

**THIRD ANNUAL
UNITED STATES BANKRUPTCY COURT
SEMINAR**



May 6, 2016

**I DIDN'T KNOW I COULD DO THAT:
NAVIGATING CM/ECF**

Elizabeth Nichols, Chief Deputy Clerk

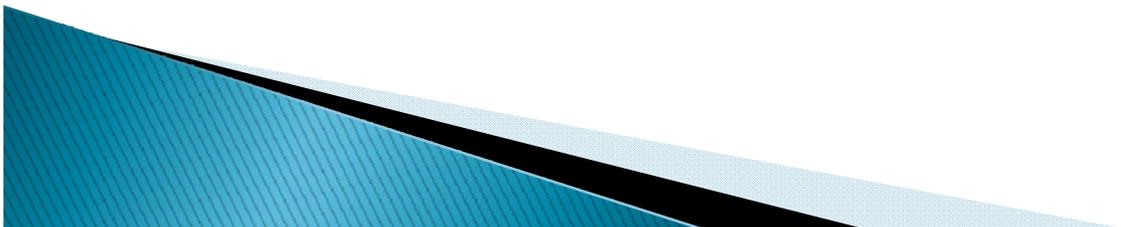
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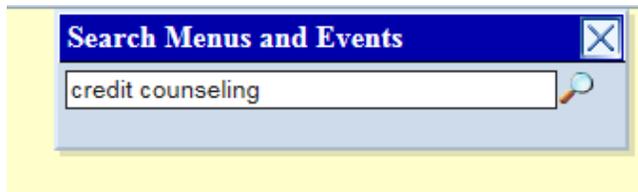


Did you know that CM/ECF has a search feature that allows you to search for docket events?

1. Select **Search** from the menu bar



2. Type in key word(s) and click on 



3. Select the event you need and proceed to docketing.

Search results for 'credit counseling'

7 events found

Adversary Events → Other

[Certificate of Credit Counseling](#)

[Exigent Circumstances re: Credit Counseling](#)

Bankruptcy Events → Court Events

[Notice of Credit Counseling](#) [Waived-Exigent Circumstances](#)

Bankruptcy Events → Motions/Applications

[Exemption from Credit Counseling](#)

[Waiver of Credit Counseling](#)

Bankruptcy Events → Other

[Certificate of Credit Counseling](#)

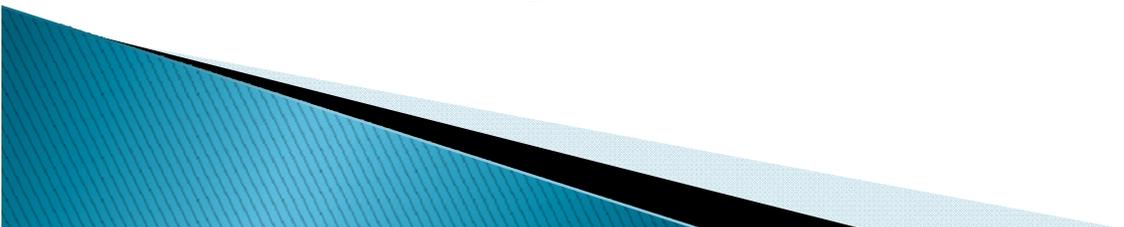
[Exigent Circumstances re: Credit Counseling](#)

Did you know there is a Certificate of Credit Counseling docket event in CM/ECF?

- ▶ **Bankruptcy > Other > Certificate of Credit Counseling**
- ▶ (1) must be docketed separately (not with the petition)
- ▶ (2) if filed with petition, filer will be notified to re-docket

Did you know there is a Statement of Social Security Number docket event in CM/ECF? This event is a private event viewable by court users only.

Bankruptcy > Other > Statement of Social Security Number

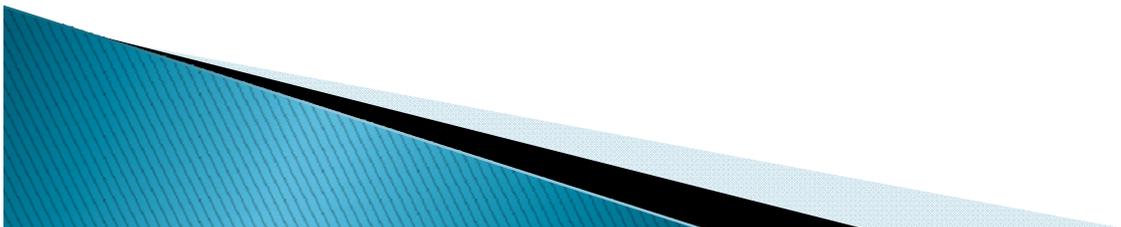
- (1) must be docketed separately (not with the petition)
 - (2) if filed with petition, filer will be notified to re-docket
- 

Did you know if you docket all of the schedules with the petition you do not have to docket them individually?



Did you know if you file schedules after you have filed the petition, there is a Balance of Schedules event that can be used in lieu of docketing each schedule individually?

- ▶ **Bankruptcy > Other > Balance of Schedules**



ENTERED IN ERROR



Bankruptcy > Other > Document/Event Entered in Error

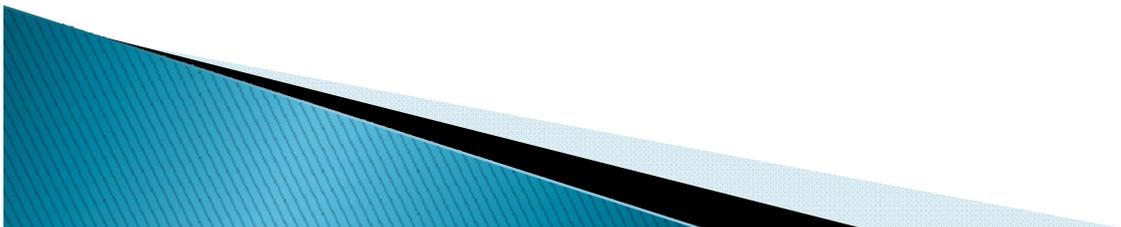
During docketing, check the box to refer to existing event(s)

Refer to existing event(s)?

and check the box to select the docket entry that was in error

01/13/2016 [7](#) Motion to Quash Garnishment Filed by Debtor

Cannot be used to mark a Petition docket entry (docket entry #1) as Entered in Error



RESTRICT / REDACT / REPLACE

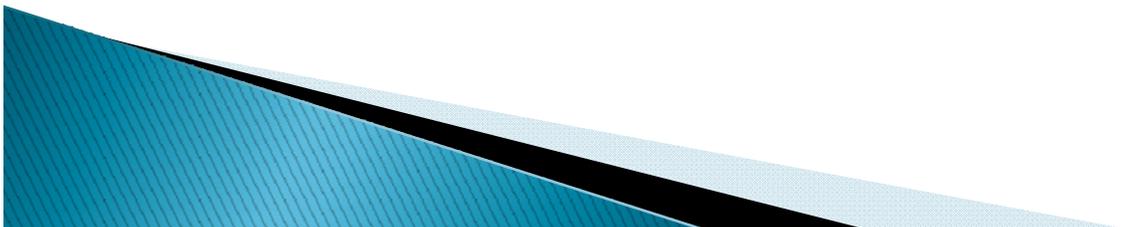
File Motion to Restrict Access and File Redacted Replacement Document

Bankruptcy > Motions/Applications > Redact/Restrict

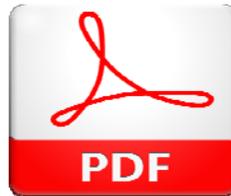
Pay \$25.00 fee and tender proposed order

After order is entered, filer redockets the REDACTED document

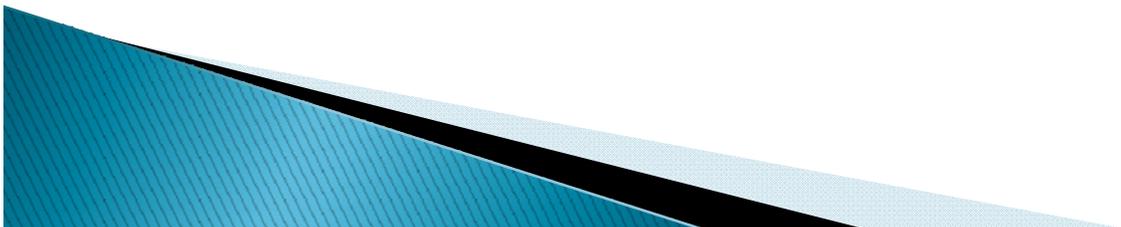
We recommend adding language to the docket entry text box, such as “Amended” and “Redocketed for redaction purposes only.”



Did you know that Electronic Filing is defined as a filing submitted via the Internet in flattened PDF format with all imbedded linkable code(s) and tables removed?



- ▶ **If you fail to flatten a PDF document, you will be notified to:**
- ▶ (1) file a Motion to Redact/Restrict
- ▶ (2) pay a \$25 fee
- ▶ (3) submit a proposed order
- ▶ (4) re-file a flattened PDF document

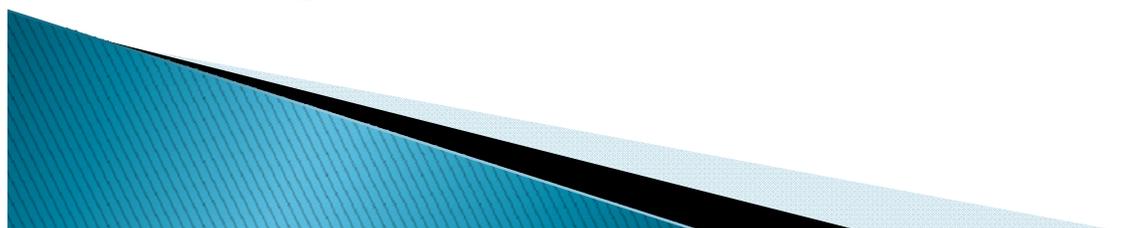


Did you know that an interactive PDF document lets users enter or modify data?

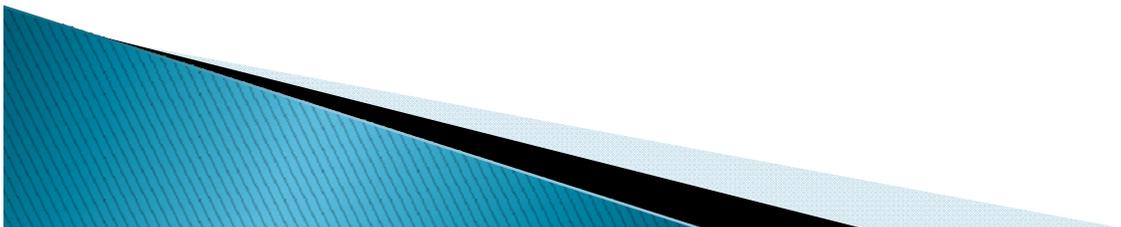
The process of transforming an interactive PDF document to a non-interactive PDF document is called flattening. When a PDF document is flattened, a user cannot modify the data in the document. All PDF documents must be flattened before filing in CM/ECF.



- ▶ **Steps to flatten PDF document:**
- ▶ (1) create a PDF document for filing as usual
- ▶ (2) from the Print feature, select Adobe PDF as the printer on the print screen
- ▶ (3) select Print button
- ▶ (4) upload the document into CM/ECF using normal procedure



Did you know that you can query CM/ECF for a list of cases in which you are the attorney, the trustee, a party, a professional or a limited attorney?



Did you know that you can query CM/ECF for a list of cases in which you are the attorney, the trustee, a party, a professional or a limited attorney?

- ▶ To get a list of cases:
- ▶ (1) log in to CM/ECF
- ▶ (2) select Query from the menu bar



- ▶ (3) select criteria
- ▶ (4) click on Run Query

Query [Mobile Query](#)

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN / ITIN Tax ID / EIN

Type Open cases Closed cases

Filed Date to

Last Entry Date to

Nature of Suit (AP and MP cases only)
02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
11 (Recovery of money/property - 542 turnover of property)
12 (Recovery of money/property - 547 preference)

Did you know that the Creditor Maintenance menu in CM/ECF has numerous functions?

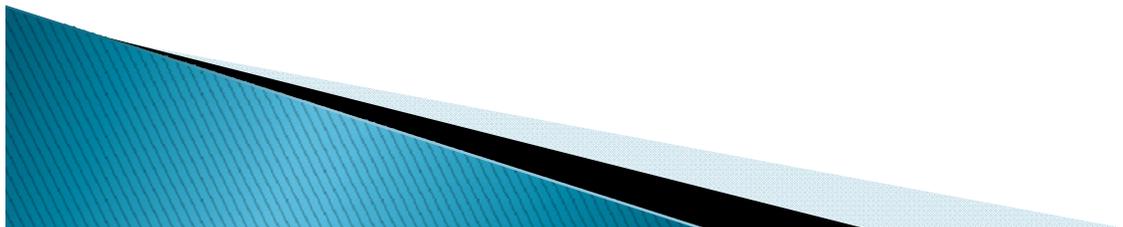


- ▶ **Through Bankruptcy>Creditor Maintenance you can:**
 - ▶ (1) enter individual creditors
 - ▶ (2) upload a list of creditors
 - ▶ (3) edit an existing creditor

- ▶ When you file a notice of amendment, you also need to go to Creditor Maintenance and select enter individual creditors and type in the additional creditors.

- ▶ When you upload a creditor matrix, go to Creditor Maintenance and select upload list of creditors.

- ▶ If you get returned mail and it has a new address for a creditor, you need to Go to Creditor Maintenance, select edit creditor, and type in the new address for the creditor.



Did you know that in the WDVA our motion events are configured so that the motion and notice of hearing, while two documents, can be combined into one PDF and docketed as one pleading?

The motion docket events include the hearing information and populate the CHAP electronic docket . If you don't include hearing information, your motion does not get on the CHAP electronic docket. There are several ways to combine PDF documents.

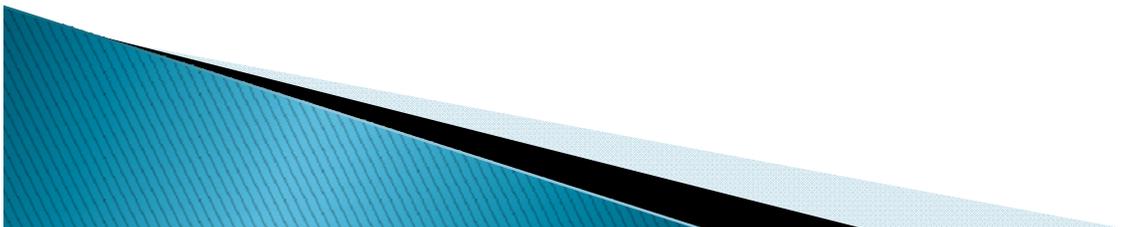
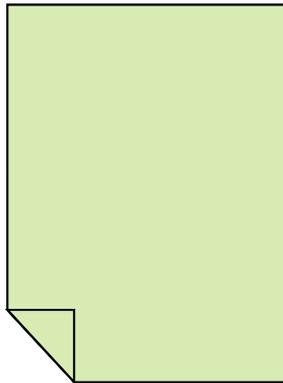
▶ **One method to combine motion and notice of hearing into one PDF document:**

- ▶ (1) Open Adobe Acrobat Pro
- ▶ (2) Select Combine Files into PDF on opening splash screen
- ▶ (3) Select Add Files
- ▶ (4) Select Add Files again
- ▶ (5) Select PDF documents you want to combine (*hold down control key while clicking pdf documents*)
- ▶ (6) Click Open
- ▶ (7) Click Combine Files
- ▶ (8) Save combined file to pdf
- ▶ (9) Upload combined PDF document at browse and upload screen during docketing



Did you know that PDF documents must be 8.5 x 11 in order for BNC to notice the document?

- ▶ See Local Rule 5005-3.
- ▶ All pleadings, attachments and exhibits must be 8.5 x 11 inches.



Did you know that an Admission Pro Hac Vice section has been added to the Attorney Guidelines tab on our website?



The screenshot shows the website for the United States Bankruptcy Court, Western District of Virginia. The header includes the court's name, the clerk's name (John W. L. Craig, II), and a search bar. A navigation menu is visible with tabs for Home, Understanding Bankruptcy, Clerk's Office Info, Judges' Info, Attorney Guidelines, Filing Without an Attorney, Forms, ECF / Training, and Office of the US Trustee. The 'Attorney Guidelines' tab is selected, and the page title is 'Admission - Pro Hac Vice'. The main content area lists four steps for attorneys to complete a Pro Hac Vice Registration Form. A left sidebar contains a list of links, with 'Admission - Pro Hac Vice' highlighted.

UNITED STATES BANKRUPTCY COURT
Western District of Virginia
John W. L. Craig, II, Clerk of Court

Text Size: - A +

Search this site GO

Home Understanding Bankruptcy Clerk's Office Info Judges' Info Attorney Guidelines Filing Without an Attorney Forms ECF / Training Office of the US Trustee

Home » Attorney Guidelines

NAICS Codes

Appeal Information Sheet

Code of Pretrial and Trial Conduct

Required Lists, Schedules, Statements and Fees

Exhibit Instructions (Attorney)

Admission to Practice

Admission - Pro Hac Vice

Submit Orders to the Court

CM/ECF Events Reference Guide

Hearings: Appearing by Telephone

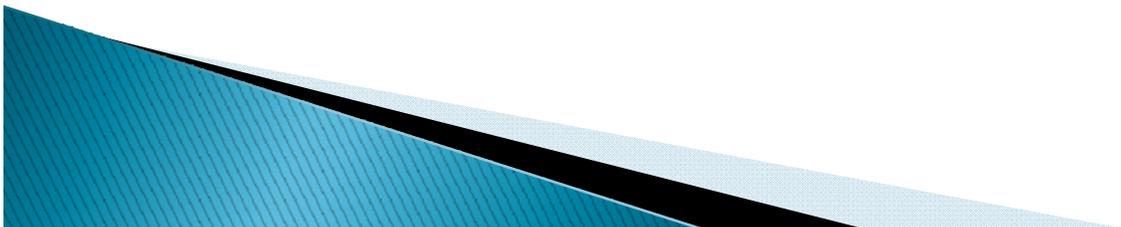
Admission - Pro Hac Vice

1. Attorney to complete a Pro Hac Vice Registration Form located at the ECF/Training tab under the [ECF Registration Forms](#) link.
2. Attorney to Email the completed form in Adobe PDF format to CMHelpdesk@vawb.uscourts.gov.
3. A login and password to the CM/ECF filing system will be emailed to the attorney.
4. Upon receipt of the login and password the attorney will be able to log in and file pleadings electronically in CM/ECF. During the filing process, the attorney will be added as a party to the case and will then receive electronic notices.

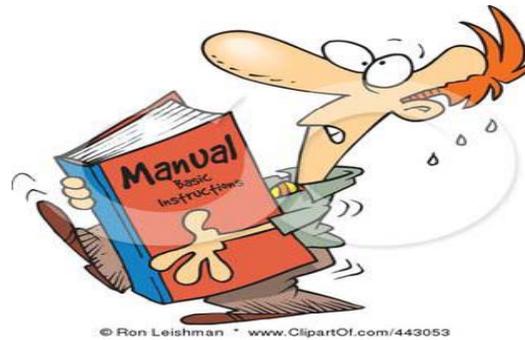
Did you know the cutoff for overnight assignment of Judge/Trustee/Meeting of Creditors (and Confirmation Hearing information for Chapter 13 cases) is 6:00 PM?



- ▶ If the petition is filed after 6:00 PM, then the overnight assignment happens the following night.

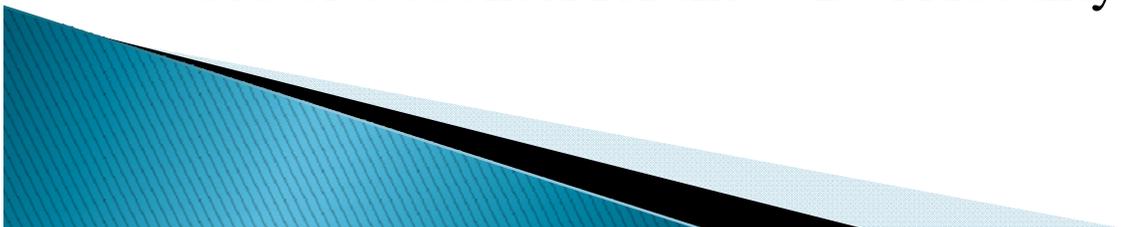


Did you know that if a petition is filed with an out of district locality code, the Clerk's Office must manually assign the Judge and Trustee and manually docket the meeting of creditors and (if a Chapter 13 case) the confirmation hearing information?



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- ▶ In this situation, if we are unable to determine from the schedules where the debtor resided for the majority of the prior 180 days, or the petition is filed without schedules, we will be contacting debtor's counsel for the WDVA locality information.



Refresh Browser

aka Clear Cache

- ▶ **In most browsers you can press one of the following options to display the cookies/history/cache popup**

- ▶ (1) Ctrl+Shift+Del
- ▶ (2) Ctrl+Shift+Fn+Del
- ▶ (3) Command+Shift+Del (Mac)



- ▶ **Alternatively, follow the steps for deleting the search history for your specific desktop or mobile browser using one of the following methods**

- ▶ (1) Internet Explorer Tools>Internet Options>Delete or Clear Browser History
- ▶ (2) Safari on Mac History>Clear History and Website Data
- ▶ (3) Chrome Chrome menu>History>Clear browsing data
- ▶ (4) Firefox Menu>History>Clear Recent History
- ▶ (5) iOS8 Settings>Safari>Clear History and Website Data
- ▶ (6) iOS7 or earlier Settings>Safari>Advanced>Web Data>Remove All Web Data
- ▶ (7) Android Menu>Settings>(Advanced) Privacy>Clear Browsing Data

Did you know that you can maintain your own CM/ECF user account?



The image shows a screenshot of the CM/ECF website's navigation menu. The top navigation bar is dark blue with white text. On the left is the 'ECF' logo. To its right are several menu items: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Each of these items has a small downward-pointing triangle next to it, indicating a dropdown menu. On the far right of the navigation bar is a yellow question mark icon. Below the navigation bar, the word 'Utilities' is displayed in a large, bold, black font. Underneath 'Utilities', there are four columns of links. The first column is titled 'Your Account' and contains links for 'Internet Payments Due', 'Internet Payment History', 'Maintain Your ECF Account', 'View Your Transaction Log', and 'Your PACER Account...'. The second column is titled 'Miscellaneous' and contains links for 'Change Your Password' and 'Check PDF Document'. The third column is also titled 'Miscellaneous' and contains a link for 'Court Information'. The fourth column is titled 'Miscellaneous' and contains a link for 'Verify a Document'. Additionally, there is a link for 'Mailings...' located above the fourth column. The bottom of the page features a blue textured footer.

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

Utilities

Mailings...

Your Account	Miscellaneous	Miscellaneous	Miscellaneous
Internet Payments Due	Change Your Password	Court Information	Verify a Document
Internet Payment History	Check PDF Document		
Maintain Your ECF Account			
View Your Transaction Log			
Your PACER Account...			



Maintain User Account

Last name First name

Middle name Generation

Title Type aty

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN/ITIN Tax Id/EIN

Bar ID Bar status Mail group

Initials DOB AO code Person end date

Email information...

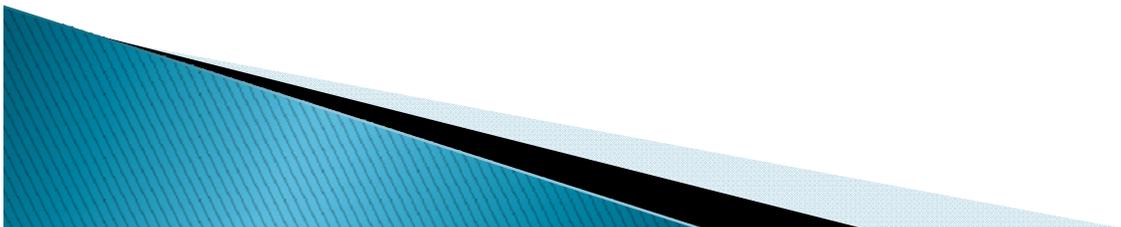
More user information...

Submit

Clear

INSTALLMENT PAYMENTS CASE FILING FEE

- **Chapters 7, 12, 13, and 11 Individual**
- **Bankruptcy > Motions/Applications > Pay Filing Fees in Installments**
- * **3 installments in pre-established amounts (basically 1/3 each)**
 - 1st installment paid when petition filed**
 - 2nd installment paid 30 days after petition filed**
 - Final installment paid 60 days after petition filed**
- * **New local form – 103A Inst Fee App posted on our website**
- * **Installments paid at counter (pro se) or electronically (non-pro se)**



Thank
You

