

Slide 1

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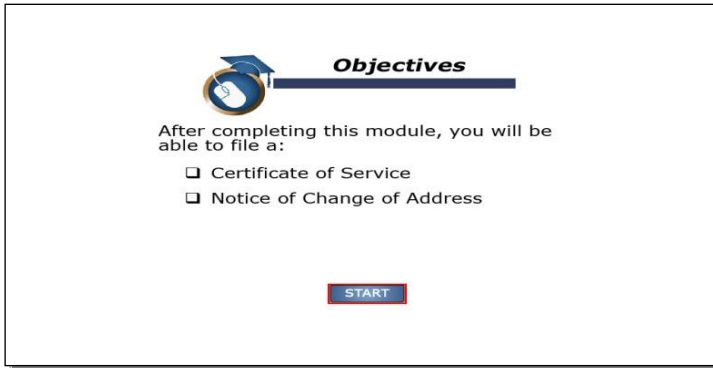
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Notes: Welcome to the continuation of the training module on filing Miscellaneous Pleadings.



Slide 2

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



Slide 3

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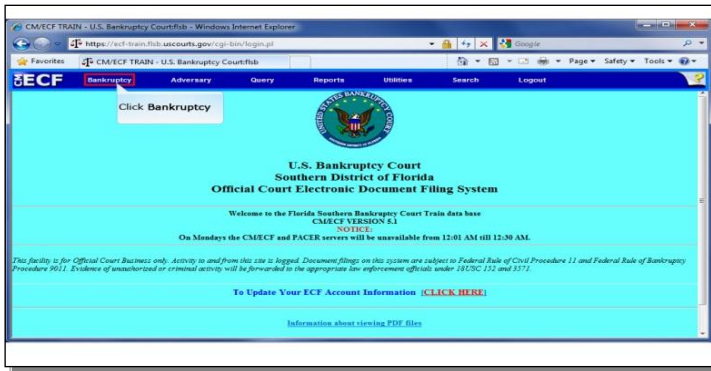
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Notes: Welcome to the lesson on Filing a Certificate of Service. Upon entry of a signed order by from the clerk's office the movant must serve any party that was not electronically served and file the Local Form Certificate of Service and Certificate 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 4

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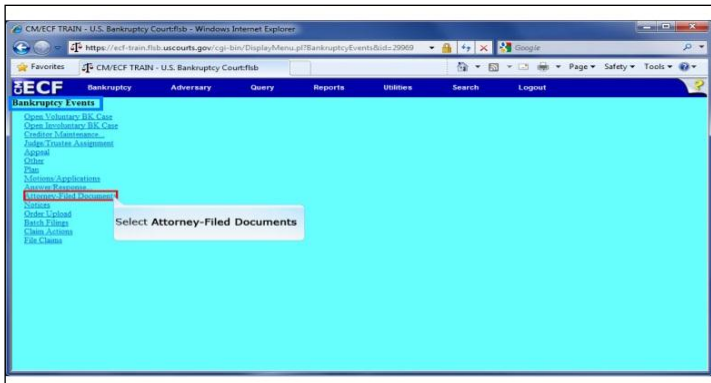
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Notes: From the Main Menu bar, click Bankruptcy.



Slide 5

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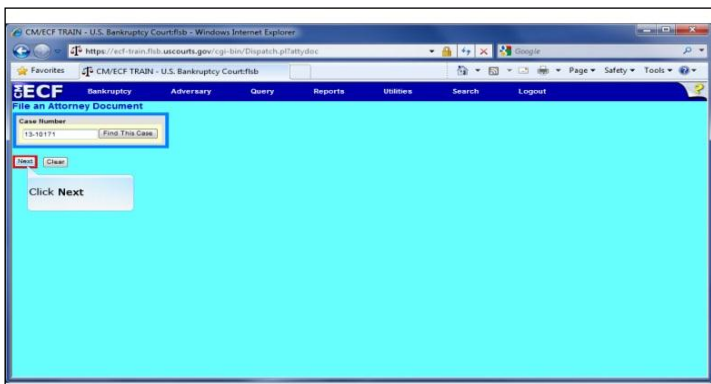
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Notes: The Bankruptcy Events list will appear. Select Attorney Filed Documents from the list.



Slide 6

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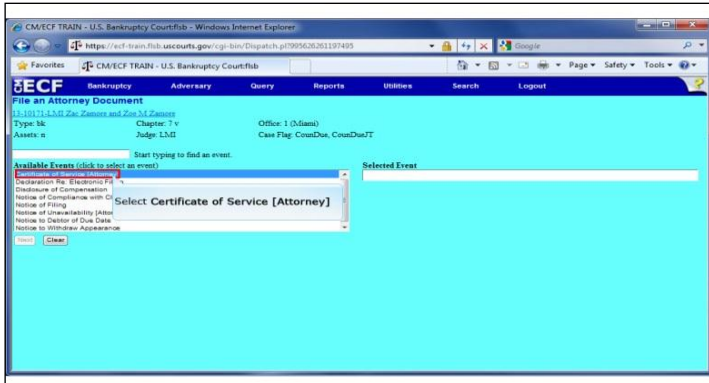
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Notes: Verify the case number and click Next to continue.



Slide 7

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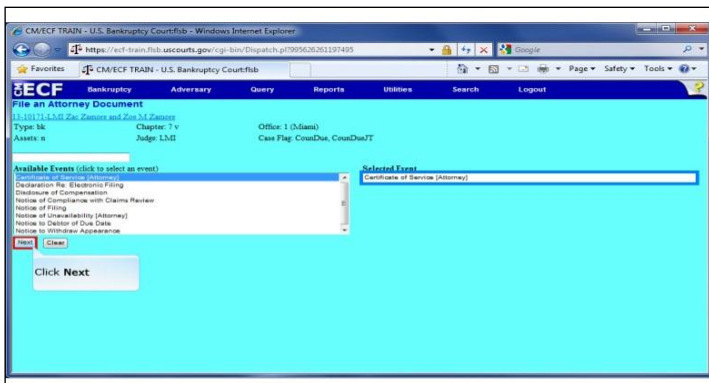
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Notes: The Available Events screen will appear. Select Certificate of Service [Attorney] from the list.



Slide 8

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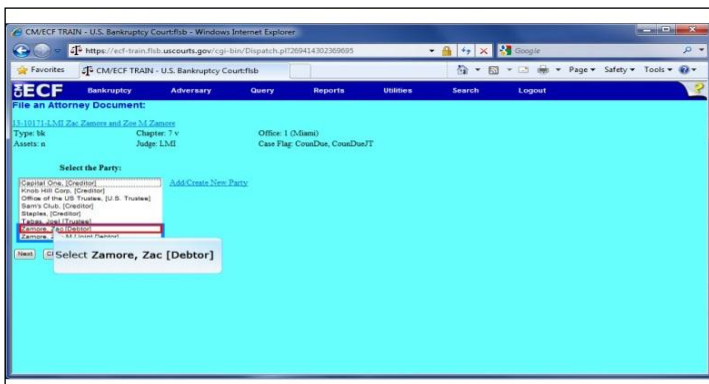
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Notes: Confirm your selection appears in the Selected Events field on the right hand side of the screen. Click Next to continue.



Slide 9

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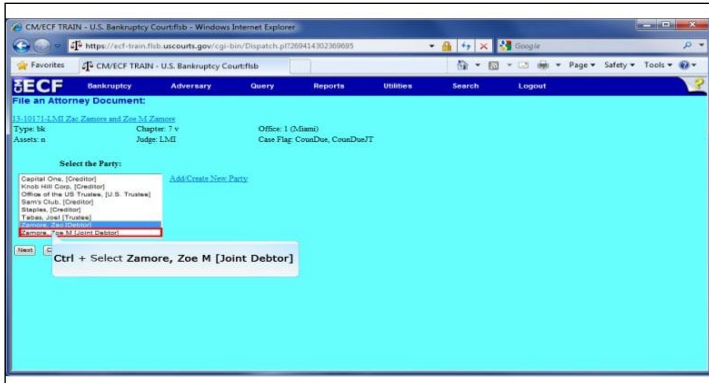
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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



Slide 10

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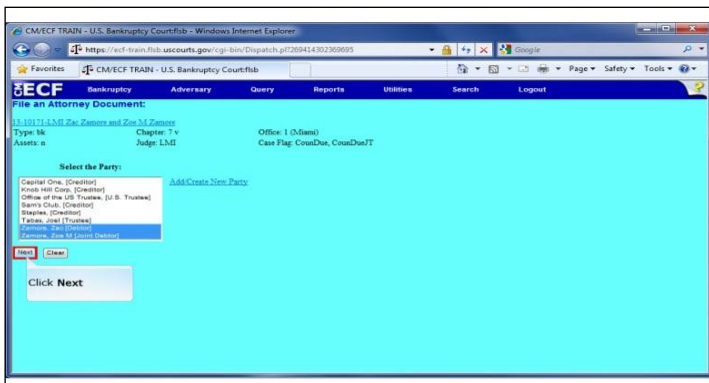
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



Slide 11

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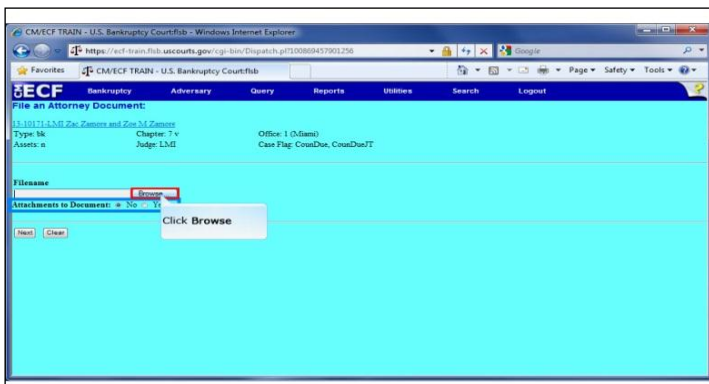
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Notes: Once both are highlighted, click Next.



Slide 12

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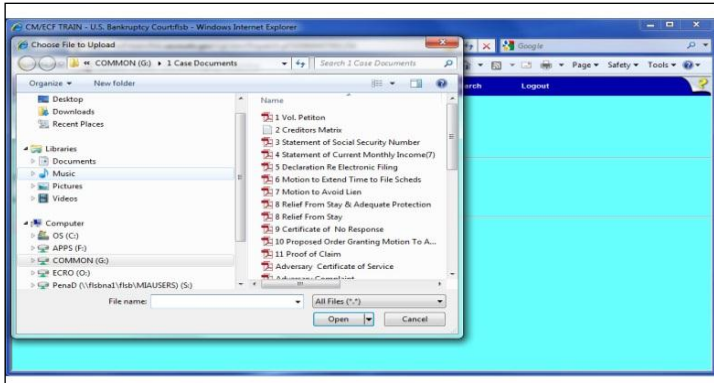
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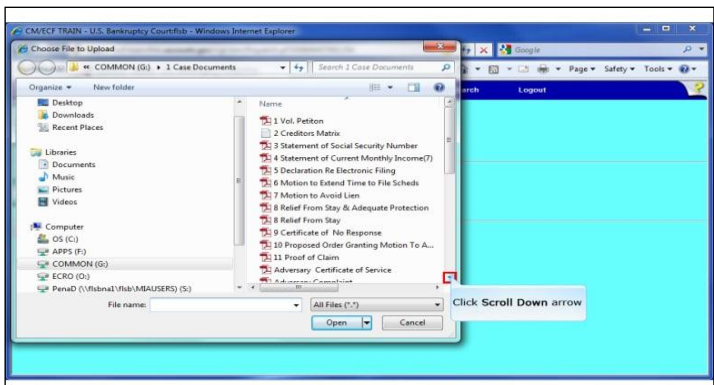
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Notes: The PDF Selection screen will appear. Do not attach copies of any served documents to a Certificate of Service. Instead, reference the title and docket entry number of each document served. Click the Browse button to locate the PDF file.



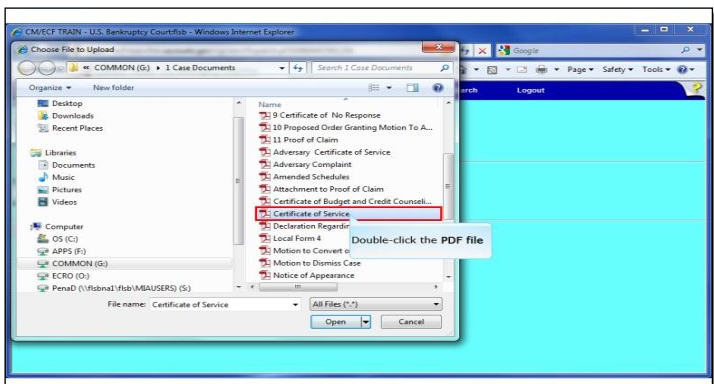
Slide 13

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



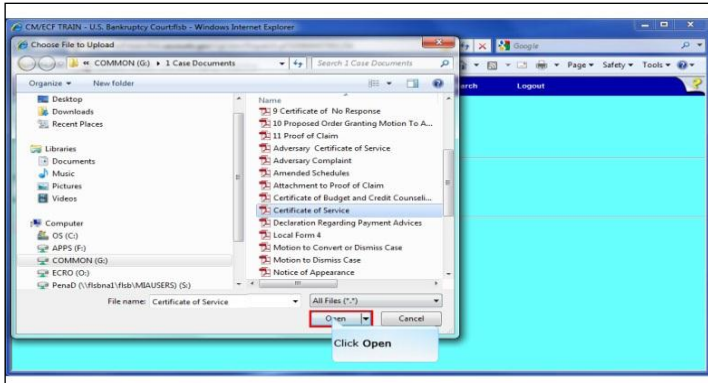
Slide 14

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



Slide 15

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 16

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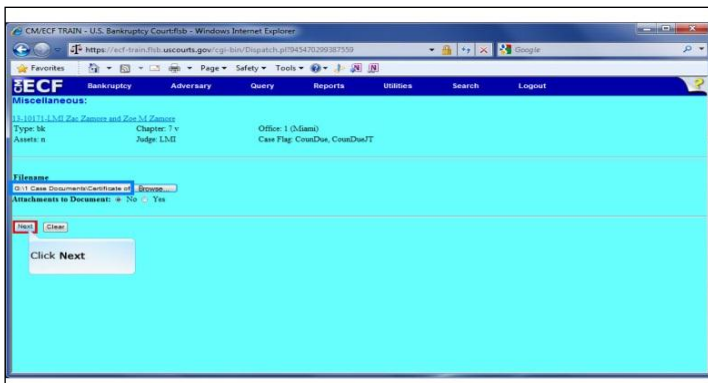
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Notes: Click Open to associate the file to the case.



Slide 17

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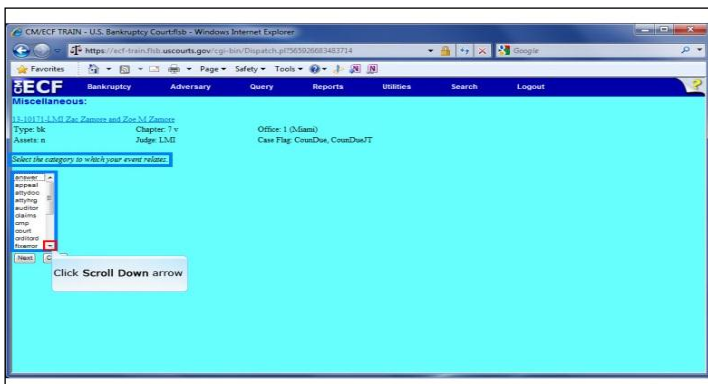
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Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



Slide 18

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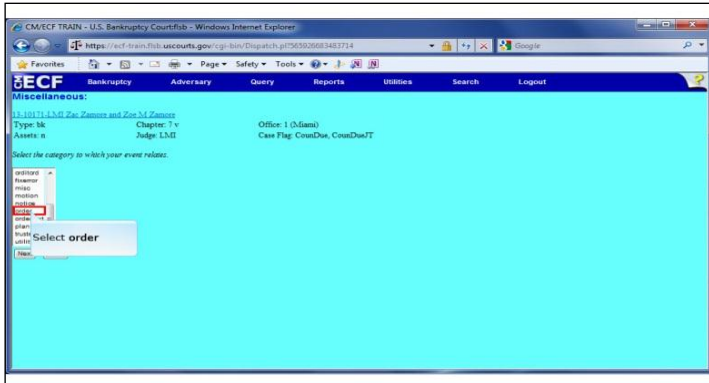
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Notes: The Category Search screen will appear. Select the type of document that the certificate of service refers to. Click the Scroll down arrow to view the other categories.



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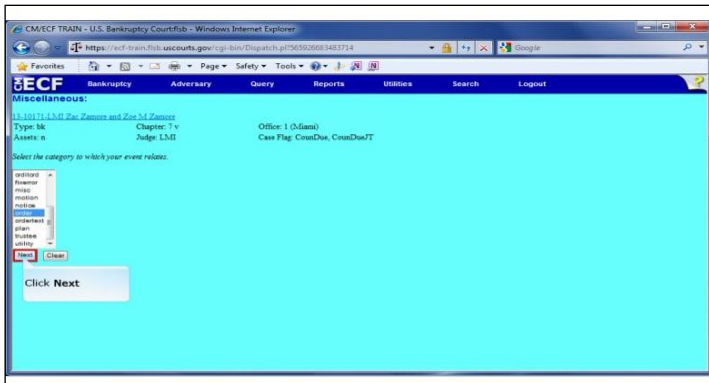
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Notes: Select "order" from list.



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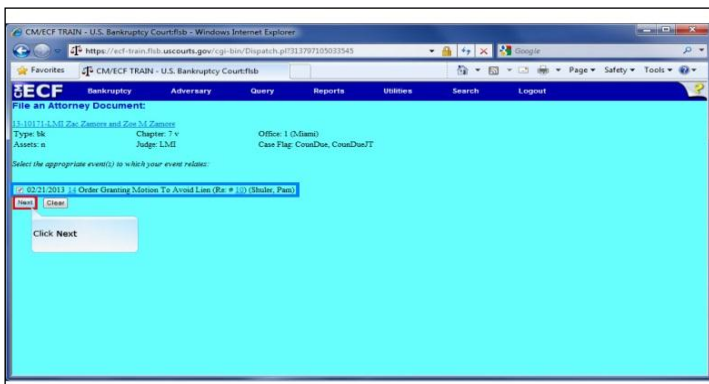
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Notes: Click Next to initiate the search within the database.



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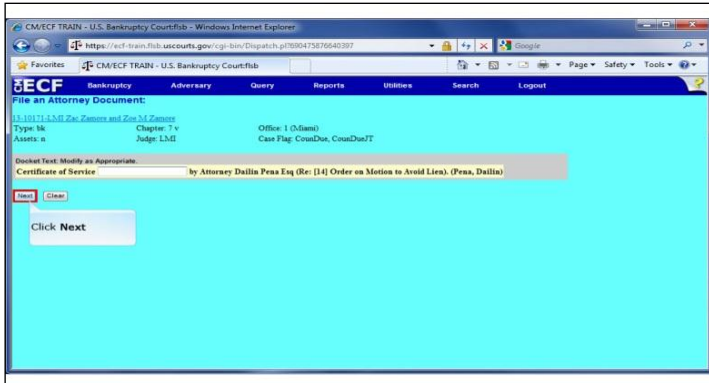
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Notes: The Events screen will appear. Select the relating Order served and click Next.



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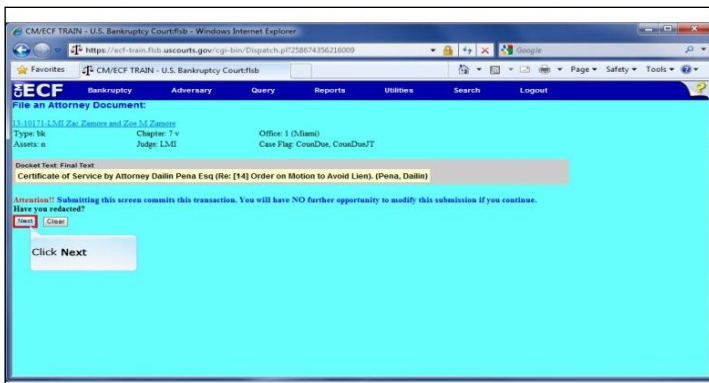
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Notes: The Modify Docket Text screen will appear. Verify the information is correct and Click Next to continue.



Slide 23

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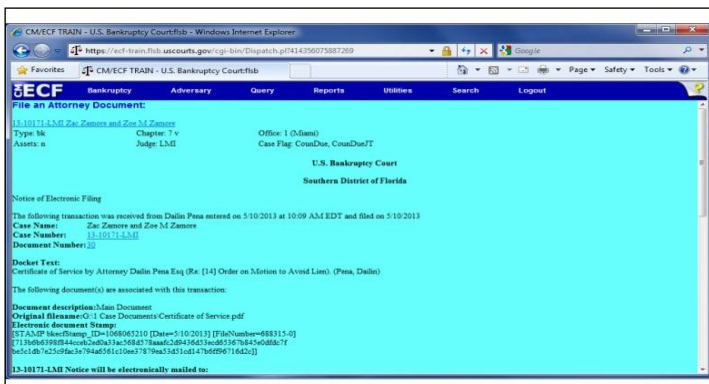
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Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 24

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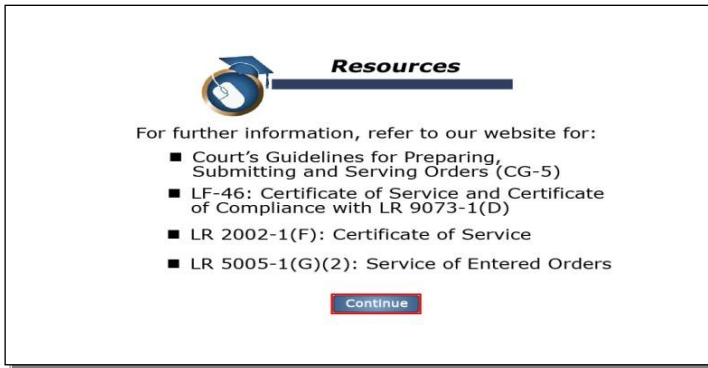
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Notes: The NEF screen will appear. The NEF is not a substitute for filing a required Certificate of Service. Clicking on any of the links on this page will require a PACER login and published fees will apply.





Slide 25

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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 Continue to begin the next lesson.



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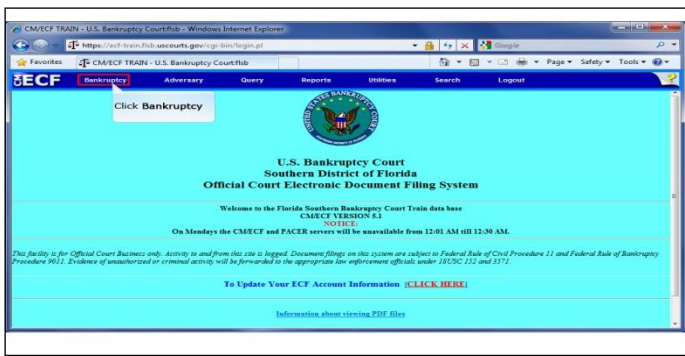
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Notes: Welcome to the lesson on Filing a Notice of Change of Address. The Notice of Change of Address must be filed in each case or proceeding in which the change is to be effected.



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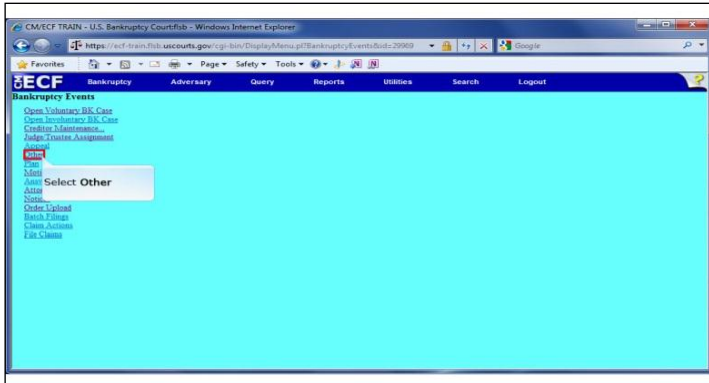
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Notes: From the Main Menu bar, click Bankruptcy.



Slide 28

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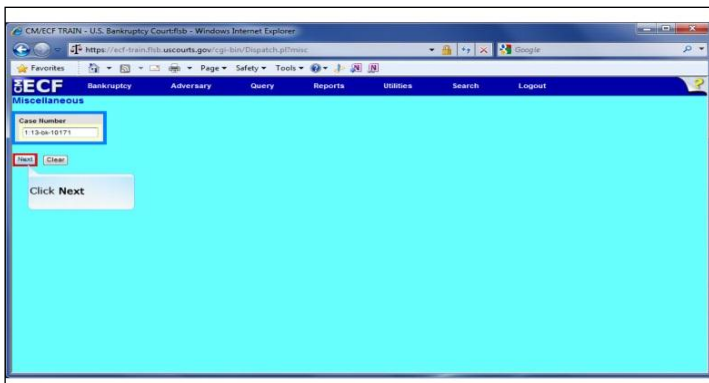
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Notes: The Bankruptcy Events list will appear. Select Other from the list.



Slide 29

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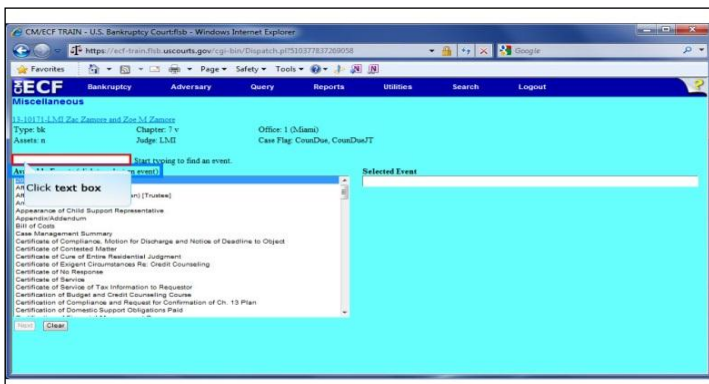
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Notes: The Case Number screen will appear. Verify the case number and click Next.



Slide 30

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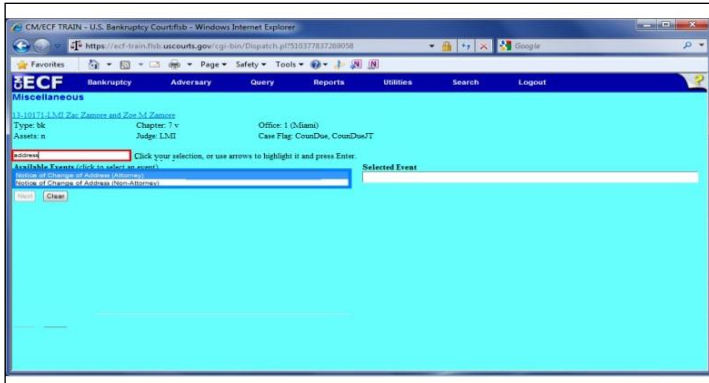
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Notes: The Available Events screen will appear. Click in the text box.



Slide 31

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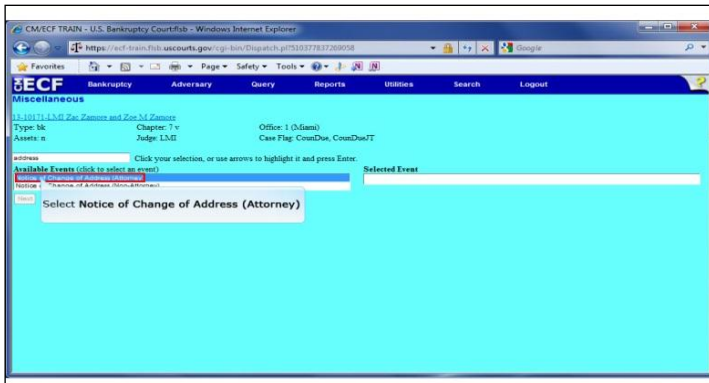
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Notes: Type "address" to narrow down your search. Two change of address events display.



Slide 32

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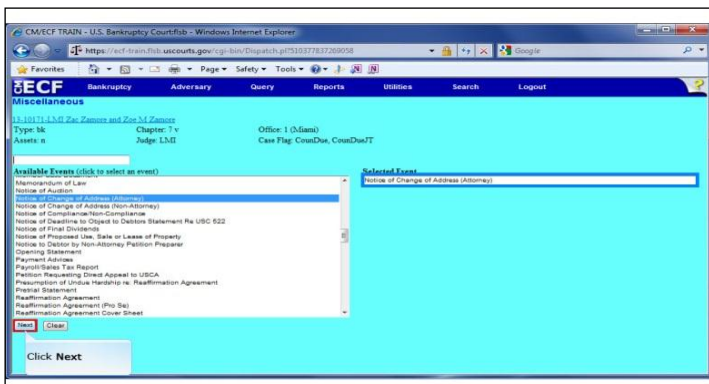
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Notes: Select Notice of Change of Address (Attorney) from the list.



Slide 33

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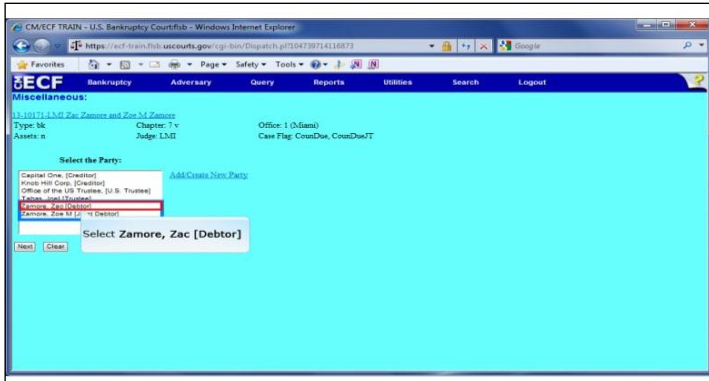
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Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



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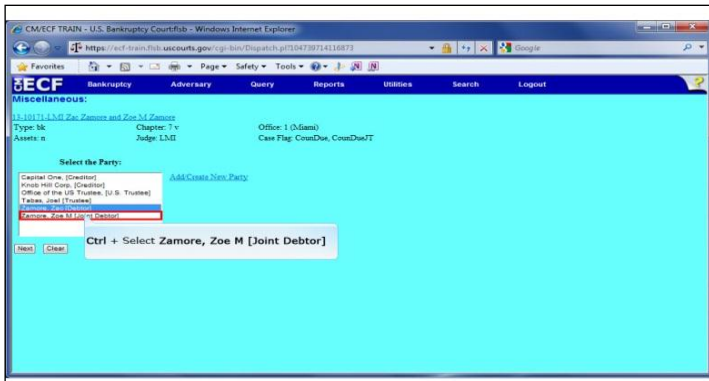
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Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor first.



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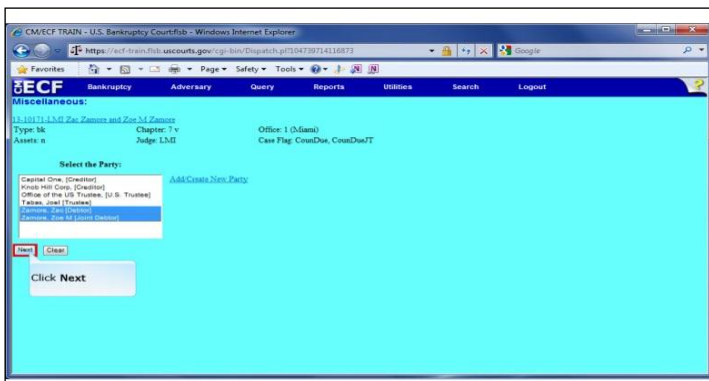
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Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



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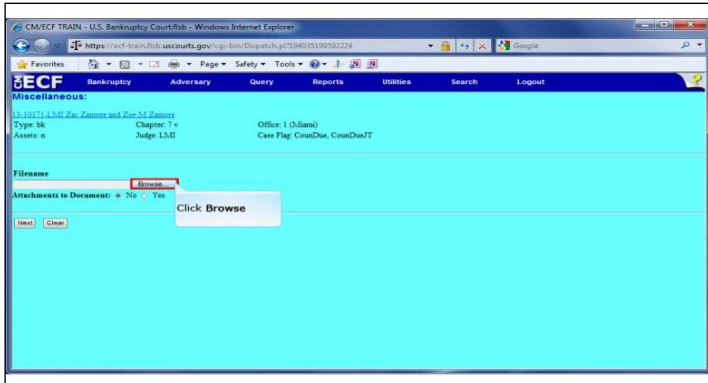
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Notes: Once both are highlighted, click Next.



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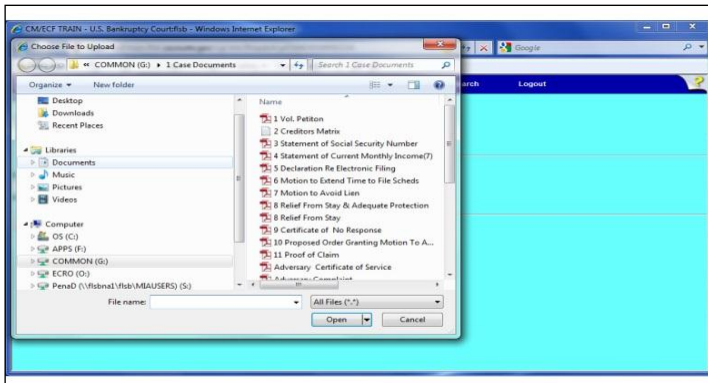
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Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



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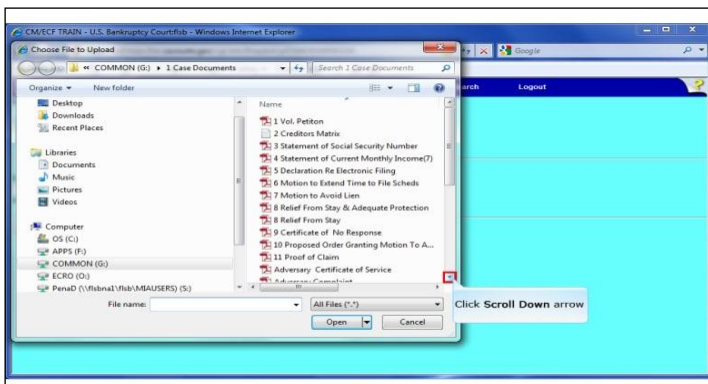
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Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



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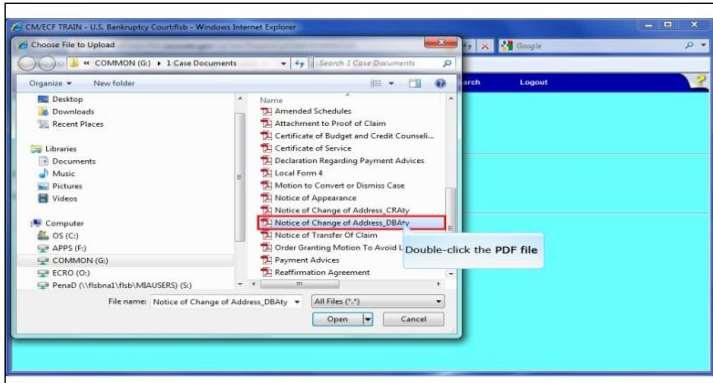
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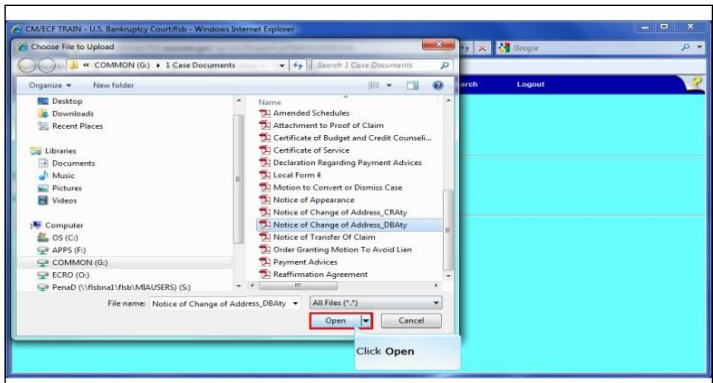
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Notes: Click on the Scroll Down arrow to locate the file.



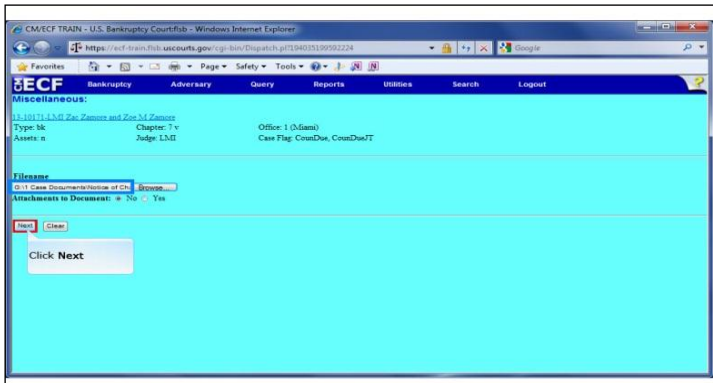
Slide 40

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.



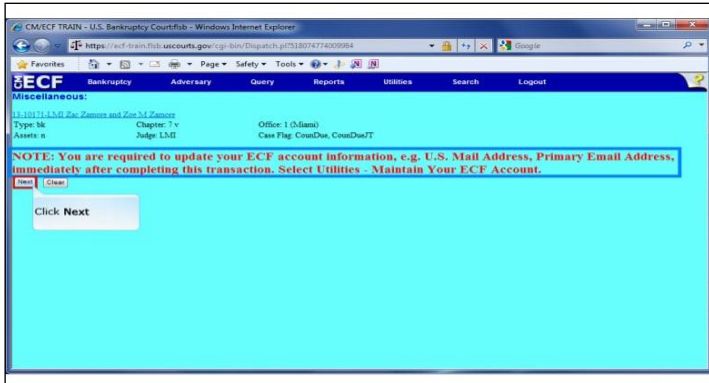
Slide 41

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



Slide 42

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



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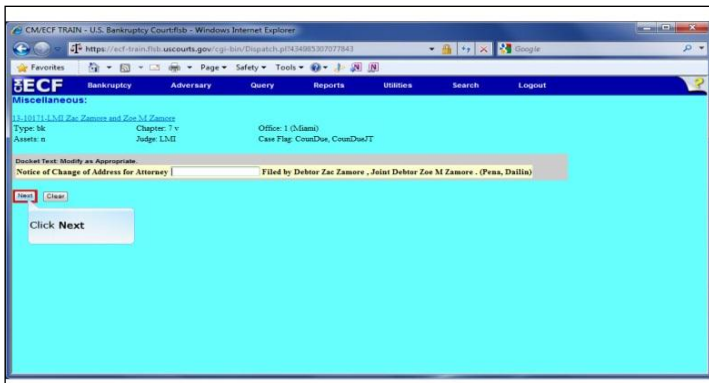
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Notes: At the Information screen read the prompt. This reminds you to complete the process through Utilities - Maintain Your ECF Account and updating your address there as well. Refer to the lesson on Managing Your ECF Account in a later module to 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.



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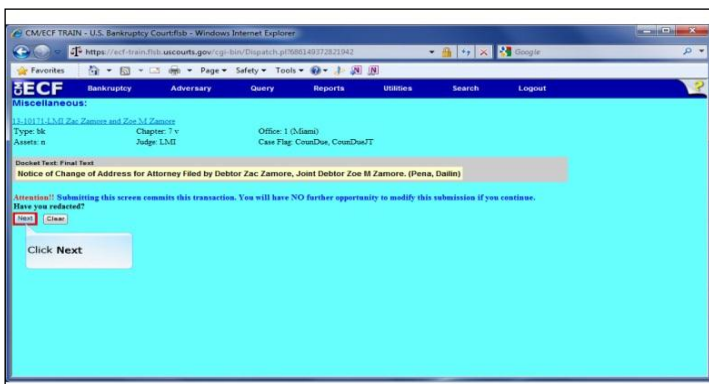
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Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



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



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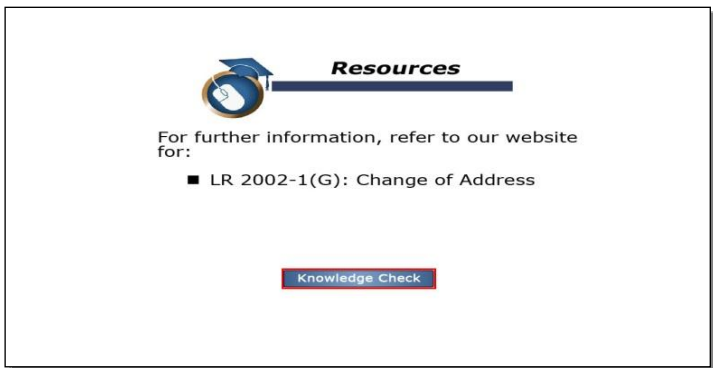
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Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



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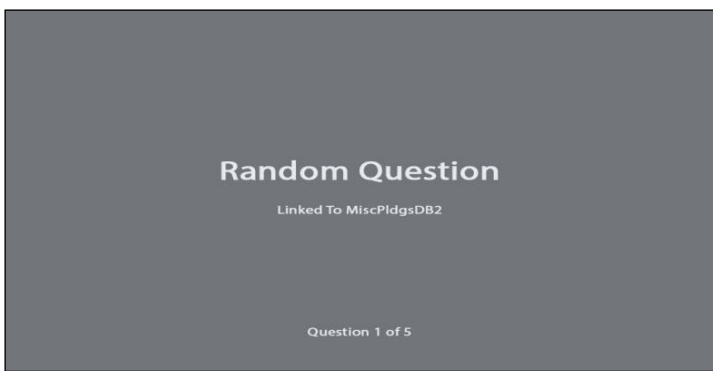
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Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



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Notes: Knowledge Check





Slide 55

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Notes:

Question 1

 Knowledge Check	Question 1 of 5
<p><b>The email receipt “Notice of Electronic Filing” (NEF) can be used as a substitute for filing the Certificate of Service.</b></p> <p> <input type="radio"/> A) True  <input type="radio"/> B) False         </p>	

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Notes:

Question 2

 Knowledge Check	Question 2 of 5
<p><b>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.</b></p> <p> <input type="radio"/> A) Debtor’s Notice of Compliance with Requirements for Amending Creditor Information  <input type="radio"/> B) Declaration Regarding Payment Advices  <input type="radio"/> C) Declaration of Electronic Filing  <input type="radio"/> D) Certificate of Service and Certificate of Compliance with LR 9073-1(D)         </p>	

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Notices:

Question 3

 Knowledge Check	Question 3 of 5
<p><b>When submitting a Notice of Change of Address include the:</b></p> <p> <input type="radio"/> A) new address  <input type="radio"/> B) old address  <input type="radio"/> C) both old and new address  <input type="radio"/> D) none of the above         </p>	

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Notes:

Question 4

 Knowledge Check	Question 4 of 5
<p><b>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.</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) True</li><li><input type="radio"/> B) False</li></ul>	

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Notes:

Question 5

 Knowledge Check	Question 5 of 5
<p><b>When changing your address in the court's database you must:</b></p> <ul style="list-style-type: none"><li><input type="radio"/> A) file a Notice of Change of Address in each case or proceeding in which the change is to be effected.</li><li><input type="radio"/> B) email the Clerk's Office the change of address.</li><li><input type="radio"/> C) update your ECF account through Utilities in the Main Menu bar.</li><li><input type="radio"/> D) both A and C</li><li><input type="radio"/> E) none of the above</li></ul>	

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Notes: