

## CM/ECF Tip List

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## Search Feature

Locating the correct Motion or Notice event can be challenging in CM/ECF. Did you know that you can search the menus by using the following function?



Search allows you to type in one or more words to search the entire CM/ECF Event Dictionary.



Entering "Stay" pulls up every event containing that word.

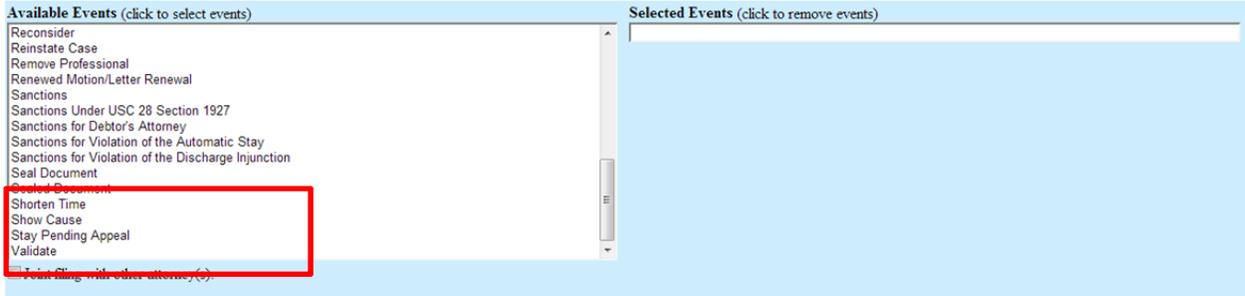


TIP: Try different variations of words to increase search results, e.g., "modify" and "modification" or simply "mod."

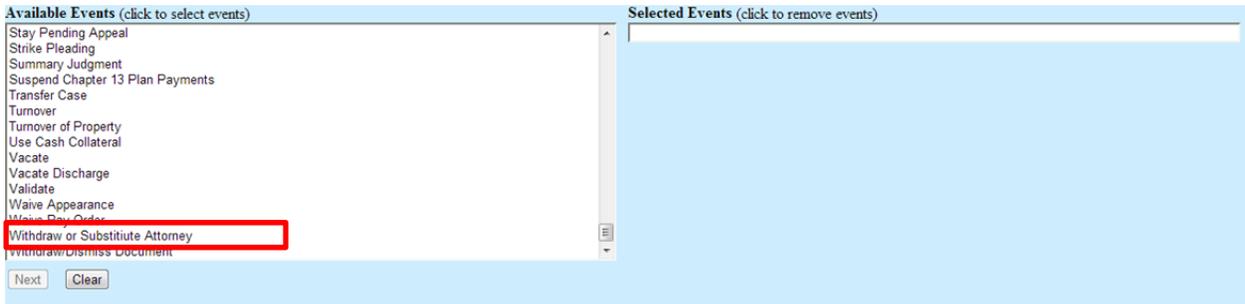
**Toggle between Menus (Bankruptcy/Adversary)**

Did you know that events listed in Bankruptcy Menu can be used in an Adversary Case (and vice versa)?

If you wanted to file a *Motion to Withdraw as Counsel* in an Adversary Proceeding, you would notice that no such Motion exists in the Adversary Motions Menu:

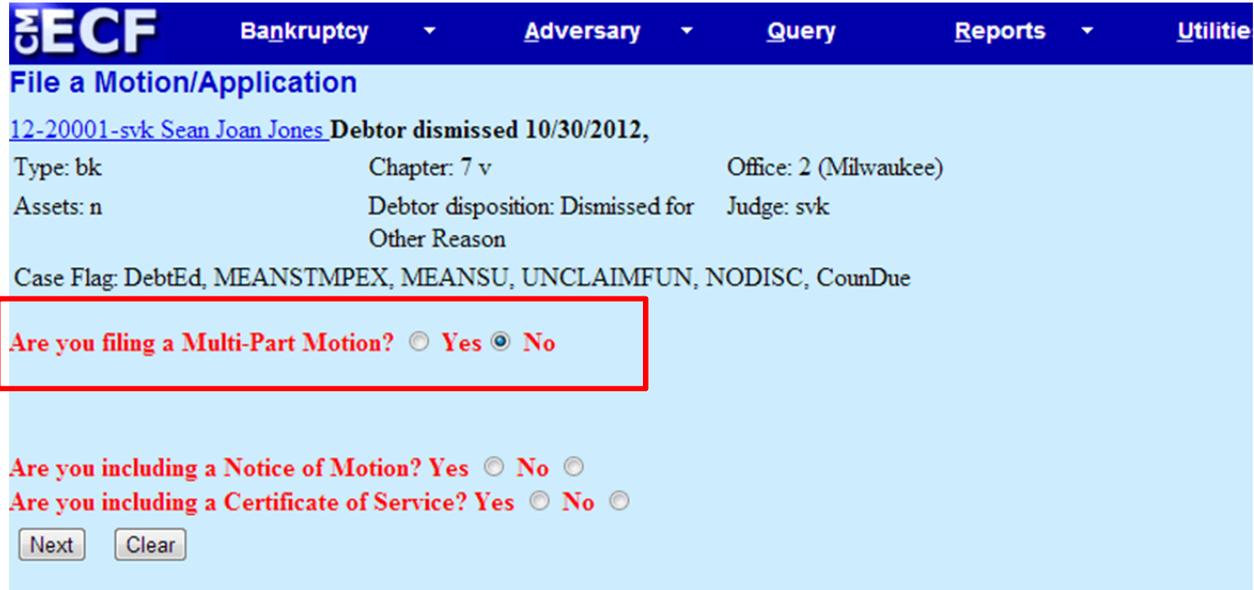


The Motion does exist in the **Bankruptcy** Menu, however. You may use the Bankruptcy event to file your Motion in the Adversary. (Just remember to enter the correct Adversary case number)



## Multiple Motions

When filing a single Motion document with multiple parts, e.g. Motion for Relief from Stay and Motion for Abandonment, or Motion to Dismiss Complaint and Motion for Sanctions, it is very important to select "Yes" when answering "Are you filing a Multi-Part Motion?" This allows the Judge to rule on each motion without requiring multiple docket entries of the same document.



The screenshot shows the ECF (Electronic Case Filing) interface for a bankruptcy case. The top navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", and "Utilities". The main heading is "File a Motion/Application". Below this, the case details are displayed: "12-20001-svk Sean Joan Jones Debtor dismissed 10/30/2012,". The case information includes: Type: bk, Chapter: 7 v, Office: 2 (Milwaukee), Assets: n, Debtor disposition: Dismissed for Other Reason, Judge: svk, and Case Flag: DebtEd, MEANSTMPEX, MEANSU, UNCLAIMFUN, NODISC, CounDue. A red box highlights the question "Are you filing a Multi-Part Motion?" with radio buttons for "Yes" and "No", where "No" is selected. Below this, there are two more questions: "Are you including a Notice of Motion? Yes No" and "Are you including a Certificate of Service? Yes No". At the bottom, there are "Next" and "Clear" buttons.

## Location of Forms/Administrative Procedures

From the home page of our website, [www.wieb.uscourts.gov](http://www.wieb.uscourts.gov), the administrative procedures can be found using the menu option "Rules & Procedures > Rules > Admin. Procedures."



There is also a section which contains the court's local forms, "Bankruptcy Forms > Local Forms."

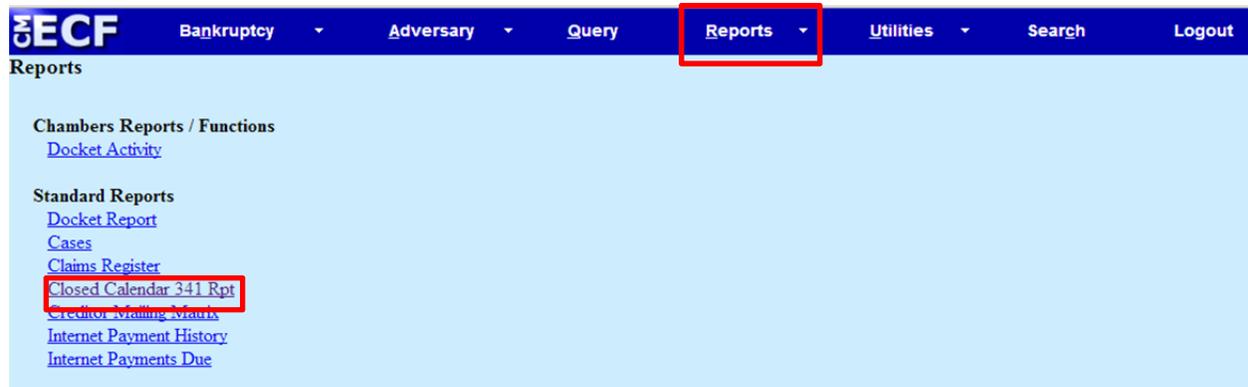


The Local Forms page contains many local fillable forms as well as sample pleadings, such as *Stipulation to Modify Stay to Obtain Final Judgment of Dissolution of Marriage*.

### Closed Calendar Report

We have added a report which allows attorneys to see which cases are scheduled for 341 Meetings (by trustee), once the calendar has been closed.

The Report can be found here:



Attorneys looking for assistance with hearings can view who is attending 341 meetings at a specific time and location.

Enter Chapter, date and sorting option.



## NEF Management – Summary Report

Are you sick of getting NEF emails all day long? Try switching to a “Summary Report,” which provides a list of NEFs at the end of each day.

To switch, access “Maintain Your ECF Account” under the “Utilities Menu”

Hit the button for “Email information”

Find the selection option as show below:

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for aty1

Primary email address  Reenter primary email address

Secondary email address  Reenter secondary email address

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases

*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Send a notice for each filing

Send a Daily Summary Report

Format notices  HTML

Text

Select the radio button, then “Return to Account screen” and hit “Submit.”

See a sample report below. The free look still works!

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## Summary of ECF Activity

1 message

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unix\_wieb@wieb.uscourts.gov <unix\_wieb@wieb.uscourts.gov>  
To: CourtMail@wieb.uscourts.gov

Thu, Oct 18, 2012 at 12:01 AM

**Activity has occurred in the following cases:**

07-24510-jes Brett J. Blackburn  
13 Trustee's Notice of Completion of Plan 56

**Docket Text:**

Chapter 13 Trustee Notice of Completion of Plan . (Grossman, Mary)

08-33542-pp Robert S Docter and Michelle L. Docter  
Amended Schedules (No Fee Required) 94

**Docket Text:**

Amended Schedule I, Schedule J, , Declaration Concerning Debtor's Schedules filed by Mont L. Martin on behalf

## Live Chat

The Clerk's office has added a new way to find help, should you have a question related to filing procedure or technical troubleshooting. You can chat with a "live" agent by clicking this link on our website's home page.

800-676-6856  
Inclement Weather Policy

**Have a Question?**  
**CHAT NOW**  
Chat will be available  
between 8:30 AM CST  
and 4:30 PM CST

**ATTENTION CREDITORS**  
Receive your court notices through

Please join us for a reception on November 9, 2012 at 2 p.m. in Courtroom 149 to celebrate Judge James Shapiro's career as a Bankruptcy Judge in the Eastern District of Wisconsin. Judge Shapiro has served our Court for over 32 years, and will retire effective December 31, 2012. All are welcome to share refreshments (courtesy of the BICR Section of the State Bar of Wisconsin, the Eastern District Bar Association, and Court staff members), stories and memories and to thank Judge Shapiro for his hard work, wisdom and wit. We will miss you, Judge Shapiro!

**Proposed Amendments Published for Public Comment**  
The Judicial Conference Advisory Committees on Appellate, Bankruptcy, Criminal, and Evidence Rules have proposed amendments to their respective rules and forms, and requested that the proposals be circulated to the bench, bar, and public for comment. The proposed amendments, Rules Committee reports explaining the proposed changes, and other information are posted on the Judiciary's website [HERE](#). The public comment period ends **February 15, 2013**.

**Increase in Chapter 11 filing fee, effective November 21, 2012**  
As part of the Temporary Bankruptcy Judgeships Extension Act of 2012, signed into law May 25, 2012, Congress increased the filing fee for Chapter 11 cases. The fee increase will apply to all cases filed on or after November 21, 2012. On that date, the statutory fee will increase to \$1,167. The

We are always looking for feedback, so please let us know how we are doing!

## Filing Fees and Pay.gov (A gentle reminder)

The court's Administrative Procedures require attorneys to make filing fee payments using pay.gov. If you have any questions concerning this requirement, please call Sean McDermott (414-290-2704).

The excerpt from the Administrative Procedures is below:

### **“Credit or Plastic Cards**

**Payments will only be accepted through Pay.gov for electronic filers. Detailed information is contained in the Pay.gov Attorney/Trustee Manual.”**

The pay.gov manual is available on our website under the “ECF/PACER” Menu.

United States Bankruptcy Court for the Eastern District of Wisconsin

ECF/PACER

CM/ECF

PACER SERVICE CENTER

**PAY.GOV**

SEARCH

(VCIS) phone number for the Eastern District of Wisconsin has changed to

United States Bankruptcy Court for the Eastern District of Wisconsin  
Friday, November 12, 2012, for the observance of Veterans Day

## Sealed Records and Electronic Filing

Do you need to file a document under seal? Sealed documents can now be filed using CM/ECF. The document is immediately restricted to all outside parties and most court users. This restriction can be modified by direction of the court. The procedure is available in the Administrative Procedures and listed below.

### **“Filing Documents Under Seal**

Documents may be filed under seal on motion to the Court. Movant is required to electronically submit two separate filings. Filing (1) consists of a Motion to File Documents Under Seal (example: <http://www.wieb.uscourts.gov/index.php/forms/links>) and is filed using Motion to Seal (**Bankruptcy/Adversary>Motions/Applications>Seal**). Filing (2) consists of the actual documents the movant intends to seal and should be filed using Sealed Document (**Bankruptcy/Adversary> Motions/Applications>Sealed Document**). The documents in (2) are immediately restricted to authorized court personnel only. If the Motion is denied by the Court, the movant will have the opportunity to withdraw the document before the court grants public access to the document. If the Motion is granted, the Court will sign an order confirming the electronic sealing of the document.”

The filing event “Sealed Document” can be found under the Bankruptcy Motions menu: (Please note the difference between *Sealed* Document and *Seal* Document. Only the *Sealed* Document event applies the restriction)

Case Flag: DebtEd, MEANSTMPEX, MEANSU, UNCLAIMFUN, NODISC, CounDue

Start typing to find an event.

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

- Retain Tax Refund
- Sanctions
- Sanctions Under USC 28 Section 1927
- Sanctions for Debtor's Attorney
- Sanctions for Violation of the Automatic Stay
- Sanctions for Violation of the Discharge Injunction
- Seal Document
- Sealed Document**
- Sell
- Set Hearing
- Set Last Day to File Proofs of Claim
- Sever Chapter 11 Case
- Sever Chapter 12 Case
- Sever Chapter 7/13 Case
- Shorten Time

Next Clear