

Affidavit

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



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)

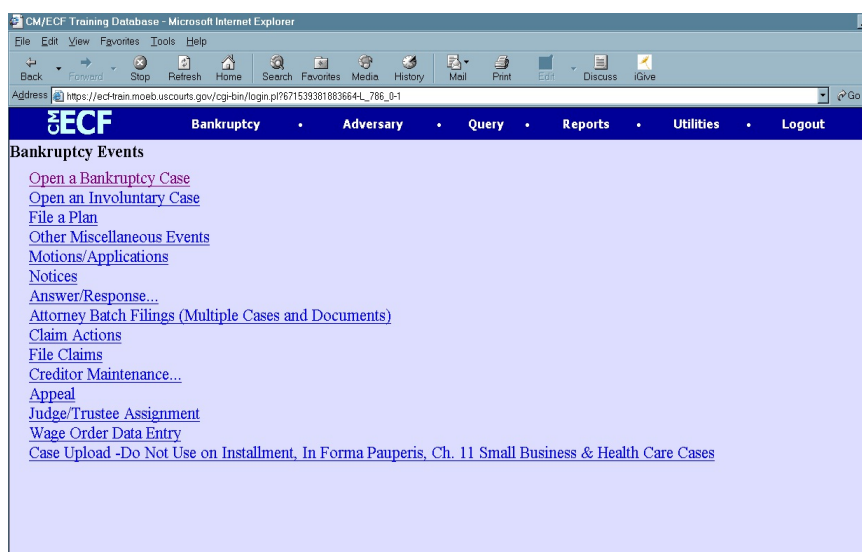


Figure 2

Click the **Other Miscellaneous Events** hypertext link.

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

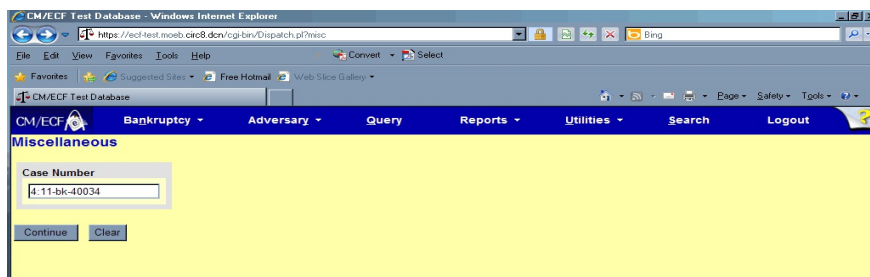


Figure 3

Enter the case number, including the hyphen. YY-NNNNN

Click **[Continue]**.

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

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4)

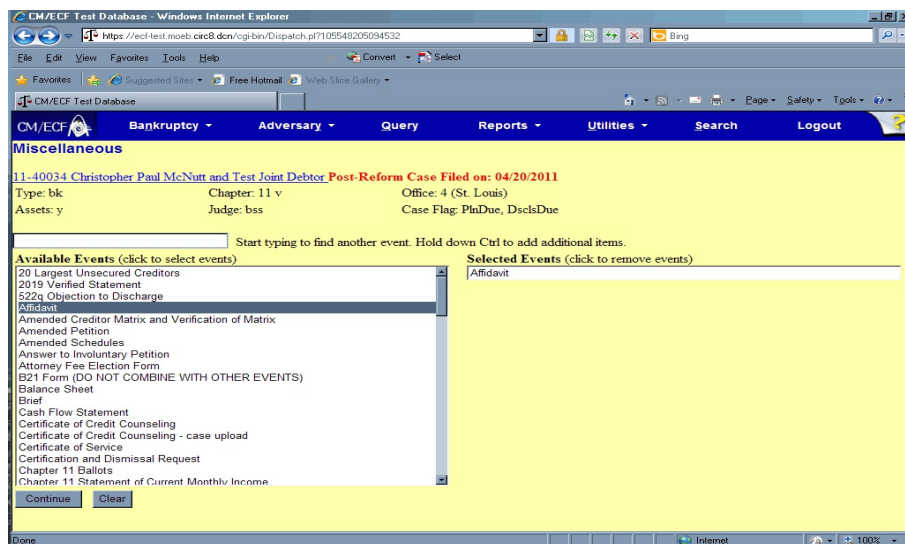


Figure 4

Select **Affidavit** from the pick list of events.

Click on **Affidavit** to select it.

Click **[Continue]**.

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

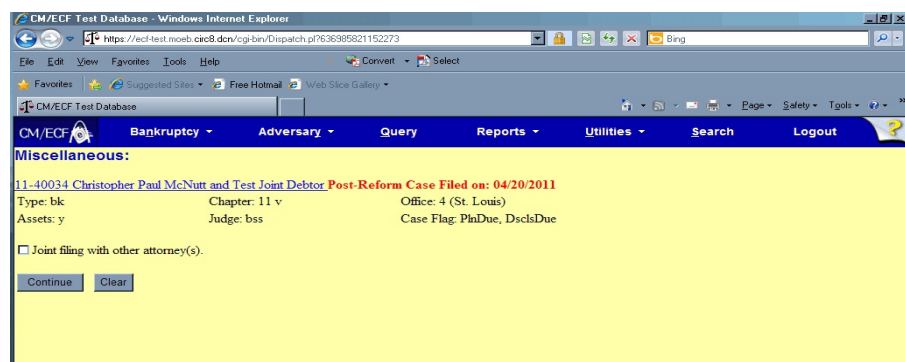


Figure 5

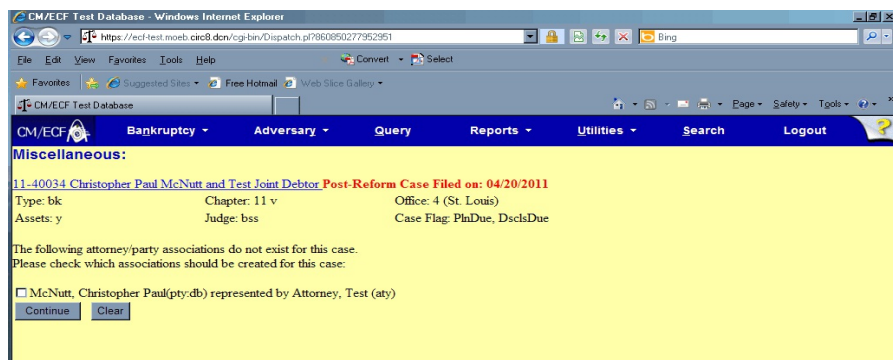
This screen is only used if another attorney is joining in a filing.
No action is necessary.

Click **[Continue]**.

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

Click to highlight the party filer name.

Click **[Continue]**.

STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen displays. (See Figure 7)**Figure 7**

This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the attorney for the trustee, skip this screen by clicking on the **[Continue]**.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8)

CM/ECF Test Database - Windows Internet Explorer

Address: https://ecf-test.moeb.circ8.dcn/cgi-bin/Dispatch.pl?7539614817957635

File Edit View Favorites Tools Help

CM/ECF Test Database

Miscellaneous:

11-40034 Christopher Paul McNutt and Test Joint Debtor **Post-Reform Case Filed on: 04/20/2011**

Type: bk	Chapter: 11 v	Office: 4 (St. Louis)
Assets: y	Judge: bss	Case Flag: PlnDue, DscIsDue

Filename

Attachments to Document: ☒ No ☐ Yes

Figure 8

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click on the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click **[Continue]**.

STEP 9 The **DOCUMENT REFERENCE** screen displays. (See Figure 9)

CM/ECF Training Database - Microsoft Internet Explorer provided by SBC Yahoo! DSL

Address: https://ecf-train.moeb.uscourts.gov/cgi-bin/login.pl?24039394626034-L_786_0-1

ECF

Miscellaneous:

05-40089 William Clinton

☐ Refer to existing event(s)?

Figure 9

Click in the box next to **“Refer to existing event?”**

Click **[Continue]**.

STEP 10 The **EVENTS CATEGORY** screen displays. (See Figure 10)

Figure 10

Select the category of document you are responding/objecting to. *For example when objecting to a motion, select the motions category. When a specific category is not appropriate, choose misc. The misc category provides a generic list of events.*

You may search by Filed On dates or Document Numbers.

Click **[Continue]**.

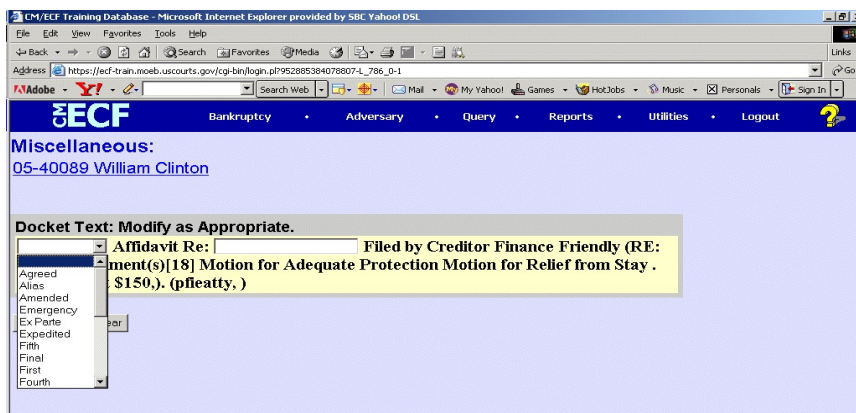
STEP 11 The **ANSWER TO MOTIONS** screen displays. (See Figure 11)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	02/05/2002	3	Trustee's Notice of Payment Default (Dismissal) Pursuant to Neb.R.Bankr.P. 3015-4 Filed by Kathleen A. Laughlin. 9013 Objections due by 2/19/2002. (Coyle, Laura)

Figure 11

Select the appropriate docket event for which you are filing an affidavit by clicking in the box next to the event.

Click **[Continue]**.

STEP 12 The **MODIFY DOCKET TEXT** screen displays. (See Figure 12)**Figure 12**

Click on the drop down menu to choose the type of Affidavit.

In the text box additional text for the affidavit may be added according to the courts procedures.

Click **[Continue]**.

STEP 13 The **FINAL TEXT EDITING** screen displays. (See Figure 13)**Figure 13**

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this order to the database.

If correct, click **[Continue]**.

If the final docket text is incorrect, click on your browser's **Back** button to find the screen to be modified. To abort or restart the transaction, click on **Bankruptcy** or any other selections on the **CM/ECF Main Menu** bar.

STEP 14 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.

To print a copy of this notice, click on the browser **[Print]** icon. You may also save the notice through the browser **File/Save** option.