

CM-ECF ATTORNEY TRAINING

- A. US Bankruptcy Court - District of SD Home Page
ECF/Pager Login - Training Database
Assessing CM/ECF

CBT Training Modules available on the Internet - www.pacer.psc.uscourts.gov/ecfcbt/

Reviewing CM-ECF Categories - Screens.
- B. PDF Files.
- C. Bankruptcy Case Opening for Attorneys – including Notice of Electronic Filing.
- D. CM-ECF Chapter 7 Open Etc., Cheat Sheet for Attorneys.
- E. CM-ECF Converting a Mailing Matrix to a .txt File (EXAMPLE).
- F. Uploading a Creditor Mailing List.
- G. Application to Pay Filing Fees in Installments for Attorneys.

<i>TYPE OF PLEADING:</i>	<i>WHERE TO FIND IT ON ECF: “BANKRUPTCY” (unless otherwise noted in bold)</i>
H. Certificates of Service – Parties in Interest and All Creditors and Parties in Interest	Other
I. Notice of Appearance. Certificate of Service.	Notices Other
J. Application to Employ (professional)	Motions/Applications
Notice	Notices
Certificate of Service	Other
K. Motions (various) Notice Certificate of Service	Motions/Applications

<u>TYPE OF PLEADING:</u>	<u>WHERE TO FIND IT ON ECF:</u> <u>“BANKRUPTCY”</u> <u>(unless otherwise noted in bold)</u>
L. Objection/Response/Reply to Motion	Objection/Response/Answer
Certificate of Service	Other
M. Application for Compensation	Motions/Applications
Notice	Notices
Certificate of Service	Other
N. Adversary - Opening a new Adversary	Adversary Open an Adversary Case
O. Summons Service Executed (your Certificate of Service)	Adversary Complaint & Summons (after opened....)
P. Answer (in an adversary proceeding)	Adversary Answer
Certificate of Service	Adversary Other
<i>OTHER EXAMPLES OF PLEADINGS:</i>	
Objection to Confirmation of a Plan	Plan
Certificate of Service	Other
Proposed Order Under 9072-1	Other
Objection to Proof of Claim Notice of Hearing Certificate of Service	Claim Action
Notice of Hearing	Notices
Certificate of Service	Other
Amendments to Schedules with Notice	Other
Certificate of Service	Other
Amendment to Petition	Other
Certificate of Service	Other
Reaffirmation Agreement	Other

Q. Adding Attachments to a PDF Document.

A1. Table of Contents - CMECF Attorney Training

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Revised: 10/02/2002

- R. Proofs of Claim and Claims Register.
- S. Docket Report, Cases Report, Standard Reports.
- T. CM/ECF Glossary
- U. Electronic Case Filing Administrative Procedures