

# FILING A DOCUMENT/DOCKETING - NOTICES/NOTICE OF HEARING

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The following instructions will guide you through the process of filing and docketing a Notice to the Electronic Case Filing (ECF) system.

*[NOTE: In order to enter a hearing date/time/location you must obtain prior approval from the presiding judge. Contact the Courtroom Deputy for assigned Judge.]*

**STEP 1** Select **Bankruptcy** from the Main Menu, then click on the **Notices** hypertext link from the Bankruptcy Events menu.

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



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'File a Notice'. A form field labeled 'Case Number' contains the text '00-70040'. To the right of the input field, there is a hint: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

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

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



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'File a Notice'. The case number '00-70041 Im N. Debt' is displayed, followed by the instruction 'Please select the filer.' Below this is a section titled 'Select the Party:' with a dropdown menu. The dropdown menu is open, showing a list of party names: 'Credit Cards Galore [cr.cr]', 'Debt, Im N. [pty.db]', 'GMAC [cr.cr]', 'Goodman & Company [prf.acc]', 'Hudgins, Richard W. [tr.tr]', and 'Mucho Credit [cr.cr]'. To the right of the dropdown menu is a link labeled 'Add/Create New Party'. Below the dropdown menu are two buttons: 'Next' and 'Clear'.

- If name of party appears, click on the name, click on **Next** and then proceed to **Step 7**. [If the selection box is full, use the scroll arrows to further search for the party name.]
- If name does not appear, click on **Add/Create New Party**.

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

MECF Bankruptcy • Adversary • Query • Reports

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

- May search using social security number, tax Id number, or last/business name.
- If searching with last/business name, enter at least one character (and up to 10) of party's last name or business name, using upper and lower case characters. Click on **Search**.

MECF Bankruptcy • Adversary • Query • Reports

Search for a party

SSN  Tax Id

Last/Business name

Search Clear

Party search results

- Farm, Crazy
- Farm, Funny
- Farm, Lost
- Farm Fresh,
- Farm Fresh,
- Farm Fresh,

Select name from list Create new party

- If party's name appears, click on it and click **Select name from list**.
- If party's name is not found, click **Create new party** and proceed to **Step 5**.
- Upon selecting name from list, the party's information appears for verification and/or modification. [This screen appears every time you select a party that exists or has been added to the system.]

MECF Bankruptcy • Adversary • Query • Reports • Utilities

Party Information

Farm Fresh SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

Country  Country

Phone  Fax

E-mail

ProSe no Role Debtor (db:pty)

Party text

Submit Cancel Clear

- Modify and/or verify information, if applicable. [It is not necessary to add an address, as notices would go to the attorney representing that party.]
- Click on drop box for **Role** and select appropriate party role, i.e. Debtor, Creditor.
- To add **Party Text**, such as A Virginia Corporation, do so now in box provided.
- Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- Click on **Submit** to continue and proceed to **Step 6**.

**STEP 5** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen appears (to add a new person/entity)

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and contains the following fields: Last name (with 'Faro Fresh' entered), First name, Middle name, Generation, Title, SSN (with '00011234' entered), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, and Email.

- 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. [It is not necessary to add an address, as notices would go to the attorney representing that party.]
- 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 return to the **Select the Party** screen

**STEP 6** The **Select the filer** screen appears with your party highlighted.

The screenshot shows the 'File a Notice' screen in the ECF system. The screen displays the message '00-70041 Im N Debt Please select the filer.' and a 'Select the Party:' section with a list of filers: Credit Cards Galore [cr:cr], Debt, Im N. [pty:db], GIMAC [cr:cr], Goodman & Company [prf:acc], Hudgins, Richard W. [tr:tr], and Mucho Credit [cr:cr]. There is also a link for 'Add/Create New Party'. At the bottom, there are 'Next' and 'Clear' buttons.

- Click on **Next** to continue.

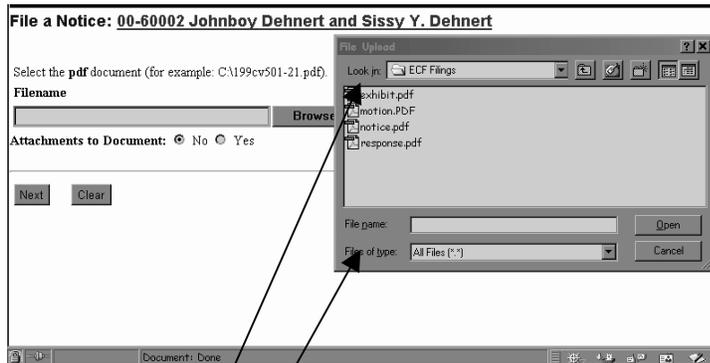
**NOTE FOR ASSOCIATION:** Click to check [✓] the box to associate you as the attorney for the party selected/added. (You may receive this message if an attorney has not been associated with the party. If unchecked, the attorney option under the Query menu would not reflect what attorney represents what creditor.) Click **NEXT** to continue.

**STEP 7** The Select the Type of Notice screen appears.

- Using up and down arrows to right of box, scroll the options to find and highlight type of notice being filed.
- If more than one type of notice being filed, click on one notice while holding down the **Ctrl** key on your keyboard and click on each additional type of notice.
- Click on **Next** to proceed, or **Clear** to repeat selecting options

**STEP 8** The Select the PDF Document screen appears.

- Type file name in blank box, being sure to include the .pdf suffix, or
- Click on **Browse** to navigate to the appropriate directory and file:



- Change **Files of type:** to All Files
- Change **Look in:** to the appropriate drive where the document is located.
- Click on the appropriate file name
- Click on **Open**.

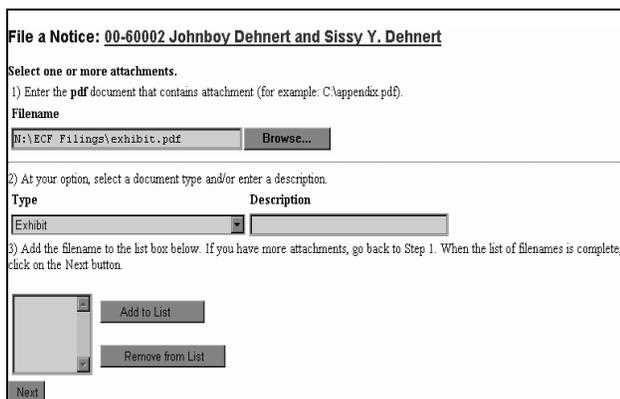
**If there are no attachments to document:**

- Click on **Next** and proceed to **Step 10**

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

- Click on the radio button next to **Yes**
- Click on **Next**.

**STEP 9** **Select one or more attachments** screen appears. All exhibits must be attached at this screen.



- First, select the file name of your attachment by using **Browse**.
- Click on the arrow next to **Type** and click on type of attachment, if listed.
- Click in **Description** box and type in any additional description, or add description if not listed under **Type**.

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

**STEP 10** The **Relating Notice to a Previously Filed Document** screen appears.

- Click to check [] the box to the left of *Does this filing refer to an existing document in this case?*
- Click on **Next**

**STEP 11** The **Category of Documents** screen appears

- Scroll to view types of existing documents.
- Click to select type(s) of document(s) to which yours relates.
- To specify more than one document type, hold down **Ctrl** key on your keyboard as you click on additional types.
- Click on **Next** to continue or **Clear** to re-select.

## STEP 12 The Selection of Related Docket Events screen appears

Include	Date	#	Docket Text
<input type="checkbox"/>	01/17/2001		Fee Request - Application for Compensation and/or Expenses, Fee: \$, Expenses: \$ (Related Document(s)[11]) filed by Goodman & Company. (Bradley, Caroline)
<input type="checkbox"/>	12/12/2000	<u>2</u>	Motion for Relief from Stay <i>and notice thereof</i> filed by Cecil G. Moore on behalf of on behalf of GMAC. (Bradley, Caroline)
<input type="checkbox"/>	12/13/2000	<u>4</u>	Notice and Motion to Compel Abandonment of Property filed by Caroline Bradley on behalf of on behalf of Mucho Credit. (Bradley, Caroline)
<input checked="" type="checkbox"/>	01/04/2001	<u>7</u>	Notice and Motion for Adequate Protection filed by Caroline Bradley on behalf of Credit Cards Galore. (Bradley, Caroline)

- Click to check [] the box to the left of each document to which current notice relates.
- Click on **Next** to continue or **Clear** to re-select.

*[NOTE: Some other types of notices that should be related: Notice of Appeal, Notice of Default, Notice of Hearing, Notice of Motion, Notice of Objection.]*

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## Notice Contains Hearing Information

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.

**Hearing Information**

In order to enter a hearing date/time/location, you **must** obtain prior approval from the Courtroom Deputy in the appropriate Divisional Office.

Hearing Time:   AM  PM  
Hearing Date:

- After checking box to relate notice to a previously filed document, enter hearing time and date. Click in **Location** field and click on proper location.
- Click on **Next** to continue, or **Clear** to restart.
- Follow instructions above for **STEPS 11** and **12**.

**STEP 13** The **Docket Text: Modify as Appropriate** screen appears.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Notice:**  
00-70041 In N. Debt

**Docket Text: Modify as Appropriate.**

▼ Notice of Hearing (Related Document(s)[7] filed by Caroline Bradley on behalf of Credit Cards Galore . Hearing to be held on 1/25/2001 at 10:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Bradley, Caroline)

Next Clear

**To add a prefix to docket text:**

- Click on the ▼ arrow to right of first box.
- Select correct modifier.

**To add additional text:**

- Click in the second box.
- Type in any additional description of notice.
- Click on **Next** to continue or **Clear** to restart.

**STEP 14** The **Docket Text: Final Text** screen appears.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Notice:**  
00-70041 In N. Debt

**Docket Text: Final Text**

Notice of Hearing (Related Document(s)[7] filed by Caroline Bradley on behalf of Credit Cards Galore. Hearing to be held on 1/25/2001 at 10:00 AM at Judge Adams' Courtroom, 600 Granby Street, 4th Floor, Courtroom Two, Norfolk, Virginia. (Bradley, Caroline)

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

Next Clear

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

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## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry and the entry now is an official court document. Scroll down to view entire receipt.

<b>File a Notice: 00-60002 Johnboy Dehnert and Sissy Y. Dehnert</b>	
U.S. Bankruptcy Court Eastern District of Virginia Notice of Electronic Filing	
The following transaction was received from Redmon, Andrea D. on 1/15/2000 at 1:20 PM EST	
<b>Case Name:</b>	Johnboy Dehnert and Sissy Y. Dehnert
<b>Case Number:</b>	<u>00-60002</u>
<b>Document Number:</b>	<u>7</u>
<b>Docket Text:</b> Notice of Hearing (related document(s)[6] filed by Andrea D. Redmon of Law Offices on behalf of Old Mortgage Services. with hearing to be held on 2/15/2000 at 09:30 AM at 1100 East Main Street, Room 335, Richmond, VA 23219 (Judge Shelley). (Attachments: # (1) Exhibit)(Redmon, Andrea)	
The following document(s) are associated with this transaction:	
<b>Document description:</b> Main Document <b>Original filename:</b> N/ECF Filings/notice.pdf <b>Electronic document Stamp:</b> [STAMP_VAEBStamp_ID=875559604 [Date=1/15/2000] [FileNumber=5581-0] [5b77066f5a67d260c0909ed23ce204232c6b13bfc2cd6e295c603297b427b95898bdc39155de1ec47d0021211630eea2c796830e4a87a358f6580a7dbf34d9]]	
<b>Document description:</b> Exhibit <b>Original filename:</b> N/ECF Filings/exhibit.pdf <b>Electronic document Stamp:</b> [STAMP_VAEBStamp_ID=875559604 [Date=1/15/2000] [FileNumber=5581-1] [970f37f9e0e6d2e7aa00490946faa06f7b11ddb7b2231b1e1da96ac8e7d7244ce2bed8652a1384eb0d6322d375e72f365914ebf7e1c0272bb6fe633a08e34d04]]	
<b>00-60002 Notice will be electronically mailed to:</b> Andrea D. Redmon    andrea_redmon@vaeb.uscourts.gov	
<b>00-60002 Notice will not be electronically mailed to:</b> James S. Sease 5511 West Marshall Street Richmond, VA 23230	

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document
- Date and time transaction was received by court.
- Case Name
- Case Number
- Document Number
- Original filename (pdf)
- Electronic document stamp

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## 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 suggested that copies of receipts be maintained for your records.]*