U.S. Bankruptcy Court District of Vermont



Attorney **EECF** Registration and Basic Instructions

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Helpful Resources

Clerk's Office Mailing Address:

U.S. Bankruptcy Court District of Vermont PO Box 1663 Burlington, VT 05402-1663 Clerk's Office

Main Line:

(802) 657-6400

Clerk's Office Physical Address:

U.S. Bankruptcy Court
District of Vermont
11 Elmwood Avenue, Suite 240
Burlington, VT 05402

Click the links below for quick access to helpful resources:

Clerk's Office Website

Clerk's Office Staff Directory

Pacer

Appendix VIII: Reference Guide for Noticing

Model Forms

Local Bankruptcy Rules

Local Forms and Appendices

Official Bankruptcy Forms

How to Schedule a Hearing

Fee Schedule

Filing an Emergency Motion

Appendix II: Synopsis of Conversions/Dismissals

Bench-Bar Brown Bag Lunch Dates

Federal Rules of Bankruptcy Procedure

List of Approved Credit Counseling Agencies

<u>List of Approved Debtor Education Providers</u>

Attorney **SECF** Registration and Maintenance

As of July 13, 2020, CM/ECF has been upgraded to NextGen CM/ECF. To register as an attorney, you need to register through your Pacer account and request access to our court. Once you have been verified as eligible to file as an attorney in this district, you will be emailed verification.

On the Pacer website:

- 1) Click the link that says Register for an Account.
- 2) Choose Attorney Filers for CM/ECF in the dropdown menu.
- 3) Read the instructions and if ready to register, click the button **Register for a**Pacer Account.
- 4) Follow the instructions on the online registration form.
- 5) Once you have your Pacer account set-up, you can log-in to your Pacer account and then choose the link **Manage My Account**.
- 6) You will be able to request access as an attorney filer for this district, and once it is received and verified you will receive an email notification indicating that you are admitted or if there are additional steps you need to take.
- 7) If you forget your Pacer password, contact the Pacer Service Center at 1 (800) 676-6856 or click this link for instructions on how to reset it online.
- 8) If you have questions about the registration process, please feel free to contact the Clerk's Office at 802-657-6400.
- 9) Once your Pacer account has been created and you have been granted access to this court's NextGen CM/ECF, you are responsible for updating your contact information when needed.
- 10) If you need to make changes to your contact information you can do that in the Manage My Account tab in Pacer.
- 11) The court will review the changes that you submit and either approve them or send you an email with additional steps you need to take.

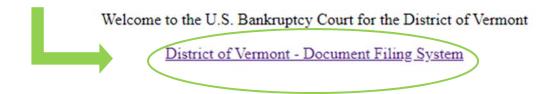
The Clerk's Office is happy to help with questions!

Accessing **SECF**

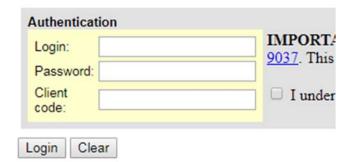
To access CM/ECF, start at the court website:



On the next page, click this link:



Finally, enter your Pacer login and password, read the redaction notice, check the acceptance box and then click on the login button.



Once logged in, you may begin electronic filing.

The Clerk's Office is happy to help with questions!

How to Use the Search Button

A great resource to utilize in CM/ECF is the Search button. You can search for an event within CM/ECF if you are unsure which category it falls under. When in doubt the Clerk's Office is always happy to help with questions!

For example, if you are trying to file Credit Counseling but do not know which event it falls under, click on search, and then type 'credit counseling' in the search bar.

Hit enter and the system will provide you with the location of that event. For easy access you can just click on the link shown under Bankruptcy – Other to start filing the Certificate of Credit Counseling. If you want to practice locating the event on your own, click: Bankruptcy, Other, type in the case # then next, and choose Certificate of Credit Counseling from the list.



The Clerk's Office is happy to help with questions!

Opening a New Chapter 7 Case

How to Manually Open a New Bankruptcy Case

(the process may be different if you are using filing software)

1) Select: Bankruptcy

2) Select: Open a Voluntary BK Case

3) Enter filed date

4) Select Chapter 7

5) If a joint petition, select 'y' to add a joint debtor

6) If there are deficiencies, select 'y'

- 7) Enter the Social Security #, Tax Identification # (if applicable), and debtor's name. If the debtor's name appears in the Party Information Results screen, selected the debtor's name and verify/update the address information. If the debtor's name does NOT appear, select 'Create New Party' and enter the debtor's information. Make sure to include the Social Security #. NOTE: County is required
- 8) Add debtor's aliases (if applicable). Select 'alias' button, enter alias info and submit
- 9) If there is a joint debtor, search for their name in the 'Search for Party' screen and follow the same steps used above for the main debtor
- 10) Fill out the statistical fields, according to the petition: prior filing, fee status, nature of debt, voluntary or involuntary, origin, asset notice (no), estimated number of creditors, estimated assets, estimated debts, type of debtor, nature of business (if applicable)
- 11) According to Means Test, select 'Yes, 'No' or 'Unknown' in the Presumption Arises field
- 12) Fill in totals from Summary of Schedules
- 13) Attach the petition (must be a PDF)
- 14) Verify docket text and then submit

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Master Mailing List

How to Upload a Master Mailing List

1) Save Master Mailing List as TXT File (sometimes called 'plain text')

2) Select: Bankruptcy

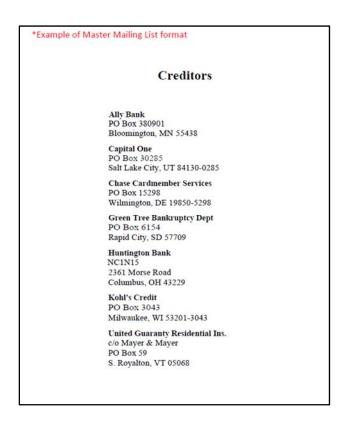
3) Select: Creditor Maintenance

4) Select: Upload List of Creditors File

5) Ensure correct case number

6) Browse, verify and attach the Master Mailing List (must be a TXT file)

7) Before clicking submit, verify total number of creditors entered is correct and read the redaction warning



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Certificate of Credit Counseling

How to File a Certificate of Credit Counseling

1) Select: Bankruptcy

2) Select: Other

3) Ensure correct case number

4) Select event type: Certificate of Credit Counseling

5) Select party filer(s), or Add/create New Party

6) Enter filed date

- 7) Browse, verify, and attach the Certificate of Credit Counseling (must be a PDF)
- 8) Verify the final docket text, and then submit by clicking next

To access the list of Credit Counseling Agencies Approved Pursuant to 11 U.S.C. § 111, click the link below:

United States Department of Justice

The Clerk's Office is happy to help with questions!

Pay Advices

How to File Pay Advices

1) Select: Bankruptcy

2) Select: Other

3) Ensure correct case number

4) Select event type: Pay Stubs/Advices with Cover Sheet

5) Select party filer(s), or Add/create New Party

6) Enter filed date

7) Browse, verify, and attach the Pay Advices (must be a PDF)

8) Verify the final docket text, and then submit by clicking next

For quick access to the location of the

Pay Advices Cover Sheet Form, click the following link:

United States Bankruptcy Court

District of Vermont: Local Forms

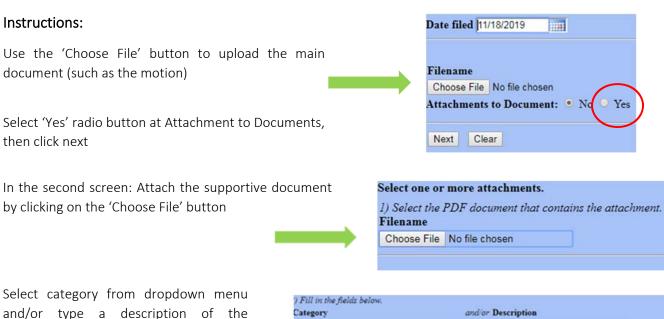
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Filing Documents with Additional Attachments

How to File Documents with Additional Attachments



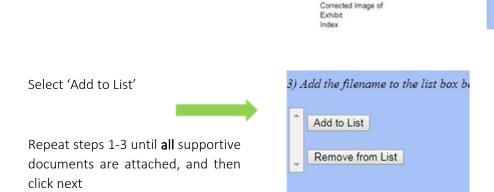
Most electronic filing events in CM/ECF prompt filers to upload attachments (must be in PDF format). If you are filing something with supportive documents—such as a motion with a notice of motion, proposed order, and certificate of service—the preferred method is to upload your main document (motion) and then attach the rest as additional attachments. This creates one organized docket entry which allows each document to be opened separately *or* as one full document.



Affidavit

Next

Certificate of Service



The Clerk's Office is happy to help with questions!

have more attachments, go back to Step 1. When the list of

(802) 657-6400

document

Motion for Relief from Stay

How to File a Motion for Relief from Stay

- 1) Select: Bankruptcy
- 2) Select: Motions/Applications
- 3) Ensure correct case number
- 4) Select event type: Relief from Stay (fee) (including Stipulated Motions for Relief from Stay)
- 5) Select party filer(s), or Add/create New Party
- 6) Enter filed date
- 7) Browse, verify, and attach the Motion. Add supporting documentation such as the Notice of Motion, Proposed Order and Certificate of Service by clicking 'yes' on Attachments to Document (all attachments must be formatted as PDF documents). For each document added: Browse to select the document, choose a category/description, and then 'Add to List'. Once all documents have been added, click next
- 8) Enter a description of the property
- 9) Enter hearing information from the Notice of Motion: Hearing date, time, location, and objection due deadline (unless stipulated)
- 10) Select form of Payment: Over the Counter or Stipulated
- 11) Modify the docket text (if applicable)
- 12) Verify the final docket text, and then submit by clicking next

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