

U.S. Bankruptcy Court
District of Vermont



Attorney **ECF** Registration
and Basic Instructions

Updated 1/2021

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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](#)


[List of Approved Debtor Education Providers](#)

Attorney 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.



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Accessing

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

www.vtb.uscourts.gov

Next, click:



Case Locator (PACER) »
E-Filing (CM/ECF) »
Court Calendar »
Meetings of Creditors »

On the next page, click this link:



Welcome to the U.S. Bankruptcy Court for the District of Vermont

[District of Vermont - Document Filing System](#)

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



Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>
<input type="checkbox"/> I understand the redaction notice	
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

IMPORTANT
9037. This

Once logged in, you may begin electronic filing.

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Using the Button

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.



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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, select 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

***Example of Master Mailing List format**

Creditors

Ally Bank
PO Box 380901
Bloomington, MN 55438

Capital One
PO Box 30285
Salt Lake City, UT 84130-0285

Chase Cardmember Services
PO Box 15298
Wilmington, DE 19850-5298

Green Tree Bankruptcy Dept
PO Box 6154
Rapid City, SD 57709

Huntington Bank
NC1N15
2361 Morse Road
Columbus, OH 43229

Kohl's Credit
PO Box 3043
Milwaukee, WI 53201-3043

United Guaranty Residential Ins.
c/o Mayer & Mayer
PO Box 59
S. Royalton, VT 05068

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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](#)

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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

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Notice of Motion	1 page
3	Proposed Order	1 page
4	Certificate of Service	1 page

[View All](#) or [Download All](#) 4 pages

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.

Instructions:

Use the 'Choose File' button to upload the main document (such as the motion)

Select 'Yes' radio button at Attachment to Documents, then click next

Date filed 11/18/2019

Filename
[Choose File](#) No file chosen

Attachments to Document: ☐ No ☒ Yes

[Next](#) [Clear](#)

In the second screen: Attach the supportive document by clicking on the 'Choose File' button

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
[Choose File](#) No file chosen

Select category from dropdown menu and/or type a description of the document

Fill in the fields below.

Category and/or Description

Affidavit
Appendix
Certificate of Service
Corrected Image of
Exhibit
Index

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

Select 'Add to List'

3) Add the filename to the list box by

[Add to List](#)

[Remove from List](#)

[Next](#)

Repeat steps 1-3 until **all** supportive documents are attached, and then click next

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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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