

## e-Filing Batch Quick Reference

| Batch Name   | Document   | Filename Format                 | Other Information  |
|--|--|---------------------------------|--|
| <b>Claims</b><br><b>EXCEPT FOR PROOFS OF CLAIM FILED BY A DEBTOR OR TRUSTEE ON BEHALF OF A CREDITOR, CM/ECF OR OUR ELECTRONIC CLAIMS LINK MUST BE USED TO ELECTRONICALLY FILE PROOFS OF CLAIM.</b> | Proof of Claim Filed by Debtor or Trustee on Behalf of Creditor      | [CaseNumber] – CLM – [###].pdf  | <b>Optional.</b> More than one with the same case number allowed per batch.  |
|  | Transfer/Assignment of Claim   | [CaseNumber] – TOC – [###].pdf  |  |
|  | Withdrawal of Claim  | [CaseNumber] – WOC – [###].pdf  |  |
|  | Request for Notice   | [CaseNumber] – RFN – [###].pdf  |  |
|  | Reaffirmation Agreement  | [CaseNumber] – REAF – [###].pdf |  |
|  | Proof of Service   | [CaseNumber] – POS – [###].pdf  |  |
| <b>Motions/Objections and Supporting Documents</b>   | Debtor’s Notice of Voluntary Conversion from Chapter 12 to Chapter 7 | [CaseNumber]-N12TON7-[DCN].pdf  | A file with N12 toN7, N13 toN7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MTTAMC, MFR, MWAP, MSFC, or OID in the filename is <b>required</b> . Cannot be more than one with same case number and DCN combination per batch. |
|  | Debtor’s Notice of Voluntary Conversion from Chapter 13 to Chapter 7 | [CaseNumber]-N13TON7-[DCN].pdf  |  |
|  | Motion to Convert Case from Chapter 12 to Chapter 11                 | [CaseNumber]-12TO11-[DCN].pdf   |  |
|  | Motion to Convert Case from Chapter 13 to Chapter 11                 | [CaseNumber]-13TO11-[DCN].pdf   |  |
|  | Motion to Convert Case from Chapter 7 to Chapter 11                  | [CaseNumber]-7TO11-[DCN].pdf    |  |
|  | Motion to Convert Case from Chapter 9 to Chapter 7                   | [CaseNumber]-9TO7-[DCN].pdf     |  |
|  | Motion to Convert Case from Chapter 12 to Chapter 13                 | [CaseNumber]-12TO13-[DCN].pdf   |  |
|  | Motion to Convert Case from Chapter 7 or 11 to Chapter 13            | [CaseNumber]-TO13-[DCN].pdf     |  |

| Batch Name  | Document   | Filename Format               | Other Information  |
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| <b>Motions/Objections and Supporting Documents, Continued</b>                                       | Motion to Convert Case from Chapter 7, 11, or 13 to Chapter 12 | [CaseNumber]-TO12-[DCN].pdf   | A file with N12 toN7, N13 toN7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MSFC, MTTAMC, MFR, MWAP, MSFC, or OID in the filename is <b>required</b> . Cannot be more than one with same case number and DCN combination per batch. |
|   | Motion to Convert Case from Chapter 11 to Chapter 7            | [CaseNumber]-11TO7-[DCN].pdf  |  |
|   | Motion to Convert Case from Chapter 12 to Chapter 7            | [CaseNumber]-12TO7-[DCN].pdf  |  |
|   | Motion to Convert Case from Chapter 13 to Chapter 7            | [CaseNumber]-13TO7-[DCN].pdf  |  |
|   | Motion to Reopen Chapter 11 Case                               | [CaseNumber]-MREO11-[DCN].pdf |  |
|   | Motion to Reopen Chapter 12 Case                               | [CaseNumber]-MREO12-[DCN].pdf |  |
|   | Motion to Reopen Chapter 13 Case                               | [CaseNumber]-MREO13-[DCN].pdf |  |
|   | Motion to Reopen Chapter 15 Case                               | [CaseNumber]-MREO15-[DCN].pdf |  |
|   | Motion to Reopen Chapter 7 Case                                | [CaseNumber]-MREO7-[DCN].pdf  |  |
|   | Motion to Reopen Chapter 9 Case                                | [CaseNumber]-MREO9-[DCN].pdf  |  |
|   | Motion to Split Chapter 11 Case                                | [CaseNumber]-MSP11-[DCN].pdf  |  |
|   | Motion to Split Chapter 12 Case                                | [CaseNumber]-MSP12-[DCN].pdf  |  |
|   | Motion to Split Chapter 13 Case                                | [CaseNumber]-MSP13-[DCN].pdf  |  |
|   | Motion to Split Chapter 7 Case                                 | [CaseNumber]-MSP7-[DCN].pdf   |  |
| Motion for Court Approval of an Agreement/Stipulation to Any Type of Relief from the Automatic Stay | [CaseNumber]-MFCA-[DCN].pdf                                    |                               |  |

| Batch Name  | Document  | Filename Format               | Other Information  |
|---|---|-------------------------------|--|
| <b>Motions/Objections and Supporting Documents, Continued</b> | Motion to Compel Abandonment of Property of the Estate under FRBP 6007(b)                                     | [CaseNumber]-MTCAOP-[DCN].pdf | A file with N12 toN7, N13 toN7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MSFC, MTTAMC, MFR, MWAP, MSFC, or OID in the filename is <b>required</b> . Cannot be more than one with same case number and DCN combination per batch. |
|   | Motion to Terminate, Annul, Modify or Condition the Automatic Stay  | [CaseNumber]-MTTAMC-[DCN].pdf |  |
|   | Motion under 11 U.S.C. §1201 or §1301 for Relief from the Codebtor Stay                                       | [CaseNumber]-MFR-[DCN].pdf    |  |
|   | Motion under 28 U.S.C. §157(d) to Withdraw the Reference of a Case, Adversary Proceeding or Contested Matter. | [CaseNumber]-MWAP-[DCN].pdf   |  |
|   | Motion under §363(f) to Sell Property of the Estate Free and Clear of Liens.                                  | [CaseNumber]-MSFC-[DCN].pdf   |  |
|   | All Other Motions/Initiating Documents  | [CaseNumber]-OID-[DCN].pdf    |  |
|   | Application to Defer Payment of Filing Fee  | [CaseNumber]-PODF-[DCN].pdf   | <b>Optional.</b> Cannot be more than one with same case number and DCN combination per batch.  |
|   | Application for Order Shortening Time   | [CaseNumber]-AOST-[DCN].pdf   |  |
|   | Application to Waive the Chapter 7 Filing Fee   | [CaseNumber]-IFP-[DCN].pdf    |  |
|   | Form B2810 (Appearance of Child Support Creditor/Representative)  | [CaseNumber]-CSC-[DCN].pdf    |  |
|   | Notice of Hearing   | [CaseNumber]-NTCH-[DCN].pdf   |  |
|   | Clerk’s Entry of Default  | [CaseNumber]-CED-[DCN].pdf    |  |
|   | Proposed Order Shortening Time  | [CaseNumber]-POST-[DCN].pdf   |  |

| Batch Name  | Document                                     | Filename Format                   | Other Information  |
|---|--|-----------------------------------|--|
| <b>Motions/Objections and Supporting Documents, Continued</b> | Other Proposed Order                         | [CaseNumber]-POH-[DCN].pdf        | <b>Optional.</b> Cannot be more than one with same case number and DCN combination per batch.  |
|   | Proposed Findings of Fact/Conclusions of Law | [CaseNumber]-PFF-[DCN].pdf        |  |
|   | Declaration                                  | [CaseNumber]-DECL-[DCN]-[###].pdf | <b>Optional.</b> More than one with same case number and DCN combination allowed per batch.  |
|   | Supporting Document                          | [CaseNumber]-SUP-[DCN]-[###].pdf  |  |
|   | Proof of Service                             | [CaseNumber]-POS-[DCN]-[###].pdf  |  |
| <b>Response/Objection to an Existing Motion/Application</b>   | Objection/Response/Reply                     | [CaseNumber]-RSP-[DCN].pdf        | <b>Required.</b> Cannot be more than one with same case number and DCN combination per batch.  |
|   | Declaration                                  | [CaseNumber]-DECL-[DCN]-[###].pdf | <b>Optional.</b> More than one with same case number and DCN combination allowed per batch.  |
|   | Proof of Service                             | [CaseNumber]-POS-[DCN]-[###].pdf  |  |
|   | Supporting Document                          | [CaseNumber]-SUP-[DCN]-[###].pdf  |  |
| <b>Proposed Orders</b>  | Proposed Order                               | [CaseNumber]-PRO-[DCN].pdf        | Either a proposed order, proposed findings of fact/conclusions of law, or a clerk's entry of default is <b>required</b> . Cannot be more than one proposed order with the same case number and DCN combination per batch.                        |
|   | Proposed Findings of Fact/Conclusions of Law | [CaseNumber]-PFF-[DCN].pdf        | Either a proposed findings of fact/conclusions of law, a proposed order, or a clerk's entry of default is <b>required</b> . Cannot be more than one findings of fact/conclusions of law with the same case number and DCN combination per batch. |

| Batch Name                        | Document                                 | Filename Format                         | Other Information   |
|-----------------------------------|--|---|---|
| <b>Proposed Orders, Continued</b> | Clerk's Entry of Default                 | [CaseNumber]-CED-[DCN].pdf              | Either a clerk's entry of default, a proposed order, or proposed findings of fact/conclusions of law is <b>required</b> . Cannot be more than one clerk's entry of default with the same case number and DCN combination per batch. |
|                                   | Motion/Application                       | [CaseNumber]-MOT-[DCN].pdf              | <b>Optional</b> . Cannot be more than one with same case number and DCN combination per batch.  |
|                                   | Declaration                              | [CaseNumber]-DECL-[DCN]-[###].pdf       | <b>Optional</b> . More than one with same case number and DCN combination allowed per batch.  |
|                                   | Proof of Service                         | [CaseNumber]-POS-[DCN]-[###].pdf        |   |
|                                   | Supporting Document                      | [CaseNumber]-SUP-[DCN]-[###].pdf        |   |
| <b>Voluntary Petitions</b>        | Voluntary Petition – Chapter 7           | [DebtorZipCode]-VOLP7-[DebtorName].pdf  | At least one voluntary petition (any chapter) is <b>required</b> . Cannot be more than one with same debtor zip code and debtor name combination per batch.   |
|                                   | Voluntary Petition – Chapter 9           | [DebtorZipCode]-VOLP9-[DebtorName].pdf  |   |
|                                   | Voluntary Petition – Chapter 11          | [DebtorZipCode]-VOLP11-[DebtorName].pdf |   |
|                                   | Voluntary Petition – Chapter 12          | [DebtorZipCode]-VOLP12-[DebtorName].pdf |   |
|                                   | Voluntary Petition – Chapter 13          | [DebtorZipCode]-VOLP13-[DebtorName].pdf |   |
|                                   | Verification of Master Address List Form | [DebtorZipCode]-MTRX-[DebtorName].pdf   | <b>Optional</b> . Cannot be more than one with same debtor zip code and debtor name combination per batch.  |

| Batch Name                            | Document  | Filename Format                             | Other Information   |
|---------------------------------------|---|---|---|
| <b>Voluntary Petitions, Continued</b> | Master Address List (as text file)                      | [DebtorZipCode]-CMX-[DebtorName].txt        | <b>Optional.</b> Cannot be more than one with same debtor zip code and debtor name combination per batch. |
|                                       | Statement of Social Security Number(s)                  | [DebtorZipCode]-SSN-[DebtorName].pdf        |   |
|                                       | Application to Pay Filing Fee in Installments           | [DebtorZipCode]-INST-[DebtorName].pdf       |   |
|                                       | Application to Have the Chapter 7 Filing Fee Waived     | [DebtorZipCode]-IFP-[DebtorName].pdf        |   |
|                                       | Statement Regarding Ownership of Corporate Debtor/Party | [DebtorZipCode]-COS-[DebtorName].pdf        |   |
|                                       | Waiver of Exemptions                                    | [DebtorZipCode]-WEX-[DebtorName].pdf        |   |
|                                       | Debtor's Plan   | [DebtorZipCode]-PLN-[DebtorName].pdf        |   |
|                                       | Rights and Responsibilities of Chapter 13 Debtors       | [DebtorZipCode]-RRSP-[DebtorName].pdf       |   |
|                                       | Application for Order Shortening Time                   | [DebtorZipCode]-AOST-[DebtorName]-[DCN].pdf |   |
|                                       | Emergency Motion  | [DebtorZipCode]-MOT-[DebtorName]-[DCN].pdf  |   |

| Batch Name  | Document                                       | Filename Format                                   | Other Information   |
|---|--|---|---|
| <b>Voluntary Petitions, Continued</b>                     | Notice of Hearing                              | [DebtorZipCode]-NTCH-[DebtorName]-[DCN].pdf       | <b>Optional.</b> Cannot be more than one with same debtor zip code and debtor name combination per batch.   |
|   | Proposed Order Shortening Time                 | [DebtorZipCode]-POST-[DebtorName]-[DCN].pdf       |   |
|   | Proposed Order                                 | [DebtorZipCode]-PRO-[DebtorName]-[DCN].pdf        |   |
|   | Statistical Data (as pipe-delimited text file) | [DebtorZipCode]-STAT-[DebtorName].txt             |   |
|   | Declaration                                    | [DebtorZipCode]-DECL-[DebtorName]-[DCN]-[###].pdf | <b>Optional.</b> More than one with same debtor zip code and debtor name combination allowed per batch.   |
|   | Support Document                               | [DebtorZipCode]-SUP-[DebtorName]-[DCN]-[###].pdf  |   |
|   | Proof of Service                               | [DebtorZipCode]-POS-[DebtorName]-[DCN]-[###].pdf  |   |
|   | Other New Voluntary Case Document              | [DebtorZipCode]-NEWO-[DebtorName]-[###].pdf       |   |
| <b>Chapter 7 Petitions Batched for Trustee Assignment</b> | Voluntary Petition – Chapter 7                 | [DebtorZipCode]-VOLP7-[DebtorName].pdf            | <b>Required.</b> Cannot be more than one with same debtor zip code and debtor name combination per batch. Cannot be more than 5 voluntary petition – chapter 7 files per batch. |
|   | Verification of Master Address List Form       | [DebtorZipCode]-MTRX-[DebtorName].pdf             | <b>Optional.</b> Cannot be more than one with same debtor zip code and debtor name combination per batch.   |

| Batch Name  | Document  | Filename Format                             | Other Information   |
|---|---|---|---|
| <b>Chapter 7 Petitions Batched for Trustee Assignment</b> | Master Address List (as text file)  | [DebtorZipCode]-CMX-[DebtorName].txt        | <b>Optional.</b> Cannot be more than one with same debtor zip code and debtor name combination per batch.           |
|   | Statement of Social Security Number(s)  | [DebtorZipCode]-SSN-[DebtorName].pdf        |   |
|   | Application to Pay Filing Fee in Installments   | [DebtorZipCode]-INST-[DebtorName].pdf       |   |
|   | Application to Have the Chapter 7 Filing Fee Waived   | [DebtorZipCode]-IFP-[DebtorName].pdf        |   |
|   | Statement Regarding Ownership of Corporate Debtor/Party                                     | [DebtorZipCode]-COS-[DebtorName].pdf        |   |
|   | Waiver of Exemptions  | [DebtorZipCode]-WEX-[DebtorName].pdf        |   |
|   | Statistical Data (as pipe-delimited text file)  | [DebtorZipCode]-STAT-[DebtorName].txt       |   |
|   | Other New Voluntary Chapter 7 Case Document   | [DebtorZipCode]-NEWO-[DebtorName]-[###].pdf | <b>Optional.</b> More than one with same debtor zip code and debtor name combination allowed per batch.             |
| <b>New Adversary Proceedings</b>                          | Adversary Proceeding Cover Sheet  | [BkCaseNumber]-APCS-[PartyName].pdf         | <b>Required.</b> Cannot be more than one with the same bankruptcy case number and party name combination per batch. |
|   | Complaint or Notice of Removal  | [BkCaseNumber]-CMP-[PartyName].pdf          |   |
|   | Application by Trustee or Debtor-in-Possession to Defer Payment of Fee for Filing Complaint | [BkCaseNumber]-PODF-[PartyName].pdf         | <b>Optional.</b> Cannot be more than one with the same bankruptcy case number and party name combination per batch. |

| Batch Name                                  | Document  | Filename Format                                 | Other Information   |
|---|---|---|---|
| <b>New Adversary Proceedings, Continued</b> | Form B2810 (Appearance of Child Support Creditor or Representative) | [BkCaseNumber]-CSC-[PartyName].pdf              | <b>Optional.</b> Cannot be more than one with the same bankruptcy case number and party name combination per batch. |
|   | Application for Order Shortening Time                               | [BkCaseNumber]-AOST-[PartyName]-[DCN].pdf       |   |
|   | Motion  | [BkCaseNumber]-MOT-[PartyName]-[DCN].pdf        |   |
|   | Notice of Hearing   | [BkCaseNumber]-NTCH-[PartyName]-[DCN].pdf       |   |
|   | Statement Regarding Ownership of Corporate Debtor/Party             | [BkCaseNumber]-COS-[PartyName].pdf              |   |
|   | Proposed Order Shortening Time                                      | [BkCaseNumber]-POST-[PartyName].pdf             |   |
|   | Proposed Order  | [BkCaseNumber]-PRO-[PartyName].pdf              |   |
|   | Declaration   | [BkCaseNumber]-DECL-[PartyName]-[DCN]-[###].pdf | <b>Optional.</b> More than one with same bankruptcy case number, party name, and DCN combination allowed per batch. |
|   | Supporting Document   | [BkCaseNumber]-SUP-[PartyName]-[DCN]-[###].pdf  |   |
|   | Proof of Service  | [BkCaseNumber]-POS-[PartyName]-[DCN]-[###].pdf  |   |
| Other New Adversary Proceeding Document     | [BkCaseNumber]-NEWO-[PartyName]-[###].pdf                           |   |   |