

FILING A DOCUMENT/DOCKETING- OTHER
****EXAMPLE: STIPULATION TO MODIFY STAY****
Local Rule 4001(d)

The following instructions will guide you through the process of filing and docketing a miscellaneous document or an “Other” event in the Electronic Case Filing (ECF) system.

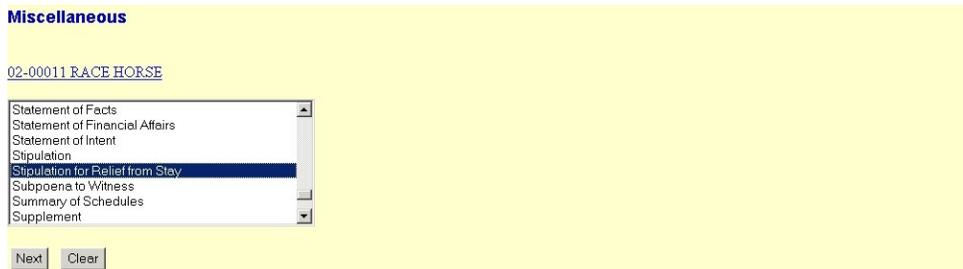
STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Other** hypertext link.

STEP 2 The **Case Number** entry screen appears.



- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you to select the type of pleading being filed.



- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

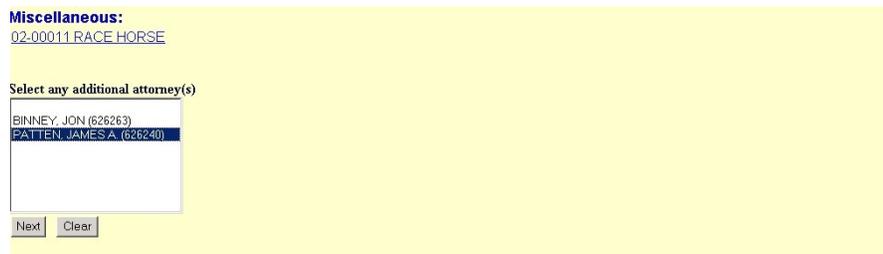
STEP 4 This screen allows you to select whether or not you are filing the motion/application with a joint attorney.



This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking [Next] and proceed to **Step 6**.

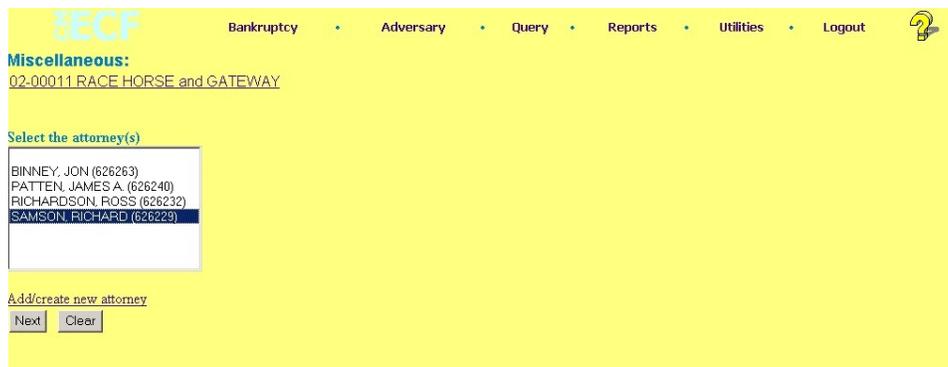
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click [Next]

STEP 5 Select any additional attorney(s) screen appears.



- ◆ Click on the additional attorney filing the joint pleading and Click [Next]

STEP 6 Select the Party screen appears



- ◆ If the name of party/filer is listed, click on the name(s), click on

Next and then proceed to **Step 9**. [If the selection box is full, use the scroll arrows to further search for the party name(s)]
To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.

- ◆ If the name of party(s) is not listed, click on **Add/Create New Party**

The **Search for a party** screen appears.



- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**

- ◆ The **Search for a party (party results)** screen appears



- ◆ If name(s) is not listed, click on **Create a New Party** proceed to **Step 7**.
- ◆ If the name(s) is listed, click on it. Click **Select name(s) from list**.
- ◆ Party's information appears for verification and modification, if necessary. [This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

- ◆ Proceed to **Step 8**.

STEP 7 The **Party Information** screen will appear:

- ◆ Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 8 The **Select the Party** screen appears with your party highlighted. Click on **Next**.

STEP 9 The attorney/party association screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Trustee action:
02-00011 RACE HORSE

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

SAMSON, RICHARD(tr.tr) represented by SAMSON, RICHARD (at)

Next Clear

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

STEP 10 Select the PDF Document screen appears.

02-00011 RACE HORSE

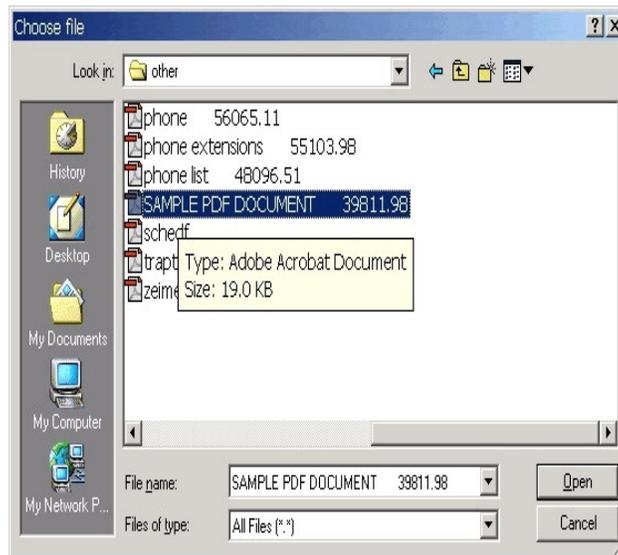
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
W:\imaging\other\SAMPLE PDF DOCL Browse...

Attachments to Document: No Yes

Next Clear

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type**: to Acrobat [*.pdf] or All Files.
- ◆ Change **File name**: to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document.
- ◆ Double Click or Click on **Open**. The following screen appears:

If there are attachments to document, e.g. exhibit, appendix, etc.

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**.

STEP 11 Select one or more attachments screen appears. All exhibits must be attached at this screen:

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

- ◆ Click on **Next** and the following screen appears.

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Miscellaneous:
02-00011 RACE HORSE and GATEWAY

Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Stipulation with Whom? FIRST INTERSTATE B

Next Clear

[NOTE: Do not check the box unless the stipulation refers to a previously filed motion/application.]

- ◆ Type the name of the party with whom you are filing the Stipulation.

STEP 12 Docket Text: Modify as Appropriate screen appears.

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Miscellaneous:
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Docket Text: Modify as Appropriate.

Stipulation for Relief from Stay By RICHARD SAMSON and FIRST INTERSTATE BANK

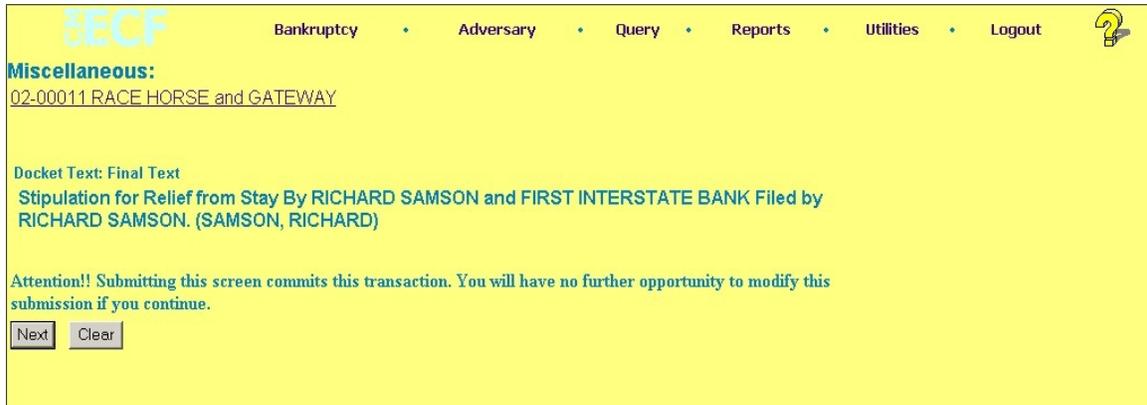
Filed by RICHARD SAMSON . (SAMSON, RICHARD)

Next Clear

*Certain events in ECF are straight forward and **DONOT** allow modification to the final docket text. This event falls into that category.*

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

STEP 13 Docket Text: Final Text screen appears.



- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.


[Bankruptcy](#) • [Adversary](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Logout](#)


Miscellaneous:
[02-00011 RACE HORSE and GATEWAY](#)

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 12/10/2002 at 12:21 PM MTN and filed on 12/10/2002

Case Name: RACE HORSE and GATEWAY
Case Number: [02-00011](#)
Document Number: [46](#)

Docket Text:
Stipulation for Relief from Stay By RICHARD SAMSON and FIRST INTERSTATE BANK Filed by RICHARD SAMSON. (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:K:\imaging\7\o02-60587.pdf
Electronic document Stamp:
[STAMP bkcefStamp_ID=986323682 [Date=12/10/2002] [FileNumber=657-0] [1
33bcb0c58864a46fa01e8580c1c943f671aa2e310b9f57ec45b809e42fa05c83f134b6
1e68f2c4fe63d64c033df669398127eb27c2ba679055b8cda9fe3388e]]

02-00011 Notice will be electronically mailed to:

JAMES A. PATTEN japatten@yahoo.com
RICHARD SAMSON samsonri@yahoo.com

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]