

Notices

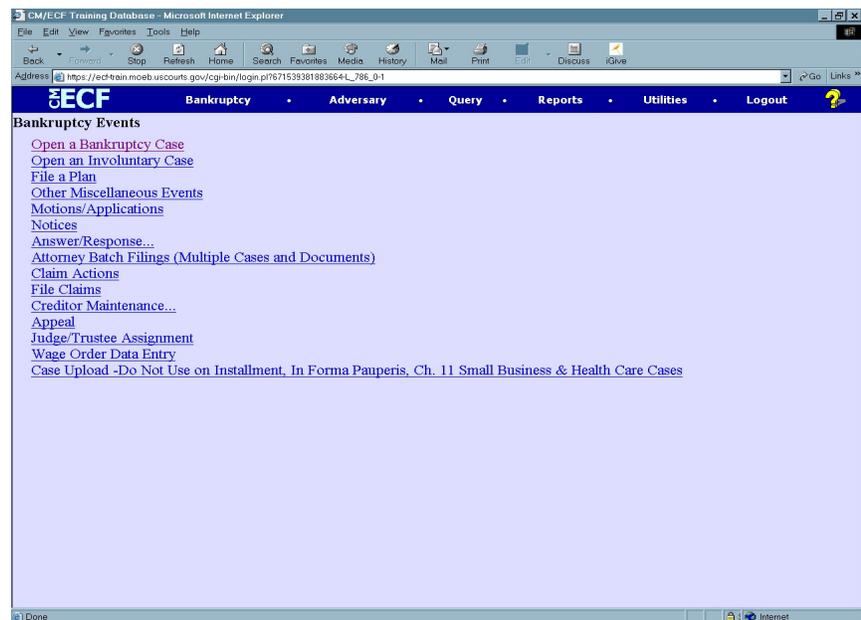
This procedure explains how to docket notices. The example illustrated is a Notice of Hearing for Motion for Relief from Stay.

- STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen will display similar to the one shown in Figure 2. Your menu selections may vary from this screen.



- ◆ Click the Notices hyperlink.

The **CASE INFORMATION** screen displays. Click [**Continue**].

STEP 3 The **CASE NUMBER** screen displays.
(See Figure 3)

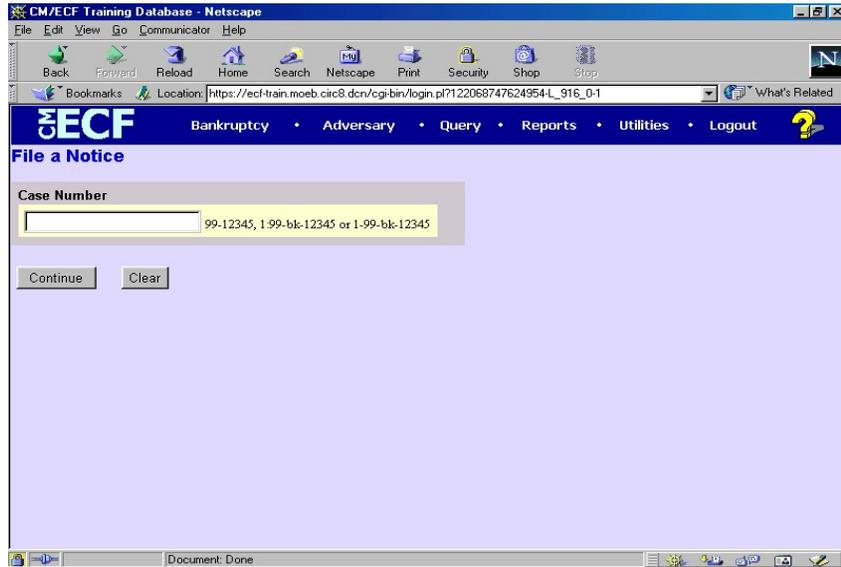


Figure 3

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Continue]**.

NOTE: You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

STEP 4 The **NOTICE EVENTS** screen displays next.
(See Figure 4)

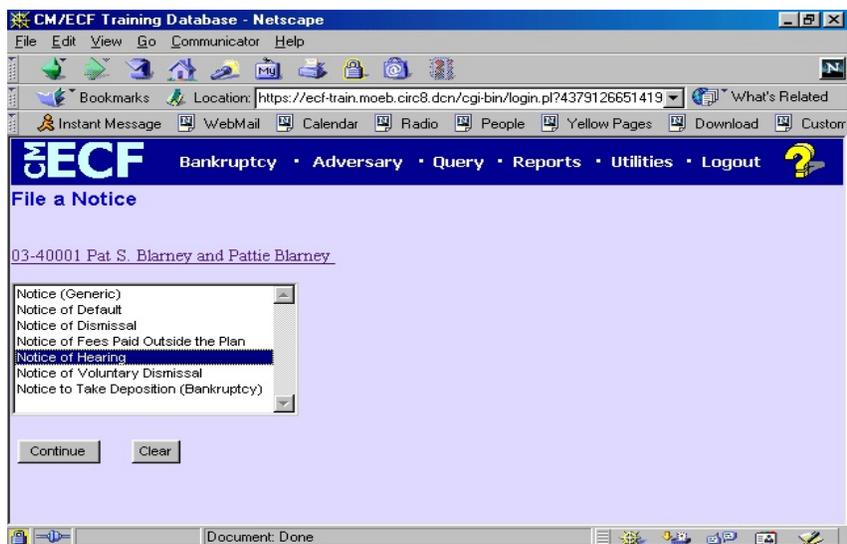


Figure 4

- ◆ Click to highlight the appropriate Notice you want to file. If the specific Notice is not listed then select Notice (Generic).
- ◆ Click **[Continue]**.

STEP 5 The **JOINT FILING** screen displays.
(See Figure 5)

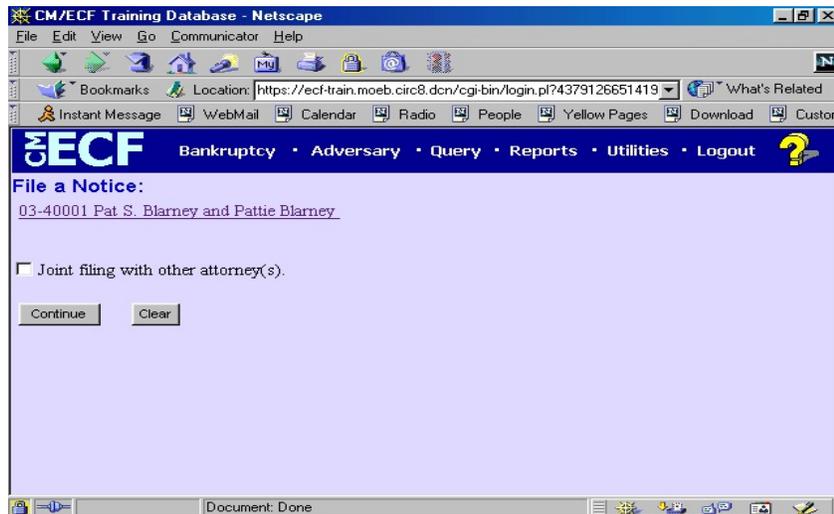


Figure 5

- ◆ This screen is only used if another attorney is joining in a filing. Do not check this box.

If this were a joint filing with another attorney(s) you would check the box and after selecting **[Continue]** you would be presented with a pick list of attorneys on the case to select as joint filers.
- ◆ Click **[Continue]**.

STEP 6 The **SELECT PARTY** screen displays.
(See Figure 6)

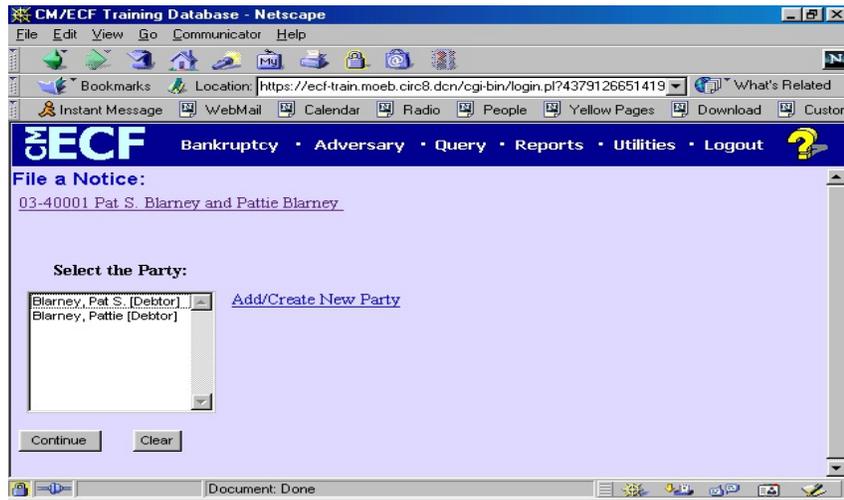


Figure 6

- ◆ Highlight the party filing the Notice.
- ◆ Click **[Continue]**.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 7a)

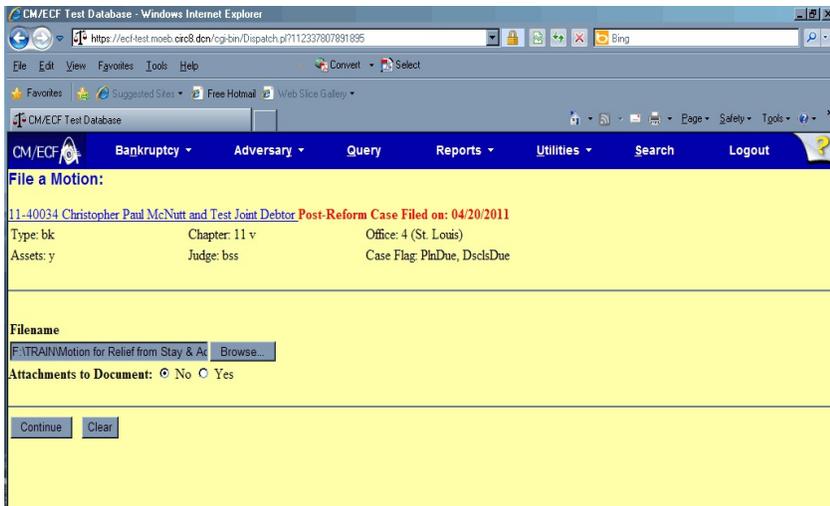


Figure 7a

- ◆ Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All files (*.*)**

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

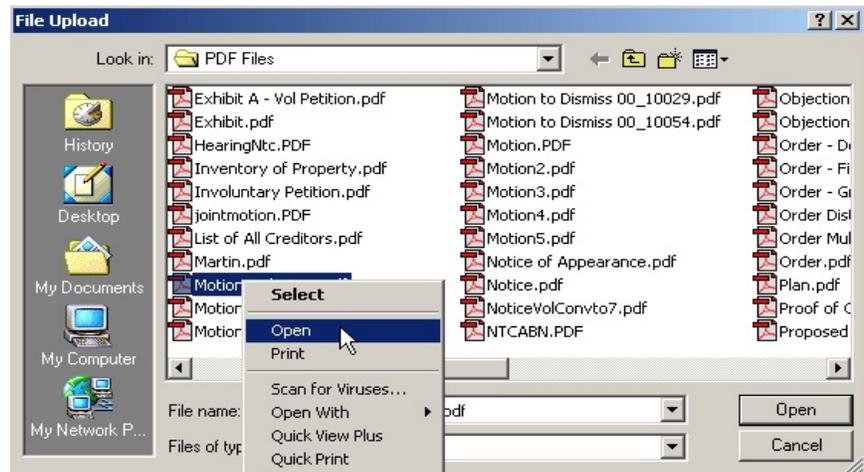


Figure 7b

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 7c.)

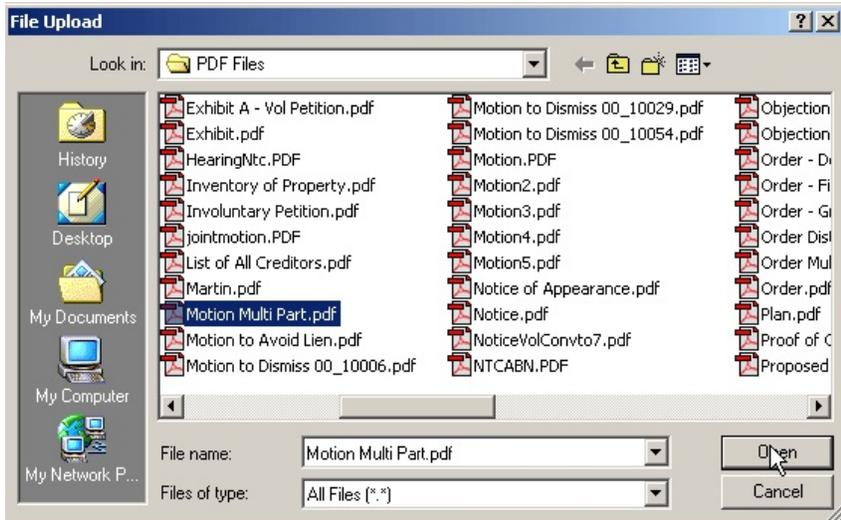


Figure 7c

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click **[Continue]**. (See Figure 7a.)

STEP 8 The **HEARING INFORMATION** screen appears.
(See Figure 8)

File a Notice:
 23-40008 Albert B Smith Post-Reform Case Filed on: 05/11/2023
 Type: bk Chapter: 13 v Office: 4 (St. Louis)
 Assets: y Judge: blc Case Flag: PinDue, DebtEd

Hearing Information
 In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Courtroom Deputy of Judge Clair.

Hearing Date: Hearing Time:
 Location:

Select docket entries which are to be associated with the above schedule(s).

Filing Date #	Docket Text
<input type="checkbox"/> 05/11/2023 1	Chapter 13 Voluntary Petition Individual, Schedules and Statements . Fee Amount \$313 Government Proof of Claim due by 11/7/2023. Filed by Albert B Smith Proof of Claim for Security Interest due by 07/20/2023. (Tester, Dawson)
<input type="checkbox"/> 05/11/2023 2	Amended Schedules/Statements: Individual Fee Amount \$32 Filed by Debtor Albert B Smith. (Tester, Dawson)
<input type="checkbox"/> 05/11/2023 3	Motion for Relief from Stay . Fee Amount \$188,, Motion for Adequate Protection Filed by Debtor Albert B Smith. (Tester, Dawson)
<input type="checkbox"/> 05/11/2023 4	Motion for Relief from Stay . Fee Amount \$188, Filed by Creditor Friendly Finance. (Tester, Dawson)
<input type="checkbox"/> 01/10/2024 5	Meeting of Creditors 341(a) meeting to be held on 1/31/2024 at 09:00 AM at Trustee Albin Teleconference Call 1-877-708-3209. Once prompted, enter 9940766. Proofs of Claim due by 7/20/2023. Last day to oppose dischargeability is
<input type="checkbox"/> 02/22/2024 6	Order and Notice of Missing Documents SSN/Tax ID due 3/7/2024.Petition Preparer Notice, Declaration and Signature - Form 119 due 3/7/2024. (van, j)
<input type="checkbox"/> 03/28/2024 7	Motion for Relief from Stay . Fee Amount \$199, Filed by Creditor Friendly Finance. (Attachments: # 1 Exhibit Summary) (Tester, Dawson)

Figure 8

- ◆ To set the hearing:
 - Enter the date for the hearing in mm/dd/yyyy or mm/dd/yy format.
 - Enter the hearing time in hh:mm format, indicating **AM** or **PM**.
 - Click on the down arrow ▼ in the **Location** drop down box and select the correct hearing location.

NOTE: All Judges' hearing dates can be retrieved from the Courts website at www.moeb.uscourts.gov or by contacting the appropriate Courtroom Deputy.

- ◆ Next, link the hearing to the correct event (for this exercise, **Motion for Relief from Stay**) by placing a check mark in the square next to the event.
- ◆ This step ensures that the Monthly and Daily CM/ECF calendars will then display the correct matter under consideration.
- ◆ Click [**Continue**].

STEP 9 The **MODIFY DOCKET TEXT** screen appears.
(See Figure 9)

File a Notice:

23-40008 Albert B Smith Post-Reform Case Filed on: 05/11/2023

Type: blc Chapter: 13 v Office: 4 (St. Louis)
Assets: y Judge: blc Case Flag: PlnDue, DebtEd

Docket Text: Modify as Appropriate.

Filed by Debtor Albert B Smith (RE: related document(s)[4] Motion for Relief from Stay . Fee Amount \$188, Filed by Creditor Friendly Finance.). (Tester, Dawson)

Figure 9

- ◆ If appropriate, choose a prefix from the **Prefix Text** pick list.
- ◆ In either or both of the text boxes, add additional text for the notices you are filing.
- ◆ Click **[Continue]**.

STEP 10 The **FINAL DOCKET TEXT** screen displays.
(See Figure 10)

File a Notice:

23-40008 Albert B Smith Post-Reform Case Filed on: 05/11/2023

Type: blc Chapter: 13 v Office: 4 (St. Louis)
Assets: y Judge: blc Case Flag: PlnDue, DebtEd

Docket Text: Final Text

Notice of Hearing Filed by Debtor Albert B Smith (RE: related document(s)[4] Motion for Relief from Stay . Fee Amount \$188, Filed by Creditor Friendly Finance.). (Tester, Dawson)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

Figure 10

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Continue]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy

hyperlink on the **Menu Bar**.

STEP 11 The **NOTICE OF ELECTRONIC FILING** screen displays.

(See Figure 11)

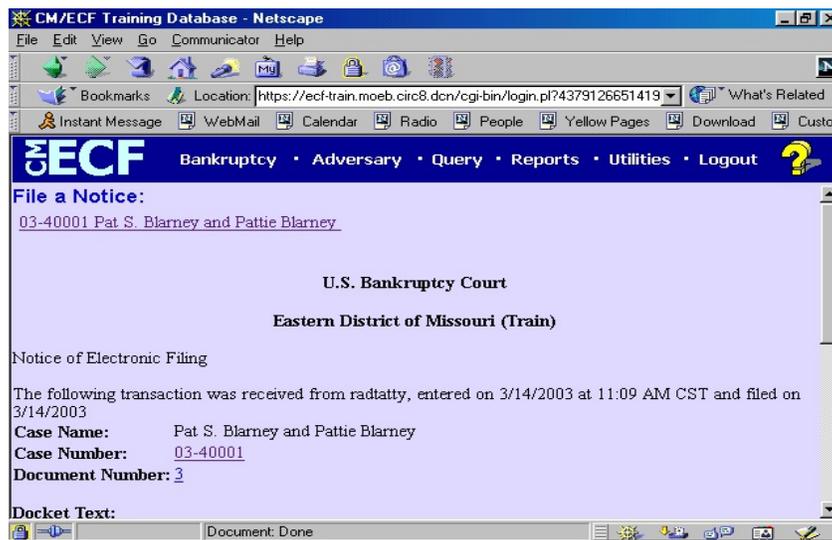


Figure 11

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number will present the PACER login screen.
- ◆ To print a copy of this receipt, click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.