

FILING A DOCUMENT/DOCKETING—ANSWER/RESPONSE

The following instructions will guide you through the process of filing and docketing an answer or response in the Electronic Case Filing (ECF) system.

STEP 1 Select **Bankruptcy** from the Main Menu. Then, click the **Answer/Response** hypertext link from the Bankruptcy Events menu.



A screenshot of a web interface showing a menu titled "Answer/Response". Below the title are two hyperlinks: "Reference an Existing motion/application" and "Other Answers".

Choose either:

- Reference an Existing motion/application, or
- Other Answers

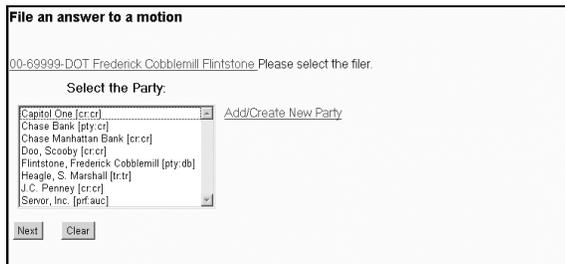
STEP 2 The **Case Number** screen appears.



A screenshot of a web interface titled "File an answer to a motion". It features a "Case Number" label and a text input field containing "00-69999". To the right of the input field is the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- Enter case number, and click on **Next** to continue.
- If the computer prompts that you have entered an invalid case number, click on the **Back** hypertext link to re-enter case number.

STEP 3 The **Select the Party** screen appears.



A screenshot of a web interface titled "File an answer to a motion". It displays the text "00-69999-DOT Frederick Cobblemill Flintstone. Please select the filer." Below this is a section titled "Select the Party:" with a scrollable list box containing the following entries: "Capitol One [cr.cr]", "Chase Bank [pty.cr]", "Chase Manhattan Bank [cr.cr]", "Doo, Scooby [cr.cr]", "Flintstone, Frederick Cobblemill [pty.db]", "Heagle, S. Marshall [tr.tr]", "J.C. Penney [cr.cr]", and "Servor, Inc. [prf.auc]". To the right of the list box is a link "Add/Create New Party". Below the list box are two buttons: "Next" and "Clear".

Selection of a Party

- Click on arrow to right of box to scroll list if the selection box appears full.

- If name of party is listed, click on it.
- Click on **Next**, and proceed to **Step 9**.
- If name is not listed, click on **Add/Create New Party**.

STEP 4 The **Search for a party** screen appears.

- Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper and lower case characters). Click on **Search**.
- If party is not listed, proceed to **Step 6**.
- If party is listed, click it. Click on **Select name from list**.

- Party's information will appear for verification and modification, if necessary.

- Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.)..
- To add **Party Text**, such as A Virginia Corporation, do so now in box provided.
- Click on **Submit** to continue, **Clear** to re-key party information, or **Cancel** to go back to the Select the party screen.

STEP 5 Please select the filer screen will appear with your party highlighted.

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

Please select the filer.

Select the Party:

Home Mortgage Co. [cr:cr] (2879.1) Add/Create New Party

Capital One [cr:cr]
Chase Bank [pty:cr]
Chase Manhattan Bank [cr:cr]
Doo, Scooby [cr:cr]
Flintstone, Frederick Cobblemill [pty:db]
Heagle, S. Marshall [tr:tr]
J.C. Penney [cr:cr]

Next Clear

- Click on Next

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Home Mortgage Co., (pty:cr) represented by Jones, D. (aty)

Next Clear

- Click on Next and proceed to Step 9, to select the Type of Answer/Response

STEP 6 Search for a Party: If party's name is not listed, click on Create New Party.

Search for a party

SSN [] Tax Id []

Last/Business name []

Search Clear

Party search results

Daniels, Jack A.

Select name from list Create new party

STEP 7 The **New Party Information** screen appears.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

- Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person’s role, (i.e., Creditor (cr:cr)).
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

STEP 8 The **Select the Filer** screen appears with your party highlighted,

File an Answer:
00-69999-DOT Frederick Cobblemill Flintstone

Please select the filer.

Select the Party:

Add/Create New Party

Capitol One [cr:cr]
Chase Bank [pty:cr]
Chase Manhattan Bank [cr:cr]
Doo, Scooby [cr:cr]
Flintstone, Frederick Cobblemill [pty:db]
Heagle, S. Marshall [tr:tr]
J.C. Penney [cr:cr]

- Click on **Next**

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

File an Answer:
00-69999-DOT Frederick Cobblemill Flintstone

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

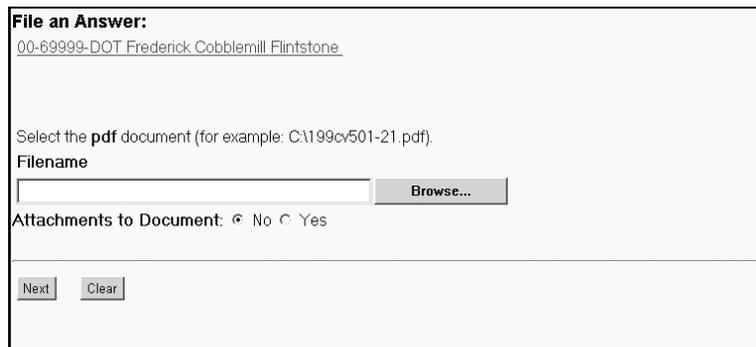
Daniels, John (cr:cr) represented by Jones, D. (aty)

STEP 9 Select the **Type of Answer/Response** screen appears.

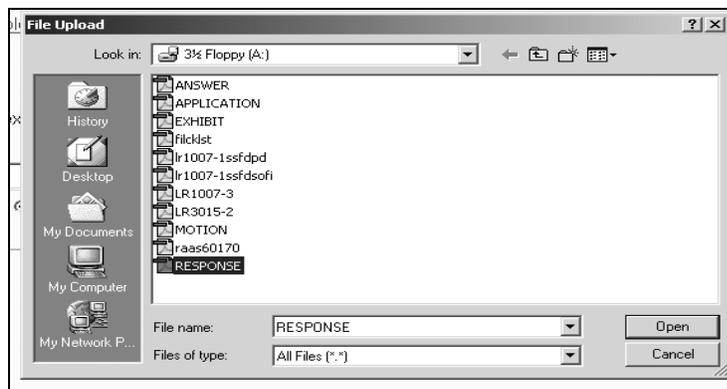


- Screen prompts for selection of type of answer/response being filed.
- Click on arrow to right of box to open the selection drop box.
- Highlight type of document being filed.
- Click on **Next** to continue, or **Clear** to repeat process.

Step 10 **Select the PDF File Name**



- Type file name in blank box, being sure to include pdf suffix, or click on **Browse**.



- Change **Files of type:** Acrobat [*.pdf] or All Files.

- Change **Look in:** to appropriate drive where document is located.
- Click on the file name to be associated with this entry.
- Click on **Open**, and the file is uploaded to the following screen:

File an answer to a motion:
 00-69999-DOT Frederick Cobblemill Flintstone

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

Filename

Attachments to Document: No Yes

If there are no attachments to document

- Click on **Next**.

File an Answer:
 00-69999-DOT Frederick Cobblemill Flintstone

Does this filing refer to an existing document in this case? (If yes, click on the box)
 NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

- Click on **Next** and proceed to **Additional Elements** section on the next page

If there are attachments to document, e.g. exhibit, appendix, etc.

- Click on **Yes** radio button, then click on **Next**.
- An additional screen is displayed (**all exhibits must be attached**).

File an answer to a motion:
 00-69999-DOT Frederick Cobblemill Flintstone

Select one or more attachments.
 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Select the filename of your attachment by using the **Browse**.
- Click on the ▼ down arrow next to **Type** and click on type of attachment.

- Click in **Description** box and type in any additional description.
- Click on **Add to List**.

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
Filename

2) At your option, select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

A:\EXHIBIT.PDF

- Continue to Add Attachments using the above steps as necessary
- Once all attachments have been added, click on **Next**.

Step 11 Additional Elements

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

Reply Due Date

Enter a reply due date [optional field]

Does this filing refer to an existing document in this case? (If yes, click on the box)
 NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Note: This is an optional field which appears if you select Reference an Existing motion/application in Step 1

- If necessary, type in due date (or sur-reply due date), or select Calendar button to insert the desired date from a calendar display.

File an answer to a mo
00-69999-DOT Frederick C

Sur-Reply Due Date

Enter a sur-reply due date [c

Does this filing refer to an existing document in this case? (If yes, click on the box)
 NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

- If there is a check in box to left of Does this filing refer to an existing document in this case?, remove it.

NOTE: Box should remain blank when filing an answer or response, as you will be prompted on a subsequent screen for related document.

Step 12 Document List

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

Select the applicable motion(s)/application(s).

12/04/2000 Emergency Motion to Determine *if this is a real case* filed by D. W. Jones of Jones & Jones on behalf of on behalf of Chase Manhattan Bank. (Jones, Delores)

12/19/2000 ² Emergency Motion to Approve *that I may get out of this mess* filed by D. W. Jones of Jones & Jones on behalf of on behalf of Chase Bank. (Jones, D.)

12/19/2000 ³ Motion to Reconsider *appointment of special committee* filed by D. W. Jones of Jones & Jones on behalf of on behalf of J. C. Penney. (Attachments: # (1) Exhibit(s)) (Jones, D.)

12/20/2000 ⁴ Motion for Protective Order *against debtor's threats*, Motion for Sanctions *against other creditors in interest* filed by D. W. Jones of Jones & Jones on behalf of Capitol One. (Jones, D.)

01/03/2001 Motion to Dismiss Case, Notice of Motion & Notice of Hearing Filed by S. Marshall Heagle. (Jones, Delores)

01/11/2001 ⁷ Motion for Sanctions filed by D. W. Jones of Jones & Jones on behalf of Chase Manhattan Bank. (Jones, D.)

- Select document(s) you wish to answer.
- Click on **Next** to continue.

Step 13 Docket Text: Modify as Appropriate

File an answer to a motion:
00-69999-DOT Frederick Cobblemill Flintstone

Docket Text: Modify as Appropriate.

Response to (Related to motions(s)[7]) filed by D. W. Jones of Jones & Jones on behalf of Capitol One. (Attachments: # (1)) (Jones, D.)

To add a prefix to docket text:

- Click on the ▼ down arrow next to first blank box to select the correct modifier.

To add additional text:

- Click in second blank box.
- Type in any additional description of notice.
- Click on **Next**.

Step 14 Final Text

File an answer to a motion:
[00-69999-DOT Frederick Cobblemill Flintstone](#)

Docket Text: Final Text
Response to *motion for sanctions* (Related to motions(s)[7]) filed by D. W. Jones of Jones & Jones on behalf of Capitol One. (Attachments: # (1)) (Jones, D.)

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

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the Main Menu.

Step 15 Receipt of Filing

Notice of Electronic Filing

The following transaction was received from Jones, D. W. on 1/11/2001 at 10:36 AM

Case Name: Frederick Cobblemill Flintstone
Case Number: [00-69999-DOT](#)
Document Number: 2

Docket Text:
Response to *motion for sanctions* (Related to motions(s)[7]) filed by D. W. Jones of Jones & Jones on behalf of Capitol One. (Attachments: # (1)) (Jones, D.)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: A:\RESPONSE.PDF
Electronic document Stamp:
KeyFile (/app01/BK/ECF/test/serve/serve/.support/Keys/VAEB.key) is not available for this court.

Document description:
Original filename: A:\EXHIBIT.PDF
Electronic document Stamp:
KeyFile (/app01/BK/ECF/test/serve/serve/.support/Keys/VAEB.key) is not available for this court.

00-69999-DOT Notice will be electronically mailed to:

Once entry is submitted after final approval, the Notice of Electronic Filing screen is displayed.

Screen gives confirmation that the system has received the entry and is now an official court document.

Notice provides:

- Date and time transaction was received by court
- Number assigned to document

Scroll down to view entire receipt

Print receipt

- Click on **File** at top of Netscape screen and select **Print Frame**, or
- Click on the Printer Icon at the top of the page.

[Note: It is highly recommended that copies of receipts be maintained for your records.]

Note: You will receive the following screen if you attempt to access the docket or document through the links provided on the Notice of Electronic Filing screen.

Eastern District of Virginia - Netscape

File Edit View Go Communicator Help

Location: http://156.123.17.31/cgi-bin/login.pl?984106223754893-L_911_0-1

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message ECF-DCN Sites WebMail Contact People Yellow Pages Download Channels Logout Logout

Bankruptcy Adversary Query Reports Utilities Logout

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Document: Done

Start Delores Jones cc:M... nbsy2k Op Support Microsoft Excel - op... Eastern District o... 4:07 PM