

EVENT LIST FOR LIMITED FILERS

BANKRUPTCY EVENTS

Claim Actions

- Notice to Withdraw Objection to Claim
- Objection to Claim
- Objection to Transfer of Claim
- Request for Redaction of Claim
- Response to Objection to Claim
- Transfer of Claim
- Withdrawal of Claim

Creditor Maintenance

- Enter individual creditors

File Claims

Claims Upload

Limited Use

- Amended Document/Motion/Application
- Certificate of Service
- Change of Address Notification
- Creditor Request for Notices
- Notice of Withdrawal
- Reaffirmation Agreement
- Reaffirmation Agreement (pro se)
- Request for Redaction of Claim
- Request for Redaction of Pleading

Reports

- Cases
- Docket Report

- Claims Activity
- Docket Activity

Utilities

Your Account

- Clear Default PACER Login
- Maintain Your ECF Account
- View Your Transaction Log

Miscellaneous

- Claims Upload Log
- Court Information

Prior to docketing a desired document, you must prepare your document and save it as a .pdf file. You will be prompted to attach the file from your computer's directory during the docketing process. **Refer to the separate instruction module ([Proof of Claim](#)) for detailed instructions regarding filing a proof of claim.**

The steps below describe the procedure for docketing a Withdrawal of Claim. The other events listed under the Claim Actions and Limited Use categories are docketed in a similar manner. It is important that you read the information provided on each screen, follow the prompts and adhere to any advisory messages that may appear.

HELPFUL HINTS:

- Press the Back button on your browser to modify a previous screen. Continue by re-entering information on subsequent screens.
- To abort an entry completely, click on any menu option from the blue CMECF Main Menu bar at any time prior to submitting the final text screen.
- Modifications may not be made once you have submitted the final text screen.

Click on the **Bankruptcy** hyperlink on the blue CM/ECF Main Menu Bar



The BANKRUPTCY EVENTS screen will appear.

Bankruptcy Events

[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)
[Limited Use](#)

[Claims Upload](#)

Click on the “Claims Actions” hyperlink.

The Case Number screen will appear. Enter the appropriate case number.

File a Claim action

Case Number

Click the [Next] button.

The Event screen will appear next.

File a Claim action

[09-50031 That Business Debt](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

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

Available Events (click to select events)

Notice to Withdraw Objection to Claim
Objection to Claim
Objection to Transfer of Claim
Request for Redaction of Claim
Response to Objection to Claim
Transfer of Claim
Withdrawal of Claim

Selected Events (click to remove events)

Withdrawal of Claim

To select an event to docket, you may:

1). Begin typing the event name. CMECF will search for the event from the available list. Use your arrow key to highlight the desired event if necessary.

Once it is highlighted in blue, press enter to select.

2). Use your mouse to click on, highlight and select the desired event.

Hold down the control key to add additional items to the selected events field

Click on the [Next] button

The SELECT the PARTY screen appears next.

09-50031 [That Business Debt](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

Select the Party:

Porter's Repair Service, [Creditor]
Tee, Truss [Trustee]
That Business Debt, [Debtor]
U.S. Trustee - MAC, [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

If the party you are filing on behalf of is listed, click to highlight and choose that party.

Click on the [Next] button.

If the party you are filing on behalf of is not listed, click on “Add/Create New Party”

The SEARCH FOR A PARTY screen will appear.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search

Clear

Enter the name of the business or individual in the appropriate fields.

Click the [Search] button.

The SEARCH FOR A PARTY results screen will appear

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

Click on the Create new party tab.

The PARTY INFORMATION screen will appear.

Party Information

Porter's Repair Service SSN / ITIN:Unknown

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role

Party text

Complete the appropriate address fields - be sure to begin the address information at the Address 1 field. In the role field, use the drop down arrow to display the role types. Highlight and click to select the role type "creditor(cr:cr)".

Click on the [Submit] button.

The following SELECT THE PARTY screen will appear.

File a Claim action:

[09-50031 That Business Debt](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

Select the Party:

Porter's Repair Service, [Creditor]	Add/Create New Party
Tee, Truss [Trustee]	
That Business Debt, [Debtor]	
U.S. Trustee - MAC, [U.S. Trustee]	

Next Clear

The creditor you just added will be highlighted in blue.
Click on the [Next] button.

The following screen will appear.

File a Claim action:

[09-50031 That Business Debt](#)

Type: bk	Chapter: 7 v	Office: 5 (Macon)
Assets: n	Judge: rfh	Case Flag: CounDue, DebtEd, REMARK

PLEASE CHECK THE BOX BELOW ONLY IF YOU ARE AN ATTORNEY.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Porter's Repair Service, (cr:cr) represented by Use, Limited(aty)

Next Clear

Note the advisory message “Please check the box below ONLY if you are an attorney.
Only an attorney who represents this creditor should click to place a check in the box.

Click the [Next] button.

The SELECT .PDF screen will appear next.

File a Claim action:

[09-50031 That Business Debt](#)

Type: bk Chapter: 7 v Office: 5 (Macon)
Assets: n Judge: rth Case Flag: CounDue, DebtEd, REMARK

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Select the .PDF file to associate with this event. For more detailed information about creating and attaching .PDF files, see section on Attaching PDF Files for instructions.

Click the [Next] button.

The SELECT CLAIM screen will appear.

Select claim(s) from list

Claims Selected:

Creditor name	Claim #	Total claimed	Date filed
Jack's Supply (3293)	2	\$1,187.09	04/07/2009
Porter's Repair Service (3292)	1	\$3,228.18	04/07/2009
Right Store (3294)	3	\$884.55	04/07/2009

(3292)
3387 Fairway
Warner Robins, GA 31088

Choose the claim.

Click the [Next] button.

The following screen will appear.

File a Claim action:

[09-50031 That Business Debt](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

Enter the amount of the claim

Next

Clear

Enter the amount of the claim in the field provided.

Click on the [Next] button.

On the next screen:

File a Claim action:

[09-50031 That Business Debt](#)

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

Next

Clear

Click on the [Next] button.

The FINAL TEXT screen will appear next.

File a Claim action:

09-50031 That Business Debt

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

Docket Text: Final Text

Withdrawal of Claim 1 in the amount of \$3228.18 filed by Creditor Porter's Repair Service (Use, Limited)

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

Review the information on this screen and verify accuracy. You will not have an opportunity to modify this docket entry after submitting this screen.

Click on the [Next] button if you wish to submit this transaction.

The NOTICE OF ELECTRONIC FILING screen will appear next.

File a Claim action:

09-50031 That Business Debt

Type: bk

Chapter: 7 v

Office: 5 (Macon)

Assets: n

Judge: rfh

Case Flag: CounDue, DebtEd,
REMARK

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from Limited Use entered on 4/7/2009 at 2:09 PM EDT and filed on 4/7/2009

Case Name: That Business Debt

Case Number: 09-50031

Document Number: 7

This is verification of the date and time of the docket entry you have submitted.