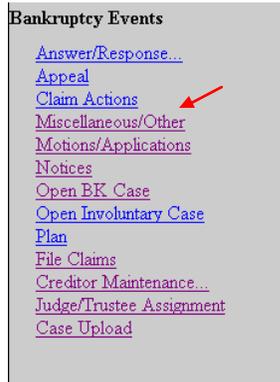


Filing Schedules after Case Opening

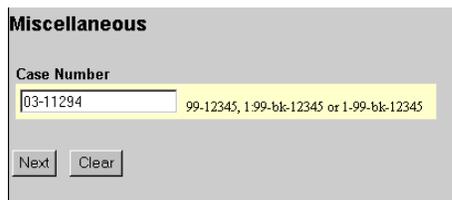
1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



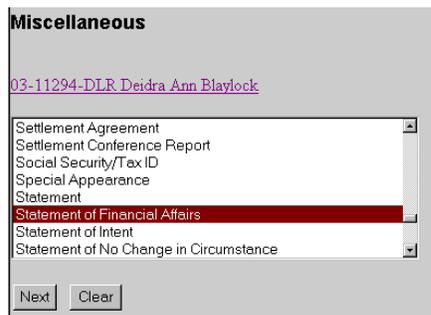
2. Click on **Miscellaneous/Other** hyperlink.



3. Enter the case number. (Defaults to last case number in which you docketed)

A grey rectangular form titled 'Miscellaneous'. It has a 'Case Number' label above a text input field containing '03-11294'. To the right of the field is a yellow tooltip with the text '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the field are two buttons: 'Next' and 'Clear'.

4. Click on the **Next** button.
5. Scroll down and click on the appropriate schedule or statement that you are filing.

A grey rectangular form titled 'Miscellaneous'. It shows a purple hyperlink '03-11294-DLR Deidra Ann Blaylock'. Below it is a scrollable list box containing the following items: 'Settlement Agreement', 'Settlement Conference Report', 'Social Security/Tax ID', 'Special Appearance', 'Statement', 'Statement of Financial Affairs' (highlighted in red), 'Statement of Intent', and 'Statement of No Change in Circumstance'. At the bottom are 'Next' and 'Clear' buttons.

6. Click on the **Next** button.
7. If this is being filed jointly with another attorney, click on the checkbox and proceed to add that attorney to the filing. If not, click on **Next**.

Miscellaneous:
[03-11294-DLR Deidra Ann Blaylock](#)

Joint filing with other attorney(s).

8. Select the appropriate party(s) in the “Select the Party” box.

Miscellaneous:
[03-11294-DLR Deidra Ann Blaylock](#)

Select the Party:

9. Click on the **Next** button.
10. Selecting the PDF document by clicking on the **Browse** button.

Miscellaneous:
[03-11294-DLR Deidra Ann Blaylock](#)

Select the **pdf** document (for example: CM199cv501-21.pdf).

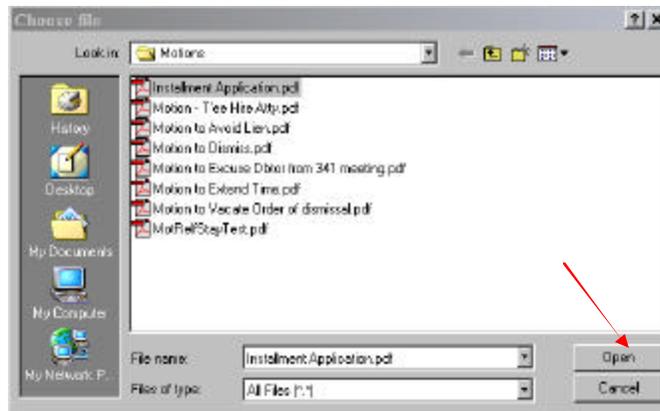
Filename

Attachments to Document: No Yes

11. Browse to the appropriate drive and folder.
12. Locate the appropriate document and right click.
13. Left click on **Open**.
14. View the document to ensure this is the proper pleading.
15. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



16. Left click on the **Open** button in the Browse dialog box. If needed, minimize Adobe Acrobat to see the Browse dialog.



17. Select "No" or "Yes" on the **Attachments to Document** radio button – default is "No".

Open Adversary Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

F:\Intracourt\CMECF\Test Pleadings\A

Attachments to Document: No Yes

18. Click on the **Next** button.
19. A check must be placed in the check box to refer this to the Petition.

Miscellaneous:
[03-11291-DLR Lisa Minellio](#)

Refer to existing event(s)?

Next Clear

20. **A.** Highlight all events by clicking on the first item, holding down your mouse and move cursor to the last item **OR** click on the first item, hold down your Shift button on the keyboard and click the last item. This will list all events in the case. **B.** If you know the category to which your event relates, highlight just that category.

A. File an answer :
[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

min
 misc
 motion
 notice
 oldnibs
 order
 plan
 tclerk
 trustee
 utility

Next Clear

B. File an answer :
[03-11291-DLR Lisa Minellio](#)

Select the category to which your event relates.

judr711
 memodef
 min
 misc
 motion
 notice
 oldnibs
 order
 plan
 tclerk

Next Clear

21. Click on the **Next** button.
22. Click on the box beside the appropriate event(s) to which your event relates.

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

- 10/29/2003 1 Chapter 7 Voluntary Petition. Fee Amount \$200. Filed by Andrea Redmon on behalf of Deidra Ann Blaylock. (Redmon, Andrea)
- 10/29/2003 2 First Meeting of Creditors and Notice of Appointment of Interim Trustee Karen Carden Walsh. 341(a) meeting to be held on 12/01/2003 at 09:00 AM in Room B04. Objections to Discharge due by 01/30/2004. (Redmon, Andrea)
- 10/30/2003 4 Statement of Financial Affairs Filed by Andrea Redmon on behalf of Deidra Ann Blaylock. (RE: related document(s)[3] Statement of Financial Affairs and/or Declaration not submitted,,). (Redmon, Andrea)

Next Clear

23. Click on the **Next** button.

24. Click on the box if the pleading contains a Certificate of Service.

Miscellaneous:
[03-11291-DLR Lisa Minellio](#)

If your pleading contains the following, please check.

Certificate of Service

Next Clear

25. Click on the **Next** button.

26. The Docket Text screen will display. Modify as Appropriate.

Miscellaneous:
[03-11294-DLR Deidra Ann Blaylock](#)

Docket Text: Modify as Appropriate.

Statement of Financial Affairs Filed by Andrea Redmon on behalf of Deidra Ann Blaylock .
 (RE: related document(s)[3] Statement of Financial Affairs and/or Declaration not submitted,,). (Redmon, Andrea)

Next Clear

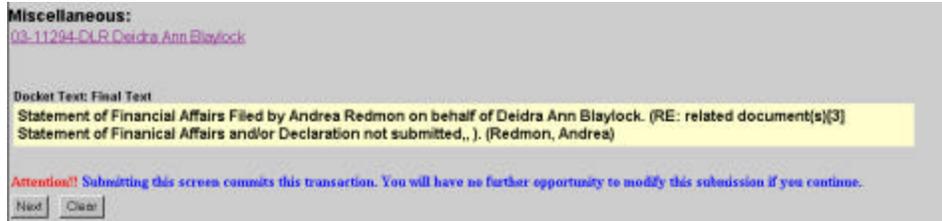
27. Click on the **Next** button.

28. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful.**

- a. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on **Bankruptcy** in your main menu bar.



- b. If you don't need to make corrections, click on **Next**.



29. Receipt of Filing Screen is displayed.

