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# Trustee Docketing

Motions - 12/13 Trustees



The CM EVENTS and INSTRUCTIONS

August 5, 2013

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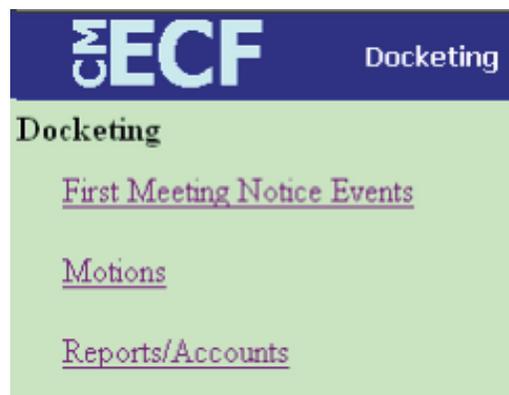
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## Chapter 13 Noticing

The events for the *Notice of Default and Application to Dismiss* and the *Final Report and Account* are very straightforward. You only need to have a PDF version of your document ready to upload to the court before you begin.

### Accessing the CM system:

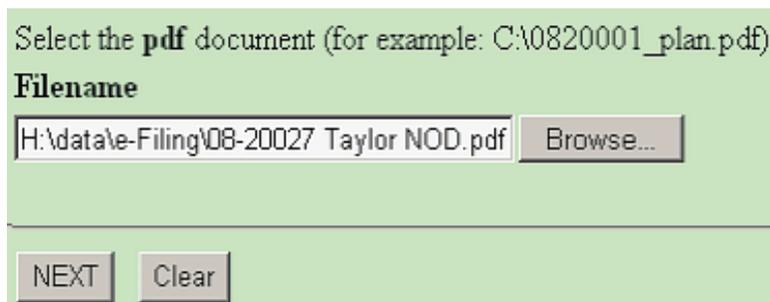
1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes (each person who will docket has a separate login). Leave the field for client code blank.
4. Click on the **Docketing** tab in the blue bar at the top of the screen. Next you will see the following menu, which offers three selections:



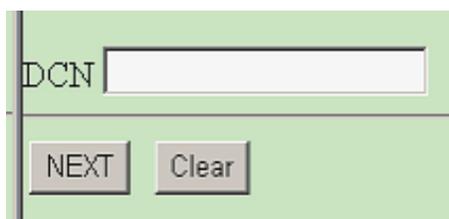
### Sending a Notice of Default and Motion/Application to Dismiss Case:

1. Select **Motions** from the menu above.
2. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
3. Click on **Dismiss Case (Notice of Default)** \*\* on the next screen and click NEXT.

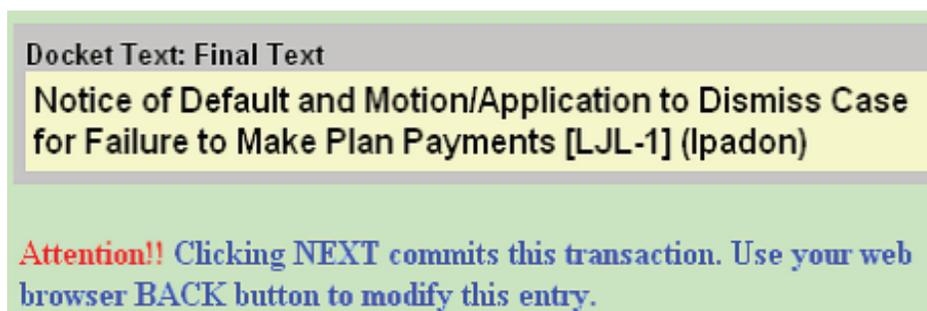
- At the next screen click on the Browse button and locate your PDF copy of the plan. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.



- The Docket Control Number screen displays next. Type the DCN you assigned to the Notice of Default (e.g. LJL-1) in the field provided.



- After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.

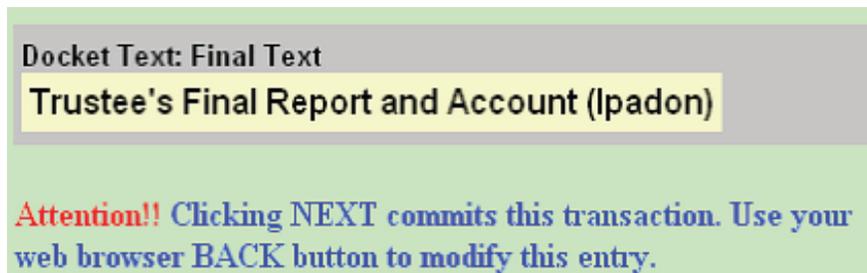


This is the “point of no return” screen. If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens to make corrections.

- After accepting this text, the screen titled *Notice of Electronic Filing* displays the docket text again. A document number will be assigned.

## Sending the Final Report and Account:

1. Select **Reports/Accounts** from the menu choices shown on page 1.
2. Enter the case number with the year in two-digit format (e.g., 08-20027) and click the NEXT button.
3. Click on **Final Report & Account** \*\* on the next screen and then click NEXT. [The other event on this screen for *Preliminary Final Report & Account* is used only by the Chapter 13 trustees in the Fresno Division.]
4. At the next screen click on the Browse button and locate your PDF copy of the Final Report and Account. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on that screen. The file name will drop into the Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.
5. After clicking on the NEXT button on an otherwise blank screen, you will see the final docket text screen.



6. After accepting this text, the *Notice of Electronic Filing* screen will display. A document number will be assigned.

**Error messages and translations:**

- **PLEASE VERIFY THE CASE NUMBER. THIS IS NOT A CHAPTER 13 CASE!!** If you accidentally enter a case number that is not for a Chapter 13 debtor, you will see this message and be prevented from proceeding any further with docketing to that case.
  
- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.

## Objection to Confirmation of Plan

Beginning August 5, 2013, you will have the ability and should begin docketing Objections to Confirmation of Plan. They require the attachment of a PDF document. Since this is a moving document, you will not be linking your Objection to Confirmation of Plan to another document. An example of when you would use this event? You want to file an Objection to the Confirmation of Plan and set it for hearing. This event was requested for use so an objection to the plan can be filed if necessary. **DO NOT** use this event to object to a previously filed Motion to Confirm Plan.

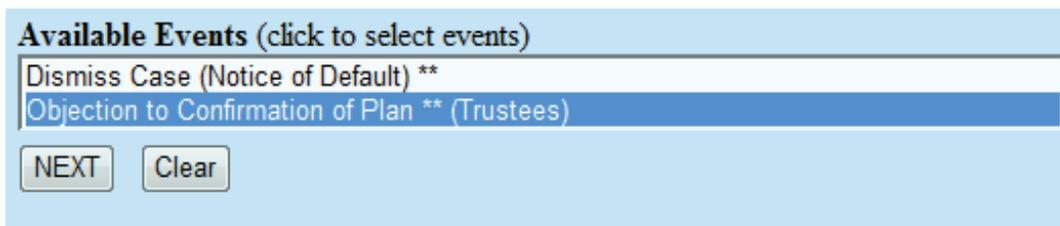
### Accessing the CM system:

1. At the Bankruptcy Court home page click on the PACER button.
2. Click on the hyperlink [Eastern District of California Official Case Records - PACER System](#) to login.
3. Use the login and password given to you by the court for docketing purposes (Each trustee will be assigned only one login, to be shared with staff, if any.) Leave the field for client code blank, but check box regarding understanding/complying with the redaction rules.

### Docketing Instructions:

In this instance, the Objection to Confirmation of Plan is a moving document, not an opposition to a previously filed Motion to Confirm Plan.

1. To docket an Objection to Confirmation of Plan, click on the Motions - 12/13 Trustees menu.
2. Enter the Case Number.
3. Click on Objection to Confirmation of Plan \*\* (Trustees) event.



**Available Events** (click to select events)

Dismiss Case (Notice of Default) \*\*

Objection to Confirmation of Plan \*\* (Trustees)

NEXT Clear

- This screen contains two user warnings. Please read carefully and if this is the event you need to use, click NEXT to continue docketing your Objection to Confirmation of Plan.

This event is to **ONLY** be used when your office is filing an Objection to Confirmation of Plan, a Notice of Hearing and other supporting documents!!

**DO NOT** use this event if you are opposing or objecting to a **PREVIOUSLY FILED** Motion to Confirm Plan. If you are trying to docket an opposition or objection to a previously filed motion, use the Opposition event located in Response/Support Docket Entries.

NEXT Clear

- Click the browse button and locate the PDF copy of your Objection to Confirmation of Plan. [HINT: You may view the PDF file by right-clicking on the file name and clicking Open.] To select the PDF file, highlight it and click Open on the screen. The file name will drop into Filename box. If you selected the wrong PDF, use the Back button on your browser to return to the previous screen and you will be able to select a different file to upload. Otherwise, click NEXT.

The screenshot shows a form with a 'Filename' label and a text input field containing the path 'C:\Users\sges\Desktop\Placeholder\Place'. To the right of the input field is a 'Browse...' button. Below the input field is the label 'Attachments to Document:' followed by two radio buttons: 'No' (which is selected) and 'Yes'. At the bottom of the form are two buttons: 'NEXT' and 'Clear'.

- The next screen prompts for the name of the party objecting to the plan. Enter the name of your trustee:

The screenshot shows a form with the text 'Who is objecting to the confirmation of plan? (Enter name of party)' followed by a text input field containing the name 'Russell Greer'. Below the input field are two buttons: 'NEXT' and 'Clear'.

7. Enter your DCN. Since this is YOUR motion, remember to create your DCN correctly!

Since this is **YOUR** motion, remember to enter your DCN!

DCN (i.e., ABC-1):

8. Since this is YOUR motion, remember to docket all supporting documents, including the Notice of Hearing!! The Notice of Hearing should be the next document docketed.

**REMEMBER:**

1. Docket the Notice of Hearing event next!! (It is located in the Motion Related Documents - Trustees menus.)
2. Then docket all other supporting documents, i.e., Declarations, Memorandums of Points and Authorities, Exhibits, Certificates of Service.

9. On an otherwise blank screen, click NEXT.
10. This is the “point of no return” screen.

Docket Text: Final Text

**Objection to Confirmation of Plan by Russell Greer [RG-1] (2sges)**

**Attention!!** Clicking NEXT commits this transaction. Use your web browser BACK button to modify this entry

If you find you have made an error, do NOT click on the NEXT button. Clicking on Docketing in the blue bar at the top will abort the event, or use the BACK button on your browser to return to previous screens. If the information is incorrect, you must use the Back button to return to the screen where the information was entered in the boxes and make the changes there. If you simply edit the docket text in this window, it will take effect for this screen only and the information on the Objection to Confirmation of Plan will be incorrect. If the docket text information is correct, click NEXT.

11. The last screen titled *Notice of Electronic Filing* displays the docket text again and the assigned document number.

Notice of Electronic Filing

The following transaction was received from 2sges entered on 8/29/2013 at 3:59 PM PDT and filed on 8/29/2013

**Case Name:** Charlie Brown and Lucy Brown

**Case Number:** [12-20044](#)

**Document Number:** [323](#)

**Docket Text:**

Objection to Confirmation of Plan by Russell Greer [RG-1] (2sges)

12. Remember to docket your Notice of Hearing next by going to Docketing → Motion Related Documents - Trustee → Notice of Hearing (Trustees). Then continue docketing any supporting documentation, i.e., Declarations, Exhibit(s), Memorandums of Points and Authorities and Certificates of Service.

## Error messages and translations:

In an effort to avoid having incorrect docket entries, many checkpoints have been built into these events. Error messages or warnings may display depending on what you are trying to docket. Here are some of them:

- **Warning: The transaction you submitted has already been accepted and posted by this system. If your original submission contained an error ...** [this is a long warning message and not all of it is included here.] This is a warning you will see any time you have finished docketing an event (by clicking NEXT at the final docket text screen) and then used your browser Back button to return to the final docket text and clicked NEXT again. This warning is common to all CM events and is meant to tell you that you cannot back up after the “point of no return” to fix something. There is nothing you need to do. Your original completed docket entry will be intact.
  
- **THIS IS NOT A CHAPTER 13 CASE, YOU CANNOT CONTINUE!** If you attempt to docket this Objection to Confirmation of Plan event in any chapter other than a Chapter 13 case, you will receive this message and you will not be able to complete the docketing of the event.
  
- **A Chapter 13 Plan has not been filed in this case!! YOU CANNOT CONTINUE!!** If a Chapter 13 Plan has not been filed and you attempt to docket this Objection to Confirmation of Plan event, you will receive this message and you will not be able to complete the docketing of the event.