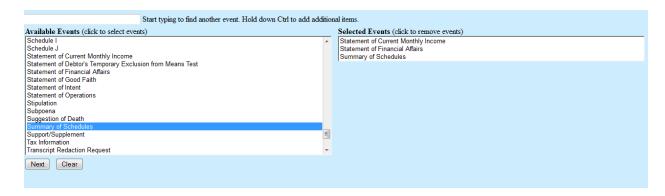
CM/ECF Tip List

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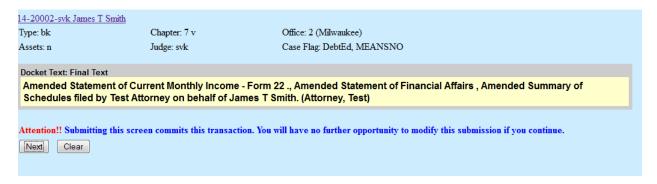
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Filing Amended Schedules

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!



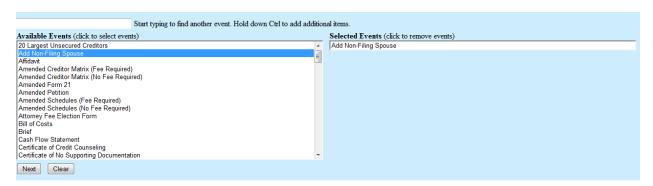
Pick amended from the drop down menu and your final docket text will read like this:



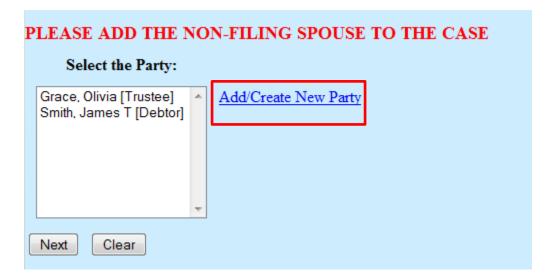
Adding a Non-Filing Spouse

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.

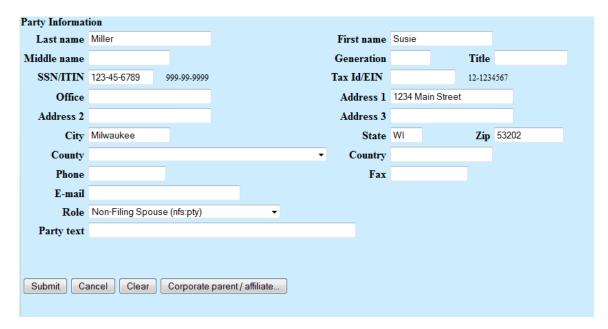
To add a non-filing spouse, go to Bankruptcy menu then to Miscellaneous/Other submenu.



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



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



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



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)

Next Clear

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	
Search Clear	
End party selection	

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. [Next] Clear

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.

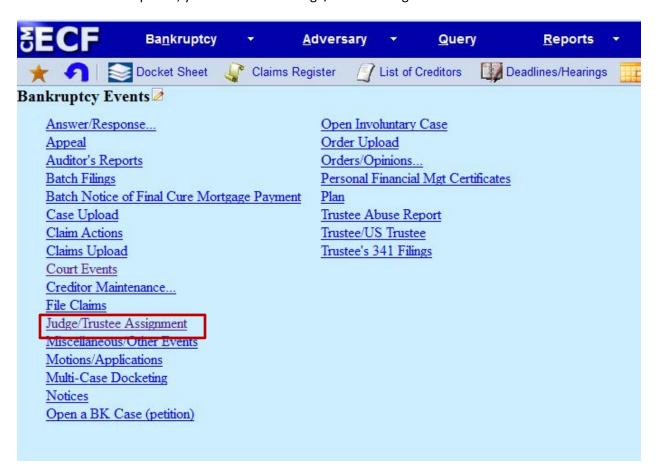
You file a Motion to Reopen and pay the reopening fee.

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.



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.