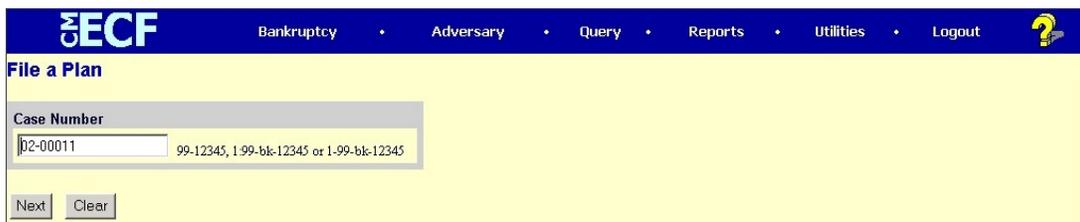


FILING A DOCUMENT/DOCKETING- PLAN
****EXAMPLE: OBJECTION TO CONFIRMATION OF PLAN****

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

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

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



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "File a Plan". The main content area is white and contains a "Case Number" label above a text input field. The input field contains "02-00011" and has a placeholder text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ 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**.

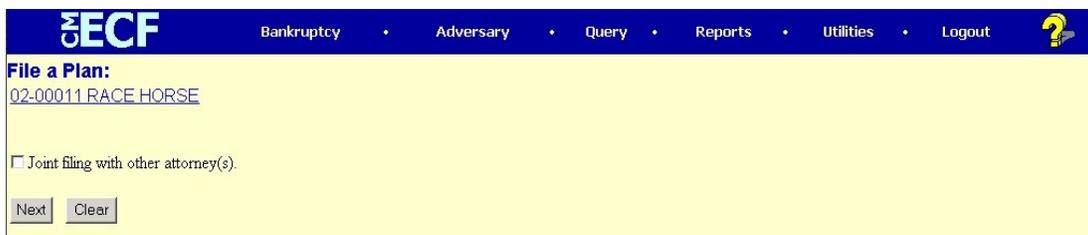
STEP 3 The **File a Plan** screen appears:



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "File a Plan". The main content area is white and contains the case number "02-00011 RACE HORSE" followed by a dropdown menu. The dropdown menu is open, showing a list of document types: Chapter 13 Plan, Chapter 9 Plan, Consent to Confirmation of Plan, Debtor's Response to Trustee's Objection, Disclosure Statement, Liquidation Plan & Analysis, Objection to Chapter 11 Disclosure Statement, and Objection to Confirmation of Plan. The "Objection to Confirmation of Plan" option is highlighted. Below the dropdown menu are two buttons: "Next" and "Clear".

- ◆ 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 Objection to Confirmation of Plan 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 8**.

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

STEP 5 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 8**. [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 New Party** and proceed to **Step 6**.
- ◆ 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 6 Party Information screen appears:

- ◆ 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 7 The **Select the Party** screen appears with your party highlighted. Click on **Next**.

STEP 8 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 9 Select the PDF Document screen appears.



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

File a Plan:
02-00011 RACE HORSE

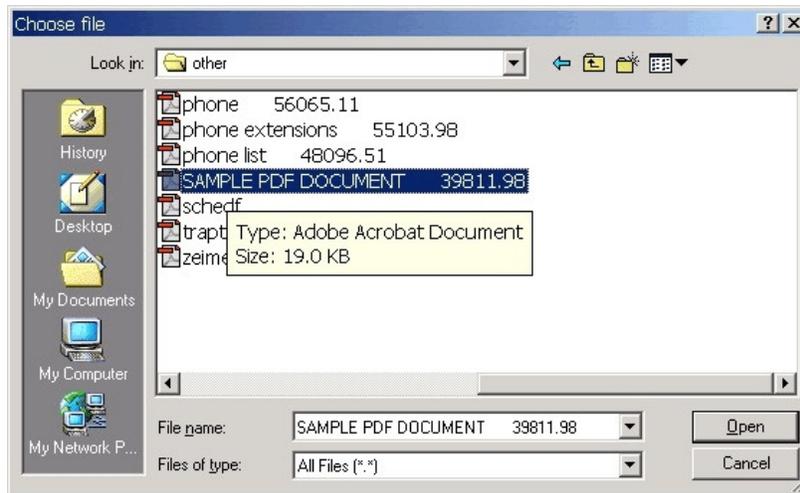
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
[] 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:

02-00011 RACE HORSE

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

Filename

W:\imaging\other\SAMPLE PDF DOCL

Attachments to Document: No Yes

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

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

STEP 9 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:\imaging\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**.

02-00011 RACE HORSE

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

Filename
 W:\imaging\other\SAMPLE PDF DOCU

Attachments to Document: No Yes

If there are no attachments to document:

- ◆ Click on **Next**.

STEP 10 Reference an Existing Document screen appears:

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

File a Plan:
 02-00011 RACE HORSE

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.

- ◆ Click on box if the filing refers to an existing document.
- ◆ Click on **Next**. The following screen appears:

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

File a Plan:
 02-00011 RACE HORSE

Please select the category of documents to which your document refers.

▲

 ▼

- ◆ Click on the ▲ up and ▼ down arrow to select the category of documents to which your document refers.

- ◆ Click on **Next**. The following screen appears:

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

File a Plan:
02-00011 RACE HORSE

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	11/15/2002	17	Chapter 13 Plan dated 11/14/02 Filed by RACE HORSE. (SAMSON, RICHARD)
<input type="checkbox"/>	11/15/2002	18	Objection to Confirmation of Plan dated 11/14/02 Filed by RICHARD SAMSON (related document(s)[17]). (SAMSON, RICHARD)
<input type="checkbox"/>	11/22/2002	26	Chapter 13 Plan dated 11/14/04 Filed by RACE HORSE. (SAMSON, RICHARD)

Next Clear

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

STEP 11 Docket Text: Modify as Appropriate screen appears.

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

File a Plan:
02-00011 RACE HORSE

Docket Text: Modify as Appropriate.

▼ Objection to Confirmation of Plan [] Filed by RICHARD SAMSON (related document(s)[17]). (SAMSON, RICHARD)

Next Clear

To add a prefix to docket text of motion/application:

- ◆ 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 relating to the Objection, (i.e., date of the Plan)
- ◆ Click on **Next** to 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.

STEP 12 Docket Text: Final Text screen appears.

The screenshot shows the ECF 'File a Plan' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is yellow and contains the following text:

File a Plan:
[02-00011 RACE HORSE](#)

Docket Text: Final Text
Objection to Confirmation of Plan Filed by RICHARD SAMSON (related document(s)[17]). (SAMSON, RICHARD)

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

Next Clear

- ◆ 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.

The screenshot shows the ECF 'Notice of Electronic Filing' receipt screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is yellow and contains the following text:

File a Plan:
[02-00011 RACE HORSE](#)

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/22/2002 at 11:39 AM MTN and filed on 11/22/2002

Case Name: RACE HORSE
Case Number: [02-00011](#)
Document Number: [28](#)

Docket Text:
Objection to Confirmation of Plan Filed by RICHARD SAMSON (related document(s)[17]). (SAMSON, RICHARD)

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

Document description:Main Document
Original filename:W:/imaging/Archive/Friday/bk-n0-02-60870 32419.25.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=986323682 [Date=11/22/2002] [FileNumber=417-0] [d6ef6ab3ee240c494f5f6a85052ee7d077670eafea3f54196c5d86dd6c0cce8b5939589ef69777e440b06ea9aab3d202c13ebd61ee209f820477776df0f5c5aa]]

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]