

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS
CM/ECF PROCEDURES FOR ATTORNEYS**

OBJECTIONS / COMMENTS

The following instructions guide you through the process to successfully file an objection or comment using the Court's CM/ECF System.

STEP 1 Click *Objection/Comment* in the Bankruptcy category types



STEP 2 Enter the Case Number – Click Next

STEP 3 **Select the type of responsive pleading being filed by clicking on the appropriate option in the drop down list. Click Next.**

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion

[18-10013 Tommy Lee Test](#)
Type: bk Chapter: 13 v Office: 1 (Beaumont)
Assets: y Case Flag: CounDue, FinMgmtDue

Available Events (click to select an event)

Amended/Supplemental Objection	Selected Event Objection
Answer to Involuntary Petition	
Comment (Reply - Non-Opposition)	
Objection	
Objection to Disclosure Statement	
Response to Objection to Claim	
Response to Objection to Exemptions	

Next Clear

STEP 4 **Select the party filer from the Party Filer screen.**

- If the party filer appears in the list, select it – click Next

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File an answer to a motion:

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Type: bk Chapter: 13 v Office: 1 (Beaumont)
Assets: y Case Flag: CounDue, FinMgmtDue

Select the Party:

JP Morgan, [Creditor] Add/Create New Party
Test, Tommy Lee [Debtor]
testust1, [U.S. Trustee]

Next Clear

- If the party files does not appear in the list, click on *Add/Create New Party* - Click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

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 Type: bk Chapter: 13 v Office: 1 (Beaumont)
 Assets: y Case Flag: CounDue, FinMgmtDue

Select the Party:

JP Morgan, [Creditor]
 Test, Tommy Lee [Debtor]
 testust1, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- Enter search criteria – click *Search*

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name Bank of America

First Name

Middle Name

Search Clear

- **Party search results appear** – if the party name/address appears in the list, click on the name, then *Select name from list* - if the party does not appear in the list, click on *Create new party*

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

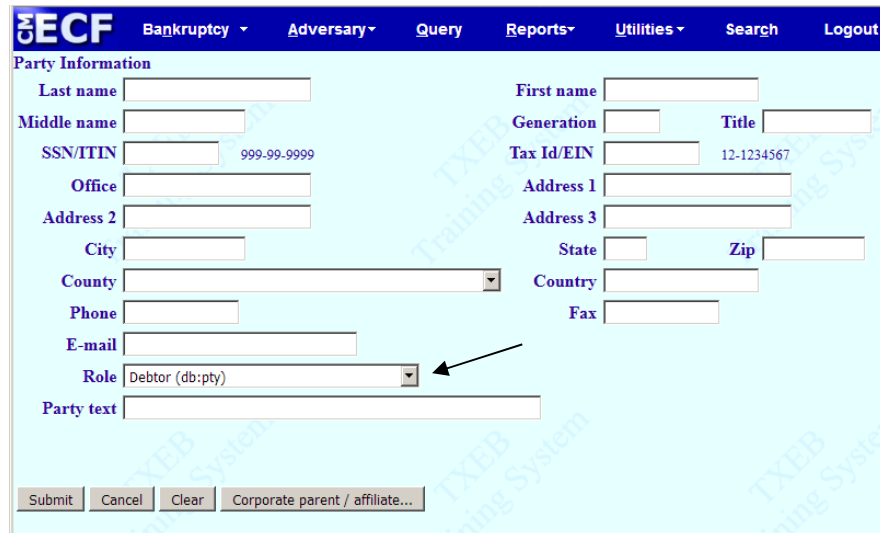
Search Clear

Party search results

Bank of America
 Bank of America
 Bank of America
 Bank of America, 1212 Park, Lumberton, TX
 Bank of America, 901 Main Street, Dallas, TX
 Bank of America, 102 East Street, Beaumont, TX


Select name from list Create new party

- On the *Party Information* screen enter the party name, address, etc. The “Role” type **MUST** be changed to reflect the filing party’s role in the case – click Submit when complete



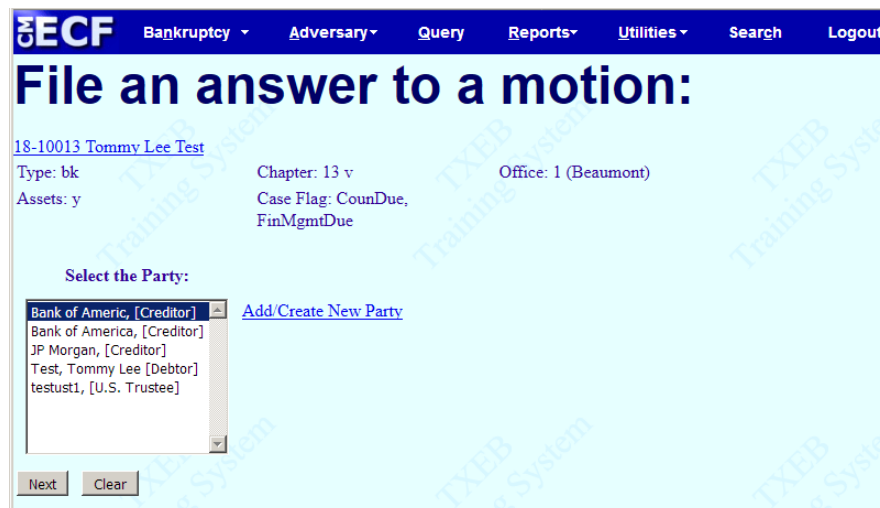
ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

Last name First name
 Middle name Generation Title
 SSN/TIN 999.99.9999 Tax Id/EIN 12-1234567
 Office Address 1
 Address 2 Address 3
 City State Zip
 County Country
 Phone Fax
 E-mail
 Role 
 Party text

Submit Cancel Clear Corporate parent / affiliate...

- If you added a new party record, you will be given the *Select the Party* screen again, this time the list will contain the name of the party you just added - select the party and click Next



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)
 Type: bk Chapter: 13 v Office: 1 (Beaumont)
 Assets: y Case Flag: CounDue, FinMgmtDue

Select the Party:

[Add/Create New Party](#)

Bank of America, [Creditor]
 JP Morgan, [Creditor]
 Test, Tommy Lee [Debtor]
 testust1, [U.S. Trustee]

Next Clear

STEP 5 The party/attorney association screen appears – the box must be checked in order for the attorney to receive Notices of Electronic Filing for that party

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk	Chapter: 13 v	Office: 1 (Beaumont)
Assets: y	Case Flag: CounDue, FinMgmtDue	

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

☒ Bank of Americ, (cr:cr) represented by testattyb, (aty)

Next Clear

Click Next

STEP 6 *What Type of Response Are You Filing* screen appears – select the appropriate box – click Next

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk	Chapter: 13 v	Office: 1 (Beaumont)
Assets: y	Case Flag: CounDue, FinMgmtDue	

What type of Objection or Response are you filing?

☐ Objection to Confirmation of Plan

☐ Objection or Response to Notice of Final Cure Payment

☐ Other

Next Clear

You will receive further directions based upon your response – click Next when done

STEP 7 **The Browse for a Document screen appears. Browse your computer (where you saved your PDF) and select the appropriate document to be filed. After uploading your 1st pdf, you have the option to upload additional pdf's (exhibits, proposed order, etc.) as "attachments".**

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)
Assets: y Case Flag: CounDue, FinMgmtDue

Filename
 No file selected.

Attachments to Document: ☒ No ☐ Yes

If “no” to attachments, click Next

STEP 8

If “yes” to attachments, the next screen allows you to upload your pdf’s. Browse for your pdf, select the type from the category list or enter a brief description in the description field, click on Add to List, then Next when complete.

- In item 2 you can select the type of attachment in the *category* field (i.e. exhibit, proposed order, summons, affidavit) **OR** enter a brief description in the *description* field-you do **not** have to enter information in both fields
- If you select “Exhibit” from the category, it is not necessary to enter “Exhibit A” in the description – you can simply select Exhibit in the category field and type “A” in the description field, otherwise it will appear as “Exhibit Exhibit A” on the docket sheet
- You must click on “Add to List” in item 3 after uploading each pdf

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "File an answer to a motion:". Underneath the title, there is a link "18-10013 Tommy Lee Test" and three pieces of information: "Type: bk", "Chapter: 13 v", and "Office: 1 (Beaumont)". Below this, there are three fields: "Assets: y", "Case Flag: CounDue, FinMgmtDue", and "Office: 1 (Beaumont)".

The main section is titled "Select one or more attachments." and contains two instructions:

- 1) Select the PDF document that contains the attachment.
- 2) Fill in the fields below.

Below the instructions, there are two input fields: "Category" and "Description". The "Category" field is a dropdown menu, and the "Description" field is a text box. Below these fields, there is a "Filename" label and a "Browse..." button. To the right of the "Browse..." button, it says "No file selected."

Below the "Browse..." button, there is a "Add to List" button and a "Remove from List" button. At the bottom of the form, there is a "Next" button.

STEP 9

When objections or responses are filed, a link must be created back to the document being objected to. This process also creates a hyperlink within the docket text in order to view the PDF document associated with the objection/response. Select the category to which your event relates (in this example, we'll use Motion) - Click Next.

The screenshot shows the ECF system interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a large heading "File an answer to a motion:". Under the heading, there is a link "18-10013 Tommy Lee Test". Below the link, there are three columns of information: "Type: bk", "Assets: y", "Chapter: 13 v", "Case Flag: CounDue, FinMgmtDue", and "Office: 1 (Beaumont)". Below this information, there is a prompt "Select the category to which your event relates." and a dropdown menu. The dropdown menu is open, showing a list of categories: auditor, caseupld, claims, cmp, court, crditord, misc, motion (which is highlighted), notice, and order. Below the dropdown menu are two buttons: "Next" and "Clear".

STEP 10 All pending matters in the category selected will appear - select the *exact* document to which you are responding – click Next. If the document does not appear, the incorrect category may have been selected. Use the BACK ARROW button to make corrections.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)
 Assets: y Case Flag: CounDue, FinMgmtDue

Select the appropriate event(s) to which your event relates:

- ☐ 05/11/2018 [2](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by JP Morgan (testattyb)
- ☒ 05/16/2018 [6](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by Bank of America (RE: related document(s)[2](#) Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To filed by Creditor JP Morgan). (Attachments: # [1](#) Exhibit) (testattyb)

STEP 11 The yellow Modify as Appropriate Window appears. If the document needs further description (i.e., prefix words such as Amended, First, etc.) review the drop down box to make your selection. Leave blank if unnecessary. Click Next.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk Chapter: 13 v Office: 1 (Beaumont)
 Assets: y Case Flag: CounDue, FinMgmtDue

Docket Text: Modify as Appropriate.

Objection Filed by Tommy Lee Test (RE: related document(s)[2] Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by JP Morgan (testattyb) filed by Creditor JP Morgan). (testattyb)

STEP 12 The Final Text Window appears. This is the last opportunity for you to review the text and make any necessary corrections. This can only be done by using the Back Arrow button to return to the screen where the error was committed. Clicking “Next” on this screen commits the transaction to the system. Only Court staff are allowed to edit once filed. Please make every effort to ensure your filing is correct *before* clicking the Next button.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

[18-10013 Tommy Lee Test](#)

Type: bk	Chapter: 13 v	Office: 1 (Beaumont)
Assets: y	Case Flag: CounDue, FinMgmtDue	

Docket Text: Final Text

Objection Filed by Tommy Lee Test (RE: related document(s)[2] Amended Motion for Relief from Automatic Stay With Waiver of 30-Day Hearing Requirement As To Filed by JP Morgan (testattyb) filed by Creditor JP Morgan). (testattyb)

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

Have you redacted?

STEP 13 The *Summary of Current Charges* screen appears on top of the Notice of Electronic Filing screen – you have the option to Pay Now or Continue Filing. After making your selection, you can view the Notice of Electronic Filing which contains the hyperlinks to the docket sheet and document.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File an answer to a motion:

18-10013 Tommy Lee Test
 Type: bk Chapter: 13 v Office: 1 (Beaumont)
 Assets: y Case Flag: CounDue, FinMgmtDue

United States Bankruptcy Court
 Eastern District of Texas

Notice of Electronic Filing

Summary of current charges		
Date Incurred	Description	Amount
2006-09-27 10:20:34	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 10:43:19	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 10:44:38	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 10:58:17	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 10:58:57	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 11:00:59	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 11:02:20	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 11:03:44	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27 11:04:22	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00
2006-09-27	Amended Schedules(ALL)(TESTING)(06-10010) [misc.amdscall] (26.00)	\$ 26.00

Pay Now Continue Filing

18-10013 Notice will be electronically mailed to: