

U.S. BANKRUPTCY COURT

Open House
October 2016



Topics of Discussion

- BK 101
- e-Filing Resources
- Document Preparation
- e-Filing Basics
- Calendar Hearings
- Proposed Orders
- Audio Files on PACER

BK 101

- Chapter 7 and 13 Timelines
- Section 1328 and 522(q) Certificates
- Death of a Debtor

Chapter 7 Timeline

Bankruptcy Petition Filed with the U.S. Bankruptcy Court

Trustee Appointed

Meeting of Creditors is scheduled.

341 Meeting is set between 21-40 days after filing petition.

Financial Management Certificate is due 60 days from the 1st Meeting of Creditors.

Trustee's Report is filed with the court.

Chapter 7 Trustee's Report of No Distribution (No asset case)

Trustee's Notice of Assets and 341 Meeting Concluded (Asset Case)
Notice to Creditors to File Proof of Claim generated.

Discharge

Automatic Discharge is generated between 60-90 days after 1st. Meeting of Creditors by the court.

Case Closed

Items that Hold Up a Chapter 7 Discharge

- No Financial Management Certificate.
- Unpaid Filing Fees.
- Pending Reaffirmation Agreement.
- Pending 727 Complaints.
- Pending Motions to:
 1. Dismiss
 2. Convert
 3. Delay Discharge
 4. Extend Time to Object to Discharge.

Chapter 13 Timeline

Bankruptcy Petition Filed with the U.S. Bankruptcy Court

Trustee Appointed

Ch. 13 Plan is filed with the court.

Debtor must start making plan payments to Trustee within 30 days of filing petition.



Meeting of Creditors is scheduled - 341 Meeting is scheduled between 20 & 50 days after petition is filed.



Court Confirms Plan - Plan must be confirmed within 45 days after their 341 meeting.



Plan Completed - Trustee files "Notice to Debtor of Completion Plan Payments and of Obligation to File Documents."

Chapter 13 Timeline, Continued

Trustee's Final Report & Account and Notice of Filing of Final Report & Account is filed by Trustee. After 34 days, an Order Approving Final Report & Account is filed.



Order Approving Final Report and Account is filed and a 2 day deadline is set for review case to send notice of intent to enter discharge.



Notice of Intent to Enter Chapter 13 Discharge is generated and 18 day deadline is set for review for entry discharge.



Discharge - Case Manager will review case and enters a discharge.



Case Closed.

Items that Hold up Chapter 13 Discharge

- No Financial Management Certificate.
- No Debtor's 11 U.S.C. 1328 Certificate.
- Pending 727 Complaints.
- Pending Motions to:
 1. Dismiss
 2. Convert
 3. Delay Discharge
 4. Extend Time to Object to Discharge.

11 U.S.C. 1328 Certificate, (EDC 3-190)

- Requirement for all Chapter 13 debtors.
- Each question must be answered and form must be signed to be considered complete.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA

IN RE _____)
Debtor(s).)

CASE NO. _____
CHAPTER 13

DEBTOR'S 11 U.S.C. § 1328 CERTIFICATE
(Instructions: Each Debtor must complete this Certificate in order to receive a discharge. All sections of the Certificate must be completed. The completed Certificate must be filed with the Clerk of Court and served on the Trustee no later than 30 days after the date of form EDC 3-190, Notice to Debtor of Completed Plan Payments and of Obligation to File Documents. In joint cases, each spouse must complete and file a separate Certificate. Therefore, joint debtors may wish to photocopy this form before completing it.)

I declare under penalty of perjury that the information provided in this Certificate is true and correct.

A. DOMESTIC SUPPORT OBLIGATIONS
(check the appropriate box)

☐ 1. During the time this bankruptcy case has been pending, I have not been required to pay a domestic support obligation (such as child support, maintenance or alimony) by any order of a court or administrative agency or by any statute.

☐ 2. During the time this bankruptcy case has been pending, I have paid all domestic support obligations (such as child support, maintenance or alimony) as required under any order of a court or administrative agency or under any statute.

☐ 3. During the time this bankruptcy case has been pending, I have not paid all domestic support obligations, such as child support, maintenance or alimony, as required by an order of a court or administrative agency or by statute.

If you were obligated to pay a domestic support obligation, please complete the information below. If not, skip to B. Prior Chapter 7, 11, or 12 Bankruptcy Discharge.

Name and address of each holder of a domestic support obligation:

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____

My Current Address is: _____
Address: _____

My Current Employer is: _____
Name: _____
Address: _____

B. PRIOR CHAPTER 7, 11, OR 12 BANKRUPTCY DISCHARGE
(check the appropriate box)

☐ 1. I have NOT received a discharge in a Chapter 7, 11 or 12 bankruptcy case filed within four (4) years prior to filing this case.

☐ 2. I have received a discharge in a Chapter 7, 11 or 12 bankruptcy case filed within four (4) years prior to filing this case.

C. PRIOR CHAPTER 13 BANKRUPTCY DISCHARGE
(check the appropriate box)

☐ 1. I have NOT received a discharge in another Chapter 13 bankruptcy case filed within two (2) years prior to filing this case.

☐ 2. I have received a discharge in another Chapter 13 bankruptcy case filed within two (2) years prior to filing this case.

D. 11 U.S.C. § 522(q) EXEMPTIONS
(check the appropriate box)

☐ 1. I have NOT claimed exemptions in real property, personal property, or a cooperative used as a residence or claimed as a homestead, or in a burial plot, that exceed the amount stated in 11 U.S.C. § 522(q)(1). See 11 U.S.C. § 522(p)(1)(A), (B), (C), & (D).

☐ 2. I have claimed exemptions in real property, personal property, or a cooperative used as a residence or claimed as a homestead, or in a burial plot, that exceed the amount stated in 11 U.S.C. § 522(q)(1), but I owe no debts of the type described in 11 U.S.C. § 522(q).

☐ 3. I have claimed exemptions in real property, personal property, or a cooperative used as a residence or claimed as a homestead, or in a burial plot, that exceed the amount stated in 11 U.S.C. § 522(q)(1), even though I owe debts of the type described in 11 U.S.C. § 522(q). If this box is checked, I have filed with this Certificate form EDC 3-191, Certificate of Chapter 13 Debtor Regarding 11 U.S.C. § 522(q) Exemptions.

By signing this Certificate, I acknowledge that all of the statements contained herein are true and accurate and that the Court may rely on the truth of each of these statements in determining whether to grant me a discharge in this case. The Court may revoke my discharge if my statements are not accurate.

Date: _____ Signed: _____
Debtor

Printed Name: _____

- If applicable, requirement for some Chapter 13 debtors.
- Each question must be answered and signed to be considered complete.

Yes No
☐ ☐ 5. I owe a debt (or there is pending against me a proceeding in which I may be found liable for a debt) due to a civil remedy under section 1964 of Title 18.

Yes No
☐ ☐ 6. I owe a debt (or there is pending against me a proceeding in which I may be found liable for a debt) due to a criminal act, intentional tort, or willful or reckless misconduct that caused serious physical injury or death to another individual in the preceding 5 years.

Yes No
☐ ☐ 7. Although I answered YES to one or more of questions 2 through 6, I am entitled to the exemptions I have claimed and I should receive a discharge because the exemptions are reasonably necessary to support me (and my dependent(s), if any).

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____ Signed: _____ Debtor

Printed Name: _____

Procedure Upon Death of Debtor

- Notify court in writing (See Local Rule 1016-1, Procedure Upon the Death of a Debtor).
- File a Notice of Death.
- Attach a REDACTED copy of Death Certificate.
- Financial Management Certificate and 1328 Certificate are still required.
- Motion to Waive Financial Management or 1328 Certificate must be filed with the court.

LOCAL RULE 1016-1 Procedure Upon the Death or Incapacity of a Debtor During the Pendency of a Bankruptcy Case.	
(a)	<p><i>Notice of Death.</i> In a bankruptcy case which has not been closed, a Notice of Death of the debtor [Fed. R. Civ. P. 25(a), Fed. R. Bankr. P. 7025] shall be filed within sixty (60) days of the death of a debtor by the counsel for the deceased debtor or the person who intends to be appointed as the representative for or successor to a deceased debtor. The Notice of Death shall be served on the trustee, U.S. Trustee, and all other parties in interest. A copy of the death certificate (redacted as appropriate) shall be filed as an exhibit to the Notice of Death.</p> <p>The Notice of Death may be combined with the single motion permitted by paragraph (b) of this Rule. If so combined, the title to the motion and notice of motion shall be: “NOTICE OF DEATH AND MOTION FOR [state relief requested].” The death certificate (redacted as appropriate) shall be filed as an exhibit to such motion.</p>
(b)	<p><i>Single Motion For Omnibus Relief Upon Death of Debtor.</i> When the debtor has died or has become incompetent prior to a closing of a bankruptcy case, the provisions of Federal Rule of Civil Procedure 18(a) [Fed. R. Bankr. P. 7018, 9014(c)] apply to the following claims for relief which may be requested in a single motion:</p> <ol style="list-style-type: none"> (1) Substitution as the representative for or successor to the deceased or legally incompetent debtor in the bankruptcy case [Fed. R. Civ. P. 25(a), (b); Fed. R. Bankr. P. 1004.1 & 7025]; (2) Continued administration of a case under chapter 11, 12, or 13 [Fed. R. Bankr. P. 1016]; (3) Waiver of post-petition education requirement for entry of discharge [11 U.S.C. §§ 727(a)(11), 1328(g)]; and (4) Waiver of the certification requirements for entry of discharge in a Chapter 13 case, to the extent that the representative for or successor to the deceased or incompetent debtor can demonstrate an inability to provide such certifications [11 U.S.C. § 1328]

QUESTIONS



Online and Live Resources



Website Overview



United States Bankruptcy Court
Eastern District of California

[Search](#) [Jobs](#) [Contact](#) [RSS](#)

[Home](#)

Electronic Filing

[e-Filing](#)
[Electronic Claims](#)

Case Information

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[McVCIS](#)

Links

[District Court](#)
[US Trustee Program](#)
[Additional Links](#)

Locations

[Sacramento](#)
[Modesto](#)
[Fresno](#)
[Bakersfield](#)
[District Map](#)
[Court Holidays](#)

Clerk of Court

Wayne Blackwelder
501 I Street, Suite 3-200
Sacramento, California 95814
(916) 930-4400

Today is: Wednesday, August 31, 2016



The Bankruptcy Court will be closed Monday, September 5, 2016, in observance of Labor Day.

Court Information

- **What's New** updated on: (7/25/2016)
- [Local Rules & General Orders](#)
- [Filing and Fee Information](#)
- [Case Filing Statistics and Reports](#)
- [Unclaimed Funds](#)

Information For Creditors

- [Creditors Home Page](#)
- [To File a Proof of Claim](#)

Information For Debtors

- [Debtor Home Page](#)
- [Considering Bankruptcy?](#)
- [Create a Master Address List Online](#)
- [Debtor Electronic Bankruptcy Notification](#)

Information For Attorneys

- [Attorney Home Page](#)
- [Attorney Advisory Committee](#)
- [Judicial Opinions](#)

Sacramento Bankruptcy Help Desk - For Debtors and Creditors without Attorneys

Volunteer attorneys are available to answer your questions about bankruptcy every Friday morning in the U.S. Courthouse in Sacramento on a first-come, first-serve basis. The Bankruptcy Help Desk is located on the 3rd Floor in Room 3-210. The hours of operation are on Fridays from 9:00 a.m.—12:00 p.m.

Proposed Amendments Published for Public Comment (Rule 3015 and 3015.1) regarding a National Chapter 13 Plan

Bankruptcy Forms

[Forms and Publications](#)
[Forms Package](#)
[Form Bundles](#)
[General Orders](#)

Calendar/Transcripts

[Court Calendar](#)
[Pre-Hearing Dispositions](#)
[341 Meeting Calendar](#)
[Self-Set Calendars and Procedures](#)
[Telephone Appearances](#)
[Hearing Transcripts](#)

Judge Information

[Chief Judge Sargis](#)
[Judge Klein](#)
[Judge McManus](#)
[Judge Bardwil](#)
[Judge Clement](#)
[Judge Jaime](#)
[Judge Lastreto](#)
[Judge Russell](#)
[Judge Lee](#)
[Judge Brandt](#)

Court Information

- **What's New** updated on: (7/25/2016)
- Local Rules & General Orders
- Filing and Fee Information
- Case Filing Statistics and Reports
- Unclaimed Funds

Local Rules

Current as of January 8, 2016

- Complete Local Rules of the United States Bankruptcy Court (EFFECTIVE January 8, 2016)
- Redline Version of Local Rules to Reflect January 8, 2016 Amendments
- Local Rules Committee

Past Local Rules

- Local Rules of the United States Bankruptcy Court (EFFECTIVE December 1, 2015)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE MAY 1, 2015)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE MAY 1, 2012)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE January 29, 2010)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE December 1, 2009)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE March 10, 2009)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE March 6, 2008)
- Local Rules of the United States Bankruptcy Court (EFFECTIVE January 15, 2008)

What's New

Date	
7/25/2016	July 2016 Newsletter
6/10/2016	Delegation of Authority to the Clerk of the Bankruptcy Court and his Deputies
3/25/2016	<p>On April 1, 2016, automatic adjustments will be made to the dollar amounts stated in various provisions of the Bankruptcy Code and United States Code. The adjustments will apply to cases filed on or after April 1, 2016, and will affect, among other things, eligibility of a debtor to file under certain chapters, exemptions claimed by debtors, and the calculation of the means test and plan duration in various chapters. As a result of these adjustments, the following forms will change:</p> <ul style="list-style-type: none">■ Official Form 106C, The Property You Claim as Exempt■ Official Form 107, Your Statement of Financial Affairs for Individuals Filing for Bankruptcy■ Official Form 122A-2, Chapter 7 Means Calculation■ Official Form 122C-2, Chapter 13 Calculation of Your Disposable Monthly Income■ Official Form 201, Voluntary Petition for Non-Individuals■ Official Form 207, Statement of Your Financial Affairs■ Official Form 410, Proof of Claim■ Director's Form 2000, Required Lists, Schedules, Statements, and fees■ EDC Form 3-191, Certificate of Chapter 13 Debtor Regarding 11 U.S.C. §522(q) Exemptions■ Instructions for Individual Debtors■ Instructions for Non-Individual Debtors <p>The above referenced forms will be available under Forms and Publications on our website as of April 1, 2016.</p>
3/24/2016	March 2016 Newsletter
3/9/2016	Starting with the May calendar in Bakersfield, in Department B, all motions in chapter 13 cases will be heard at 9:00 a.m., except motions in adversary proceedings.
2/11/2016	Moving parties may now set Department B matters in either Fresno or Bakersfield on the respective self-set dates and times without the necessity of obtaining a court order. This changes the former procedure. The court may exercise discretion to reschedule matters if it appears there

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Page size: 10

121 items in 13 pages



Information For Attorneys

- Attorney Home Page
- Attorney Advisory Committee
- Judicial Opinions



Attorney Home Page

- Revised Guidelines for the Preparation of Documents
- BDRP (Bankruptcy Dispute Resolution Program)
- Post-Judgment Interest Rates
- Case Filing Statistics Reports
- Guidelines for Providing Services to Persons with Communication Disabilities
- Document and File Retrieval
- Archive Request Form
- The National Archives
- Creditor Meeting Locations
- Recommended Titles for Commonly Filed Pleadings
- Vendor Information/TIN Certification
- Redaction Procedures

Admission To Practice

- Eastern District of California

Creditor Meeting Locations

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

§ 341(a) MEETING LOCATIONS BY COUNTY OF DEBTOR'S RESIDENCE OR PRINCIPAL PLACE OF BUSINESS October 15, 2012

County of Debtor's Residence or Principal Place of Business	§ 341(a) Meeting Location
Alpine Amador Colusa El Dorado Mono Nevada Placer Plumas Sacramento Sierra Solano Sutter Yolo Yuba	<u>Meeting Room 7-A</u> Robert T Matsui United States Courthouse 501 I Street, 7 th Floor, Room 7-A Sacramento, California <u>or</u> <u>Meeting Room 7-B</u> Robert T Matsui United States Courthouse 501 I Street, 7 th Floor, Room 7-A Sacramento, California <u>or</u> <u>Office of the U.S. Trustee</u> Robert T Matsui United States Courthouse 501 I Street, 7 th Floor, Room 7-500 Sacramento, California
Butte Glenn Lassen Modoc Shasta Siskiyou Tehama Trinity	<u>U.S. District Court – Redding</u> U.S. District Court 2986 Bechelli Lane, 2 nd Floor, Room 200 Redding, California
Fresno Kings Madera Mariposa Merced Tulare	<u>Fresno Meeting Room 1450</u> Robert E. Coyle United States Courthouse 2500 Tulare Street, 1 st Floor, Room 1450 Fresno, California <u>or</u> <u>Fresno Meeting Room 1452</u> Robert E. Coyle United States Courthouse 2500 Tulare Street, 1 st Floor, Room 1452 Fresno, California
Kern Inyo	<u>Bakersfield Meeting Room</u> 1300 18 th Street Bakersfield, California
Calaveras San Joquin Stanislaus Tuolumne	<u>United States Trustees Meeting Room</u> 1200 I Street Suite 2, 1 st Floor Modesto, California

Master Address List

ECF Query Reports Utilities Logout

Mailing Matrix by Case

Case number: x

☒ **All** Select ALL participants for case (excluding judge)
OR
 Select any combination of the following:

Parties **Creditors**

3rd Party Plaintiff
 3rd Pty Defendant

Creditor Committee Members
 Creditors who have filed claims

☐ **Judge**
☐ **US Trustee**
☐ **Trustee**

☐ **Attorneys**
☐ **Debtor's attorney(s)**

3 column v

When printing labels:
 1. Use Avery 5160 3x10 labels; and
 2. Within the Print dialogue box, set Page Scaling to "Reduce to Printer Margins".
 If additional adjustment is needed;
 1. Open the Print dialogue box;
 2. Click the Properties button;
 3. Select the Effects tab; and
 4. Set the "% of Normal Size" to 101%.

Print format

Next Clear

Label Matrix for local noticing
 0972-2
 Case 15-27405
 Eastern District of California
 Sacramento
 Mon Sep 26 13:37:05 PDT 2016

Altera
 1767 Tribute Rd Ste D-1
 Sacramento CA 95815-4409

Armine Singh
 101 N Brand Blvd PH 1920
 Glendale CA 91203-2696

ADT Security Services
 3190 S Vaughn Eay
 Aurora CO 80014-3537

American Express Bank, FSB
 c o Becket and Lee LLP
 POB 3001
 Malvern, PA 19355-0701

Assessment Management Services
 15241 Laguna Canyon Road
 Irvine CA 92618-3146

Alameda County Soc Srvs Agency
 P O Box 12881
 Oakland CA 94604-2881

Amex
 Po Box 297871
 Fort Lauderdale FL 33329-7871

Blackwell Recovery
 4150 N Drink Water Blvd Ste 200
 Scottsdale AZ 85251-3643

Master Address List, Continued

ECF Query Reports **Utilities** Logout

Utilities

[Your Account](#)
[Your PACER Account...](#)
[Clear Default PACER Login](#)

[Miscellaneous](#)
[Mailings...](#)

[R3.2 Menu Items](#)
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ECF Query Reports **Utilities**

Mailings

[List of Creditors](#)
[Master Mailing List / Mailing Labels By Case](#)

ECF Query Reports **Utilities** Logout

Mailing Matrix by Case

Case number

☒ **All** Select ALL participants for case (excluding judge)
OR
 Select any combination of the following:

Parties **Creditors**

3rd Party Plaintiff
 3rd Pty Defendant

☐ **Judge**
☐ **US Trustee**
☐ **Trustee**

Creditor Committee Members
 Creditors who have filed claims

☐ **Attorneys**
☐ **Debtor's attorney(s)**

3 column

Print format

When printing labels:
 1. Use Avery 5160 3x10 labels; and
 2. Within the Print dialogue box, set Page Scaling to "Fit"
 If additional adjustment is needed;
 1. Open the Print dialogue box;
 2. Click the Properties button;
 3. Select the Effects tab; and
 4. Set the "% of Normal Size" to 101%.

Next Clear

Label Matrix for local noticing 0970-2 Case 15-27495 Eastern District of California Sacramento Mon Sep 26 13:37:05 PDT 2016	ADT Security Services 3190 S Vaughn Way Aurora CO 80014-3537	Alameda County Soc Svcs Agency P O Box 12881 Oakland CA 94604-2881
Altera 1767 Tribute Rd Ste D-1 Sacramento CA 95815-4409	American Express Bank, PSB c/o Decker and Lee LLP POB 3001 Malvern, PA 19355-0701	Amex Po Box 297871 Fort Lauderdale FL 33329-7871
Armine Singh 101 W Grand Blvd PB 1920 Glendale CA 91203-2696	Assessment Management Services 15241 Laguna Canyon Road Irvine CA 92618-3146	Blackwell Recovery 4150 W Drink Water Blvd Ste 200 Scottsdale AZ 85251-3643

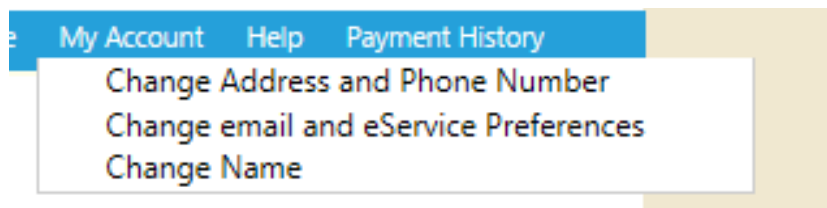
Electronic Service

LOCAL RULE 7005-1 Service by Electronic Means

- (a) Consent to Service by Electronic Means. A registered user of the Court's electronic filing system may consent to receive service by electronic means pursuant to Fed. R. Civ. P. 5(b)(2)(E), as made applicable to bankruptcy cases and proceedings by Fed. R. Bankr. P. 7005, by so indicating on his/her online Electronic Filing System Registration Form and User Agreement. This option may be changed by the registered user at any time thereafter by updating their e-Filing user information via the Court's website.
- (b) Opting Out of Service by Electronic Means. A registered user of the Court's electronic filing system may opt out of receiving service by electronic means by so indicating on his/her online Electronic Filing System Registration Form and User Agreement. This option may be changed by the registered user at any time thereafter by updating their e-Filing user information via the Court's web site.
- (c) Roster of Those Consenting to Service by Electronic Means. The Clerk shall maintain a roster containing the names and email addresses of registered users who have consented to service by electronic means. The roster shall only be accessible by registered users of the Court's electronic filing system and shall be password-protected to prevent access by unauthorized persons or entities.

Electronic Service, Continued

- How do I update my account?
 - Log onto the court's e-Filing System
 - Select Account – Change email & eService Preferences



- How to change eService preferences

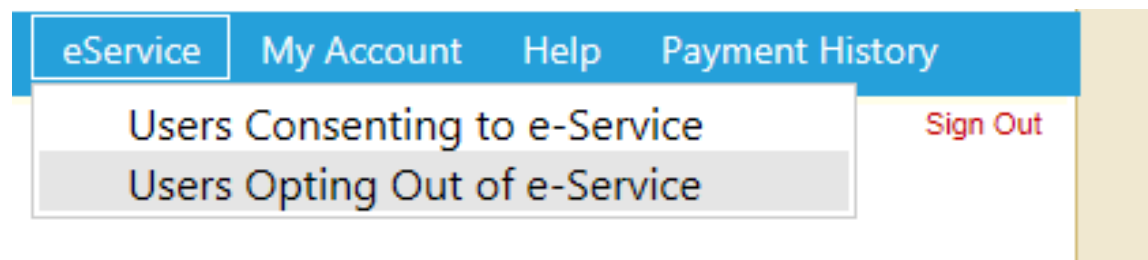
Change email and eService Preferences for Court Notices of Electronic Filing

Primary Email	eService Email	CC Email Address	Email Address	
✓	✓		██████████@caeb.uscourts.gov	Edit or Remove
		✓	██████████@caeb.uscourts.gov	Edit or Remove

Create a New email Address

Electronic Service, Continued

- How do I access the Roster?
 - Log onto the court's e-Filing System
 - Select eService tab



A screenshot of the e-Filing System navigation bar. The bar is blue with white text. It contains four tabs: "eService", "My Account", "Help", and "Payment History". The "eService" tab is selected and highlighted with a blue border. Below the "eService" tab, there is a dropdown menu with two options: "Users Consenting to e-Service" and "Users Opting Out of e-Service". To the right of the dropdown menu, there is a red "Sign Out" link.

- Enter in search criteria



A screenshot of the Search Criteria form. The form has a blue header with the text "Please enter your Search Criteria". Below the header, there are four input fields: "Last Name Starts With", "First Name Starts With", "email Starts With", and "Last Name Starts With". Each input field is a light yellow box with a blue border. To the right of the input fields, there is a green "Search" button.

Electronic Service, Continued

- Method of Service


- (1) Upon Those Parties Consenting to Service by Electronic Means. Service by electronic means pursuant to Fed. R. Civ. P. 5(b)(2)(E) shall be accomplished by transmitting an email which includes as a PDF attachment the document(s) served. The subject line of the email shall include the words “Service Pursuant to Fed. R. Civ. P. 5,” and the first text line of the email shall include the case or proceeding name and number and the title(s) of the document(s) served.
- (2) Upon All Other Parties. Service on parties who are not registered users of the Court’s electronic filing system or who are registered users but have opted out as provided for in Subpart (b) above must be made in the conventional manner as provided for in Fed. R. Civ. P. 5(b)(2).
- (3) Certificate of Service. The certificate of service shall include all parties served, whether by electronic or conventional means. Where service was accomplished by electronic means, the certificate of service shall include the email addresses to which the document(s) were transmitted, and the party, if any, whom the recipient represents.

Searching PACER

Control F feature:

When viewing a docket, use the ctrl F feature to find key words and view documents. For example:

- Run docket
- Search the word "Motion" it will show that you have 15 matches.
- The key word will be highlighted in yellow.



U.S. Bankruptcy Court
Eastern District of California (Fresno)
Bankruptcy Petition #: 95-55557

Assigned to: Judge Unknown
Chapter 7
Voluntary
Asset

Debtor
Sample Debtor Corp.
P.O. Box 000
Sacramento, CA 95814
SACRAMENTO-CA

ECF	Query	Reports	Utilities	Logout
05/30/2014	(1 pg)	Test Document Filed by Debtor Sample Debtor Corp. (maaf) (Entered: 05/30/2014)		
06/03/2014		Forms Package Fee Paid (\$3.00, Receipt Number: 2404 by 13) (auto) (Entered: 06/03/2014)		
06/09/2014		Forms Package Fee Paid (\$3.00, Receipt Number: 2475 by 13) (auto) (Entered: 06/09/2014)		
06/10/2014		Forms Package Fee Paid (\$3.00, Receipt Number: 2503 by 45) (auto) (Entered: 06/10/2014)		
06/13/2014	17 (1 pg)	Motion for Relief from Automatic Stay [MIW-1] Filed by Creditor Test Creditor (Fee Paid \$176) (maaf) (Entered: 06/13/2014)		
06/13/2014	18 (1 pg)	Notice of Hearing Re: 17 Motion for Relief from Automatic Stay [MIW-1] (maaf) (Entered: 06/13/2014)		
06/13/2014	19 (1 pg)	Declaration of Test Case in support of 17 Motion for Relief from Automatic Stay [MIW-1] (maaf) (Entered: 06/13/2014)		
06/13/2014	20 (1 pg)	Exhibit(s) in support of 17 Motion for Relief from Automatic Stay [MIW-1] (maaf) (Entered: 06/13/2014)		
06/13/2014	21 (1 pg)	Certificate/Proof of Service of 17 Motion for Relief from Automatic Stay [MIW-1], 18 Notice of Hearing, 19 Declaration, 20 Exhibit(s) (maaf) (Entered: 06/13/2014)		

Searching PACER, Continued

Docket Activity Report:

ECF Query Reports

Reports

- [Cases](#)
- [Claims Register](#)
- [Docket Report](#)
- [Calendar Events](#)
- [Claims Activity](#)
- [Docket Activity](#)
- [Master Mailing List / Mailing Labels by Case](#)
- [Written Opinions](#)

ECF Query Reports Utilities Logout

Docket Activity Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Case number

Office

Case type

Category

☒ Open cases ☐ Closed cases ☐ Summary Text ☒ Full Docket Text

Entered to

Sort by Case Number

Run Report Clear

ECF

Query

Reports

Utilities

Logout

Docket Text for above notice: Discharge of Debtor as Transmitted to BNC for Service (lbf)

11-13642

66

Entered: 09/26/2016
10:43:12
Filed: 09/26/2016

Category: notice
Event: Discharge of Debtor - 7, 12, 13

Judge: Clement
Trustee: Meyer

Subm. by: D. Chavez
Group: crt

Office: 1
Chapter: 13

Type: bk
Assets: Yes

Docket Text for above notice: Discharge of Debtor as Transmitted to BNC for Service (dchf)

11-14473

77

Entered: 09/26/2016
12:40:06
Filed: 09/26/2016

Category: motion
Event: Vacate/Reconsider/Set Aside - Including Amended Motion

Judge: Lastreto
Trustee: Meyer

Subm. by: D.
Patching
Group: crt

Office: 1
Chapter: 13

Type: bk
Assets: Yes

Docket Text for above motion: Motion/Application to Reconsider [DRJ-2] Filed by Debtor (dpas)

77

Entered: 09/26/2016
12:42:03
Filed: 09/26/2016

Category: motion
Event: Objection to Claim - Including Amended Motion

Judge: Lastreto
Trustee: Meyer

Subm. by: D.
Patching
Group: crt

Docket Text for above motion: Objection to Claim of Claim Number 3 [DRJ-2] Filed by (dpas)

78

Entered: 09/26/2016
12:43:41
Filed: 09/26/2016

Category: related
Event: Notice of Hearing

Judge: Lastreto
Trustee: Meyer

Subm. by: D.
Patching
Group: crt

Docket Text for above related: Notice of Hearing Re: 77 Motion/Application to Reconsider [DRJ-2], 77 Objection to Claim of Claim Number 3 [DRJ-2] to be held on 11/10/2016 at 01:30 PM at Fresno Courtroom 13, Department B. (dpas)

79

Entered: 09/26/2016
12:47:06
Filed: 09/26/2016

Category: related
Event: Declaration

Judge: Lastreto
Trustee: Meyer

Subm. by: D.
Patching
Group: crt

Docket Text for above related: Declaration of David R. Jenkins in support of 77 Motion/Application to Reconsider [DRJ-2], 77 Objection to Claim of Claim Number 3 [DRJ-2] (dmas)

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- [How to Batch in the eCalWebFiling Website](#) 9:45
- [How to e-File in the eCalWebFiling Website \(Complete to Fulfill Training Requirements\)](#) 12:00
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- [Reaffirmation Agreement](#) 2:42

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- [Receiving Too Many Emails From the Court?](#) 1:00
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- [Trustee Documents Batch Upload Instructions](#)
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Electronic Claims

Electronic Filing

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Electronic Claims

Interactive Proofs of Claim with PDF attachments for all chapters can be filed via the Court's web-based Online Claim Filing System. Claims filed using this link are uploaded quickly and do not require a password. Use of this program is free. Proofs of Claim filed by a debtor or trustee on behalf of a creditor are to be eFiled through the eCalWebFiling website.

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Online Computer-based Training

- [How to File an Electronic Proof of Claim – Creditors](#) 5:54
- [How to Withdraw a Proof of Claim](#) 1:45


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- [Electronic Proof of Claim Filing Information](#)

Procedural Information

- [Frequently Asked Questions](#)

Information For Debtors

- Debtor Home Page 
- Considering Bankruptcy?
- Create a Master Address List Online
- Debtor Electronic Bankruptcy

Debtor Home Page

- | | |
|---|--|
| ■ Considering Bankruptcy? | ■ Credit Counseling and Debtor Education Information |
| ■ FAQ | ■ Information Re: Credit Counseling and Debtor Education |
| ■ Bankruptcy Basics | ■ Approved Credit Counseling Agencies |
| ■ Bankruptcy Videos | ■ Approved Debtor Education Providers |
| ■ Filing Without An Attorney | ■ Creditor Meeting Locations / Proof of ID |
| ■ Filing and Fee Information | ■ Lawyer Referral Services |
| ■ Where To File | ■ Archive Request Form |
| ■ Roster of Governmental Agencies | ■ The National Archives |
| ■ Vendor Information/TIN Certification | ■ Redaction Procedures |
| ■ Debtor Electronic Bankruptcy Notification | ■ Create a Master Address List Online |
| ■ Debtor Electronic Bankruptcy Notification Enrollment Form | |

(Sacramento Only)

Bankruptcy Help Desk - For Debtors and Creditors without Attorneys

Volunteer attorneys are available to answer your questions about bankruptcy every Friday morning in the U.S. Courthouse on a first-come, first-serve basis.

The Bankruptcy Help Desk is located on the 3rd Floor in Room 3-210

The hours of operation are on Fridays from 9:00 a.m.—12:00 p.m.

No appointments are necessary, assistance is given on a first come first serve basis.

- [Attorney Pro Se Schedule](#)

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To contact us, please call the appropriate divisional office:

Sacramento - 916-930-4400

Modesto - 209-521-5160

Fresno - 559-499-5800

Office hours are 9:00 a.m. to 4:00 p.m., Monday-Friday (excluding holidays).

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Sacramento Office

501 I Street, Suite 3-200
Sacramento, California 95814

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QUESTIONS



Document Preparation



Document Preparation

Local Rules

United States Bankruptcy Court
Eastern District of California



Local Rules of Practice
Effective January 8, 2016

Form EDC 2-901 Revised Guidelines for the Preparation of Documents

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

REVISED GUIDELINES FOR THE PREPARATION OF DOCUMENTS (Revised August 12, 2015)

These Guidelines supplement the general requirements of form set forth in Local Bankruptcy Rule 9004-1(a) and incorporated into said Local Rule. All petitions, pleadings, motions, briefs, and other documents filed electronically or in paper form in the Bankruptcy Courts of this District shall comply with the following document guidelines, in addition to the Bankruptcy Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and the Local Bankruptcy Rules for this District.

SECTION I. GENERAL DOCUMENT FORMATTING REQUIREMENTS

- A. Paper Size.** Electronic and Paper Documents shall be formatted for white, letter size paper (8½ inch by 11 inch, on 20 lb., unglazed opaque, or similar weight and style, paper stock if not electronically filed) with black colored ink or font.
- B. Numbered Lines.** Each page shall have consecutively numbered lines, double spaced, in the left margin.
- C. Legible Text.** All petitions, pleadings, motions, briefs and other papers submitted for filing shall be typewritten, printed, computer generated, or prepared by some other clearly legible process, with printing on only one side of each page. Unless prior approval of the Court is granted, interlineations SHALL NOT be allowed.
- D. Font Requirements.** Font for documents filed with the court (excluding copies of exhibits) shall not be less than 12 point type and not more than 14 point type, set for no more than an average of 10 characters per inch. Ariel, Courier, Times, Times New Roman, and Helvetica, or their equivalent, shall be used in the preparation of pleadings.
- E. Font Appearance.** Citations may be italicized or underlined.
- F. Title of Proceeding.** The title of the case or proceeding, the bankruptcy case, adversary proceeding, and/or miscellaneous proceeding number(s), and the Docket Control Number, if any, shall be included in the caption.

SECTION II. FORMATTING DOCUMENTS

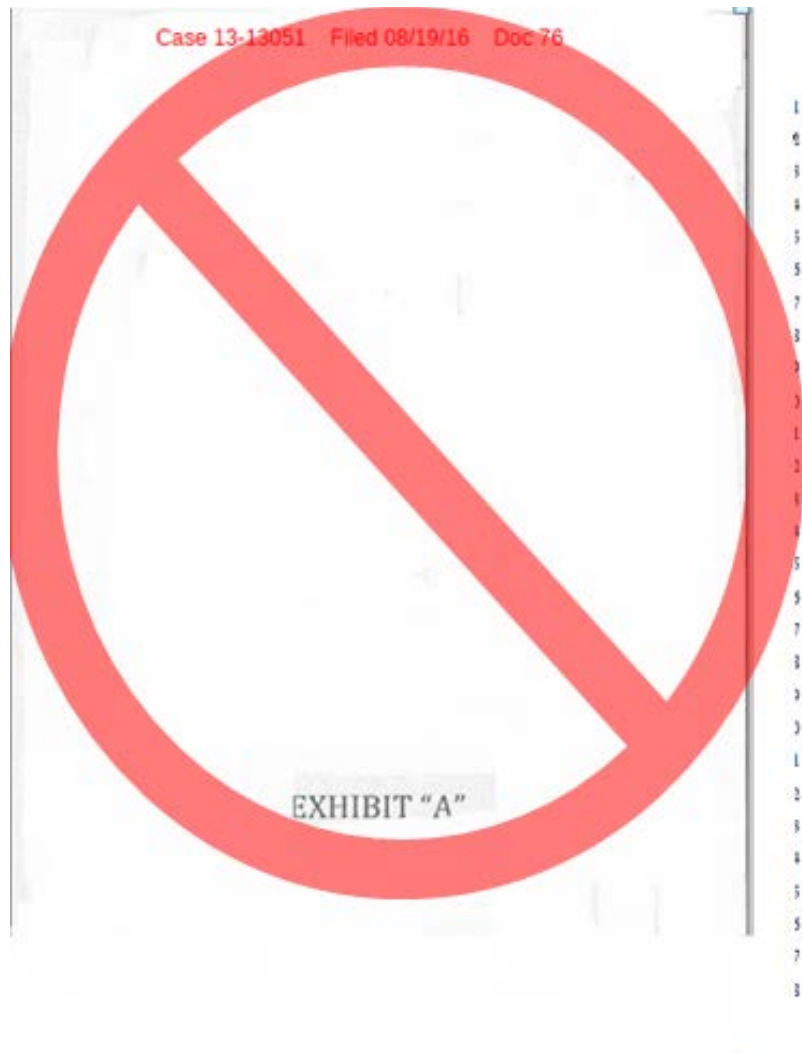
- A. Double-Spaced Text.** With the exception of exhibits which are provided in their existing form and formatting, identification of counsel, title of action, category headings, footnotes, quotations, and descriptions of real property, the text lines for documents filed with the court shall be double spaced.
- B. Margins.** All documents and forms shall have a margin not less than one-half inch on all four sides of each page.

Document Preparation, Continued



- Page Caption
- Docket Control Number
- Filing of Separate Documents
- Titles of Documents
- Petition and Additional Documents

Exhibit Caption



1 FIRM NAME
 2 Test Attorney, Esq. SBN 000000
 3 PO Box 1234
 4 Anytown, CA 99999
 5 Tel: (916) 555-1111; Fax: (916) 555-2222
 6 testattorney@firmname.com
 7
 8 Attorneys for Movant,
 9 CREDITOR.
 10
 11 UNITED STATES BANKRUPTCY COURT
 12 EASTERN DISTRICT OF CALIFORNIA – SACRAMENTO DIVISION
 13
 14 In re:) Case No.: 16-99999
 15) Chapter: 7
 16 SAMPLE DEBTOR,
 17 aka Sample A. Debtor)
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 19 Debtor(s).) DC No. ABC-1
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 21 CREDITOR,)
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 23 Movant,) EXHIBITS IN SUPPORT OF
 24 vs.) MOTION FOR RELIEF FROM
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Docket Control Numbers (DCN's)

Required per Local Rule 9014-1(c)(1)

A DCN is a code that is used to group documents together.

- Example: EJO-1, EJO-2, etc.
- Online video resource

Should be included in caption of all documents associated to original filing.

- Supporting documents, responsive documents, orders, etc.

Allows Judge and court staff to easily review pleadings that are related to each other.

Secondary Docket

Motion and Supporting Documents with DCNs

8/24/2016		Motion for Relief from Automatic Stay [JHW-1] Filed by Creditor TD Auto Finance LLC (Fee Paid \$176) (eFilingID: 5868901) (jflf)	JHW-1
8/24/2016		Notice of Hearing Re: 10 Motion for Relief from Automatic Stay [JHW-1] to be held on 9/28/2016 at 09:30 AM at Fresno Courtroom 13, Department B. (jflf)	JHW-1
8/24/2016		Declaration of [REDACTED] in support of 10 Motion for Relief from Automatic Stay [JHW-1] (jflf)	JHW-1
8/24/2016		Memorandum of Points and Authorities in support of 10 Motion for Relief from Automatic Stay [JHW-1] (jflf)	JHW-1
8/24/2016		Exhibit(s) to 10 Motion for Relief from Automatic Stay [JHW-1] (jflf)	JHW-1
8/24/2016	Relief from Stay Information Sheet	Movant's Information Sheet (Section 362) Re: 10 Motion for Relief from Automatic Stay [JHW-1] (jflf)	JHW-1
8/24/2016		Certificate/Proof of Service of 10 Motion for Relief from Automatic Stay [JHW-1], 11 Notice of Hearing, 12 Declaration, 14 Exhibit(s), 15 Movant's Information Sheet (Section 362) (jflf)	JHW-1
8/24/2016	Oppositions/Res	Response/Reply Filed by Debtor to 10 Motion for Relief from Automatic Stay [JHW-1] (jflf)	JHW-1

Motion Preparation

- Separate Notice of Hearing
- Separate supporting documents
- Limit of one DCN on document
- Multipart motions
- Recommended Titles

Recommended Titles for Pleadings

- Motion for Compensation by *(name of filer)* as *(capacity)*
- Motion to Employ *(name)* as *(type, i.e., attorney or accountant)*
- Motion to Employ *(name)* as *(type, i.e., auctioneer or broker)* and Motion to Sell *[if applicable]*
- Motion to Employ *(name)* as *(type, i.e., auctioneer, broker or accountant)* and Requests for Approval of Flat Fee/Commission/Compensation *[If Applicable]*
- Motion to Sell *(Personal or Real)* Property
- Motion to Sell Property of the Estate Free and Clear of Liens Under 11 U.S.C. sec. 363(f)
- Motion for Authority to Use Cash Collateral
- Motion to Avoid Lien of *(creditor name)*
- Motion to Compromise Controversy between Trustee and *(creditor name)*
- Motion to Dismiss Case
- Motion to Value Collateral of *(creditor name)*
- Amended Plan
- Objection to Claim of *(creditor name)*, Claim #
- Objection to Confirmation of Plan
- Objection to Confirmation of Plan and To Dismiss Case *[if applicable]*

What gets filed in the same PDF?

Petitions : most documents in PDF with Voluntary Petition

Petition Filing Document Preparation

The following are the separate documents needed to e-file a new bankruptcy proceeding in the Eastern District of California.

Chapter 7:

- Voluntary Petition (PDF)
- Verification and Master Address List (PDF)
- Statement of Social Security Number (PDF)
- Master Address List only (TXT)
- Statistical Information file (TXT)
- Application to Waive Filing Fee, *if applicable* (PDF)
- Application for Payment of Court Filing Fee in Installments, *if applicable* (PDF)

Chapter 13:

- Voluntary Petition (PDF)
- Verification and Master Address List (PDF)
- Statement of Social Security Number (PDF)
- Master Address List only (TXT)
- Statistical Information file (TXT)
- Rights and Responsibilities (PDF)
- Chapter 13 Plan (PDF)
- Application for Payment of Court Filing Fee in Installments, *if applicable* (PDF)

Unless it is listed, any other documents required at the time of filing should be included in the PDF of the Voluntary Petition (ie: schedules, MEANS test, Disclosure of Compensation, etc.). The first page of the Voluntary Petition should always be on the top in this PDF.

What gets filed in the same PDF?

Amended Petition Documents: similar to original filing

e-Filed Amended Schedules

Amendments may only be e-Filed using the Single File Upload Feature. Select:

- **Filing Type:** Miscellaneous Documents (Other)
- **Document Type:** Amendments
- **Document Sub-Type:** Will vary based upon what you are filing. See chart below.

If you are filing:	You need to submit:
Amended schedule D or E/ F to <u>add</u> creditors	<p>The 3 files below + \$30.00 fee</p> <ul style="list-style-type: none"> • PDF containing Amendment Cover Sheet, Summary, Statistical Summary and amended schedule(s). Select Document Sub-type <i>Creditors Added – Amended Schedule D, E or F</i>. • PDF containing only an Amendment Cover Sheet with the Creditor Matrix checked. Select Document Sub-type <i>Amendment Cover Sheet for Master Address List</i>. • Text file containing <u>only</u> the newly added creditors. Select Document Sub-type <i>Amended Master Address List (as text file)</i>.
Amended Schedule D or E/F to modify creditors (change amount owed, classification of debt, add/change attorney for a creditor, or delete creditors)	<p>1 PDF file; \$30.00 fee <u>may</u> be assessed (see chart on next page for information)</p> <ul style="list-style-type: none"> • PDF containing Amendment Cover Sheet, Summary, Statistical Summary and amended schedule(s). Select Document Sub-type <i>Creditors Modified – Schedules D, E or F</i>.
Amended Master Address List (without amended schedules – no change necessary on schedules)	<p>The 2 files listed below + \$30.00 fee</p> <ul style="list-style-type: none"> • PDF containing only an Amendment Cover Sheet with the Creditor Matrix checked. Select Document Sub-type <i>Amendment Cover Sheet for Master Address List</i>. • Text file containing <u>only</u> the newly added creditors. Select Document Sub-type <i>Amended Master Address List (as text file)</i>.

Miscellaneous Court Forms: Grouped by document for joint debtors (i.e., § 1328 and 522, Credit Counseling, and Personal Financial Management forms)

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

IN RE)	CASE NO.	
)		
)	CHAPTER 13	
)		
Debtor(s).)		

DEBTOR'S 11 U.S.C. § 1328 CERTIFICATE

INSTRUCTIONS TO DEBTOR COMPLETING CERTIFICATE

[Instructions: Each Debtor must complete this Certificate in order to receive a discharge. All sections of the Certificate must be completed. The completed Certificate must be filed with the Clerk of Court and served on the Trustee no later than 30 days after the date of form EDC 5-200, Notice to Debtor of Completed Plan Payments and of Obligation to File Documents. In joint cases, each spouse must complete and file a separate Certificate. Therefore, joint debtors may wish to photocopy this form before completing it.]

I declare under penalty of perjury that the information provided in this Certificate is true and correct.

A. DOMESTIC SUPPORT OBLIGATIONS
[check the appropriate box]

☐ 1. During the time this bankruptcy case has been pending, I have not been required to pay a domestic support obligation (such as child support, maintenance or alimony) by any order of a court or administrative agency or by any statute.

☐ 2. During the time this bankruptcy case has been pending, I have paid all domestic support obligations (such as child support, maintenance or alimony) as required under any order of a court or administrative agency or under any statute.

☐ 3. During the time this bankruptcy case has been pending, I have not paid all domestic support obligations, such as child support, maintenance or alimony, as required by an order of a court or administrative agency or by statute.

If you were obligated to pay a domestic support obligation, please complete the information below. If not, skip to B. Prior Chapter 7, 11, or 12 Bankruptcy Discharge.

Name and address of each holder of a domestic support obligation:	
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
My Current Address is:	My Current Employer is:
Address: _____	Name: _____
_____	Address: _____
_____	_____
_____	_____

Fill in this information to identify the case:

Debtor 1

First Name Middle Name Last Name

Debtor 2

(Spouse, if filing) First Name Middle Name Last Name

United States Bankruptcy Court for the: District of

Case number (if known)

Official Form 423

Certification About a Financial Management Course

12/15

If you are an individual, you must take an approved course about personal financial management if:

- you filed for bankruptcy under chapter 7 or 13, or
- you filed for bankruptcy under chapter 11 and § 1141 (d)(3) applies.

In a joint case, each debtor must take the course. 11 U.S.C. §§ 727(a)(11) and 1328(g).

After you finish the course, the provider will give you a certificate. The provider may notify the court that you have completed the course. If the provider does not notify the court, you need not file this form. If the provider does not notify the court, then Debtor 1 and Debtor 2 must each file this form with the certificate number before your debts will be discharged.

- If you filed under chapter 7 and you need to file this form, file it within 60 days after the first date set for the meeting of creditors under § 341 of the Bankruptcy Code.
- If you filed under chapter 11 or 13 and you need to file this form, file it before you make the last payment that your plan requires or before you file a motion for a discharge under § 1141(d)(5)(B) or § 1328(b) of the Bankruptcy Code. Fed. R. Bankr. P. 1007(c).

In some cases, the court can waive the requirement to take the financial management course. To have the requirement waived, you must file a motion with the court and obtain a court order.

Part 1: Tell the Court About the Required Course

You must check one:

- ☒ I completed an approved course in personal financial management:

Date I took the course

Name of approved provider

Certificate number

☐ I am not required to complete a course in personal financial management because the court has granted my motion for a waiver of the requirement based on (check one):

☐ **Incapacity.** I have a mental illness or a mental deficiency that makes me incapable of realizing or making rational decisions about finances.

☐ **Disability.** My physical disability causes me to be unable to complete a course in personal financial management in person, by phone, or through the internet, even after I reasonably tried to do so.

☐ **Active duty.** I am currently on active military duty in a military combat zone.

☐ **Residence.** I live in a district in which the United States trustee (or bankruptcy administrator) has determined that the approved instructional courses cannot adequately meet my needs.

Part 2: Sign Here

I certify that the information I have provided is true and correct.

Signature of debtor named on certificate

Printed name of debtor

Date MM / DD / YYYY

Documents That Should Not be e-Filed

DOCUMENTS EXCEPTED FROM ELECTRONIC FILING

Revised July 14, 2006

Unless specifically authorized by the Court, the following documents shall be filed conventionally in paper form, and not electronically:

Requests to file documents under seal¹

Documents filed under seal²

Documents filed by unrepresented persons³

Trial exhibits⁴

Alternate direct testimony⁵

Exhibits to alternate direct testimony

QUESTIONS



e-Filing Basics

In our court:

- eCalWebFiling is unique to our court. It is created, and maintained, by us.
- Most documents uploaded through eCalWebFiling
- Docketing done by Case Managers using CM/ECF

In other courts:

- Documents filed through CM/ECF
- Filers docket their own pleadings
- Case Managers QC and correct e-filer entries
- Case Managers docket orders, Pro Se documents and court generated pleadings

Benefits of e-Filing



- Reduces Errors
- Cleaner Dockets
- Easy to Use

CM/ECF vs. eCalWebFiling

Where do I file my documents?

Welcome to the U.S. Bankruptcy Court for the Eastern District of California

Instructions for filing documents:

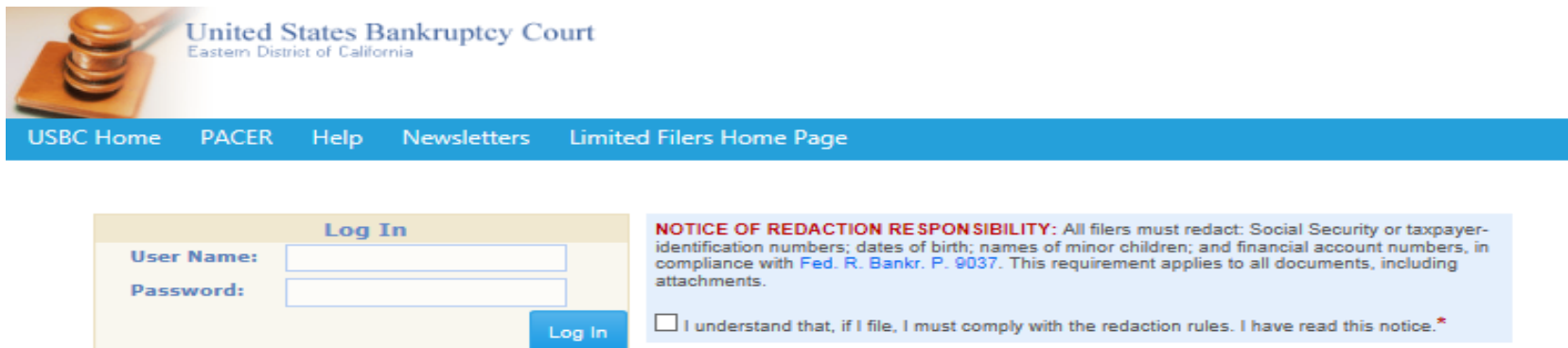
CM/ECF	Enter your CM/ECF filer login and password if you are electronically filing any of the following: <ul style="list-style-type: none"> • A proof of Claim on behalf of a Creditor. • Filing a Non-Opposition.
eCalWebFiling	To electronically file other types of documents, you may access our eCalWebfiling website at https://efiling.caeb.uscourts.gov .

- CM/ECF

- Attorneys can file claims or virtual non-opposition
- Creditors can file claims
- Trustee documents
- Limited filer documents

CM/ECF vs. eCalWebFiling

Where do I file my documents?



The screenshot shows the login interface for the United States Bankruptcy Court Eastern District of California. At the top left is a logo featuring a wooden gavel. To its right, the text reads "United States Bankruptcy Court" and "Eastern District of California". Below this is a blue navigation bar with links: "USBC Home", "PACER", "Help", "Newsletters", and "Limited Filers Home Page". The main content area has a light yellow background. On the left, there is a "Log In" section with two input fields labeled "User Name:" and "Password:", and a blue "Log In" button. To the right of the login fields is a blue box containing a "NOTICE OF REDACTION RESPONSIBILITY" in red text, stating that filers must redact certain information in compliance with Fed. R. Bankr. P. 9037. Below the notice is a checkbox and the text: "I understand that, if I file, I must comply with the redaction rules. I have read this notice.*"

eCalWebFiling

- New Bankruptcy Case
- New Adversary Proceedings
- Motions, Responses, objections and all other supporting documents
- Proposed Orders

Single File Upload vs. Batch Upload

Multiple documents in **one** case
Examples: Motion, Notice of
Hearing, Declaration, Proof of
Service

Revised October 1, 2016

FILING TYPE	DOCUMENT TYPE	DOCUMENT SUBTYPE	
Miscellaneous Documents (Other)	Request for Special Notice	-None-	
	Amendments	Creditors Added – Amended Schedule D, E, or F	
		Creditors Modified – Amended Schedule D, E, or F	
		Amended Schedules OTHER THAN D, E, or F	
		Amendment Cover Sheet for Master Address List	
		Amended Statement of Social Security Number(s)	
		Other Amended Document	
		Appeals	Appellate Docketing Fee Due Upon Granting of Motion for Leave to Appeal
			Authorization of Direct Appeal from Bankruptcy Court to Court of Appeals
	Authorization of Direct Cross Appeal from Bankruptcy Court to Court of Appeals		
	Motion for Leave to Appeal		
	Notice of Appeal		
	Notice of Cross Appeal		
	Other Appeal Related Document		

Filing Types

Single File Upload vs. Batch Upload

Electronic Filing Batch Quick Reference
Effective December 5, 2013
(charges are shown in red text)

Batch Name	Document	Filename Format	Dependencies/Constraints
Claims <small>EXCEPT FOR PROOFS OF CLAIM FILED BY A DEBTOR OR TRUSTEE ON BEHALF OF A CREDITOR, CMCECF MUST BE USED TO ELECTRONICALLY FILE ALL PROOFS OF CLAIM BEGINNING DECEMBER 1, 2011.</small>	Proof of Claim Filed By Debtor or Trustee on Behalf of Creditor	[CaseNumber] - CLM - [###].pdf	Optional. More than one with same case number allowed per batch.
	Transfer/Assignment of Claim	[CaseNumber] - TOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Withdrawal of Claim	[CaseNumber] - WOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Request for Notice	[CaseNumber] - RFN - [###].pdf	Optional. More than one with same case number allowed per batch.
	Reaffirmation Agreement	[CaseNumber] - REAF - [###].pdf	Optional. More than one with same case number allowed per batch.
	Claim Related Document	[CaseNumber] - CLD - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] - POS - [###].pdf	Optional. More than one with same case number allowed per batch.
Motions/Objections and Supporting Documents	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, MTCAP, MSP10, MTTAMC, MFR, MWAP, or OIC in the filename is required. 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	
	Motion to Convert Case from Chapter 7, 11 or 13 to Chapter 12	[CaseNumber] - TO12 - [DCN].pdf	
	Motion to Convert Case from Chapter 11 to Chapter 7	[CaseNumber] - 11TO7 - [DCN].pdf	

Batch Upload

Submitting multiple sets of documents in one or more cases

Examples: Motion to Confirm Plan, Motion to Value Collateral

Specific file naming required

Submission of ZIP file required


Document Types and Subtypes

- Filing types broken into document types
- Some are further broken into subtypes
- Correct selection important
 - Communication piece to court
 - Ease of processing
 - Fee assessment and payment
 - Selecting incorrect filing type may assign (or not assign) case number.
- Online resource available to help with type/subtype selection.
- Contact the Help Desk **prior** to submitting the documents if you are unsure.

Filing Type

Filing Type: **Motions/Responses/Objections/Orders**
Case Name: Test Debtor One
Case Number: 2016-10040
DCN Number: MIW-1

Specify Filing Type

Document Type: 

Browse For And Select PDF File

File:

List of Files to be Uploaded

Document Type	File Name	
Motion to Terminate, Annul, Modify or Condition Automatic Stay	Motion for Relief.pdf	<input data-bbox="1506 778 1651 821" type="button" value="Remove"/>
Notice of Court Hearing	Notice of Hearing.PDF	<input data-bbox="1506 842 1651 885" type="button" value="Remove"/>
Declaration	Declaration.pdf	<input data-bbox="1506 906 1651 949" type="button" value="Remove"/>
Supporting Document	Memo Pts Auth.pdf	<input data-bbox="1506 971 1651 1013" type="button" value="Remove"/>
Supporting Document	Exhibits.pdf	<input data-bbox="1506 1035 1651 1078" type="button" value="Remove"/>
Proof of Service	Proof of Service.pdf	<input data-bbox="1506 1099 1651 1142" type="button" value="Remove"/>

NOTE: Before you click to continue, continue selecting additional Document Types until all related documents have been selected and each item is displayed on the List of Files to be Uploaded. For example, when filing a voluntary petition, the other documents related to that petition (such as the master address list as a text file, verification of master address list form, statement of social security number etc) should be placed on the list and submitted with the petition.

Filing Type

Filing Type: **Motions/Responses/Objections/Orders**
Case Name: Test Debtor One
Case Number: 2016-10040
DCN Number: MIW-1

Specify Filing Type

Document Type: Other Motion/Initiating Document

Specify Document Sub-Type

Document Sub-Type: Other Initiating Document

Browse For And Select PDF File

File: Browse...

List of Files to be Uploaded

Document Type	File Name	
Other Initiating Document	Motion for Relief (2).pdf	Remove
Other Initiating Document	Notice of Hearing.PDF	Remove
Other Initiating Document	Declaration.pdf	Remove
Other Initiating Document	Memo Pts Auth.pdf	Remove
Other Initiating Document	Exhibits.pdf	Remove
Other Initiating Document	Proof of Service.pdf	Remove

Typical e-Filing Questions



- Login Issues
 - Wrong system
 - No direct filing through preparation software
- How do I know if my document was filed?
 - Submission Verification
 - E-filing History
 - Submission Confirmation e-mail
 - Notice of Electronic Filing with free look e-mail
- What is my new case number?
 - Submission Verification
 - E-filing History
 - Submission Confirmation e-mail
 - Notice of Electronic Filing with free look e-mail

QUESTIONS

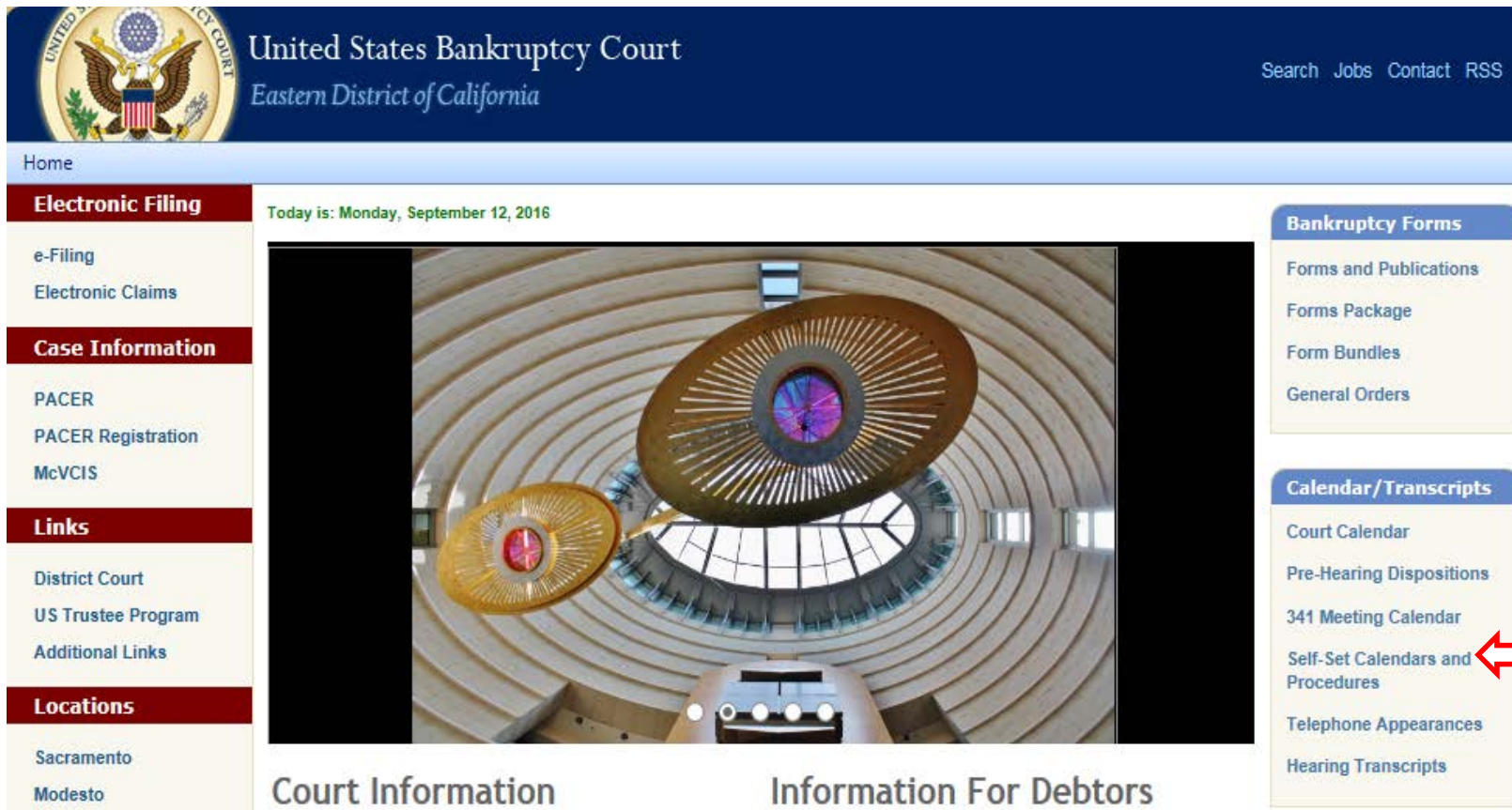


Calendar Hearings



Self-Set Calendar and Procedures

- Self-Set Calendar for each judge is posted on the Court's website (www.caeb.uscourts.gov).



United States Bankruptcy Court
Eastern District of California

Search Jobs Contact RSS

Home

Electronic Filing

- e-Filing
- Electronic Claims

Case Information

- PACER
- PACER Registration
- McVCIS

Links

- District Court
- US Trustee Program
- Additional Links

Locations

- Sacramento
- Modesto

Today is: Monday, September 12, 2016

Bankruptcy Forms

- Forms and Publications
- Forms Package
- Form Bundles
- General Orders

Calendar/Transcripts

- Court Calendar
- Pre-Hearing Dispositions
- 341 Meeting Calendar
- Self-Set Calendars and Procedures
- Telephone Appearances
- Hearing Transcripts

Court Information

Information For Debtors

Click

Self-Set Calendar and Procedures

Today is: Monday, September 12, 2016

Self-Set Calendars, Procedures and Available Dates

Sacramento and Modesto Division
September - November (Revised 9/7/16) 
Fresno Division - Departments A, B and C
September - October (Departments A and B) Judge Clement and Judge Lastreto
(Department C) Judge Lee
November - December (Departments A & B) Judge Clement and Judge Lastreto

Procedural Information

- Notice to Attorneys and Trustees concerning use of Opportunity for Hearing procedure
- Calendaring of Orders to Show Cause (OSC) Matters Heard in Bakersfield
- Courtroom Locations and Nomenclature

DEPARTMENT A - Judge Michael S. McManus
Sacramento Division, 501 I Street, 7th Floor, Courtroom 28, Sacramento, CA

"Self-Set" Calendar for Chapter 7 Law and Motion

All motions shall be set at **10:00 a.m.** in the Sacramento Division at 501 I Street, seventh floor, courtroom 28, Sacramento, California on any of the following dates.

September 12, 26 October 11, 24 November 7, 21

"Self-Set" Calendar for Chapters 9, 11, and 12 and Adversary proceedings (All Chapters), Law and Motion

All motions, including requests to confirm plans and approve disclosure statements shall be set at **10:00 a.m.** in the Sacramento Division at 501 I Street, seventh floor, courtroom 28, Sacramento, California on any of the following dates.

September 6, 19 October 3, 17, 31 November 14, 28

"Self-Set" Calendar for Chapter 13 Matters

All matters in Chapter 13 cases, except dismissal motions by the trustee, may be set on the following dates and times:

These hearings may be set at **1:30 p.m.** in the Sacramento Division at 501 I Street, seventh floor, courtroom 28, Sacramento California.

September 6, 12, 19, 26 October 3, 11, 17, 24, 31 November 7, 14, 21, 28

Dismissal motions by the Trustee ONLY may be set for hearing on the following dates and times: These hearings must be set at **2:00 p.m.** in the Sacramento Division at 501 I Street, seventh floor, courtroom 28, Sacramento, California.

September 12 October 17 November 14

Calendar Tips

Pursuant to Local Rule 9014-1(d)(3)

- Must file a separate Notice of Hearing for every motion.
- If a Notice of Hearing is missing, the Calendar Clerk will generate a calendar memorandum. You **only** need to submit the Notice of Hearing.
- If the Notice of Hearing has the incorrect hearing date, time, department and/or DCN, the Calendar Clerk will generate a calendar memorandum. You **only** need to file the Amended Notice of Hearing.

QUESTIONS



Orders



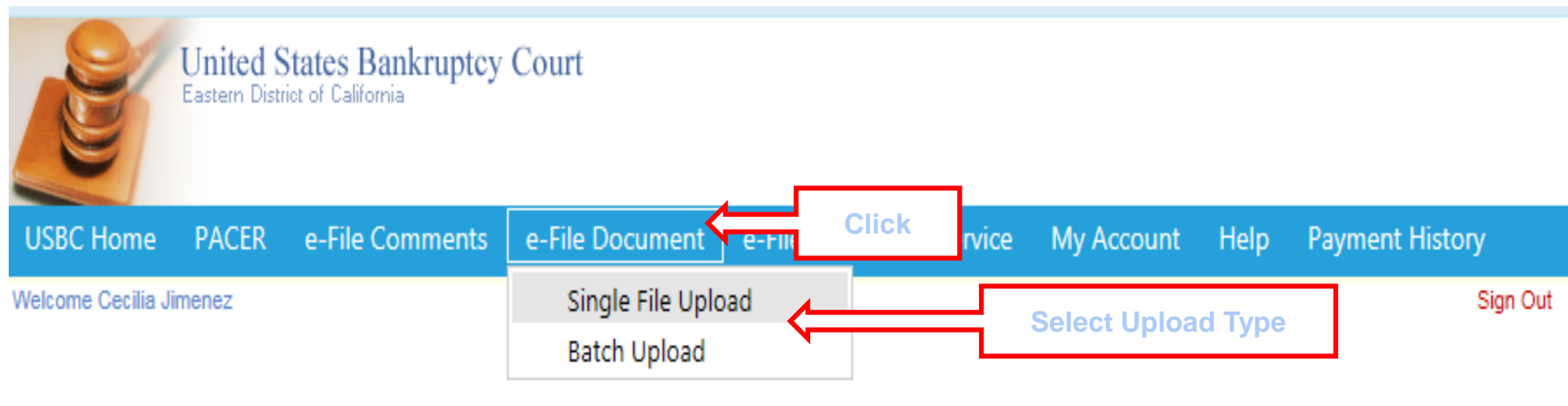
How to Submit Proposed Orders

Propose Orders are submitted electronically using the **eCalWebFiling** website.

Click – “e-File Document”

Select Upload Type :

- “Single File Upload” or “Batch Upload”



How to Submit Proposed Orders, Continued

Select Filing Type either:

- *Miscellaneous Documents* **OR**
- *Motions/Responses/Objections/Orders*

If applicable, include DCN.

United States Bankruptcy Court
Eastern District of California

USBC Home PACER e-File Comments e-File Document e-File History eService My Account Help Payment History

Welcome Cecilia Jimenez

Single File Upload

Specify Filing Type

Filing Type: Motions/Responses/Objections/Orders ▼

Select Drop down –
"Motions/Responses/Objections/Orders"

Specify Case Information

Case Number: 2013-90001 (format: YYYY-NNNNN)

Adversary Number: (format: YYYY-0NNNN)

DCN Number: (format: DDD-NNN)

Next

Enter Case Number

Click "Next"

How to Submit Proposed Orders, Continued

Select Document Type:

- *For Judge's or Deputy Clerk's Signature*

Single File Upload

 For help with a step, [click here for users guide](#).

Filing Type	
Filing Type:	Motions/Responses/Objections/Orders
Case Name:	[REDACTED]
Case Number:	2013-90001

Specify Filing Type	
Document Type:	For Judge's or Deputy Clerk's Signature

Specify Document Sub-Type	
Document Sub-Type:	<input type="text"/>

Select Drop down – "For Judge's or Deputy Clerk's Signature"

[Back to Step 1](#)

[Recommended Titles for Commonly Filed Pleadings](#)

How to Submit Proposed Orders, Continued

Select Subtype:

- *Other Proposed Order (common).*

Resource and Guide to Select Type of Electronic Filing:
“Single File Upload Filing Types, Document Types, and Document Subtypes.”

United States Bankruptcy Court
Eastern District of California

USBC Home PACER e-File Comments e-File Document e-File History eService My Account Help Payment History

Welcome Cecilia Jimenez [Sign Out](#)

Single File Upload

For help with a step, [click here for users guide.](#)

Filing Type

Filing Type: **Motions/Responses/Objections/Orders**

Case Name: [REDACTED]

Case Number: 2013-90001

Specify Filing Type

Document Type: **For Judge's or Deputy Clerk's Signature**

Specify Document Sub-Type

Document Sub-Type:

- Clerk's Entry of Default
- Other Proposed Order
- Proposed Findings of Fact/Conclusions of Law
- Proposed Order Concerning Pro Hac Vice Admission
- Proposed Order Continuing Hearing
- Proposed Order Shortening Time

[Back to Step 1](#) [Recommended Titles for Commonly Filed Pleadings](#)

How to Confirm Order was Submitted

- eCalWebFiling provides history of your e-filings.

Click – “e-File History”

e-File History


Print History For John Roberts

Please enter your Search Criteria

Start Date: End Date:

Case Number:

Search



Case #	Adversary #	Case Name	DCN #	Doc Type/Sub-Type	Status	Confirm
2014-26912				Other Miscellaneous Document	DOCKETED	
2016-23787				Other Trustee Document	PROCESSING	
2016-23787				Declaration	PROCESSING	
2016-23787				Declaration	PROCESSING	
2016-23787				Proof of Service	PROCESSING	
2016-23787				Other Proposed Order	PROPOSED_ORDER	
2015-27160				Other Trustee Document	DOCKETED	
2015-28324				Other Trustee Document	DOCKETED	
2016-20153				Other Trustee Document	DOCKETED	
2015-28876				Other Trustee Document	DOCKETED	

Notice of Electronic Filing (NEF)

- When order is docketed, you will receive email notification to obtain a free look of the document docketed.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

U.S. Bankruptcy Court
Eastern District of California

Notice of Electronic Filing

The following transaction was filed by Peter G Macaluso on 9/21/2016 at 6:25 PM and docketed by the court on 9/22/2016 at 6:27 AM.

Case Name: Pletz v. Ocwen Loan Servicing LLC et al

Case Number: [2016-02188](#)

Document Number: [6](#)

Document Type: reldoc

Document SubType: rel

Docket Text: Certificate/Proof of Service of [1] Complaint, [3] Summons Issued, [4] Notice of Availability of Bankruptcy Dispute Resolution Program, [5] Order to Confer (jtis)

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

Document Description: Main Document

Original filename: 2016-02188-POS.pdf

Electronic document Stamp: f90d4b7f-b0d5-4a92-83d5-412c1d2ad188

Checking Status of Proposed Orders

If you have not receive email notification, you can check status of the order by:

- Contacting Courtroom Deputy
- Obtain contact information on court's website:
www.caeb.uscourts.gov and click on Judge Information.

United States Bankruptcy Court
Eastern District of California

Search Jobs Contact RSS

Home

Electronic Filing

- e-Filing
- Electronic Claims

Case Information

- PACER
- PACER Registration
- McVCIS

Links

- District Court
- US Trustee Program
- Additional Links

Locations

- Sacramento
- Modesto
- Fresno
- Bakersfield
- District Map
- Court Holidays

Clerk of Court

Wayne Blackwelder
501 I Street, Suite 3-200
Sacramento, California 95814

Today is: Thursday, September 22, 2016

Chief Judge Ronald H. Sargis

Street Address

501 I Street, Suite 3-200
Sacramento, California 95814

Judicial Assistant	Courtroom Deputy	Law Clerk(s)
Dawn Nartker	Janet Larson (916) 930-4427	Hardy DeLaughter

Sacramento Calendar (Calendar Line - (916) 930-4402)

October 04 | October 06 | October 12 |

Modesto Calendar

September 26 | September 29 |

Bankruptcy Forms

- Forms and Publications
- Forms Package
- Form Bundles
- General Orders

Calendar/Transcripts

- Court Calendar
- Pre-Hearing Dispositions
- 341 Meeting Calendar
- Self-Set Calendars and Procedures
- Telephone Appearances
- Hearing Transcripts

Judge Information

- Chief Judge Sargis
- Judge Klein
- Judge McManus
- Judge Bardwil
- Judge Clement
- Judge Jaime

Click on the Name of Judge

Certified Copies

- Guidelines for Electronic Submission of Certified Requests
- Complete and Submit Electronically – “*Certified Copy Request Form*” (EDC 1-200)

QUESTIONS



Audio Recordings on PACER

- Beginning on October 3, the Clerk's office will docket audio recordings (MP3 files) of certain court hearings on PACER.
- Bankruptcy judges will determine which recordings, if any, will be on the docket.
- These audio recordings are provided as a convenience to the public.
- These are not the official record and may not be used to produce official transcripts.

Sample docket text:



PDF with attached Audio File.

9
(1 pg)



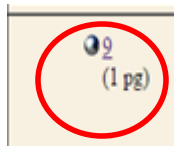
PDF with attached Audio File. These recordings are NOT the official record of any proceeding, and are provided as a convenience to the public. Instructions for ordering the official record may be found on the Court's website. Court Date & Time [9/26/2016 9:04:09 AM]. File Size [599 KB]. Run Time [00:04:59]. (admin). (Entered: 09/26/2016)

09/26/2016

Accessing Audio Recordings

PACER Users:

- Click on the document number of the recording on the docket.
- PDF with an MP3 attachment.
- MP3 recording of the hearing is embedded in the PDF.
- To listen to the file, click the Attachment Tabs, or the paper clip icon.
- Select the Audio File and click Open.
- Flat rate of \$2.40 per matter, however parties to a case are eligible to access the recording as their initial free look.



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UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
PDF FILE WITH AUDIO FILE ATTACHMENT

2016-99999
Sample Debtor
Audio Duplicate Docket.

Case Type :	bk
Case Number :	2016-99999
Case Title :	Sample Debtor
Audio Date/Time:	9/26/2016 9:09:03 AM
Audio File Name :	2bk2016-24992_20160926-090903.mpg3
Audio File Size :	79 KB
Audio Run Time :	[00:00:39] (hh:mm:ss)

Help using this file:

An audio file is embedded as an attachment in this PDF document. To listen to the file, click the Attachments tab or the Paper Clip icon. Select the Audio File and click Open.

MPEG Layer-3 audio coding technology from Fraunhofer IIS and Thomson.

This digital recording is a copy of a court proceeding and is provided as a convenience to the public. In accordance with 28 U.S.C. § 753 (b) "[n]o transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record."

QUESTIONS

