

United States Bankruptcy Court
Eastern District of Missouri

TIPS TO AVOID FILING ERRORS

The Court has prepared this document to assist filers with creating and filing more accurate pleadings. These tips come from the most common errors the Clerk's Office observes filers make in CM/ECF.

PDF Attachment is Inaccurate, Incomplete or Not Viewable

- Prior to attaching your document at the “Browse” screen, view the PDF to ensure the correct document for the event has been selected. All pleadings should be legible, containing debtor(s) name(s) and case number in the caption. The debtor(s) name(s) and case number should match the information in CM/ECF. All pages should be viewable.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION

IN RE:) Case No. 20-40014
) Chapter 13
))
Debtors: Johnny Appleseed) RESPONSE
))
))
Movant.))

RESPONSE TO MOTION TO
SELL

Inadequate Docket Text

- When filing a Motion to Convert, the appropriate [Means Test Form](#) (Official Forms B122A-C) may be attached to the motion or filed as a separate entry. The conversion schedules should be filed as a separate entry.

- When filing a Generic Motion, the docket text should be enhanced to indicate the motion type (e.g., Motion to Increase Plan Base). Enhancing the docket text means to describe the motion being filed when prompted to do so.

Inaccurate Text

- If you enhance the docket text with the word Amended, the PDF should be labeled Amended.
- When filing an Application for Compensation, the fees and expenses stated on the PDF should match the amounts stated in docket text.
- The Transferor on a Transfer of Claim should match the name of the Creditor on the Proof of Claim that is being transferred.

New Bankruptcy Case Filings

- The debtor(s) name(s) entered in CM/ECF must match the debtor(s) name(s) on the Voluntary Petition. The debtor(s) name(s) on the Credit Counseling Certificate must also match the name or alias on the Voluntary Petition.
- If parties are filing jointly, the joint filer information should be added when docketing the Voluntary Petition.
- The last four digits of the social security number on the Voluntary Petition should match the last four digits listed on Official Form B121 (Your Statement About Your Social Security Numbers).
- If you are not filing all schedules and statements with the Voluntary Petition, you must indicate which schedules and/or statements are deficient in the docket text.

Amended Schedules

- Per Local Rule 1009, a memorandum identifying the changes being made must accompany the amended schedules. When filing an Amended Schedule D, Amended Schedule E/F, or Amended Creditor Matrix, the memorandum must state the specific changes being made. If any creditors are added or removed, they should be listed.
- The PDF must have the amended box marked or be labeled amended.

Fill in this information to identify your case:	
Debtor 1	<u>Johnny Appleseed</u>
Debtor 2 (Spouse, if filing)	_____
United States Bankruptcy Court for the:	<u>EASTERN DISTRICT OF MISSOURI</u>
Case number (If known)	<u>20-40014</u>

Check if this is:

An amended filing

A supplement showing postpetition chapter 13 income as of the following date:

____ / ____ / ____

MM / DD / YYYY

Official Form 1061
Schedule I: Your Income

12/15

- If new creditors are being added to a Chapter 7 case, a [Chapter 7 Notice of Amendment to Schedules to Add Creditors](#) (LF 26) must be filed listing the newly added creditors with their full address(es).

Hearing Information

- The hearing information contained in the caption of the PDF, in the body of the PDF, and stated in the docket text should match.
- The Notice of Hearing should be linked to the motion or application being set for hearing.

- The Notice of Hearing should contain all hearing elements (date, time, location).

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI
EASTERN DIVISION**

IN RE:)	CASE NO: 20-40014
Debtors: Johnny Appleseed)	Chapter 13
)	
)	Hearing Date: 12/01/2022
Debtor)	Hearing Time: 10:00 am
)	Hearing Location: 7 North
)	

Certificate of Service

- The Certificate of Service date should be listed on the PDF and should match the date stated in docket text.
- The Certificate of Service should list the parties served, method of service, and address. For more guidance, see the sample [Certificate of Service](#) on the Court's website.

CERTIFICATE OF SERVICE

I certify that a true and correct copy of the foregoing document was filed electronically on (insert date) with the United States Bankruptcy Court, and has been served on the parties in interest via e-mail by the Court's CM/ECF System as listed on the Court's Electronic Mail Notice List.

I certify that a true and correct copy of the foregoing document was filed electronically with the United States Bankruptcy Court, and has been served by Regular United States Mail Service, first class, postage fully pre-paid, addressed to those parties listed on the Court's Manual Notice List and listed below on (insert date).

Johnny Appleseed
550 Monroe Ave
Florissant, MO 63031

/s/ Lisa Lawyer
Lisa Lawyer

Date created: November 2022