

Agreed Orders

This lesson shows the steps of submitting an Agreed Order. Agreed Orders will be filed through the "Motion" category. The document will be named "Agreed Order", however, the official court entry will read "Agreed Motion". Five common Agreed Orders have been created with the "Agreed" prefix already in place. If filing any other type of agreement, select the prefix "Agreed" at the "Docket Text: Modify as Appropriate" screen.

- STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)

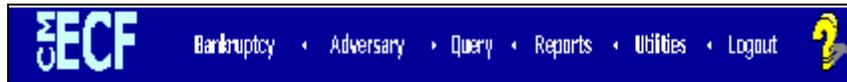


Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

Your screen may appear different. Menu selections are assigned by user permissions and vary by types of users.

- ◆ Click the Motions/Applications hyperlink.

STEP 3 Enter the case number in YY-NNNNN format in the **CASE NUMBER** screen and click **[Next]**. (See Figure 3.)



Figure 3

STEP 4 The **DOCUMENT SELECTION** screen is displayed.
(See Figure 4.)

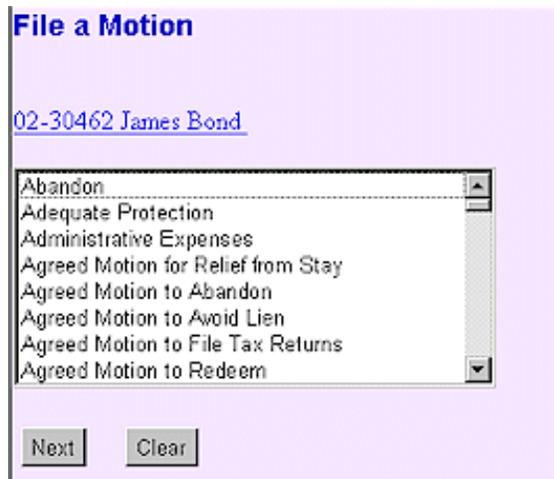


Figure 4

- ◆ Scroll the **File a Motion** box to select the appropriate Agreed (Order) Motion relief.

NOTE: Five common Agreed Orders have been created with the “Agreed” prefix already in place. If filing any other type of agreement, select the appropriate motion then add the prefix “Agreed” at the “Docket Text: Modify as Appropriate” screen.

- ◆ Click [**Next**].

STEP 5 The attorney **JOINT FILING** screen will then be displayed. (See Figure 5.)

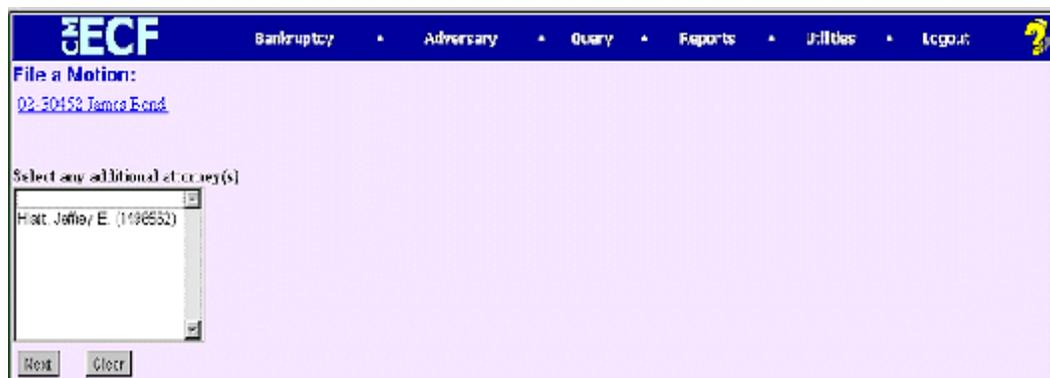


The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-30462 James Bond". A checkbox labeled "Joint filing with other attorney(s)" is checked. At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 5

- ◆ This screen is used only if another attorney/trustee is joining in a filing such as in this instance an Agreed Order.
- ◆ Check the box “Joint filing with other attorney(s)”. A listing of attorneys presently on the case will be presented for selection on the next screen.
- ◆ Click [**Next**].

STEP 6 The **ATTORNEY SELECTION** screen will be presented listing all the attorneys presently in this case. (See Figure 6.)



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by the case number "02-50450 James Bond". A window titled "Select any additional attorney(s)" is open, displaying a list with one entry: "Holt, Jeffrey E. (11986532)". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 6

- ◆ Select the attorney(s) in the **Attorney Selection** window. Click [**Next**] to continue.

STEP 7 The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.

File a Motion:
[02-30462 James Bond](#)

Select the Party:

Bond, James. [pty:db] [Add/Create New Party](#)

Next Clear

Figure 7

- ◆ In this example you represent Householder Finance.
- ◆ Since the party name (Householder Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the [Add/Create New Party](#) hyperlink.

STEP 8 The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.



Figure 8

NOTE: It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

◆ Click in the **Last/Business name** box and enter the last (or partial)

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

name or business name of the party. We have entered Householder for Householder Finance.

◆ Click [**Search**] .

- STEP 9** The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householder Finance. (See Figure 9.)

Search for a party

SSN Tax Id

Last/Business name

Search Clear

Party search results

- Householder, Deborah Ann
- Householder, Diana Kay
- Householder, Mark Harris
- Householder, Nell Virginia
- Householder, Ordra Gene
- Householder, Patty

Select name from list Create new party

Figure 9

- NOTE:** Your name search may find more than one record having the same name. Clicking on the names may display a window showing the party's address information.
- If an incorrect address appears or the address is blank go ahead and select the party. The address fields will be blanked out on the next screen.

- ◆ Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

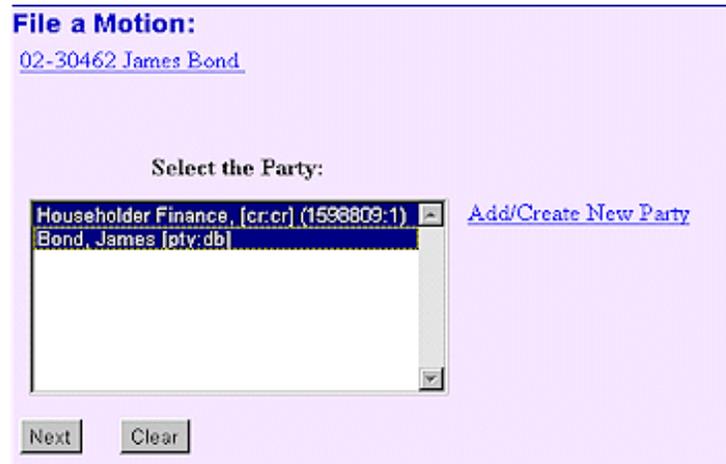
Party Information

Last name	<input type="text" value="Householder Finance"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
		Title	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
ProSe	<input type="text" value="no"/>	Role	<input type="text" value="Creditor (cr:cr)"/>
Party text	<input type="text"/>		

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information.
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party **Role** list arrow ▼ and highlight **Creditor (cr:cr)**.
- ◆ Click **[Submit]**.

- STEP 11** The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). (See Figure 11.)

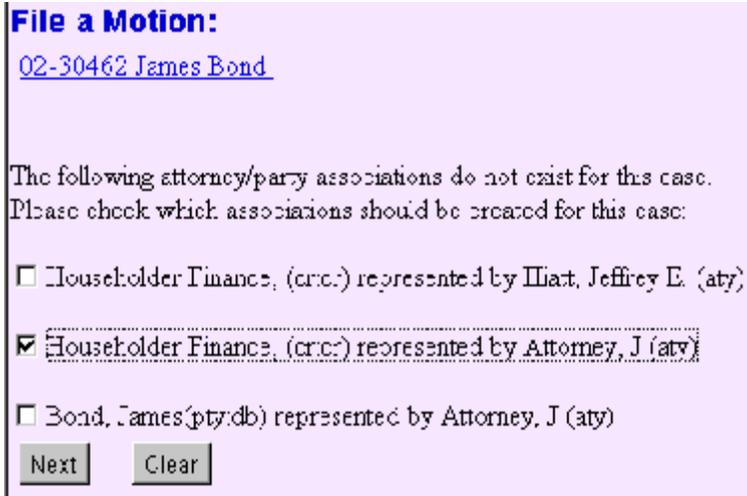


The screenshot shows a web interface for filing a motion. At the top, it says "File a Motion:" followed by a link "02-30462 James Bond". Below this is a section titled "Select the Party:". There is a dropdown menu with two options: "Householder Finance, [cr:cr] (1598809:1)" and "Bond, James [pty:db]". The first option is highlighted. To the right of the dropdown is a link "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

Figure 11

- ◆ Select all parties that the Agreed Order applies to. For this instance the agreement is between the Debtor and Householder Finance.
- ◆ Click [**Next**].

- STEP 12** The **ATTORNEY/PARTY ASSOCIATION** screen appears.
(See Figure 12.)



File a Motion:
[02-30462 James Bond](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Householder Finance, (crcc) represented by Eliat, Jeffrey E. (aty)

Householder Finance, (crcc) represented by Attorney, J (aty)

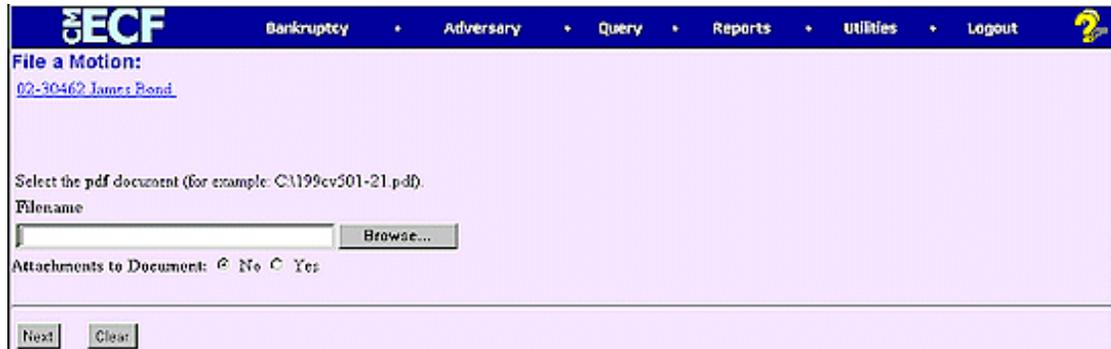
Bond, James (pty:db) represented by Attorney, J (aty)

Figure 12

- ◆ Since your party, Householder Finance, is new, this screen will establish you as counsel for them on this case. Attorney, J is used as an example.
- ◆ Check the box and click **[Next]**.

NOTE: The rule of thumb is; if a statements is true, select the true statement and click next. If the statement is **not** true, click next and move to the next screen

STEP 13 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 13.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion:" followed by a link "02-30462 Janet Bond". The main content area is light purple and contains the instruction "Select the pdf document (for example: C1199cv501-21.pdf)". There is a "Filename" label above a text input field and a "Browse..." button to its right. Below the input field, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

Figure 13

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.

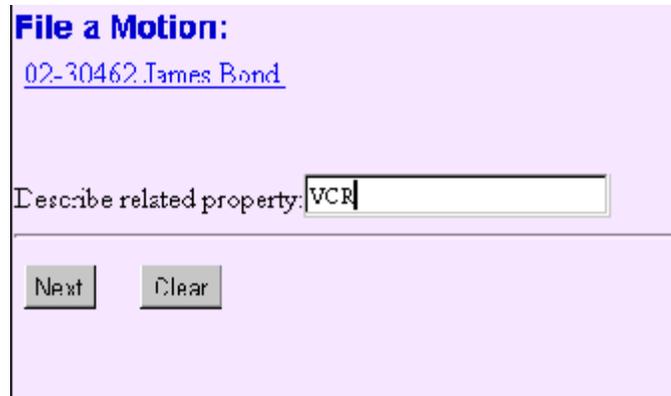
NOTE: To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.

This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.

- ◆ There will not be any Attachments to the Agreed (Order) Motion. Accept the **No** default radio button.
- ◆ Click [**Next**].

- STEP 14** A **PROMPT** box may appear depending on the type of agreement being filed. (See Figure 14)

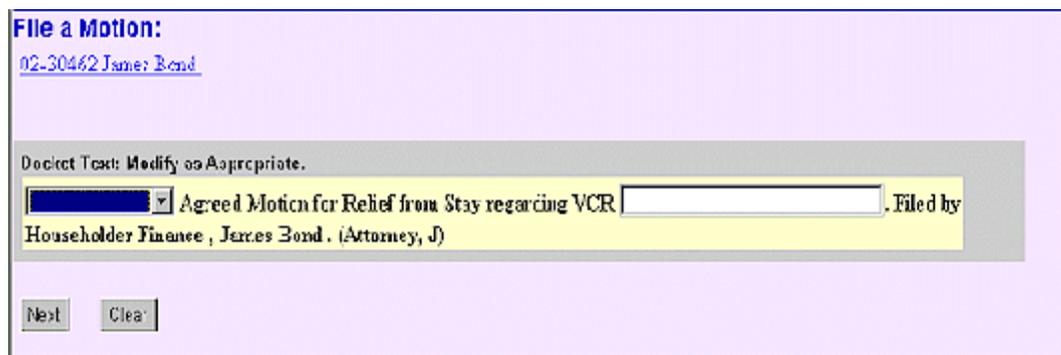


The screenshot shows a web interface titled "File a Motion:" with a blue header. Below the header is a link "02-30462 James Bond". A text box labeled "Describe related property:" contains the text "VCR". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 14

- ◆ Insert information if applicable
- ◆ Click **[Next]**.

- STEP 15** The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text. (See Figure 15)



The screenshot shows a web interface titled "File a Motion:" with a blue header. Below the header is a link "02-30462 James Bond". A section titled "Docket Text: Modify as Appropriate." contains a dropdown menu with a blue background and a text box. The dropdown menu is open, showing "Agreed Motion for Relief from Stay regarding VCR" selected. The text box contains "Householder Finance, James Bond, (Attorney, J)". Below the text box is a "Filed by" label. At the bottom of the form are two buttons: "Next" and "Clear".

Figure 15

- ◆ If the prefix "Agreed" is not already in place, Click the down arrow ▼ to display the prefix options. Select the "Agreed" prefix.
- ◆ If necessary, add detail to the final text.
- ◆ Click **[Next]** to continue.

◆
STEP 16 The **FINAL APPROVAL** screen will appear. (See Figure 16)

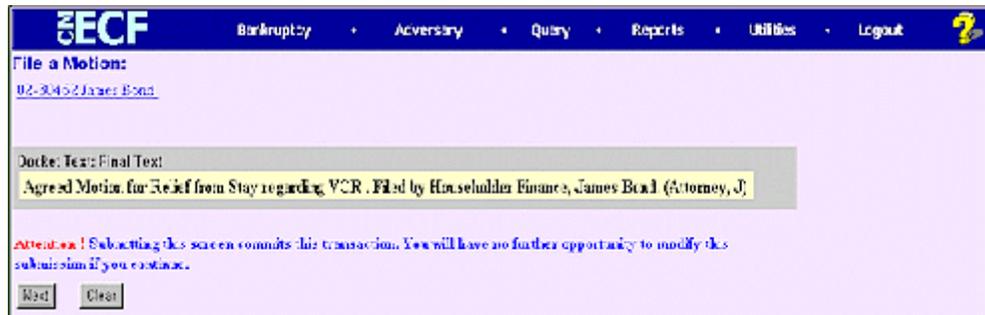


Figure 16

- ◆ Verify the final docket text. Read the warning message and proceed.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.
- ◆ If correct, click **[Next]**

STEP 17 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 17)

File a Motion:

[02-30462 James Bond](#)

Notice of Electronic Filing

The following transaction was received from Attorney, J entered on 9/10/2002 at 9:33 AM EDT and filed on 9/10/2002

Case Name: James Bond

Case Number: [02-30462](#)

Document Number: [4](#)

Docket Text:

Agreed Motion for Relief from Stay regarding VCR . Filed by Householder Finance, James Bond. (Attorney, J)

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

Document description:Main Document

Original filename: S:\Training\PDF_ ECF_Training\Agreed Order to File Tax Returns.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=996699402 [Date=9/10/2002] [FileNumber=22804-0] [1dba0c899ba411e33d9b2e3005b5f2046c3b0be6c37162c16a73ae3ce4cc367d672414d029385-2f97075a76ad76a997873ff33cfe75486cc86d2dc1c2e2e034]]

02-30462 Notice will be electronically mailed to:

T Attorney susan_crazen@kystoh.uscourts.gov

Jeffrey E. Hiatt hiatt@bbalaw.com.

Figure 17

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- ◆ Clicking on the document number hyperlink will present the PDF image of the application just filed.

Features of the CM/ECF Notice of Electronic Filing:

- ◆ Hyperlink to docket sheet
- ◆ Date and time stamp information
- ◆ Case Title
- ◆ Case number hyperlink to docket sheet?

- ◆ Docket text
 - Annotated text in italics
 - Text produced from docket event
 - Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document

- ◆ **Associated documents:**
 - ◆ Document description: Defaults to the Main Document being filed.
 - ◆ Original filename: Filer's full directory path from firm or court's PC or network.
 - ◆ Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.
 - ◆ Document description: The first document that was entered on the attachment screen by the filer. (If any exist.)
 - ◆ Original filename: Filer's full directory path from the firm or court's hard drive or network.
 - ◆ Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and address of other parties on the case who have not furnished their e-mail address with the court.

◆ To print a copy of this notice click the browser **[Print]** icon.

◆ You may also save the notice through the browser **File/Save** option.

****NOTE TO PUBLIC ACCESS USERS****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.