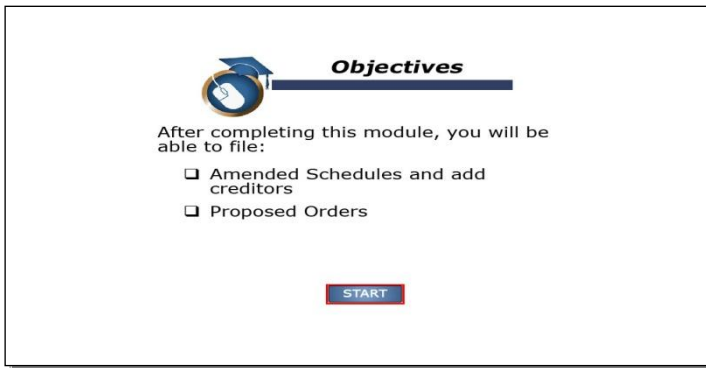


Slide 1

Notes: Welcome to the training module on Filing Miscellaneous Pleadings.



Slide 2

Notes: After completing this module, you will be able to file Amended Schedules and add creditors and also upload Proposed Orders. When you are ready to begin, click START.



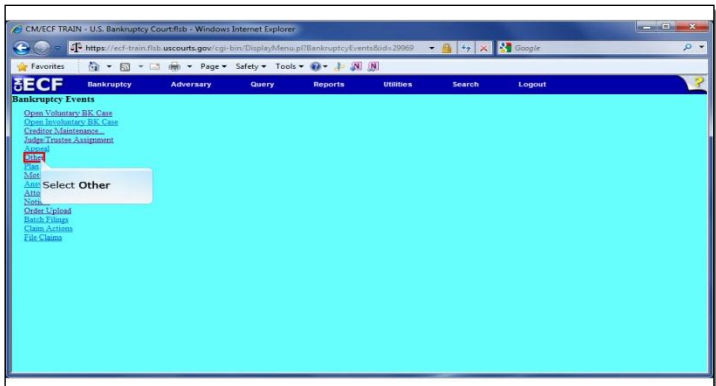
Slide 3

Notes: Our first lesson is on Filing Amended Schedules. Amendments to Schedules D, E, and F are fee-based events. If the amended schedules are filed at one time there is one fee. If they are filed as separate events, the same fee is charged for each schedule. For this tutorial, we will file an Amended Schedule (F) along with the attachment of required Local Form Debtor's Notice of Compliance with Requirements for Amending Creditor Information (LF- 4). This form provides guidance on service and fee requirements.



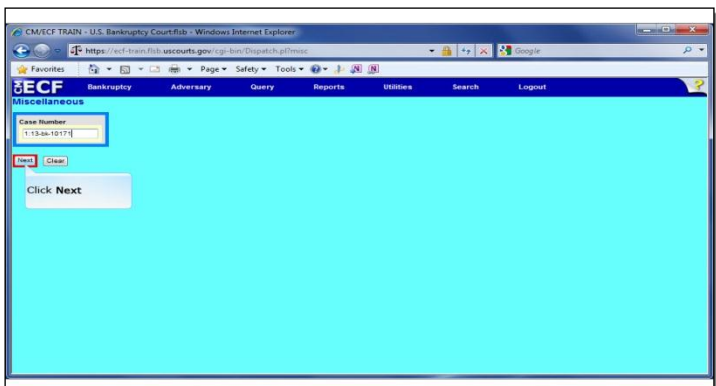
Slide 4

Notes: From the Main Menu bar, click Bankruptcy.



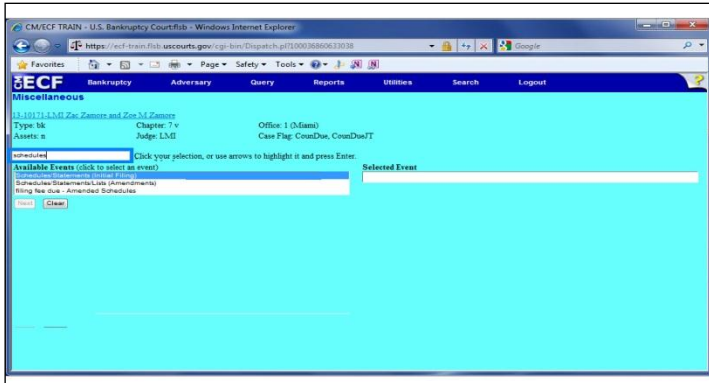
Slide 5

Notes: The Bankruptcy Events list will appear. Select Other from the list.



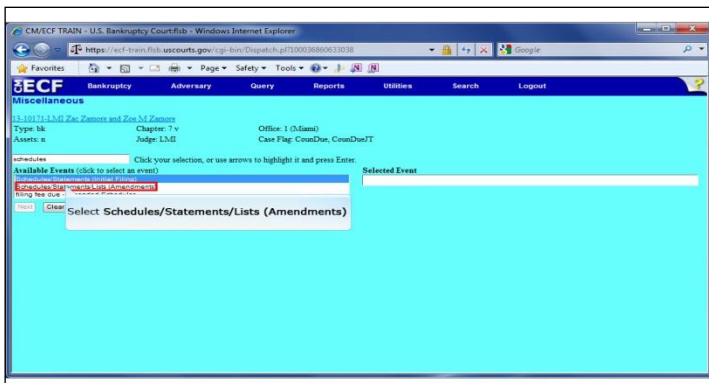
Slide 6

Notes: The Case Number screen will appear. Verify the case number and click Next.



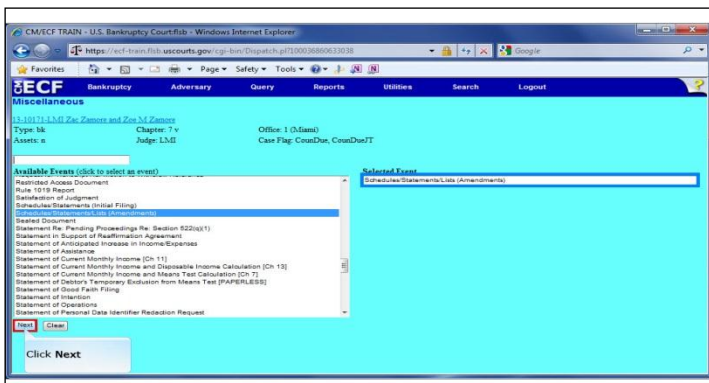
Slide 7

Notes: The Available Events screen will appear. Click in the text box and type “schedules” to narrow down your search.



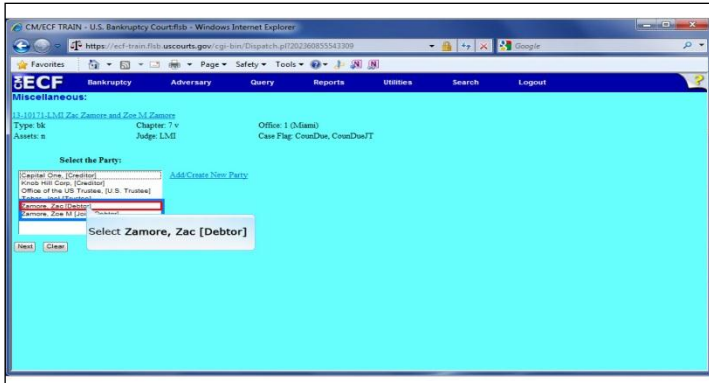
Slide 8

Notes: Note: When filing an Amended Petition, select Amended Document from the list of Available Events, link to the original voluntary petition, then type voluntary petition in the free text box of the Modify Docket Text screen. For Amended Schedules, select the dedicated event Schedules/Statements/Lists (Amendments) from the list.



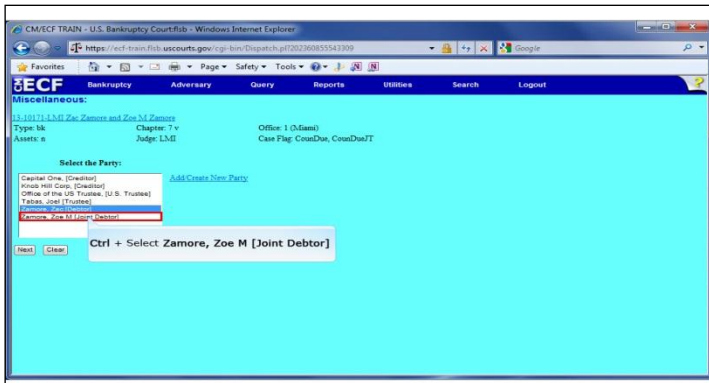
Slide 9

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



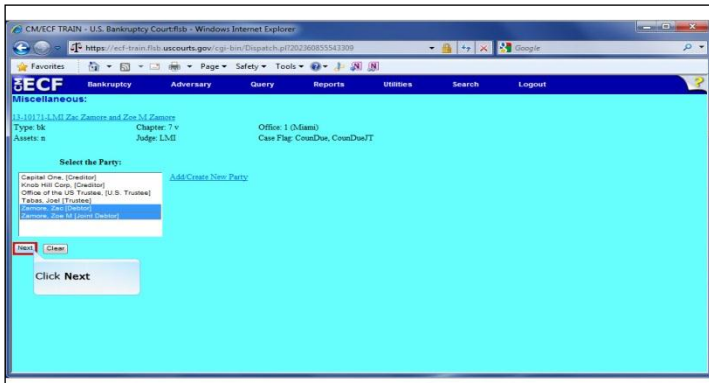
Slide 10

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



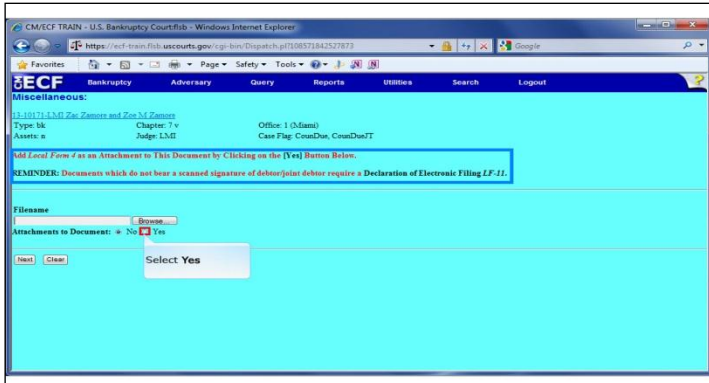
Slide 11

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



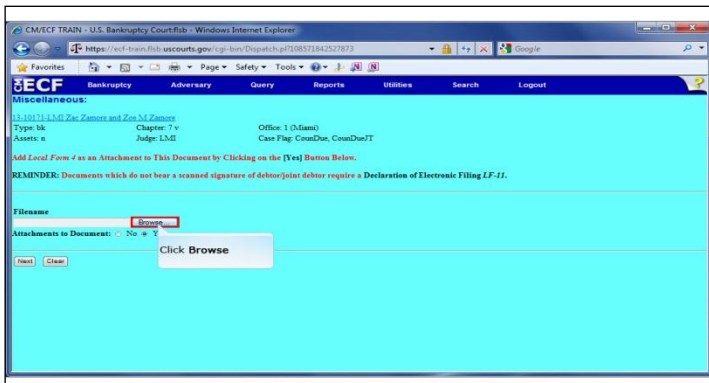
Slide 12

Notes: Once both are highlighted, click Next.



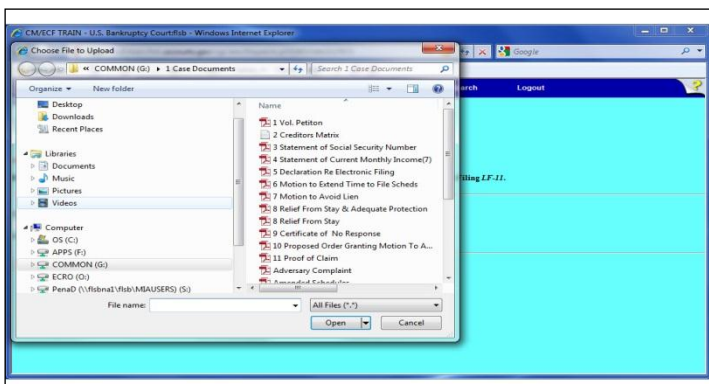
Slide 13

Notes: The PDF Selection screen will appear. Read the Information and Reminder prompts and proceed accordingly. Our PDF contains the required signatures so the Declaration will not be attached. However, when uploading Amended Schedules include the Local Form (LF- 4) Debtor's Notice of Compliance with Requests for Amending Creditor Information as an attachment. As a result, for Attachment to Document, select Yes.



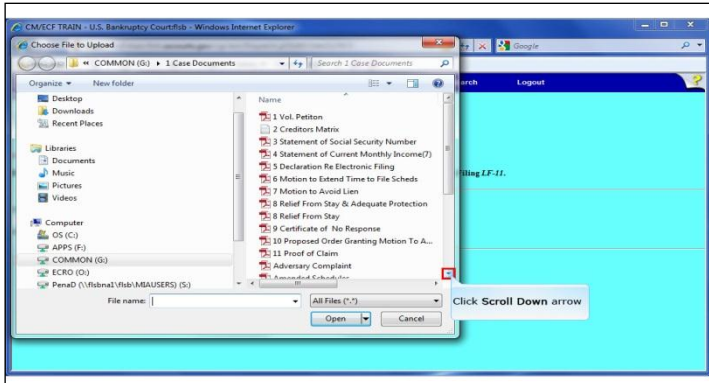
Slide 14

Notes: To locate first document, the Amended Schedules PDF file, click the Browse button.



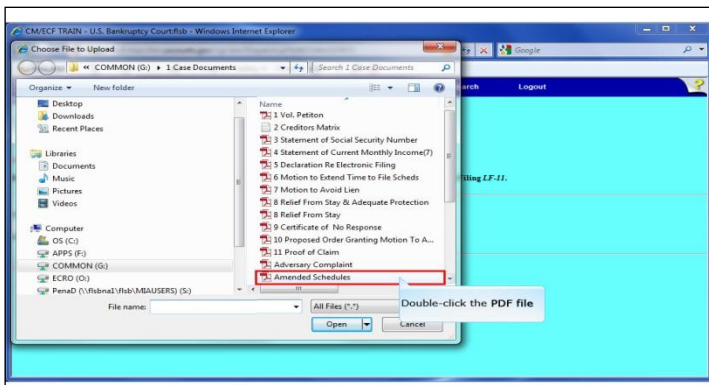
Slide 15

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



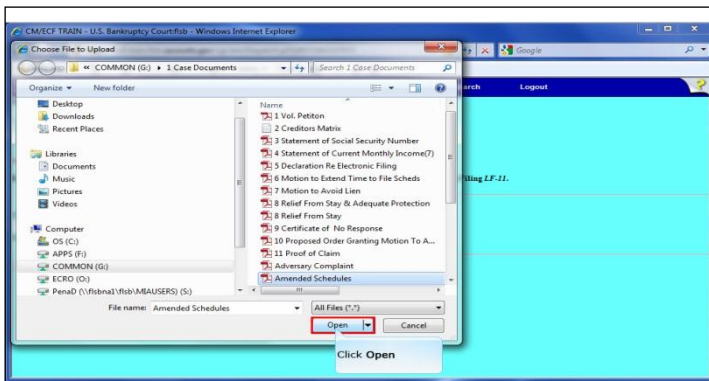
Slide 16

Notes: Click on the Scroll Down arrow to locate the file.



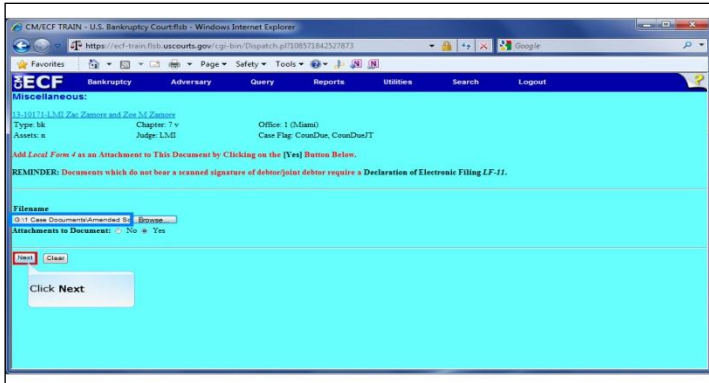
Slide 17

Notes: Before uploading, verify the correct PDF file is selected and that it is complete with the required signatures. The "Declaration" must be filed with each initial or amended schedule and each initial or amended statement filed separately from the initial voluntary petition unless these documents contain an imaged signature of the debtor pursuant to Local Rule (LR) 9011-4(C). For additional information, refer to the lesson on filing the Declaration of Electronic Filing in another module. For this tutorial we will not simulate reviewing the document. Double-click the PDF file.



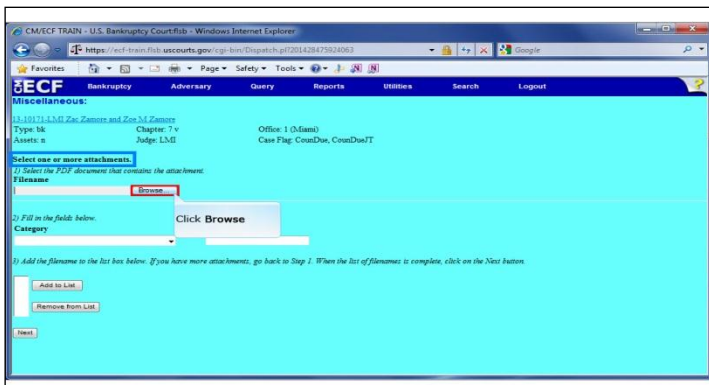
Slide 18

Notes: Click Open to associate the file with the case.



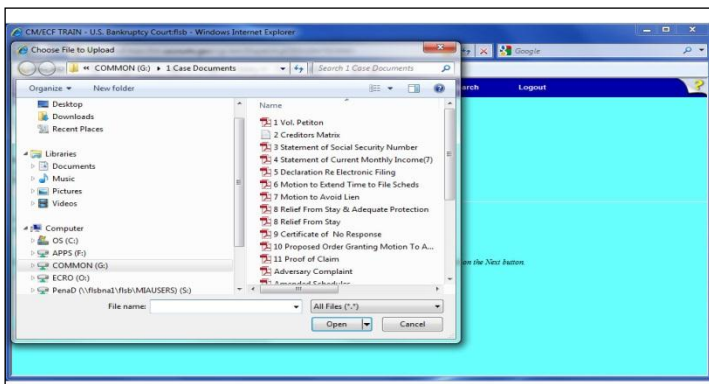
Slide 19

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



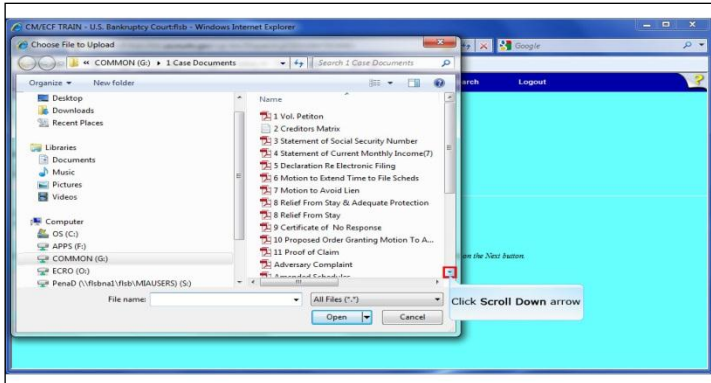
Slide 20

Notes: The Select one or more attachments screen will appear. To locate the attachment, LF- 4, click the Browse button.



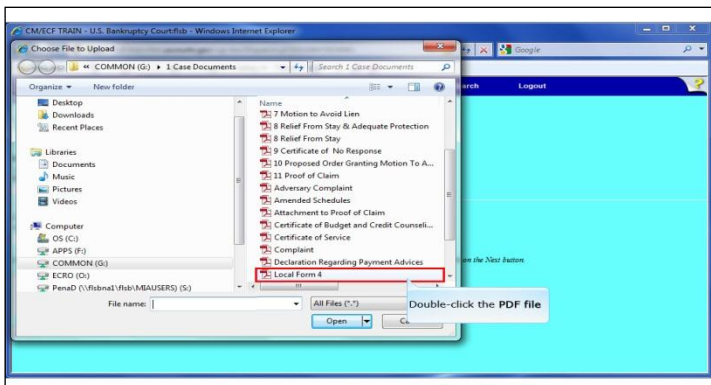
Slide 21

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



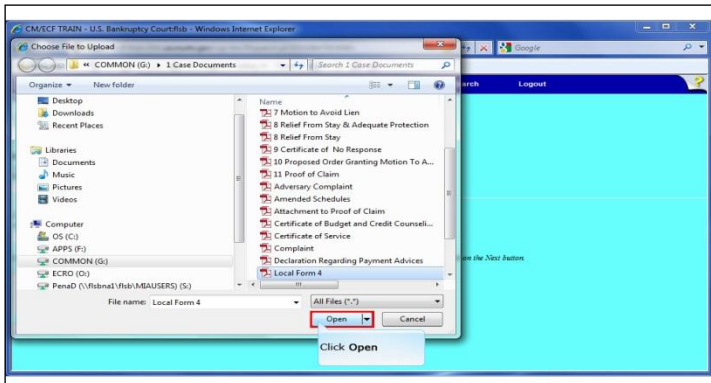
Slide 22

Notes: Click on the Scroll Down arrow to locate the file.



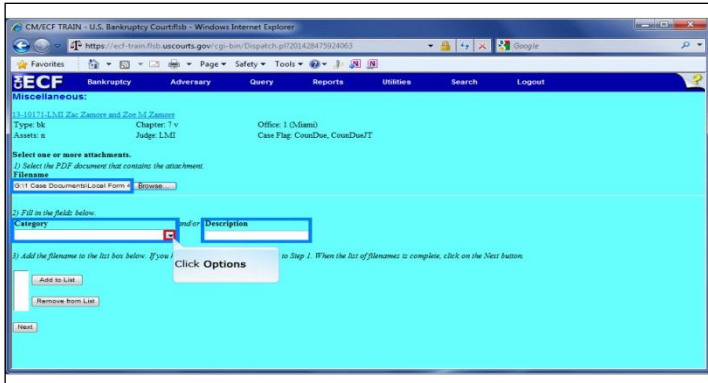
Slide 23

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial we will not simulate reviewing the document. Double-click the PDF file.



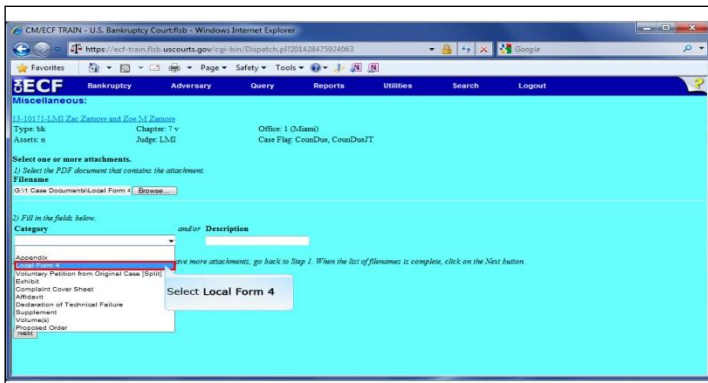
Slide 24

Notes: Click Open to associate the file with the case.



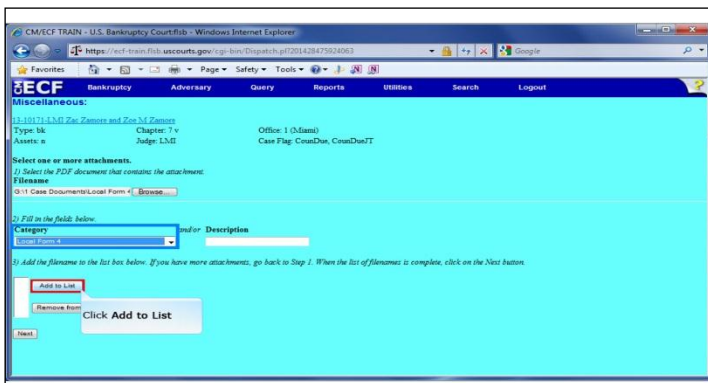
Slide 25

Notes: The Select one or more attachments screen will appear again with the file path populated. A description of the attachment is required. Under Category you can select from a pre-defined list or enter a manual entry under Description. We will use the Category option for this tutorial and click the Options button to view the pre-defined list.



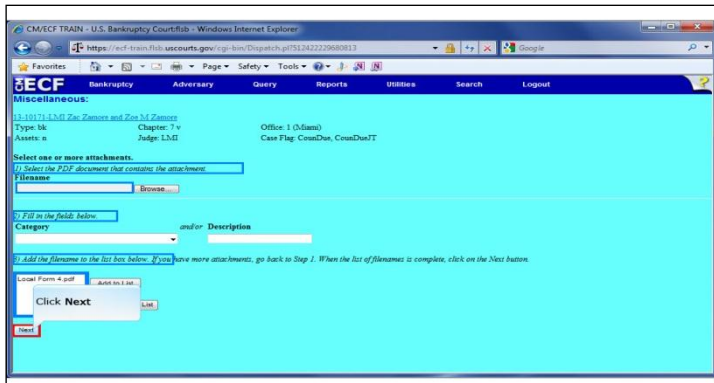
Slide 26

Notes: Select Local Form 4.



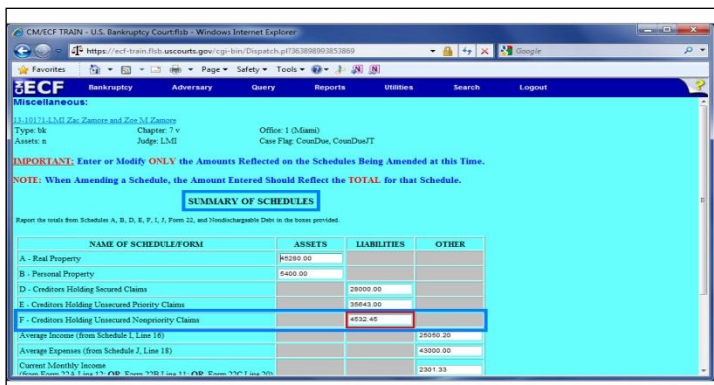
Slide 27

Notes: Verify your selection populates in the Category field. To complete the process, the attached document must be added to the entry. Click Add to List.



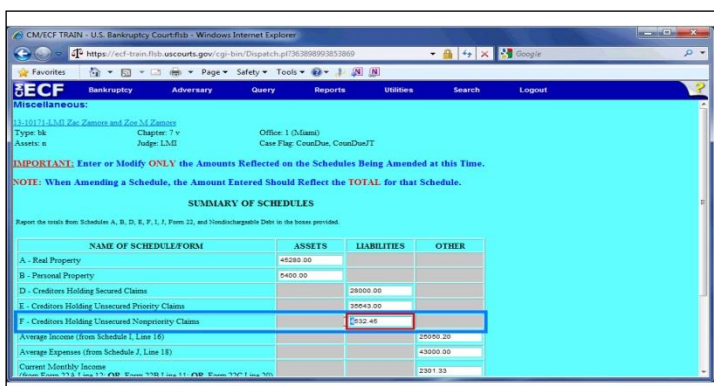
Slide 28

Notes: Confirm the selection now populates in the Add to List field and disappears from the Filename field. If you had multiple attachments, repeat the three previous steps for each additional attachment until they were all included in the Add to List field. Click Next to continue.



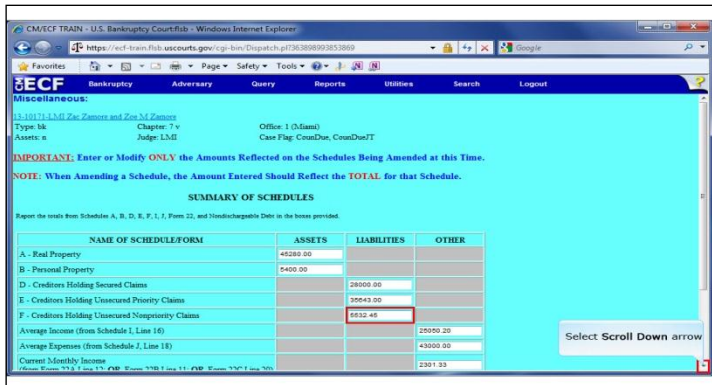
Slide 29

Notes: The Summary of Schedules screen appears. Create a new total for Schedule F by inserting the amount in the Schedule F field in the Liabilities column.



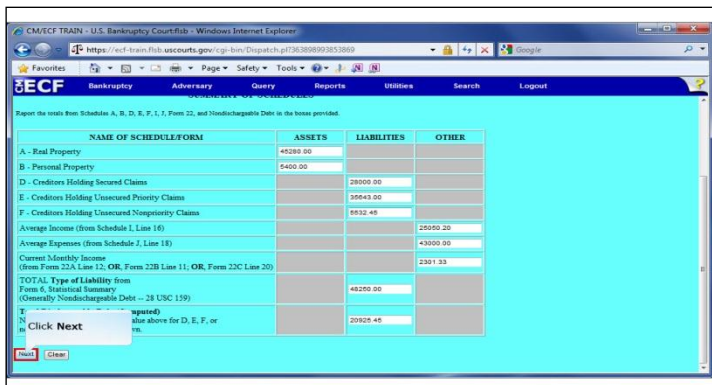
Slide 30

Notes: Replace the 4 with 5 so the amended amount is 5532.45



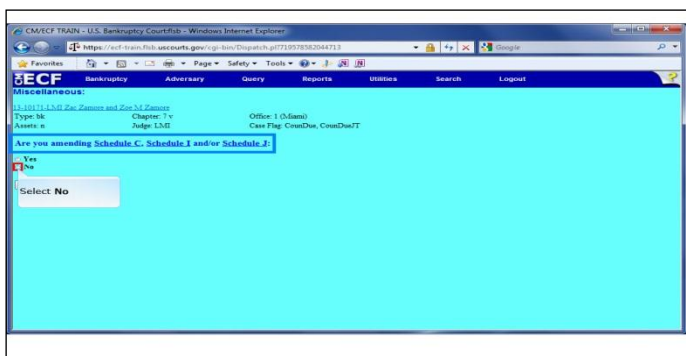
Slide 31

Notes: Click the Scroll down arrow to reach the bottom of the page.



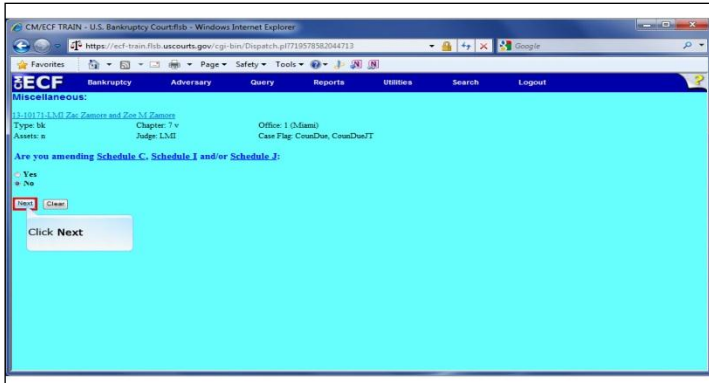
Slide 32

Notes: Click Next to confirm your update to Schedule F.



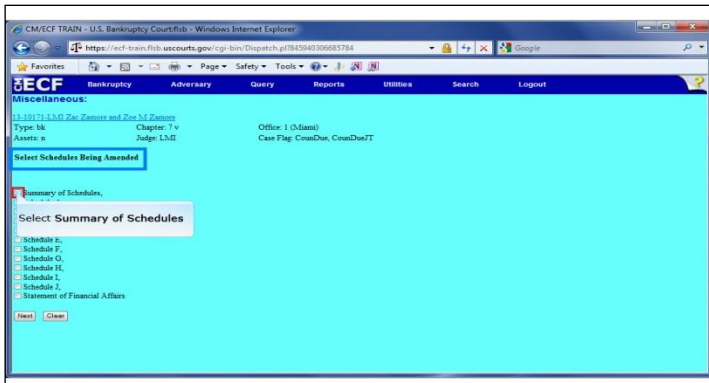
Slide 33

Notes: At the Information screen, select No.



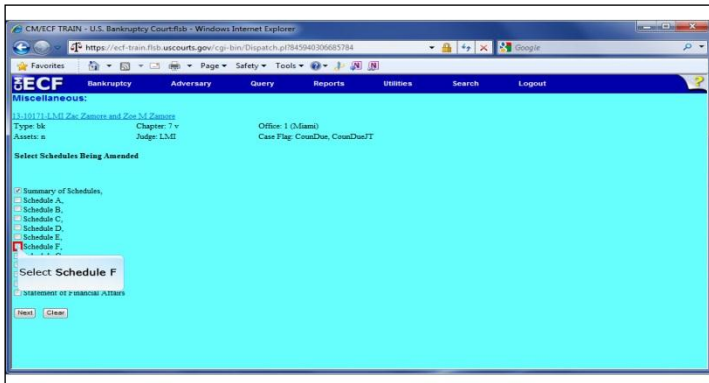
Slide 34

Notes: Click Next to continue.



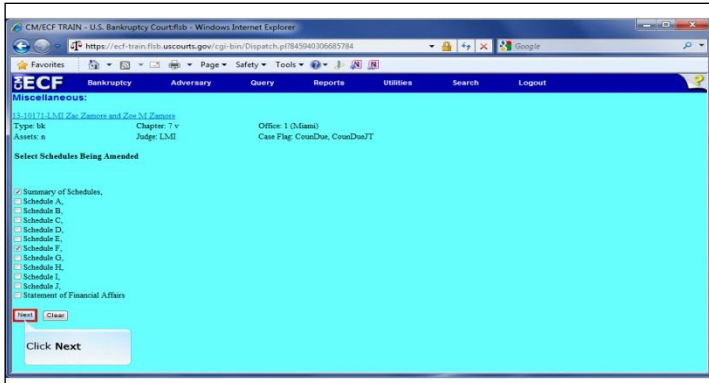
Slide 35

Notes: At the Schedules Being Amended screen, select the sections that have been updated by the change. Click on Summary of Schedules for the first selection.



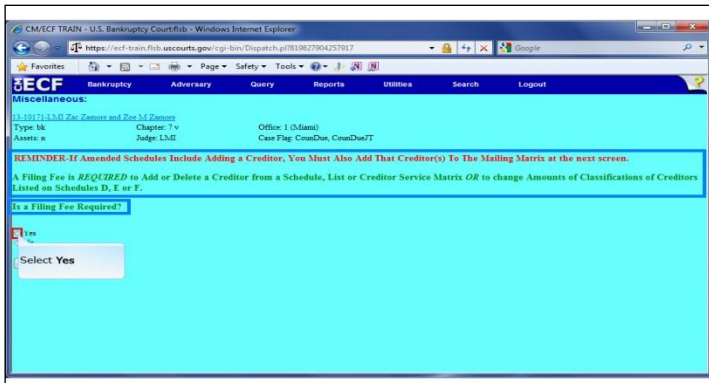
Slide 36

Notes: Then click on Schedule F further down the list.



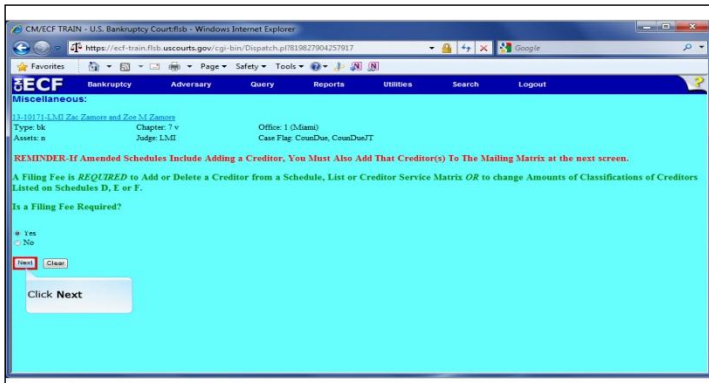
Slide 37

Notes: Once both are selected, click Next.



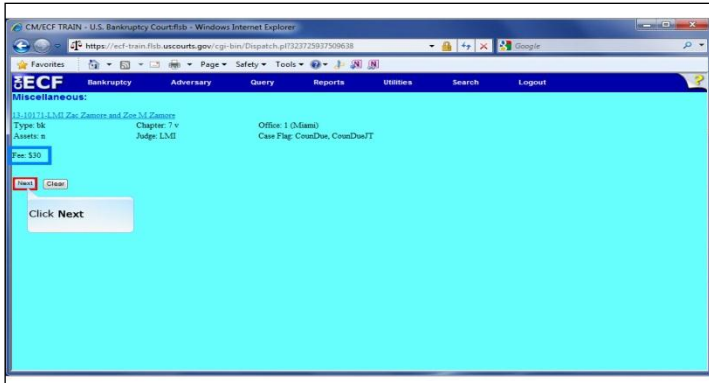
Slide 38

Notes: At the Information screen read the prompt and proceed accordingly. As a result of our amendment to Schedule F, we will also need to add a creditor. Click Yes to confirm the fee for adding a creditor.



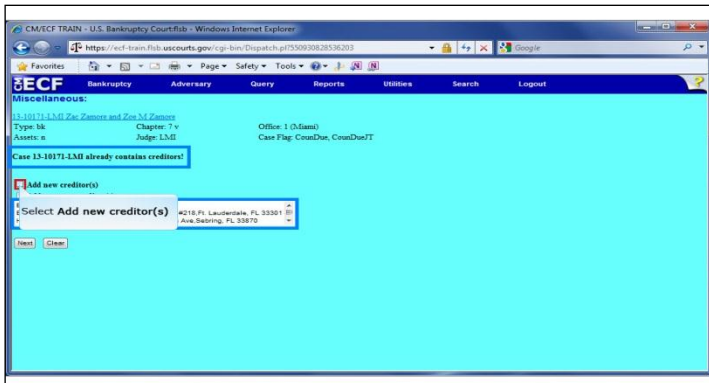
Slide 39

Notes: Click Next to continue.



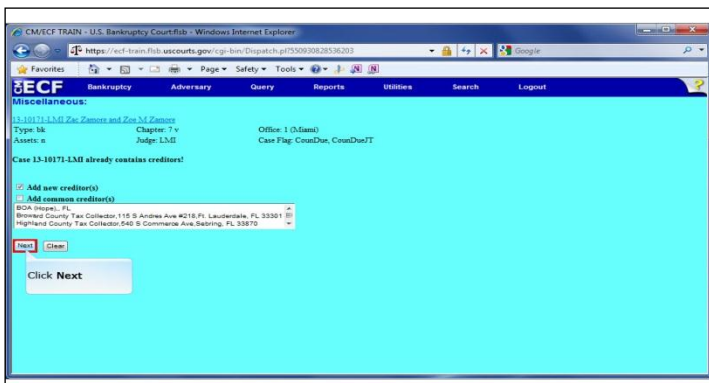
Slide 40

Notes: The Fee screen will appear for filing this document, which may contain one or more additional creditors. This screen confirms the statutory fee that will be charged. Click Next to confirm the fee.



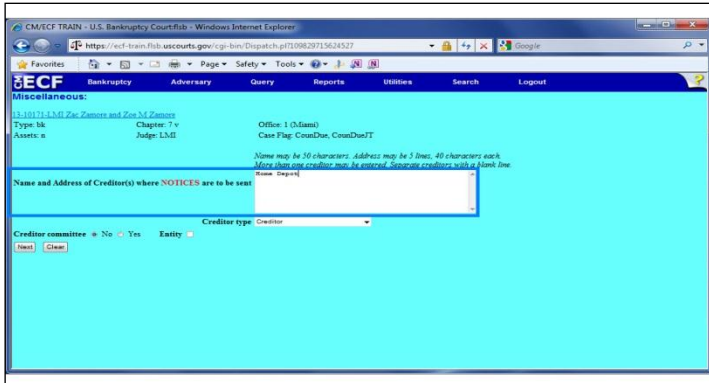
Slide 41

Notes: The Creditor screen will appear. It confirms the case selected already contains creditors. With the amendment to Schedule F we will need to add the creditor Home Depot. Select Add new creditor(s).



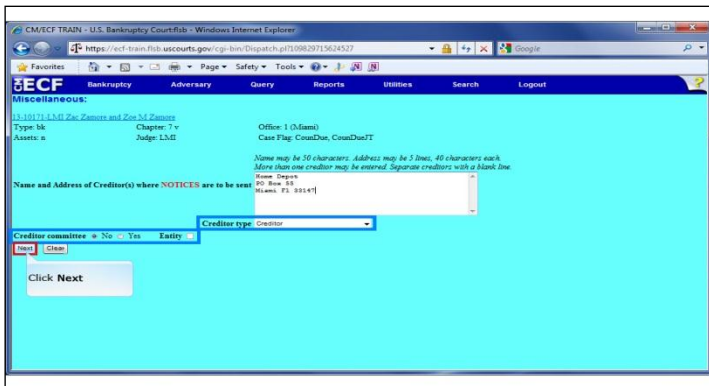
Slide 42

Notes: Click Next to continue.



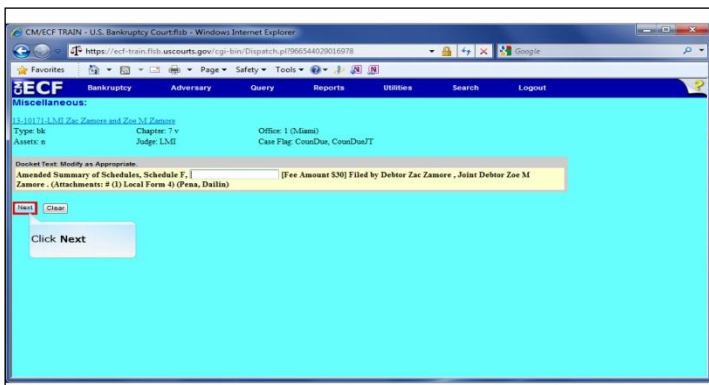
Slide 43

Notes: The Add Creditor screen will appear. Add each creditor address to the court's database. A filer can "cut/paste" a large number of creditors into this text box. Follow the Style Guide to format the data being entered. For the purpose of this tutorial, the creditor information has been added for you.



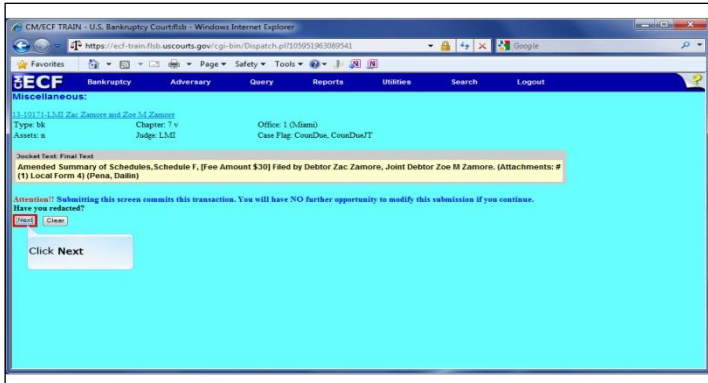
Slide 44

Notes: Accept the default settings for Creditor type and Creditor committee. Click Next to continue.



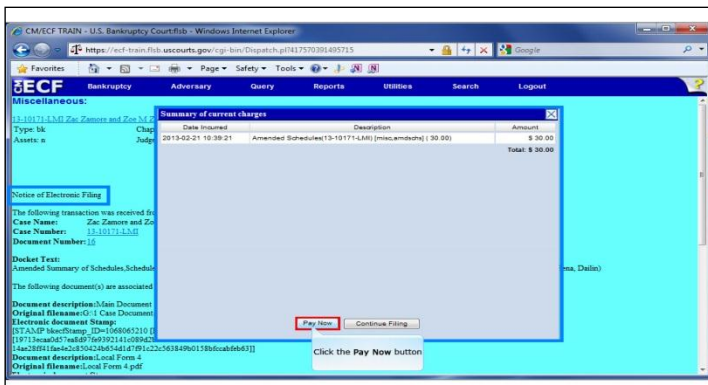
Slide 45

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



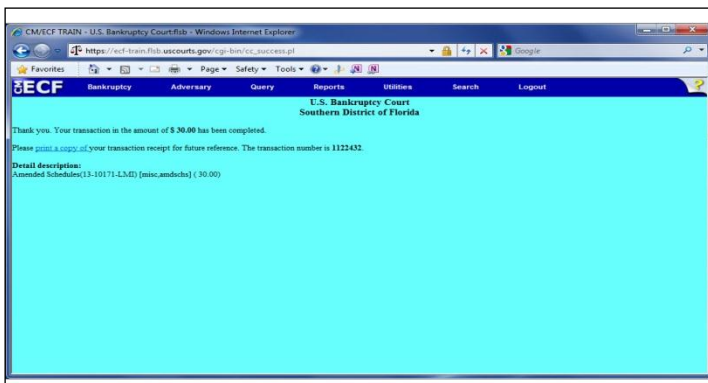
Slide 46

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



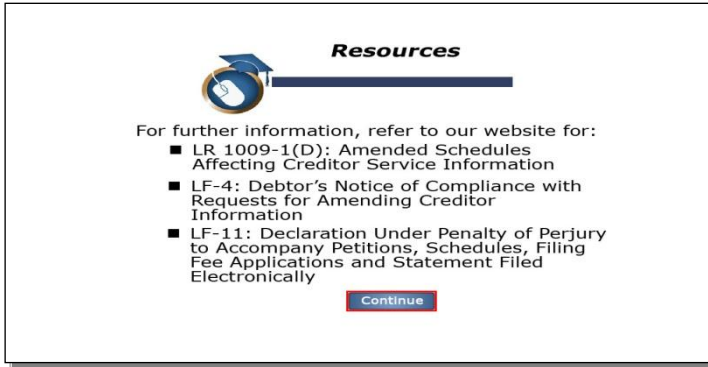
Slide 47

Notes: The NEF screen will appear along with the Summary of Current Charges dialog box. For this tutorial, we will not simulate paying these current charges. For steps on how to pay for current charges refer to the lesson on Paying Filing Fees in a later module. Select Pay Now to avoid the suspension of filing privileges due to unpaid dues.



Slide 48

Notes: The Pay Confirmation screen displays once the fees are paid. It contains the case number and provides the payment transaction number as receipt for payment.



Resources

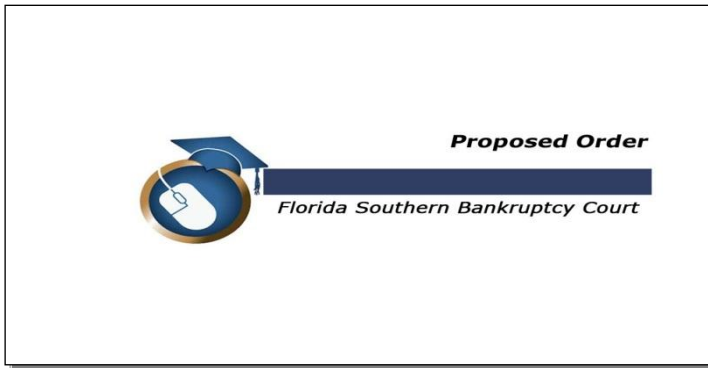
For further information, refer to our website for:

- LR 1009-1(D): Amended Schedules Affecting Creditor Service Information
- LF-4: Debtor's Notice of Compliance with Requests for Amending Creditor Information
- LF-11: Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, Filing Fee Applications and Statement Filed Electronically

[Continue](#)

Slide 49

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



Proposed Order

Florida Southern Bankruptcy Court

Slide 50

Notes: Welcome to the lesson on Submitting a Proposed Order. This lesson finalizes the Motion to Avoid Lien [Negative Notice] entered earlier. Upon the expiration of applicable objection deadline(s), and absent a timely filed objection, a proposed order is submitted for the Judge's consideration. For information on the format requirements, refer to the Court's Guidelines for Preparing, Submitting and Serving Orders (CG-5).



CM/ECF TRAIN - U.S. Bankruptcy Courtflsb - Windows Internet Explorer

https://ecf-train.flsb.uscourts.gov/cgi-bin/login.pl

CECF Bankruptcy Adversary Query Reports Utilities Search Logout

Click Bankruptcy

U.S. Bankruptcy Court
Southern District of Florida
Official Court Electronic Document Filing System

Welcome to the Florida Southern Bankruptcy Court Train data base
CM/ECF VERSION 8.1
NOTICE
On Mondays the CM/ECF and PACER servers will be unavailable from 12:01 AM till 12:00 AM.

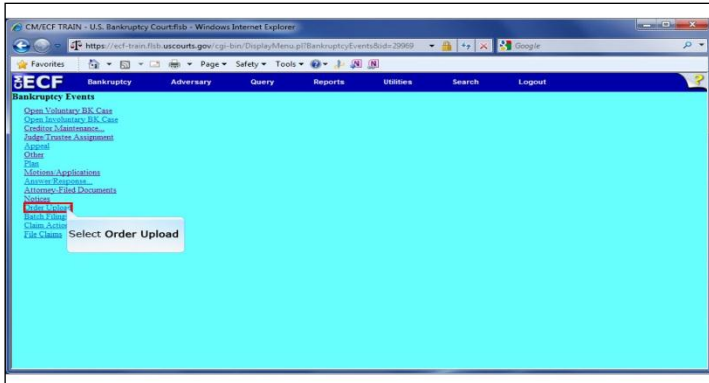
This facility is for Official Court Business only. Activity in and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 1571.

To Update Your ECF Account Information [CLICK HERE](#)

[Information about viewing PDF files](#)

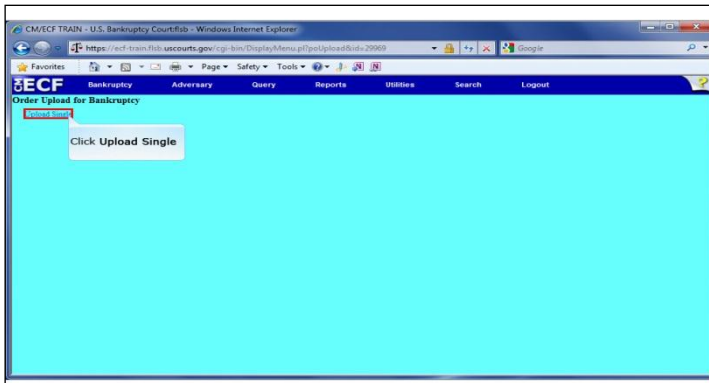
Slide 51

Notes: From the Main Menu bar, click Bankruptcy.



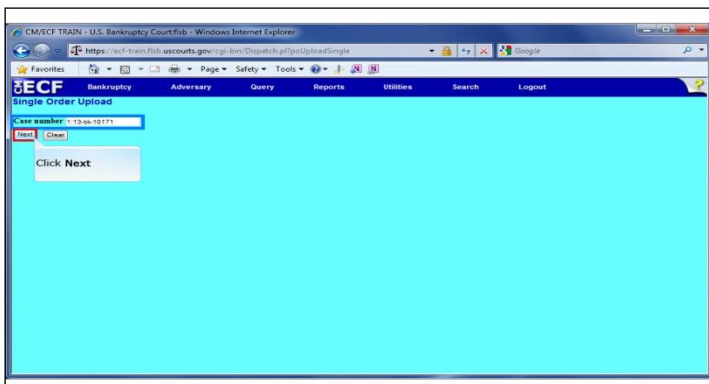
Slide 52

Notes: The Bankruptcy Events list will appear. Select Order Upload from the list to begin the process.



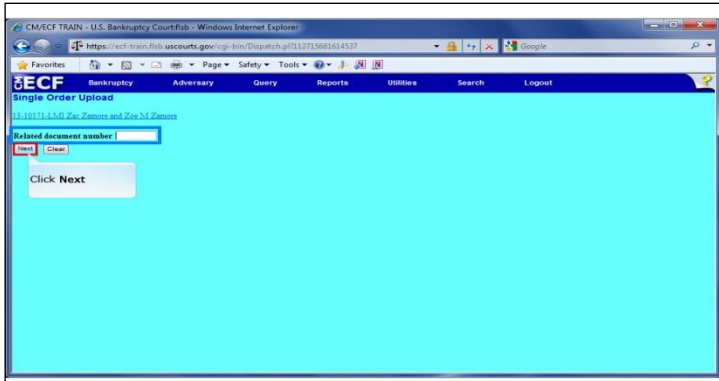
Slide 53

Notes: Click Upload Single to continue.



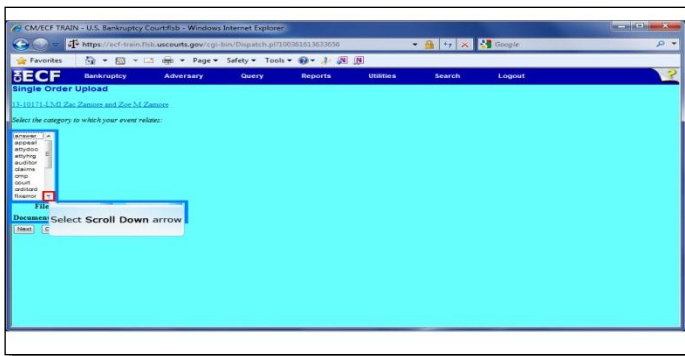
Slide 54

Notes: The Case Number screen will appear. Verify the case number and click Next.



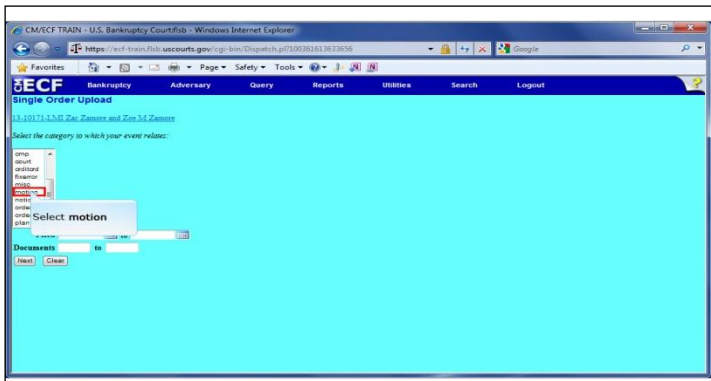
Slide 55

Notes: Confirm the case number and case name appearing on the screen. For this tutorial, we will leave the Related document number field blank and click Next to initiate a category search to find the document number.



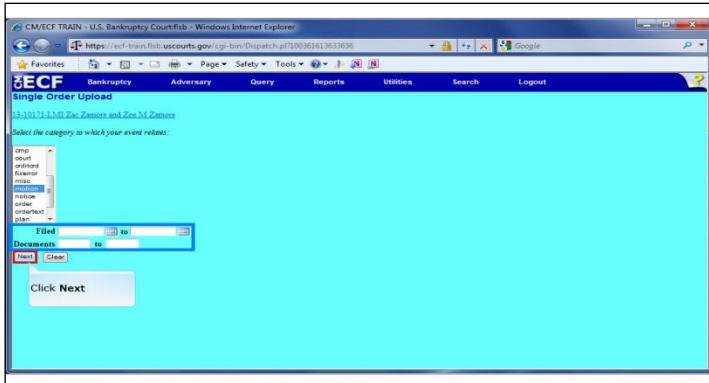
Slide 56

Notes: The Category Search screen will appear. To narrow down your search, select the type of document that your order refers to. You can further streamline your search by including a filed date range and/or a range of document numbers for the case. Click the Scroll down arrow to review the remaining categories.



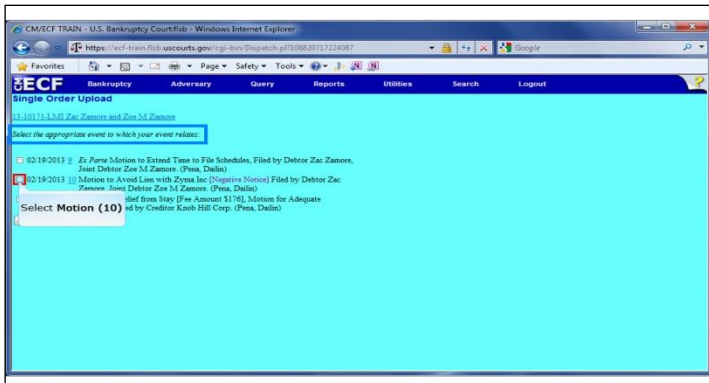
Slide 57

Notes: Since the document was originally docketed by choosing the Motions category, select "motion."



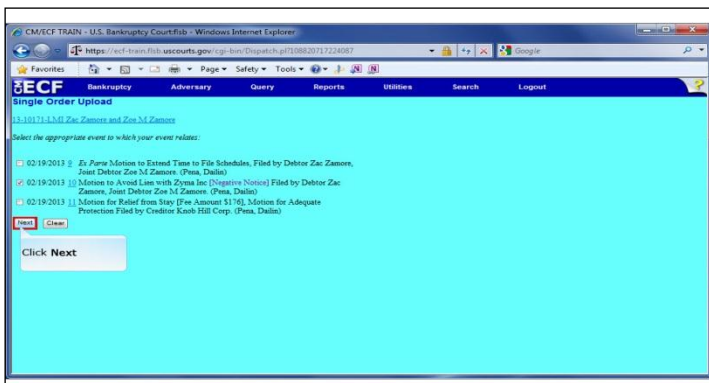
Slide 58

Notes: Leave the Filed Documents range fields blank and click Next to initiate the search within the database.



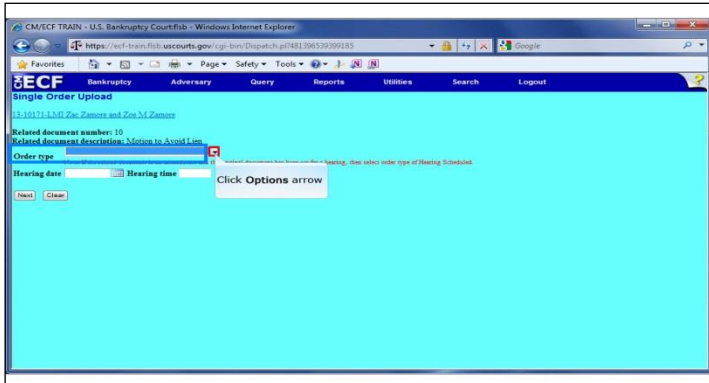
Slide 59

Notes: The search results will display all pending motions in the category that you selected, including the related document number. By referring to the related document a linkage will be created in the system. Click the check box next to document number 10 Motion to Avoid Lien.



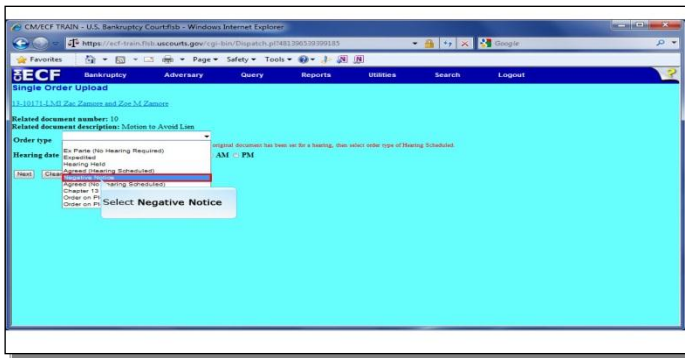
Slide 60

Notes: Click Next to continue.



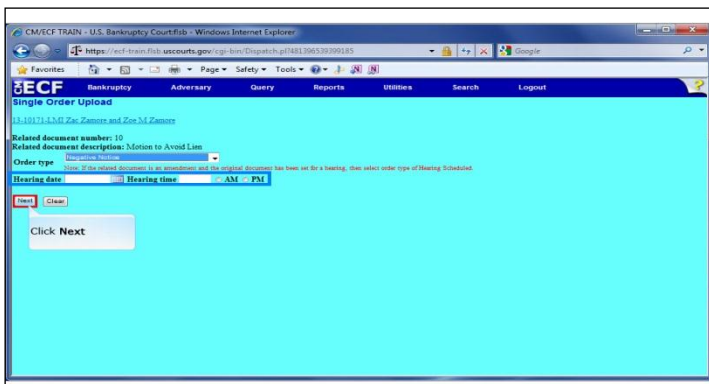
Slide 61

Notes: Next, select the order type by clicking on the Options button to view the available list.



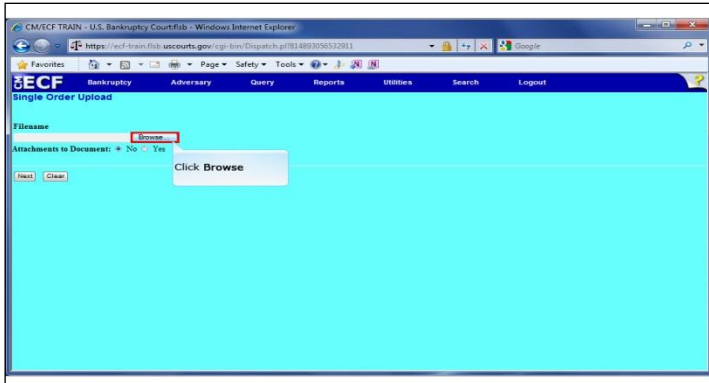
Slide 62

Notes: Select Negative Notice from the list of order types.



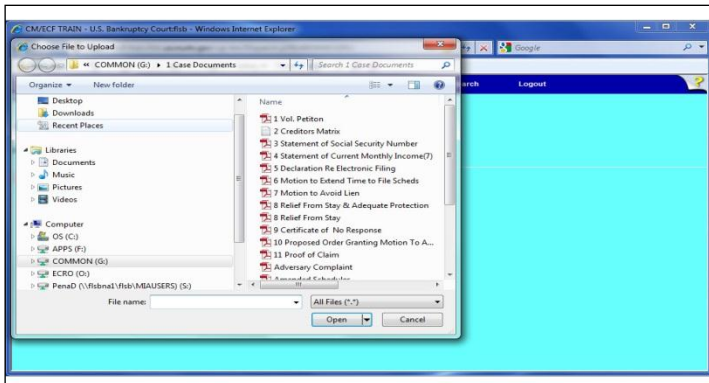
Slide 63

Notes: Fill in the Hearing date and time only if there was a hearing held on the motion. Since our Motion to Avoid Lien was filed on Negative Notice, leave these fields blank. Click Next to continue.



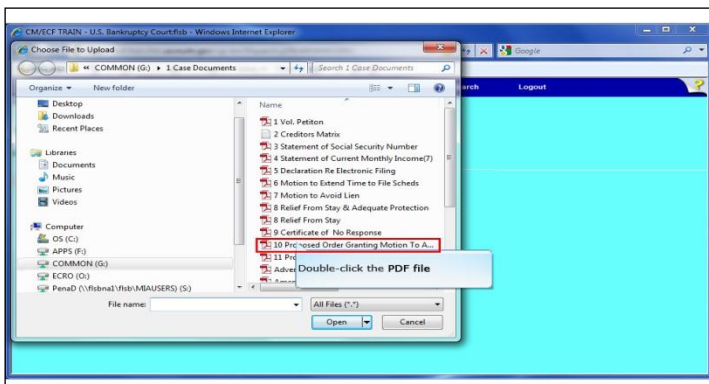
Slide 64

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



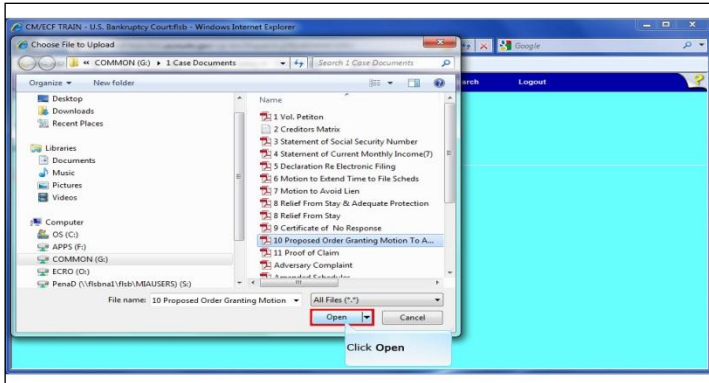
Slide 65

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



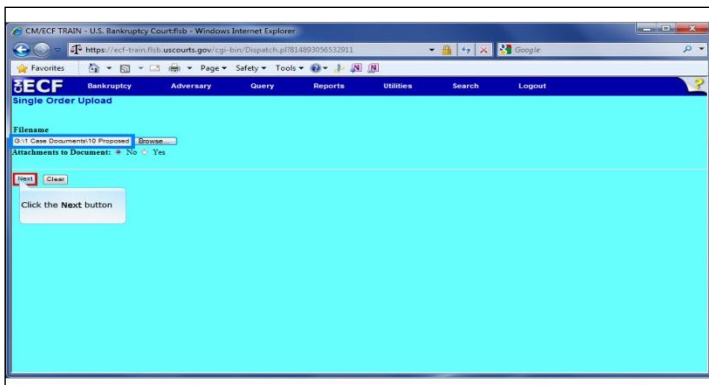
Slide 66

Notes: Before uploading, verify the correct PDF file is selected and that it meets the formatting requirements. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



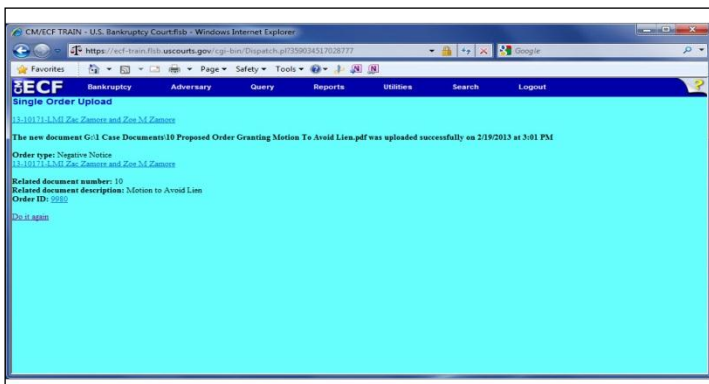
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Notes: Click Open to associate the file with the case.



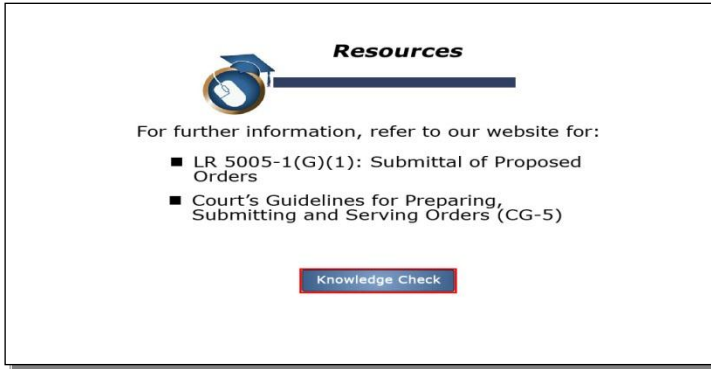
Slide 68

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



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Notes: A Confirmation screen will appear. The proposed order will be reviewed by chambers. A signed order will be docketed by the clerk's office.



Resources

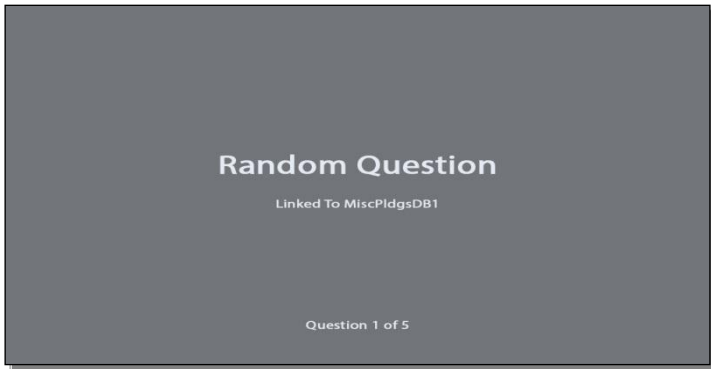
For further information, refer to our website for:

- LR 5005-1(G)(1): Submittal of Proposed Orders
- Court's Guidelines for Preparing, Submitting and Serving Orders (CG-5)

Knowledge Check

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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check.



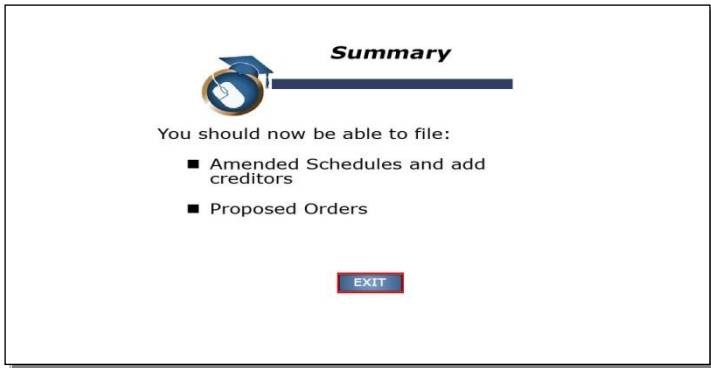
Random Question

Linked To MiscPldgsDB1

Question 1 of 5

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Notes: Knowledge Check



Summary

You should now be able to file:

- Amended Schedules and add creditors
- Proposed Orders

EXIT

Slide 77


Notes: Now that you have reviewed this learning module, you will be able to file Amended Schedules and add creditors, and also upload Proposed Orders. Click EXIT when you are finished.



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Notes:

Question 1


 Knowledge Check Question 1 of 5

Proposed orders need to be formatted in accordance to the Court's Guidelines for Preparing, Submitting and Serving Orders (CG-5).

- A) True
- B) False

Notes:

Question 2


 Knowledge Check Question 2 of 5

When uploading Amended Schedules, attach the following:

- A) Debtor's Notice of Compliance with Requirements for Amending Creditor Information
- B) Declaration Regarding Payment Advices
- C) Declaration of Electronic Filing
- D) Certificate of Service and Certificate of Compliance with LR 9073-1(D)

Notes:

Question 3


 Knowledge Check Question 3 of 5

When filing any post-petition amended schedule, use the dedicated event "Schedules/Statements/Lists (Amendments)."

- A) True
- B) False


Notes:

Question 4

 Knowledge Check	Question 4 of 5
<p>If amended Schedules D, E, or F are filed separately, a fee is charged for each separate entry. However, only one fee is charged if they are combined into one entry.</p> <ul style="list-style-type: none"><input type="radio"/> A) True<input type="radio"/> B) False	

Notes:

Question 5

 Knowledge Check	Question 5 of 5
<p>When uploading a proposed order you must do the following:</p> <ul style="list-style-type: none"><input type="radio"/> A) serve any party that was not electronically notified<input type="radio"/> B) create an association to the related document<input type="radio"/> C) file a Certificate of Service<input type="radio"/> D) none of the above	

Notes: