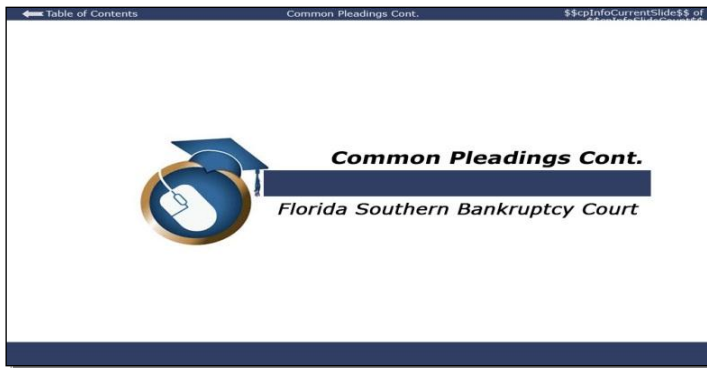
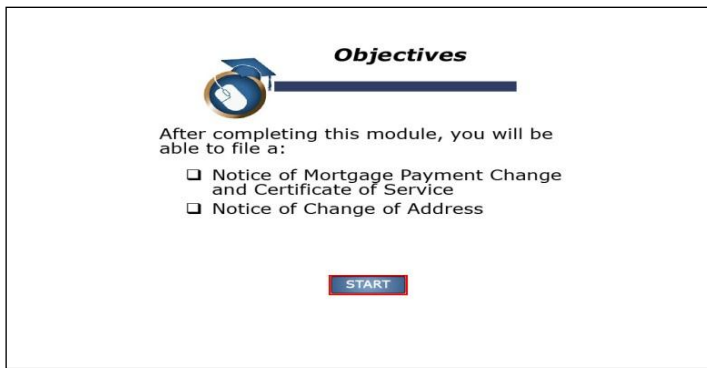




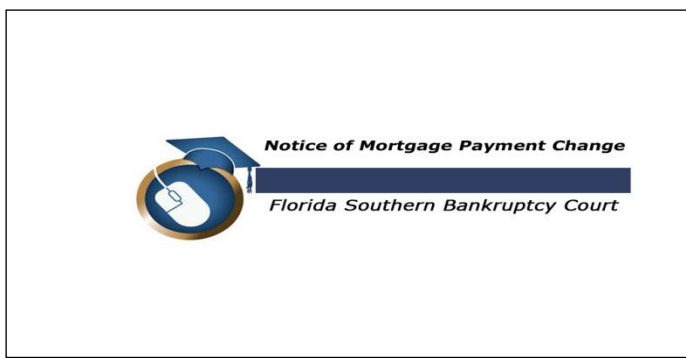
Slide 1

Notes: Welcome to the module on Filing Common Pleadings Continued. It guides you through the last two of the more commonly filed pleadings.



Slide 2

Notes: After completing this module, you should be able to file a Notice of Mortgage Payment Change along with the Certificate of Service and a Notice of Filing a Change of Address. When you are ready to begin, click START.



Slide 3

Notes: Our first lesson is on Filing a Notice of Mortgage Payment Change (Claim on File). If there is a change in payment, including any change that results from an interest rate or escrow account adjustment, the creditor must file and serve a notice of mortgage payment change before the payment of the new amount is due.



Key Points

LR 3070-1(B)/FRBP 3002.1:

- ☐ served upon the debtor, debtor's attorney and trustee
- ☐ claim secured by debtor's principal residence
- ☐ claim provided for under § 1322(b)(5) of the Code
- ☐ supplement to claim on Claims Register
- ☐ Modify Official Bankruptcy Form B10 (supplement 1)

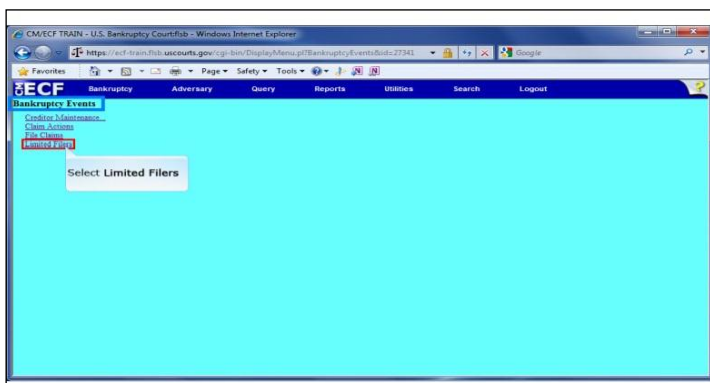
Slide 4

Notes: This notice is served on the debtor, debtor's attorney, and trustee. To avoid sanctions, make sure the claim was secured by a security interest in the debtor's principal residence and provided for under § 1322(b)(5) of the Code in the debtor's Chapter 13 plan. The notice must be filed as a supplement to the claim holder's proof of claim. When the notice of payment change is filed, modify the Official Bankruptcy Form, (B10, Supplement 1), Notice of Mortgage Payment Change, to reflect the actual claim for which the notice is being filed.



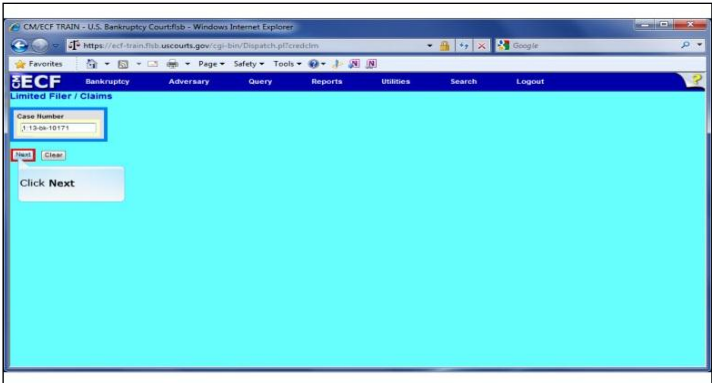
Slide 5

Notes: From the Main Menu bar, click Bankruptcy.



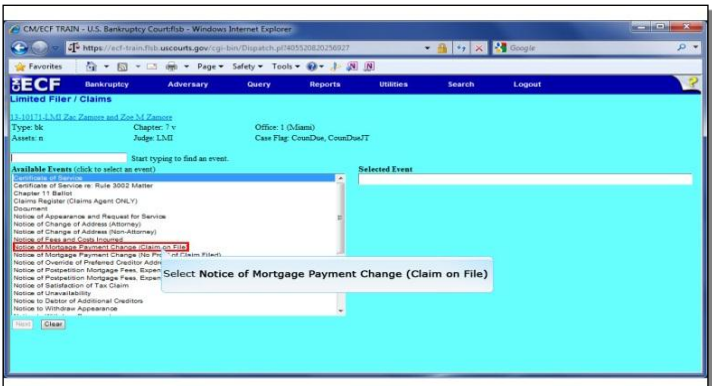
Slide 6

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



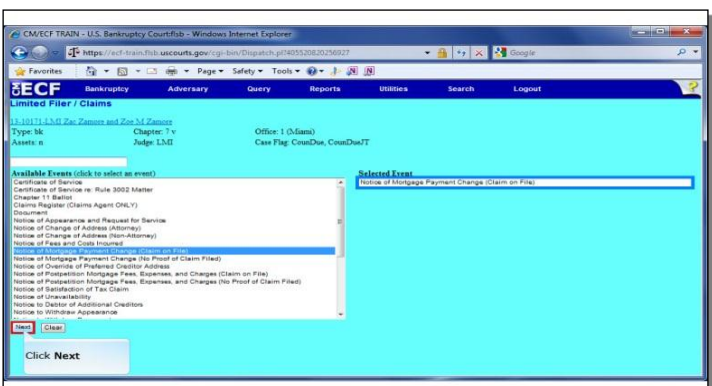
Slide 7

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



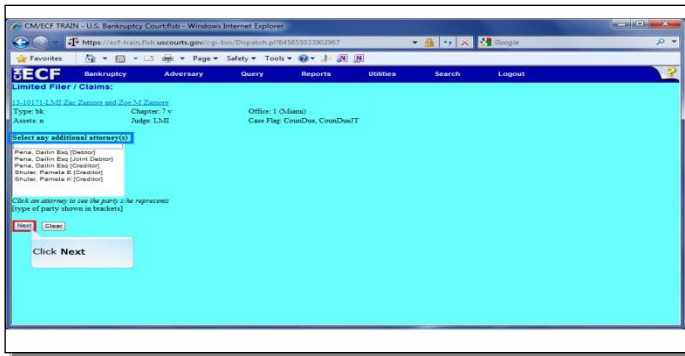
Slide 8

Notes: The Available Events screen will appear. Select Notice of Mortgage Payment Change (Claim on File) from the list.



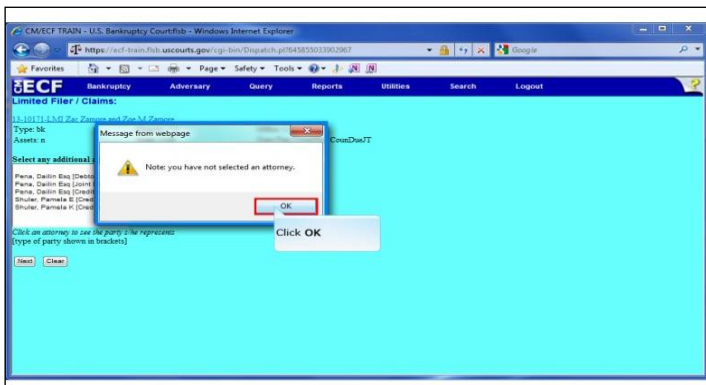
Slide 9

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



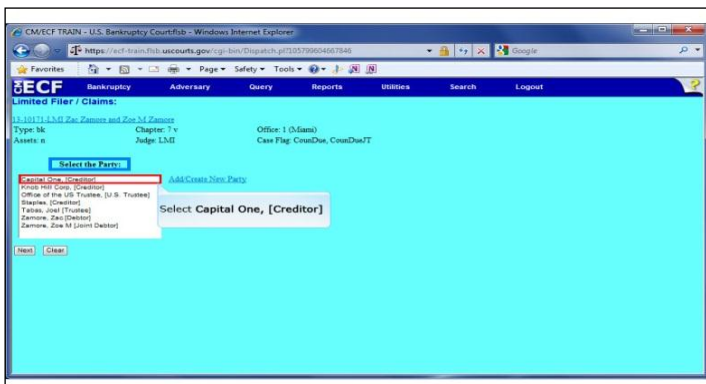
Slide 10

Notes: At the Select any additional attorney(s) screen, click Next to bypass.



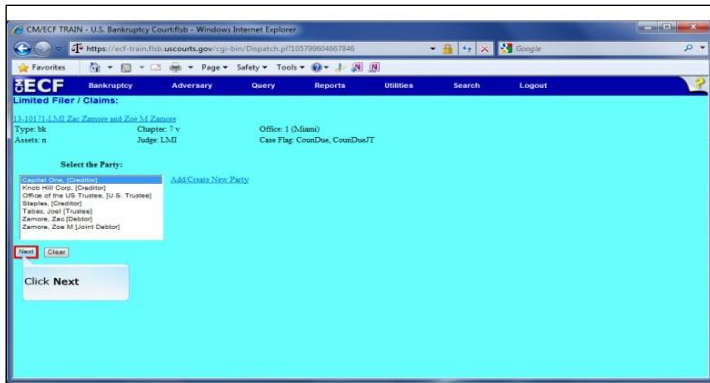
Slide 11

Notes: A warning dialog box will appear since a selection was not made. Click OK to continue.



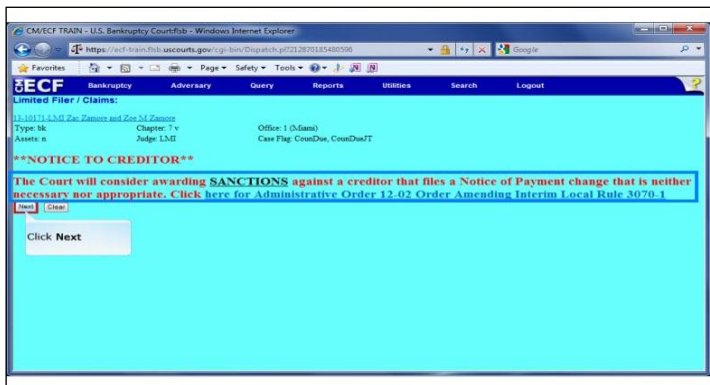
Slide 12

Notes: The Select the Party screen will appear. For the purposes of this tutorial, the creditor is an exact match. Select Capital One.



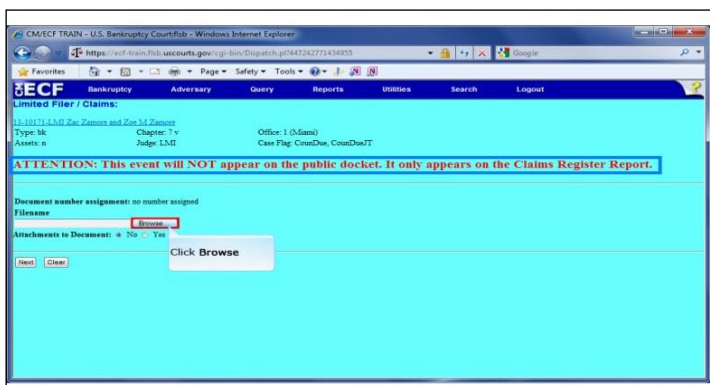
Slide 13

Notes: Once highlighted, click Next to continue.



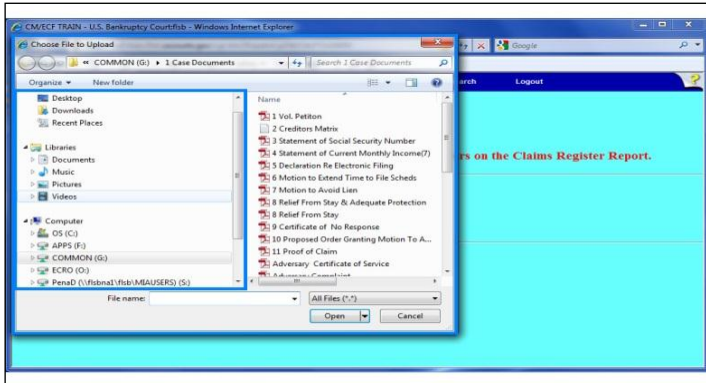
Slide 14

Notes: The Information screen will appear. Read the Notice to Creditor which advises that the court will consider awarding sanctions against a creditor that files a notice not required under Bankruptcy Rule 3002.1. Click on the link to the Administrative Order if further clarification is needed. Click Next to continue.



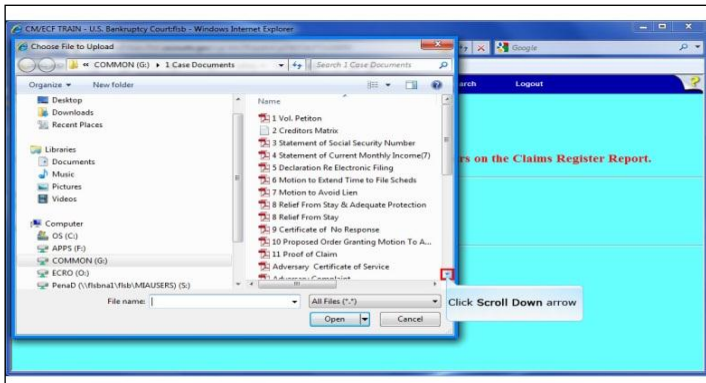
Slide 15

Notes: The PDF selection screen will appear. Please note this filing will only appear on the Claims Register Report and not on the public docket. Click the Browse button to locate your PDF file.



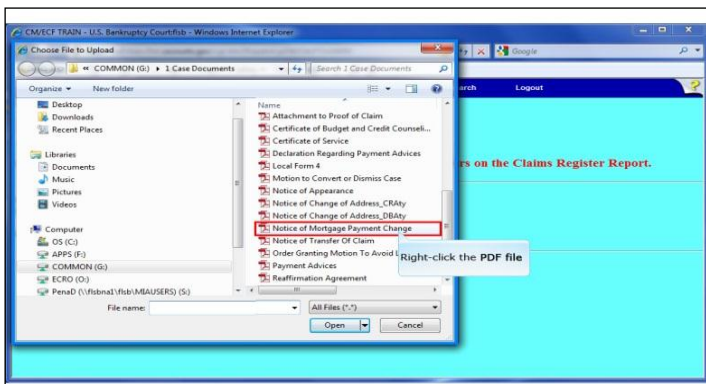
Slide 16

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



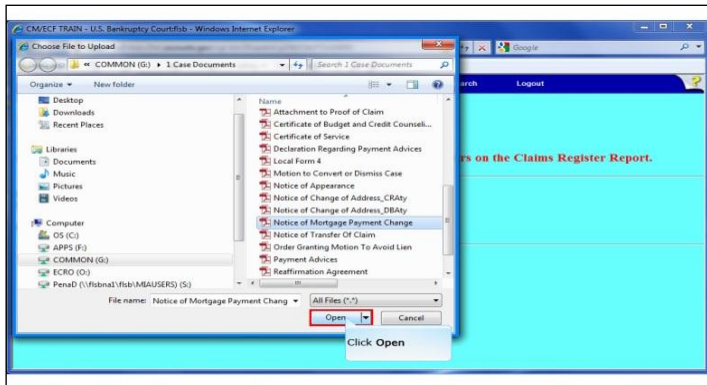
Slide 17

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



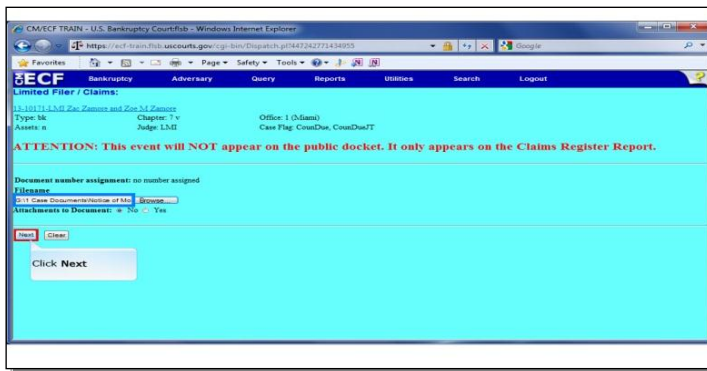
Slide 18

Notes: Before uploading, verify the correct PDF file is selected, has been redacted, and contains the correct information such as the modified Official Bankruptcy Form, a Certificate of Service that substantially complies with Local Form-46, and the appropriate signatures. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



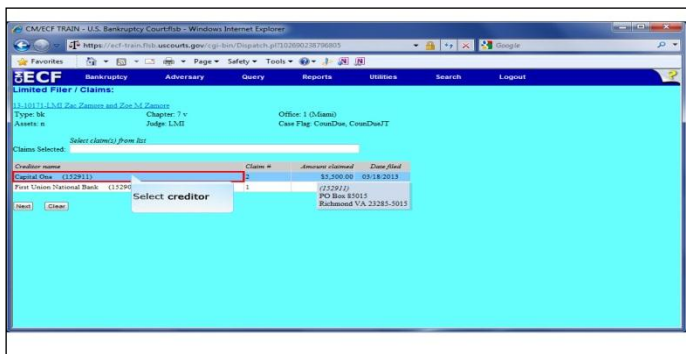
Slide 19

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



Slide 20

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



Slide 21

Notes: Select the name of the Creditor with whom the mortgage is being held: Capital One.

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

https://ecf-train.flb.uscourts.gov/cgi-bin/Dispatch.pl?11300912558493

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Limited Filer / Claims:

11-1017113-0 Zee Zannore and Zee M Zannore
Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: n Judge: LMI Case Flag: CounDoe, CounDoeJT

Select claim(s) from list

Claims Selected: 1

Creditor name	Claim #	Amount claimed	Date filed
Capital One - (129811)	1	\$4,500.00	09/18/2013
First Union National Bank - (129804)	1	\$100.00	02/28/2013

New Clear

Click Next

Slide 22

Notes: Once highlighted, click Next to continue.

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

https://ecf-train.flb.uscourts.gov/cgi-bin/Dispatch.pl?11300912558499

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Limited Filer / Claims:

11-1017113-0 Zee Zannore and Zee M Zannore
Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: n Judge: LMI Case Flag: CounDoe, CounDoeJT

Is a Certificate of Service Included or Attached to the Document Currently Being Filed?

☒ Yes
☐ No

Select Yes

New Clear

Click Next

Slide 23

Notes: Since the notice was served on the debtor, debtor's attorney, and trustee, we included the Certificate of Service in the PDF upload. Select Yes to confirm the appropriate parties were notified.

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

https://ecf-train.flb.uscourts.gov/cgi-bin/Dispatch.pl?11300912558499

JECF Bankruptcy Adversary Query Reports Utilities Search Logout

Limited Filer / Claims:

11-1017113-0 Zee Zannore and Zee M Zannore
Type: bk Chapter: 7 v Office: 1 (Miami)
Assets: n Judge: LMI Case Flag: CounDoe, CounDoeJT

Is a Certificate of Service Included or Attached to the Document Currently Being Filed?

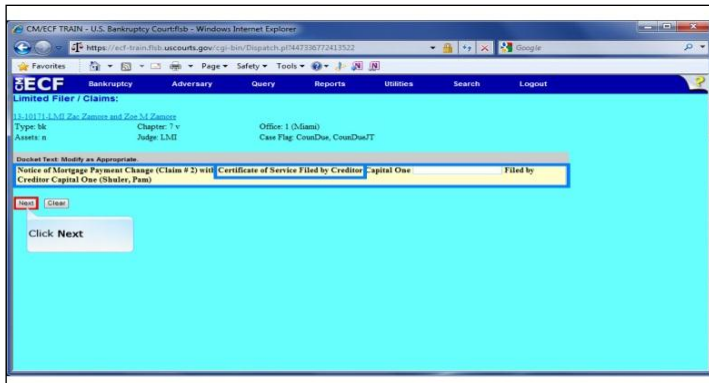
☒ Yes
☐ No

New Clear

Click Next

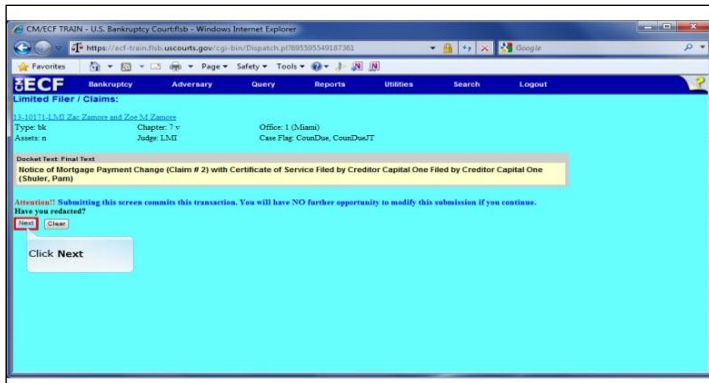
Slide 24

Notes: This selection will be reflected in the final docket text. Click Next to continue.



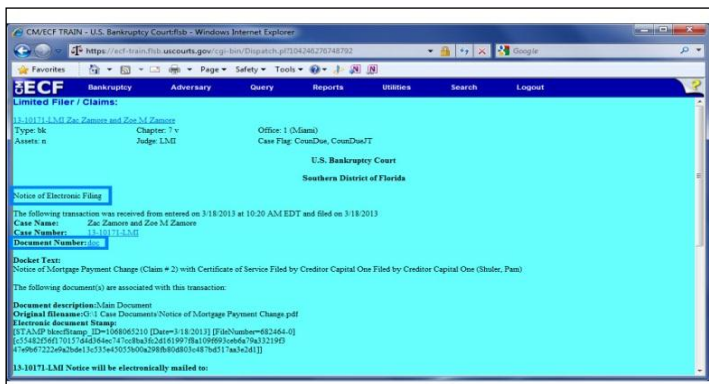
Slide 25

Notes: The Modify Docket Text screen will appear. As you can see, the docket text reflects “with Certificate of Service” based on our previous selection. Verify the information is correct and click Next to continue.



Slide 26

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



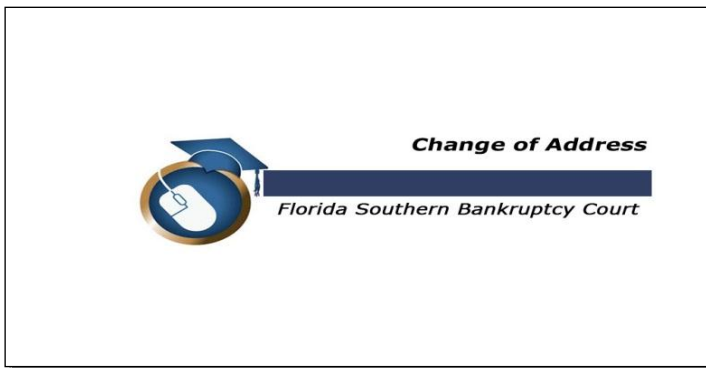
Slide 27

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply. As noted earlier, this filing will only appear on the Claims Register Report and not on the public docket. As a result, the NEF does not reflect a document number. Instead, a link is provided to the claims supplement document: doc.



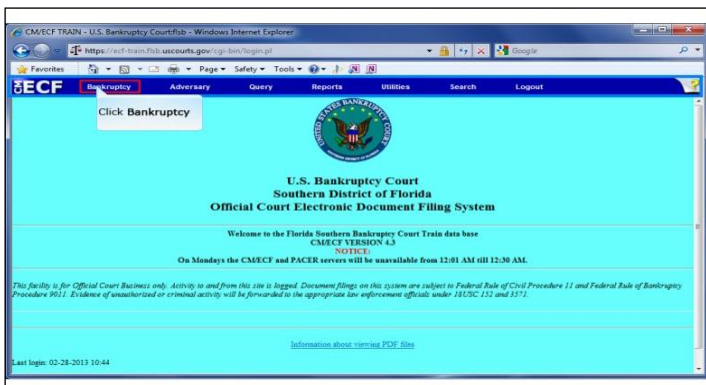
Slide 28

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 final lesson.



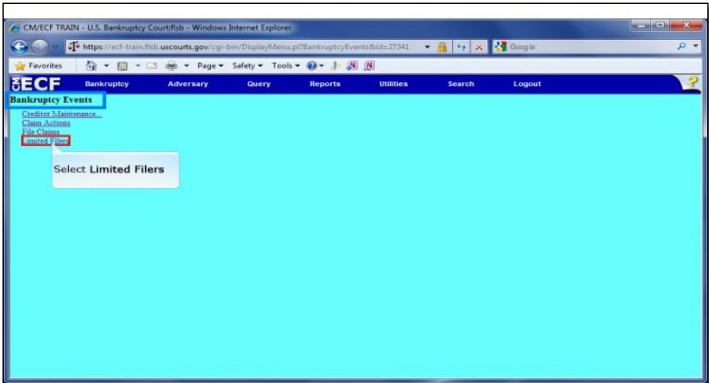
Slide 29

Notes: Welcome to the lesson on Filing a Notice of Change of Address. This must be filed in each case or proceeding in which the change is to be effected.



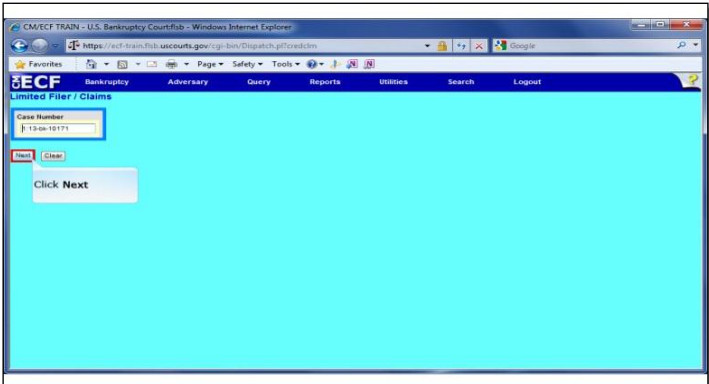
Slide 30

Notes: From the Main Menu bar, click Bankruptcy.



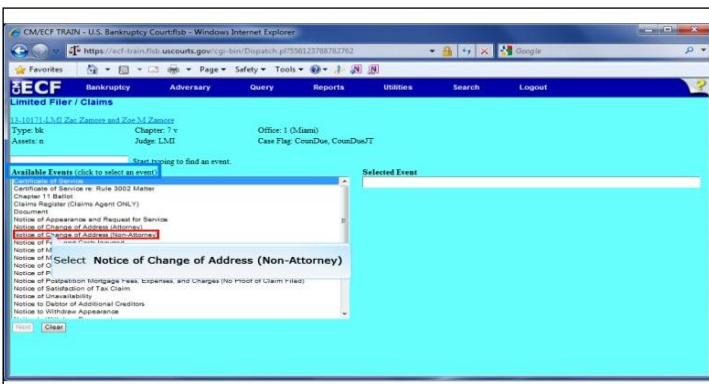
Slide 31

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



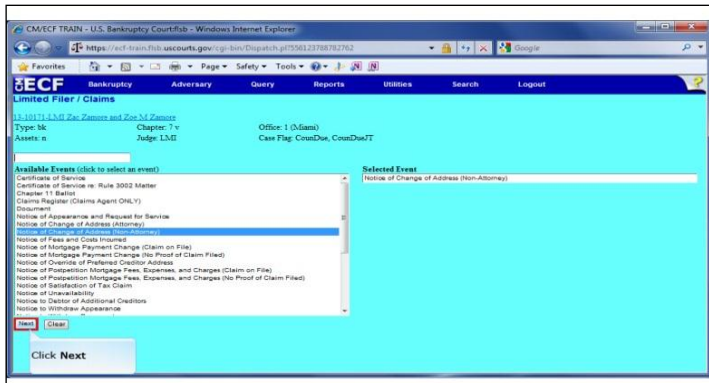
Slide 32

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



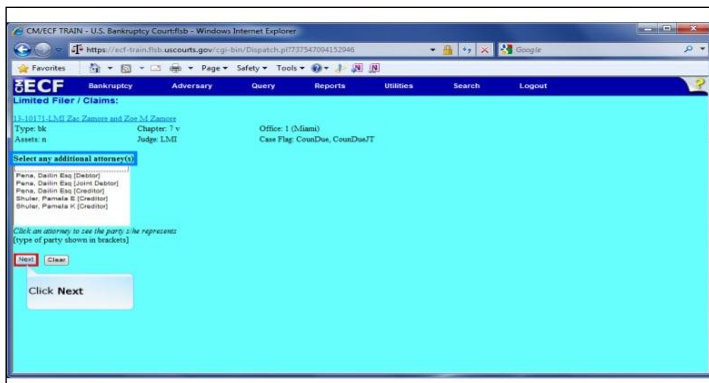
Slide 33

Notes: The Available Events screen will appear. Two change of address events display in the list. Select Notice of Change of Address (Non-Attorney).



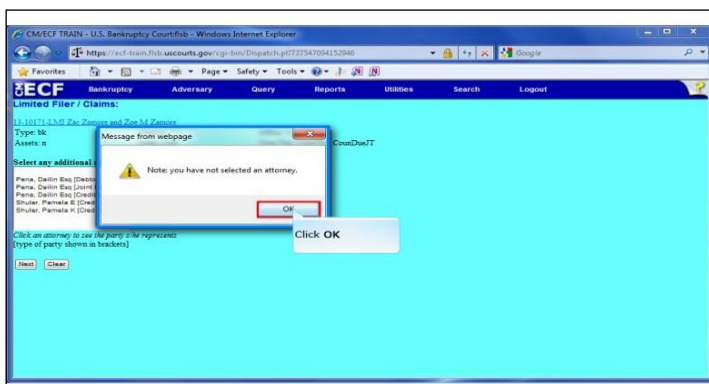
Slide 34

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



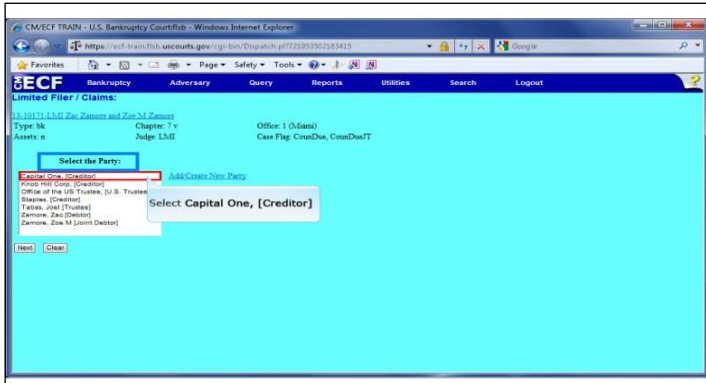
Slide 35

Notes: At the Select additional attorney(s) screen , click Next to bypass.



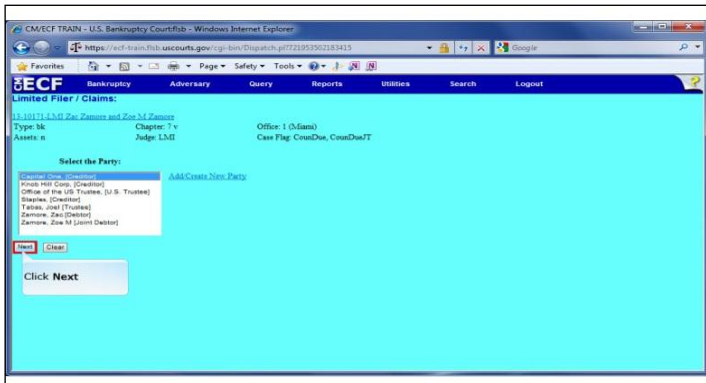
Slide 36

Notes: At the warning dialog box, click OK to continue.



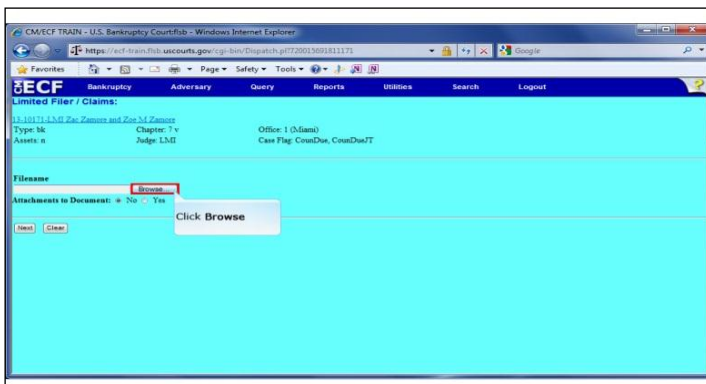
Slide 37

Notes: The Select the Party screen will appear. For the purpose of this tutorial, the party is an exact match. Select the creditor, Capital One.



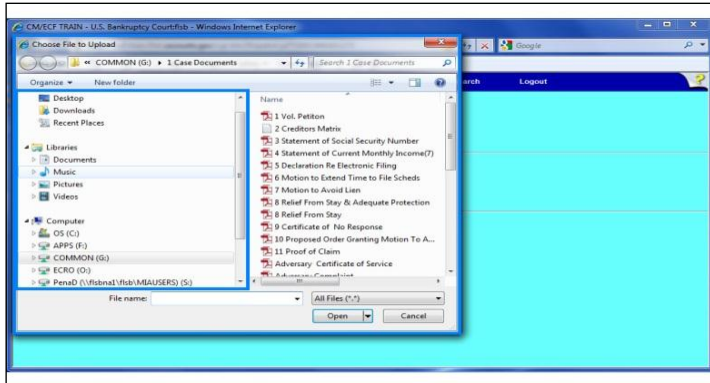
Slide 38

Notes: Click Next to continue.



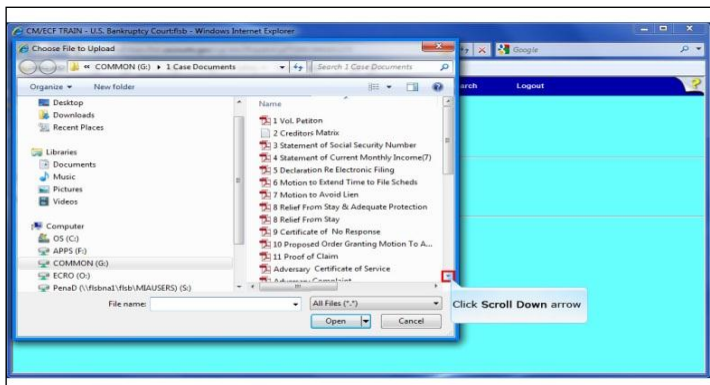
Slide 39

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



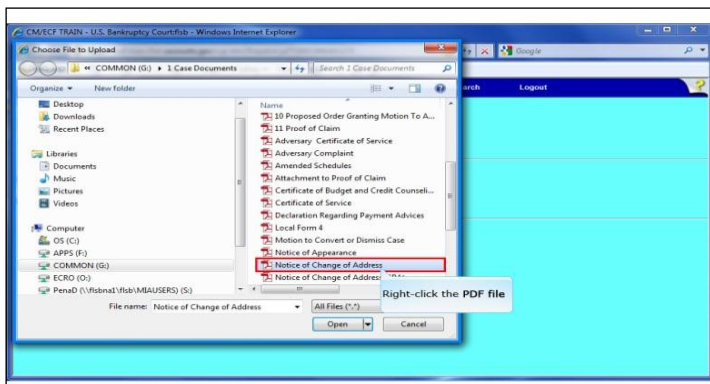
Slide 40

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



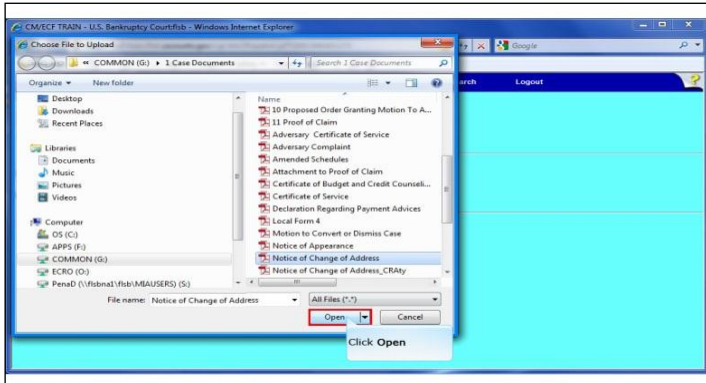
Slide 41

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



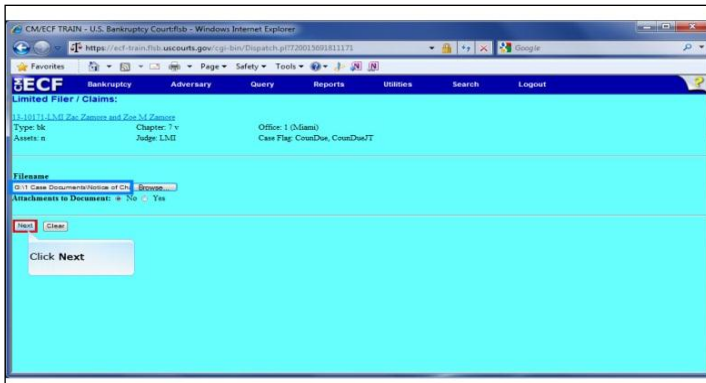
Slide 42

Notes: Before uploading, verify the correct PDF file is selected and that it includes both the old (or incorrect) address and the new address. For this tutorial, we will not simulate reviewing the document. Double-click the PDF file.



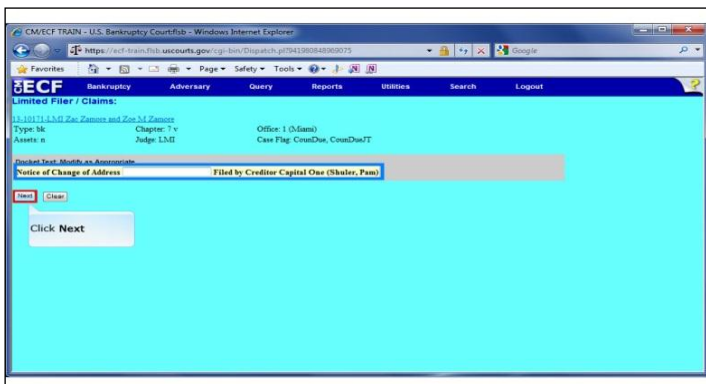
Slide 43

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



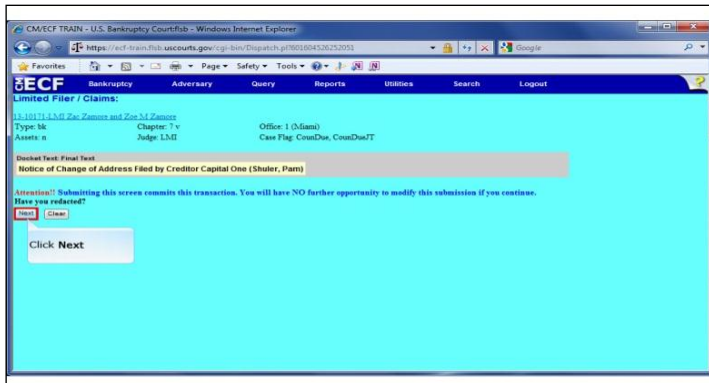
Slide 44

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



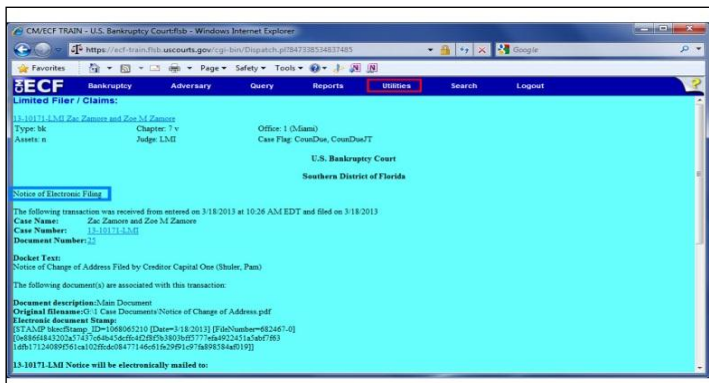
Slide 45

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



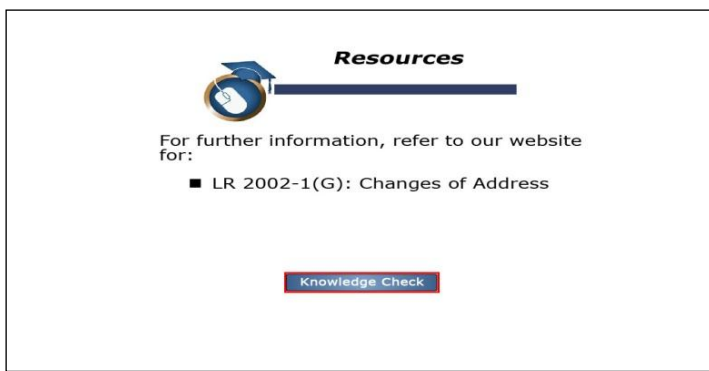
Slide 46

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



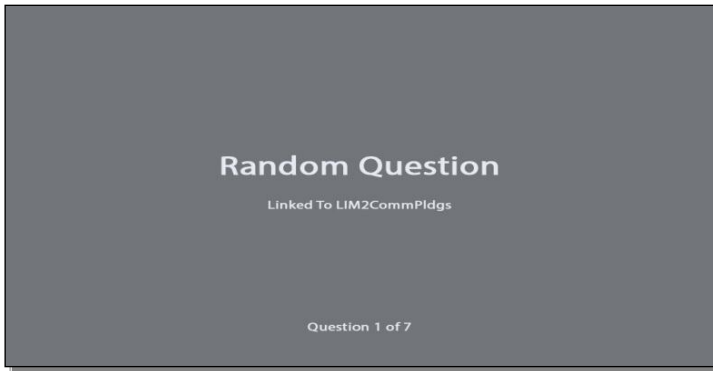
Slide 47

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply. To complete the process you also need to update the address through Utilities. The last training module will cover Managing Your ECF Account.



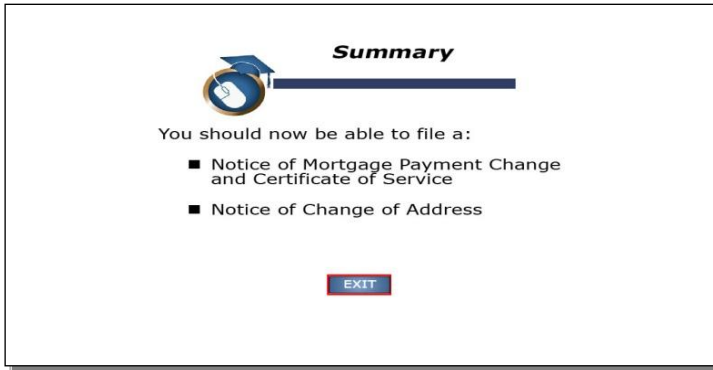
Slide 48

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



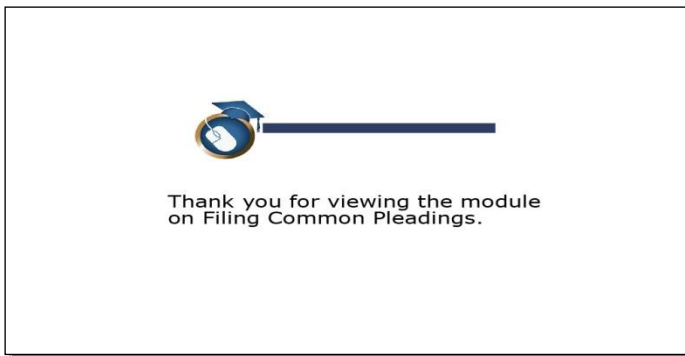
Slide 49 - 56

Notes: Knowledge Check



Slide 57

Notes: Now that you have reviewed this learning module, you will be able to file a Notice of Mortgage Payment Change along with the Certificate of Service and a Notice of Filing a Change of Address. Click EXIT when you are finished.



Slide 58

Notes:



Knowledge Check

Question 1 of 7

If there is a change in the mortgage payment, the creditor must file and serve a notice of mortgage payment:

- ☐ A) within three months
- ☐ B) before the payment of the new amount is due
- ☐ C) within three days of the filing
- ☐ D) none of the above

Notes:

Question 1



Knowledge Check

Question 2 of 7

The Notice of Mortgage Payment Change is served on the:

- ☐ A) Debtor
- ☐ B) Debtor's attorney
- ☐ C) Trustee
- ☐ D) all of the above
- ☐ E) both A and B

Notes:

Question 2



Knowledge Check

Question 3 of 7

When changing your address in the court's database, you must:

- ☐ A) file a Notice of Change of Address
- ☐ B) email the Clerk's Office the change of address
- ☐ C) update your ECF account through Utilities in the Main Menu Bar
- ☐ D) both A and C
- ☐ E) none of the above

Notes:

Question 3

Question 4

 Knowledge Check	Question 4 of 7
When the notice of payment change is filed, no modification is needed to the Official Bankruptcy Form Notice of Mortgage Payment Change. ☐ A) True ☐ B) False	

Notes:

Question 5

 Knowledge Check	Question 5 of 7
Upon the motion by the debtor, the court will consider awarding sanctions against a creditor that files a notice not required under Bankruptcy Rule 3002.1 ☐ A) True ☐ B) False	

Notes:

Question 6

 Knowledge Check	Question 6 of 7
To avoid sanctions, make sure the claim was secured by a security interest in the debtor's principal residence and provided for under section 1322(b)(5) of the Code in the debtor's Chapter 13 plan. ☐ A) True ☐ B) False	

Notes:



Knowledge Check

Question 7 of 7

When submitting a Notice of Change of Address, include the:

- ☐ A) new address
- ☐ B) old address
- ☐ C) both the old and new address
- ☐ D) none of the above

Question 7

Notes: