

Batch Processing

For Trustees & Attorneys

CM/ECF Batch processing was developed to expedite the filing of multiple documents.

The Batch feature offers the association of a different PDF file for each case. This feature can expedite case administration for attorneys, trustees and court users.

Batch Filings

This feature allows different case numbers and names as well as standard language to appear on each pleading. Each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the court) more efficiently. The following steps illustrate the batch process.

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

- ◆ Select Batch Filings.

STEP 3 The **CASE NUMBER** screen will appear. (See Figure 3.)

The screenshot shows a light green window titled "File a Court document". Inside the window is a grey-bordered box titled "Case Number or Numbers". This box contains three rows, each with a text input field and a "Find This Case" button. The first row has "08-30001", the second "08-30002", and the third "08-30003". Below these rows is an empty text input field. At the bottom of the window are two buttons: "Next" and "Clear".

- ◆ Enter a case then press the tab key to create a new field. Continue this process until all case numbers have been entered.
- ◆ After successfully entering all of the target case numbers, click **[Next]**.

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

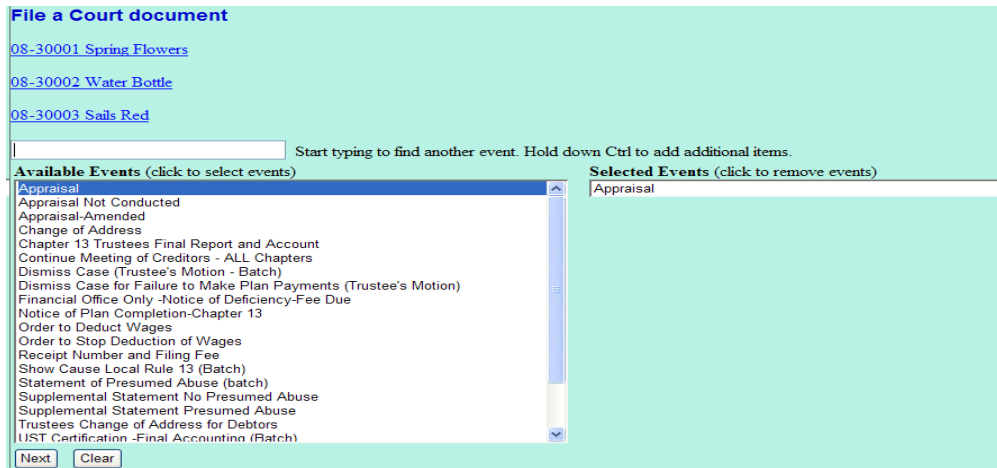


Figure 4

- ◆ Each case number and title will appear above the document window as a hyperlink to the docket report. This is an opportunity to verify the case before proceeding.
- ◆ Select the type of document to file from the list and click **[Next]**.

STEP 5 The **PDF DOCUMENT ASSOCIATION** screen displays with a Browse window for each of the target cases. (See **Figure 5.**)

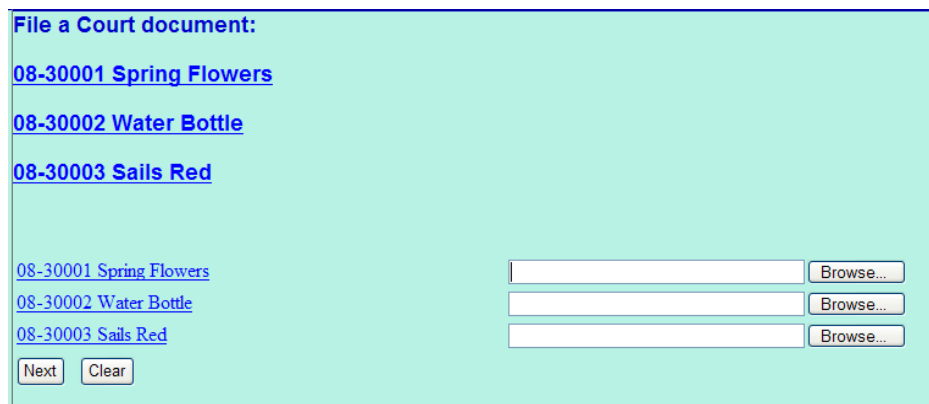
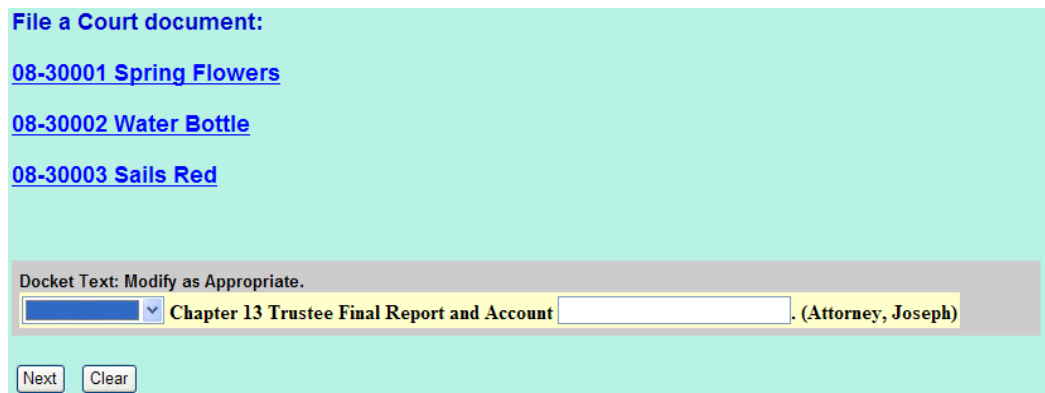


Figure 5

- ◆ For each case, click [**Browse**], then navigate to the directory where the PDF file for this filing is located or type the file path in the text box.
 - For quality control purposes it is recommended that each file be opened to verify its contents before proceeding:
 - Highlight the PDF file with a right click of your mouse.
 - Select Open to bring up the document for viewing and verification. Close the file and select it, if correct.
- ◆ Continue with each file in the list.
- ◆ Click [**Next**] to continue.

STEP 6 The **MODIFY DOCKET TEXT** screen displays. (See Figure 6.)



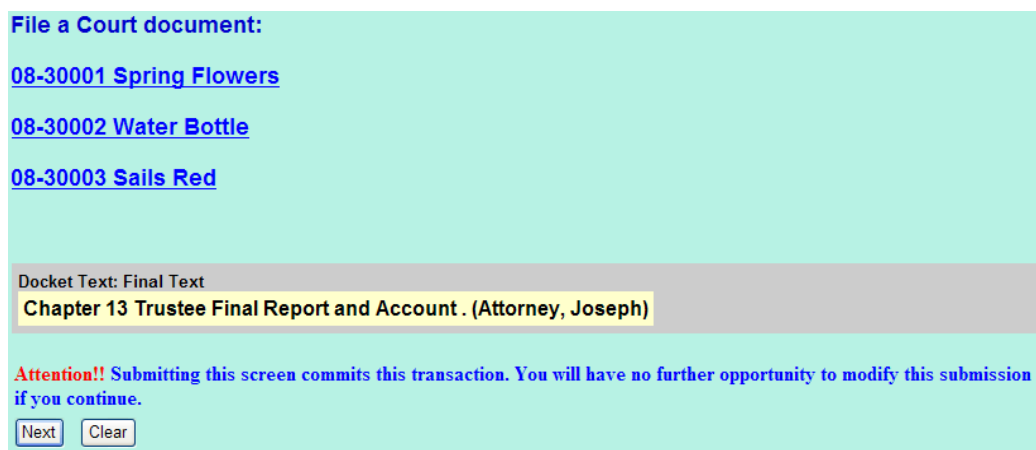
The screenshot shows a web interface for filing court documents. At the top, it says "File a Court document:" followed by three blue hyperlinks: "08-30001 Spring Flowers", "08-30002 Water Bottle", and "08-30003 Sails Red". Below this is a grey bar with the text "Docket Text: Modify as Appropriate." and a dropdown menu. The dropdown menu is currently set to "Chapter 13 Trustee Final Report and Account" and has a small white text box to its right containing ". (Attorney, Joseph)". At the bottom of the grey bar are two buttons: "Next" and "Clear".

Figure 6

- ◆ Complete the docket text with the appropriate descriptive detail, if applicable.
- ◆ Click [**Next**].

NOTE: Any modifications to the docket text will apply to **all** cases included in this filing.

STEP 7 The **DOCKET TEXT** window is presented next. (See Figure 7.)



The screenshot shows a web interface for filing a court document. At the top, it says "File a Court document:" followed by three blue hyperlinks: "08-30001 Spring Flowers", "08-30002 Water Bottle", and "08-30003 Sails Red". Below these is a grey box labeled "Docket Text: Final Text" containing the text "Chapter 13 Trustee Final Report and Account . (Attorney, Joseph)". A red "Attention!!" warning states: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are two buttons: "Next" and "Clear".

Figure 7

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ◆ If the docket text has a significant error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen that caused the error, and correct it.
- ◆ To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click **[Next]** to continue.

STEP 8 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction. (See Figure.)

File a Court document: 02-30007 Zoe Axelrod, 02-30001 Angela Barr, 02-30003 Ralphie Rittman

Notice of Electronic Filing

The following transaction was received from Trustee, Joe entered on 4/23/2002 at 12:45 PM EDT and filed on 4/23/2002

Case Name: Zoe Axelrod
Case Number: [02-30007](#)
Document Number: [5](#)

Case Name: Angela Barr
Case Number: [02-30001](#)
Document Number: [16](#)

Case Name: Ralphie Rittman
Case Number: [02-30003](#)
Document Number: [7](#)

Docket Text:
Chapter 13 Trustee Final Report and Account (Trustee, Joe)

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

Case Number: 2-30007
Document description:
Original filename: S:\Training\PDF_ECF_Training\Document.pdf
Electronic document Stamp:
[STAMP bkrcfStamp_ID=996699402 [Date=4/23/2002] [FileNumber=444-0] [65c051059aa85442aa97e04653c8c961e805e4e7202439b348b2815445f5627a675ea45f90a4d304c28cc77b6727cda526064b8cc63a5e0c0db1a0cd6c9d944]]

Case Number: 2-30003
Document description:
Original filename: S:\Training\PDF_ECF_Training\Document.pdf
Electronic document Stamp:
[STAMP bkrcfStamp_ID=996699402 [Date=4/23/2002] [FileNumber=445-0] [540ebb0988835545e4793c64d899265574e177e081b6f1d5849a53b4685b9eb219a2424139356857232c456d225f10a513a15f175ecb534152b96404766cd1]]

02-30007 Notice will be electronically mailed to:

02-30007 Notice will not be electronically mailed to:

Christy Adams
601 W Broadway #450
Louisville, KY 40202

Julie Brown Apperson
7002 Woods Club Ct
Louisville, KY 40241

02-30001 Notice will be electronically mailed to:

Christy Adams
601 W Broadway #450
Louisville, KY 40202

Thomas W. Frenz
2500 Brown & Williamson Tower
Louisville, KY 40202

02-30003 Notice will be electronically mailed to:

02-30003 Notice will not be electronically mailed to:

Christy Adams
601 W Broadway #450
Louisville, KY 40202

Julie Brown Apperson
7002 Woods Club Ct
Louisville, KY 40241

Figure 8

- ◆ All case data will be combined on this one Notice of Electronic Filing. All case numbers, title and document numbers will be grouped together. The electronic document stamp and document description will be listed for each case. And finally, the electronic mailing information for parties on each case will be listed by case. **(See Figure 8.)**

- ◆ It is suggested that this notice be printed or saved to a file in a common directory on the network.