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 <u>Batch Filings.</u>

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

◆   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.)**

File a Court document

08-30001 Spring Flowers

08-30002 Water Bottle

08-30003 Sails Red

[   ] Start typing to find another event. Hold down Ctrl to add additional items.

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

Appraisal
Appraisal Not Conducted
Appraisal-Amended
Change of Address
Chapter 13 Trustees Final Report and Account
Continue Meeting of Creditors - ALL Chapters
Dismiss Case (Trustee's Motion - Batch)
Dismiss Case for Failure to Make Plan Payments (Trustee's Motion)
Financial Office Only -Notice of Deficiency-Fee Due
Notice of Plan Completion-Chapter 13
Order to Deduct Wages
Order to Stop Deduction of Wages
Receipt Number and Filing Fee
Show Cause Local Rule 13 (Batch)
Statement of Presumed Abuse (batch)
Supplemental Statement No Presumed Abuse
Supplemental Statement Presumed Abuse
Trustees Change of Address for Debtors
UST Certification -Final Accounting (Batch)
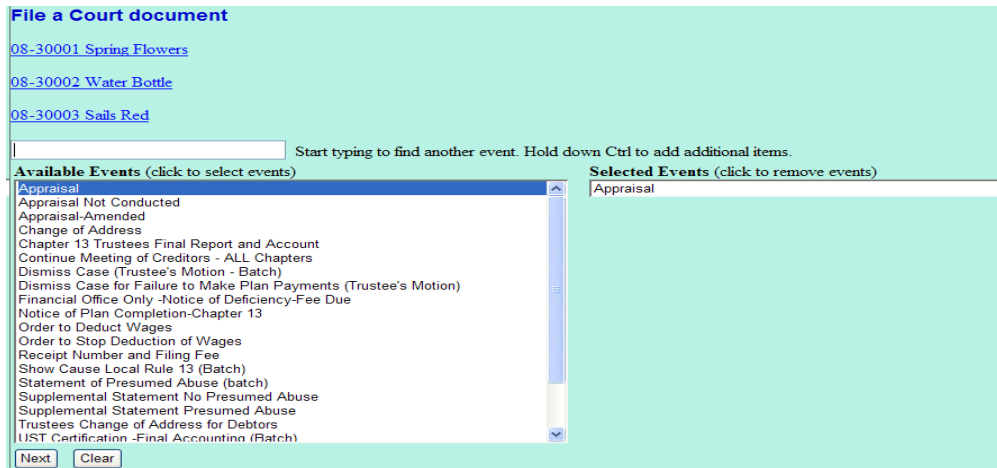
Appraisal

[Next] [Clear]

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.)**

File a Court document:

08-30001 Spring Flowers

08-30002 Water Bottle

08-30003 Sails Red

08-30001 Spring Flowers   [   ] [Browse...]
08-30002 Water Bottle   [   ] [Browse...]
08-30003 Sails Red   [   ] [Browse...]
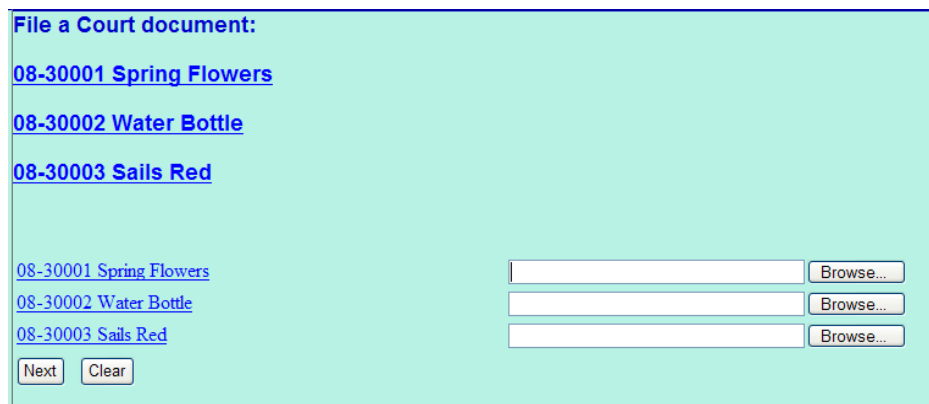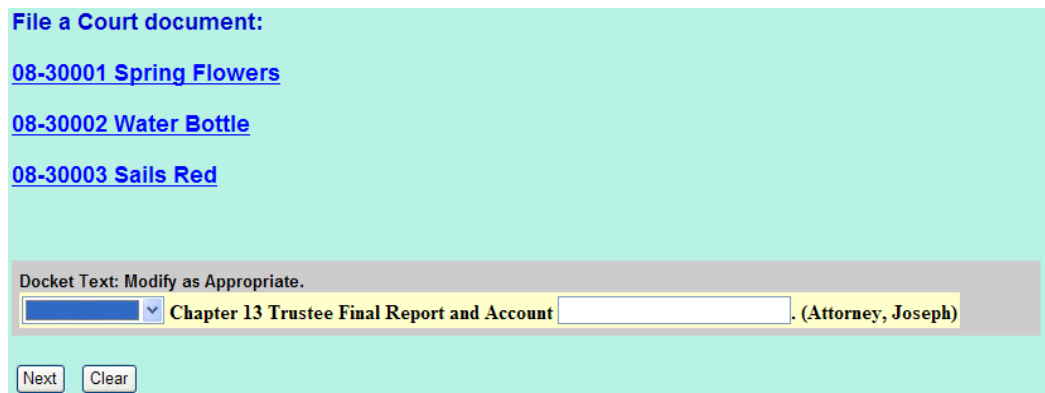[Next] [Clear]

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 <u>O</u>pen 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.)**
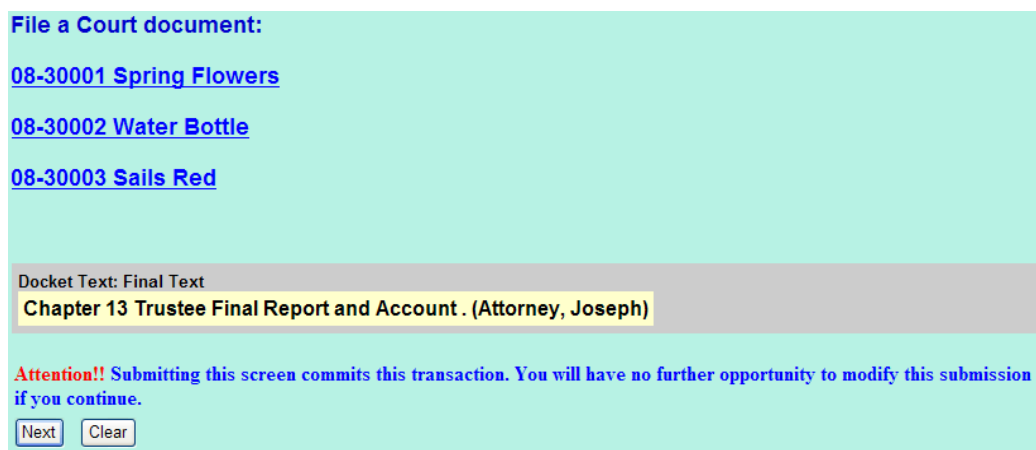
File a Court document:

08-30001 Spring Flowers

08-30002 Water Bottle

08-30003 Sails Red

Docket Text: Modify as Appropriate.
[⌄] **Chapter 13 Trustee Final Report and Account** [   ] **. (Attorney, Joseph)**

[Next] [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.)**

File a Court document:

08-30001 Spring Flowers

08-30002 Water Bottle

08-30003 Sails Red

Docket Text: Final Text

Chapter 13 Trustee Final Report and Account . (Attorney, Joseph)

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

Next   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.)**

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.