



UNITED STATES BANKRUPTCY COURT DISTRICT OF MONTANA

CM/ECF TRAINING GUIDE For Creditors

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Motion to Modify Stay (Fee Paid)

Filing Requirements:

1. Motion to Modify Stay including a 14-day objection notice
2. Fee
3. Proof of Service
4. Proposed Order

To File a Motion to Modify Stay (Fee Paid):

1. Select **[Bankruptcy > Bankruptcy Motions/Applications]**.
2. Enter the case number (e.g. xx-xxxxx).
3. Select **[Motion to Modify Stay (Fee Paid)]**.
4. Attorneys will bypass the joint filing with other attorney(s) screen.
5. Select the party.
6. Browse for the motion pdf file.
7. The filing party will get an automatically populated 14-day objection due date and fee screen. Leave the automatically populated deadline. Outside users should not type anything in the receipt field. There will be a prompt to pay through pay.gov at the end of filing.
8. Verify/modify the final docket text; once correct, click **[Next]** to submit your document(s).

Reaffirmation Agreements

Filing Requirements:

1. Reaffirmation Agreement Cover Sheet (Official Form 427)
2. Reaffirmation Agreement (Official Form 2400A/B ALT)

To File a Reaffirmation Agreement:

1. Select **[Bankruptcy > Motions/Applications]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Motion for Approval of Reaffirmation Agreement or Motion for Approval of Reaffirmation Agreement (Pro Se)]**.
4. Attorneys will bypass the joint filing with other attorney(s) screen.
1. 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]**.
5. Browse to select the reaffirmation agreement pdf file.
6. Enter name of creditor and the dollar amount. Do not type in a dollar sign.
8. Filers should type in the property description in the show text box.
9. Verify/modify the final docket text; once correct, click **[Next]** to submit your document(s).

Notice of Appearance

An attorney appearing for a party in a case must file a Notice of Appearance with the attorney's name, office address, email address, and telephone number, unless the attorney's appearance is otherwise noted in the record.

When a creditor/party is just requesting to receive notices in a case, refer to the section on Creditor Request for Notices.

To File a Notice of Appearance:

1. Select **[Bankruptcy > Notices]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Notice of Appearance and Request for Notice]**.
4. Attorneys will bypass the joint filing with other attorney(s) screen.
2. 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]**.
5. Browse to select the notice pdf file.
6. Verify/modify the final docket text; once correct, click **[Next]** to submit your document(s).

Creditor Request for Notice

To File a Creditor Request for Notice:

1. Select **[Bankruptcy > Other]**.
2. Enter the case number (e.g, xx-xxxxx).
3. Select **[Creditor Request for Notices]**.
4. Attorneys will bypass the joint filing with other attorney(s) screen.
3. Select the Party. 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]**.
5. Browse to select the notice pdf file.
6. Verify/modify the final docket text; once correct, click **[Next]** to submit your document(s).

Tips and Tricks

Adding Additional Attachments:

1. Once the main document has been attached, mark the radio button for Yes to add any attachments.
2. Browse for the attachment pdf file(s).
3. Select a category and/or description and Add the attachment to the attachments list. Click **[Next]**. There can be a slight delay with CM/ECF while documents are being added to the List. If there are additional documents to attach, follow the above instructions. When all of the attachments have been added, click **[Next]**.

Proposed Orders

Proposed orders are to be emailed to the court at pal@mtb.uscourts.gov in Word format. The subject line of the email should have the Debtor(s) last name, case number, and docket number.

Montana Local Bankruptcy Rule 9013-1(j) has a list of exceptions to the proposed order requirement.

(j) Proposed Order. A separate original, proposed order shall be submitted with the motion, except in the case of motions for summary judgment; dismissal for abuse under 11 U.S.C. § 707(b); voluntary dismissal of a Chapter 13 case; employment of professionals; reaffirmation of debt; trustee compensation and expenses; enlargement of time to file schedules or statements of financial affairs; entry of discharge; plan modifications; professional fee applications; or in such other instances where the Court does not require a formal order. If the moving party is unsure about the appropriate form of proposed order to submit to the Court, an order in compliance with Mont. LBF 34 will be acceptable. If the attorney submits a proposed order for any of the filings listed above, still save the proposed order to the applicable folder.

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.