

**U.S. Bankruptcy Court  
District of Arizona**



**CM/ECF NEWSLETTER**

Issue No. 3

October 2000

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**ECF PROCEDURES  
HANDOUTS**

Attached to this newsletter are two new ECF procedures handouts. One is for those attorneys who represent creditors. Another is for those attorneys who represent debtors. If your practice includes both types of clients, then you should review both sets of procedures. The procedures listed in these new handouts are not all new. We have just compiled the existing procedures into these two sets, one for debtor attorneys and one for creditor attorneys.

**CLAIMS**

Also attached to this newsletter are the instructions for filing claims in an ECF case. Those attorneys with ECF filing passwords who file claims for their clients may file them electronically in any case No. 2000 ECF case. Please continue to file claims on paper in 1999 or earlier

ECF cases.

**DISPLAYS**

We have started to place instructions or other information alerting you to any steps you need to take regarding the document you are filing. These are called displays and they will appear on a separate screen as part of the filing process.

Please be sure to read the instructions on this screen. These instructions will tell you how to obtain a hearing date, whether you need to submit a paper copy to the court or any additional things you need to do.

In the future we will be adding more of these displays. We plan to eventually have displays for all those docket entries on ECF that require you to do something more than just file the document. Attached are two of the displays already being used.

**CM/ECF Information  
and  
Helpful Numbers**

ECF Help Desk: 602-640-5800  
Ext. 242

Questions: E-Mail to:

[ECF\\_Support@azb.uscourts.gov](mailto:ECF_Support@azb.uscourts.gov)

**DEBTOR ATTORNEY**  
**ECF PROCEDURES**

1. When filing a Chapter 7, 11 or 13 petition, you need to file (on paper) only the petition and mailing list with the required number of copies and the filing fee. Even if the schedules, statement and plan are prepared, do not file them with the petition. If filing only the petition, when you later file the mailing list, file it on paper, not electronically. If the mailing list contains 100 or more creditors, then also submit the list on a 3.5 inch disk in Ascii format. Mailing lists should be in ALL CAPS.
2. Your conformed copy of the petition will be stamped "ECF CASE". If filing expedited motions on paper with the petition, please also submit 3.5 inch disk(s) with these motions in pdf format.
3. The clerk's office will scan and electronically file the petition and mailing list on ECF. The ECF case will be opened and ready to accept electronic filings by the second business day after the petition is filed. You can then electronically file the schedules, statements and plan. You keep the originals. You need to send paper copies of the schedules and statements to the trustee and IRS in a Chapter 13 and to the trustee and U.S. Trustee in a Chapter 7. You may deliver those copies to the clerk's office for distribution to these parties. You may also send these two copies with the petition.
4. Declaration Re: Electronic Filing. After electronically filing the schedules and statements, the original declaration with your and the debtors' signatures is to be filed with the court. The clerk's office will scan and electronically docket and file the declaration. The original will be kept by the court.
5. Proposed Orders. The following types of orders do not need to be submitted on a 3.5 inch diskette (and are not to be submitted by e-mail):
  - a. Reinstatement Order - where case was dismissed for failure to file schedules, statement, or plan or for failure to appear at the 341 meeting. Trustee approval not required. The court will generate its own order. Electronically file the motion to reinstate and submit paper copy of motion to court marked "COPY - ECF CASE".
  - b. Reinstatement Order - where trustee is to approve order. Electronically file motion and submit a copy of motion and the proposed order containing the trustee's approval.
  - c. Confirmation Orders. Original paper order will be lodged by trustee or other party after all signatures obtained.

6. Whenever submitting a paper copy of an electronically filed document to the court, always submit with it a copy of the Notice of Electronic Filing.
7. Amendments to Schedules that Add Creditors. If electronically filing an amendment to Schedules, D, E, or F, a paper copy of the amendment needs to be sent to the court so that the mailing list can be updated. Also send the \$20.00 fee and a copy of the Notice of Electronic Filing. If adding five or less creditors, no supplemental mailing list is needed. If more than five creditors are being added, attach a supplemental mailing list.
8. Notices that Set a Bar Date. When filing a notice that sets a bar date by which to file objections or responses (and there is no hearing date being set in the notice) you should use the docket entry “**Notice of Bar Date (negative notice)**” located in the **Notices** category. Some attorneys are incorrectly using the “**Notice of Filing**” docket entry. The **Notice of Bar Date** entry will permit you to input the bar date as part of the docket entry.
9. Filings with Large Attachments. When filing a pleading that has exhibit(s) that are a large number of pages, you have two options. You can scan the exhibit(s), remember to break up into parts not exceeding 25 pages, and file them as attachments to your pleading. Alternatively, you can file your pleading and attach to the pleading a one page statement to the effect that the Exhibits were too large to file electronically and have been filed on paper and are available for review at the clerk’s office. A sample statement in pdf format is attached. If you use this option, then two paper copies of the pleading and the attached exhibits are to be submitted to the court, one for the judge and one for the court’s file. Please also submit a copy of the Notice of Electronic Filing and note on it that there are exhibits that were too large to file.
10. Mailing Lists and Noticing. Starting with year 2000 numbered ECF cases, we have been inputting and maintaining the mailing list for ECF cases on ECF. Updated mailing lists for these cases will not be available on PACER. To be sure you are using a current mailing list in an ECF case, obtain that list from the ECF system, not PACER if the ECF case number is year 2000. If the ECF case number is 98 or 99 year, then the updated mailing list is only on PACER, not ECF. To obtain a mailing list in a 2000 year ECF case, select the **Query** option, input the case number, click on **Run Query** and then select **Creditor** from the list of options.
11. Adversary Complaints. Adversary proceedings for cases on the ECF system will also be placed on ECF. The adversary complaint, however, must be filed on paper. **DO NOT** file the adversary complaint electronically on the main case docket. With the paper complaint, please submit a 3.5 disk with the complaint and any exhibits in pdf format. The clerk’s office will open the adversary proceeding, assign an Adv. No., and docket the complaint. Any summons submitted will be issued and returned to you for service.

12. To Obtain a Hearing Date.

If the pleading or other document you have filed requires a hearing, a date and time for the hearing can be obtained from the courtroom deputy by completing a Request for Hearing form and submitting that form with a copy of the Notice of Electronic Filing for the document filed.

After the hearing is set, the form will be returned to you so that you may prepare your Notice of Hearing that includes this information, and electronically file the Notice of Hearing. You are then to submit a paper copy (Court Copy - ECF Case) of the Motion and Notice of Hearing.

If a motion for an accelerated or expedited hearing is filed, the proposed order granting the accelerated or expedited hearing is to be submitted to the judge as set forth in the proposed order section below.

You can also obtain a hearing date from the courtroom deputy by e-mail. You need to e-mail a request for hearing and a copy of the Notice of Electronic Filing of the underlying motion in PDF format as attachments. You will receive back by e-mail the hearing date and time. You can then prepare your Notice of Hearing and electronically file it. You, then, are to submit a paper copy (Court Copy - ECF Case) of the Motion and Notice of Hearing.

The e-mail addresses to request a hearing are:

gbnecfhearing@azb.uscourts.gov

rjhecfhearing@azb.uscourts.gov

rtbecfhearing@azb.uscourts.gov

sscecfhearing@azb.uscourts.gov

cgcecfhearing@azb.uscourts.gov

jmmecfhearing@azb.uscourts.gov

Request for Hearing:

Paper Request

E-Mail Request

1. Completed Hearing Request Form

1. Completed Hearing Request Form (PDF Format)

2. Paper copy of Notice of Electronic Filing of underlying motion/ application

2. Electronic copy (PDF format) of Notice of Electronic Filing of underlying motion/ application

- |   |   |
|---|---|
| 3. Hearing date and time returned to you on Hearing Request Form                          | 3. Hearing date and time e-mailed to you  |
| 4. You prepare and electronically file Notice of Hearing                                  | 4. You prepare and electronically file Notice of Hearing                                  |
| 5. Paper copies of underlying motion/application and Notice of Hearing submitted to court | 5. Paper copies of underlying motion/application and Notice of Hearing submitted to court |

13. Proposed Orders.

A proposed order is to be submitted to the judge by delivering a paper copy of the proposed order and if the order exceeds five pages, a 3.5 inch disk containing the order in a personal computer based word processing format. All stipulated orders confirming Chapter 13 plans are to be submitted on paper. No disk is needed. Do not forget to include the line numbers on the left margin of the proposed order.

If the proposed order may be entered ex parte, it is to be submitted to the judge with the paper copy of the motion or other document and a copy of the Notice of Electronic Filing.

If the proposed order refers to a motion or other document that must first be set for hearing or noticed to other parties with an opportunity to file objections, then the proposed order is to be submitted after the hearing or after the time to file objections has passed with a copy of any certificate of service and no objection filed.

Proposed orders may also be submitted by internet e-mail. The order, in PDF format if five pages or less and if more than five pages in a word processing format, may be e-mailed to the judge as an attachment to your e-mail request to the judge to sign the order. A copy of the Notice of Filing and a copy in PDF format of the underlying motion, or other document such as a certificate of service and no objection, is to be submitted in your e-mail if the order rules on that motion. If an order is being submitted after a court hearing, only the order needs to be e-mailed.

The e-mail addresses to submit orders in ECF cases are:

- |                               |                               |
|-------------------------------|-------------------------------|
| gbnecforders@azb.uscourts.gov | rjhecforders@azb.uscourts.gov |
| rtbecforders@azb.uscourts.gov | sscecforders@azb.uscourts.gov |
| cgcecforders@azb.uscourts.gov | jmmecforders@azb.uscourts.gov |

These e-mail addresses are to be used only to submit ECF orders. The above Internet e-mail addresses are to be used to submit an order or request a hearing in only an ECF case. Do not use the e-mail option on the Bankruptcy Court's web page.

Submission of Proposed Orders:

Paper Order

1. Paper copy of proposed order submitted. If it exceeds 5 pages, also submit the order on 3.5 inch disk in a pc-based word processing format. (any exhibits to the order should be submitted in pdf format). An extra paper copy to be conformed and returned to you, may also be submitted.
2. Submit paper copy of related pleading, if any, and paper copy of the Notice of Electronic Filing of that related pleading.
3. After the order is signed and docketed, you may obtain any copies needed from the ECF docket.

E-Mail Submission

1. E-mail request to sign order. Submit proposed order as an attachment to the e-mail. If 5 pages or less, the order is to be in pdf format. If 6 pages or more, the order is to be in a pc-based word processing format (any exhibits to the order should be submitted in pdf format. If exhibits to the order exceed ten pages, please do not use the e-mail procedure. Instead, submit a paper order with the exhibits attached. Please, also, submit a 3.5 inch disk with the exhibits in pdf format.
2. Submit as attachments, to the e-mail, in PDF format, copies of the related pleading, if any, and the Notice of Electronic Filing for the related pleading.
3. After the order is signed and docketed, you may obtain any copies needed from the ECF docket.

4. Reinstatement Order - where case was dismissed for failure to file schedules, statement, or plan or for failure to appear at the 341 meeting. Chapter 13 trustee approval not required. The court will generate its own order. Electronically file the motion to reinstate and submit paper copy of motion to court marked "COPY - ECF CASE".
5. Reinstatement Order - where Chapter 13 trustee is to approve order. Electronically file motion and send copy of motion and proposed order to trustee. Trustee will lodge order after approving it.
6. Chapter 13 Plan Confirmation Orders. Original paper order will be lodged by trustee or other party after all signatures obtained.

Warning: When submitting a copy in PDF format as an attachment to e-mail, be advised, that the current court e-mail system may not be able to open the attachment to view the PDF formatted copy if you have used more than 8 characters when naming your PDF file. As a result, you may receive a response that we are unable to open the attachment with the proposed order and you will be directed to submit the order on paper.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA  
REQUEST FOR HEARING DATE IN AN ECF CASE**

Case No.: \_\_\_\_\_ Adversary No.: \_\_\_\_\_

Chapter: \_\_\_\_\_ Case Name: \_\_\_\_\_

I, the undersigned attorney for \_\_\_\_\_, electronically filed on \_\_\_\_\_, a motion, application or other document captioned as \_\_\_\_\_. This matter should be set for a hearing before the court.

\_\_\_\_\_ The notice of this hearing will be noticed to ALL CREDITORS by the undersigned.

\_\_\_\_\_ The notice of this hearing will be noticed to INTERESTED PARTIES by the undersigned.

The interested parties and their attorney's are:

<b>Party</b>	<b>Attorney name &amp; address</b>
_____	_____
_____	_____
_____	_____
_____	_____

DATED: \_\_\_\_\_

Attorney

(Submit this form with a copy of Notice of Electronic Filing after you have electronically filed the motion.)

-----  
*For Court Use Only*

**The motion, application or other document has been set for hearing on:**

\_\_\_\_\_ at \_\_\_\_\_

DATED: \_\_\_\_\_

**Courtroom Deputy**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA

In re )  
)  
) BANKRUPTCY CASE NO.  
)  
)  
Debtor(s) )  
\_\_\_\_\_ )

**DECLARATION RE: ELECTRONIC FILING**

**PART I - DECLARATION OF PETITIONER:**

I [We] \_\_\_\_\_ and \_\_\_\_\_, the undersigned debtor(s), corporate officer or partnership member, hereby declare under penalty of perjury that the information I have given my attorney and the information provided in the electronically filed petition, statements and schedules is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this **DECLARATION RE: ELECTRONIC FILING** is to be filed with the Clerk once all schedules and statements have been filed electronically but, in no event, no later than 5 calendar days after the schedules and statements are filed. I understand that failure to file the signed original of this **DECLARATION** will cause my case to be dismissed pursuant to 11 U.S.C. § 707(a)(3) without further notice.

[If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12, or 13 of 11 United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition.

**DATED:** \_\_\_\_\_

Signed: \_\_\_\_\_  
Debtor Joint Debtor

(If joint case, both spouses must sign)

\_\_\_\_\_  
Authorized Corporate Officer or Partnership Member

**PART II - DECLARATION OF ATTORNEY:**

I declare as follows: The debtor(s) will have signed this form before I submit the petition, schedules and statements. I will give the debtor(s) a copy of all forms and information to be filed with the United States Bankruptcy Court and have complied with all other requirements in the most recent Interim Operating Order. If an individual, I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12 or 13 of Title 11, United States Code, and have explained the relief available under each such chapter.

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
Attorney for Debtor(s)

**ATTACHMENT(S) ARE TOO  
MANY PAGES TO FILE  
ELECTRONICALLY.**

**A PAPER COPY OF THE  
ATTACHMENT(S) HAS  
BEEN SENT TO THE COURT  
FOR PLACEMENT IN THE  
COURT FILE.**

**TO REVIEW THE  
ATTACHMENT(S)  
PLEASE REFER  
TO THE COURT FILE.**

## CREDITOR ATTORNEY ECF PROCEDURES

This is not a list of all the ECF procedures that apply. Interim Operating Order No.4, Administrative Procedures and the User Manual contain the ECF procedures. The following procedures apply particularly to creditor attorneys.

1. When a case is assigned to ECF, the case number will show ECF in place of PHX, e.g. 99-00000-ECF-GBN (PTE for a Prescott ECF case). This will occur before the meeting of creditors notice is sent so if the case is on ECF, ECF will appear in the case number. ECF will also appear in the case number on PACER.
2. Paying Filing Fees. If electronically filing a pleading such as a Motion for Relief from Stay; a Motion to Withdraw the Reference; a Motion for Abandonment or a Notice of Appeal that incurs a filing fee, you are to send the fee to the court the next business day with a copy of the Notice of Electronic Filing generated at the end of the filing fee process.
3. Copies for Court. After you have electronically filed a pleading, a copy needs to be sent to the court (marked Copy - ECF Case) when the court or clerk needs to take further action. Some examples where court copies are and are not needed:
  - a. Motion for Relief From Stay  
Notice of Motion  
Certificate of Service  
No court copies needed
  - b. Certificate of Service and No Objection. Paper copy to be submitted with paper proposed order and order on 3.5 diskette if order exceeds 5 pages.
  - c. Notice of Appearance. Court copy needed to add you to mailing list.
  - d. Motion for Expedited Hearing. Paper copy to be submitted with proposed order on paper and on 3.5 diskette, if order exceeds 5 pages. Paper copies of all related pleadings are also to be submitted.
  - e. Internet E-Mail. When submitting a proposed order or requesting a hearing date by e-mail, rather than submitting copies of the pleadings, you may submit electronic copies in PDF format as attachments. Our e-mail software is unable to open the attachments if more than 8 characters were used to name the PDF document in the attachment.

4. Whenever submitting a paper copy of an electronically filed document to the court, always submit it with a copy of the Notice of Electronic Filing.
5. Notices That Set a Bar Date. When filing a notice that sets a bar date by which to file objections or responses (and there is no hearing date being set in the notice) you should use the docket entry “**Notice of Bar Date (negative notice)**” located in the **Notices** category. Some attorneys are incorrectly using the “**Notice of Filing**” docket entry. The **Notice of Bar Date** entry will permit you to input the bar date as part of the docket entry. In fact when filing a Notice for a Motion for Relief from Stay there is a special notice entry titled “**Notice of Motion for Relief from Stay**” that is to be used.
6. When adding your client as a party the first time, you will need to create your client as a party. Use all caps when typing your client’s name. If a business name, place the entire name in the last name box. The address is optional. Do not forget to select the party’s role. Once a party has been input, that party will be listed in the master party list. When adding that party to another case, you will find the party when using the search option. (The search is case sensitive so if the name was input in all caps, to find that name in the search, you must search using caps.) When using the search option, if your party’s name does not appear in the box, do not create the party again. You may need to redefine the search. It is best to input only the first two or three letters of the name. You need to scroll down the box (the scroll arrow may be hidden at the right edge of the box). You can file a document on behalf of more than one party. Simply click on more than one party or if adding more than one party, after adding the first party, select **create/add party** again.
7. Objections. Objections are to be filed and docketed under the **answer/response** categories in **Bankruptcy Events** and **answer to motion/application in Adversary Events**. Also to be filed in those two categories are responses, replies and sur-replies. Therefore, any response to a motion or application should be filed using the **answer/response** category. There are three exceptions which are:
  - a. Objection to Claim
  - b. Objection to Transfer  
Both in claim action category
  - c. Trustee Objection to Claim in U.S. Trustee/Trustee category
  - d. Objection to Plan or Disclosure Statement may be filed from the Plan category.

If filing a response/objection to a motion or application, and you select the option titled “**Reference an existing motion/application**”, but the motion or application

does not appear on the list of motions displayed, you need to go back and select “**Other Answers**” and then check the related filing box and select the **motions** category and the motion/application should be displayed on that list.

8. Filings with Large Attachments. When filing a pleading that has exhibit(s) that are a large number of pages, you have two options. You can scan the exhibit(s), remember to break up into parts not exceeding 25 pages, and file them as attachments to your pleading. Alternatively, you can file your pleading and attach to the pleading a one page statement to the effect that the Exhibits were too large to file electronically and have been filed on paper and are available for review at the clerk’s office (sample attached). If you use this option, then two paper copies of the pleading and the attached exhibits are to be submitted to the court, one for the judge and one for the court’s file. Please also submit a copy of the Notice of Electronic Filing and note on it that there are exhibits that were too large to file.
9. Mailing Lists and Noticing. Starting with year 2000 numbered ECF cases, we have been inputting and maintaining the mailing list for ECF cases on ECF. Updated mailing lists for these cases will not be available on PACER. To be sure you are using a current mailing list in an ECF case, obtain that list from the ECF system, not PACER if the ECF case number is year 2000. If the ECF case no. is 98 or 99 year, then the updated mailing list is only on PACER, not ECF. To obtain a mailing list in a 2000 year ECF case, select the **Query** option, input the case number, click on **Run Query** and then select **Creditor** from the list of options.
10. Claims in ECF Cases. Starting with ECF cases filed in 2000, it was our intention to scan and docket claims in all those year 2000 ECF cases designated as asset cases. However, due to the volume of claims, we are unable to scan and docket all claims. Therefore, until further notice, we will only scan and docket claims in Chapter 13 ECF cases. In a Chapter 7 ECF asset case where there is to be a distribution to creditors, we will scan and docket the claims, after the claims bar date passes, at the request of the trustee. Attorneys may file a claim electronically for their client. See the claim filing instructions at the end of these procedures.  
  
In Chapter 11 ECF cases, the debtor’s attorney may create their own claims register. The claims file(s) for a Chapter 11 case may even be checked out by the debtor’s attorney so that the claims may be reviewed and copied, if desired.
11. Adversary Complaints. Adversary proceedings for cases on the ECF system will also be placed on ECF. The adversary complaint, however, must be filed on

paper. Do not file the adversary complaint electronically on the main case docket. With the paper complaint, please submit a 3.5 disk with the complaint and any exhibits in pdf format. The clerk's office will open the adversary proceeding, assign an Adv. No., and docket the complaint. Any summons submitted will be issued and returned to you for service.

12. To Obtain a Hearing Date:

If the pleading or other document you have filed requires a hearing, a date and time for the hearing can be obtained from the courtroom deputy by completing a Request for Hearing form and submitting that form with a copy of the Notice of Electronic Filing for the document filed.

After the hearing is set, the form will be returned to you so that you may prepare your Notice of Hearing that includes this information, and electronically file the Notice of Hearing. You are then to submit a paper copy (Court Copy - ECF Case) of the Motion and Notice of Hearing.

If a motion for an accelerated or expedited hearing is filed, the proposed order granting the accelerated or expedited hearing is to be submitted to the judge as set forth in the proposed order section below.

You can also obtain a hearing date from the courtroom deputy by e-mail. You need to e-mail a request for hearing and a copy of the Notice of Electronic Filing of the underlying motion in PDF format as attachments. You will receive back by e-mail the hearing date and time. You can then prepare your Notice of Hearing and electronically file it. You, then, are to submit a paper copy (Court Copy - ECF Case) of the Motion and Notice of Hearing.

The e-mail addresses to request a hearing are:

gbnecfhearing@azb.uscourts.gov      rjhecfhearing@azb.uscourts.gov

rtbecfhearing@azb.uscourts.gov      sscecfhearing@azb.uscourts.gov

cgcecfhearing@azb.uscourts.gov      jmmecfhearing@azb.uscourts.gov

Request for Hearing:

<u>Paper Request</u>	<u>E-Mail Request</u>
1. Completed Hearing Request Form	1. Completed Hearing Request Form (PDF Format)
2. Paper copy of Notice of Electronic Filing of underlying motion/application	2. Electronic copy (PDF format) of Notice of Electronic Filing of underlying motion/application
3. Hearing date and time returned to you on Hearing Request Form	3. Hearing date and time e-mailed to you
4. You prepare and electronically file Notice of Hearing	4. You prepare and electronically file Notice of Hearing
5. Paper copies of underlying motion/application and Notice of Hearing submitted to court	5. Paper copies of underlying motion/application and Notice of Hearing submitted to court

13. Proposed Orders:

A proposed order is to be submitted to the judge by delivering a paper copy of the proposed order and if the order exceeds five pages, a 3.5 inch disk containing the order in a personal computer based word processing format. All stipulated orders confirming Chapter 13 plans are to be submitted on paper. No disk is needed. Do not forget to include the line numbers on the left margin of the proposed order.

If the proposed order may be entered ex parte, it is to be submitted to the judge with the paper copy of the motion or other document and a copy of the Notice of Electronic Filing.

If the proposed order refers to a motion or other document that must first be set for hearing or noticed to other parties with an opportunity to file objections, then the proposed order is to be submitted after the hearing or after the time to file objections has passed with a copy of any certificate of service and no objection filed.

Proposed orders may also be submitted by internet e-mail. The order, in PDF format if five pages or less and if more than five pages in a word processing format, may be e-mailed to the judge as an attachment to your e-mail request to the judge to sign the order. A copy of the Notice of Filing and a copy in PDF format of the underlying motion, or other document such as a certificate of service and no objection, is to be submitted in your e-mail if the order rules on that motion. If an order is being submitted after a court hearing, only the order needs to be e-mailed.

The e-mail addresses to submit orders in ECF cases are:

gbnecorders@azb.uscourts.gov	rjhecorders@azb.uscourts.gov
rtbecorders@azb.uscourts.gov	sscecforders@azb.uscourts.gov
cgcecforders@azb.uscourts.gov	jmmecorders@azb.uscourts.gov

These e-mail addresses are to be used only to submit ECF orders. The above Internet e-mail addresses are to be used to submit an order or request a hearing in only an ECF case. Do not use the e-mail option on the Bankruptcy Court's web page.

Submission of Proposed Orders:

Paper Order

1. Paper copy of proposed order submitted. If it exceeds 5 pages, also submit the order on 3.5 inch disk in a pc-based word processing format (any exhibits to the order should be submitted in pdf format). An extra paper copy to be conformed and returned to you, may also be submitted.

E-Mail Submission

1. E-mail request to sign order. Submit proposed order as an attachment to the e-mail. If 5 pages or less, the order is to be in pdf format. If 6 pages or more, the order is to be in a pc-based word processing format (any exhibits to the order should be submitted in pdf format). If exhibits to the order exceed ten pages, please do not use the e-mail procedure.

Instead, submit a paper order with the exhibits attached. Please, also, submit a 3.5 inch disk with the exhibits in pdf format.

2. Submit paper copy of related pleading, if any, and paper copy of the Notice of Electronic Filing of that related pleading.
2. Submit as attachments, to the e-mail, in PDF format copies of the related pleading, if any, and the Notice of Electronic Filing for the related pleading.
3. After the order is signed and docketed, you may obtain any copies needed from the ECF docket.
3. After the order is signed and docketed, you may obtain any copies needed from the ECF docket.

Warning: When submitting a copy in pdf format as an attachment to e-mail, be advised, that the current court e-mail system may not be able to open the attachment to view the pdf formatted copy if you have used more than 8 characters when naming your pdf file. As a result, you may receive a response that we are unable to open the attachment with the proposed order and you will be directed to submit the order on paper.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA  
REQUEST FOR HEARING DATE IN AN ECF CASE**

Case No.: \_\_\_\_\_ Adversary No.: \_\_\_\_\_

Chapter: \_\_\_\_\_ Case Name: \_\_\_\_\_

I, the undersigned attorney for \_\_\_\_\_, electronically filed on \_\_\_\_\_, a motion, application or other document captioned as \_\_\_\_\_ . This matter should be set for a hearing before the court.

\_\_\_\_\_ The notice of this hearing will be noticed to ALL CREDITORS by the undersigned.

\_\_\_\_\_ The notice of this hearing will be noticed to INTERESTED PARTIES by the undersigned.

The interested parties and their attorney's are:

<u>Party</u>	<u>Attorney name &amp; address</u>
_____	_____
_____	_____
_____	_____
_____	_____

DATED: \_\_\_\_\_

Attorney

(Submit this form with a copy of Notice of Electronic Filing after you have electronically filed the motion.)

-----  
*For Court Use Only*

**The motion, application or other document has been set for hearing on:**

\_\_\_\_\_ at \_\_\_\_\_

DATED: \_\_\_\_\_

Courtroom Deputy

**ATTACHMENT(S) ARE TOO  
MANY PAGES TO FILE  
ELECTRONICALLY.**

**A PAPER COPY OF THE  
ATTACHMENT(S) HAS  
BEEN SENT TO THE COURT  
FOR PLACEMENT IN THE  
COURT FILE.**

**TO REVIEW THE  
ATTACHMENT(S)  
PLEASE REFER  
TO THE COURT FILE.**

ATTORNEY INSTRUCTIONS  
FOR FILING A PROOF OF CLAIM  
IN AN ECF CASE

Starting with cases (Chapter 11, 12 or 13 and Chapter 7 Asset) filed in 2000, the claims for those cases will be electronically filed and docketed on the ECF system. Both the claims register and the claims may then be viewed online on the ECF system. To view the claims register and the claims filed, select Claims Register under the Reports Menu on ECF. Insert the case number and select Office 2 for Phoenix (Office 3 for Prescott) and click on Next. A summary listing of the claims filed will then be displayed. To generate a claims register (which will include the ability to click on the claim number to view the claim itself), click on Next. To view the claim, just click on the claims number in the register. The clerk's office when filing claims in ECF cases will scan and file the claim and any attachments (where the attachment is 3 pages or less). If the attachment is more than 3 pages, it will not be on ECF with the claim, the attachment will be in the file at the clerk's office.

While the clerk's office will electronically file and docket claims filed on paper, an attorney that has a filing ECF password is able to file claims. If you wish to file a claim for your client electronically, you can do so. To file a claim electronically, follow the instructions stated below. Again claims in ECF cases will only be filed on ECF in cases with a 2000 year case number. For 97, 98 or 99 cases, claims will continue to be filed and docketed on NIBS/PACER and therefore, must be filed on paper.

1. Select **File Claims** under **Bankruptcy**.
2. Input Case Number.  
Either leave **Name of Creditor** field blank and click on **Next** (a creditors list box will be displayed), open that box and select claimant from list; or input first few letters of claimant (ALL CAPS) in **Name of Creditor** box and claimant will be displayed if on list.

Leave **Type of Creditor** box on creditor.

3. If claimant not on creditor list, select **Add Creditor**.

When inputting claimant on creditor list (mml), use no more than the name line plus 4 address lines. Input in ALL CAPS. Again leave type as **Creditor**. You must click on **Commit** for creditor to be added. Do not click on **return to main menu** unless you want to abort the entry. Place radio button in **Last Entry circle** and click on **Next**.

Then click on **File a Proof of Claim**. Repeat steps at paragraph 2.

4. Select claimant from list displayed and click on **Next**.
5. Input information and data on claims register screen.
6. When inputting the amount claimed, if you input amounts in more than one of the boxes, the system will automatically total those amounts.
7. Any account number should be input in the **Description box** and the **Remarks box** may be used for any other information you may want to input.
8. Click on **Next**.
9. Load claim in pdf format. You are given opportunity to add attachments. Remember that if scanned exhibits exceed twenty pages, they need to be broken up into smaller sections.