

CM/ECF Tip List

Table of Contents

Filing Amended Schedules.....	Page 2
Adding Non-Filing Spouse.....	Page 3
Reopening Cases vs. Reinstating.....	Page 5
Reopening Cases for Financial Management Certificate.....	Page 6
Running Judge/Trustee Assignment.....	Page 6

Filing Amended Schedules

When filing amended schedules in CM/ECF, select each individual schedule from the pick list. Rather than typing it in the final docket text at the end, the schedules will already be listed, which will save you time!

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)
Schedule I	Statement of Current Monthly Income
Schedule J	Statement of Financial Affairs
Statement of Current Monthly Income	Summary of Schedules
Statement of Debtor's Temporary Exclusion from Means Test	
Statement of Financial Affairs	
Statement of Good Faith	
Statement of Intent	
Statement of Operations	
Stipulation	
Subpoena	
Suggestion of Death	
Summary of Schedules	
Support/Supplement	
Tax Information	
Transcript Redaction Request	

Next Clear

Pick amended from the drop down menu and your final docket text will read like this:

[14-20002-svk James T Smith](#)

Type: bk

Chapter: 7 v

Office: 2 (Milwaukee)

Assets: n

Judge: svk

Case Flag: DebtEd, MEANSNO

Docket Text: Final Text

Amended Statement of Current Monthly Income - Form 22 ., Amended Statement of Financial Affairs , Amended Summary of Schedules filed by Test Attorney on behalf of James T Smith. (Attorney, Test)

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

Next Clear

Adding a Non-Filing Spouse

When you add a non-filing spouse, please remember to add it at the beginning of a case. If you add it after the 341 Notice has been sent out, the Clerk's Office will not resend it to interested parties.

To add a non-filing spouse, go to Bankruptcy menu then to Miscellaneous/Other submenu.

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)
20 Largest Unsecured Creditors	Add Non-Filing Spouse
Add Non-Filing Spouse	
Affidavit	
Amended Creditor Matrix (Fee Required)	
Amended Creditor Matrix (No Fee Required)	
Amended Form 21	
Amended Petition	
Amended Schedules (Fee Required)	
Amended Schedules (No Fee Required)	
Attorney Fee Election Form	
Bill of Costs	
Brief	
Cash Flow Statement	
Certificate of Credit Counseling	
Certificate of No Supporting Documentation	

Next Clear

If the party doesn't come up on the pick list, please add or create a new party:

PLEASE ADD THE NON-FILING SPOUSE TO THE CASE

Select the Party:

Grace, Olivia [Trustee]	Add/Create New Party
Smith, James T [Debtor]	

Next Clear

Add all of the applicable information and select Non-Filing Spouse for Role:

Party Information

Last name	Miller	First name	Susie		
Middle name		Generation		Title	
SSN/ITIN	123-45-6789	999-99-9999	Tax Id/EIN		12-1234567
Office		Address 1	1234 Main Street		
Address 2		Address 3			
City	Milwaukee	State	WI	Zip	53202
County		Country		Fax	
Phone					
E-mail					
Role	Non-Filing Spouse (nfs:pty)				
Party text					

After you hit submit, make sure the non-filing spouse's name is highlighted:

Select the Party:

<input checked="" type="checkbox"/> Miller, Susie [Non-Filing Spouse]	Add/Create New Party
<input type="checkbox"/> Grace, Olivia [Trustee]	
<input type="checkbox"/> Smith, James T [Debtor]	

If you do not represent the non-filing spouse, please uncheck this box:

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Miller, Susie(pty:nfs) represented by Attorney, Test (aty)

Please make sure you hit end party selection since you are not adding another party:

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Your final docket text will read:

Docket Text: Final Text
Added Non-Filing Spouse: 0 filed by Test Attorney on behalf of Susie Miller. (Attorney, Test)

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

Once you hit next, the non-filing spouse is added to the case. Again, please remember if you add the non-filing spouse after the 341 Notice is sent, the Clerk’s office will not resend the Meeting of Creditors Notice to interested parties.

Reopening Cases vs. Reinstated Cases

Here are some tips to help remember if you should use the event Motion to Reopen or Motion to Reinstate.

If the case is **dismissed for any reason**, such as failure to pay the filing fee or failure to file a certificate of credit counseling, the case is terminated and you need to file a Motion to Reinstate the case. No fee is due to reinstate a case.

Typically, if you receive an Order of Dismissal or a Notice of Dismissal, the appropriate motion to use is the **Motion to Reinstate the Case**.

If the case is **closed without discharge** you will need to file a **Motion to Reopen** the case.

You use the event **Motion to Reopen** when the case is **closed** and not terminated. For example, if a case is closed for failure to submit a financial management certificate, you need to reopen the case and pay the appropriate filing fee.

Reopening a case to file a Financial Management Certificate ONLY

After a case is closed without discharge for failure to file the financial management certificate, you may want the case reopened and then discharged as normal process would dictate.

You file a Motion to Reopen and pay the reopening fee.

Local Rule 9014 governs motion practice and makes it the duty of the attorney to follow through on filing the affidavit/certificate of no objection and proposed order when the objection period has expired.

Important Reminder: A Notice of the Motion to Reopen the case must be sent out to ALL PARTIES.

Running Judge/Trustee Assignment

After a new case is opened, you must run the Judge/Trustee Assignment.

ECF **Bankruptcy** **Adversary** **Query** **Reports**

★ ↶ 📄 Docket Sheet 📁 Claims Register 📄 List of Creditors 📅 Deadlines/Hearings 🗂

Bankruptcy Events

- [Answer/Response...](#)
- [Appeal](#)
- [Auditor's Reports](#)
- [Batch Filings](#)
- [Batch Notice of Final Cure Mortgage Payment](#)
- [Case Upload](#)
- [Claim Actions](#)
- [Claims Upload](#)
- [Court Events](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Judge/Trustee Assignment](#)**
- [Miscellaneous/Other Events](#)
- [Motions/Applications](#)
- [Multi-Case Docketing](#)
- [Notices](#)
- [Open a BK Case \(petition\)](#)
- [Open Involuntary Case](#)
- [Order Upload](#)
- [Orders/Opinions...](#)
- [Personal Financial Mgt Certificates](#)
- [Plan](#)
- [Trustee Abuse Report](#)
- [Trustee/US Trustee](#)
- [Trustee's 341 Filings](#)

For Chapter 12 cases, the Judge will automatically be assigned when the Judge/Trustee Assignment is run, but the 341 Meeting will need to be manually set by the Clerk's office.

It is important you run the Judge/Trustee Assignment as soon as possible after a new case is filed. When an attorney waits until the following day to run the assignment it may cause problems with scheduling the Meeting of Creditors or appearing on the Judge's cases report.

If an Attorney/Trustee conflict arises, the Clerk's office should be notified right away.

Important Reminder: File the application for waiver of the filing fee or the application to pay the filing fee in installments AFTER running the Judge/Trustee Assignment.