

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”. Six 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.

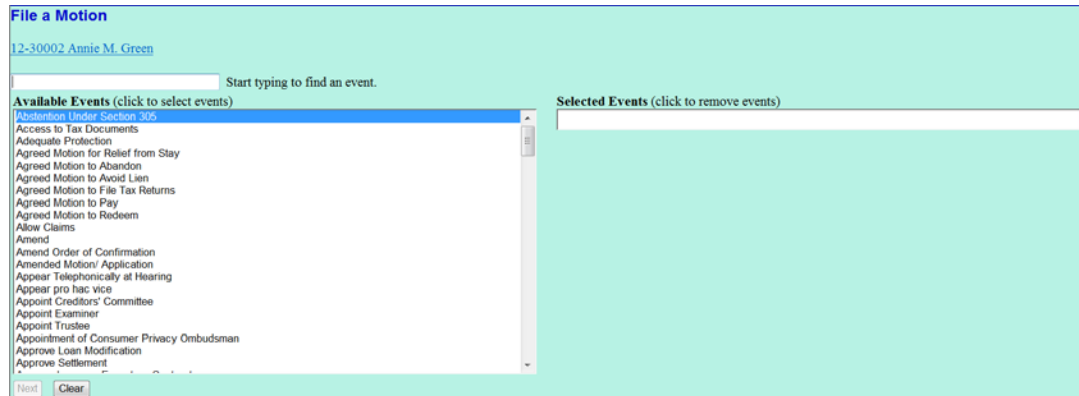
- ◆ Click the Motions/Applications hyperlink.

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

The screenshot shows a form titled "File a Motion". The form has a light blue background. At the top, the title "File a Motion" is displayed in blue. Below the title, there is a section labeled "Case Number" in bold black text. Underneath this label is a text input field containing the case number "3:11-bk-30034". The input field is highlighted with a yellow border. Below the input field, there are two buttons: "Next" and "Clear", both in a light gray box.

Figure 3

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



The screenshot shows a web interface titled "File a Motion" for case "12-30002 Annie M. Green". It features a search bar with the placeholder text "Start typing to find an event." Below the search bar is a list of "Available Events (click to select events)" including: Abstinence Under Section 306, Access to Tax Documents, Adequate Protection, Agreed Motion for Relief from Stay, Agreed Motion to Abandon, Agreed Motion to Avoid Lien, Agreed Motion to File Tax Returns, Agreed Motion to Pay, Agreed Motion to Redeem, Allow Claims, Amend, Amend Order of Confirmation, Amended Motion/ Application, Appear Telephonically at Hearing, Appear pro hac vice, Appoint Creditors' Committee, Appoint Examiner, Appoint Trustee, Appointment of Consumer Privacy Ombudsman, Approve Loan Modification, and Approve Settlement. To the right is a "Selected Events (click to remove events)" field which is currently empty. At the bottom left are "Next" and "Clear" buttons.

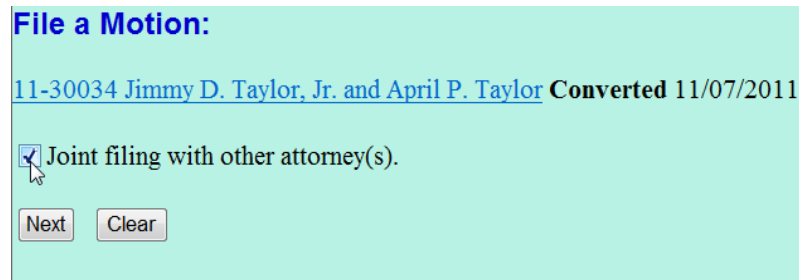
Figure 4

- ◆ Type the name of the event in the field or scroll the list to display the events.
- ◆ Click to highlight, then click on the **[Next]** button to continue

NOTE: Six 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)



File a Motion:

[11-30034 Jimmy D. Taylor, Jr. and April P. Taylor](#) **Converted** 11/07/2011

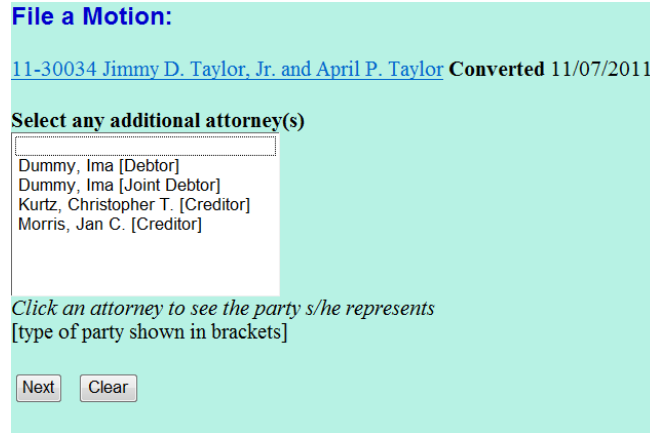
Joint filing with other attorney(s).

Next 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 a web interface for selecting attorneys. At the top, it says "File a Motion:" followed by the case number "11-30034 Jimmy D. Taylor, Jr. and April P. Taylor" and the status "Converted 11/07/2011". Below this is a section titled "Select any additional attorney(s)" with a scrollable list of names and roles: "Dummy, Ima [Debtor]", "Dummy, Ima [Joint Debtor]", "Kurtz, Christopher T. [Creditor]", and "Morris, Jan C. [Creditor]". Under the list, there is a note: "Click an attorney to see the party s/he represents [type of party shown in brackets]". At the bottom of the list area 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:

11-30034 Jimmy D. Taylor, Jr. and April P. Taylor **Converted** 11/07/2011

Select the Party:

Bank of America, [Creditor]
First Federal Savings Bank, [Creditor]
Golden, Joseph J. [US Trustee]
Lawrence(13), William W. [Trustee]
Taylor, April P. [Joint Debtor]
Taylor, Jimmy D. Jr. [Debtor]

[Add/Create New Party](#)

Next Clear

Figure 7

- ◆ In this example you represent Household Finance
- ◆ Since the party name (Household 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.

The screenshot shows a web form titled "Search for a party" with a light blue background. It contains several input fields: "SSN / ITIN" and "Tax ID / EIN" are empty; "Last/Business name" contains the text "Household"; "First Name" and "Middle Name" are empty. Below the fields are "Search" and "Clear" buttons. Underneath is a section titled "Party search results" which displays the message "No person found." and a "Create new party" button.

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) name or business name of the party. We have entered Household for Household 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 Household Finance. (See Figure 9)

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 **[Select name from list]** or the **[Create new party]** button.
- ◆ If **[Create new party]** is selected, proceed with **STEP 10**.
- ◆ If **[Select name from list]** is selected, proceed to **STEP 11**.

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

The screenshot shows a web form titled "Party Information" with a light green background. At the top left, it says "Household Finance" and "SSN / ITIN: Unknown". The form contains several input fields: "Office", "Address 1", "Address 2", "Address 3", "City", "State", "Zip", "County" (a dropdown menu), "Country", "Phone", "Fax", "E-mail", "Role" (a dropdown menu currently showing "blank (blank:)"), and "Party text" (a long text area). At the bottom, there are four buttons: "Submit", "Cancel", "Clear", and "Corporate parent / affiliate...".

Figure 10

- ◆ **Do not** add address information.
- ◆ 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 (Household Finance). (See Figure 11)



The screenshot shows a web interface for filing a motion. At the top, it says "File a Motion:" followed by the case number "11-30034 Jimmy D. Taylor, Jr. and April P. Taylor" and the status "Converted 11/07/2011". Below this is a section titled "Select the Party:". A dropdown menu is open, listing several parties: "Household Finance Corporation, [Creditor]" (which is highlighted), "Bank of America, [Creditor]", "First Federal Savings Bank, [Creditor]", "Golden, Joseph J. [US Trustee]", "Lawrence(13), William W. [Trustee]", "Taylor, April P. [Joint Debtor]", and "Taylor, Jimmy D. Jr. [Debtor]". To the right of the dropdown is a link "Add/Create New Party". At the bottom of the section 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 HouseholdFinance.
- ◆ Click **[Next]**.

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

File a Motion:

[11-30034 Jimmy D. Taylor, Jr. and April P. Taylor](#) **Converted** 11/07/2011

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

Household Finance Corporation, (pty:cr) represented by Dummy, Ima (aty)

Household Finance Corporation, (pty:cr) represented by Dummy, Ima (aty)

Household Finance Corporation, (pty:cr) represented by Craven, S M (aty)

Figure 12

- ◆ Since your party, Household Finance, is new, this screen will establish you as counsel for them on this case.
- ◆ 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)

File a Motion:

[11-30034 Jimmy D. Taylor, Jr. and April P. Taylor](#) **Converted** 11/07/2011

Filename

Attachments to Document: No Yes

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 light blue header with the text "File a Motion:". Below this is a link "11-30034 Jimmy D. Taylor, Jr. and April P. Taylor Converted 11/07/2011". The form contains three input fields: "Name of Person to Make Payments:", "Name of Person to be Paid:", and "Amount?". Below the fields is a red warning message: "If filing an agreed order to pay creditor that resolves a previous stay motion, the document must not include language that the Court will enter a future Order Terminating Stay upon default by the debtor. If said language is included in the Agreed Order, the document will be required to be re-filed." At the bottom are "Next" and "Clear" buttons.

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 the same light blue header and link as Figure 14. Below is a grey box labeled "Docket Text: Modify as Appropriate." containing a dropdown menu with a blue arrow pointing down. The selected text is "Agreed Motion for debtor to Pay Household Finance 500.00 . Filed by Creditor Household Finance Corporation (Craven, S)". Below the dropdown are "Next" and "Clear" buttons.

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)

File a Motion:

11-30034 Jimmy D. Taylor, Jr. and April P. Taylor **Converted** 11/07/2011

Docket Text: Final Text
Agreed Motion for debtor to Pay Household Finance 500.00 . Filed by Creditor Household Finance Corporation (Craven, S)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.
Have you redacted?

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:

[11-30034 Jimmy D. Taylor, Jr. and April P. Taylor](#) **Converted** 11/07/2011

U.S. Bankruptcy Court
Western District of Kentucky

Notice of Electronic Filing

The following transaction was received from S M Craven entered on 1/31/2012 at 2:53 PM EST and filed on 1/31/2012

Case Name: Jimmy D. Taylor, Jr. and April P. Taylor
Case Number: [11-30034](#)
Document Number: [21](#)

Docket Text:
Agreed Motion for debtor to Pay Household Finance 500.00 . Filed by Creditor Household Finance Corporation (Craven, S)

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

Document description:Main Document
Original filename:S:\Training\CM_ECF\PDF_ECF_Training\Agreed Order to File Tax Returns.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=996699402 [Date=1/31/2012] [FileNumber=26746-0] [972c2b534f12085b0455169d5ba235c15b8bce4d27285d9bbcb2be155a4e0cfdc3f6ef1c7bf2c19305cf8e2af54bbeb33a0f004de80bd3e39a00266dc32fc411]]

11-30034 Notice will be electronically mailed to:

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.