the claim information in Step 6 the you enter the earlier claim number in the “Amends Claim” box, and type in the words “Notice of Transfer of Claim” in the “Description box.

Withdrawal of Claims

Step 1: Select Bankruptcy on Main menu (Figure 1).



Step 2: Select Claim Actions (Figure 2).



Step 3: Enter the Case Number (Figure 3).



Click [Next].

Step 4: Select Event (Figure 4).



Figure 4

Select Expungement/Withdrawal of Claim

Click [Next]

Step 5: Select any additional Attorneys screen appears (Figure 5a).

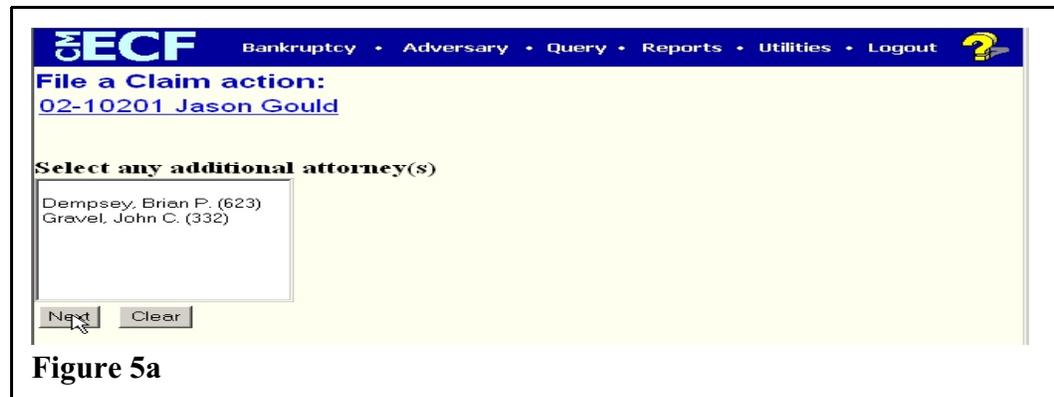


Figure 5a

You will not select any additional attorney filers.

Click [Next]

A Note prompt will appear (Figure 5b).



Click [Okay]

Step 6: Select the Party Screen Appears (Figure 6).



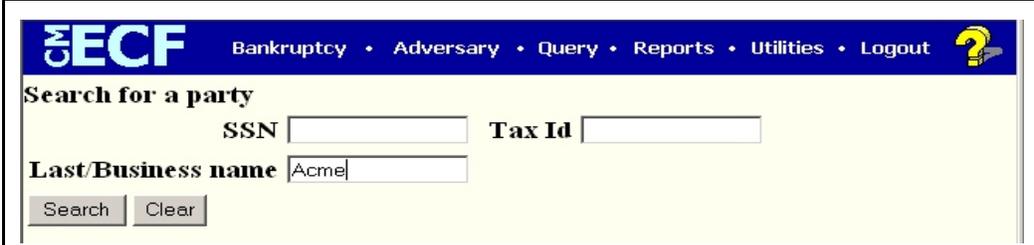
A list of all parties who have appeared in the case displays.

Note: Even if you are a creditor who has previously filed a claim, you usually will not appear on this list. The only parties that appear on this list are those who have filed a notice of appearance, or a pleading (motion or responsive pleading).

If you, the creditor, **are** listed, click the creditor's name to highlight it, Then click [Next]. Proceed to step

If you, the creditor **are not** listed, click on "Add/Create New Party".

Step 7: Search for a Party Screen Appears (Figure 7).



The screenshot shows a web interface for searching parties. At the top, there is a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the main content area is titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Acme". Below the input fields are two buttons: "Search" and "Clear".

This screen allows you to search the court's database of all parties who have ever appeared in any case at any time. You usually will appear in this list.

The [Search for A Party Routine](#) requires searching the master party file to determine if the party to be added is listed in that file. The most effective way to search for creditors in the database is to search by name. To search by name, type the first few letters of a last name or a company name in the field labeled "Last/Business Name." You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing "Sm" will retrieve Smith, Smithe, Smithers, etc. The party search mechanism is **case sensitive** so that **names must be capitalized**. Type "sm" instead of "Sm" and the search result will be: "No person found."

Step 8: The Party Search Results screen is displayed (Figure 8a).

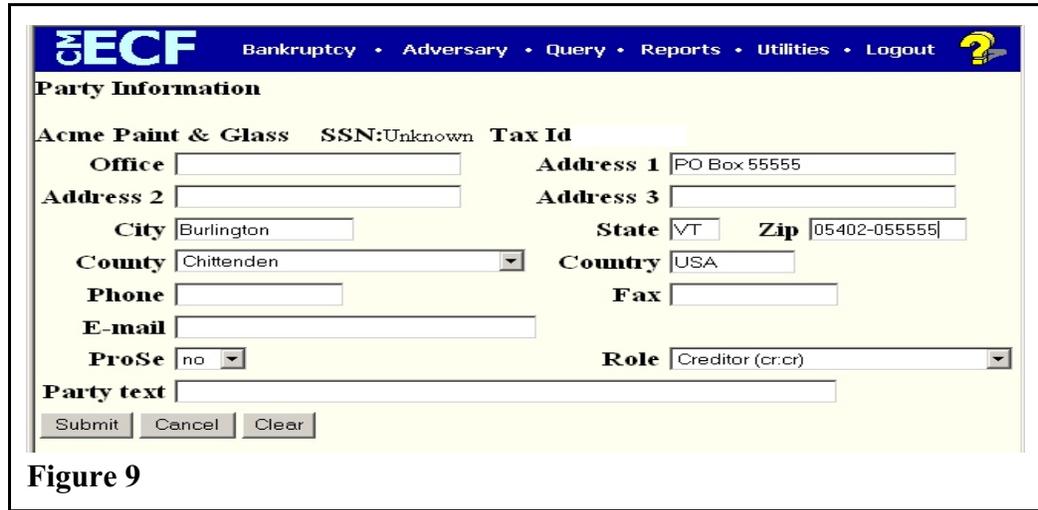
Figure 8a

Your name search may find more than one record having the same name. Clicking on each of the names will display a window showing the party's address information for verification. (Figure 8b)

Figure 8b

Do not worry if your name appears on this list, but at an incorrect address. You can modify the address (for this case only) on the following Party Information screen. If the creditor was found, click [Select name from list] to continue.

Step 9: Party Information screen appears. (Figure 9).



The screenshot shows the MCECF Party Information form. The header includes the MCECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The form title is "Party Information". The main content area is yellow and contains the following fields and controls:

- Company Name: **Acme Paint & Glass** (SSN:Unknown, Tax Id: [redacted])
- Office: [text input]
- Address 1: [text input] PO Box 55555
- Address 2: [text input]
- Address 3: [text input]
- City: [text input] Burlington
- State: [dropdown menu] VT
- Zip: [text input] 05402-05555
- County: [dropdown menu] Chittenden
- Country: [text input] USA
- Phone: [text input]
- Fax: [text input]
- E-mail: [text input]
- ProSe: [dropdown menu] no
- Role: [dropdown menu] Creditor (cr:cr)
- Party text: [text input]
- Buttons: Submit, Cancel, Clear

Figure 9

Insert or modify your address.

Note: Be sure to change the **Role** from Debtor to **Creditor**.

Click [Submit].

Step 10: Select the Party screen appears. (Figure 10).



The screenshot shows the MCECF "File a Claim action" screen. The header includes the MCECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is yellow and contains the following elements:

- Section: **File a Claim action:** 02-10201 Jason Gould
- Section: **Select the Party:**
- Party list (highlighted): Acme Paint & Glass, [cr:cr] (8755-1)
- Party list: Canney, John R. III [tr:tr]
- Party list: Engelberth Construction, Inc. [pty:cr]
- Party list: Gould, Jason [pty:db]
- Link: [Add/Create New Party](#)
- Buttons: Next, Clear

Figure 10

The name of the creditor you just added will be highlighted.

Click [Next].

Step 11: The PDF document screen displays. (Figure 11a).

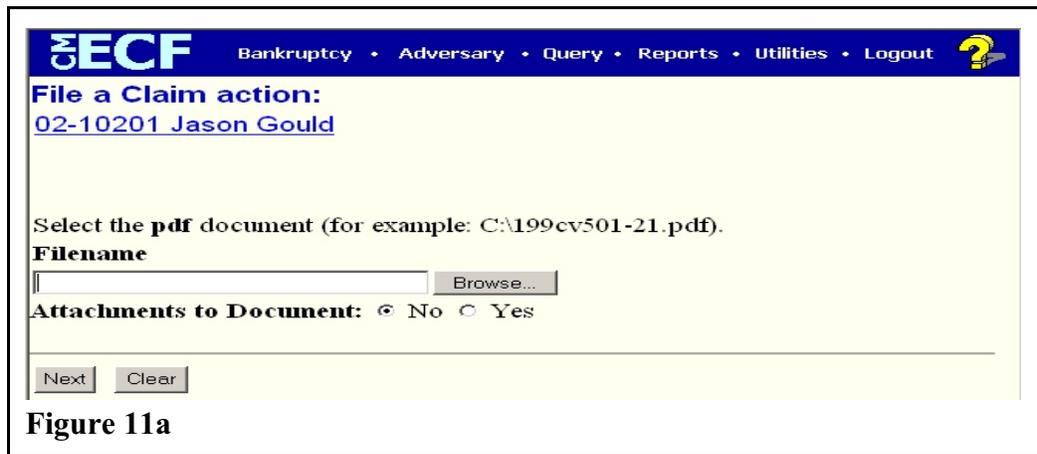


Figure 11a

Click [**Browse**], then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct claim file for this entry, right click on the filename with your mouse and select **Open**. (See Figure11b.)

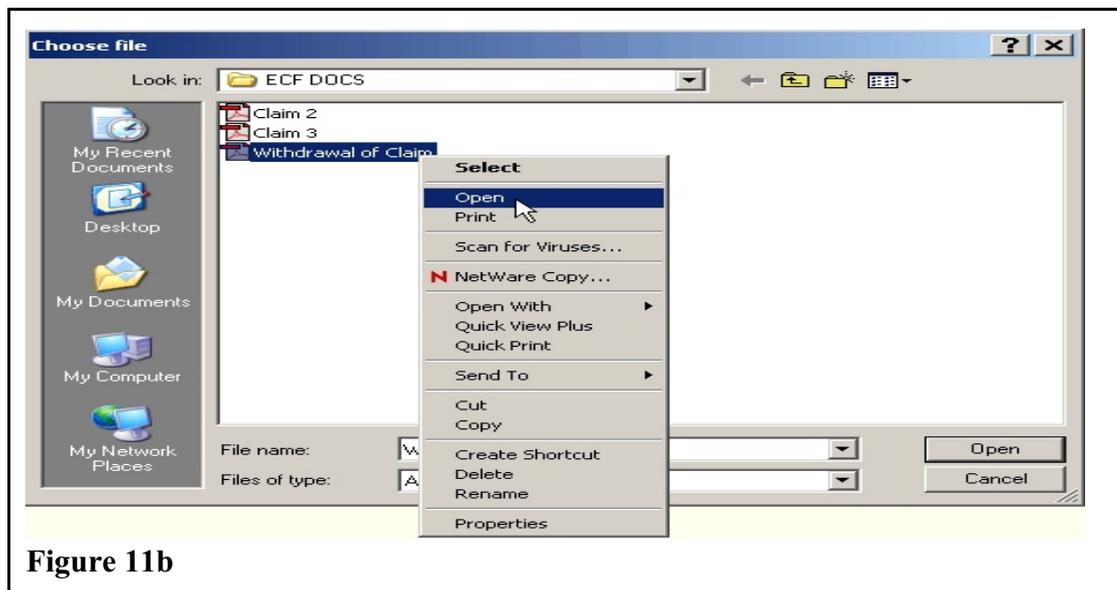


Figure 11b

This will launch the Adobe Acrobat Reader to display the image of the claim. Verify that it is correct.

Close or minimize the Adobe application after verifying the file, then click on the **Open** button on the File Upload dialogue box. (See Figure 11c.)

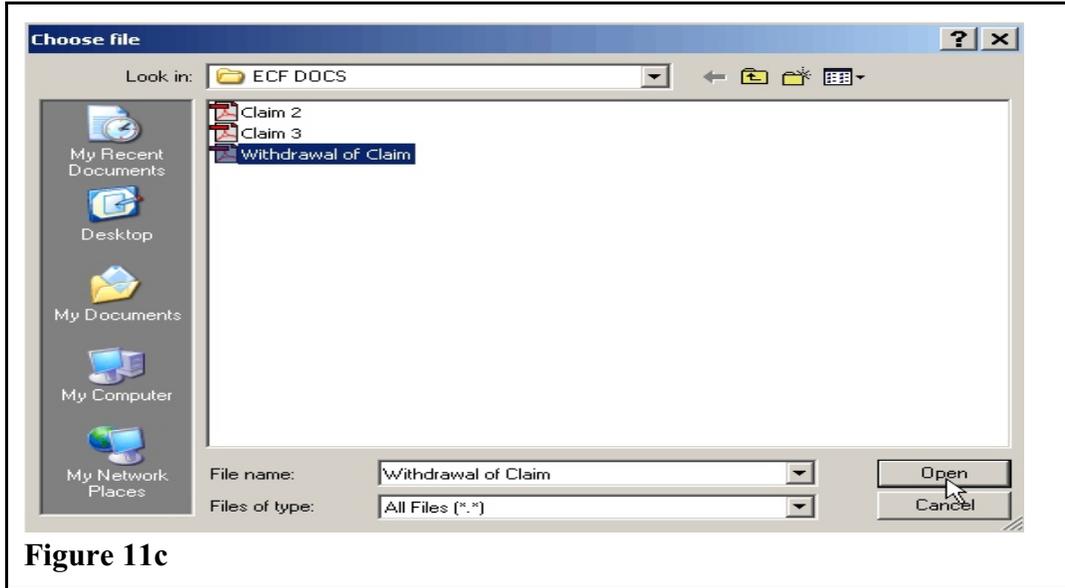


Figure 11c

The **PDF Document** screen will reappear displaying the complete path of the associated PDF document that was selected. (Figure 11d).

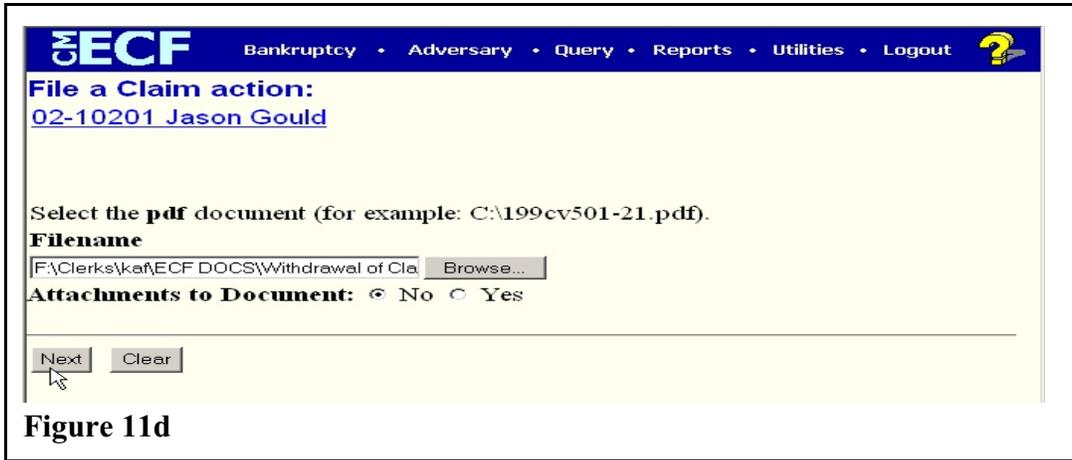


Figure 11d

Click [Next].

Step 12: File a Claim Action screen displays. (Figure 12).



Figure 12

Enter the number of the claim you are withdrawing and select “Withdraw” in the Status box.

Click [Next].

Step 13: Modify Docket Text Box is displayed (Figure 13).

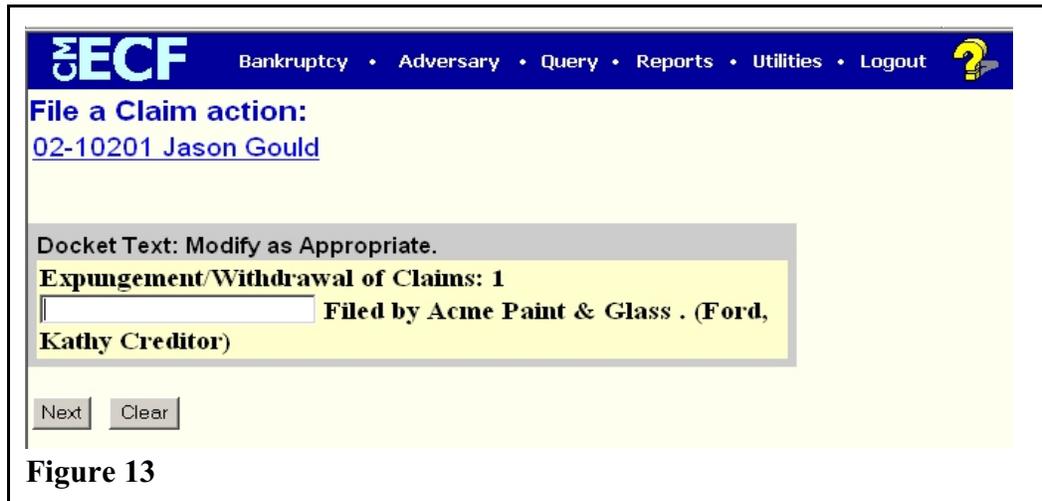


Figure 13

If appropriate, enter text in the free test box.

Click **[Next]** to continue.

STEP 14 The **FINAL TEXT EDITING** screen will display next (Figure 14)

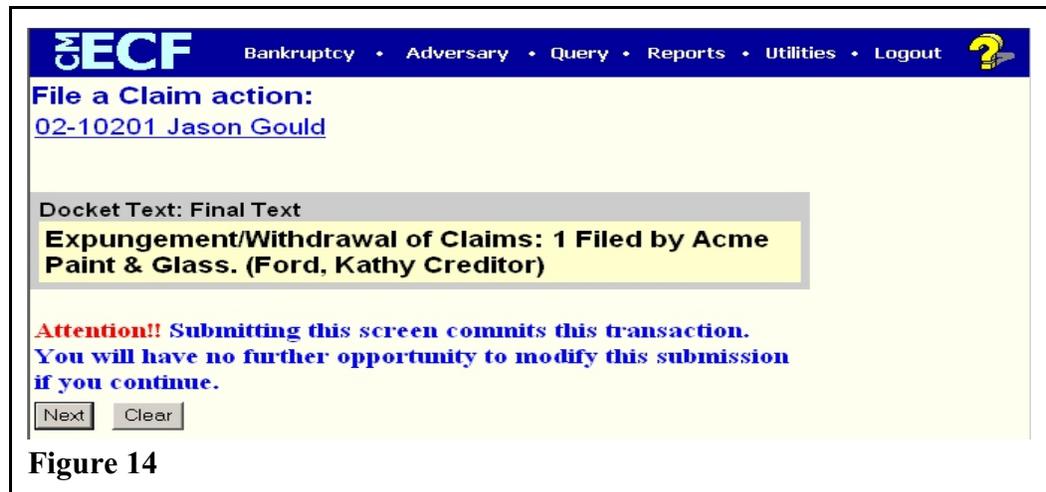


Figure 14

Carefully verify the final docket text. This is your last chance to change this entry before it becomes an official part of the case record.

If the final docket text is incorrect:

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

To abort or restart the transaction, click the **Bankruptcy** hypertext link on the **Menu Bar**.

If correct, click **[Next]**.

STEP 15 The **NOTICE OF ELECTRONIC FILING SCREEN** will be generated and displayed for viewing (Figure 15).

