

FILING A DOCUMENT/DOCKETING- ANSWER/RESPONSE
****EXAMPLE: OBJECTION TO MOTION TO MODIFY STAY****
Local Rule 4001-1(b)

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

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

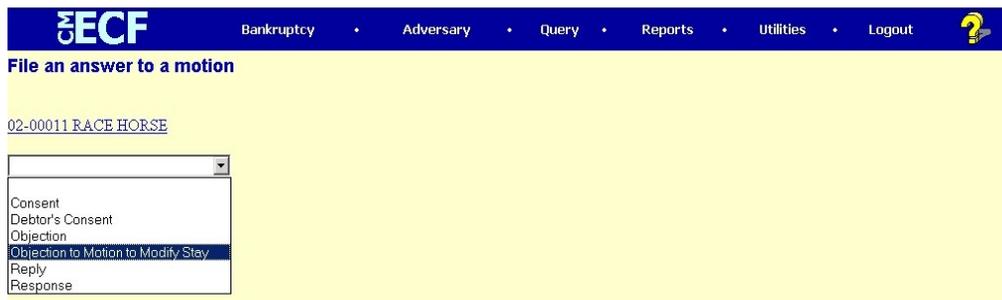
STEP 2 Select **Reference an Existing motion/application** from the menu by double-clicking on the selection.

STEP 3 The **Case Number** entry screen appears.



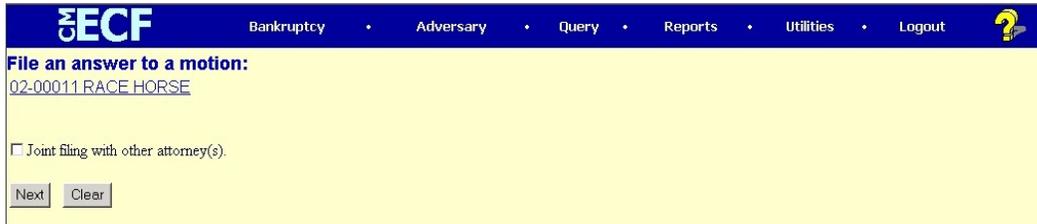
- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 4 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 5 This screen allows you to select whether or not you are filing the objection/ response 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**.

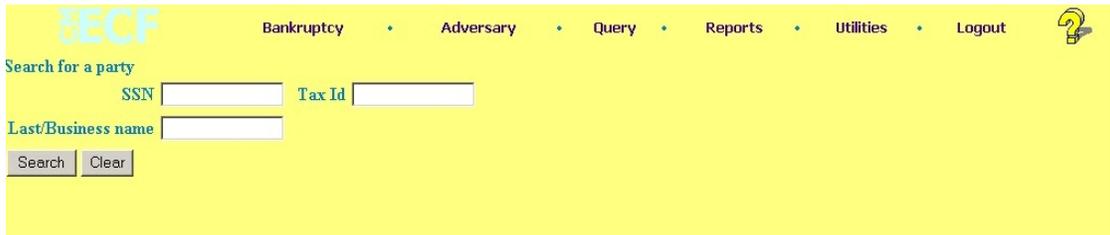
- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- ◆ Click **[Next]**

STEP 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**.

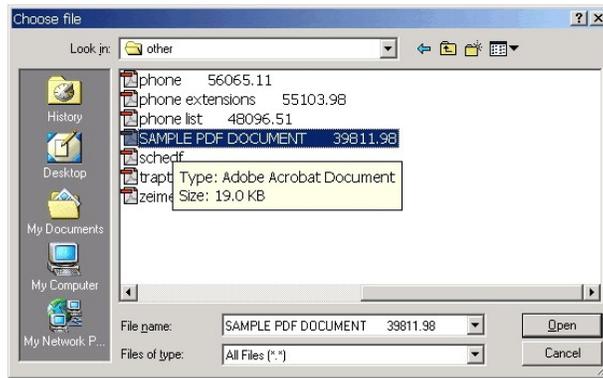
STEP 9 The **attorney/party association** screen appears.

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].

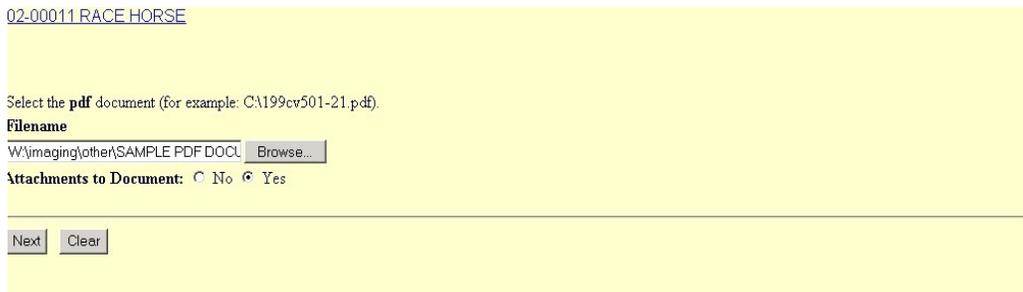
STEP 10 Select the PDF Document screen appears.



- ◆ 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 one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

W:\maging\other\SAMPLE PDF DOCL

2) Select a document type and/or enter a description.

Type	Description
Affidavit	Joe Banker, First Citizens Bank

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ 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**

STEP 12 File an Answer to a Motion screen appears:

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion:" followed by the case number "02-00011 RACE HORSE". The main content area contains a list of motions with checkboxes. The first motion is selected, and the others are not.

Select the applicable motion(s)/application(s).

- 10/30/2002 5 Motion to Modify Stay Receipt Number PAID, Fee Amount \$75. Filed by FIRST INTERSTATE BANK. (Hanley, Coleen)
- 11/01/2002 9 Amended Application to Employ Richard Samson as Attorney for Trustee Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/01/2002 10 Application for Compensation (Ch. 7) for RICHARD SAMSON, Trustee's Attorney, fee: \$1500.00, expenses: \$1100.00. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/01/2002 11 Motion to Convert Case to Chapter 7 Receipt Number cc, Fee Amount \$15., Motion to Dismiss Case Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/14/2002 12 Motion to Dismiss Case Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/14/2002 13 Motion to Extend Time to Object to Discharge, Motion for Leave to Appeal Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/14/2002 14 Motion to Modify Stay Receipt Number CC, Fee Amount \$75. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/14/2002 15 Motion for Adequate Protection, Motion to Modify Stay Receipt Number CC, Fee Amount \$75. Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/18/2002 23 Application to Employ Richard Samson as Attorney for Trustee Filed by RICHARD SAMSON. (SAMSON, RICHARD)
- 11/18/2002 24 Application for Compensation (Ch. 7) for RICHARD SAMSON, Trustee's

- ◆ Scroll through the documents and click in the box of the related document.
- ◆ Click on **Next**.

Step 13 Set a Hearing on the Objection to Motion/Application

The screenshot shows the ECF system interface for setting a hearing. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File an answer to a motion:" followed by the case number "02-00011 RACE HORSE". A warning message states: "ATTN!! A MOTION TO MODIFY STAY REQUIRES THAT A HEARING BE SET WITHIN 30 DAYS FROM THE FILING DATE OF THE MOTION. IF NO HEARING DATE IS AVAILABLE WITHIN THE 30 DAYS, PLEASE SKIP THE HEARING INFORMATION AND COMPLETE THE TELEPHONIC HEARING INFORMATION TO SCHEDULE A PRELIMINARY HEARING VIA CONFERENCE CALL". The "Hearing Information" section contains instructions: "In order to enter a hearing date/time/location, you may obtain the necessary information from our website (www.mtb.uscourts.gov) or by contacting the Calendar Clerk at (406) 782-3354". The form fields are: "Hearing Date:" with a date picker set to 12/3/2002, "Hearing Time:" with a time picker set to 10:00, and radio buttons for AM and PM. The "Location:" dropdown menu is set to "2ND FLOOR COURTROOM, BUTTE". A note below the dropdown reads: "Telephonic Hearing Information In order to schedule a telephonic hearing date/time, you must obtain prior approval from the Clerk's Office. Contact the Calendar Clerk at (406)782-3354." There are also empty fields for "Hearing Date:", "Hearing Time:", and "Location:". At the bottom are "Next" and "Clear" buttons.

- ◆ If setting a telephonic hearing, contact the Clerk's office for a time and date. If setting a regular hearing, obtain a date from the Court's website or telephone the Court.
- ◆ Enter hearing time and date. Click in **Location** field and click on proper location. Click on **Next** to continue, or **Clear** to restart.

The screenshot shows the ECF system interface displaying the docket text for the objection to motion. The header is the same as the previous screenshot. The main heading is "File an answer to a motion:" followed by the case number "02-00011 RACE HORSE". The "Docket Text: Modify as Appropriate." section shows a dropdown menu with a selected option, followed by the text: "Objection to Motion to Modify Stay [] (related to motions(s)[5]) Filed by RACE HORSE . Hearing scheduled for 12/3/2002 at 10:00 AM at 2ND FLOOR COURTROOM, BUTTE. (SAMSON, RICHARD)". At the bottom are "Next" and "Clear" buttons.

To add a prefix to docket text of objection:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.
- ◆ **To add additional text:**
- ◆ Click in the second box.
- ◆ Type in any additional description of the objection
- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next**.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

STEP 14 Docket Text: Final Text screen appears.

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

File an answer to a motion:
02-00011 RACE HORSE

Docket Text: Final Text
Objection to Motion to Modify Stay (related to motions(s)[5]) Filed by RACE HORSE. Hearing scheduled for 12/3/2002 at 10:00 AM at 2ND FLOOR COURTROOM, BUTTE. (SAMSON, RICHARD)

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

- ◆ 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.

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

File an answer to a motion:
[02-00011 RACE HORSE](#)

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/22/2002 at 2:04 PM MTN and filed on 11/22/2002

Case Name: RACE HORSE
Case Number: [02-00011](#)
Document Number: [32](#)

Docket Text:
 Objection to Motion to Modify Stay (related to motions(s)[5]) Filed by RACE HORSE. Hearing scheduled for 12/3/2002 at 10:00 AM at 2ND FLOOR COURTROOM, BUTTE. (SAMSON, RICHARD)

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

Document description:Main Document
Original filename: W:\imaging\Archive\Friday\bk-c2-02-60252 53287.02.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=986323682 [Date=11/22/2002] [FileNumber=429-0] [3
 5ae83b857dec77d4a370d9db22259b39b9834c0dde43c49ffec85ad6c568573195ba69
 5b3dea69358ad157029a5115e8404eb04797c1626d3ffc37413854f0c]]

02-00011 Notice will be electronically mailed to:

JAMES A. PATTEN japatten@yahoo.com
 RICHARD SAMSON samsonrj@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]