

Batch Program for Multiple Documents

The following instructions will guide you through the process of docketing the same event in multiple cases.

STEP 1 Select **Bankruptcy** from the Main Menu, and then click on **Batch Filings** from the *Bankruptcy Events* menu.

STEP 2 Enter Case Numbers in scroll box, and then click on **Next**.

File a Document

Case Number(s)

99-70018
99-70019
99-70029

Enter a case number in the format 96-12345.

Next Clear

STEP 3 **File a Document** screen appears. Highlight your selection, and then click on **Next**.

File a Document

99-70018 John Henry Smith
99-70019 John Henry Smi and XYZ Corporation
99-70029 Aaron Alexander Baker and Tracie L. Baker

Certification of Failure to Commence Payments
Motion and Notice to Allow Claims
Motion and Notice to Modify Plan Payments
Motion to Substitute Attorney
Objection to Claim
Report of Deposit of Unclaimed Funds
Request for Notice/Service
Trustee Final Report and Account - Chapter 13

Next Clear

STEP 4 A second **File a Document** screen appears for attachment of files/documents to enter.

ECF Bankruptcy • Adversary • Query • Reports • Logout

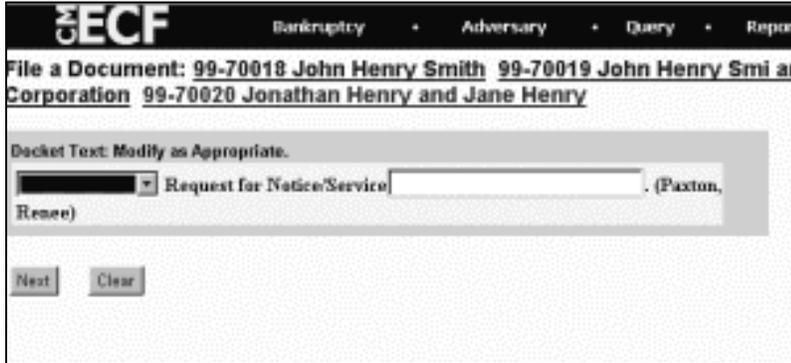
File a Document: 99-70018 John Henry Smith 99-70019 John Henry Smi and XYZ Corporation 99-70020 Jonathan Henry and Jane Henry

<u>99-70018 John Henry Smith</u>	C:\My Documents\ed.PDF	Browse...
<u>99-70019 John Henry Smi and XYZ Corporation</u>	C:\My Documents\ed.PDF	Browse...
<u>99-70020 Jonathan Henry and Jane Henry</u>	C:\My Documents\ed.PDF	Browse...

Next Clear

- ◆ Type filename in box, or click on **Browse** to search for file.
- ◆ After all files identified, click on **Next**.

STEP 5 **Docket Text: Modify as Appropriate** screen appears. This screen allows for addition of prefix and/or additional text.



To add a prefix to text:

- ◆ Click on ▼ arrow next to box.
- ◆ Click on correct modifier.

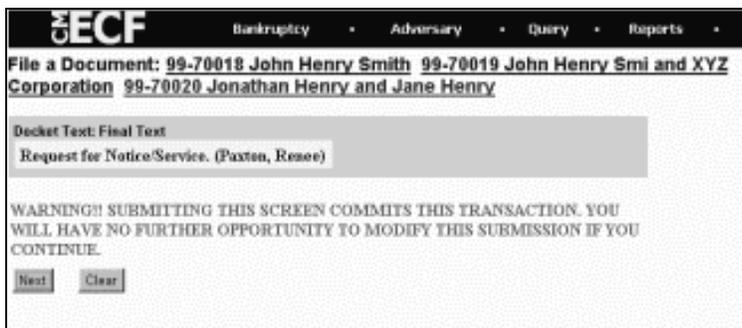
To add additional text:

- ◆ Click on blank text box.
- ◆ Key any additional text to further describe entry.
- ◆ Click on **Next** to continue or **Clear** to clear additional text and begin again.

Final Text

Verify docket entry:

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



Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give confirmation that the system has received the entry and is now an official court document.

The screenshot shows the ECF interface with the following content:

ECF Bankruptcy • Adversary •

U.S. Bankruptcy Court
Eastern District of Virginia
Notice of Electronic Filing

The following transaction was received from Lowe, Debbie on 1/18/2000 at 12:33 PM EST

Case Name: Kathryn Coffinan Prout
Case Number: 99-60055
Document Number: 18

Docket Text:
Appointment of Chapter 11 Trustee Filed by Debbie Lowe on behalf of U.S. Trustee. (Lowe, Debbie)

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

Document description: Main Document
Original filename: A\ntc.PDF
Electronic document Stamp:
[STAMP V.A.E.B.Stamp_ID=875559604 [Date=1/18/2000] [FileNumber=5647-0] [0864582f7ce890035ac34954171fb385fa788d66eb09cb9f8d90e41c636fad873bd1390d58a837fcc7568d00eef7ba58fa8c6e77df7db0939ff260de423cc5]]

99-60055 Notice will be electronically mailed to:
Andrea D. Redmon andrea_redmon@vaeb.uscourts.gov

99-60055 Notice will not be electronically mailed to:

Print receipt

The screenshot shows the ECF interface with the following content:

ECF Bankruptcy • Adversary • Query • Reports • Log

File a Document: 99-70018 John Henry Smith 99-70019 John Henry Smi and XYZ Corporation 99-70020 Jonathan Henry and Jane Henry

U.S. Bankruptcy Court
Eastern District of Virginia
Notice of Electronic Filing

The following transaction was received from Paxton, Renee on 1/19/2000 at 2:31 PM EST

Case Name: John Henry Smith
Case Number: 99-70018
Document Number: 24
Case Name: John Henry Smi and XYZ Corporation
Case Number: 99-70019
Document Number: 62
Case Name: Jonathan Henry and Jane Henry
Case Number: 99-70020
Document Number: 8

STEP 1 Click on **File** at top of Netscape screen.

STEP 2 Select **Print Frame** *OR* click on the Printer Icon at the top of the page.

[NOTE: It is strongly recommended that copies of receipts be maintained for your records]