

Case Management

**CM/ECF**

Electronic Case Filing

**Limited Access/Creditor Filings  
User's Manual**

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## Getting Started

### Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (CM/ECF) to file documents with the United States Bankruptcy Court, Northern District of California. A working knowledge of Netscape, Internet Explorer and Adobe Acrobat is assumed. Please refer to Netscape, Internet Explorer or Adobe Acrobat instruction manuals for specific questions regarding these applications.

### Help Desk

Contact the court's divisional offices at the following numbers for assistance between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday.

<b>Oakland Division</b>	<b>(510) 879-4550</b>
<b>San Francisco Division</b>	<b>(415) 268-2300</b>
<b>San Jose Division</b>	<b>(408) 535-5471</b>
<b>Santa Rosa Division</b>	<b>(707) 525-8539 ext 236</b>

Identify the nature of the issue and your call will be transferred to the appropriate person. In addition, the court's technical support help desk can be reached at:

**(415) 268-2350 or e-mail: [helpdesk@canb.uscourts.gov](mailto:helpdesk@canb.uscourts.gov)**

### Capabilities of System

CM/ECF allows registered participants with internet access to perform the following functions:

- Access the training system which is comparable to the official "live" system to acquaint yourself with the system's functionality
- Electronically file pleadings and documents
- View official docket sheets and documents associated with cases
- View various reports

### Recommended System Requirements for Better Performance:

When filing documents with the court, you will be transmitting large files through the internet. Although a dial up modem can be used, it could take a long time to upload or download files. It is highly recommended that you arrange for a digital internet connection, such as cable or DSL service, which will provide a much faster data transmission rate.

At a minimum, 256 MB of system memory recommended. However, 512 MB is preferred to ensure large documents can be transmitted efficiently.

## Hardware and Software Requirements

### Minimum System Requirements

- A personal computer running a standard platform such as Windows 95, 98, NT, 2000, XP or an Apple computer.
- Internet service preferably through a DSL or cable modem.
- A compatible browser with minimum requirement of Netscape Navigator 4.6 or IE 5.5. The browser must be JavaScript-enabled.
- Software to convert documents from a word processor format to portable document format (PDF). [Adobe Acrobat](#) or a similar software is recommended. Acrobat versions 4.X , 5.0 and 6.0 adequately meet the CM/ECF filing requirements.
- A PDF compatible word processing system such as Windows based versions of WordPerfect and Word.
- A scanner to convert documents that are not in a word processing format.

## Document Preparation

### Portable Document Format (PDF)

Only PDF documents may be filed with CM/ECF. Be sure to review the PDF document for accuracy and proper format before submitting it to the court.

### How to View a PDF Document

- Open the Adobe Acrobat application.
- Go to the **File** menu and select **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other viewing options. Choose the option that is most appropriate for the document.

### How to Convert Documents to Portable Document Format (PDF)

The conversion process is relatively simple and can be accomplished by the following steps after your document has been prepared in a word processing program:

- Select **File** from the menu bar, then select **Print**.
- Use the drop down box to change the current printer to Adobe PDF Writer.
- Click **Print**. Note: the document will not actually print; instead a Save As box will appear on your screen.

- Select the directory and folder, name your file and click **Save**.
- The PDF conversion is now complete. The PDF document is stored in the folder you have designated and can now be filed with CM/ECF.

## Basics

### Documents Filed in Error

A document incorrectly filed in a case may be the result of uploading the wrong PDF document to a docket entry, or selecting the wrong document type from the menu, or simply entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to re-file the document.** Contact the Help Desk and request a correction as soon as possible after an error is discovered. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

### How to Access the System

- STEP 1** Users can access CM/ECF via the internet by going to:  
<https://ecf.canb.uscourts.gov> Note: For quick access to this site in the future, set a bookmark or create a button on your navigation bar.
- STEP 2** The **Welcome** screen displays.



- ◆ Click the Northern District of California-Document Filing System hyperlink.

**STEP 3 Logins and Passwords**

To login, a registered participant will need two sets of logins and passwords; one for CM/ECF to file documents and the other for Public Access to Electronic Records (PACER) to retrieve the court's record via Query and Reports hyperlinks. Users will see a login screen as shown below.

**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) 676-6866 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.

**Authentication**

Login:

Password:

client code:

- ◆ Participants will initially enter their CM/ECF login and password which has been issued by the court. This login and password allows electronic filing of documents, not access to reports or queries. **Note: The registered participant's login and password is the electronic equivalent of their signature. Therefore, users are personally responsible for activity with their logins.**
- ◆ Your **Login** and **Password** fields are case sensitive. A login of "cbaker" should not be entered as "Cbaker" or "CBAKER."
- ◆ The **client code** field is optional and is used with PACER to associate this activity to a specific customer. If an error is made before submitting the screen, clicking on the [**Clear**] button will delete the data and allow you to re-enter information.
- ◆ This login screen will also appear when web users select Query or Reports hyperlink from the CM/ECF menu. At this time, enter the PACER login and password. You will be advised of how many pages you have selected before accepting the information. After running a report, a PACER summary of pages and costs will appear. Please refer to the PACER website, <http://pacer.psc.uscourts.gov>, for fee and registration information.

**STEP 4** The **CM/ECF Main Menu** screen is pictured below.

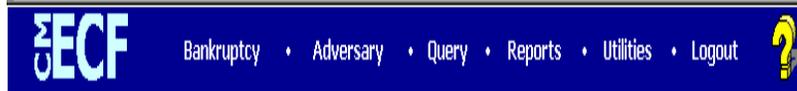


Access to the various modules are provided by clicking on the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options. The hyperlinks allow participants to file documents, query, view/print docket sheets, or generate reports.

- Bankruptcy** This is the main menu.
- Adversary** There are no options available for adversary filing at this time.
- Query** Query allows you to view a variety of information about a case, such as a list of attorneys or current status, as well as the docket sheet. After identifying the case, you will see a menu of these choices.
- Reports** The Reports allows you to generate the Claims Register and Docket Report.
- Utilities** This option allows you to view the transactions log. This feature allows you to review all transactions processed by your login. Selection criterion is by date or date range only. Data is displayed in chronological order by date and time.
- Logout** Allows you to logout of the system. It is recommended that you use the Logout option when finishing any filing or queries in CM/ECF.
-  Help Feature. Limited information is available at this time.

**STEP 5** Click the Bankruptcy hyperlink on the CM/ECF Main Menu Bar to access the

Creditor Filings Menu.

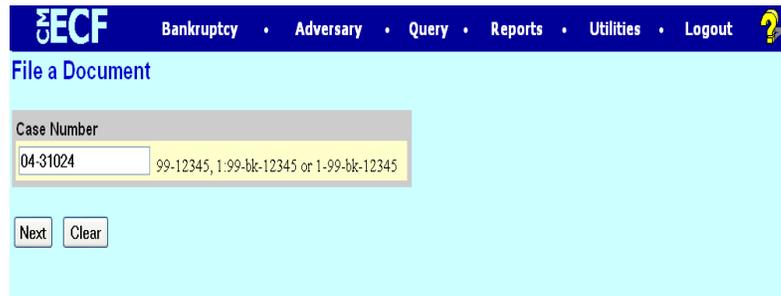


**STEP 6** The Creditor Filings Menu screen displays.



◆ Click on the Creditor Filings hyperlink.

**STEP 7** The **CASE NUMBER** screen displays.



Enter the case number (yy-nnnn) including the hyphen and click **[Next]**.

◆ number (yy-

**STEP 8** The List of Docketing Events screen displays

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Document**

11-30099 [Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Start typing to find an event.

**Available Events (click to select events)**

- Certificate of Service
- Notice of Change of Address
- Notice of Mortgage Payment Change
- Notice of Mortgage Payment Change (No Proof of Claim Filed)
- Notice of Postpetition Mortgage Fees, Expenses, and Charges
- Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)
- Reaffirmation Agreement
- Reaffirmation Agreement Cover Sheet
- Request for Notice
- Request to Remove All EMails From Case
- Response to Notice of Final Cure Mortgage Payment
- Transfer of Claim
- Withdrawal of Claim
- Withdrawal of Document

**Selected Events (click to remove events)**

- ◆ Select the appropriate docketing event. Click one of the following hyperlinks for further instruction on how to docket the individual event:

- Certificate of Service
- Notice of Change of Address
- Notice of Mortgage Payment Change
- Notice of Mortgage Payment Change (No Proof of Claim Filed)
- Notice of Postpetition Mortgage Fees, Expenses and Charges
- Notice of Postpetition Mortgage Fees, Expenses and Charges (No Proof of Claim Files)
- Reaffirmation Agreement
- Reaffirmation Agreement Cover Sheet
- Request for Notice
- Request to Remove All Email From Case
- Response to Notice of Final Cure Mortgage Payment
- Transfer of Claim
- Withdrawal of Claim
- Withdrawal of Document

# Transfer of Claim

**STEP 1** The **DOCUMENT SELECTION** screen displays.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Document**

11-30099 [Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Start typing to find an event.

**Available Events** (click to select events) **Selected Events** (click to

- Notice of Change of Address
- Reaffirmation Agreement
- Request for Notice
- Request to Remove All EMail From Case
- Transfer of Claim**
- Withdrawal of Claim
- Withdrawal of Document

◆ Highlight **Joint Transfer of Claim** and click **[Next]**.

**STEP 2** The **ATTORNEY SELECTION** screen displays for creditor filers only. Attorney filers, please proceed to the next step.

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

**File a Document :**

[04-31024 John Test Wayne and Lynn T Wayne](#)

Select any additional attorney(s)

CANBatysf1, (941459)

◆ Click **[Next]** and the following screen displays.



◆ Click **[OK]**.

**STEP 3** The **PARTY SELECTION** screen displays.

- ◆ If the name of the parties is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the Rules for Adding Parties section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays only for attorneys who are adding a party to the case. Creditor filers, please proceed to the next step.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

**STEP 5** The **CASE VERIFICATION** screen displays.

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

File a Document :  
04-31024 John Test Wayne and Lynn T Wayne

Next Clear

◆ If the name of the debtor(s) and case number are correct, click **[Next]**.

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.

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

File a Document :  
04-31024 John Test Wayne and Lynn T Wayne

Select the pdf document (for example: C:\199ev501-21.pdf).  
Filename

Attachments to Document:  No  Yes

Next Clear

◆ Click **[Browse]** to upload the PDF document for this docket event and click **[Next]**.

**STEP 7** A window will display showing all the claims. Select the claim from the list. The claim number will be added to the Claims Selected field.

File a Document :

11-30099 Leith Thomas and Kelly Thomas  
Type: bk Chapter: 7 v Office: 3 (San Francisco)  
Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Select claim(s) from list  
Claims Selected: 4

Creditor name	Claim #	Total claimed	Date filed
American Express (657500)	4	\$1,522.00	04/20/2011
Bank of America (657501)	2	\$2,345.00	04/19/2011
Bank of America (657514)	3	\$14,502.00	04/19/2011

**STEP 8** Select **Transfer** from the **Claim Status** pick list and click **[Next]**.

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Claim No. 4:  
 Status

Transfer  
 Withdrawn

Next Clear

**STEP 9** The **CLAIM TRANSFER** screen displays.

**TECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Document :**

[04-31024 John Test Wayne and Lynn T Wayne](#)

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

Transferred To:

Transferred From:

Claim Number:  Amount: \$

- ◆ Click on the radio button to select the type of transfer. **Please note that the transfer type must be the same for all claims being transferred.**
- ◆ Enter the Claim Number, Amount, Transferred From, and Transferred To information and click **[Next]**.

**STEP 10** Repeat this step if there are additional claims to be transferred

Click **[Next]**.

**STEP 11** The Transfer of Claim Fee will appear

**File a Document :**

[11-30099 Leith Thomas and Kelly Thomas](#)

Type: bk Chapter: 7 v Office: 3 (San Francisco)  
 Assets: n Judge: TEC Case Flag: DebtEd, MEANSU

Fee: \$25

Next Clear

**STEP 12** Enhance the docket text as necessary and click **[Next]**.

**File a Document :**

11-30099 Leith Thomas and Kelly Thomas

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

**Docket Text: Modify as Appropriate.**

Transfer of Claim. (#4). Transfer Agreement 3001 (e) 2 Transferor: American Express (Claim No. 4) To eCast Settlement Corporation . Fee Amount \$25 Filed by Creditor Bank of America . (canbcr1)

**STEP 13** The **Final Docket** Text will display

**File a Document :**

11-30099 Leith Thomas and Kelly Thomas

Type: bk	Chapter: 7 v	Office: 3 (San Francisco)
Assets: n	Judge: TEC	Case Flag: DebtEd, MEANSU

**Docket Text: Final Text**

Transfer of Claim. (#4). Transfer Agreement 3001 (e) 2 Transferor: American Express (Claim No. 4) To eCast Settlement Corporation. Fee Amount \$25 Filed by Creditor Bank of America. (canbcr1)

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

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top of the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.

# Notice of Change of Address

**STEP 1** The **DOCUMENT SELECTION** screen displays.



◆ Highlight Notice of Change of Address and click [Next].

**STEP 2** The **ATTORNEY SELECTION** screen displays.



◆Click the screen

[Next] and following displays.



◆ Click [OK].

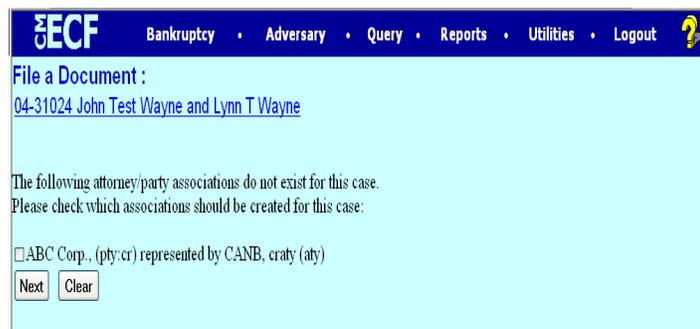
**STEP 3** The **PARTY SELECTION** screen displays.



The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'Select the Party:' dropdown menu is open, displaying a list of parties: ABC Corp. [Creditor], Office of the U.S. Trustee / SF, [U.S. Trustee], Schoenmann, E. Lynn [Trustee], Wayne, John Test [Debtor], and Wayne, Lynn T [Debtor]. To the right of the dropdown is a link for 'Add/Create New Party'. At the bottom of the screen are 'Next' and 'Clear' buttons.

- ◆ If the name of the party is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the Rules for Adding Parties section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays only for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.



The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'ATTORNEY/PARTY ASSOCIATION' section is displayed, stating: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this, there is a checkbox next to the text 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the screen are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

**STEP 5** The **CASE VERIFICATION** screen displays.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'.

- ◆ If the name of the debtor(s) and case number are correct, click [**Next**]

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface with the same blue header. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, it says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label followed by a text input field and a 'Browse...' button. Below that, it says 'Attachments to Document:  No  Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

- ◆ Click [**Browse**] to upload the PDF document for this docket event and click [**Next**].

**STEP 7** The **MODIFIED DOCKET TEXT** screen displays.

The screenshot shows the ECF interface with the same blue header. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, there is a section titled 'Docket Text: Modify as Appropriate.' containing a dropdown menu with 'Notice of Change of Address' selected, a text input field, and a 'Filed by Debtor' field containing 'Lynn T Wayne (CANB, critd1)'. At the bottom, there are 'Next' and 'Clear' buttons.

- ◆ Enhance the text if applicable and click [**Next**].

**STEP 8** The **FINAL TEXT EDITING** screen displays.

The screenshot shows the ECF interface with a blue header bar containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and contains a grey box with the text 'Docket Text: Final Text' and a yellow box with the text 'Notice of Change of Address Filed by Creditor ABC Corp.. (CANB, critd1)'. Below this, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

The screenshot shows the ECF interface with the same blue header bar. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and contains the text 'U.S. Bankruptcy Court Northern District of California'. Below this, it says 'Notice of Electronic Filing' and 'The following transaction was received from CANB, critd1 entered on 10/22/2004 at 3:43 PM PDT and filed on 10/22/2004'. The transaction details are listed: 'Case Name: John Test Wayne and Lynn T Wayne', 'Case Number: 04-31024', and 'Document Number: 6'. At the bottom, it says 'Docket Text: Notice of Change of Address Filed by Debtor Lynn T Wayne (CANB, critd1)'.

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.

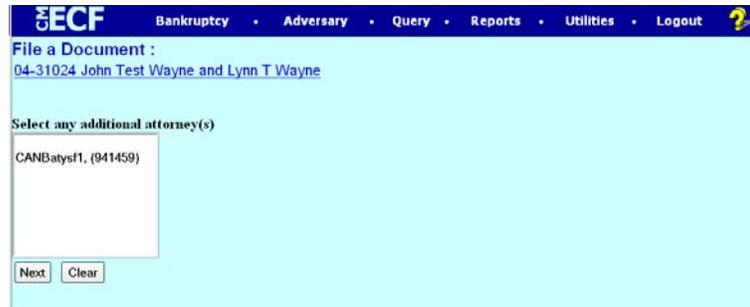
# Request for Notice

**STEP 1** The **DOCUMENT SELECTION** screen displays.



◆ Highlight Request for Notice and click **[Next]**.

**STEP 2** The **ATTORNEY SELECTION** screen displays.



◆Click following screen displays.

**[Next]** and the



◆ Click **[OK]**.

**STEP 3** The **PARTY SELECTION** screen displays.

The screenshot shows the ECF 'File a Document' interface for case 04-31024 John Test Wayne and Lynn T Wayne. A 'Select the Party:' dropdown menu is open, listing several parties: ABC Corp. [Creditor], Office of the U.S. Trustee / SF, [U.S. Trustee], Schoenmann, E. Lynn [Trustee], Wayne, John Test [Debtor], and Wayne, Lynn T [Debtor]. An 'Add/Create New Party' link is visible to the right of the dropdown. 'Next' and 'Clear' buttons are at the bottom.

- ◆ If the name of the parties is on the list, highlight the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the Rules for Adding Parties section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.

The screenshot shows the ECF 'File a Document' interface for case 04-31024 John Test Wayne and Lynn T Wayne. The 'ATTORNEY/PARTY ASSOCIATION' section is displayed, stating: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. A checkbox is present next to the text 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. 'Next' and 'Clear' buttons are at the bottom.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

**STEP 5** The **CASE VERIFICATION** screen displays.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. At the bottom of the form area, there are two buttons: 'Next' and 'Clear'.

◆ If the name of the debtor(s) and case number are correct, click [**Next**]

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.

The screenshot shows the ECF interface with the same header as Step 5. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, it says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label followed by a text input field and a 'Browse...' button. Below that, it says 'Attachments to Document:  No  Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

◆ Click [**Browse**] to upload the PDF document for this docket event and click [**Next**].

**STEP 7** The **MODIFIED DOCKET TEXT** screen displays.

The screenshot shows the ECF interface with the same header. The text reads 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below this, there is a section titled 'Docket Text: Modify as Appropriate.' which contains a dropdown menu with 'Request for Notice' selected, a text input field containing 'Filed by Debtors John Test Wayne, Lynn T Wayne (CANB, critd1)', and a 'Next' button. At the bottom, there are 'Next' and 'Clear' buttons.

◆ Enhance text if applicable, click [**Next**].

**STEP 8** The **FINAL TEXT EDITING** screen displays.

The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and displays the docket text: 'Docket Text: Final Text Request for Notice Filed by Debtor Lynn T Wayne. (CANB, critd1)'. Below this, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the content area, there are two buttons: 'Next' and 'Clear'.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located at the top of the page.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen displays.

The screenshot shows the ECF interface with the same blue header bar as in Step 8. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main content area has a light blue background and displays the following text: 'U.S. Bankruptcy Court Northern District of California Notice of Electronic Filing The following transaction was received from CANB, critd1 entered on 10/22/2004 at 3:01 PM PDT and filed on 10/22/2004 Case Name: John Test Wayne and Lynn T Wayne Case Number: 04-31024 Document Number: 5 Docket Text: Request for Notice Filed by Debtors John Test Wayne, Lynn T Wayne (CANB, critd1)'. The 'Document Number' is highlighted in blue.

- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.

## Withdrawal of Claim

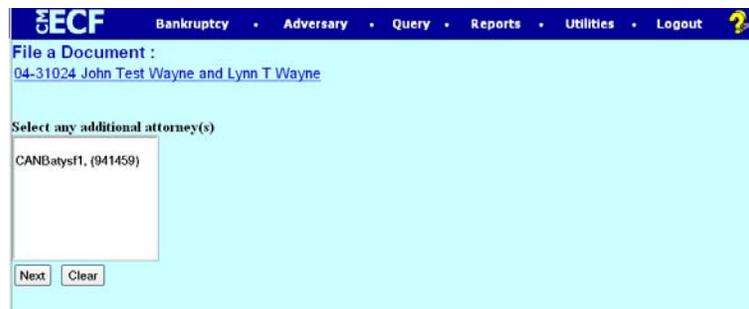
**STEP 1** The **DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Document". Underneath, there is a case identifier: "04-31024 John Test Wayne and Lynn T Wayne". A list of document types is displayed in a white box with a light blue border: "Assignment of Claim", "Joint Transfer of Claim", "Notice of Change of Address", "Request for Notice", "Withdrawal of Claim", and "Withdrawal of Document". At the bottom of this list, there are two buttons: "Next" and "Clear".

- ◆ Highlight Withdrawal of Claim and click [**Next**].

**STEP 2** The **ATTORNEY SELECTION** screen displays for creditor filers only. Attorney filers, please proceed to the next step.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Document :". Underneath, there is a case identifier: "04-31024 John Test Wayne and Lynn T Wayne". A section titled "Select any additional attorney(s)" is displayed. Below this title, there is a text input field containing the text "CANBatysf1, (941459)". At the bottom of this section, there are two buttons: "Next" and "Clear".

- ◆ Click [**Next**] and the following screen displays.



- ◆ Click [**OK**].

**STEP 3** The **PARTY SELECTION** screen displays.

The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'Select the Party:' dropdown menu is open, displaying a list of parties: ABC Corp. [Creditor], Office of the U.S. Trustee / SF, [U.S. Trustee], Schoenmann, E. Lynn [Trustee], Wayne, John Test [Debtor], and Wayne, Lynn T [Debtor]. To the right of the dropdown is a link for 'Add/Create New Party'. At the bottom of the screen are 'Next' and 'Clear' buttons.

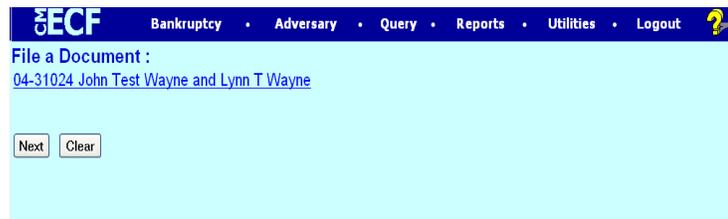
- ◆ If the name of the party is on the list, click on the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the Rules for Adding Parties section of the Appendix.

**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.

The screenshot shows the ECF 'File a Document' interface for case 04-31024. The 'ATTORNEY/PARTY ASSOCIATION' section is displayed, stating: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the screen are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

**STEP 4** The **CASE VERIFICATION** screen displays.



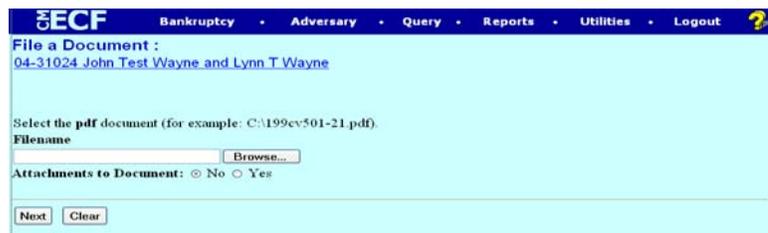
ECF Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

File a Document :  
04-31024 John Test Wayne and Lynn T Wayne

Next Clear

◆ If the name of the debtor(s) and case number are correct, click [**Next**].

**STEP 5** The **PDF DOCUMENT SELECTION** screen displays.



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

File a Document :  
04-31024 John Test Wayne and Lynn T Wayne

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

Filename  
 Browse...

Attachments to Document:  No  Yes

Next Clear

◆ Click [**Browse**] to upload the PDF document for this docket event and click [**Next**].

**STEP 6** The question, *Is the claim to be withdrawn docketed on the claim register? Please enter "y" or "n"*, displays.



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

File a Document :  
04-31024 John Test Wayne and Lynn T Wayne

Is the claim to be withdrawn docketed on the claim register? Please enter y or n y

Next Clear

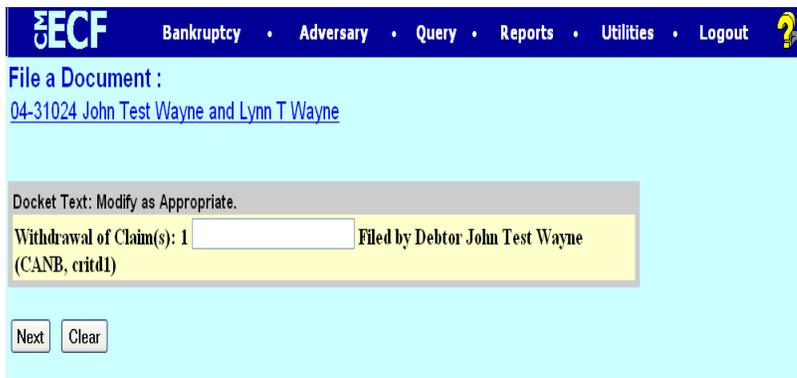
◆ Enter the appropriate answer.

- STEP 7** If you enter “y” to the above question, the **Request for Claim Number** screen displays. If you enter “n”, the system will bypass this screen.



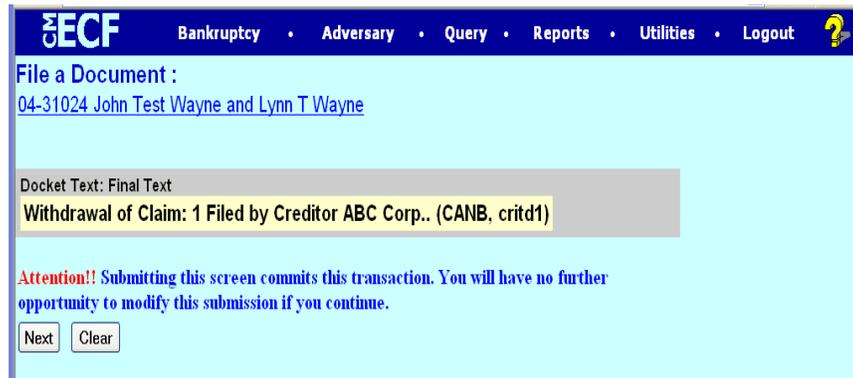
- ◆ Enter the claim number you wish to withdraw (only one claim can be withdrawn at a time).
- ◆ Select “withdraw” from the status drop down menu.

- STEP 8** The **MODIFIED DOCKET TEXT** screen displays.



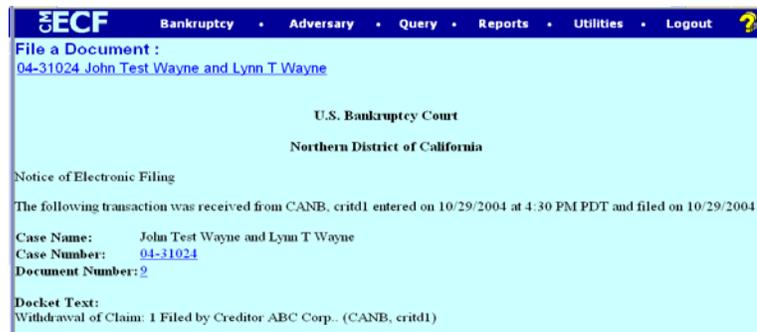
- ◆ Enhance the text if applicable and click [**Next**].

**STEP 9** The **FINAL TEXT EDITING** screen displays.



- ◆ Verify the accuracy of the docket text. If the docket text is correct, click [Next]. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top the page.

**STEP 11** The **NOTICE OF ELECTRONIC FILING** screen displays.



- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.

## Withdrawal of Document

**STEP 1** The **DOCUMENT SELECTION** screen displays.



◆ Highlight **Withdrawal of Document** and click [**Next**].

**STEP 2** The **ATTORNEY SELECTION** screen displays for creditor filers only. Attorney filers, please proceed to the next step.



◆ Click [**Next**] and the following screen displays.



◆ Click [**OK**].

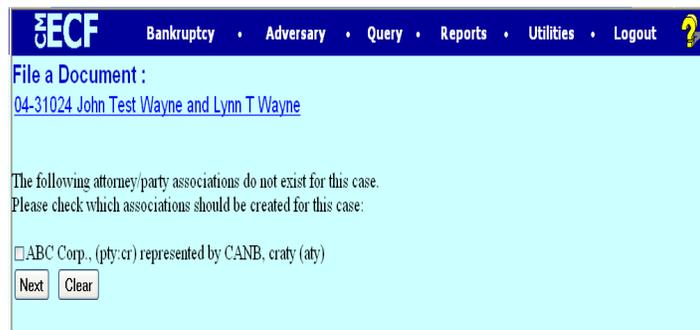
**STEP 3** The **PARTY SELECTION** screen displays.



The screenshot shows the ECF 'File a Document' interface for case 04-31024. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main heading is 'Select the Party:'. Below this is a dropdown menu with the following options: 'ABC Corp. [Creditor]', 'Office of the U.S. Trustee / SF, [U.S. Trustee]', 'Schoenmann, E. Lynn [Trustee]', 'Wayne, John Test [Debtor]', and 'Wayne, Lynn T [Debtor]'. To the right of the dropdown is a link 'Add/Create New Party'. At the bottom of the form are 'Next' and 'Clear' buttons.

- ◆ If the name(s) of the parties is on the list, click on the name(s) and click **[Next]**. If not, click **[Add/Create New Party]** to add a party to the case. For instructions on adding parties, please refer to the Rules for Adding Parties section of the Appendix.

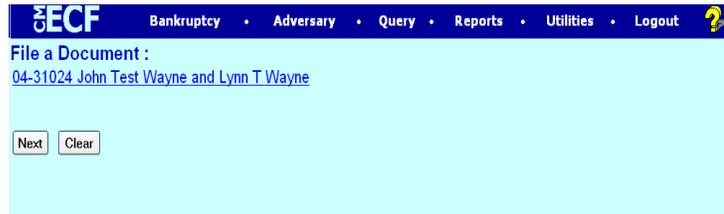
**STEP 4** The **ATTORNEY/PARTY ASSOCIATION** screen displays for attorney filers who are adding a party to the case. Creditor filers, please proceed to the next step.



The screenshot shows the ECF 'File a Document' interface for case 04-31024. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. The main heading is 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this is a checkbox labeled 'ABC Corp., (pty:cr) represented by CANB, craty (aty)'. At the bottom of the form are 'Next' and 'Clear' buttons.

- ◆ Place a check mark in the box to create an association with the creditor and click **[Next]**.

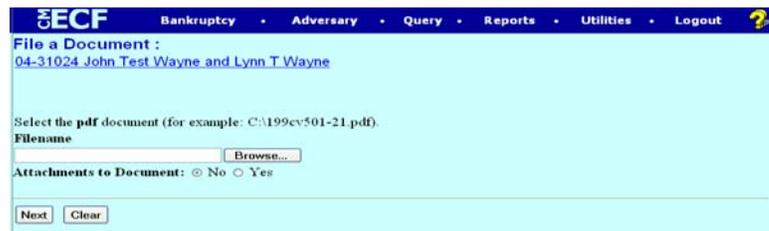
**STEP 5** The **CASE VERIFICATION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the text reads "File a Document :" followed by the case number and name "04-31024 John Test Wayne and Lynn T Wayne". At the bottom of the screen, there are two buttons: "Next" and "Clear".

- ◆ If the name of the debtor(s) and case number are correct, click [**Next**].

**STEP 6** The **PDF DOCUMENT SELECTION** screen displays.



The screenshot shows the ECF interface for "File a Document : 04-31024 John Test Wayne and Lynn T Wayne". Below the case information, it says "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a text field for "Filename" and a "Browse..." button. Below that, there are radio buttons for "Attachments to Document: No Yes". At the bottom, there are "Next" and "Clear" buttons.

- ◆ Click [**Browse**] to upload the PDF document for this docket event and click [**Next**].

**STEP 7** The **REFER TO EXISTING EVENT(S)** screen displays.



The screenshot shows the ECF interface for "File a Document : 04-31024 John Test Wayne and Lynn T Wayne". Below the case information, there is a checkbox labeled "Refer to existing event(s)?" which is checked. At the bottom, there are "Next" and "Clear" buttons.

- ◆ Place a check mark in the box to reference the document to be withdrawn and click [**Next**].

**STEP 8** The **CATEGORY** screen displays.

The screenshot shows the ECF 'File a Document' interface. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is 'File a Document : 04-31024 John Test Wayne and Lynn T Wayne'. Below the title, there is a prompt: 'Select the category to which your event relates.' A dropdown menu is open, showing the following options: answer, appeal, caseupld, claims, crnp, court, crditer, misc, and motion. At the bottom of the dropdown are 'Next' and 'Clear' buttons.

- ◆ Select the claim, misc, or notice category to display a list of documents to be withdrawn, click [Next].

**STEP 9** The **DOCUMENT** screen displays.

The screenshot shows the ECF 'File a Document' interface with a list of documents. The header and title are the same as in Step 8. The prompt is: 'Select the appropriate event(s) to which your event relates:'. The list contains six entries, each with a checkbox and a description of the event. At the bottom are 'Next' and 'Clear' buttons.

Date	Event Description	Checked
10/22/2004	Joint Notice of Transfer of Claim and Waiver of Opportunity To Object. (Claim No. 1, Amount \$ 500.00) To Company A Filed by Debtor John Test Wayne (CANB, critd1)	<input type="checkbox"/>
10/22/2004	Joint Notice of Transfer of Claim and Waiver of Opportunity To Object. (Claim No. 1, Amount \$ 500.00) To Company A Filed by Debtor John Test Wayne (CANB, critd1)	<input type="checkbox"/>
10/22/2004	Assignment of Claim # 3 By Company A To Company B Filed by Debtor John Test Wayne (CANB, critd1)	<input type="checkbox"/>
10/22/2004	Withdrawal of Claim(s): 1 Filed by Debtor John Test Wayne (CANB, critd1)	<input type="checkbox"/>
10/29/2004	Withdrawal of Claim: Filed by Creditor ABC Corp.. (CANB, critd1)	<input type="checkbox"/>
10/29/2004	Withdrawal of Claim: 1 Filed by Creditor ABC Corp.. (CANB, critd1)	<input type="checkbox"/>

- ◆ Place a check mark in the box of document to be withdrawn and click [Next].

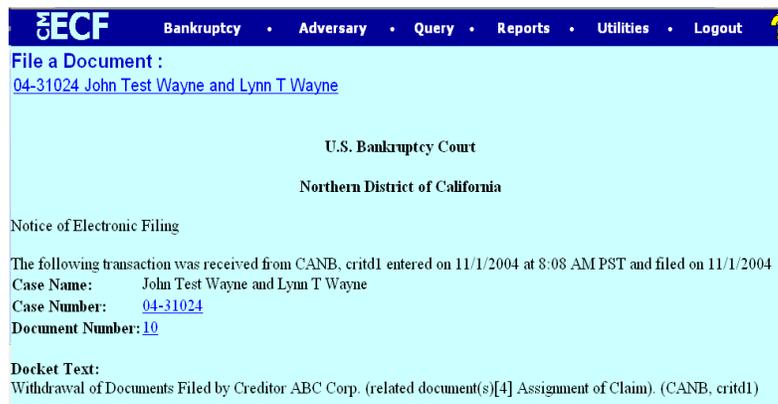
**STEP 10** The **MODIFIED DOCKET TEXT** screen displays.

- ◆ Enhance the text if applicable and click **[Next]**.

**STEP 11** The **FINAL TEXT EDITING** screen displays.

- ◆ Verify the accuracy of the docket text. If the docket text is correct, click **[Next]**. Please remember, information on this screen will appear on the docket sheet as indicated.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error. This is your last opportunity to make changes to the event.
- ◆ To abort the transaction, click anywhere on the CM/ECF blue menu bar located on the top of the page.

**STEP 12** The **NOTICE OF ELECTRONIC FILING** screen displays.



- ◆ The Notice of Electronic Filing certifies that the filing has been received by the court and the document is officially filed.

## Proof of Claim

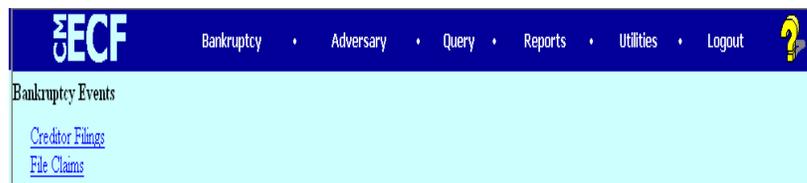
When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. One must first locate the creditor by searching the creditor database and then enter the corresponding claim.

Most often the creditor filing the claim already resides in the creditor data base. If the creditor cannot be located on the case, they should be added. Refer to instructions on [Adding a Creditor](#) at the end of this section.

In the following exercise, the creditor is already on the case.

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.

**STEP 2** The **Bankruptcy Events** screen displays



◆ Click on the **File Claims** hyperlink.

**STEP 3** The **Search for Creditor** screen will display

A screenshot of the 'Search for Creditor' screen in the CM/ECF system. The top navigation bar is the same as in the previous screenshot. The main content area has a light blue background. It features a form with the following fields: 'Case Number' with the value '05-30234', 'Name of creditor' (empty), and 'Type of creditor' with a dropdown menu set to 'Creditor'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

◆ Click in the **Case Number box** and enter the case number in **yy-nnnnn** format.

◆ Enter the **Name of creditor** filing the claim.

**NOTE:** Only enter the first word of the creditor's name, i.e. American Express - enter American, John Smith - enter John, etc.

- ◆ Click **[Next]** to search the creditor database for this claimant.

**CAUTION:** Initially, always search with the default of **Creditor** in the **Type of Creditor** box. When a matrix is uploaded into the system the Creditor Type field defaults to **Creditor**. If this search does not reveal the creditor name and address, use the back button, change **Type of Creditor** to **20 Largest** or **Notice of Appearance** and search.

- ◆ Click **[Next]**.

#### STEP 4

The **CREDITOR SELECTION** screen will then display the creditor who matches the search criteria.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The main content area is titled "Select a Creditor for Claim" and displays the case information: "Case 05-30234: Jake Hagard and Rose Hagard". Below this, there is a dropdown menu showing the selected creditor: "American Express - P.O.Box 0001 Los Angeles, CA 90096-0001 - 5969". There is a link for "Add Creditor" and two buttons: "Next" and "Clear".

**NOTE:** If no search criteria was entered on the Search for Creditor screen, all creditors belonging to the case will be found. Click on the drop-down arrow to display all of the creditors.

- ◆ Select the desired creditor by clicking on it.
- ◆ Click **[Next]**.

**STEP 5** The **PROOF OF CLAIM INFORMATION** screen displays fields for each claim.

The screenshot shows the ECF (Electronic Case Filing) interface for the Northern District of California. The main heading is "Proof Of Claim Information For" followed by the creditor information: "5969 - American Express, P.O. Box 0001, Los Angeles, CA 90096-0001". The form contains several input fields and sections:

- Case Information:** Case Number: 05-30234, Claim No., Amends Claim #, Duplicates Claim #, and Filed By (dropdown menu set to "Creditor").
- Timing:** Last Date To File: 09/28/2006, Last Date To File(Govt), Date Filed: 03/15/2005, Late, and Status.
- Amount Claimed:** A table with columns for Unsecured, Secured, Priority, Unknown, and Total (Display Only).
- Amount Allowed:** A similar table with columns for Unsecured, Secured, Priority, Unknown, and Total (Display Only).
- Description and Remarks:** Two text input fields.
- Navigation:** "Next" and "Clear" buttons at the bottom.

**CAUTION:** Do not enter the "\$" or commas in the dollar amount fields. Values default to whole dollars. Decimals are accepted but not required.

- ◆ There is an **Amount Claimed** and **Amount Allowed** section. **Do not enter Amount Allowed** fields!.
- ◆ The **Filed By** field offers the options of attorney, creditor, debtor, or trustee. Use the down arrow and select the proper role type.
- ◆ The **Description** and **Remarks** fields will appear on the Claims Register.
- ◆ The **Total Amount Claimed** field will total the values of Unsecured, Secured, Priority and Unknown. An aggregate total of all claims is included at the end of the Claims Register.

**NOTE:** The **Total Amount Claimed** and **Total Amount Allowed** Fields are **Display Only**. Users may not manually enter an amount in these fields.

- ◆ When you have completed this screen, click [**Next**].

- STEP 6** Click [**Browse**], then navigate to the directory where the appropriate pdf claim form is located and select it with your mouse to attach the claim form.



**NOTE:** The PDF file of this claim form may include additional documents as exhibits . These exhibits may be supporting documentation or collateral information. Be sure to keep the entire Claim PDF document, with exhibits below the 25 page (or 3 MB) limit. If the document is larger than the 25 page or 3MB limit, it will need to be included as an attachment. The attachment is available for viewing from the Claims Register Report and is located below the claim number.

- STEP 7** If a claim and supporting documentation (contracts, invoices, or other supporting documents can be linked to this claim) is greater than 25 pages or 3 MB then follow the steps below.

Click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach supporting pdf documents.

- ▶ Click [**Browse**] then navigate to the drive and directory where the appropriate PDF file is located.
- ▶ Select the appropriate attachment **type** or enter a description in the **Description Box**.

**NOTE:** You must enter an attachment type or a description or both. **You cannot leave both of these boxes blank.**

- ▶ When you click [**Add to List**], the path and file name are added to the **List** box.
- ▶ Click [**Next**].

**STEP 8** The **NOTICE OF ELECTRONIC CLAIMS FILING** is then produced and displayed. This claim is now part of the official court record.



- ◆ Clicking on the case number hyperlink on the **Notice of Electronic Claims Filing** screen will present the case docket report.
- ◆ Clicking the claim number hyperlink from the **Notice of Electronic Claims Filing** the PDF image of the claim itself will display. If the claim includes imaged attachments, they will be accessible also through a separate hyperlink.

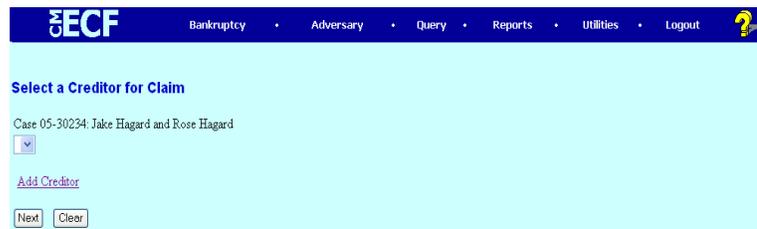
**NOTE:** If you click on the case number link PACER charges will apply. If you click on the claim number you will have the opportunity for your “one free look” at the claim.

- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ To continue claims processing, return to Step 1.

## **STEP 9 CLAIMS REGISTER**

- ◆ To run the Claims Register, click **Reports** on the Main Menu Bar and then Claims Register hyperlink. PACER charges will apply.
- ◆ Enter a File Date range
- ◆ Click Run Report

## Adding a Creditor - Remember to always search for a creditor before adding.



**ECF** Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

### Select a Creditor for Claim

Case 05-30234, Jake Hagard and Rose Hagard

[Add Creditor](#)

**STEP 1** Click on Add Creditor hyperlink.



**ECF** Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

### Creditor Processing

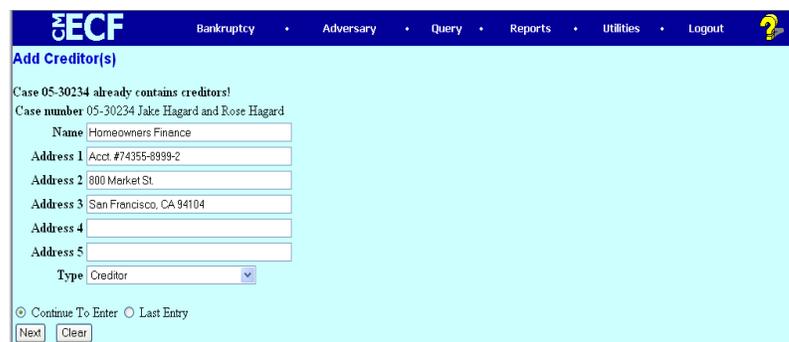
Case Number

99-12345, 1-99-12345 or 1-99-12345

**STEP 2** Enter the **Case Number** in the format yy-nnnn.

◆ Click [Next].

**STEP 3** The **CREDITOR INFORMATION** screen displays.



**ECF** Bankruptcy · Adversary · Query · Reports · Utilities · Logout ?

### Add Creditor(s)

Case 05-30234 already contains creditors!

Case number: 05-30234 Jake Hagard and Rose Hagard

Name

Address 1

Address 2

Address 3

Address 4

Address 5

Type

Continue To Enter  Last Entry

**NOTE:** CM/ECF will warn the user if the case already contains creditors.

- ◆ Enter the creditor name and address information.

**Remember:** 5 line maximum  
Each line no more than 40 characters  
Avoid special characters (# & C/O are okay)  
Account number/attention line placed on line 2  
City, state and zip code on last line  
Zip + four must include hyphen  
State must be 2 letter abbreviation

- ◆ **Type** defaults to “Creditor”. Other values available may be:

Administrative  
Limited Notice  
Notice of Appearance  
20 Largest Unsecured Creditors

- ◆ If the creditor being added is a member of the creditor committee, click [**Yes**] after the **Creditor Committee** button.
- ◆ If you have multiple creditors to add, accept the default of [**Continue to Enter**] and click [**Next**].
  - When you have entered the final creditor, click [**Last Entry**] then click [**Next**].
  - If you have only one creditor to add, click [**Last Entry**] then click [**Next**].

**STEP 4** The **TOTAL CREDITORS ENTERED** screen will appear.



- ◆ Verify the number of creditors you have entered.
- ◆ If the number is not correct, click the browser [**Back**] button to investigate your entries.
- ◆ Otherwise, click [**Submit**].

**STEP 5** The CREDITORS RECEIPT screen will then display



Creditors Receipt	
Case Number	05-30234
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can be added to this new creditor in one continuous operation.

## APPENDIX

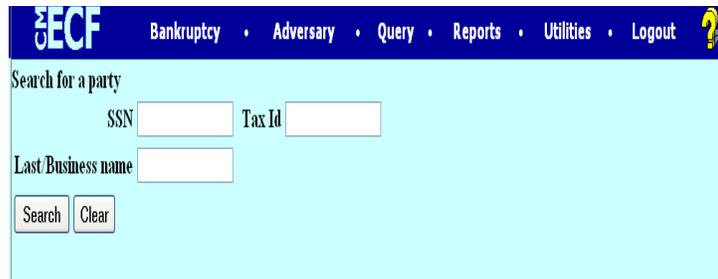
### Rules for Adding Parties

Consistently adding names and addresses with the same formats and abbreviations aid in the search for and retrieval of these records, which prevents duplicate entries. To avoid duplicate entries, it is important to use the following standards when adding names to the CM/ECF database.

#### How to Search for a Party

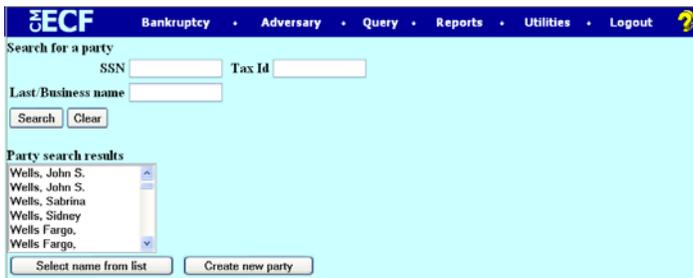
- ◆ Before adding a party, it is recommended that one search the database for the filer to eliminate duplicate records in the system. One can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
- ◆ Enter the debtor's last name and click **[Search]**. For business filings, enter the entire name in the **Last/Business name** field.

**STEP 1** Enter the party's name in the Last /Business name field. For example, to search for Wells Fargo Bank, type the word "Wells" **REMEMBER TO ALWAYS SEARCH CAREFULLY BEFORE ADDING!**



- ◆ Click **[Search]**

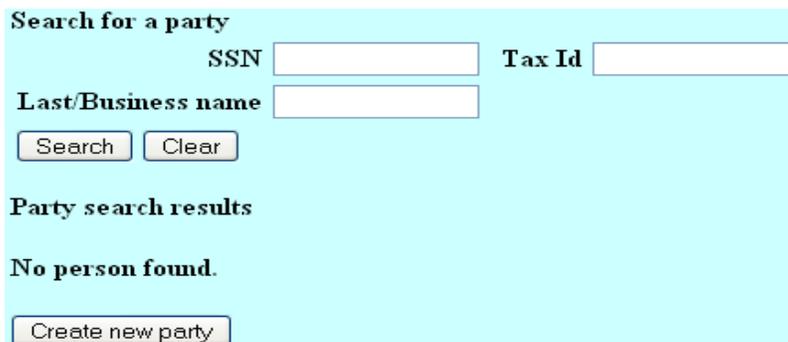
**STEP 2** If the system finds a match, it will display a list of names for selection.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, there is a search section titled "Search for a party". This section includes input fields for "SSN" and "Tax Id", and a "Last Business name" field. There are "Search" and "Clear" buttons. Below the search section, there is a "Party search results" section. This section contains a list of names: Wells, John S., Wells, John S., Wells, Sabrina, Wells, Sidney, Wells Fargo, and Wells Fargo. At the bottom of the search results section, there are two buttons: "Select name from list" and "Create new party".

- ◆ Select the appropriate name from the list and a pop-up window will display the party's address.
- ◆ If the address information is correct, click [**Select name from list**]

If the system **does not** find a match, it will display a **No Person Found** message.

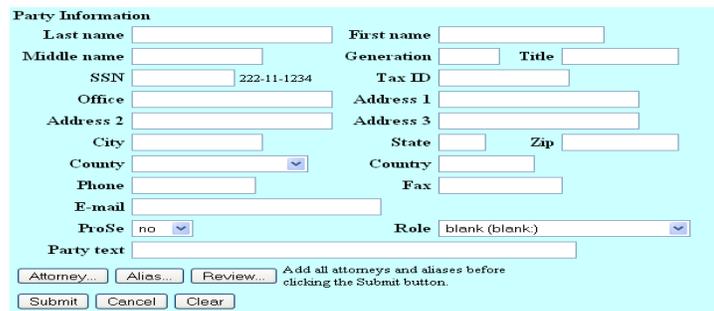


The screenshot shows the ECF system interface with the search results section displaying "No person found." Below this message is a "Create new party" button. The search section above still shows the "Search for a party" fields and buttons.

- ◆ Click [**Create new party**] to add a party.

**STEP 3**

The **PARTY INFORMATION** screen displays. Enter the party's **Name** and **Address** information in the appropriate boxes.


Names of individuals:

- ◆ Capitalize the first letter of the first, middle and last names **only**. Enter the last name in the last name field, the first name in the first name field, and the middle name in the middle name field. (If only a middle initial is provided, enter it with a capital letter followed by a period.)
- ◆ Type the generation, if there is one, in the generation field (e.g. Jr., Sr., III).
- ◆ Titles (e.g. M.D., PhD.) Use the **Party text** field **only**. Do not include titles in the generation or last name field.

Company and organization names:

- ◆ Type company or organization names in the last name field. Leave the first name, middle name, and generation fields blank.
- ◆ Company names with initials should be added with no spaces between the first and second initials. **Example:** A.B. Truck Line.
- ◆ Company names using initials such as GMAC, PG & E should be spelled out with the exception of the name that is only part of the name not the whole name. **Example:** General Motors Acceptance Corp. **Example:** Pacific Gas and Electric Co.
- ◆ “The” as the first word in a name. Type it in before the name.
- ◆ Ampersands (&): Do not use the ampersand symbol in names or addresses. Type the word “and” instead of the ampersand. **Example:** A and A Seed Co.
- ◆ Associates, Association, Company, Corporation, and Incorporated: Abbreviate as “ Assoc.” “ Assn.”, “Co.”, “Corp.” and “Inc.”

- ◆ “of” and “the”: Use all lower case letters when in the middle of a name.
  - ◆ LLC, LLP, LP, N.A., FSB, Esq: Do not add as part of the name. Use the **Party Text** field only.
  - ◆ Aka, faka, dba, fdba: Do not add as part of the name, add them in the alias field.
  - ◆ State of Agencies: Type the two letter state abbreviations followed by the department name on the same line. Remember to indicate the state’s name even if it is not part of the agency title.  
**Example:** CA Franchise Tax Board
  - ◆ County agencies: Type the county name followed by department name.  
**Example:** San Francisco County Tax Collector, Santa Cruz County Assessor’
  - ◆ If county or city is the name of the party, type the “County of” or “City of “ then followed by the name. **Example:** County of Marin, City of San Jose
  - ◆ Government agencies are to be added in the following manner:  
**Example:** U.S. Dept. of [agency] **Example:** U.S. Dept. of Veterans Affairs
- There are a few exceptions to this rule such as: **Example:** USDA Rural Development [fdba Farmers Home Administration; fdba Rural Economic and Community Development Services]  
**Example:** Internal Revenue Service
- ◆ Since a Trust or Estate is a legal entity, they should be added as they are filed, with the **exception** of “**The**” in the beginning.  
**Example:** “The Estate of John Doe” would be entered in the last name field as : “Estate of John Doe”, “The Trust of Jane Doe” would be entered in the last name field as: “Trust of Jane Doe”
  - ◆ Calif. Auto Dealers, Inc. is spelled out  
**Example:** California Auto Dealers, Inc.
  - ◆ A doctor, dentists, etc..should be added [if an individual] with the first name in the first name field, last name in the last name field. MD or DDS etc.. should be added in the **Party Text** field.
  - ◆ When adding a party with a “partnership” or “ an California Corporation” in the name the party text field should be used.  
**Example:** Hancock Insurance Company, an California Corporation would be entered: **Last/Business Name Field:** Hancock Insurance Company, **Party Text:** an California Corporation

- STEP 4** Enter the party's address. Please use the Rules for Entry of Addresses on the next page.

## RULES FOR ENTRY OF ADDRESSES

There are three address lines available for the entry of address information. Always start entering address information on "Address 1". DO NOT leave blank lines before or between address items.

- ◆ Type company name "care of" designation on "Address 1" if such information is available. If not, start entering information on "Address 1" in the following order ( each of the following items should be on a separate line): **Example:**

Building name (if any)	U.S. Courthouse Building
Street Address (if any)	123 Main St.
Post Office box number ( if any)	P.O.Box 123

- ◆ **Number:** Use integers instead of spelling out any numbers. (i.e., use "1,2,3," or "1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>" instead of "one, two, three," or "first, second, third." Never use a lower case "L" (i.e. l) in the place of the symbol for "one" or "first" (i.e. 1<sup>st</sup>).
- ◆ **Direction:** Use capital letters with no spaces or periods when typing street directions (E.g. N, S, E, W, NE, NW, SE, SW, 1834N Main St.).
- ◆ **Suite, Apartment, Office or Room:** Type the number symbol # to make these references in the address, even if the suite, apartment, office, or room "number" is a letter. Do not type a comma before, or leave more than one space before the "#" symbol. For example:

### CORRECT

123 Main St. #3456  
22 Country Ln. #3  
456 Winding St. #A  
2254 12<sup>th</sup> St. #D

### INCORRECT

123 Main St. Room 3456  
22 Country Ln. Apt. 3  
456 Winding St. Suite A  
2254 12<sup>th</sup> St., #D

- ◆ **Floor Number:** Use an integer for the number (1<sup>st</sup>, 2<sup>nd</sup>,) and use the abbreviation (Fl.) For the word "Floor." Type the floor number on the same line as the street address. Do not include a comma after the street name (e.g. 123 Main St. 5<sup>th</sup> Fl.).
- ◆ **Zip Code:** Type all nine digits of a nine-digit zip code. Use a hyphen to separate the first five digits from the last four digits. If the zip code only contains five digits type the zip code as is.
- ◆ **"Care of" designation:** Indicate a "care of" designation by "c/o". DO NOT USE A PERCENT SIGN (%) SYMBOL.
- ◆ **Street names that are letters:** When the name of a street is a letter (e.g. O St., the name should be typed as a capital letter. Do not place a period after the letter or place the letter in quotation marks. Example:

### CORRECT

### INCORRECT

1123 O St.  
456 G St.

1123 "O" St.  
456 G. St.

- ◆ Street name abbreviations: Use the abbreviations listed below with a capital letter for the first letter and a period at the end of the abbreviation. Do not type out whole word unless indicated below.

Avenue - Ave.  
Boulevard-Blvd.  
Center-Center  
Circle-Circle  
Court-Ct.  
Drive-Dr.  
Expressway-Expwy.  
Highway-Hwy.  
Lane-Ln.

Parkway-Pkwy.  
Place-Pl.  
Plaza-Plaza  
Road-Rd.  
Rural Route-RR  
Square-Sq.  
Street-St.  
Way-Way

- ◆ Post Office Box: Type post office box designations as P.O. Box. Place a period after both the "P" and "O". Type one space before the word "Box". Do not type a space between the period after "P" and "O". Do not use the number symbol (#) before the number.

**CORRECT**

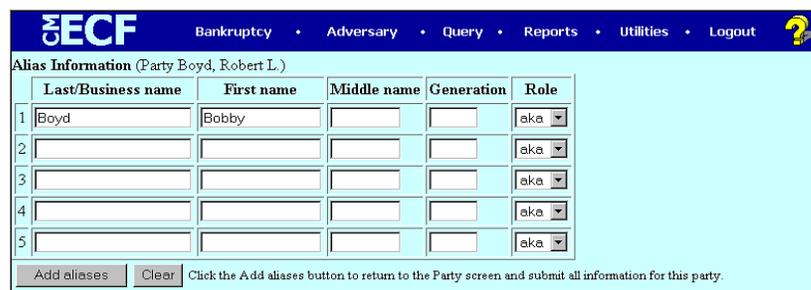
P.O. Box 12  
P.O. Box 45  
P.O. Box 367

**INCORRECT**

Post Office Box #12  
PO Box 45  
P. O. Box 367

**STEP 5** In the Role field, select Creditor as the role type from the drop down menu.

**STEP 6** If the party has an alias, click the [Alias] button. The **ALIAS** screen appears.



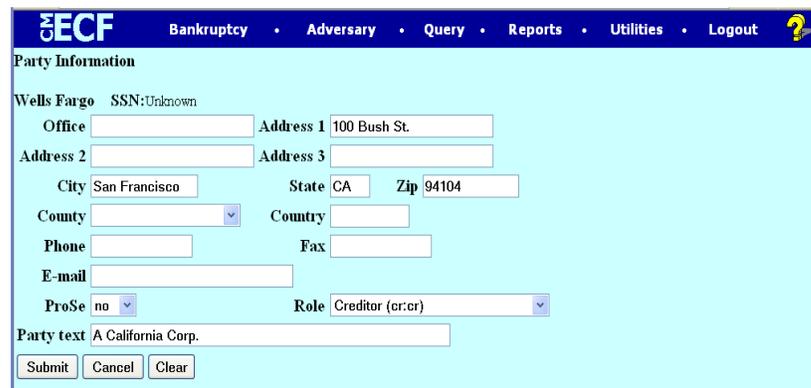
	Last/Business name	First name	Middle name	Generation	Role
1	Boyd	Bobby			aka
2					aka
3					aka
4					aka
5					aka

Add aliases Clear Click the Add aliases button to return to the Party screen and submit all information for this party.

- ◆ One can enter up to 5 alias records. **Alias Role** selections include aka, dba, fdba, fka.

◆ Click [**Add aliases**].

**STEP 7** The **PARTY INFORMATION** screen displays.



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Party Information". The form is for "Wells Fargo" with "SSN:Unknown". The form fields are as follows:

Office	<input type="text"/>	Address 1	100 Bush St.		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	San Francisco	State	CA	Zip	94104
County	<input type="text"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				
ProSe	no	Role	Creditor (cr:cr)		
Party text	A California Corp.				

At the bottom of the form, there are three buttons: Submit, Cancel, and Clear.

Review the party information and click [**Submit**].