



# Case Management Electronic Case Files (CM/ECF)

## Attorney's User Guide

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U.S. Bankruptcy Court  
Southern District of Texas

CM/ECF

The Official Court Electronic Document Filing System

## CM/ECF Attorney's User Guide

Author: Southern District of Texas

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# Chapter 1

## Introduction to CM/ECF

*Purpose* This chapter provides information that an attorney needs before getting started using CM/ECF, including where to get help, definition of terms, system requirements, and other CM/ECF and PACER capabilities and registration information.

*Chapter Topics* The following topics are covered in this chapter:

- *Overview*, page 1 – 2
- *Help Desk*, page 1 – 2
- *Definitions*, page 1 – 2
- *Systems Requirements*, page 1 – 4
- *CM/ECF System Capabilities*, page 1 – 5
- *PACER Registration*, page 1 – 5

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## Overview

This guide provides instructions on how to use the Case Management Electronic Case Files (CM/ECF) system to file documents with the court, or to view and retrieve docket sheets and documents. The screen shots that display may differ slightly as you electronically file your documents, due to enhancements or upgrades.

All users should have a working knowledge of Microsoft® Internet Explorer® and Adobe® Acrobat®. For questions regarding these applications, please refer to their user manuals.

Before electronically filing, you should be thoroughly familiar with the following documents:

- *Administrative Procedures for the Filing, Signing, and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts*

<http://www.txs.uscourts.gov/attorneys/cmecf/bankruptcy/adminproc.pdf>

- Local Rules

<http://www.txs.uscourts.gov/bankruptcy/rulesformsproc/localrules/default.htm>

## Help Desk

For questions regarding this guide, CM/ECF, or filing pleadings/documents, you can contact the CM/ECF Help Desk at [bankruptcy\\_ecf\\_helpdesk@txs.uscourts.gov](mailto:bankruptcy_ecf_helpdesk@txs.uscourts.gov) or by phone at (866) 358-6201. Support hours are Monday through Friday 8:00 a.m. to 5:00 p.m. CST. When sending email, include the case number.

## Definitions

The following definitions are used throughout this guide:

<i>Court</i>	For purposes of this guide, court is the United States District and Bankruptcy Court for the Southern District of Texas.
<i>Electronic Filing</i>	The uploading of a pleading or document, in PDF format, directly from the registered user's computer, using the Court's Internet-based system to file that pleading or document in the Court's case file. Sending a document or pleading to the Court via e-mail as an attachment does not constitute "electronic filing."

<i>Electronic Filing System</i>	The Court's automated system that receives and stores documents which were filed in electronic form. The program is part of CM/ECF, which was developed for the Federal Judiciary by the Administrative Office of the United States Courts.
<i>Filing User</i>	<p>A person registered to file documents electronically with the Court. Filing users must be one of the following:</p> <ul style="list-style-type: none"><li>• Admitted to practice before the United States Bankruptcy Court for the Southern District of Texas and a member in good standing of the Court.</li><li>• Admitted <i>pro hac vice</i>.</li><li>• Authorized to represent the United States of America.</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• Proceeding as a nonprisoner <i>pro se litigant</i> approved as a filing user by the Court.</li></ul> <p>A filing user must receive a login and password from the Bankruptcy Court to use the Court's electronic filing system.</p>
<i>Hyperlink</i>	A reference in a hypertext document that refers to another document or other resource. It is similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to retrieve the resource referenced. A hyperlink document can be saved, viewed, or displayed as part of the referencing document.
<i>Notice of Electronic Filing (NEF)</i>	An electronic notice that is automatically generated by the electronic filing system at the time a document is docketed. The NEF includes the time of filing and docketing, the name of the party and filing user filing the document, the type of document, the text of the docket entry, the name of the party, and filing user receiving the notice. If a document is attached to the docket entry, the NEF contains a hyperlink to the filed document allowing recipients to retrieve the document.
<i>PACER</i>	Public Access to Court Electronic Records (PACER) is an automated system allowing a user to view, print, and download Court docket information over the Internet. Users must register with the PACER Service Center at <a href="http://pacer.psc.uscourts.gov/">http://pacer.psc.uscourts.gov/</a> .
<i>Portable Document Format (PDF)</i>	A document file that was either created with a word processor or was originally a paper document scanned and converted to a PDF file. Documents must be converted into PDF format to be filed electronically with the Court. These files have the file extension <i>.pdf</i> .

<i>Pro Se Litigant</i>	A person who represents oneself in a Court proceeding without the assistance of an attorney.
<i>Scanned Documents</i>	These are the paper documents that are converted to PDF via a scanner or multifunction copier or scanner, as opposed to converting an electronic document from a word processor. When scanning paper documents that will subsequently be filed electronically, filing users should configure their scanners for 300 dpi and black and white scanning (rather than color scanning).
<i>Traditional Filing/Traditionally Filed</i>	This is also referred to as “conventional filing,” which is submitting paper copies of pleadings and documents in the traditional or conventional manner either in person, by courier, or via United States Postal Service.

## Systems Requirements

The hardware and software required to electronically file, view, and retrieve case documents are the following:

- A computer running a standard platform such as Microsoft Windows® or a Macintosh® operating system.
- Adobe Acrobat or other software capable of converting documents from a word processor format to the portable document format (PDF)
- A PDF-compatible word processor like Macintosh or Windows based versions of Microsoft Word and Corel® WordPerfect®.
- A compatible Internet browser.
- Access to a scanner if non-computerized documents need to be imaged.



***A scanner should only be used for documents that cannot be produced electronically. Scanned documents may diminish the quality of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.***

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## CM/ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Internet Explorer software to perform the following functions:

- Open the Court's web page.
- View or download the most recent version of the User Guide.
- Electronically file pleadings and documents in actual (live) cases.
- Self-train on the PACER web-based tutorial.
- View official docket sheets and documents associated with cases.
- View various reports (e.g., Cases Filed Report, Calendar) for cases that were filed electronically.

## PACER Registration

CM/ECF users must have a PACER account with the Court in order to use the *Query* and *Report* features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov/register.html>. A link to PACER's site is provided on the Court's website.

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# Chapter 2

## Working with PDF Files

*Purpose* This chapter provides information on the PDF file format, including how to view them and convert Microsoft Word and WordPerfect files to this format.

*Chapter Topics* The following topics are covered in this chapter:

- *Setting Up Adobe Acrobat*, page 2 – 2
- *Portable Document Format (PDF)*, page 2 – 2
- *How to View PDF Files*, page 2 – 2
- *How to Convert Documents to the PDF Format*, page 2 – 4
- *CM/ECF Limitation on PDF Document Size*, page 2 – 5
- *Common Mistakes When Filing PDF Documents*, page 2 – 5
- *Email Notification of Filed PDF Documents*, page 2 – 6
- *Certificate of Service*, page 2 – 6

## Setting Up Adobe Acrobat

Users must set up Adobe’s Acrobat Reader® or Adobe Acrobat Professional in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing these products, please review and follow Adobe’s directions to use the product effectively.

## Portable Document Format (PDF)

Only PDF documents may be filed with the Court using the CM/ECF system. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it displays in its entirety and in the proper format. The PDF document should not include any embedded files like scripts, files, and executables. Filings with these embedded attachments will be rejected by CM/ECF. For information on PDF size limitations in CM/ECF, see [page 2 – 5](#).

## How to View PDF Files

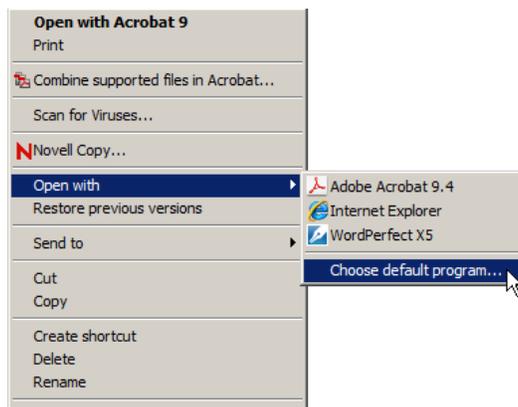
All PDF files can be viewed in Adobe Acrobat Reader or Adobe Acrobat Professional. There are two access methods upon which you can view the files.

### Directly Selecting PDF Files

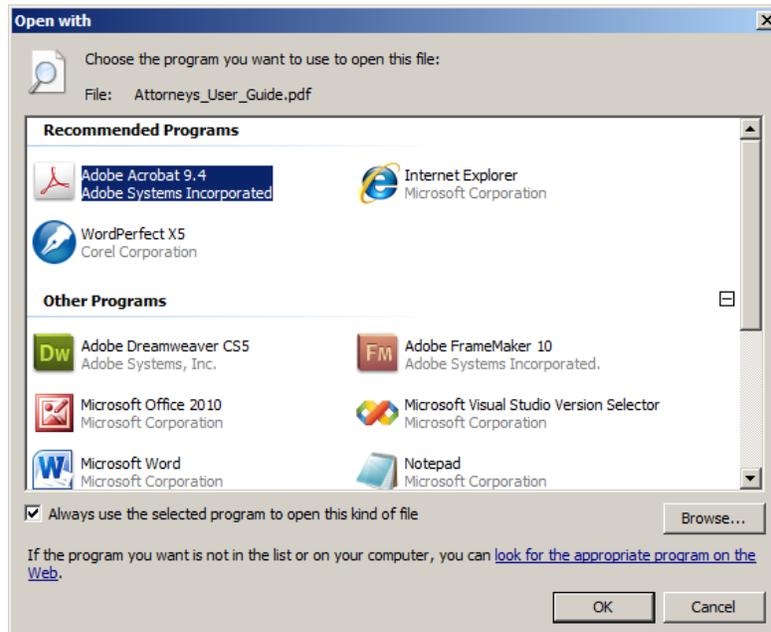
The fastest method for viewing a PDF file is to select the file in Explorer. When the Adobe Acrobat software was installed, a file association to the PDF file format should have automatically been set. This association allows you to double-click the PDF file to open it directly in Acrobat.

If the file association does not work:

1. Right-click any PDF file.
2. Select *Open with » Choose default program*.



The **Open with** dialog displays.



3. Select the Adobe Acrobat program.
4. Check the box *Always use the selected program to open this kind of file*.
5. Click **OK**.

The file association is now set for all future selections.

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## Selecting PDF Files within Adobe Acrobat

To select the PDF within Adobe Acrobat:

1. Open Adobe Acrobat Reader or Adobe Acrobat Professional.
2. Select **File » Open**.

The Windows **Open** dialog displays.

3. Navigate to and select the desired PDF file.
4. Click **Open**.

The PDF file now displays in Adobe Acrobat.

## Viewing Options

Once the PDF displays, there are several viewing options available depending on your version of Adobe Acrobat Reader or Adobe Acrobat Professional. To learn more about the viewing options available to you:

- Select the *View* menu and review the items it contains.
- Hover your cursor over the toolbar for a description of each toolbar icon.
- Select *Help » Adobe Acrobat* and review the online help topic *Workspace » Viewing PDF pages*.

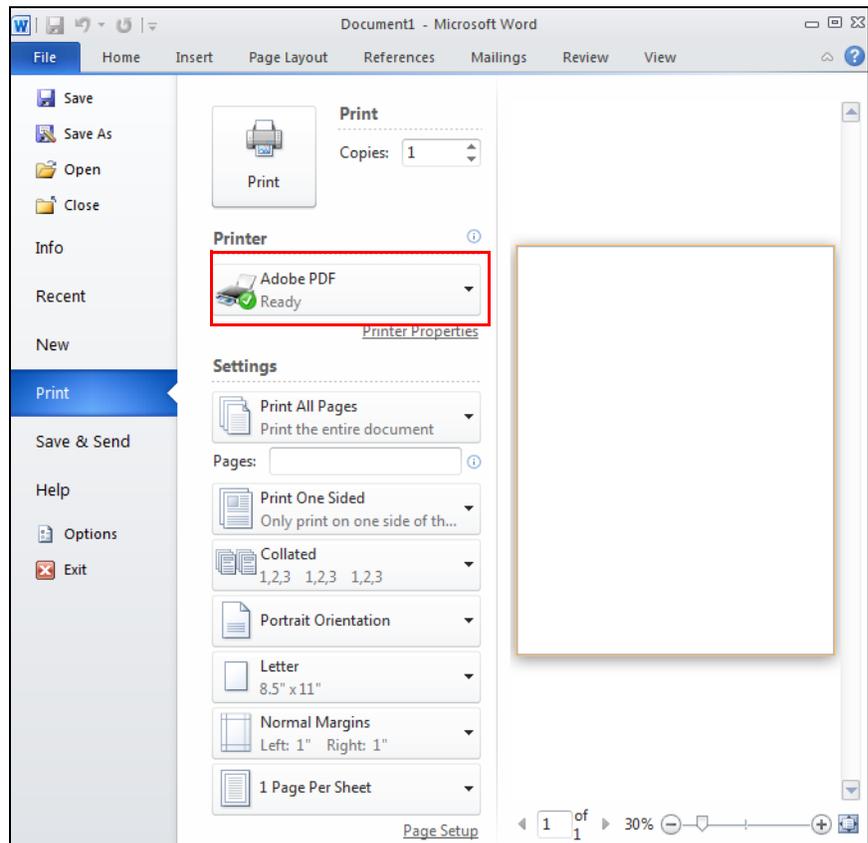
## How to Convert Documents to the PDF Format

You must convert your documents to PDF format before submitting them to the Court’s CM/ECF system. Both Microsoft Word and WordPerfect create text searchable PDF files as follows:

1. Open the document in Word or WordPerfect.
2. Select *File* tab and then the *Print* item.

The printing window displays.

3. For Word’s printer or WordPerfect’s destination name, select **Adobe PDF**.



4. Click the **Home** tab to return to the document.

The document automatically adjusts to the Adobe PDF print driver settings.

5. Scroll through the document, to verify or change the formatting and location of section headings.
6. Select **File** tab and then the **Print** item.

The printing window displays again.

7. Click the **Print** button.

The **Save PDF File As** window displays.

8. Navigate to the folder where the PDF file should be saved.
9. Enter a file name and click **Save**.

A text searchable PDF file is created.

## CM/ECF Limitation on PDF Document Size

The current size limitation that CM/ECF allows for electronically filed documents, including exhibits or attachments, is 5 megabytes. While this limit will not likely affect electronically created documents, in the case of imaged documents, it would be the equivalent of approximately 75 pages.

It is the responsibility of the filing user to ensure that PDF files meet the file size restrictions. Larger electronic documents must be divided into smaller PDF files. For example, an eight megabyte PDF file could be divided into one 5 megabyte and one 3 megabyte file.

## Common Mistakes When Filing PDF Documents

Some common mistakes made when filing PDF documents include:

- Selecting the wrong PDF file to attach to a docket entry.
- Selecting the wrong document type (i.e., the original document rather than the converted file with the *.pdf* extension).

- Selecting the wrong docketing event from the CM/ECF menus.
- Entering the wrong case number and not discovering the error before completing the transaction.

The CM/ECF system does not permit you, or the clerk's office, to substitute or remove a misfiled PDF document after it has been submitted and electronically delivered to the court. Only the presiding judge may order the unfiled of a document once it has been filed. So, be careful to avoid these common mistakes.

If a mistake has been made, contact the CM/ECF Help Desk (see [page 1 – 2](#)). When calling, you must provide the case number and document number(s) for the docket entry or entries requiring correction.

## Email Notification of Filed PDF Documents

After electronically filing a PDF document, the CM/ECF system sends a Notice of Electronic filing (NEF) to the designated attorneys and parties who have supplied their email addresses to the Court. The NEF also displays the names and addresses of the individuals who will not be electronically notified of the filing.



***It is the filer's responsibility to serve hard copies of the document and the NEF to attorneys and parties who are not set up for electronic notification.***

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Individuals who receive the NEF are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the NEF. The filer is permitted one free look at the document to verify that it was properly docketed. Pursuant to guidelines set by the Administrative Office of the U. S. Courts, the free look is available only once within the 15 day grace period from the date of filing.

Subsequent retrieval of the case docket sheet and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

## Certificate of Service

A certificate of service must be included with all filed PDF documents reflecting that service on known filing users will be accomplished through the NEF and indicating the manner of service on any party who is not a filing user. Refer to Local Rules BK LR 5005-1.

# Chapter 3

## Getting Started in CM/ECF

*Purpose* This chapter describes some basic CM/ECF information, including how to log in, the menu items, what buttons are available for manipulating web pages, and finally how to verify the correct case number and your CM/ECF transactions.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the CM/ECF System*, page 3 – 2
- *The CM/ECF Menu Bar*, page 3 – 6
- *Manipulating Web Pages*, page 3 – 7
- *Verifying Case Number while Docketing*, page 3 – 7
- *Reviewing Your CM/ECF Transactions*, page 3 – 8

## Accessing the CM/ECF System

Accessing CM/ECF not only involves logging into CM/ECF, but for some of its features, requires users to also log into PACER.

### Logging Into CM/ECF

Users can log into the CM/ECF system via the Internet as follows:

1. Enter the following URL address into your browser:

<http://www.txs.uscourts.gov/>

2. Under **Quick Links**, click the *Bankruptcy Electronic Case Filings (ECF)* link.

The **Attorney Admissions** web page displays.

3. Click the *Live Bankruptcy CM/ECF* link.

The Live CM/ECF system displays.

4. Click the *Southern District of Texas - Document Filing System* link.

The ECF **Login** page displays.

5. Either:

- Enter your CM/ECF login and password if you plan on filing documents.

OR

- Enter your PACER login and password if you plan on viewing and querying information.



***Login names and passwords are case sensitive.***

6. Read the notice boxed in red.

7. Mark the check box within the red boxed-in notice.

8. Click ***Login*** to have the login and password validated.

If a valid login and password combination was entered, then the system displays its main web page (below assumes the CM/ECF information was entered).

**CM/ECF**    Bankruptcy ▾    Adversary ▾    Query    Reports ▾    Utilities ▾    Search    Logout ?

  
**U.S. Bankruptcy Court**  
**Southern District of Texas - TRAIN**  
**Official Court Electronic Document Filing System**

**NOTICE:**

The Bankruptcy Electronic Case Filing System is unavailable from 6:00 a.m. - 6:15 a.m. Monday through Friday, for system maintenance.

**Important Notice Regarding Time Period Changes Effective December 1, 2009,  
 Including 14-Day Deadlines for Filing Schedules, Statements, Chapter 13 Plans, and Bankruptcy Appellate Briefs**

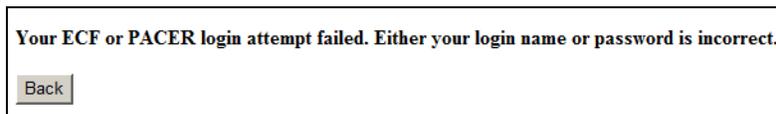
Among the time-computation amendments to the Federal Rules of Bankruptcy Procedure that will take effect on December 1, 2009, are changes to 12 rules that will result in a reduction by one day (from 15 to 14 days) of the time to take action. The affected rules are Bankruptcy Rules 1007, 1019, 1020, 2015, 2015.1, 2016, 3015, 4001, 4002, 6004, 6007, and 8009. Please take note of these changes and particularly of the new 14-day deadline for filing schedules, statements, and other documents under Rule 1007(c); for filing a chapter 13 plan under Rule 3015(b); and for filing appellate briefs under Rule 8009(a).

You can choose any menu item from the blue menu bar along the top of the web page.



**The date and time of your last CM/ECF log in appears at the bottom of the web page. You should review this each time you log in. If you suspect your last login date and time are incorrect, or that an unauthorized party is using your login and password, contact the court’s Help Desk immediately (page 1 – 2).**

If an invalid login and password combination was entered, then the system responds with the following error message:



9. If this occurs, click **Back**.

The ECF Login page displays again.

10. Return to step 5 and re-enter the login and password.

### Logging Into PACER

During your CM/ECF session, if you deviate from either electronically filing a document or maintaining your user account by selecting the **Query** or **Report** menus, the system prompts you for your PACER login information.

1. Select **Query** from CM/ECF’s web page.



The PACER Login page displays.



**WARNING: At the bottom of the PACER Login page is a Notice detailing the charges for using PACER.**

2. Enter your PACER login and password.
3. (optional) Enter a client code.

The **Client code** field is an optional field which allows PACER functions to be tracked. It can contain up to 32 characters. If a code is entered, then it is listed on the billing statement generated by the PACER Service Center; otherwise, it is not on the statement. Because this code is optional, it must be enforced within a user’s office.

4. (optional) Select **Make this my default PACER login** check box.

Choosing this check box links your PACER information to your CM/ECF login and password. This means you will not be required to enter you PACER information again while working in CM/ECF.

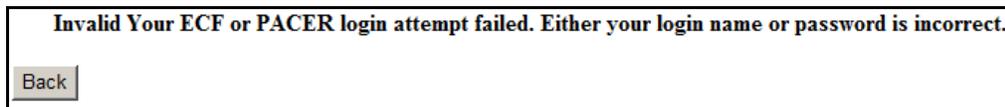


**For information on breaking the link between the CM/ECF and PACER login information, see the PACER User Guide.**

- Click **Login** to have PACER validate the login and password.

If a valid login and password combination was entered, then CM/ECF continues to the next web page in the process.

If an invalid combination was entered, then the system responds with the following error message:



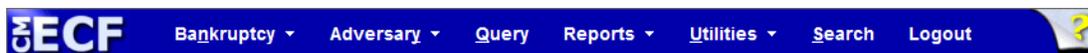
- If this occurs, click **Back**.

The **PACER Login** page displays again.

- Return to step 2 and re-enter the login and password.

## The CM/ECF Menu Bar

CM/ECF provides the following menu items in the top blue menu bar of every web page.



Menu	Description
Bankruptcy	Files electronically all bankruptcy case motions and other court documents.
Adversary	Files electronically all adversary case motions and other court documents.
Query	Performs queries in CM/ECF by specific case number, party name, social security number, or Tax ID type to retrieve documents that are relevant to the case.   <b>You must log into PACER before you can query CM/ECF.</b>
Reports	Retrieves docket sheets, cases-filed reports, claims register, calendar events, etc.   <b>You must log into PACER before retrieving these reports.</b>
Utilities	Displays your personal CM/ECF transaction log and allows you to maintain your CM/ECF account information.
Search	Searches through the CM/ECF menus and events for the specific text you enter.
Logout	Exits CM/ECF and prevents further filing with your password.



## Reviewing Your CM/ECF Transactions

If you need to check what you have done in CM/ECF, select the *Utilities* menu and then the ***View Your Transaction Log*** link (see [page 7 – 4](#)). This feature allows you to review all the transactions CM/ECF has processed with your login and password.

Besides just reviewing your transactions, you can use the transaction log to confirm if someone is using your login and password without your permission. If you suspect someone is using your information, immediately contact the clerk's office. The clerk's office will assist you in changing your password. If you believe that a document has been improperly filed with the court under your signature (i.e., your login and password is your electronic signature), you need to take whatever action you deem appropriate.

# Chapter 4

## Filing Documents Electronically

### *Purpose*

This chapter provides detailed instructions on opening a bankruptcy case and how to file motions in both bankruptcy and adversary cases.

Filing users should be thoroughly familiar with the document “*The Filing, Signing, and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts*” before filing electronically. You can find this document in the following location:

<http://www.txs.uscourts.gov/attorneys/cmecf/bankruptcy/adminproc.pdf>

### *Chapter Topics*

The following topics are covered in this chapter:

- *Opening a Bankruptcy Case*, page 4 – 2
- *Filing a Motion in a Bankruptcy Case*, page 4 – 11

## Opening a Bankruptcy Case

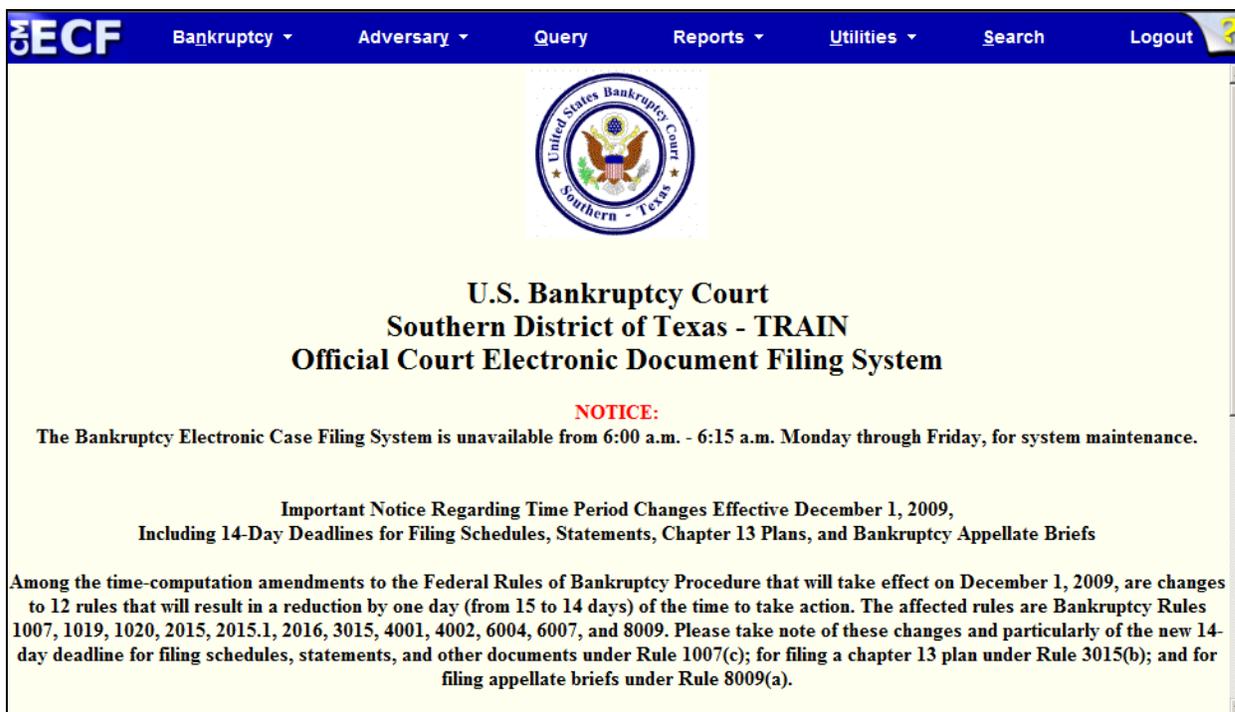
This procedure describes the process for opening a voluntary bankruptcy case in CM/ECF.



**The screen images presented in this section are for informational purposes only. Your screen may differ from what you see in this document.**

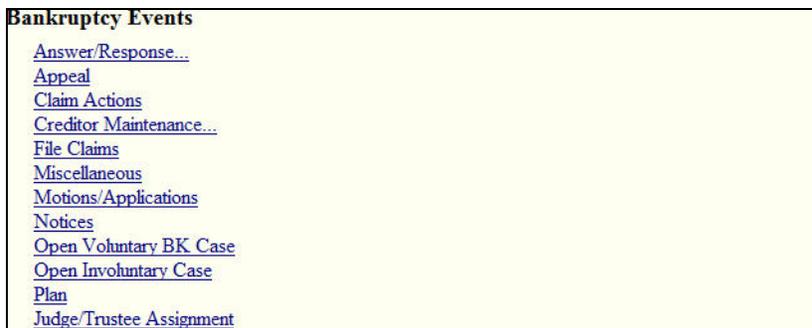
1. Log into CM/ECF (see page 3 – 2).

The CM/ECF main web page displays.



2. Select **Bankruptcy** from the menu bar.

The **Bankruptcy Events** page displays.



3. Click the *Open Voluntary BK Case* link.

The **Open Voluntary Bankruptcy Case** page displays.

**Open Voluntary Bankruptcy Case**

Office

Case type

Date filed

Chapter  *will be filing... of Designation...plex Chapter 11, select chapter 111... bankruptcy chapter.*

Joint Petition

Deficiencies

4. Select the **Chapter** number from the drop-down menu.
5. Make the appropriate entries for the **Joint Petition** and **Deficiencies** fields.
6. Click *Next*.

The **Search for a debtor** subscreen displays.

**Open Voluntary Bankruptcy Case**

Search for a debtor

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

7. Enter the SSN/ITIN or Tax ID/EIN information and the last or business name and click *Search*.

If multiple entries are found, a list of names displays. Select the correct name and click *Select name from list*. If the name you are looking for is not listed, then click *Create new party*.

The screenshot shows a web form titled "Search for a debtor". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. Underneath is a section titled "Party search results" which contains a list of names and addresses: "Smith, Jane Doe, 1111 Main St., Houston, TX", "Smith, John", "Smith, John E, Houston, TX", "Smith, Linda W., 2546 Milo, Corpus Christi, TX", "Smith, Linda W., 2546 Milo, Corpus Christi, TX", and "smith, john, 806 Main Street, Houston, TX". At the bottom of this section are two buttons: "Select name from list" and "Create new party".

If no party is found (no names display in the **Party search results** area), click *Create new party*.

This screenshot shows the same "Search for a debtor" form as above, but the "Party search results" section now displays the text "No person found." Below this text is a single button labeled "Create new party".

Regardless if you click *Create new party* or *Select name from list*, the following screen displays (with fields populated for names that were found).

Debtor Information	
Last name <input type="text" value="Allen"/>	First name <input type="text"/>
Middle name <input type="text"/>	Generation <input type="text"/> Title <input type="text"/>
SSN / ITIN <input type="text" value="222-11-1234"/>	Tax ID / EIN <input type="text" value="11-2222222"/>
Office <input type="text"/>	Address 1 <input type="text"/>
Address 2 <input type="text"/>	Address 3 <input type="text"/>
City <input type="text"/>	State <input type="text"/> Zip <input type="text"/>
County <input type="text"/>	Country <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
E-mail <input type="text"/>	
Party text <input type="text"/>	
<input type="button" value="Alias..."/>	<input type="button" value="Corporate parent / affiliate..."/>
<input type="button" value="Review..."/>	Add all aliases and corporate parents or affiliates before clicking the Submit button.
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/> <input type="button" value="Clear"/>

- 8. Update or complete the field entries and then click *Submit*.

The following message displays:

<b>Open Voluntary Bankruptcy Case</b>
Divisional Office <b>Houston</b> is chosen
<input type="button" value="Next"/> <input type="button" value="Clear"/>

- 9. Click *Next* to confirm the Divisional Office.

A subscreen of the **Open Voluntary Bankruptcy Case** displays requesting additional information.

**Open Voluntary Bankruptcy Case**

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity



**The Fee status, Nature of debt, Estimated number of creditors, Estimated assets, and Estimated liabilities are required entries.**

10. Enter the necessary information, then click *Next*.

The following notice displays:

**Open Voluntary Bankruptcy Case**

After the case is opened, go to Bankruptcy, Judge/Trustee Assignment to assign the judge and, if applicable, the trustee to this case.

11. Click *Next*.

The **Summary of Schedules** subscreen displays.

**Open Voluntary Bankruptcy Case**

**NEW STATISTICAL REPORTING REQUIREMENTS: YOU ARE NOW REQUIRED TO INPUT TOTALS FROM SCHEDULES A,B,D,E,F,I,J, CURRENT MONTHLY INCOME FROM FORM 22 AND TOTAL NONDISCHARGEABLE DEBT. THIS INFORMATION CAN BE FOUND ON OFFICIAL FORM B6 SUMMARY OF SCHEDULES.**

**SUMMARY OF SCHEDULES**

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; <b>OR</b> , Form 22B Line 11; <b>OR</b> , Form 22C Line 20)			<input type="text"/>
<b>TOTAL Type of Liability from</b> Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<input type="text"/>	
<b>Total Dischargeable Debt (Computed)</b> Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.		<input type="text"/>	

Next Clear

12. Fill in the required fields and then click *Next*.

Another subscreen of the **Open Voluntary Bankruptcy Case** displays.

The screenshot shows a web form titled "Open Voluntary Bankruptcy Case". It is divided into two main sections: "Schedules" and "Form B22A".

**Schedules Section:**

- Schedule C: Total value of claimed exemptions: [text input]
- Schedule I line 1: Monthly gross wages, salary, and commission: Debtor [text input] Spouse [text input]
- Schedule I line 5: Subtotal of payroll deductions: Debtor [text input] Spouse [text input]
- Schedule J line 20c: Monthly net income: [text input]

**Form B22A Section:**

- Line 1A: Veteran's declaration:
- Line 1B: Declaration of non-consumer debts:
- Line 2: Marital/filing status: [dropdown menu]
- Line 11: Subtotal of current monthly income: Debtor [text input] Spouse [text input]
- Line 46: Total deductions for debt payment: [text input]
- Line 47: Total of all deductions allowed: [text input]
- Line 50: Monthly disposable income: [text input]
- Line 51: 60-month disposable income: [text input]
- Line 52: Initial presumption determination: [dropdown menu]
- Line 53: Total non-priority unsecured debt: [text input]
- Line 54: Threshold debt payment amount: [text input]
- Line 55: Secondary presumption determination: [dropdown menu]

At the bottom of the form are "Next" and "Clear" buttons.

13. Enter the required information and then click *Next*.

Another **Open Voluntary Bankruptcy Case** subscreen displays. This screen gives you the opportunity to attach files to the case.

The screenshot shows a web form titled "Open Voluntary Bankruptcy Case" with a file attachment section.

**File Attachment Section:**

- Filename: [text input] Browse... [button]
- Attachments to Document:  No  Yes

At the bottom of the form are "Next" and "Clear" buttons.



**Attachments are only supported if they are in PDF file format and under a certain size. Review “Portable Document Format (PDF)” on page 2 – 2 and “CM/ECF Limitation on PDF Document Size” on page 2 – 5 for an overview of PDF files and the size limitations.**

14. Click the **Browse** button to locate the appropriate filename and then click *Next*.

15. Select the appropriate file and click *Next*.

A **Open Voluntary Bankruptcy Case** subscreen opens.

16. Select whether a presumption arises, then click *Next*.

The fee amount displays.

17. Click *Next*.

The following window displays requesting individuals to read a notice.

18. To read the notice, click on the link, otherwise click *Next*.

19. Click *Next* on the following screen as well.

The following confirmation displays.



## Filing a Motion in a Bankruptcy Case

This procedure describes the process for filing a motion in a bankruptcy case. The process is similar for filing other bankruptcy case pleadings in CM/ECF.

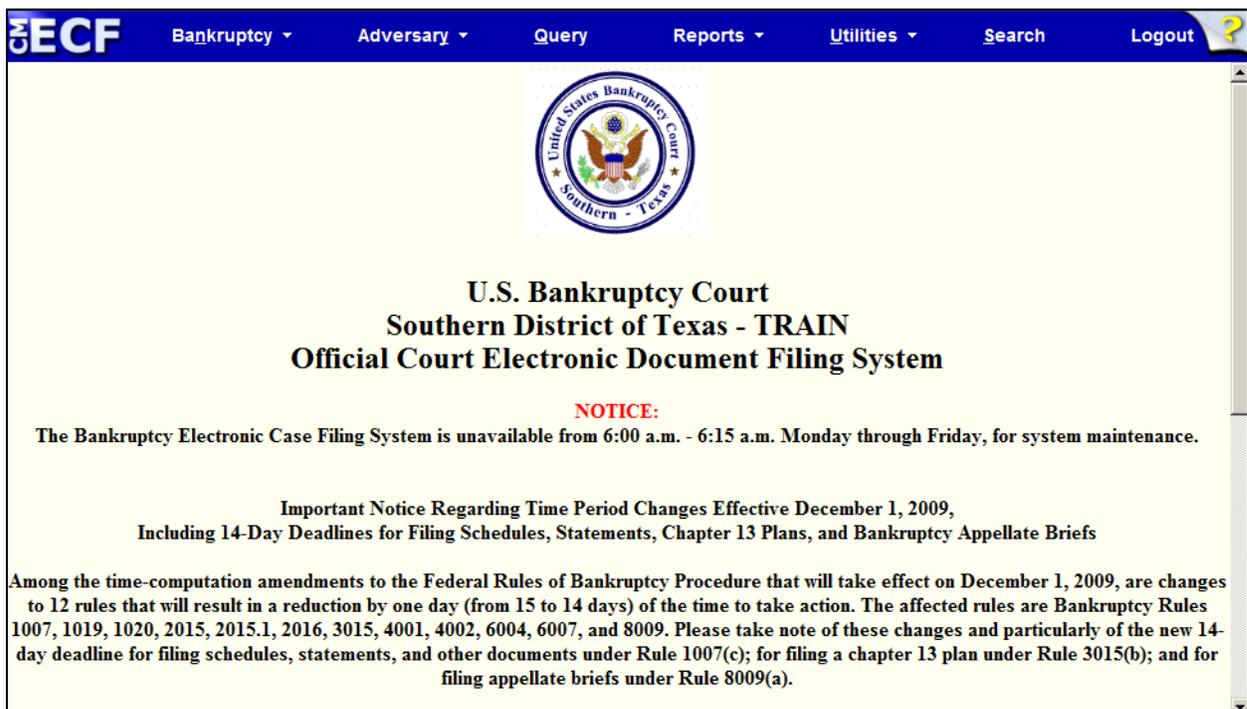


**The screen images presented in this section are for informational purposes only. Your screen may differ from what you see in this document.**

To file a motion in a case:

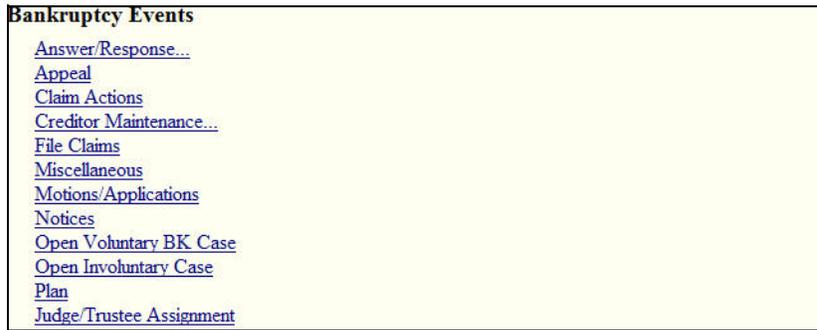
1. Log into CM/ECF (see [page 3 – 2](#)).

The CM/ECF main web page displays.



2. Select **Bankruptcy** from the menu bar.

The **Bankruptcy Events** page displays.



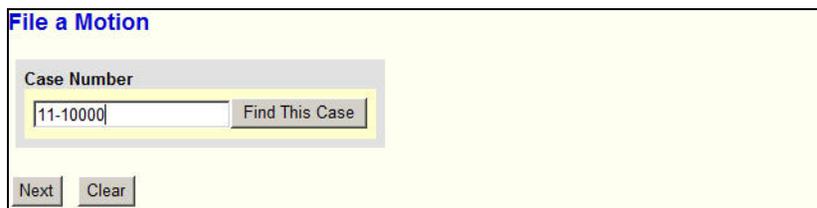
3. Click the *Motions/Applications* link.

The following **File a Motion** page displays.

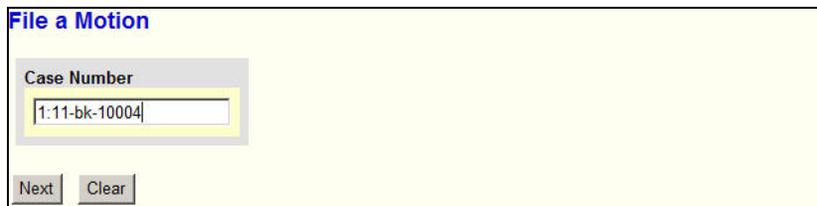


4. Enter the number of the case for which you are filing a motion.

As you enter a case number, the **File a Motion** page changes to the following:



5. Click *Find This Case*.
  - If the case number is found, the **File a Motion** page changes to the following and the *Next* button becomes available:





7. Either:

- Begin entering the event name in the text box to have CM/ECF automatically trim the list of available events.

**File a Motion**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk Chapter: 11 v Office: 1 (Brownsville)  
Assets: y Judge: rss Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun

cont  Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)	Selected Events (click to remove events)
Assume Lease or Executory Contract	
Compromise Controversy	
Contempt	
Continuation of Utility Service	
Continue Hearing	
Reject Lease or Executory Contract	

OR

- Use the scroll bar to locate the event you need.
8. Select the appropriate event from the **Available Events** listing.



***The selected event determines which web pages CM/ECF displays.***

The selected event is placed in the **Selected Events** text box. For this example, **Continue Hearing** is selected.

**File a Motion**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun

Start typing to find another event. Hold down Ctrl to add additional items.

<p><b>Available Events</b> (click to select events)</p> <ul style="list-style-type: none"> <li>Compensation</li> <li>Compromise Controversy</li> <li>Consolidate</li> <li>Contempt</li> <li>Continuation of Utility Service</li> <li><b>Continue Hearing</b></li> <li>Convert Case 11 to 7</li> <li>Convert Case 12 to 13</li> <li>Convert Case 12 to 7</li> <li>Convert Case 13 to 11</li> <li>Convert Case 13 to 7</li> <li>Convert Case 7 to 11</li> <li>Convert Case to 12</li> <li>Convert Case to 13</li> <li>Damages for Creditor Misconduct</li> <li>Declining Dismissal of Case</li> <li>Deconsolidate Case Association</li> <li>Defer Fee</li> <li>Delav Discharge</li> </ul>	<p><b>Selected Events</b> (click to remove events)</p> <ul style="list-style-type: none"> <li>Continue Hearing</li> </ul>
---	---



**To delete a selected event, click the event in the Selected Events text box.**

9. Click *Next*.

The **File a Motion** page changes to designate the party or parties filing the document.

**File a Motion:**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun

Joint filing with other attorney(s).

10. Click *Next*.

The **File a Motion** screen displays with the option to **Select the Party** or to **Add/ Create New Party**.

The screenshot shows the 'File a Motion' interface. At the top, it displays the case title '11-10003 Christopher Paul McNutt and Test Joint Debtor'. Below this, there are three columns of case information: 'Type: bk', 'Chapter: 11 v', and 'Office: 1 (Brownsville)'; 'Assets: y', 'Judge: rss', and 'Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun'. The main section is titled 'Select the Party:' and contains a dropdown menu with the following options: 'Debtor, Test Joint [Joint Debtor]', 'McNutt, Christopher Paul [Debtor]', and 'US Trustee, [U.S. Trustee]'. To the right of the dropdown is a link labeled 'Add/Create New Party'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

11. In the **Select the Party** area, highlight the party and then click *Next*.

The **File a Motion** page changes to select the PDF document and attachment(s).

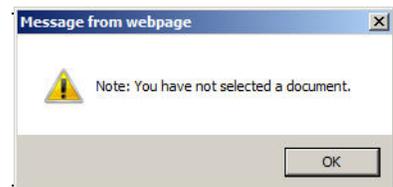


**Attachments are only supported if they are in PDF file format and under a certain size. Review “Portable Document Format (PDF)” on page 2 – 2 and “CM/ ECF Limitation on PDF Document Size” on page 2 – 5 for an overview of PDF files and the size limitations.**

This screenshot shows the 'File a Motion' interface after the party has been selected. The case details from the previous screen are still visible at the top. The main section now features a 'Filename' label above a text input field and a 'Browse...' button. Below this, there are radio buttons for 'Attachments to Document:', with 'No' selected and 'Yes' unselected. At the bottom are 'Next' and 'Clear' buttons.

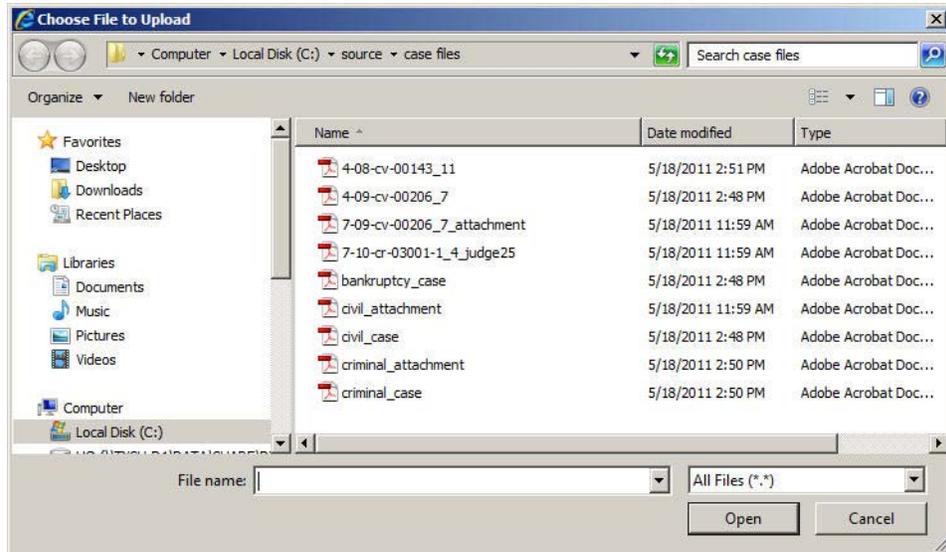


**It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Failure to do so causes CM/ ECF to display the error message shown to the right.**



12. For the **Main Document**, click *Browse*.

The Windows **Choose File** dialog displays.

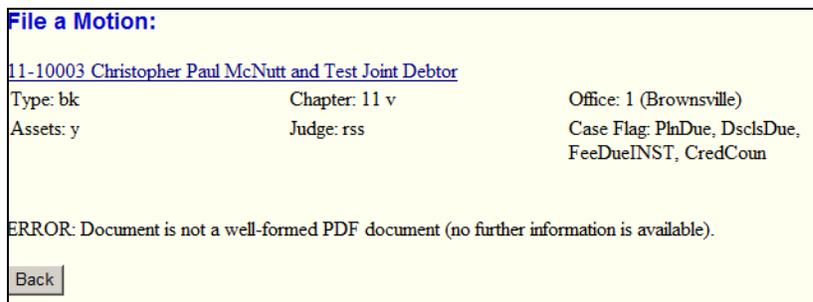


13. Navigate to and select the PDF file to upload.



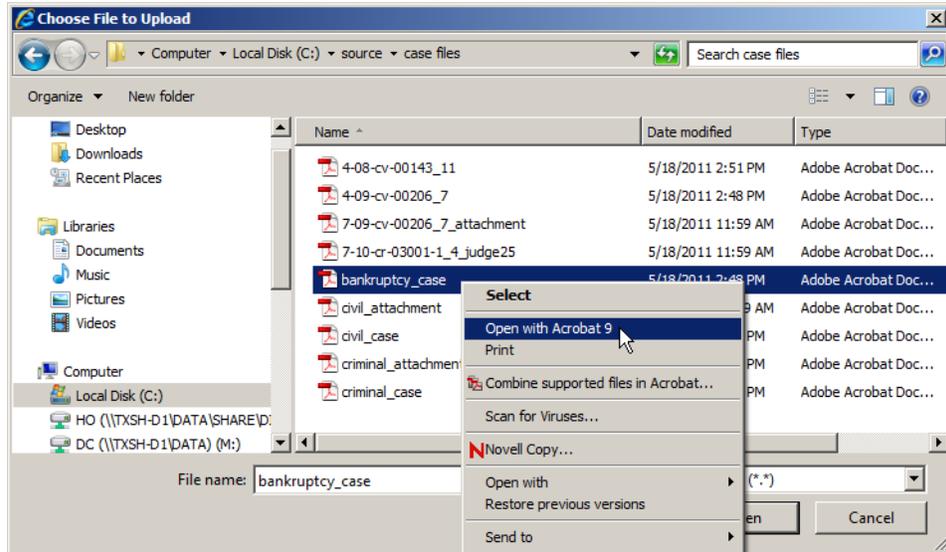
**The selected PDF must meet CM/ECF size limitations (page 2 – 5).**

You must select a PDF file. Selecting another file format causes CM/ECF to display the following error message after clicking the *Next* button:



If you receive this message, click the **Back** button and select a PDF formatted file.

- 14. (optional) Verify you selected the correct document by right-clicking it and selecting **Open** or **Open with Acrobat** (whichever is available).



The PDF file opens in Acrobat. Once verified, close Acrobat.

- 15. Click **Open**.

CM/ECF inserts the PDF file name and location in the **File a Motion** page.

**File a Motion:**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PlnDue, DscIsDue, FeeDueINST, CredCoun

---

**Filename**  
C:\source\case files\bankruptcy\_case.pdf

**Attachments to Document:**  No  Yes

If there are no attachments to the motions, select the **No** option (default) to the **Attachments to Document:** and click **Next**, then skip the next step. If there are attachments, continue to the next step. The procedure to add attachments is similar to adding the main document.

16. (optional) Add an attachment as follows:

- a. After adding the PDF file, select the **Yes** option to the **Attachment to Document:** option, then click **Next**.

The options screen for the attachment displays.

**File a Motion:**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**

---

2) Fill in the fields below.

<b>Category</b>	<i>and/or</i>	<b>Description</b>
<input style="width: 95%; border: none;" type="text"/>		<input style="width: 95%; border: none;" type="text"/>

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

- b. Click **Browse**.

The Windows **Choose File** dialog displays.

- c. Navigate to and select the PDF file to upload.



**The PDF must meet CM/ECF size limitations (page 2 – 5).**

- d. Click **Open**.

CM/ECF inserts the PDF file name and location in the **File a Motion** page.

**File a Motion:**

11-10003 Christopher Paul McNutt and Test Joint Debtor

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PInDue, DsclsDue, FeeDuelNST, CredCoun

**Select one or more attachments.**

1) Select the PDF document that contains the attachment.

**Filename**

C:\source\case files\bankruptcy\_attachm Browse...

---

2) Fill in the fields below.

<b>Category</b>	<i>and/or</i>	<b>Description</b>
<input type="text"/>		<input type="text"/>

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

e. You must:

- Use the **Category** pull-down menu to select the attachment type.

AND/OR

- Enter a clear and concise description for the attachment.

f. Click **Add to List** to save the file to be attached. If more files are required, then click **Browse** again and repeat the steps to add files to the list.

17. Click **Next**.

In our example, we are filing a motion to continue hearing. The **File a Motion** page changes to select the category to which your event relates.

The screenshot shows the 'File a Motion' form for case 11-10003 Christopher Paul McNutt and Test Joint Debtor. The form includes fields for Type (bk), Chapter (11 v), Office (1 (Brownsville)), Assets (y), Judge (rss), and Case Flag (PlnDue, DsclsDue, FeeDueINST, CredCoun). Below these fields is a dropdown menu with the following options: answer, appeal, auditor, claims, cmp, court, crditcrd, misc, motion, and notice. The 'misc' option is highlighted. Below the dropdown are 'Filed' and 'Documents' sections, each with a date range selector. At the bottom are 'Next' and 'Clear' buttons.

18. Highlight the event (in this example, **misc**) and click *Next*.

The following screen displays to select the appropriate event.

The screenshot shows the 'File a Motion' form for case 11-10003 Christopher Paul McNutt and Test Joint Debtor. The form includes fields for Type (bk), Chapter (11 v), Office (1 (Brownsville)), Assets (y), Judge (rss), and Case Flag (PlnDue, DsclsDue, FeeDueINST, CredCoun). Below these fields is a list of events with the following text: '04/18/2011 Chapter 11 Voluntary Petition. Fee Amount \$1039. Filed by Christopher Paul McNutt, Test Joint Debtor. Chapter 11 Plan (Small Business) due by 10/17/2011. (EZ-Filing, Rick Pontalton)'. The first event is checked. At the bottom are 'Next' and 'Clear' buttons.



***This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser’s back button until you reach the beginning of the event.***

19. Confirm the appropriate event is checked off, then click *Next*.

The screen updates to allow you to modify the docket text.

The screenshot shows a web interface titled "File a Motion:". At the top, the case name is "11-10003 Christopher Paul McNutt and Test Joint Debtor". Below this, there are three columns of case information: "Type: bk", "Chapter: 11 v", "Office: 1 (Brownsville)"; "Assets: y", "Judge: rss", "Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun". A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a downward arrow. The selected text in the dropdown is "Motion to Continue Hearing On (related document(s):[1] Voluntary Petition (Chapter 11)). Filed by Joint Debtor Test Joint Debtor (Attachments: # (1) Schedule) (Attorney18, Test)". At the bottom of the form are two buttons: "Next" and "Clear".

- 20. From the drop-down menu, select the appropriate entry and click *Next*. In this example, **Amended** was selected.

The final docket text screen displays.

This screenshot shows the same "File a Motion:" interface as the previous one, but with updated docket text. The dropdown menu now displays "Amended Motion to Continue Hearing On (related document(s):[1] Voluntary Petition (Chapter 11)). Filed by Joint Debtor Test Joint Debtor (Attachments: # (1) Schedule) (Attorney18, Test)". Below the docket text, 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." followed by the question "Have you redacted?". At the bottom are the "Next" and "Clear" buttons.



***This is the last opportunity to abort the CM/ECF filing, which can be done by clicking on any CM/ECF menu item or clicking the browser’s back button until you reach the beginning of the event.***

- 21. Click *Next* to file and docket the pleading.

After processing, CM/ECF displays the Notice of Electronic Filing (NEF).

**File a Motion:**

[11-10003 Christopher Paul McNutt and Test Joint Debtor](#)

Type: bk	Chapter: 11 v	Office: 1 (Brownsville)
Assets: y	Judge: rss	Case Flag: PlnDue, DsclsDue, FeeDueINST, CredCoun

**U.S. Bankruptcy Court**  
**Southern District of Texas - TRAIN**

Notice of Electronic Filing

The following transaction was received from Test Attorney18 entered on 10/25/2012 at 1:10 PM CDT and filed on 10/25/2012

**Case Name:** Christopher Paul McNutt and Test Joint Debtor  
**Case Number:** [11-10003](#)  
**Document Number:** [8](#)

**Docket Text:**  
Amended Motion to Continue Hearing On (related document(s):[1] Voluntary Petition (Chapter 11)). Filed by Joint Debtor Test Joint Debtor (Attachments: # (1) Schedule) (Attorney18, Test)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**bankruptcy\_case.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=996787432 [Date=10/25/2012] [FileNumber=143758-0] [a62e74c64350c03d3c06d2cb0c9ced63809b222176c71c205a7eea66828091793edf1b08eee7cca26edb0a80e065ca77121198e0e4ca02ce587795630e6f1f93]]

**Document description:**Schedule  
**Original filename:**bankruptcy\_attachment.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=996787432 [Date=10/25/2012] [FileNumber=143758-1] [0bffe3ad78b5648c434b87044d14d9cfc42ff25138f42cd9121eb881530a72b784e5c3889ffb9859afd045bb1cea7b61f4e62d5226d534424614ebadab7a530]]

**11-10003 Notice will be electronically mailed to:**

**11-10003 Notice will not be electronically mailed to:**

Rick Pontalio EZ-Filing on behalf of Debtor Christopher McNutt

US Trustee  
606 N Carancahua  
Corpus Christi, TX 78476

The NEF confirms that CM/ECF has registered your transaction and that the pleading is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document(s). You should note the number(s) on the PDF file(s).

22. Select the browser's **Print** icon to print the document receipt.
23. Select **File » Save As** to save the receipt to a file on you PC.



***The NEF is your confirmation that the filing was accepted.***

---

If you are not familiar with email notifications, see [page 2 – 6](#).

# Chapter 5

## Querying the CM/ECF Database

*Purpose*

This chapter provides information on how you can query the CM/ECF database for information. Included are some sample queries to help you get started.

*Chapter Topics*

The following topics are covered in this chapter:

- *Accessing Query Mode*, page 5 – 2
- *Sample Queries*, page 5 – 3
- *Case Query Page*, page 5 – 6

## Accessing Query Mode

CM/ECF allows registered participants to query its system for specific case information.

To enter the query mode of CM/ECF:

1. Select *Query* from the menu bar.



The PACER Login page displays.

### 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 PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

Make this my default PACER login  
 After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.

**Authentication**

Login:

Password:

Client code:

**Notice**  
 An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

*CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8.*

2. Enter your PACER login and password (see [page 3 – 4](#) for instructions).
3. Click *Login*.

After a successful PACER login, CM/ECF displays the **Query** page.

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**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

## Sample Queries

The following are but a few sample queries to get you started using the **Query** page. They are not meant to be an all inclusive list.

### No Search Criteria

Even though the **Run Query** button is immediately available, clicking it before entering criteria for the query produces the following error messages:

**No search criteria were entered.**

If you receive this message, click your browser’s back button to return to the **Query** page. Afterwards, enter some criteria before clicking the **Run Query** button again.

---

## Search by Case Number

To search CM/ECF based on a case number:

1. Enter your case number.

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**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

2. Click **Run Query**.

A **Query** page displays listing the case information you can view.

From this page you can click on the information you want to see. For further details on this page, see ["Case Query Page" on page 5 – 6](#).

## Search by Name

To search CM/ECF based on a party or attorney name:

1. Enter the last name of the party (or attorney) in the appropriate field.

2. Click **Run Query**.

If more than one person with that name exists in the CM/ECF database, a page displays listing all the matches.

Select a Case						
There were 30 matching persons.						
There were 196 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
JOHNSON, THELMA (pty) (2 cases)	<a href="#">04-30095</a>	THELMA JOHNSON	7	01/29/04	Debtor	N / A
	<a href="#">04-30232</a>	wing tip shoes	7	03/18/04	Creditor	N / A
Johnson, Bertha (pty) (2 cases)	<a href="#">03-70005</a>	Bertha Johnson and Jimmy Ray Johnson	7	08/21/03	Joint Debtor	N / A
	<a href="#">08-30010</a>	Bertha Johnson	13	01/16/08	Debtor	N / A
Johnson, Bertha K. (aty) (2 cases)	<a href="#">03-06002</a>	Washington v. Sailboat Corporation	Lead BK: 03-60024 sam long	09/27/03	N / A	N / A
	<a href="#">03-10017</a>	Debbie Love	13	09/16/03	N / A	N / A

3. Click on the appropriate case number.

A query page that is similar to the **Query** page that displayed for the case number query displays. For further details on this page, see **“Case Query Page” on page 5 – 6.**

## Case Query Page

Once you have used CM/ECF query mode to find the case you need, the following **Query** page displays.

**11-10003 Irving Matt Broke and Brooke Broke**  
**Case type: bk Chapter: 7 Asset: Yes Vol: v Judge: Test Judge jb**  
**Date filed: 01/20/2011 Date of last filing: 05/23/2011**  
**Debtor discharged: N/A Joint debtor discharged: 05/23/2011**

**Query**

<a href="#">Alias</a>	<a href="#">Trustee</a>
<a href="#">Associated Cases</a>	<a href="#">View Document</a>
<a href="#">Attorney</a>	<a href="#">Filing Fee</a>
<a href="#">Case Summary</a>	<a href="#">Claims Register</a>
<a href="#">Creditor</a>	<a href="#">Creditor Mailing Matrix</a>
<a href="#">Deadline/Schedule</a>	
<a href="#">Docket Report ...</a>	
<a href="#">Filers</a>	
<a href="#">History/Documents</a>	
<a href="#">Notice of Bankruptcy Case Filing</a>	
<a href="#">Party</a>	
<a href="#">Related Transactions</a>	
<a href="#">Status</a>	

At the top of the page CM/ECF displays the case number, case style, presiding judge, date that the initial case was filed. If the case is closed it will also list the terminated date. You can choose specific case information from a large list of query options by simply clicking on the appropriate hyperlink name.

The following are a few samples of the type of information you can view. They are not meant to be an all inclusive list.

### Attorney Information

To obtain attorney information, click the *Attorney* link. CM/ECF displays the names, addresses, and telephone numbers of the attorneys who represent each of the case parties.

**11-10003** Irving Matt Broke and Brooke Broke  
**Case type:** bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Judge:** Test Judge jb  
**Date filed:** 01/20/2011 **Date of last filing:** 05/23/2011  
**Debtor discharged:** N/A **Joint debtor discharged:** 05/23/2011

**Attorneys**

<p><b>Dale Gibson</b>                  222 Moviestar Lane                  Walkafame, TX 32111  <i>Assigned: 01/20/2011</i>                  LEAD ATTORNEY</p>	representing	<p><b>Brooke Broke</b>                  2515 Nutty Lane                  Happy, TX 77074  <i>(Joint Debtor)</i></p>
<p><b>Simon Theodore</b>                  500 Big Cheeklane                  Winter, TX 77074  <i>Assigned: 01/24/2011</i>                  LEAD ATTORNEY</p>	representing	<p><b>Irving Matt Broke</b>                  2515 Nutty Lane                  Happy, TX 77074  <i>(Debtor)</i></p> <p><b>Planter's Inc Mortgage Corporation</b>  <i>(Creditor)</i></p>

### Case Summary Information

To obtain summary information on the case, click the *Case Summary* link. CM/ECF displays a summary of the current case.

**11-10003** Irving Matt Broke and Brooke Broke  
**Case type:** bk **Chapter:** 7 **Asset:** Yes **Vol:** v **Judge:** Test Judge jb  
**Date filed:** 01/20/2011 **Date of last filing:** 05/23/2011  
**Debtor discharged:** N/A **Joint debtor discharged:** 05/23/2011

**Case Summary**

<p><b>Office:</b> Houston  <b>County:</b> HARRIS-TX  <b>Fee:</b> Paid    <b>Origin:</b> 0  <b>Previous term:</b></p> <p><b>Joint:</b> y</p> <p><b>Debtor disposition:</b> None  <b>Joint debtor disposition:</b> Standard Discharge</p> <p><b>Nature of debt:</b> consumer  <b>Pending status:</b> Awaiting Chapter 13 Plan ,Awaiting Closing ,Awaiting Confirmation Hearing  <b>Flags:</b> FINANCE, CONVERTED</p> <p><b>Trustee:</b> US Trustee      <b>City:</b> Houston    <b>Phone:</b> 713-718-4650  <b>Trustee:</b> Tammy Glover    <b>City:</b> Royal    <b>Phone:</b></p> <p><b>Party 1:</b> Broke, Irving Matt (xxx-xx-0000) (Debtor)  <b>Party 2:</b> Broke, Brooke (xxx-xx-0000) (Joint Debtor)</p> <p><b>Atty:</b> Dale Gibson                      <b>Represents party 1:</b> Debtor  <b>Atty:</b> Dale Gibson                      <b>Represents party 2:</b> Joint Debtor</p> <p><b>Location of case files:</b>  <b>Volume:</b> CS1  The case file may be available.</p>	<p><b>Filed:</b> 01/20/2011  <b>Terminated:</b>  <b>Debtor discharged:</b> N/A  <b>Joint debtor discharged:</b> 05/23/2011  <b>Reopened:</b>  <b>Converted:</b> 01/25/2011  <b>Debtor dismissed:</b>  <b>Joint debtor dismissed:</b>  <b>Confirmation hearing:</b></p>
---	--

### Deadline/Schedule Information

To obtain information on the deadlines and hearings on the case:

1. Click the **Deadline/Schedule** link.

The page below displays allowing you to query CM/ECF to obtain hearings and other schedule deadlines.

2. Use the drop-down menus to select how the information should be sorted.
3. Click **Run Query**.

The **Deadline/Schedule** page sorts and displays the deadlines and hearings per your selection.

11-10003 Irving Matt Broke and Brooke Broke						
Case type: bk Chapter: 7 Asset: Yes Vol: v Judge: Test Judge jb						
Date filed: 01/20/2011 Date of last filing: 05/23/2011						
Debtor discharged: N/A Joint debtor discharged: 05/23/2011						
<b>Deadlines/Hearings</b>						
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated	Hearing Judge
<a href="#">25</a>	🕒 Objection to Claim Hearing	01/25/2011	06/10/2011 at 03:00 PM			jb, Test Judge
<a href="#">27</a>	🕒 Hearing	01/25/2011	06/10/2011 at 10:30 AM		01/25/2011	jb, Test Judge
<a href="#">36</a>	🕒 Hearing	01/25/2011	06/10/2011 at 02:30 PM			jb, Test Judge

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the docket information and related docket entries for the hearing you selected.

## Docket Information

To obtain a docket sheet:

1. Click the **Docket Report** link.

The **Docket Sheet** page displays allowing you to decide what CM/ECF should include on the docket sheet report.



**Leaving the range fields blank causes CM/ECF to display the entire docket sheet.**

2. (optional) Select a date range for the report.
3. (optional) Select a range of docketing numbers.
4. (optional) Mark the options you wish to include on the docket sheet.

**Terminated parties** is selected by default.

5. (optional) Change any other options on the page as you deem appropriate.
6. Click **Run Report**.

CM/ECF runs and displays your customized docket sheet.

FINANCE, CONVERTED		
<b>U.S. Bankruptcy Court</b> <b>Southern District of Texas - TRAIN (Houston)</b> <b>Bankruptcy Petition #: 11-10003</b>		
<i>Assigned to:</i> Test Judge jb Chapter 7 Previous chapter 13 Voluntary Asset		<i>Date filed:</i> 01/20/2011 <i>Date converted:</i> 01/25/2011 <i>Debtor discharged:</i> N/A <i>Joint debtor discharged:</i> 05/23/2011
<i>Debtor disposition:</i> None <i>Joint debtor disposition:</i> Standard Discharge		
<b>Debtor</b> <b>Irving Matt Broke</b> 2515 Nutty Lane Happy, TX 77074 HARRIS-TX SSN / ITIN: xxx-xx-0000		represented by <b>Dale Gibson</b> 222 Moviestar Lane Walkafame, TX 32111
<b>Joint Debtor</b> <b>Brooke Broke</b> 2515 Nutty Lane Happy, TX 77074 HARRIS-TX SSN / ITIN: xxx-xx-0000		represented by <b>Dale Gibson</b> (See above for address)
<b>Trustee</b> <b>Tammy Glover</b> 4353 Leathal		
Filing Date	#	Docket Text
01/20/2011	<a href="#">1</a>	Chapter 13 Voluntary Petition. Receipt Number 00, Fee Amount \$274 . Filed by Irving Matt Broke , Brooke Broke . (ledw) (Entered: 01/20/2011)
01/20/2011	<a href="#">2</a>	Initial Case Management Order, Initial Order on Debtor's Responsibilities, and Order Authorizing Use of Vehicles Pursuant to 363 and Providing Adequate Protection. Signed on 1/20/2011 (ledw) (Entered: 01/20/2011)
01/20/2011	<a href="#">3</a>	Order: Possible Future Dismissal of Case. Court advises that 11 U.S.C. Section 521(i) requires automatic dismissal if information required by Section 521(a)(1) is not filed. Signed on 1/20/2011 (ledw) (Entered: 01/20/2011)
01/24/2011	<a href="#">4</a>	Chapter 13 Plan, Chapter 13 Plan Summary and Statistical Cover Sheet Filed by Brooke Broke, Irving Matt Broke (aboy) (Entered: 01/24/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. Clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

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# Chapter 6

## Reports Available in CM/ECF

*Purpose* This chapter provides information on how to access and run the reports provided by CM/ECF.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the Reports*, page 6 – 2
- *Sample Reports*, page 6 – 3

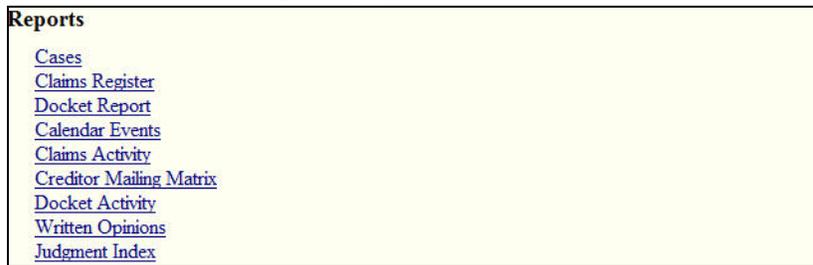
## Accessing the Reports

To access the reports available in CM/ECF

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



CM/ECF displays the **Reports** page.



2. Click the report link for the report you want to run.

The following reports require you to log into PACER:

- Cases
- Claims Register
- Creditor Mailing Matrix
- Docket Activity
- Docket Report
- Judgment Index

3. If the PACER **Login** page displays, enter your PACER login and password (see [page 3 – 4](#) for instructions).

What displays next depends on the selected report. For more information, see the sample reports section that follows.

## Sample Reports

The following are sample reports that you can run from CM/ECF.

### Docket Sheet

To run a docket sheet report:

1. Click the **Docket Report** link.

The **PACER Login** page displays.

2. Enter your PACER login and password (see [page 3 – 4](#) for instructions).

After a successful PACER login, CM/ECF displays the **Docket Sheet** page.

3. Enter the case number for the docket sheet you want to view.

The **Docket Sheet** page changes to include a button for finding the case.

The screenshot shows a web form titled "Docket Sheet" with a light yellow background. At the top left, the title "Docket Sheet" is in blue. Below it, there is a "Case number" field containing "11-10003" and a "Find This Case" button. Underneath are radio buttons for "Filed" (selected) and "Entered", followed by two empty date input fields separated by "to". Below that are two empty document number input fields separated by "to". The form is divided into three sections: "Include:" with checkboxes for "Terminated parties" (checked) and "Links to Notices of Electronic Filing" (unchecked); "Document options:" with checkboxes for "View multiple documents" and "Create Appendix" (both unchecked); and "Format:" with radio buttons for "HTML" (selected) and "Text" (unchecked). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first" and two buttons: "Run Report" and "Clear".

4. Click **Find This Case**.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Run Report** button becomes available after a unique case number is found or after you select a case from the matched listing.

5. (optional) Customize your docket sheet by designating:
  - A document range. (Leaving the documents blank means to include all of them.)
  - The items to include. (**Terminated parties** is selected by default.)
  - Document, format, and sort by options.
6. Click **Run Report**.

CM/ECF runs and displays your customized docket sheet.

FINANCE, CONVERTED		
<b>U.S. Bankruptcy Court</b> <b>Southern District of Texas - TRAIN (Houston)</b> <b>Bankruptcy Petition #: 11-10003</b>		
<i>Assigned to:</i> Test Judge jb Chapter 7 Previous chapter 13 Voluntary Asset		<i>Date filed:</i> 01/20/2011 <i>Date converted:</i> 01/25/2011 <i>Debtor discharged:</i> N/A <i>Joint debtor discharged:</i> 05/23/2011
<i>Debtor disposition:</i> None <i>Joint debtor disposition:</i> Standard Discharge		
<b>Debtor</b> <b>Irving Matt Broke</b> 2515 Nutty Lane Happy, TX 77074 HARRIS-TX SSN / ITIN: xxx-xx-0000		represented by <b>Dale Gibson</b> 222 Moviestar Lane Walkafame, TX 32111
<b>Joint Debtor</b> <b>Brooke Broke</b> 2515 Nutty Lane Happy, TX 77074 HARRIS-TX SSN / ITIN: xxx-xx-0000		represented by <b>Dale Gibson</b> (See above for address)
<b>Trustee</b> <b>Tammy Glover</b> 4353 Leathal		
Filing Date	#	Docket Text
01/20/2011	<a href="#">1</a>	Chapter 13 Voluntary Petition. Receipt Number 00, Fee Amount \$274 . Filed by Irving Matt Broke , Brooke Broke . (ledw) (Entered: 01/20/2011)
01/20/2011	<a href="#">2</a>	Initial Case Management Order, Initial Order on Debtor's Responsibilities, and Order Authorizing Use of Vehicles Pursuant to 363 and Providing Adequate Protection. Signed on 1/20/2011 (ledw) (Entered: 01/20/2011)
01/20/2011	<a href="#">3</a>	Order: Possible Future Dismissal of Case. Court advises that 11 U.S.C. Section 521(i) requires automatic dismissal if information required by Section 521(a)(1) is not filed. Signed on 1/20/2011 (ledw) (Entered: 01/20/2011)
01/24/2011	<a href="#">4</a>	Chapter 13 Plan, Chapter 13 Plan Summary and Statistical Cover Sheet Filed by Brooke Broke, Irving Matt Broke (aboy) (Entered: 01/24/2011)

Clicking on a blue underlined document number causes CM/ECF to display that document when you have permissions to view it. If you chose **Links to Notices of Electronic Filing**, then clicking on a gray sphere causes CM/ECF to display the Notice of Electronic Filing (NEF).

Cases

To run a bankruptcy cases report:



**WARNING: This report queries ALL bankruptcy cases for information that matches your criteria. Therefore your criteria could produce many pages of information for which you will be billed.**

**If you want information for a single bankruptcy case, use the menu options Query or Reports » Docket Report.**

1. Click the *Cases* link.

The PACER Login page displays.

2. Enter your PACER login and password (see page 3 – 4 for instructions).

After a successful PACER login, CM/ECF displays the **Cases Report** page.

3. Enter your criteria for generating the report.

- Click **Run Report**.

CM/ECF runs and displays the **Cases Report**.

Cases Report for 10/26/2012						
U.S. Bankruptcy Court						
Southern District of Texas - TRAIN						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
09-30210	bk	13	A. Bald TXSB Eagle and Harp E. Eagle Attorney for Debtor: Test Attorney Attorney for Joint Debtor: Test Attorney		Filed: 06/02/2009 Entered: 06/02/2009	Office: Houston Assets: Yes Fee: Paid County: HARRIS-TX
09-30211	bk	11	Gracie Dog Debtor: Pro se	lzp	Filed: 06/02/2009 Entered: 06/02/2009	Office: Houston Assets: Yes Fee: Paid County: HARRIS-TX
09-30212	bk	13	A. Bald TXSB Eagle and Harp E. Eagle Attorney for Debtor: Test Attorney Attorney for Joint Debtor: Test Attorney		Filed: 06/04/2009 Entered: 06/04/2009	Office: Houston Assets: Yes Fee: Paid County: HARRIS-TX
09-30213	bk	13	A. Bald TXSB Eagle and Harp E. Eagle Attorney for Debtor: Test Attorney Attorney for Joint Debtor: Test Attorney		Filed: 06/09/2009 Entered: 06/09/2009	Office: Houston Assets: Yes Fee: Paid County: HARRIS-TX
09-30214	bk	11	ABC Company Attorney for Debtor: HelpDesk Attorney	wws	Filed: 06/11/2009 Entered: 06/11/2009	Office: Houston Assets: Yes Fee: Paid County: HARRIS-TX
Total number of cases: 5 Number of open cases: 5						
<input type="checkbox"/> Both open and closed cases						

## Calendar Events

To run a calendar events report:

1. Click the *Calendar Events* link.

CM/ECF displays the **Calendar Events** page.

2. Enter a date range for the report.  
This is the only required input for the report.
3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click *Run Report*.

CM/ECF runs and displays the **Calendar Events Report**.

U.S. Bankruptcy Court Southern District of Texas - TRAIN Calendar events set for 7/1/2011-10/31/2011			
<b>07/14/2011</b>			
10:00 AM			
1)	<a href="#">11-03008 Dog v. Cat</a>	<a href="#">(docket entries only)</a>	
	Hearing judge: Test Judge mi Case judge: PRO SE Gracie Dog (Plaintiff) PRO SE Frisky Cat (Defendant)		
1-1)	<input type="checkbox"/> 2 Scheduling Order Signed on 6/27/2011 Pre-Trial Conference set for 7/14/2011 at 10:00 AM at Houston, Courtroom 10B (MI). Pre-Trial Order due by 7/14/2011. Discovery due by 6/30/2011.		
<b>07/20/2011</b>			
09:00 AM			
2)	<a href="#">11-70013 Irving Matt Broke and Brooke Broke</a>	<a href="#">(docket entries only)</a>	<a href="#">Claims Register</a>
	DEFmaillist, DEFsch		
	Chapter: 13 Hearing judge: Test Judge rss Case judge: Test Judge jb Dale Gibson representing Irving Matt Broke (Debtor) Dale Gibson representing Brooke Broke (Joint Debtor) Tammy Glover (Trustee) (no aty) representing US Trustee (U.S. Trustee)		
2-1)	<input type="checkbox"/> 19 Motion for Relief from Stay . Receipt Number 1234567, Fee Amount \$150. Filed by Debtor Irving Matt Broke		

## Written Opinions

This report shows you any opinion that has been loaded on the CM/ECF system by the Chambers of the Bankruptcy Judges for the Southern District of Texas.

To view a written opinion:

1. Click the *Written Opinions* link.

CM/ECF displays the **Written Opinions Report** page.

2. Enter a date range for the report.  
This is the only required input for the report.
3. (optional) Enter remaining criteria as deemed appropriate for your report.
4. Click *Run Report*.

CM/ECF runs and displays the **Written Opinions Report**.

Written Opinions Report				
U.S. Bankruptcy Court -- Southern District of Texas - TRAIN				
Filed Report Period: 1/1/2010 - 10/27/2011				
Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
<a href="#">99-99999 Vic Tishous</a>	04/13/2011	<a href="#">98</a>	Opinion of Bankruptcy Judge Signed on 4/13/2011 (kgao)	Office: Houston
Total number of opinions reported: 1				
Selection Criteria for Report				
Case Number	All			
Office	Houston			
Filed date	1/1/2010 - 10/27/2011			
Sort by	Case Number			

# Chapter 7

## The Utilities Menu

*Purpose* This chapter provides information on how to access and run the utilities provided by CM/ECF.

*Chapter Topics* The following topics are covered in this chapter:

- *Accessing the Utilities*, page 7 – 2
- *Your Account Utilities*, page 7 – 3
- *Miscellaneous Utilities*, page 7 – 9

## Accessing the Utilities

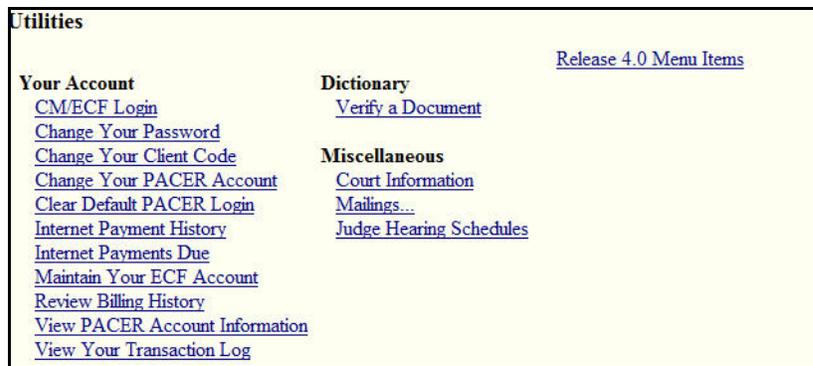
The CM/ECF utilities provide the means for registered users to maintain their account in CM/ECF and to view all of their CM/ECF transactions.

To access the utilities feature:

1. Select *Utilities* from the menu bar.



CM/ECF displays the **Utilities** page.



2. Click the link for the utility you want to use.

What displays next depends on the selected utility.

## Your Account Utilities

The links in this section pertain to the user’s CM/ECF or PACER account.

### Maintain Your ECF Account

This utility allows you to update your email account, address, phone information, and other personal information.

To use this utility:

1. Click the *Maintain Your ECF Account* link.

The **Maintain User Account** page displays.

**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 55555555 Bar status a  Mail group

Initials  DOB  AO code  Person end date

Email information... More user information...

Submit Clear

2. Change any data as required.
3. (optional) Click *Email information* to change or add email addresses.
4. (optional) Click *More user information* to change login and password information.
5. Click *Submit* to accept changes.

### View Your Transaction Log

This utility allows you to review all the transactions CM/ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password immediately, then email the Court’s Help Desk as soon as possible (page 1 – 2).

To use this utility:

1. Click the *View Your Transaction Log* link.

The **View Transaction Log** page displays.

**View Transaction Log**

Entered between 11/15/2011 and 10/26/2012

Sort by: Date and time

Submit Clear

2. Enter the date range for your report.
3. Click *Submit*.

CM/ECF displays the **Transaction Log** of all your transactions within the date range you specified.

<b>Transaction Log</b>			
Report Period 11/15/2011 - 10/26/2012			
Id	Date	Case Number	Text
2551249	11/15/2011 12:22:50	11-30110	Opened New BK Case 11-30110
2551250	11/15/2011 12:29:39	11-30110	Motion to Continue Hearing On (related document(s):[1] Voluntary Petition (Chapter 11)). Filed by Debtor Jana Jones (Attorney18, Test)
2551358	11/22/2011 10:05:30		Updated person record: Test Attorney18 Prid: 390
2551358	11/22/2011 10:05:30		Updated user record: "atty18" 390
2551460	11/30/2011 15:48:35	11-30115	Opened New BK Case 11-30115
2562714	10/25/2012 09:19:26	12-30802	Opened New BK Case 12-30802
2562719	10/25/2012 13:10:34	11-10003	Amended Motion to Continue Hearing On (related document(s):[1] Voluntary Petition (Chapter 11)). Filed by Joint Debtor Test Joint Debtor (Attachments: # (1) Schedule) (Attorney18, Test)

**Total Number of Transactions: 7**

## Change Client Code

This utility allows PACER users to change the client code, which is used for identifying charges made to the current PACER account.



---

**If the user has a PACER preference set (via the PSC website) which requires a client code in a specific format, in order to change the client code, you must follow the designated format.**

---

To use this utility:

1. Click the **Change Your Client Code** link.

The following page displays.

Enter new Client code:	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>

2. Enter a new or changed client code.
3. Click **Submit** to accept changes.

---

## Change Your PACER Account

This utility allows the user to enter a different PACER login and password.

To use this utility:

1. Click the **Change Your PACER Account** link.

The PACER Login screen displays.

2. Enter the new PACER login and password.

For details on logging into PACER, see [page 3 – 4](#).

3. Click **Login**.

CM/ECF displays the message **PACER user changed** indicating that the change has been accepted.

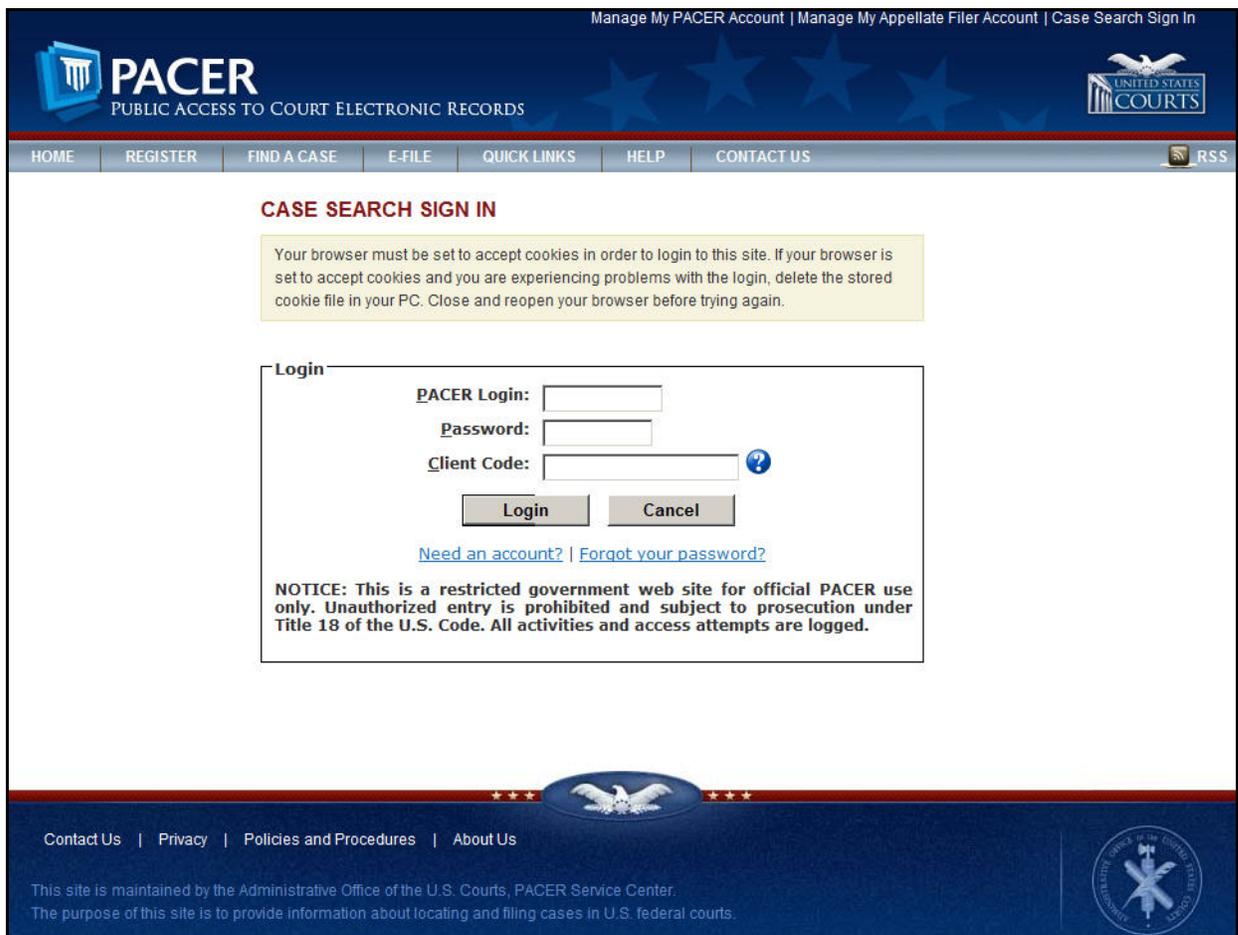
## Review Billing History

This utility displays the number of CM/ECF pages accessed and the charges incurred for the PACER account currently being used. If client codes are entered when CM/ECF is accessed, the charges are totaled for each code.

To use this utility:

1. Click the **Review Billing History** link.

The PACER CASE SEARCH SIGN IN page displays.



2. Enter your PACER login and password.
3. (optional) Enter a client code.
4. Click **Login**.

The PACER BILLING HISTORY page displays.

5. Enter the date range for your report.
6. (optional) Set other options per your requirements.
7. Click **Submit Form**.

The **BILLING HISTORY** report displays.

Manage My PACER Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

**BILLING HISTORY**

Detailed Transaction Report by Date  
Texas Southern District Court  
from 10/25/2012 to 10/25/2012

Fri Oct 26 09:04:53 2012  
us0288 - Southern District of Texas - Consold.

Date	Time	Pages	Court	Client Code	Description	Search
10/25/2012	17:19:20	2	TXSDC		Docket Report	4:12-cr-00624
	17:19:31	3	TXSDC		Image1-0	4:12-cr-00624 Document 1-0
Subtotal		5 pages				
		0 audio files (\$ 2.40 ea)				
						\$ 0.40
						\$ 0.00
						\$ 0.40
Grand Total		5 pages				
		0 audio files (\$ 2.40 ea)				
						\$ 0.40
						\$ 0.00
						\$ 0.40

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This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.  
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

### View PACER Account Information

This utility displays the current PACER login ID and client code. To use this utility, click the **View PACER Account Information** link.

CM/ECF displays the following:

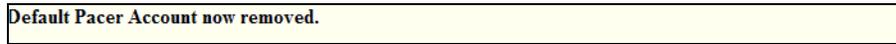
Your current PACER account is **us0288**

---

## Remove Default PACER Account

This utility removes the link between the current CM/ECF user account and the associated default PACER account. To use this utility, click the **Remove Default PACER Account** link.

CM/ECF displays the following:



Default Pacer Account now removed.

## Miscellaneous Utilities

The links in this section are those that do not pertain to the user's CM/ECF or PACER account.

---

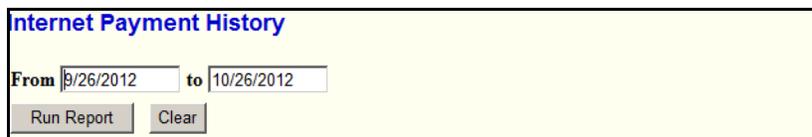
### Internet Payment History

This utility allows users to review the credit card payments made for electronic filing.

To use this utility:

1. Click the **Internet Payment History** link.

The **Internet Payment History** page displays.



**Internet Payment History**

From  to

2. Enter the date range for your report.
3. Click **Run Report**.

The credit card transactions for the designated time period displays.

## Mailings

This utility allows users to find out who receives email notices, who requires manual noticing, and to print mailing labels.

To use this utility:

1. Click the *Mailings* link.

The **Mailings** page displays.



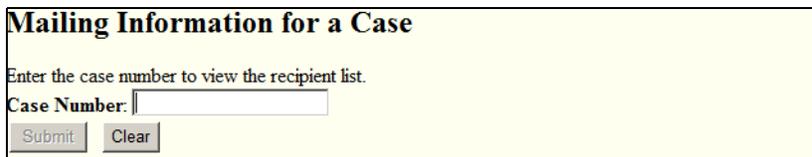
2. Click the link for the information you need.

### Mailing Info for a Case

This link provides a list of people who receive email notices and the people who require manual noticing.

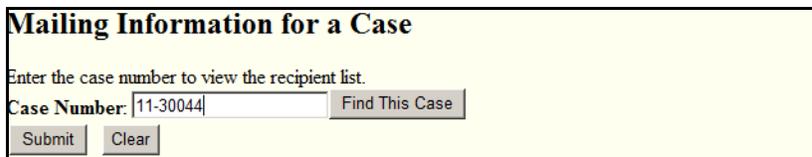
1. From the **Mailings** page, click *Mailing Info for a Case*.

The **Mailing Information for a Case** page displays.



2. Enter your case number.

The **Mailing Information for a Case** page changes to include a button for finding the case.



3. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Submit** button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Click *Submit*.

The **Mailing Information for a Case** page displays.

**Mailing Information for Case 11-30044**

**Electronic Mail Notice List**

The following is the list of **parties** who are currently on the list to receive email notice/service for this case.

- (No email recipients)

**Manual Notice List**

The following is the list of **parties** who are **not** on the list to receive email notice/service for this case (who therefore require manual noticing/service). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

**Test Attorney18**

.

**US Trustee**  
Office of the US Trustee  
515 Rusk Ave  
Ste 3516  
Houston, TX 77002

[Creditor List](#)

Click the link above to produce a complete list of **creditors** only.

[Mailing Matrix](#)

Click on the link above to produce a list of **all** creditors and **all** parties in the case. User may sort in columns or raw data format.

### Creditor Mailing Matrix

This link provides the ability to print mailing labels for a designated case.

1. From the **Mailings** page, click *Creditor Mailing Matrix*.

The **Creditor Mailing Matrix** page displays.

**Creditor Mailing Matrix**

Case number

Special mailing group 0 (Highlight blank field for no special mailing group)

Format  3 columns (charges are based on a formula independent of the number of pages displayed)

raw data format (bypasses creditor preferred address look-up and substitution)

2. Enter your case number.

The **Creditor Mailing Matrix** page changes to include a button for finding the case.

**Creditor Mailing Matrix**

Case number

Special mailing group 0 (Highlight blank field for no special mailing group)

Format  3 columns (charges are based on a formula independent of the number of pages displayed)

raw data format (bypasses creditor preferred address look-up and substitution)

3. Click **Find This Case**.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The **Run Report** button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Select the **Format** then click **Run Report**.

The PACER Service Center Transaction Receipt displays.

You have been charged as indicated below. To proceed, click on "View Labels" button.

<b>Pacer Service Center</b>			
<b>Transaction Receipt</b>			
Fri Oct 26 08:27:18 2012			
Pacer Login:	us0288	Client Code:	
Description:	Creditor Mailing Matrix	Case Number:	11-10000
Billable Pages:	1	Cost:	0.10

5. Click **View Labels** to continue.

## Verify a Document

This utility verifies that the electronic signature of a document is the same as when the document was filed. If it is different, the document may have been altered.

To use this utility:

1. Click the *Verify a Document* link.

The **Verify Document(s)** page displays.

**Verify Document(s)**

Case Number

Specify the number of the docket entry containing the document to be verified.

Document Number:

2. Enter your case number.

The **Verify Document(s)** page changes to include a button for finding the case.

**Verify Document(s)**

Case Number

Specify the number of the docket entry containing the document to be verified.

Document Number:

3. Click *Find This Case*.

As previously illustrated when filing documents, CM/ECF will let you know if the case number is found, not found, or if multiple case numbers match your entry.

The *Next* button becomes available after a unique case number is found or after you select a case or cases from the matched listing.

4. Enter your document number.
5. Click *Next*.

The utility verifies the signature on the document and displays the following information:

**Verify Document(s)**

[11-30044 Sally Debtor 1](#)

Date	#	Docket Text
09/27/2011	<a href="#">1</a>	Chapter 11 Voluntary Petition. Fee Amount \$1039. Filed by Sally Debtor 1. (Attorney18, Test)

File size is 5990

---

**Original Signature(s)**

**Document No:** 121391  
**Document description:** Main Document  
**Original filename:** C:\Documents and Settings\usdc\My Documents\.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=996787432 [Date=9/27/2011] [FileNumber=121391-0]  
 [0eb09de5366d12f125dcf8d89ae72bec8e28a8dc98943761ce1ef870d600849ed9162  
 0e9c793ace141a6df7756e50b02bb719f50395e6b804fabe305e03a3de5]]

---

**Verified Signature(s)**

**Document No:** 121391  
**Document description:** Main Document  
**Original filename:** C:\Documents and Settings\usdc\My Documents\.pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=996787432 [Date=9/27/2011] [FileNumber=121391-0]  
 [0eb09de5366d12f125dcf8d89ae72bec8e28a8dc98943761ce1ef870d600849ed9162  
 0e9c793ace141a6df7756e50b02bb719f50395e6b804fabe305e03a3de5]]

**The documents signatures are the same**

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