

Batch Upload Instructions

The Eastern District of California allows certain types of documents to be batch filed through our e-Filing system. Batch filing requires that document titles follow specific filename formats, as listed in the Batch Filing Quick Reference, and be submitted in a .zip file.

A more in-depth discussion of how to batch file in the Eastern District of California can be found in the video *How to Batch in the CAEB e-Filing Website*, which is available on the e-Filing page at www.caeb.uscourts.gov.

More information regarding naming documents in a batch can be found in the *e-Filing Batch Quick Reference*, which is also available on the e-Filing page at www.caeb.uscourts.gov.

Benefits of Batch Filing

- Experienced batch filers can submit a greater volume of documents faster by batching them.
- Documents for multiple cases can be submitted in the same batch.

Requirements for Batching

Most batch documents are submitted in PDF format and then must be zipped together using compression software prior to being filed with the court. Documents that are not submitted in PDF format are noted in the *e-Filing Batch Quick Reference*, and below under “Tips for Creating and Uploading Batch Documents.”

Tips for Creating and Uploading Batch Documents

- Documents that require a Docket Control Number pursuant to Local Rule 9013-1(c)(3), should include the Docket Control Number on the pleading and within the filename, as indicated in the Electronic Filing Batch Quick Reference.
- To prevent duplicate filings, filenames may only be used once by you within 30 days in any given case. If you receive a message in the e-Filing system that indicates that you have already submitted a file, double-check to ensure that you have not filed the document previously and then add a digit to the end of the filename. See *the e-Filing Batch Quick Reference* for more information on naming files.
- Once you have saved the files you wish to upload as a batch, you must compress them into a zip file prior to uploading them into our e-Filing system.
- For more information on naming files, and what limitations are placed on each type of batch, see the Batch Filing Quick Reference guide.
- The following documents should be submitted in .txt format: Statistical files for new petitions and master address lists. All other documents should be submitted in PDF format.

Types of Documents That Can Be Batched in the e-Filing System

- **Claims** – Proofs of Claim filed by a debtor or trustee on behalf of a creditor and claim-related documents such as Transfers of Claim, Assignments of Claim, Withdrawals of Claim, Requests for Notice, Reaffirmation Agreements, Claim attachments and exhibits, B 410 Supplements (*Notice of Mortgage Payment Change*,) and Form B 410 Supplement 2 (*Notice of Postpetition Mortgage Fees, Expenses and Charges*) and Proof of Service documents may be uploaded in a single .zip file as a Claims batch.

Claims filed by creditors that are electronically filed must be submitted through CM/ECF or through our Electronic Claims link.

- **Motions/Objections and Supporting Documents** – Motions, objections, applications, and other matters for which a hearing is necessary, together with the notices of hearing, service documents and supporting documents may be uploaded in a single zip file as a ***Motions/Objections and Supporting Documents*** batch.
- **Voluntary Petitions** – This batch type includes petitions of any chapter and supporting documents. This document type should not be used for petition related documents (such as schedules) that are submitted after the petition has been filed. It should also not be used for Chapter 7 Petitions that are being batched for Trustee Assignment, which should be filed using the ***Chapter 7 Petitions Batched for Trustee Assignment*** batch category.

It is possible to submit a batch that does not have all required documents; in such instances, a Notice of Incomplete Filing will be generated by the court. However, each petition within the batch must include a voluntary petition. Petitions that are submitted with schedules A- J, statement of financial affairs, statement of intention, and means test documents and statements should be uploaded as one document in the same PDF document as the petition. Other documents such as the master address list and verification, statement of social security number, chapter 13 plan, rights and responsibilities, applications to pay in installments or for fee waiver, and any motions that are to be filed at the same time must be submitted as separate documents. The master address list should be filed as a text file, as noted in the Revised Guidelines for the Preparation of Master Address Lists (EDC 2-190). In addition, a pipe delimited statistical data file (usually prepared by forms preparation software) is required in .txt format.

- **Voluntary Petitions Batched for Chapter 7 Trustee Assignment.** – This batch type includes chapter 7 and supporting documents. This document type should not be used for petition related documents (such as schedules) that are submitted after the petition has been filed. Petitions submitted in the batch must fall within the trustee assignment pools noted in *Batching of Chapter 7 Cases for Assignment to the Same Interim Trustee* (EDC 2-050). Attorneys who are

registered e-Filers may request that up to five new chapter 7 cases from the same trustee assignment pool be batched for assignment to the same interim trustee. **HOWEVER, PLEASE NOTE THAT THERE IS NO GUARANTEE THAT PETITIONS SUBMITTED USING THIS BATCH TYPE WILL RECEIVE THE SAME TRUSTEE OR 341 MEETING DATE.**

It is possible to submit a batch that does not have all required documents; in such instances, a Notice of Incomplete Filing will be generated by the court. However, each petition within the batch must include a voluntary petition. Petitions that are submitted with schedules and statements should include those documents in the same PDF document as the petition. The master address list should be filed as a text file, as noted in the *Revised Guidelines for the Preparation of Master Address Lists* (EDC 2-190). In addition, a pipe delimited statistical data file (usually prepared by forms preparation software) is required in .txt format.

- **Response/Objection to an Existing Motion/Application** – This batch type includes Objections, Responses, Replies, Declarations, Supporting Documents (including exhibits and other documents not mentioned in this list), and Proof of Service. Each document should be its own file within the batch.
- **Proposed Orders** – This batch type includes any proposed order, proposed findings of fact/conclusions of law, or clerks' entry of default that will be signed by the Bankruptcy judge or deputy clerk. Each batch must contain at least one order, but may also contain supporting documents such as declarations or proofs of service. Ex parte motions may also be submitted with proposed orders. Please note that proposed orders regarding matters that have been placed on calendar should not be submitted until the matter has been heard.
- **New Adversary Proceedings** – This batch type should be used only to file new adversary proceedings, as use of this batch type will assign a new case adversary proceeding number. As a result, this batch type should never be used to file documents in an existing adversary proceeding or to file bankruptcy petitions or any other documents that should not receive a new adversary proceeding number.

All documents for a particular party or removing party should be uploaded together in one batch. Each batch must include a complaint or notice of removal and an adversary proceeding cover sheet. Other documents that may also be included (though are not required) are: Statement Regarding Ownership of Corporate Debtor/Party, Appearance of Child Support Creditor or Representative, Motions, Proposed Order Shortening Time, Application to Defer the Payment of the Filing Fee, and other supporting documents.

- **Trustee/U.S. Trustee Initiated Matters** – This batch type includes motions, notices, and objections commonly filed by case trustees and the US Trustee, together with any notices of hearing, service documents and support documents that are not docketed directly into CM/ECF. This batch type is for the use of the case trustees and US Trustees ONLY.
- **Trustee Documents** – Miscellaneous trustee documents that are not docketed directly in CM/ECF can be submitted as a Trustee Documents batch. This batch type is for the use the case trustees ONLY.