# EVENT LIST FOR LIMITED FILERS

# BANKRUPTCY EVENTS

## **Claim Actions**

Notice to Withdraw Objection to Claim Objection to Claim Objection to Transfer of Claim Request for Redaction of Claim Response to Objection to Claim Transfer of Claim Withdrawal of Claim

#### **Creditor Maintenance**

Enter individual creditors

#### File Claims

## Claims Upload

#### Limited Use

Amended Document/Motion/Application
Certificate of Service
Change of Address Notification
Creditor Request for Notices
Notice of Withdrawal
Reaffirmation Agreement
Reaffirmation Agreement (pro se)
Request for Redaction of Claim
Request for Redaction of Pleading

## Reports

Cases Docket Report

Claims Activity Docket Activity

## **Utilities**

#### Your Account

Clear Default PACER Login Maintain Your ECF Account View Your Transaction Log

#### Miscellaneous

Claims Upload Log Court Information Prior to docketing a desired document, you must prepare your document and save it as a .pdf file. You will be prompted to attach the file from your computer's directory during the docketing process. Refer to the separate instruction module (Proof of Claim) for detailed instructions regarding filing a proof of claim.

The steps below describe the procedure for docketing a Withdrawal of Claim. The other events listed under the Claim Actions and Limited Use categories are docketed in a similar manner. It is important that you read the information provided on each screen, follow the prompts and adhere to any advisory messages that may appear.

#### **HELPFUL HINTS:**

- Press the Back button on your browser to modify a previous screen. Continue by reentering information on subsequent screens.
- To abort an entry completely, click on any menu option from the blue CMECF Main Menu bar at any time prior to submitting the final text screen.
- Modifications may not be made once you have submitted the final text screen.

Click on the Bankruptcy hyperlink on the blue CM/ECF Main Menu Bar

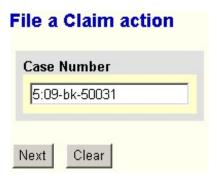


The BANKRUPTCY EVENTS screen will appear.



Click on the "Claims Actions" hyperlink.

The Case Number screen will appear. Enter the appropriate case number.



Click the [Next] button.

The Event screen will appear next.

File a Claim action	1	
09-50031 That Business I	<u>Debt</u>	
Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK
	Start typing to fi	nd another event. Hold down Ctrl to add additional items.
Available Events (click to select events)		Selected Events (click to remove events)
Notice to Withdraw Objection to Claim		Withdrawal of Claim
Objection to Claim		
Objection to Transfer of Claim		
Request for Redaction of Claim		
Response to Objection to Claim Transfer of Claim		
Withdrawal of Claim		
Next Clear		

To select an event to docket, you may:

1). Begin typing the event name. CMECF will search for the event from the available list. Use your arrow key to highlight the desired event if necessary.

Once it is highlighted in blue, press enter to select.

2). Use your mouse to click on, highlight and select the desired event.

Hold down the control key to add additional items to the selected events field

Click on the [Next] button

# The SELECT the PARTY screen appears next.

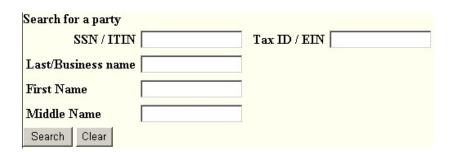


If the party you are filing on behalf of is listed, click to highlight and choose that party.

Click on the [Next] button.

If the party you are filing on behalf of is not listed, click on "Add/Create New Party"

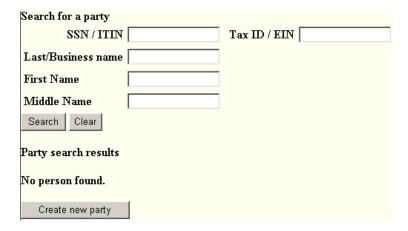
The SEARCH FOR A PARTY screen will appear.



Enter the name of the business or individual in the appropriate fields.

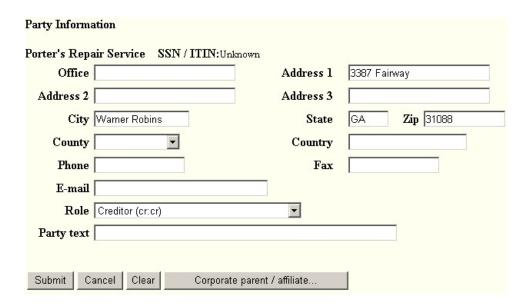
Click the [Search] button.

# The SEARCH FOR A PARTY results screen will appear



Click on the Create new party tab.

The PARTY INFORMATION screen will appear.



Complete the appropriate address fields - be sure to begin the address information at the Address 1 field. In the role field, use the drop down arrow to display the role types. Highlight and click to select the role type "creditor(cr:cr)".

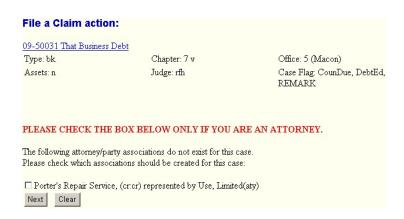
Click on the [Submit] button.

The following SELECT THE PARTY screen will appear.



The creditor you just added will be highlighted in blue. Click on the [Next] button.

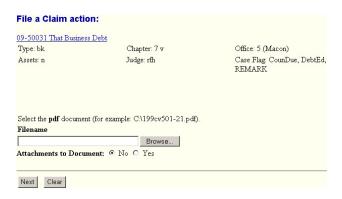
The following screen will appear.



Note the advisory message "Please check the box below ONLY if you are an attorney. Only an attorney who represents this creditor should click to place a check in the box.

Click the [Next] button.

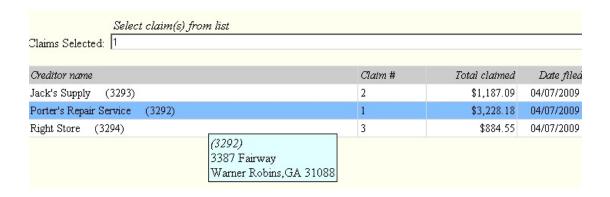
# The SELECT .PDF screen will appear next.



Select the .PDF file to associate with this event. For more detailed information about creating and attaching .PDF files, see section on Attaching PDF Files for instructions.

Click the [Next] button.

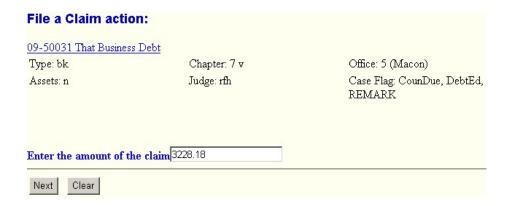
The SELECT CLAIM screen will appear.



Choose the claim.

Click the [Next] button.

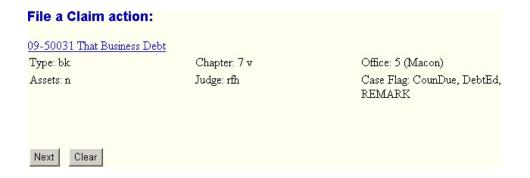
The following screen will appear.



Enter the amount of the claim in the field provided.

Click on the [Next] button.

On the next screen:



Click on the [Next] button.

The FINAL TEXT screen will appear next.



Review the information on this screen and verify accuracy. You will not have an opportunity to modify this docket entry after submitting this screen.

Click on the [Next] button if you wish to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will appear next.

#### File a Claim action:

09-50031 That Business Debt

Type: bk Chapter: 7 v Office: 5 (Macon)

Assets: n Judge: rfh Case Flag: CounDue, DebtEd,

REMARK

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from Limited Use entered on 4/7/2009 at 2:09 PM EDT and filed on 4/7/2009

Case Name: That Business Debt

Case Number: 09-50031

Document Number: 7

This is verification of the date and time of the docket entry you have submitted.