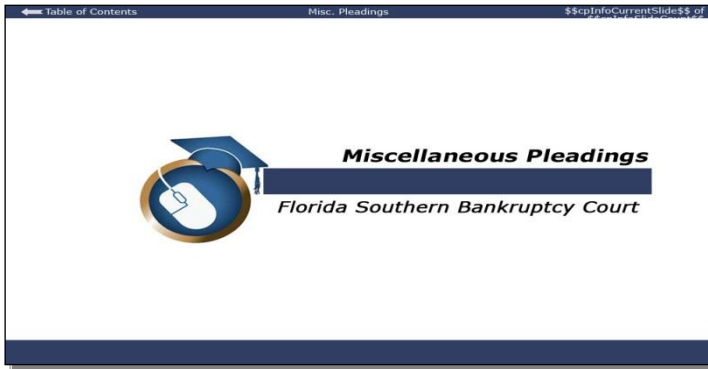
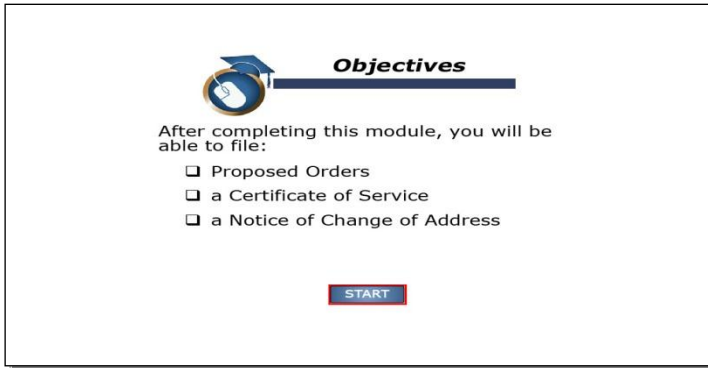




Slide 1

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



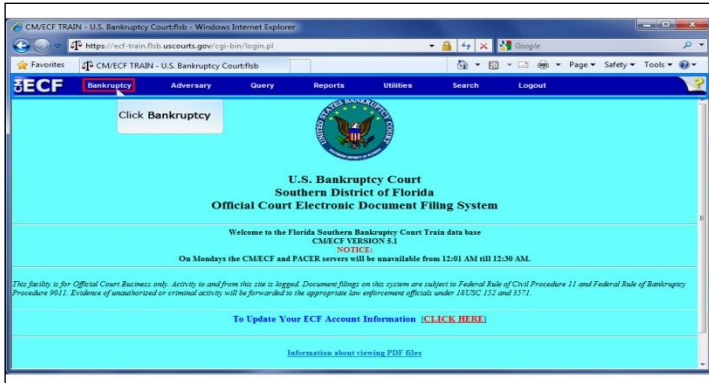
Slide 2

Notes: After completing this module, you will be able to upload Proposed Orders and file a Certificate of Service and a Notice of Change of Address. When you are ready to begin, click START.



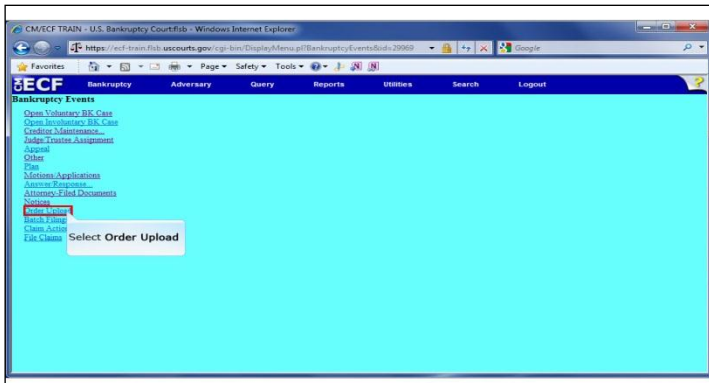
Slide 3

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).



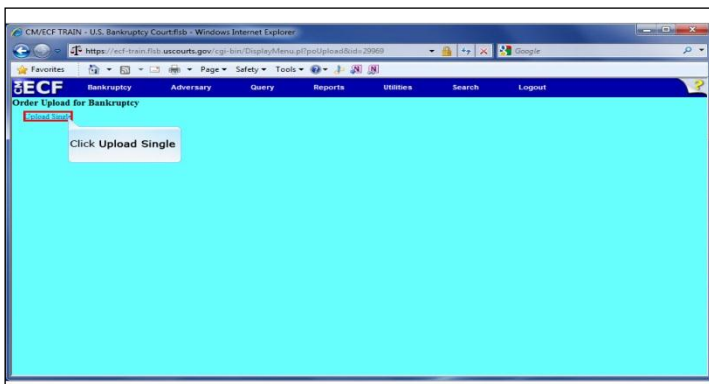
Slide 4

Notes: From the Main Menu bar, click Bankruptcy.



Slide 5

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



Slide 6

Notes: Click Upload Single to continue.



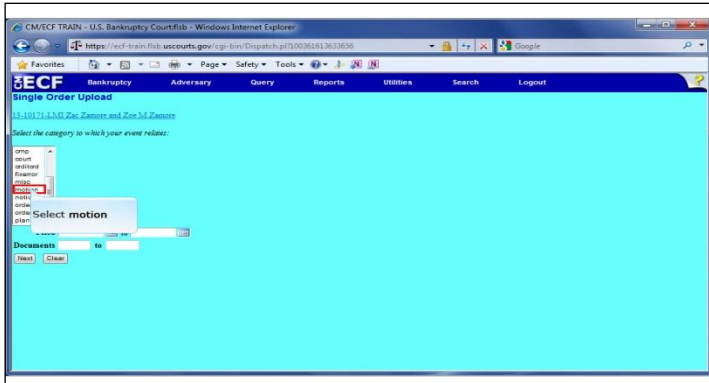
Slide 8



Slide 9

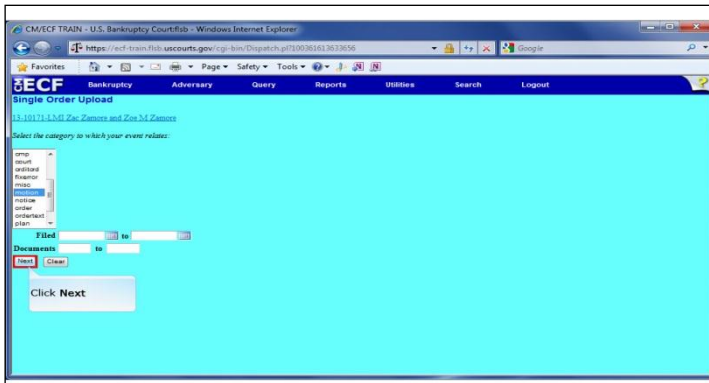


Page 3 of 27



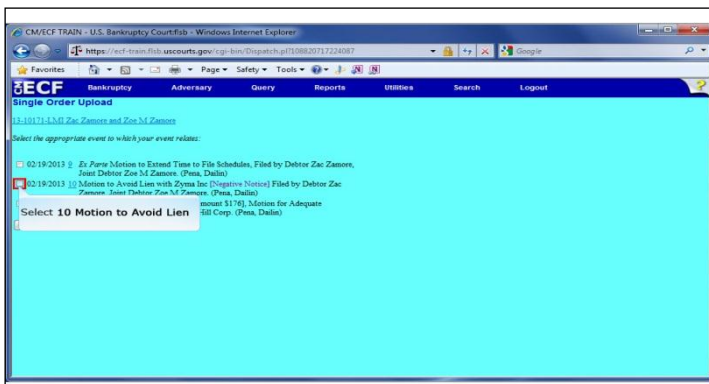
Slide 10

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



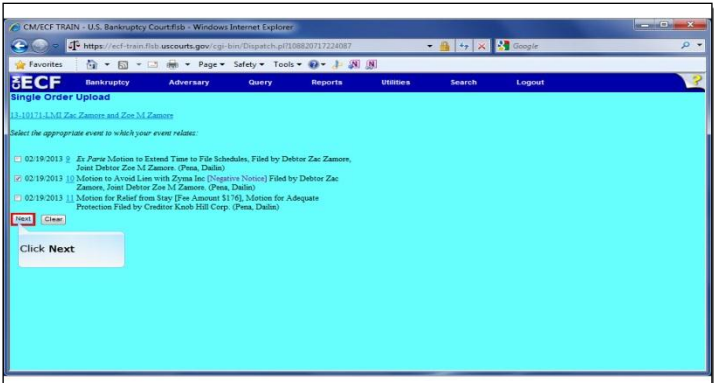
Slide 11

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



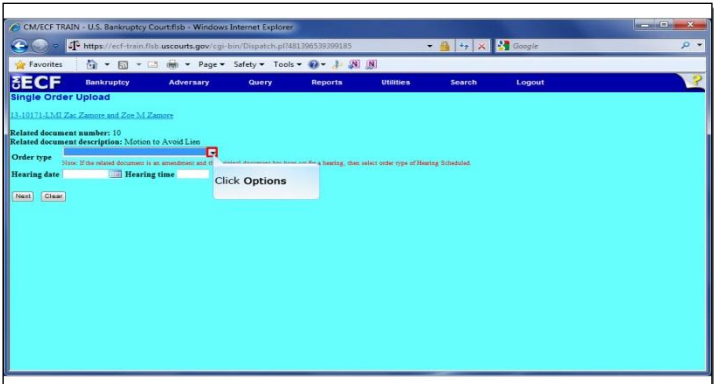
Slide 12

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.



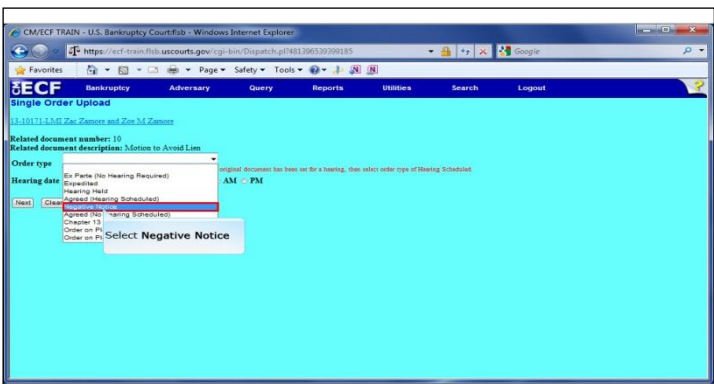
Slide 13

Notes: Click Next to continue.



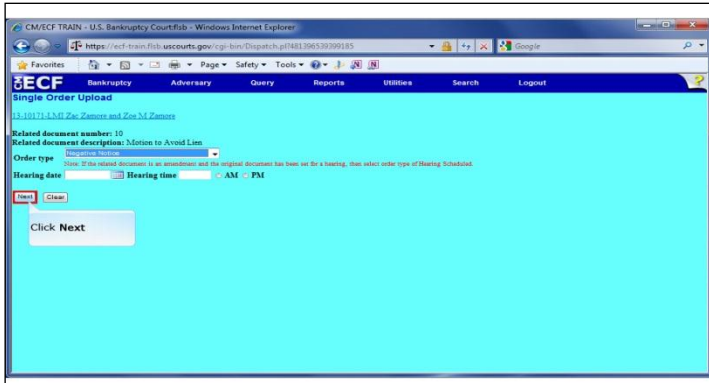
Slide 14

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



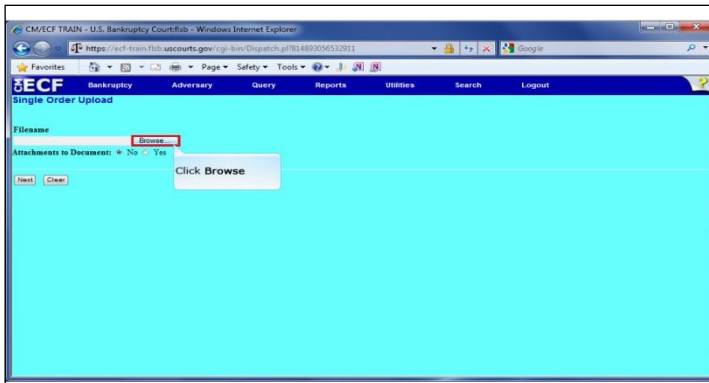
Slide 15

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



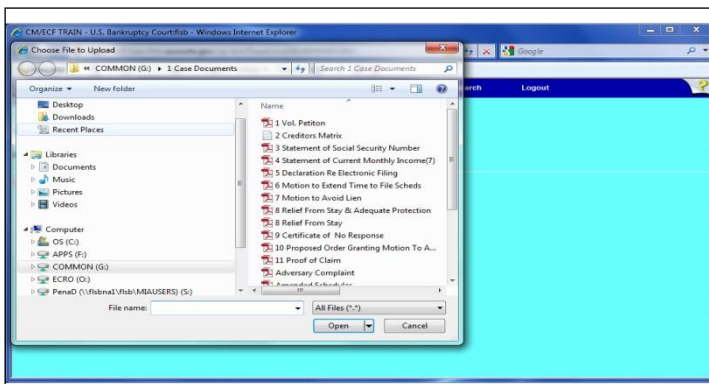
Slide 16

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.



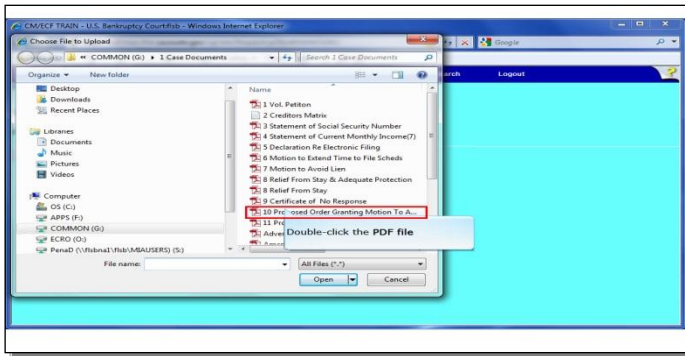
Slide 17

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



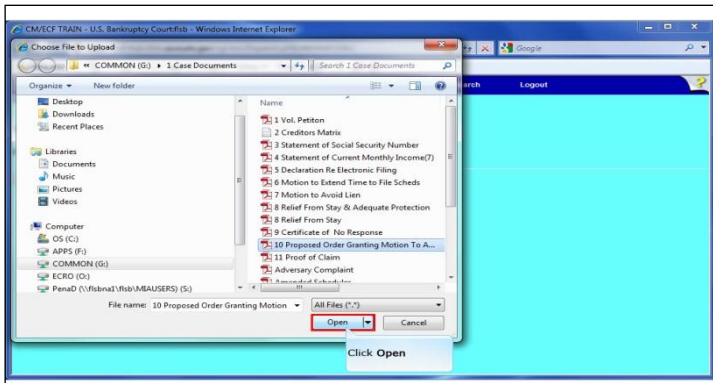
Slide 18

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



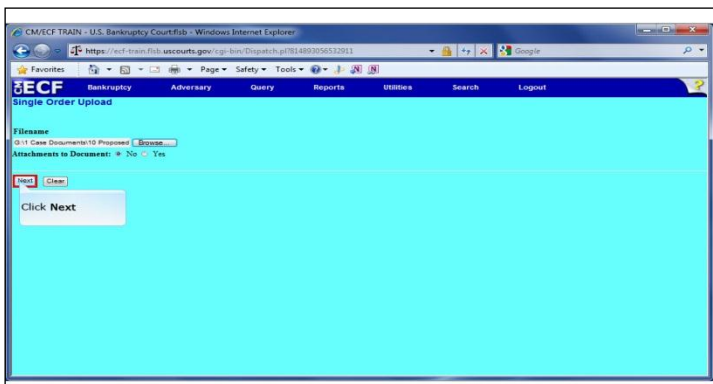
Slide 19

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.



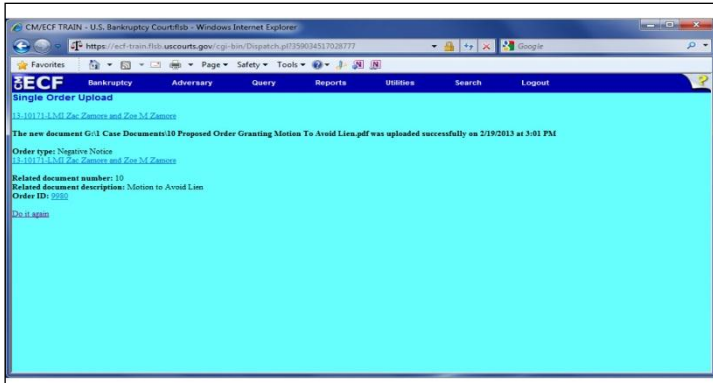
Slide 20

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



Slide 21

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



Slide 22

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.



Slide 23

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



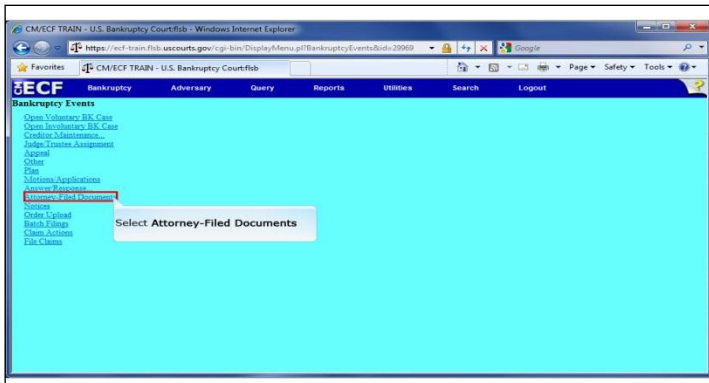
Slide 24

Notes: Welcome to the lesson on Filing a Certificate of Service. Upon entry of a signed order by from the clerk's office the movant must serve any party that was not electronically served and file the Local Form Certificate of Service and Certificate of Compliance with Local Rule 9073-1(D) (LF-46) with the court within two business days after service. This lesson will guide you through that process.



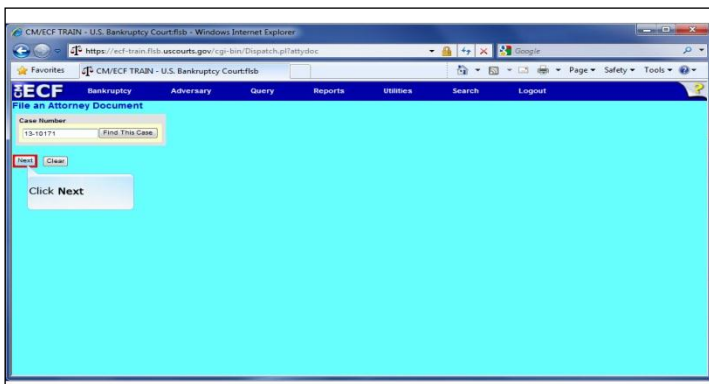
Slide 25

Notes: From the Main Menu bar, click Bankruptcy.



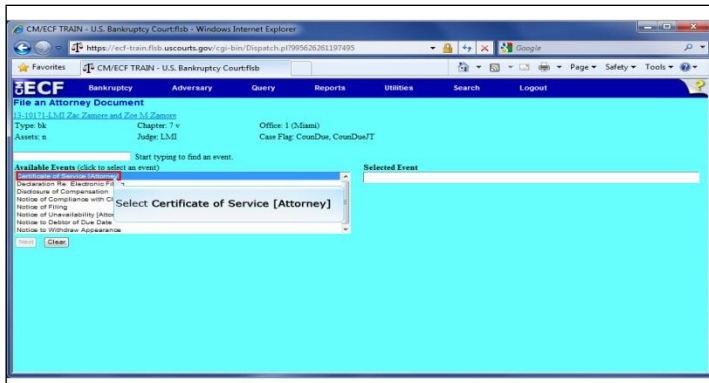
Slide 26

Notes: The Bankruptcy Events list will appear. Select Attorney Filed Documents from the list.



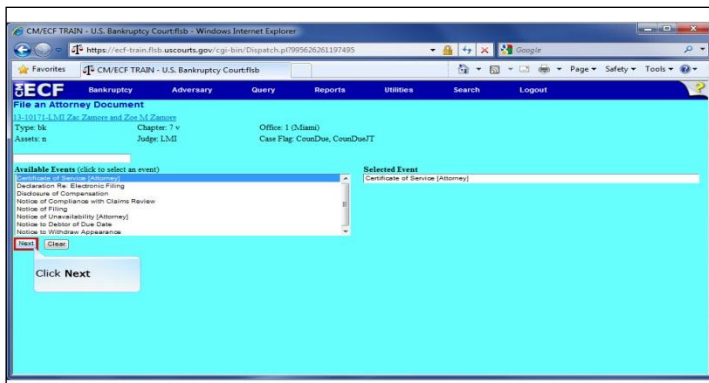
Slide 27

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



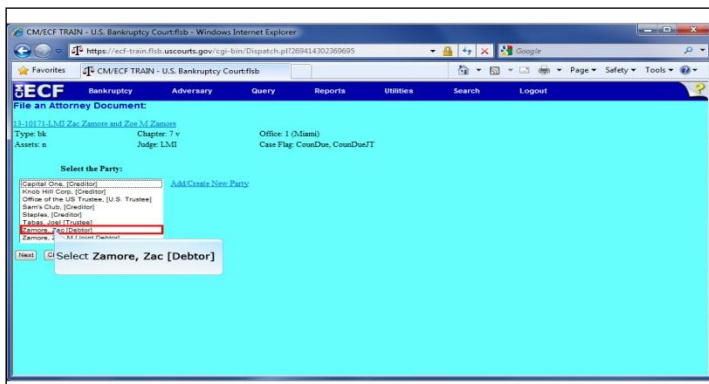
Slide 28

Notes: The Available Events screen will appear. Select Certificate of Service [Attorney] from the list.



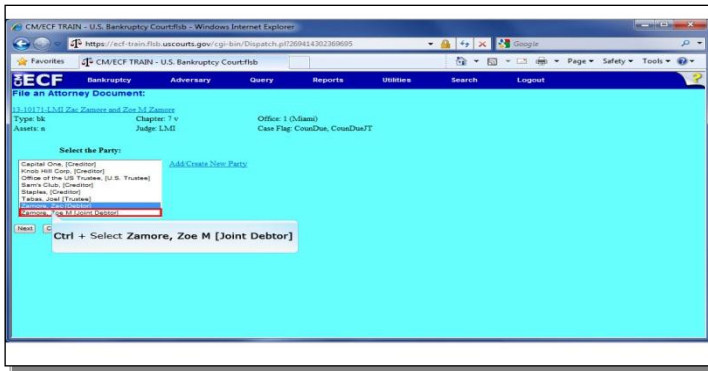
Slide 29

Notes: Confirm your selection appears in the Selected Events field on the right hand side of the screen. Click Next to continue.



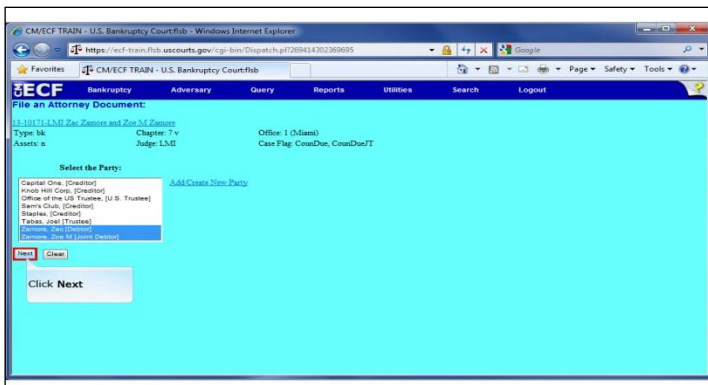
Slide 30

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.



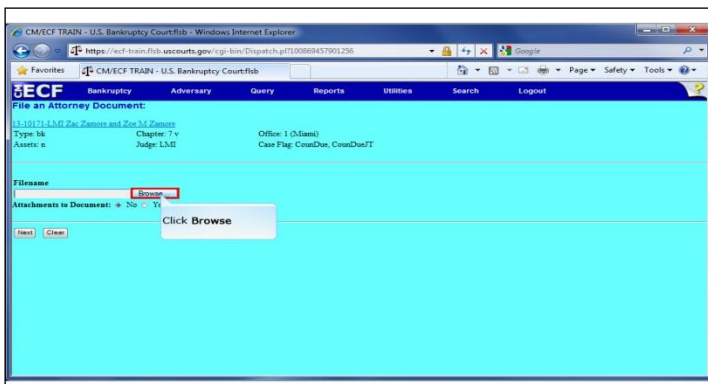
Slide 31

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



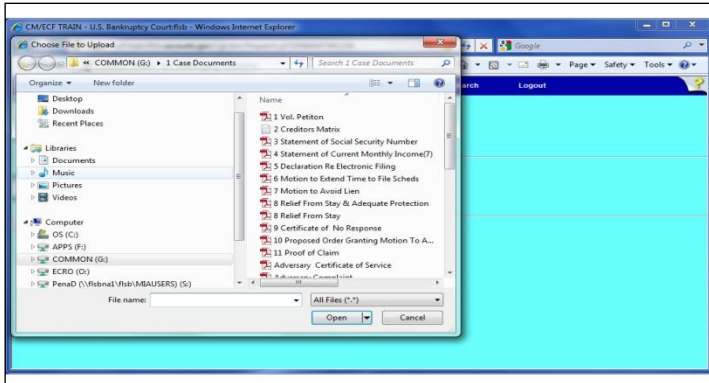
Slide 32

Notes: Once both are highlighted, click Next.



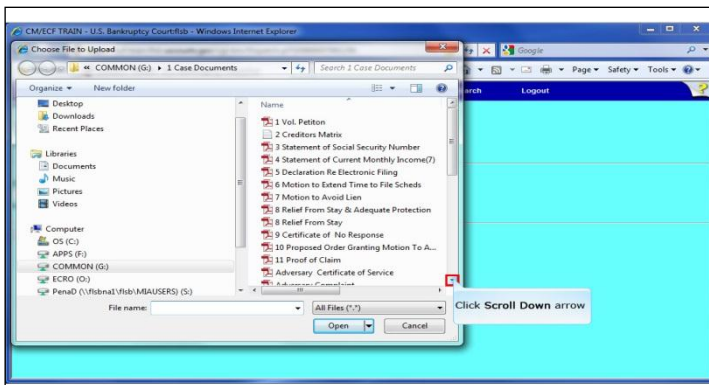
Slide 33

Notes: The PDF Selection screen will appear. Do not attach copies of any served documents to a Certificate of Service. Instead, reference the title and docket entry number of each document served. Click the Browse button to locate the PDF file.



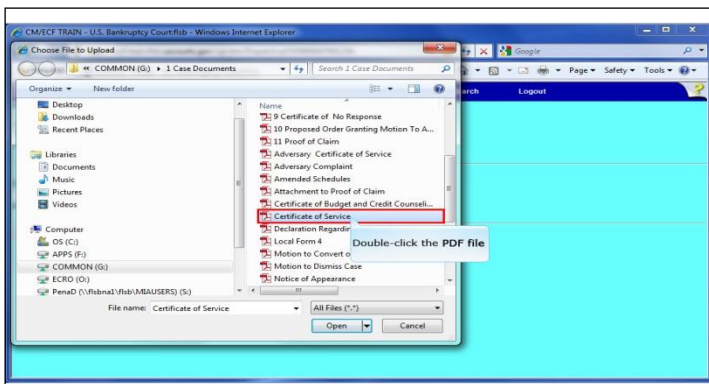
Slide 34

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



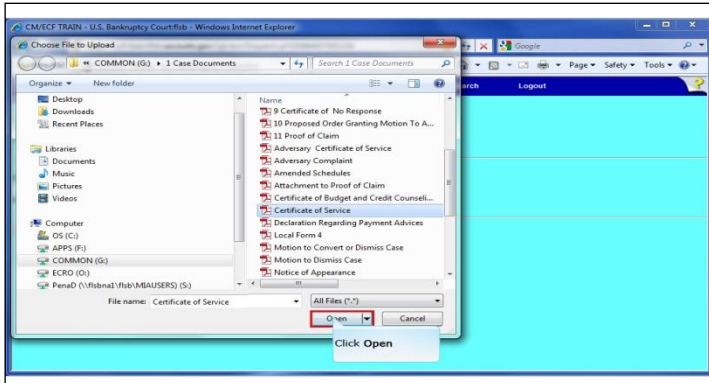
Slide 35

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



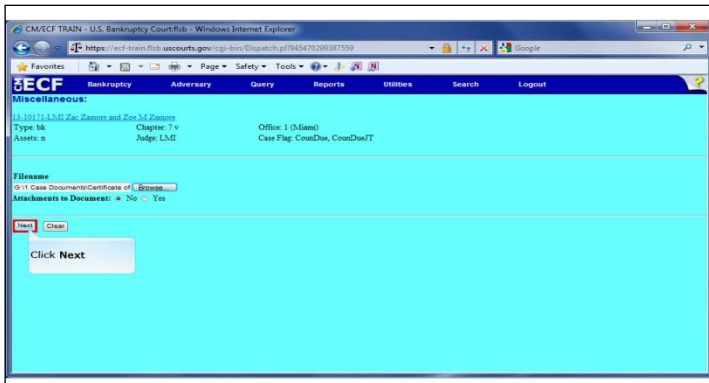
Slide 36

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.



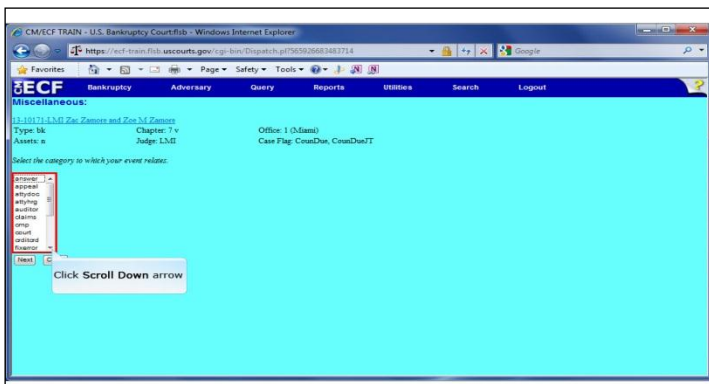
Slide 37

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



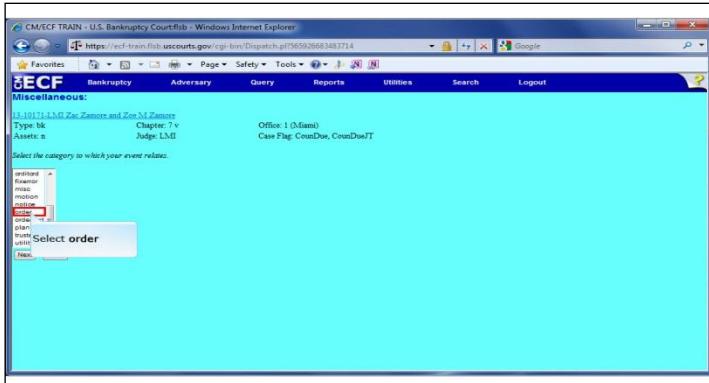
Slide 38

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



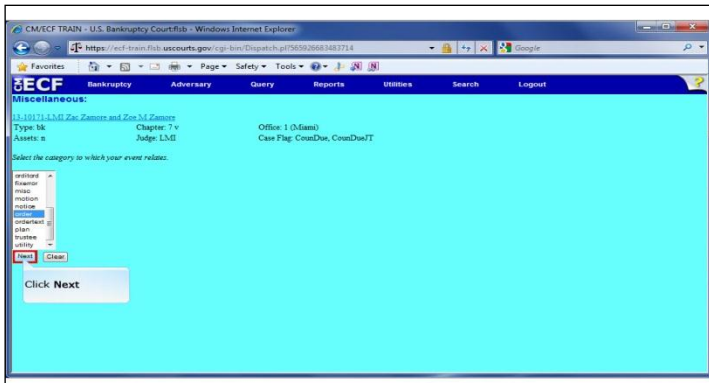
Slide 39

Notes: The Category Search screen will appear. Select the type of document that the certificate of service refers to. Click the Scroll down arrow to view the other categories.



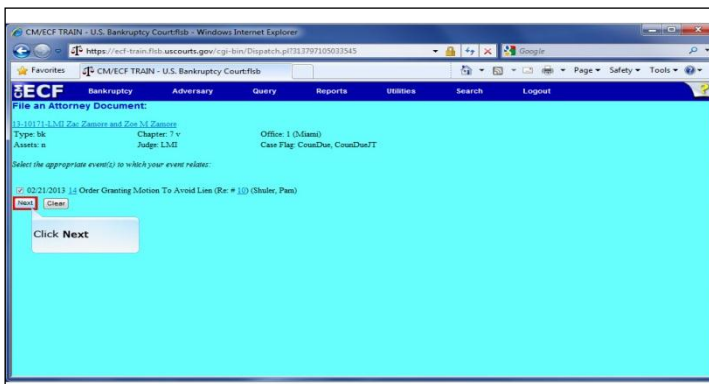
Slide 40

Notes: Select "order" from list.



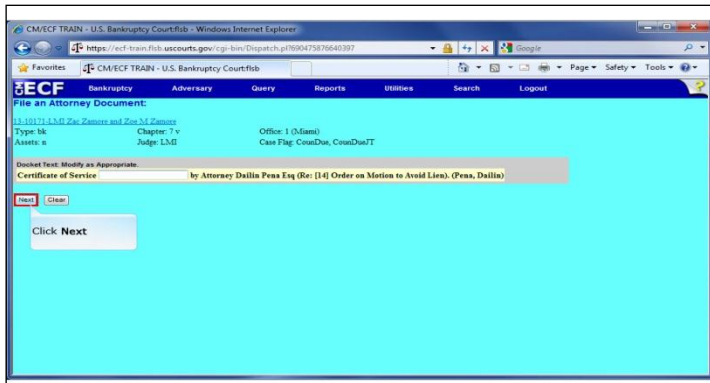
Slide 41

Notes: Click Next to initiate the search within the database.



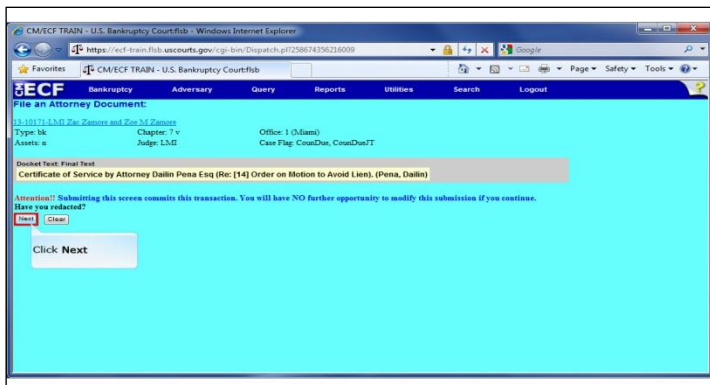
Slide 42

Notes: The Events screen will appear. Select the relating Order served and click Next.



Slide 43

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



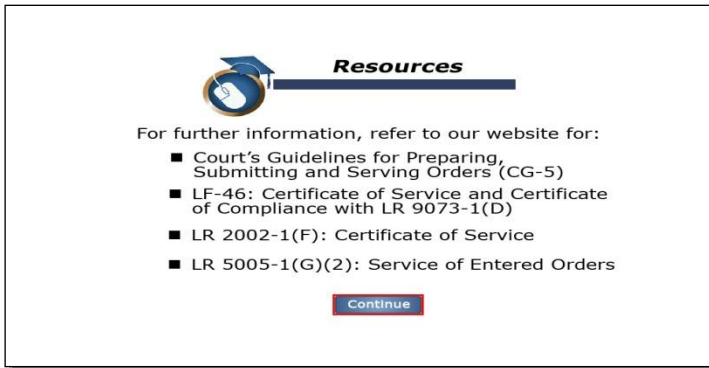
Slide 44

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



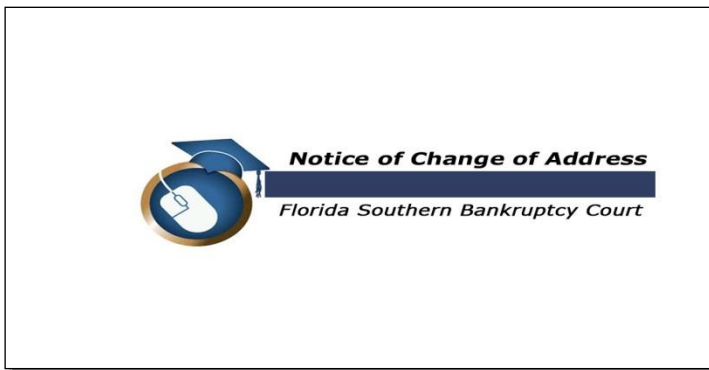
Slide 45

Slide notes: The NEF screen will appear. The NEF is not a substitute for filing a required Certificate of Service. Clicking on any of the links on this page will require a PACER login and published fees will apply.



Slide 46

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.



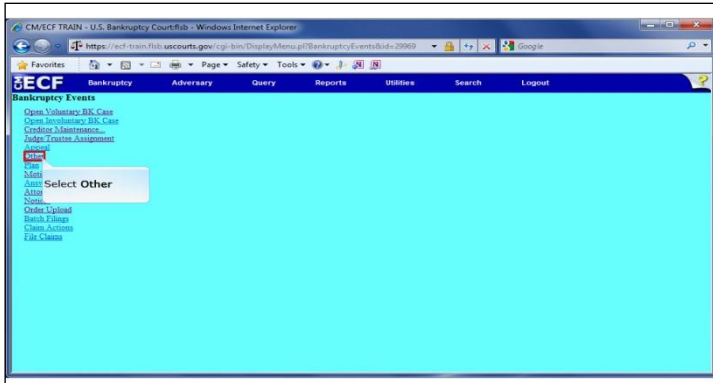
Slide 47

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



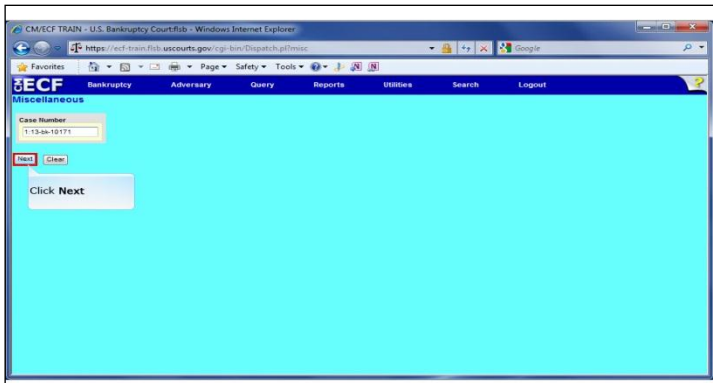
Slide 48

Notes: From the Main Menu bar, click Bankruptcy.



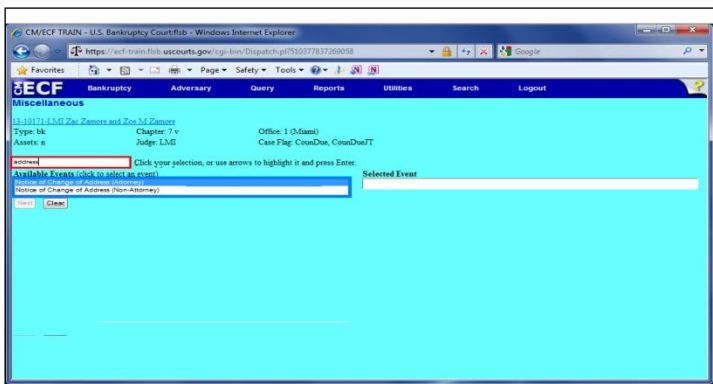
Slide 49

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



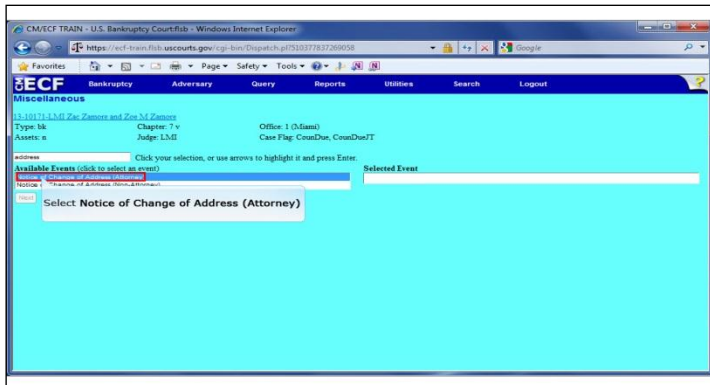
Slide 50

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



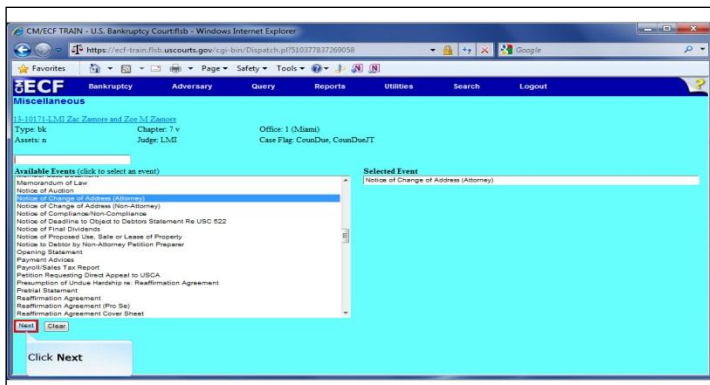
Slide 51

Notes: The Available Events screen will appear. Click in the text box. Type "address" to narrow down your search. Two change of address events display.



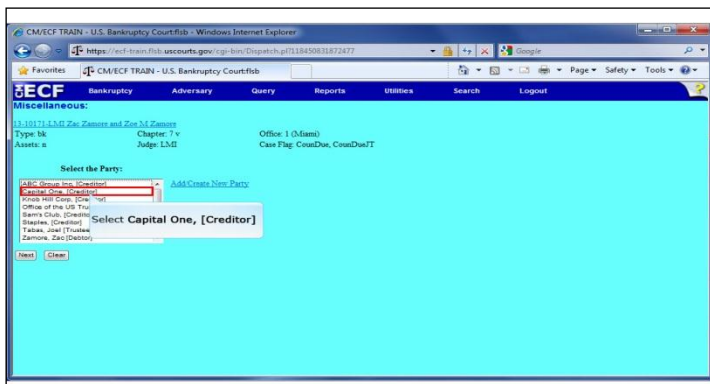
Slide 52

Notes: Select Notice of Change of Address (Attorney) from the list.



Slide 53

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



Slide 54

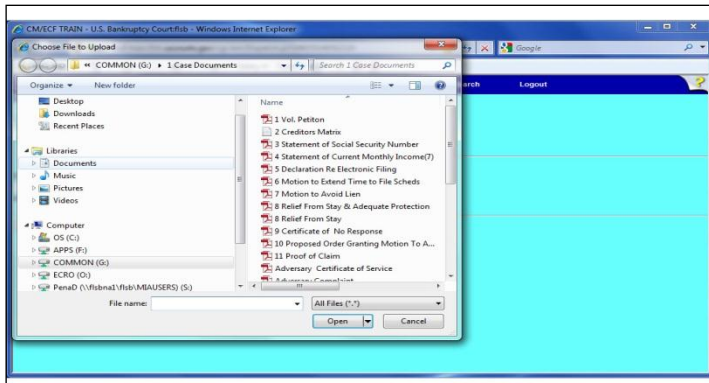
Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the creditor Capital One. For the purposes of this tutorial it is an exact match. Select the Creditor.



and the Important Message provided and proceed
to receive notices from this case. Confirm the association

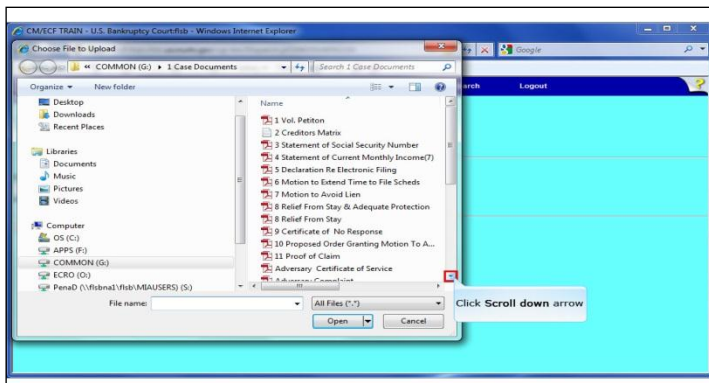


the button to locate the PDF file.



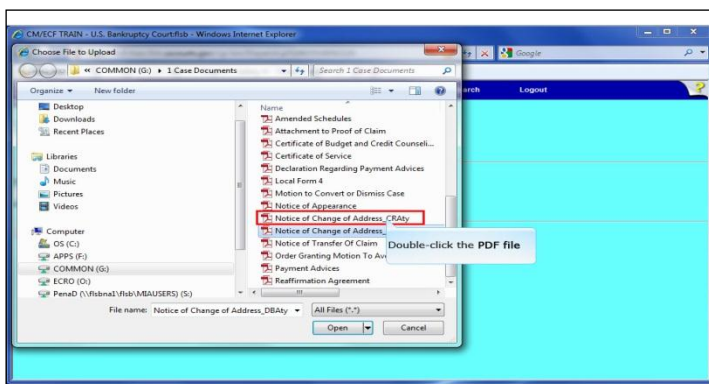
Slide 58

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



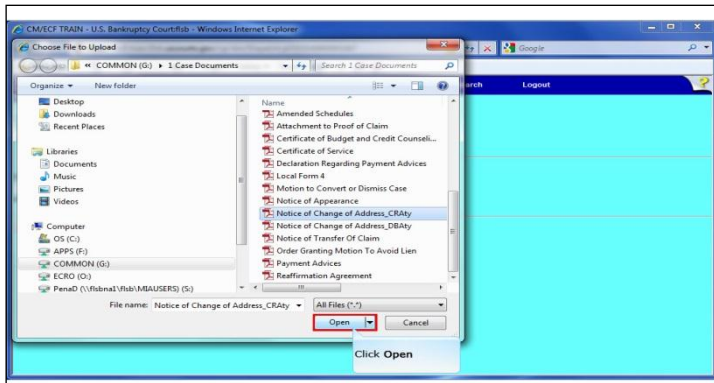
Slide 59

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



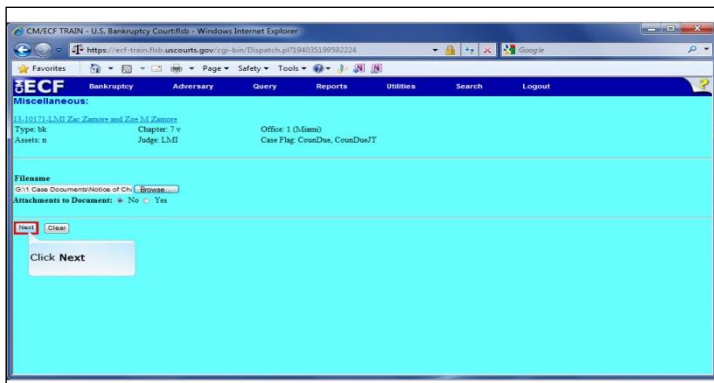
Slide 60

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.



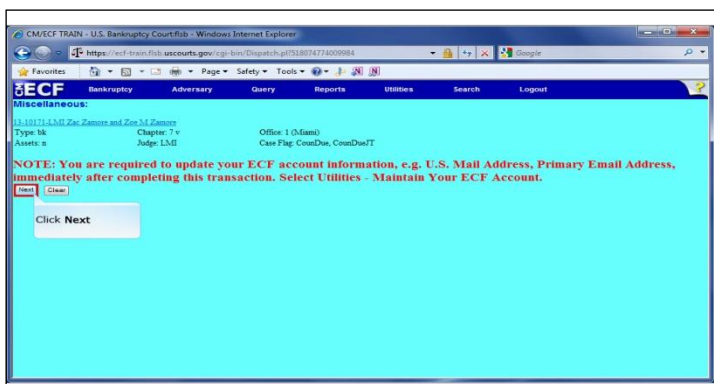
Slide 61

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



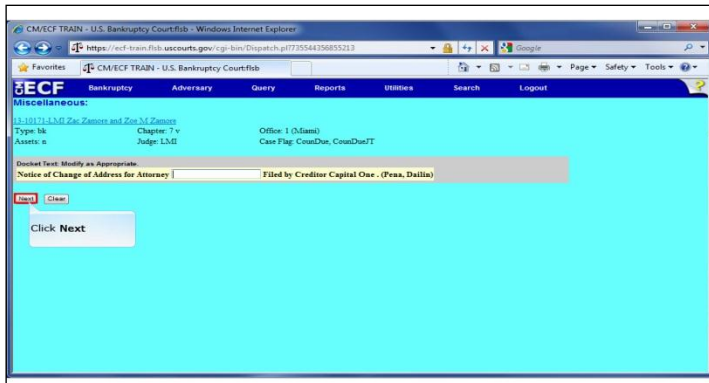
Slide 62

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



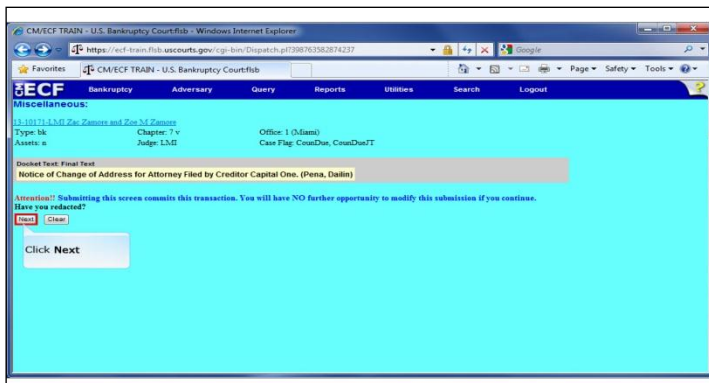
Slide 63

Notes: At the Information screen read the prompt. This reminds you to complete the process through Utilities - Maintain Your ECF Account and updating your address there as well. Refer to the lesson on Managing Your ECF Account in a later module to complete this next step. Parties registered for service with BNC must separately notify the BNC directly of any changes in service information. Click Next to continue.



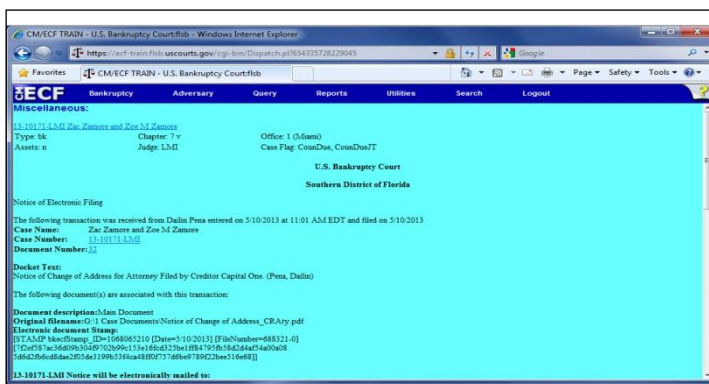
Slide 64

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



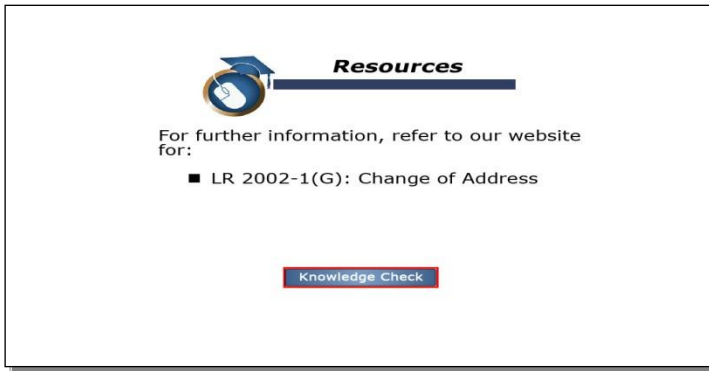
Slide 65

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



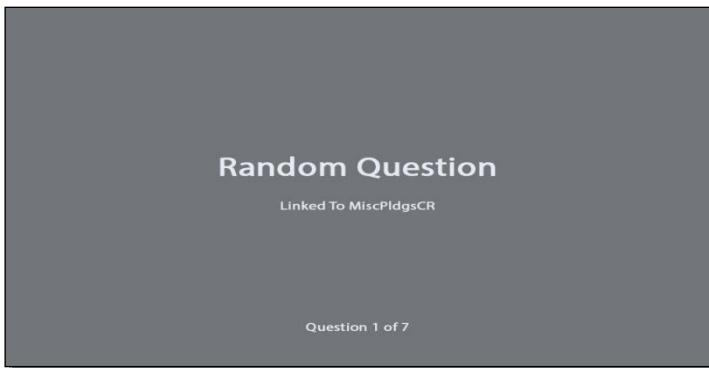
Slide 66

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.



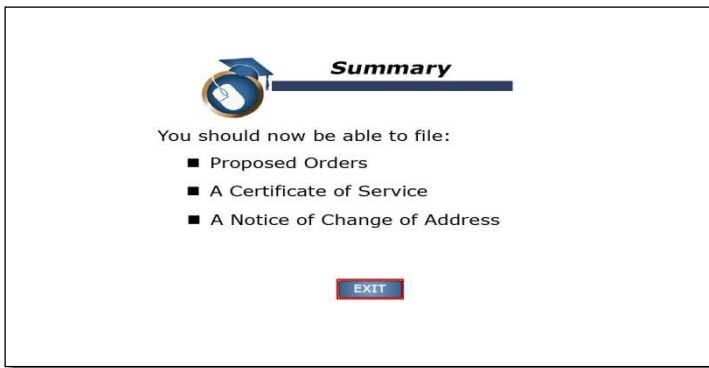
Slide 67

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.



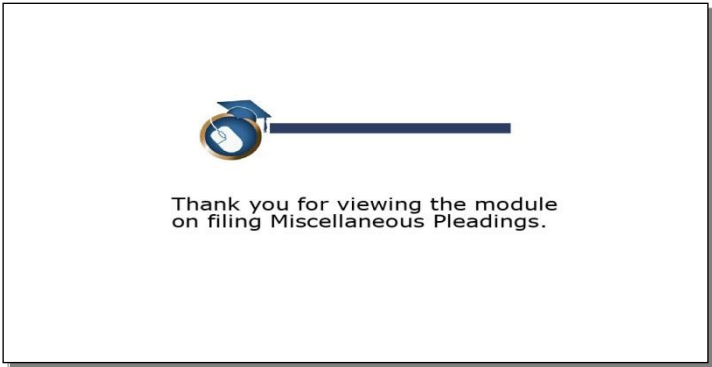
Slide 68 - 75

Notes: Knowledge Check



Slide 76

Notes: Now that you have reviewed this learning module, you will be able to upload Proposed Orders and file a Certificate of Service and a Notice of Change of Address. Click EXIT when you are finished.



Slide 77

Notes:



Knowledge Check

Question 1 of 7

Upon entry of a signed order by the clerk's office, the movant must file the _____ with the court within two business days after service.

- ☐ 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)

Question 1

Notes:



Knowledge Check

Question 2 of 7

The email receipt "Notice of Electronic Filing" (NEF) can be used as a substitute for filing the Certificate of Service.

- ☐ A) True
- ☐ B) False

Question 2

Notes:



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 in each case or proceeding in which the change is to be effected
- ☐ 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

Question 3

Notes:

 Knowledge Check	Question 4 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 4

Notes:

 Knowledge Check	Question 5 of 7
When uploading a proposed order you must do the following:	
☐ A) create an association to the related document ☐ B) serve any party that was not electronically notified ☐ C) file a Certificate of Service ☐ D) none of the above	

Question 5

Notes:

 Knowledge Check	Question 6 of 7
Do not attach copies of any served document to a Certificate of Service. Instead, reference the title and docket entry number of each document served.	
☐ A) True ☐ B) False	

Question 6

Notes:

Question 7

 Knowledge Check	Question 6 of 7
Do not attach copies of any served document to a Certificate of Service. Instead, reference the title and docket entry number of each document served. ☐ A) True ☐ B) False	

Notes:
