

## CM/ECF PITFALLS TO AVOID

### 1.

Who Am I?

Remember when a party role field is provided to check the PARTY ROLE drop down menu for the party you are adding. It is important that you correctly identify party's role in the case - (creditor, plaintiff, etc ...)

**Party Information**

Middle Georgia Supply SSN:Unknown

Office	Consultant (consult:prf)	652 Main Street
Address 2	Consumer Privacy Ombudsman (ombc:prf)	
	Counter-Claimant (cc:pty)	
City	Counter-Defendant (cd:pty)	
	Cred. Comm. Chair (crcmch:pty)	GA Zip 31201
County	Creditor (cr.cr)	
	Creditor Committee (crcm:pty)	
Phone	Cross Defendant (crd:pty)	
	Cross-Claimant (crc:pty)	
E-mail	Debtor (db:pty)	
	Debtor In Possession (dbpos:pty)	
Role	Consultant (consult:prf)	

Party text

Submit Cancel Clear

### 2.

Where Am I?

Venue is determined by the debtor's address - not by your address or where it is convenient to attend the 341 meeting or court hearings. You must correctly select the venue when filing your case electronically.

**Open New Bankruptcy Case**

Office	Thomasville
Case type	Albany
Date filed	Athens
Chapter	Columbus
Joint Petition	Macon
Deficiencies	Thomasville
	Valdosta
	n

Next Clear

**Party Information**

SSN:Unknown

Office		Address 1	
Address 2		Address 3	
City		State	Zip
County		Country	
Phone	Randolph	Fax	
E-mail	Russell (AL)		
ProSe	Schley	Role	Debtor (db:pty)
Party text	Seminole		
	Stewart		
Alias...	Sumter		
Submit	Talbot		
	Taylor		
	Terrell		
	Thomas		
	Tift		

aliases before the Submit button.

### 3.

Matrix, matrix.....who's got the matrix?

You must remember to perform a separate step to upload the creditor matrix file into the database. The creditor matrix must be in .txt format (not pdf)

**DO NOT LOAD MATRIX AS A PDF DOCUMENT**, use only a .txt file to upload a creditor matrix

### Creditor Maintenance

[Enter individual creditors](#)

[Upload a creditor matrix file](#)

#### 4.

Every document is unique and deserves its own name.

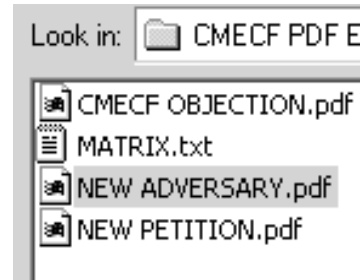
If you fail to give unique names to documents you want to file, you will undoubtedly soon be unable to find anything in your documents folder.

Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

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#### 5.

The term verification stems from “verity” or truth

Don’t file verifications on documents without first having secured your client’s approval and original signature. You will need to retain the document with the original signature in your files for a period of four years after the case is closed.

**Signature(s) of Debtor(s) (Individual/Joint)**

I declare under penalty of perjury that the information provided in this petition is true and correct. [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12 or 13 of title 11, United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter of title 11, United States Code, specified in this petition.

X /s/ John Doe  
John Doe

X /s/ Jane Doe  
Jane Doe

6. Avoid embarrassment - have an adequate credit card balance



If you file a pleading or \_\_\_\_\_ a case and your credit card declines, there is an entry on the court docket that your credit to card was declined. And of course, ECF sends an e-mail to all your closest colleagues who are also participating in the case.

7. More creditors than you know what to do with?

If your debtor has found more creditors after the bankruptcy has been filed, it is your responsibility to file an amendment adding creditors. Your certificate of service should indicate that the added creditor(s) received notice of bankruptcy and all applicable deadlines. A filing fee of \$26.00 must accompany all amendments adding creditor(s).

**8.**

ET phoned home - When in ECF, phone the CM/ECF help desk if you become confused.  
478-752-3506, ext. 3503



**9.**

NO PAPER, NO PAPER, NO PAPER



Everything is scanned by the and bankruptcy pleadings electronically.

electronic. Paper from pro se debtors and creditors is clerk's office. Attorneys are asked to file new cases