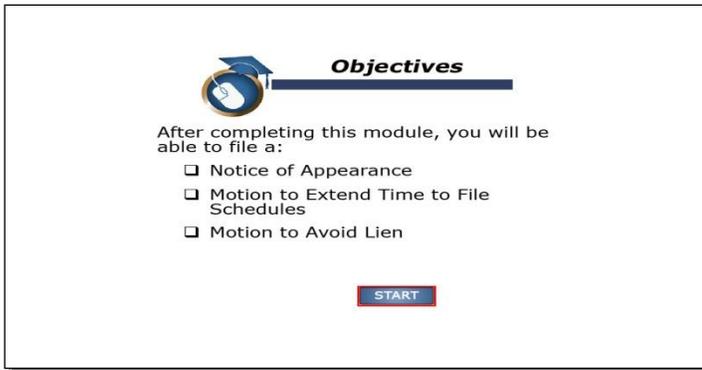




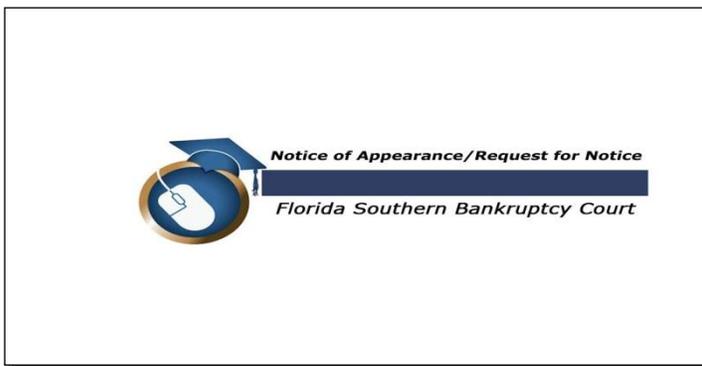
Slide 1

Notes: Welcome to the training module on Filing Common Pleadings. This module guides you through more commonly filed post-petition pleadings and has been broken out into two parts.



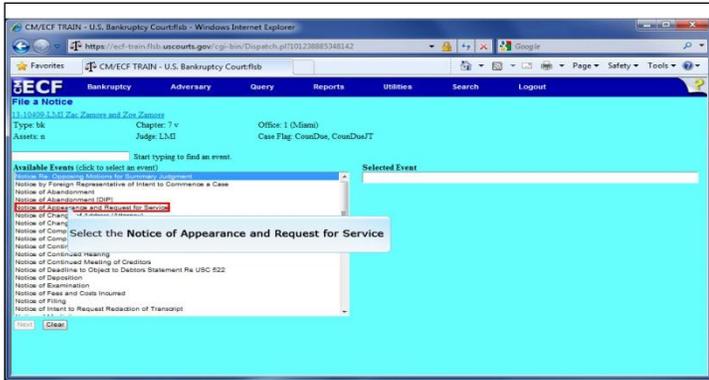
Slide 2

Notes: After completing this module, you will be able to file a Notice of Appearance, a Motion to Extend Time to File Schedules, and a Motion to Avoid Lien for the first part. When you are ready, click START.



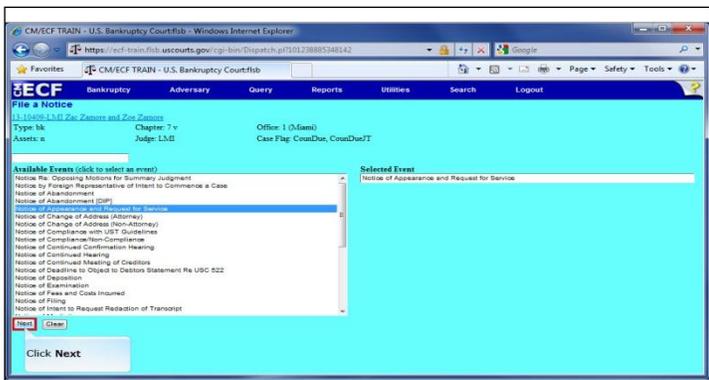
Slide 3

Notes: Our first lesson focuses on filing a Notice of Appearance and Request for Notice. This is a request to receive all documents filed in the case. An appearance filed in the main case is not an appearance in associated adversary cases and vice versa. To receive service in a main case and a related adversary proceeding, a notice of appearance must be filed in both.



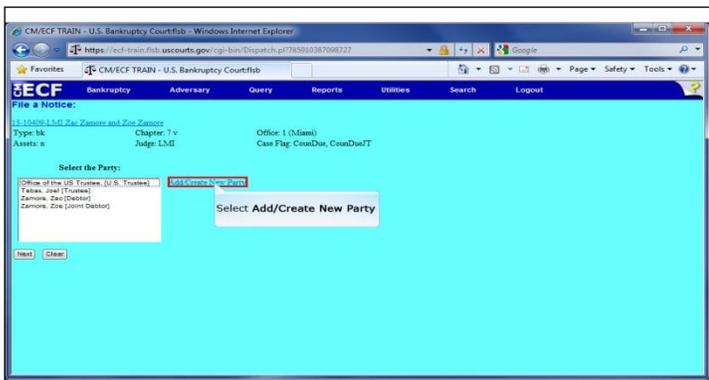
Slide 7

Notes: The Available Events screen will appear. Select Notice of Appearance and Request for Service from the list.



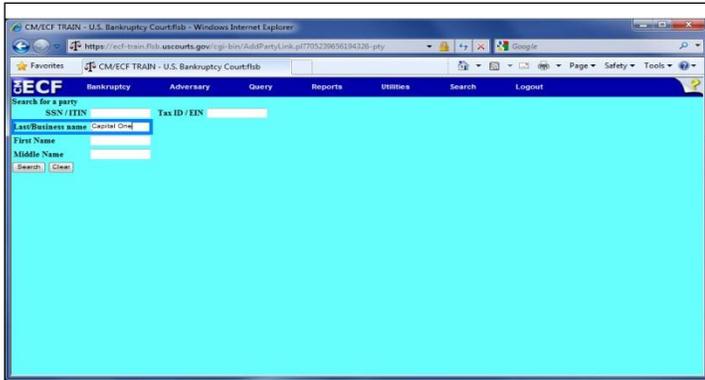
Slide 8

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



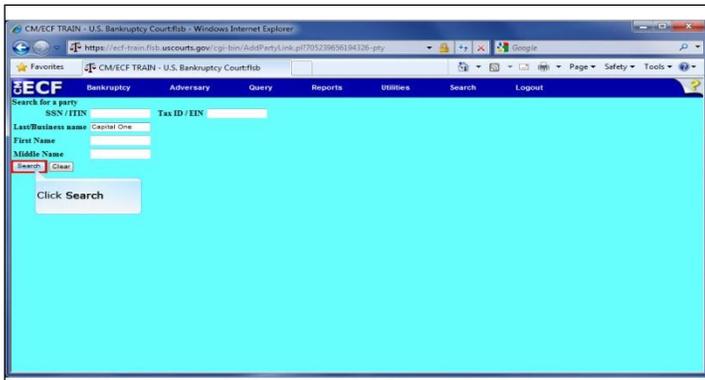
Slide 9

Notes: The Select the Party screen will appear. For this tutorial, we are filing on behalf of Capital One. The party is not included in the list of case participants, so select Add/Create New Party.



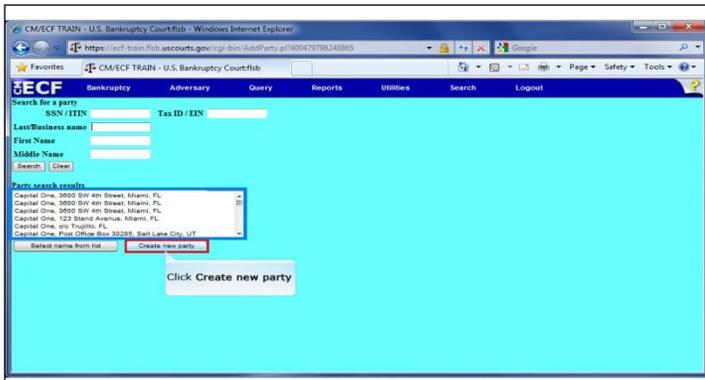
Slide 10

Notes: The Search for a Party screen will appear. Parties must first be searched in the court's database. Click in the Last/Business name text box and type Capital One.



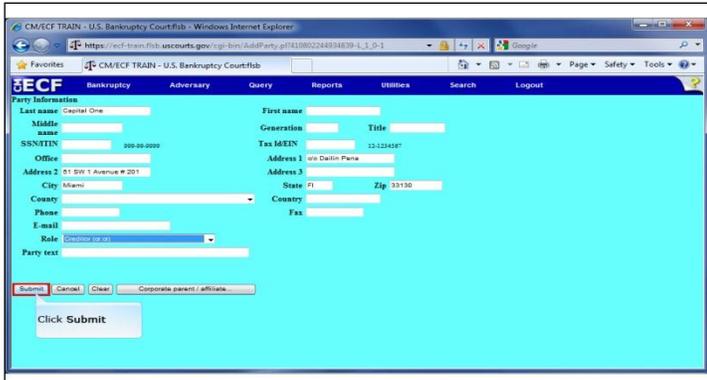
Slide 11

Notes: Click Search.



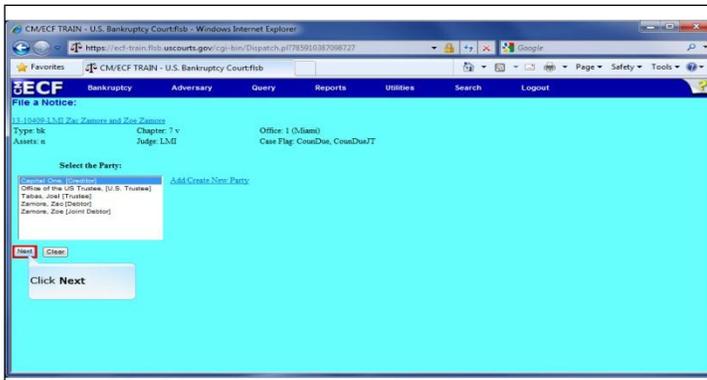
Slide 12

Notes: Any matching results will display in the Party search results text box. Although the database search yielded potential matches, none of the party records exactly match our party filer. Click on the Create new party button to add the creditor.



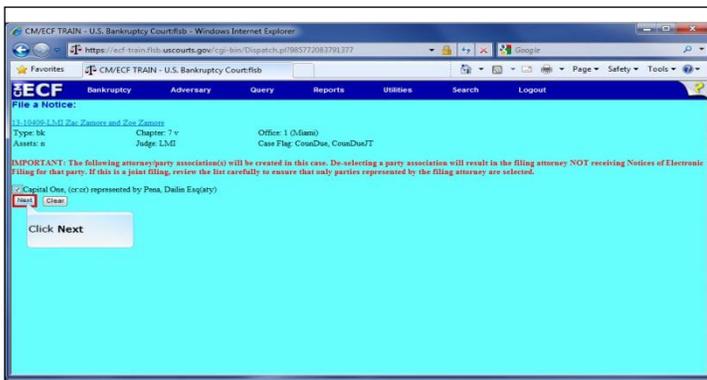
Slide 16

Notes: Verify the information for accuracy and click Submit.



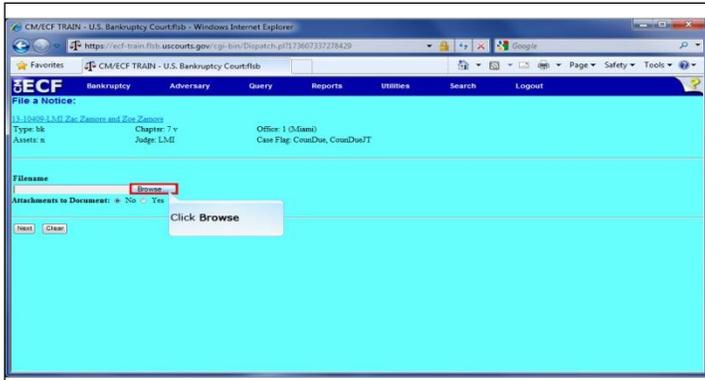
Slide 17

Notes: The Select the Party screen will appear again with the added party highlighted. Click Next to continue.



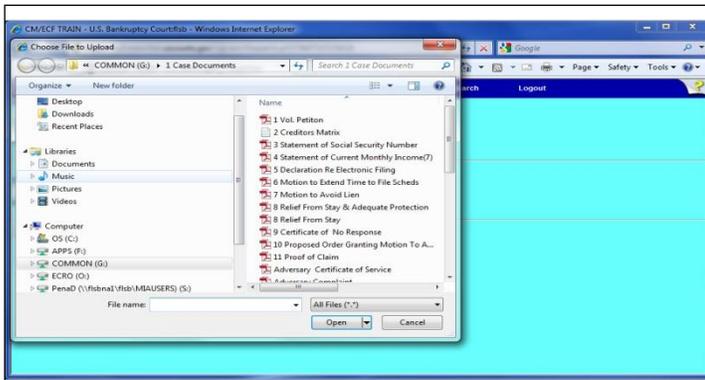
Slide 18

Notes: The Attorney/Party Association screen will appear. Read the Important Message provided and proceed accordingly. If this box is deselected the ECF system will NOT send notices for this case. Confirm the association has been made and click Next to upload the Notice.



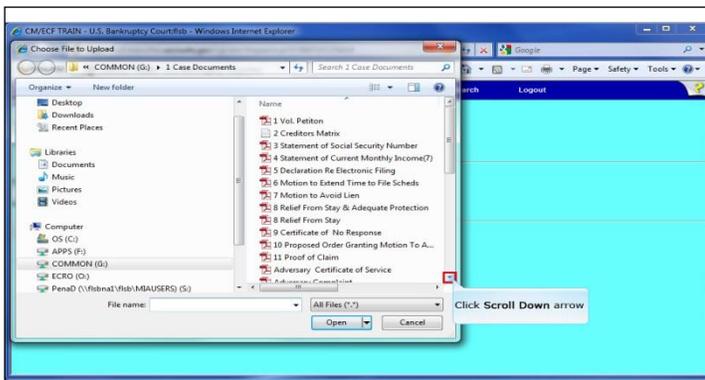
Slide 19

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



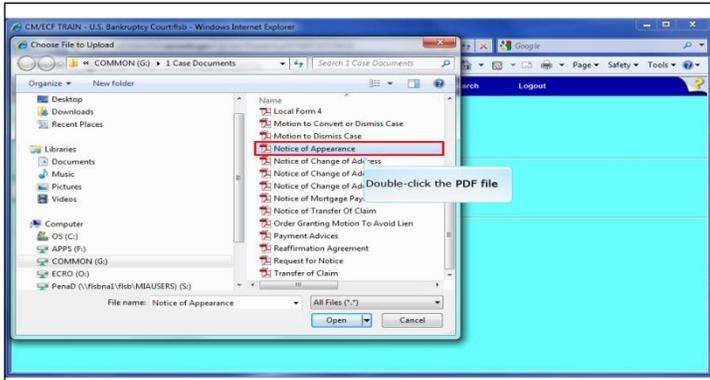
Slide 20

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



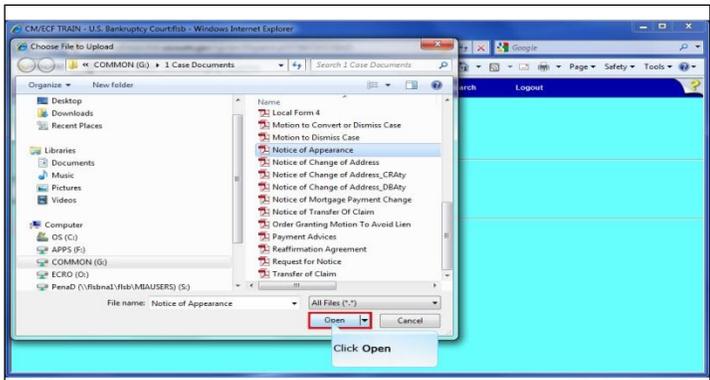
Slide 21

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



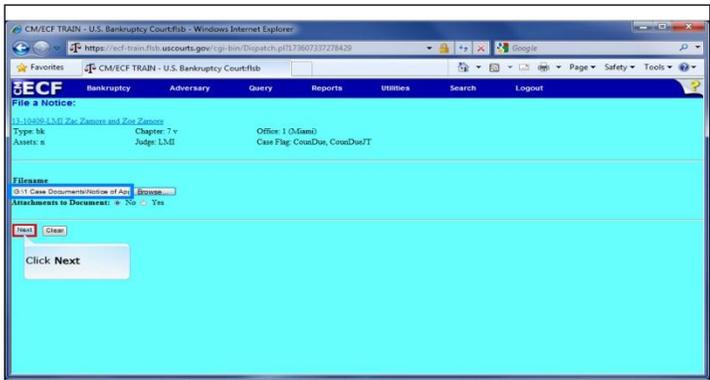
Slide 22

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 PDF file. Double-click the PDF file.



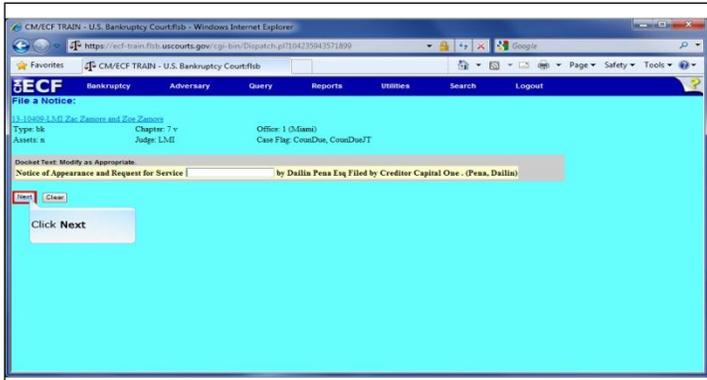
Slide 23

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



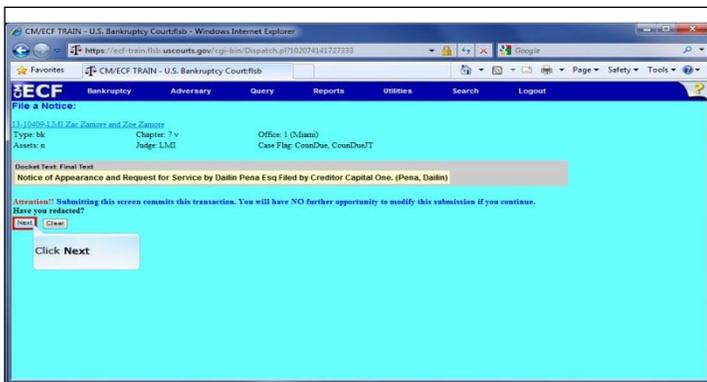
Slide 24

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



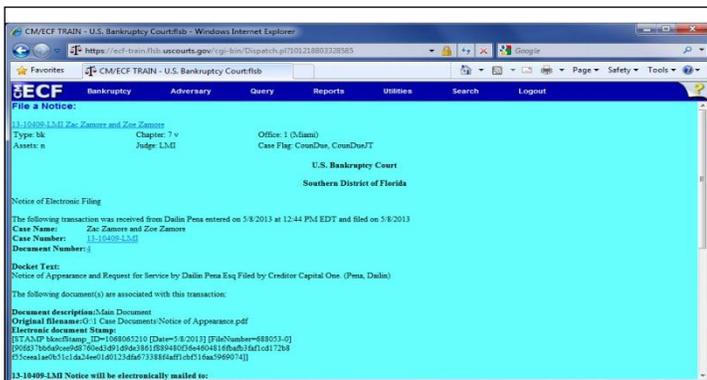
Slide 25

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



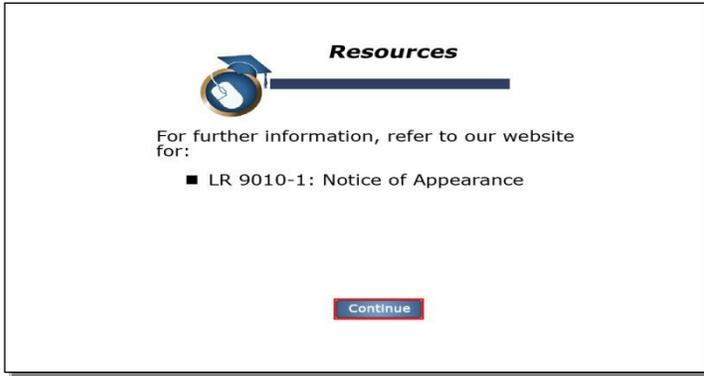
Slide 26

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.



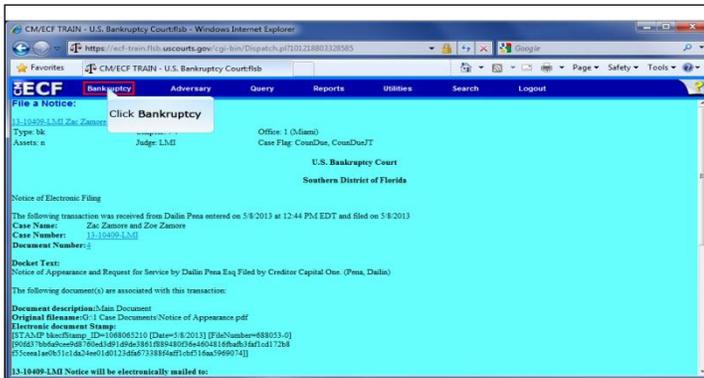
Slide 28

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 next lesson.



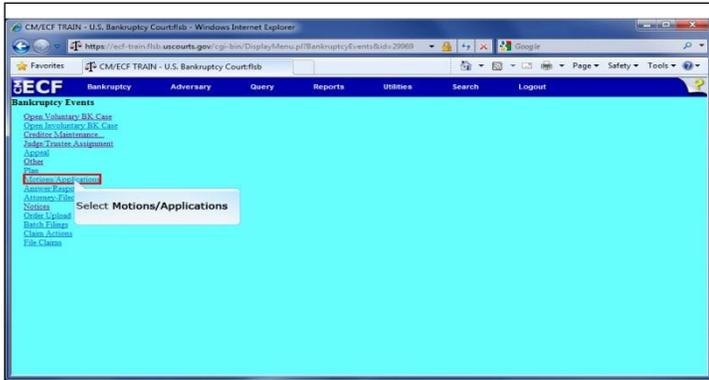
Slide 29

Notes: Next, we will file a Motion to Extend Time to File Schedules.



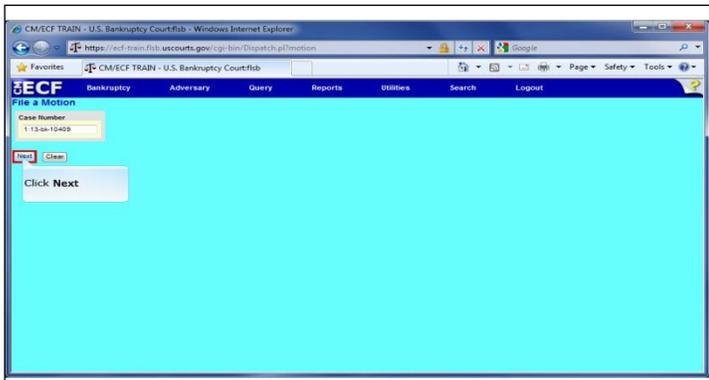
Slide 30

Notes: From the Main Menu bar, click Bankruptcy.



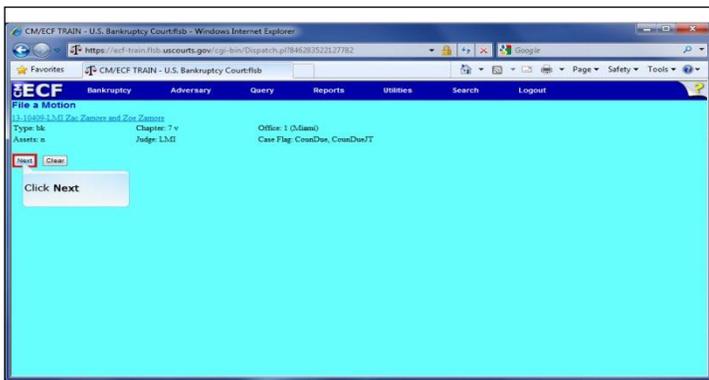
Slide 31

Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list.



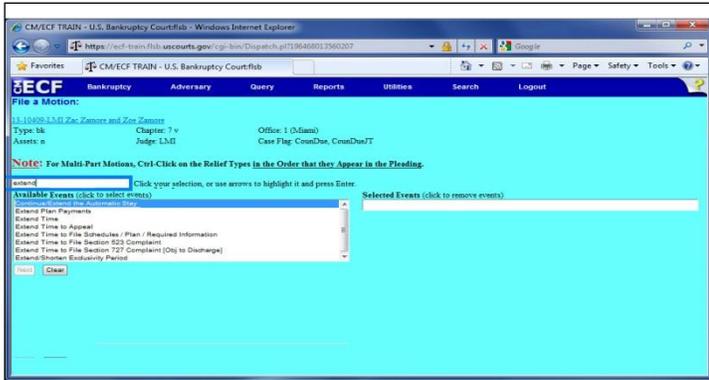
Slide 32

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



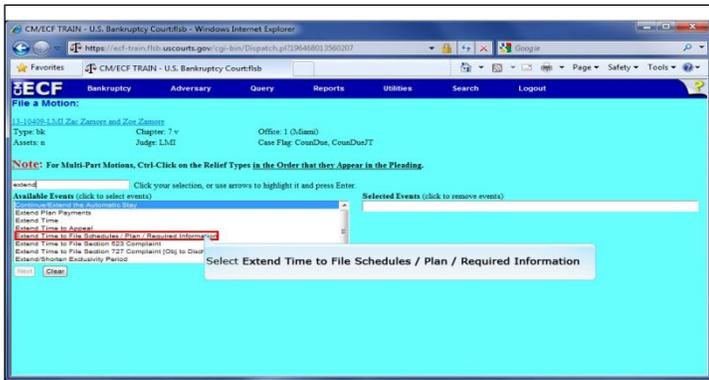
Slide 33

Notes: At the default screen, click Next.



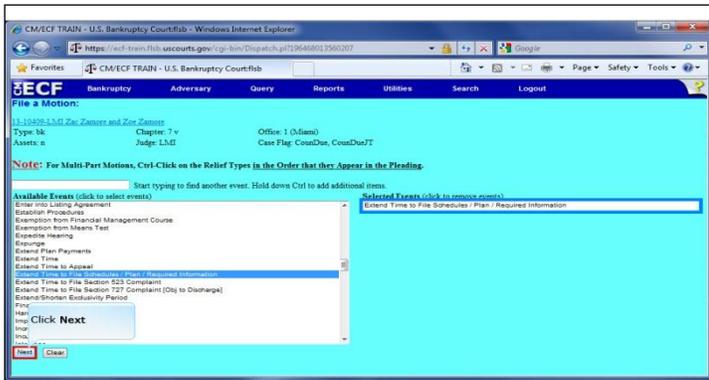
Slide 34

Notes: The Available Events screen will appear. We will not be filing a Multi-part motion at this time so the Note is not applicable. Click in the text box. Type "extend" to narrow your search.



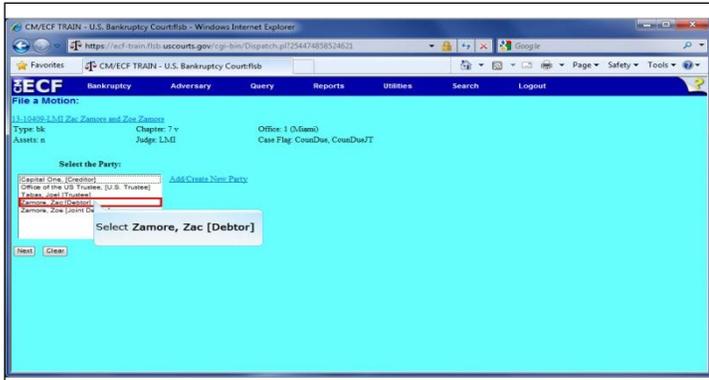
Slide 35

Notes: Select Extend Time to File Schedules/Plan/Required Information from the list.



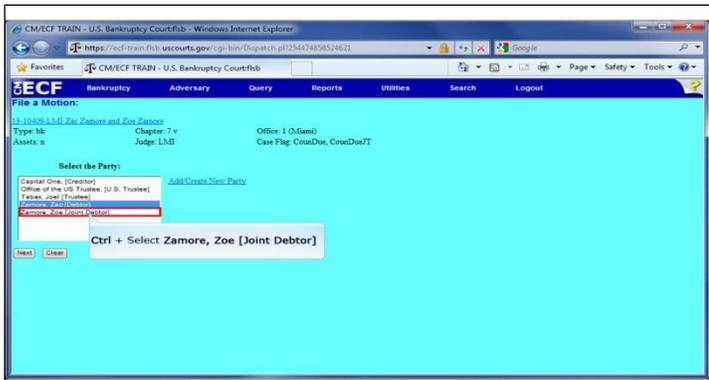
Slide 36

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



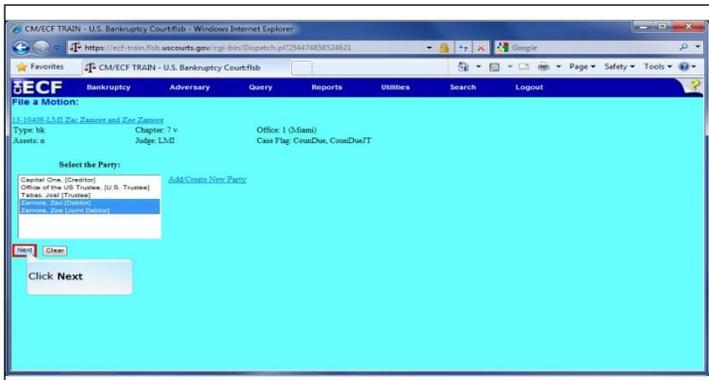
Slide 37

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.



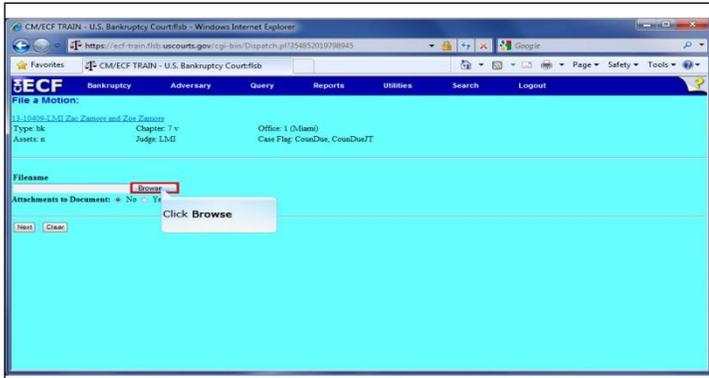
Slide 38

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



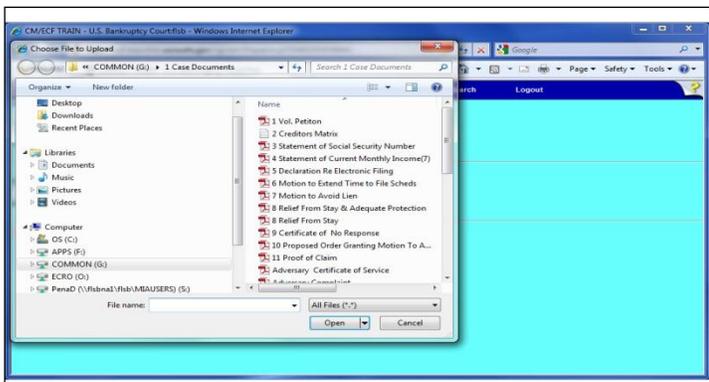
Slide 39

Notes: Once both are highlighted, click Next.



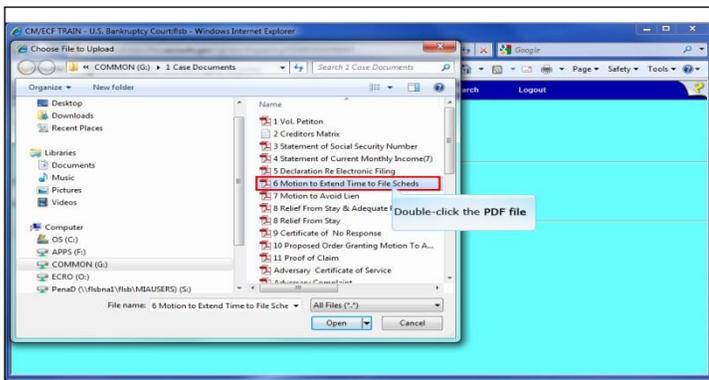
Slide 40

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



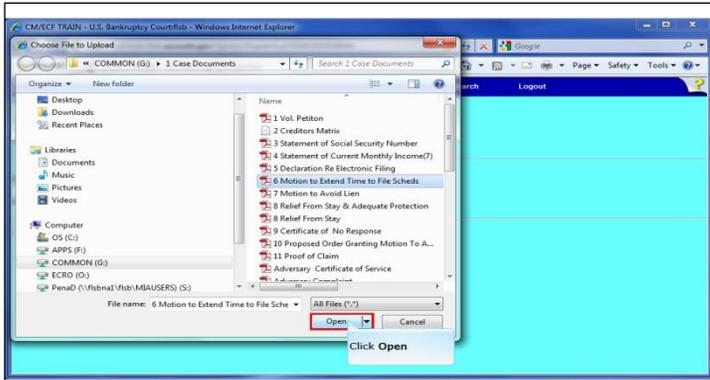
Slide 41

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



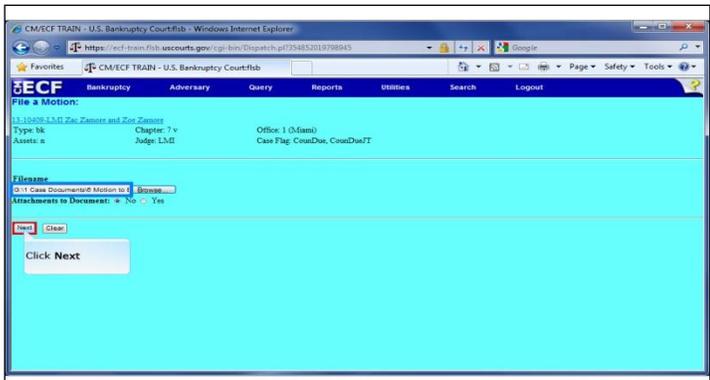
Slide 42

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 it. Double-click the PDF file.



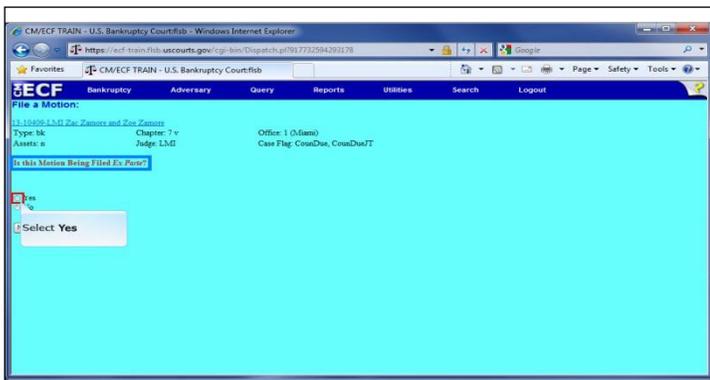
Slide 43

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



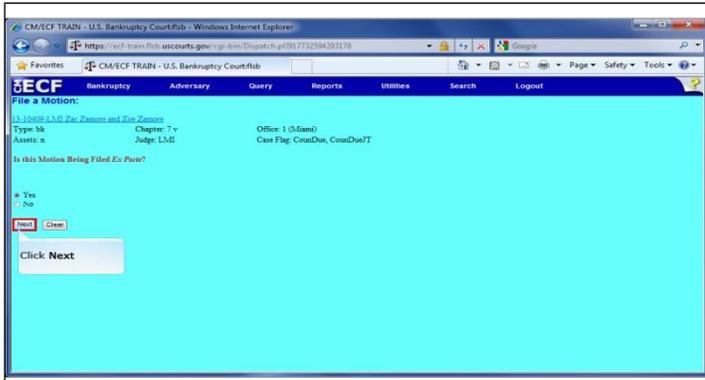
Slide 44

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



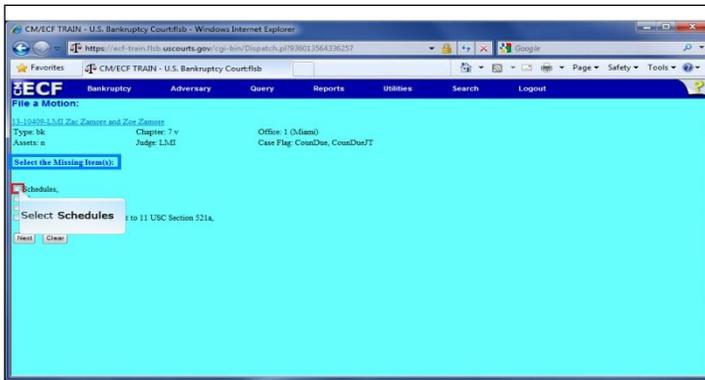
Slide 45

Notes: The Ex Parte screen will appear. For purposes of this tutorial, select Yes.



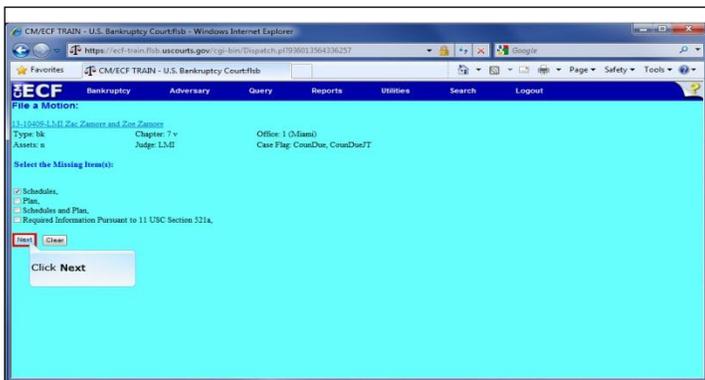
Slide 46

Notes: Click Next to continue.



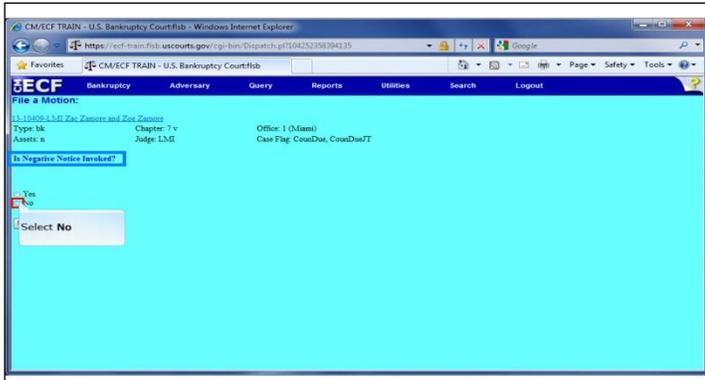
Slide 47

Notes: The Select Missing Items screen appears. For this tutorial, select Schedules as the missing item.



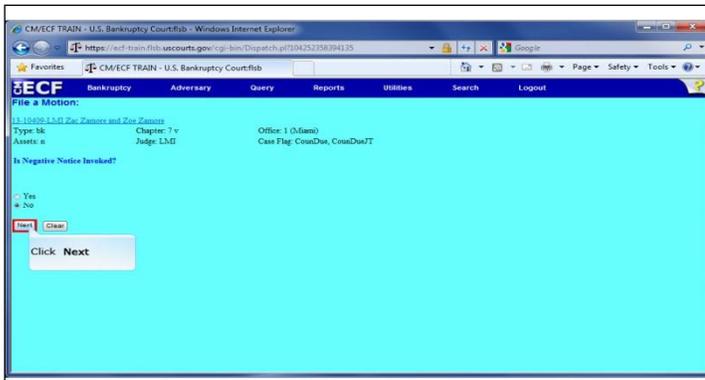
Slide 48

Notes: Click Next to continue.



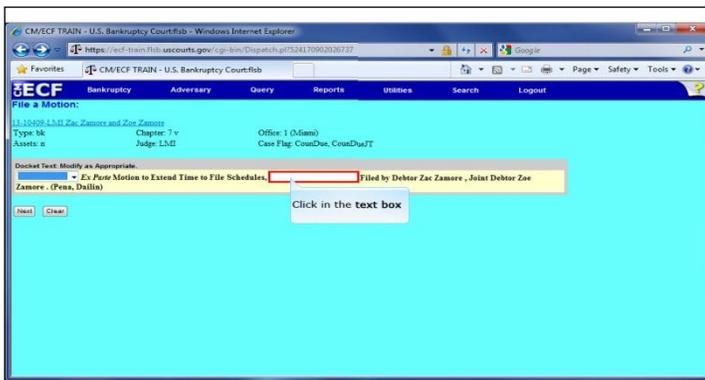
Slide 49

Notes: The Negative Notice screen will appear. This motion is filed ex parte, so select No at the prompt.



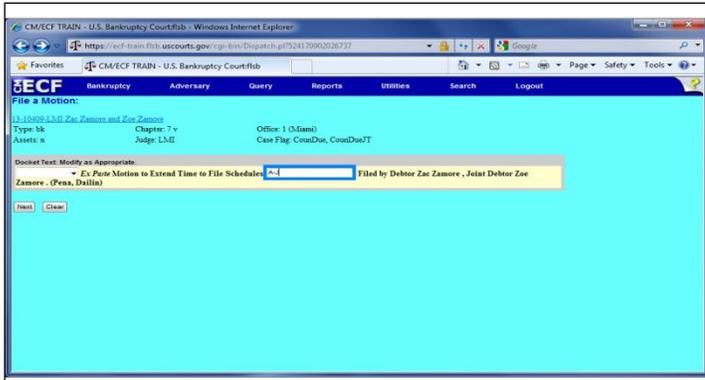
Slide 50

Notes: Click Next to continue.



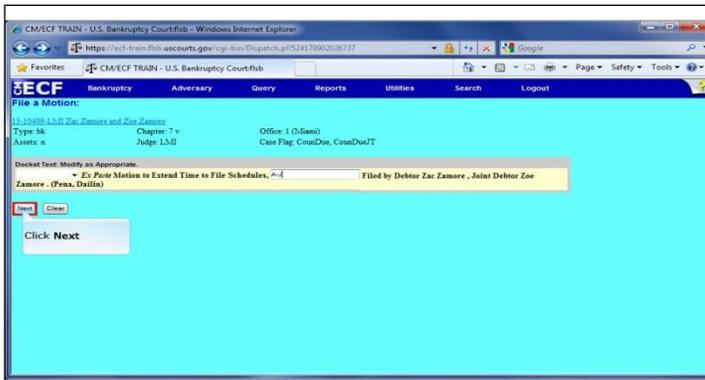
Slide 51

Notes: The Modify Docket Text screen will appear. Entering a description of the schedules to be filed is common practice. Click in the text box after schedules.



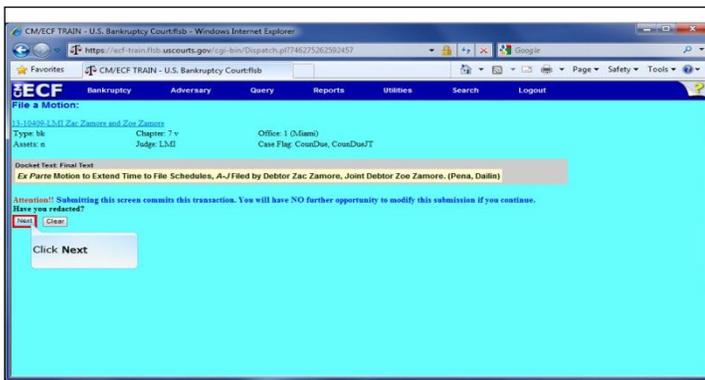
Slide 52

Notes: Type A-J



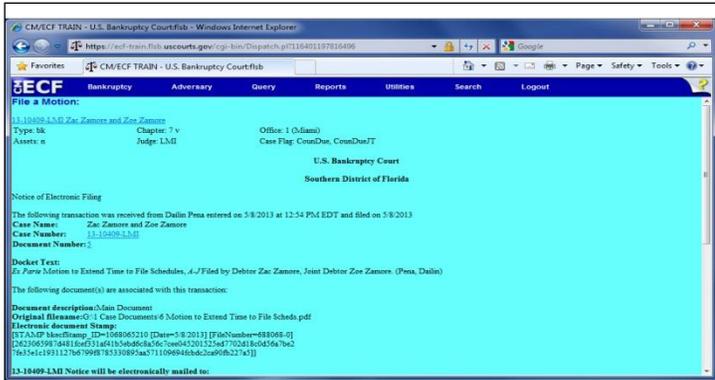
Slide 53

Notes: and click Next.



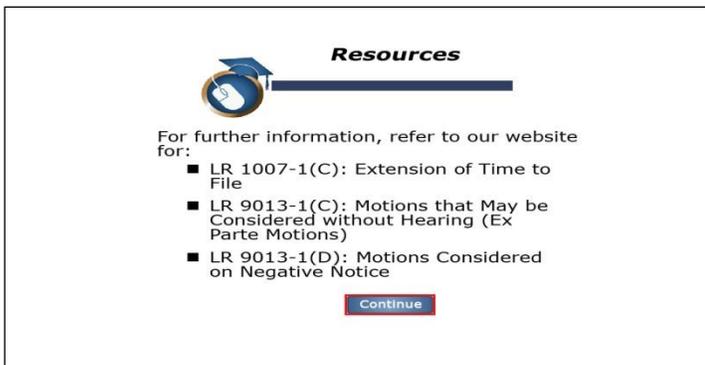
Slide 54

Notes: The Final Docket Text screen will appear. Click Next to commit this filing within CM/ECF.



Slide 55

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 56

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.



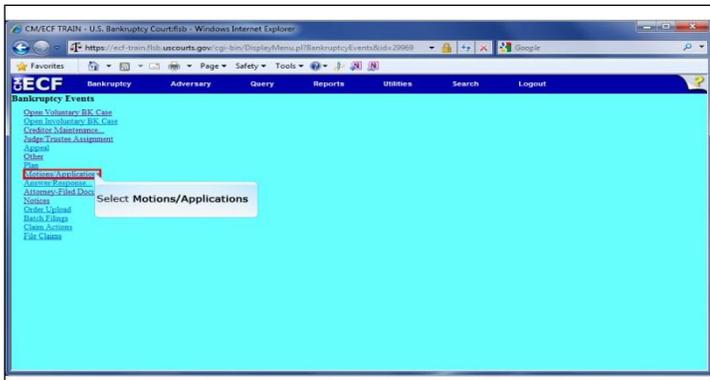
Slide 57

Notes: The next lesson is on filing a Motion to Avoid Lien on Negative Notice. This motion may or may not include supporting exhibits.



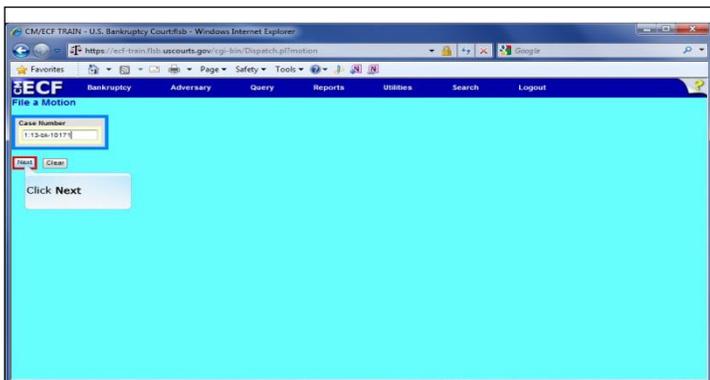
Slide 58

Notes: From the Main Menu bar, click Bankruptcy.



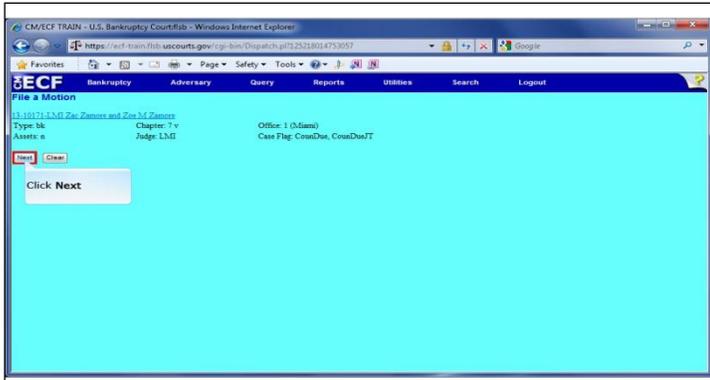
Slide 59

Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list to continue.



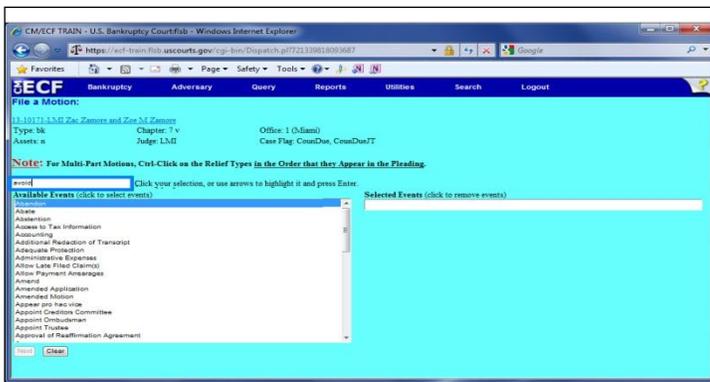
Slide 60

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



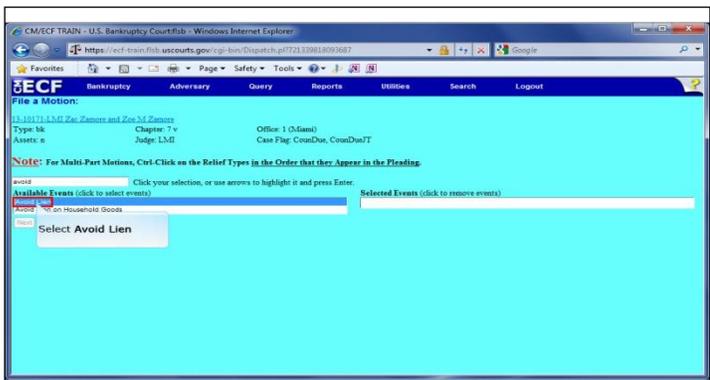
Slide 61

Notes: Verify the case information and click Next.



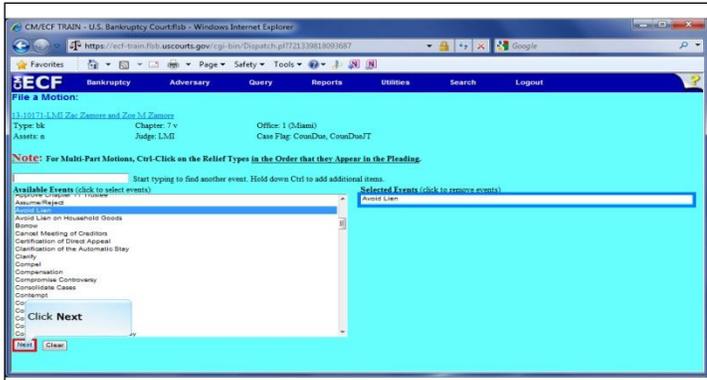
Slide 62

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



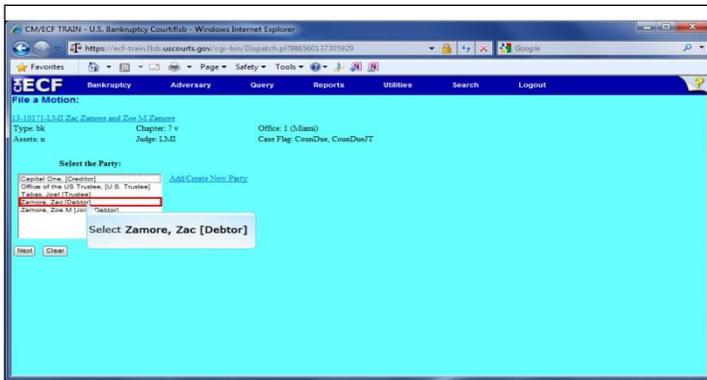
Slide 63

Notes: Two listings display under Available Events. The Avoid Lien event should be used for all Motions to Avoid Lien, except Motions to Avoid Lien on Household Goods. From the Available Events list select “Avoid Lien.”



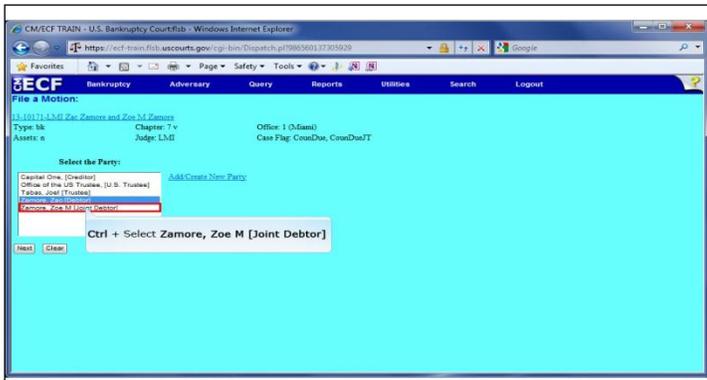
Slide 64

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



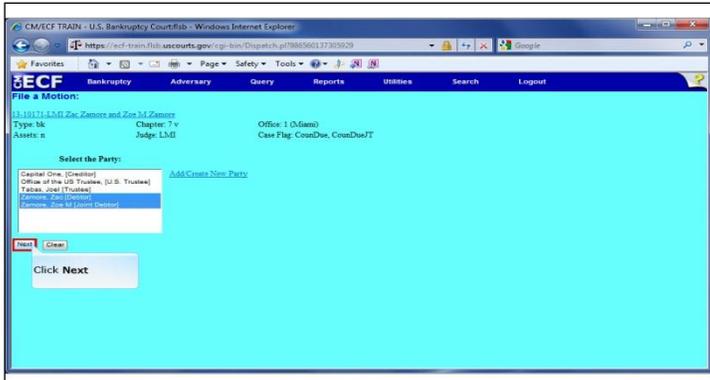
Slide 65

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.



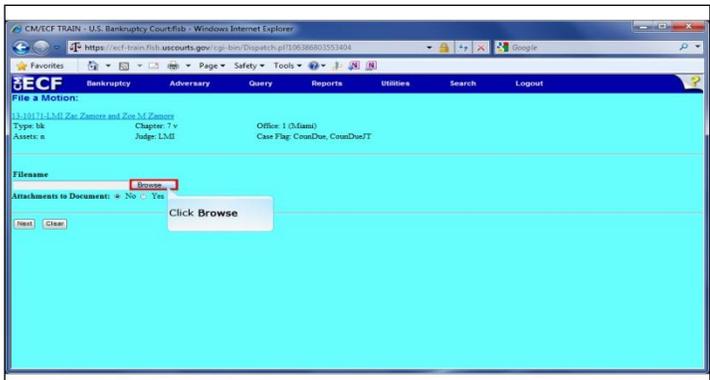
Slide 66

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



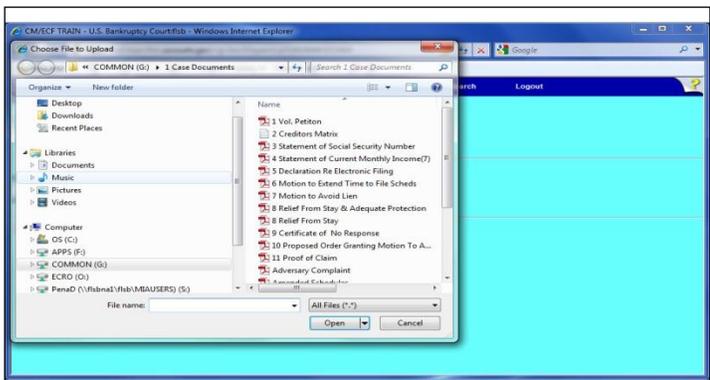
Slide 67

Notes: Once both are highlighted, click Next.



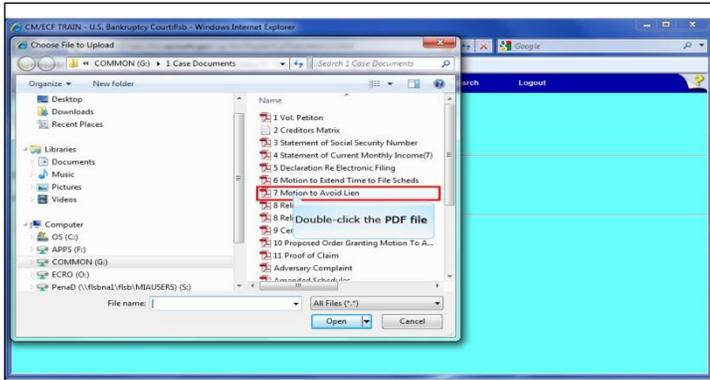
Slide 68

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



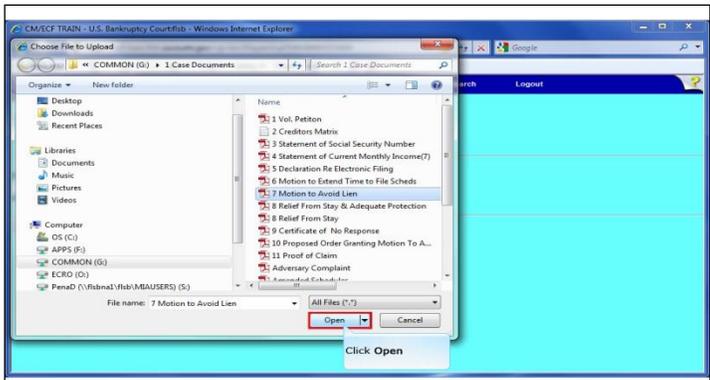
Slide 69

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



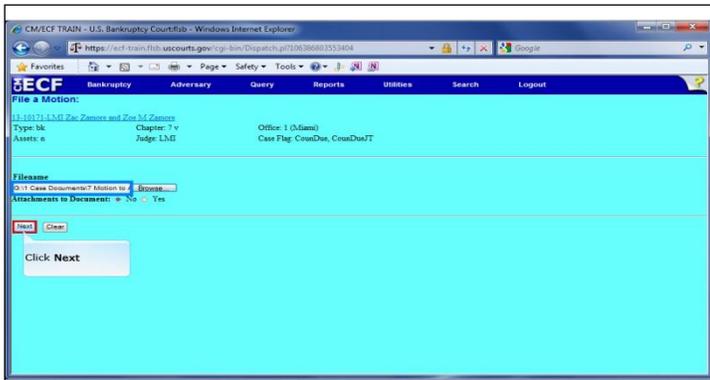
Slide 70

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 it. Double-click the PDF file.



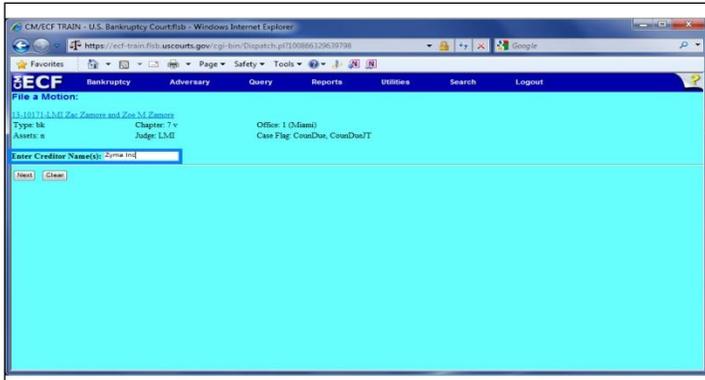
Slide 71

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



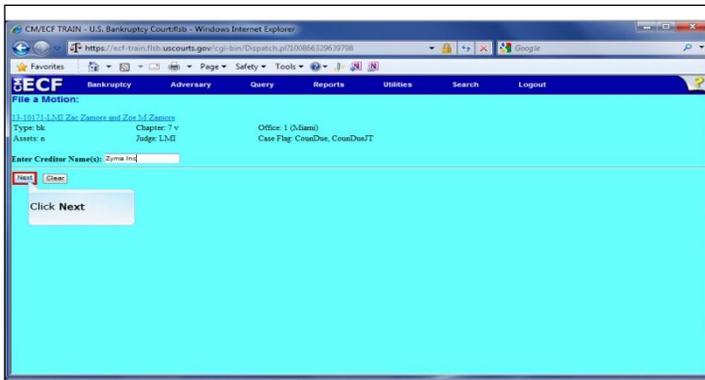
Slide 72

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



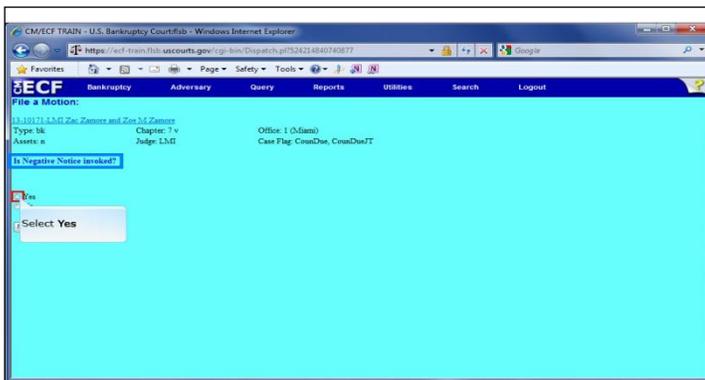
Slide 73

Notes: Click in the Creditor Name(s) field and type the name of the creditor.



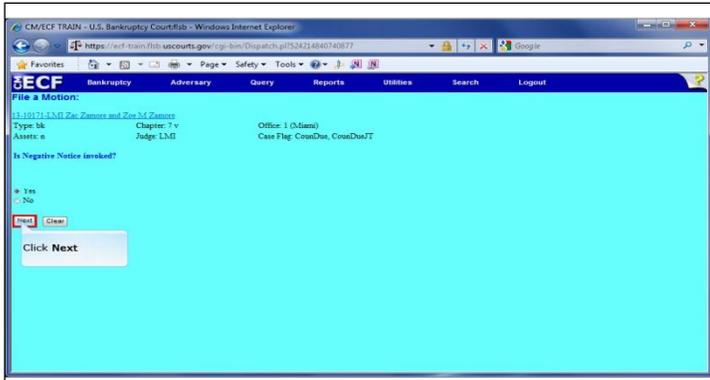
Slide 74

Notes: Click Next to continue.



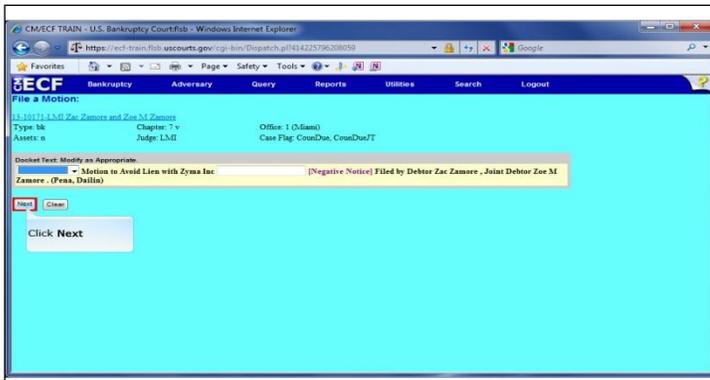
Slide 75

Notes: The Negative Notice screen will appear. Negative Notice is invoked for this motion. Select Yes at the prompt.



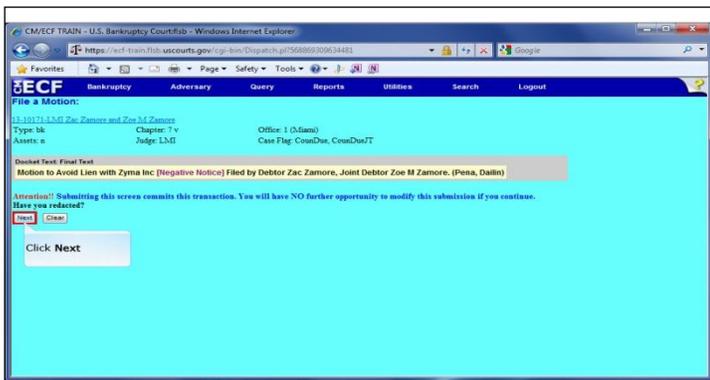
Slide 76

Notes: Click Next to continue.



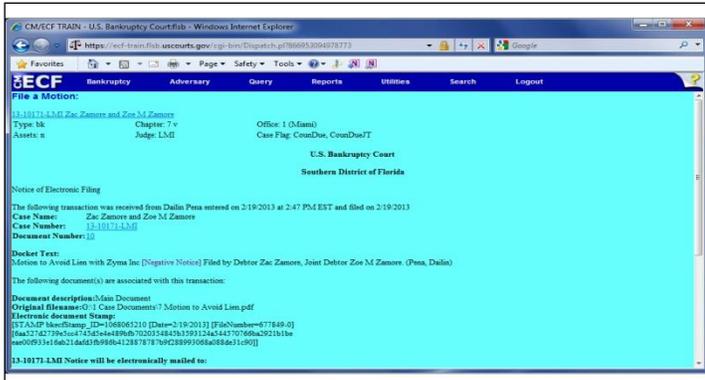
Slide 77

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



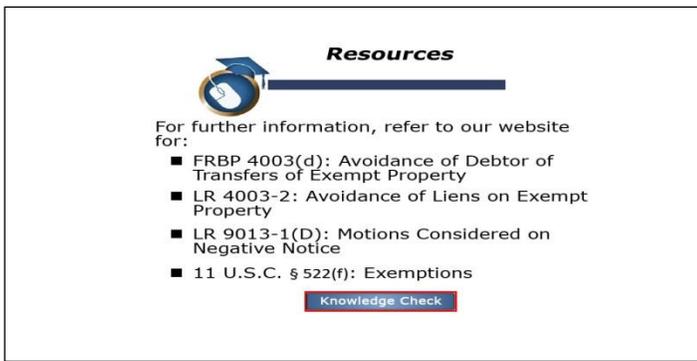
Slide 78

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



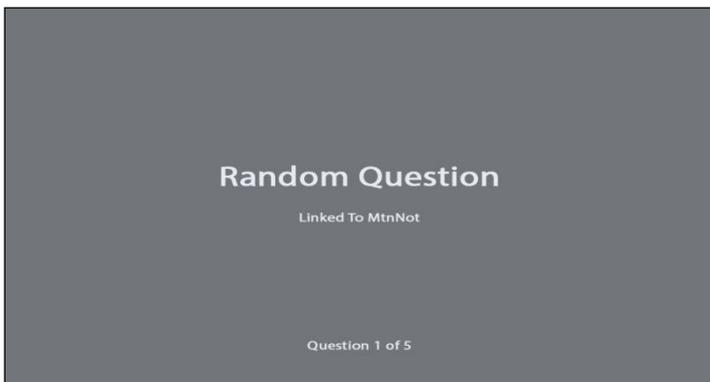
Slide 79

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.



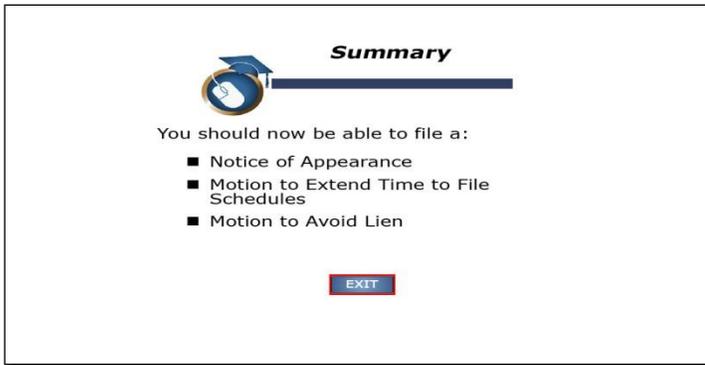
Slide 80

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



Slide 81 - 86

Notes: Knowledge Check



Summary

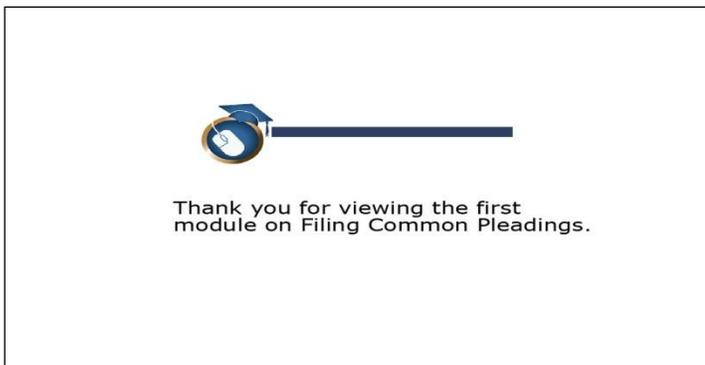
You should now be able to file a:

- Notice of Appearance
- Motion to Extend Time to File Schedules
- Motion to Avoid Lien

EXIT

Slide 87

Notes: Now that you have reviewed this learning module, you will be able to file a Notice of Appearance, Motion to Extend Time to File Schedules, and a Motion to Avoid Lien. Click EXIT when you are finished.



Thank you for viewing the first module on Filing Common Pleadings.

Slide 88

Notes:

 Knowledge Check	Question 1 of 5
<p>When filing a Motion to Avoid Lien, from the list of Available Events select:</p> <ul style="list-style-type: none"><input type="radio"/> A) Avoid Lien<input type="radio"/> B) Avoid Lien on Household Goods<input type="radio"/> C) Miscellaneous<input type="radio"/> D) Either A or B is OK, depending upon the motion's content	

Question 1

Notes:

 Knowledge Check	Question 2 of 5
<p>A Notice of Appearance and Request for Notice filed in the main case is not an appearance in the associated adversary cases and vice versa. It must be filed for each case to receive electronic notification.</p> <ul style="list-style-type: none"><input type="radio"/> A) True<input type="radio"/> B) False	

Question 2

Notes:

 Knowledge Check	Question 3 of 5
<p>When the Notice of Appearance is being filed in the case, enter c/o attorney name and firm address.</p> <ul style="list-style-type: none"><input type="radio"/> A) True<input type="radio"/> B) False	

Question 3

Notes:

Question 4

 Knowledge Check Question 4 of 5

Complete the sentence below by filling in the blanks.

When adding a party for a pleading, the Role type should be unless otherwise prompted at the screen.

Options: selected to reflect the filer type; left at the default setting; selected to reflect the party type; selected to other professional

Notes:

Question 5

 Knowledge Check Question 5 of 5

If the attorney/party association is unchecked, the attorney will still receive electronic notification for the case.

A) True
 B) False

Notes: