UNITED STATES BANKRUPTCY COURT
DISTRICT OF MONTANA

CM/ECF TRAINING GUIDE
For Debtor Attorneys

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Assignment/Transfer of Claim.

To File Assignment/Transfer of Claim:
1. Select **[Bankruptcy > Bankruptcy Claims Actions]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Assignment/Transfer of Claim]**.
4. Bypass the joint filing with other attorney(s) screen.
5. Select the party filer. If the party is not listed:
     - Click on Add/Create New Party.
     - Search for a party by Last/Business name.
     - Select the party if listed. If the party is not listed, Create New Party should be selected.
     - The only party information needed is the Role. Select the correct Role.
     - The next screen is the Select Party Screen, and the party that was created will be highlighted. Click **[Next]**.
     - The next screen allows the association between the attorney and client. Leave the box marked and click **[Next]**.
6. Browse to attach the assignment/transfer of claim pdf file.
7. Select the claim.
8. If applicable, select the status of the claim. If not applicable, bypass this screen by clicking **[Next]**.
9. Select the Transfer Type, the Transferee, and the Transferor.
10. At the Fee screen click **[Next]**.
11. Verify/modify the final docket text. Once correct, click **[Next]** to submit your document(s).

Notice of Mortgage Payment Change

To File a Notice of Mortgage Payment Change-Proof Claim Filed or Not Filed:
1. Select **[Bankruptcy> Bankruptcy Claims Actions]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Notice of Mortgage Payment Change** or **Notice of Mortgage Payment Change (No Proof of Claim Filed]**.
4. Bypass the joint filing with other attorney(s) screen.
5. Select the party filer. If the party is not listed:
     - Click on Add/Create New Party.
     - Search for a party by Last/Business name.
     - Select the party if listed. If the party is not listed, Create New Party should be selected.
     - The only party information needed is the Role. Select the correct Role.
     - The next screen is the Select Party Screen, and the party that was created will be highlighted. Click **[Next]**.
     - The next screen allows the association between the attorney and client. Leave the box marked and click **[Next]**.
6. On the next screen there will be a question asking, "Is a Notice of Mortgage Forbearance Being Filed?" If the answer is yes, abort the filing. The correct event that needs to be selected is Notice of Mortgage Forbearance located under the Claim Actions Menu.
7. Browse to attach the notice pdf file.

8. If a claim has been filed, select the claim. If "No Proof of Claim Filed" was previously selected, there will not be an opportunity to pick a claim.
9. Click Yes or No for the question, "Is a Certificate of Service Included or Attached to the Document Currently Being Filed?"
10. Verify/modify the final docket text. Once correct, click **[Next]** to submit your document(s).

Notice of Postpetition Mortgage Fees, Expenses, and Changes.

To File a Notice of Postpetition Mortgage Fees, Expenses, and Changes:
1. Select **[Bankruptcy > Bankruptcy Claims Actions]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Notice of Postpetition Mortgage Fees, Expenses, and Changes]**.
4. Bypass the joint filing with other attorney(s) screen.
    - o Select the party filer. If the party is not listed:
    - o Click on Add/Create New Party.
    - o Search for a party by Last/Business name.
    - o Select the party if listed. If the party is not listed, Create New Party should be selected.
    - o The only party information needed is the Role. Select the correct Role.
    - o The next screen is the Select Party Screen, and the party that was created will be highlighted. Click **[Next]**.
    - o The next screen allows the association between the attorney and client. Leave the box marked and click **[Next]**.
5. Browse to attach the notice pdf file.
6. At the next screen, select the claim.
7. Click Yes or No for the question, "Is a Certificate of Service Included or Attached to the Document Currently Being Filed?"
8. Verify/modify the final docket text. Once correct, click **[Next]** to submit your document(s).

Response to Notice of Final Cure Payments.

To File Response to Notice of Final Cure Payments Rule 3002.1:
1. Select **[Bankruptcy > Bankruptcy Claims Actions]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Response to Notice of Final Cure Payments Rule 3002.1]**.
4. Bypass the joint filing with other attorney(s) screen.
9. Bypass the joint filing with other attorney(s) screen.
    - o Select the party filer. If the party is not listed:
    - o Click on Add/Create New Party.
    - o Search for a party by Last/Business name.
    - o Select the party if listed. If the party is not listed, Create New Party should be selected.
    - o The only party information needed is the Role. Select the correct Role.
    - o The next screen is the Select Party Screen, and the party that was created will be highlighted. Click **[Next]**.
    - o The next screen allows the association between the attorney and client. Leave the box marked and click **[Next]**.
5. Browse to attach the response pdf file.

6. Select the claim.
7. Click Yes or No for the question, "Is a Certificate of Service Included or Attached to the Document Currently Being Filed?
8. Verify/modify the final docket text. Once correct, click **[Next]** to submit your document(s).

Search Function:

The search function is a simple way to check if there is a menu or an event that matches the pleading being filed.

1. Click **[Search]** on the main menu bar at the top of the screen.
2. A text box pops up in the upper right-hand corner.
3. Type in key word(s) to be searched and click the **[Search Icon]** or click **[Enter]**.
4. All events that include the key word(s) will be listed and organized by the event category in which the event can be found. Clicking on the event in the search list will allow for immediate docketing of the event without having to go to the event menu.