



**U.S. BANKRUPTCY  
COURT  
MIDDLE DISTRICT OF  
TENNESSEE**

The slides in this presentation show the process of submitting electronic evidence using the submission application developed by the USBC-MDTN. It is a step-by-step tutorial of its use.

## **EESA: HOW-TO SUBMIT ELECTRONIC EVIDENCE**

# MANDATORY USE OF ELECTRONIC EVIDENCE APPLICATION (EESA)

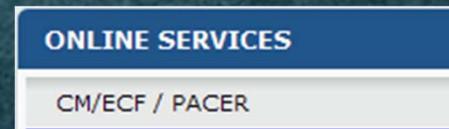
- On August 1, 2012, the U.S. Bankruptcy Court for the Middle District of Tennessee made the submission of evidence electronically mandatory for all evidence used in trial, hearing or at the motion docket.
- Electronic evidence must be submitted using the “Electronic Evidence Submission Application,” known as “EESA.”
- The EESA application is accessed through CM/ECF.
- In conjunction with EESA, the Court approved procedures known as “E-Evidence Procedures” (cited as “EEP”). The EEP can be found on the Court’s web site at [www.tnmb.uscourts.gov](http://www.tnmb.uscourts.gov) under the Local Rules tab.

# Things to Know

- EESA is intended to be intuitive for those accustomed to using the paperless, filing system known as CM/ECF.
- Similar to loading documents for filing to CM/ECF, the EESA application will require that any and all documentary evidence be converted to one of the allowable formats listed in *EEP*, § 3, found at [www.tnmb.uscourts.gov](http://www.tnmb.uscourts.gov).
- EESA will prompt the user to “Browse” for the exhibit(s) and attach them.
- Make sure all exhibits are converted and saved on your computer or laptop before submitting those exhibits. Otherwise, EESA will not accept unknown formats, i.e., WordPerfect or Word documents, without conversion of documents in those formats.
- PLEASE make sure to read the EEP as the procedures indicate how documents should be named before submitting any electronic exhibits. Failure to use correct naming conventions will give you an error message and not allow you to continue and submit exhibits.

# Logging in → EESA

- If you are unfamiliar with CM/ECF or PACER, go to <http://www.tnmb.uscourts.gov>.
- Find “Online Services” on the Court’s web site



- Click on CMECF/PACER
- The CM/ECF Filer or PACER login screen appears.
- Input your CM/ECF login and password to obtain access to the CM/ECF event screen.

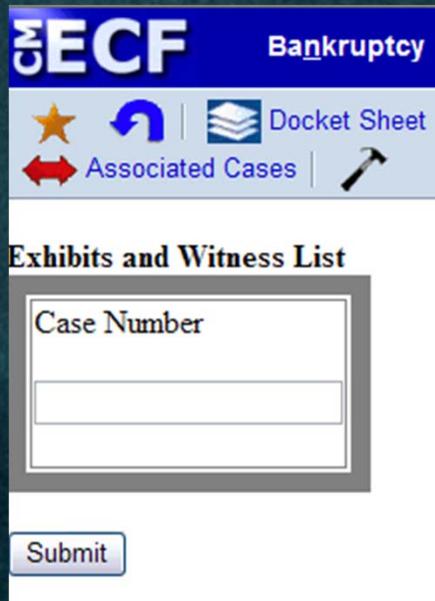
# STEP 1: Where do I find EESA?

You can always find EESA by clicking on the Bankruptcy tab shown below. This tab will take you to the CM/ECF events. The EESA application is under “Exhibits.” This is the tab to use for ALL exhibit submission.

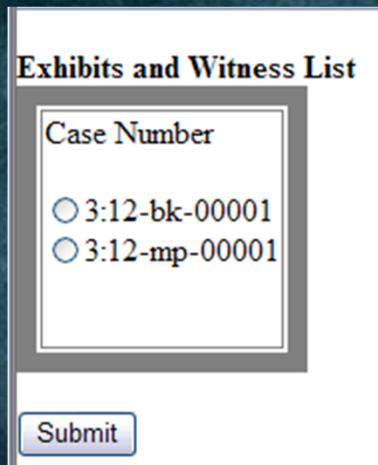
The screenshot shows the CM/ECF interface. At the top, the 'Bankruptcy' tab is highlighted with a red box. Below the navigation bar, the 'Bankruptcy Events' section is displayed. The 'Exhibits' link is highlighted with a red box. The page is organized into three columns of links.

Column 1	Column 2	Column 3
<b>Appeals</b> <a href="#">Appeal</a>	<b>Court Users Only (cont.)</b> <a href="#">Bill of Cost</a> <a href="#">Intake Only Events</a> <a href="#">Bankruptcy Court Events (Admin)</a> <a href="#">Chambers Only</a> <a href="#">Virtual Orders</a>	<b>Motions (cont.)</b> <a href="#">Other Motions/Applications</a>
<b>Case Opening Events</b> <a href="#">Open BK Case</a> <a href="#">Open Involuntary Case</a> <a href="#">Judge/Trustee Assignment</a> <a href="#">Upload Creditor Matrix</a>	<b>Miscellaneous</b> <a href="#">Blue TAG</a> <a href="#">Change of Counsel</a> <a href="#">Generic Notice</a> <a href="#">Non-Public Filings</a> <a href="#">Original Creditor Matrix</a> <a href="#">Add / Mod / Del Corp Parent</a>	<b>Orders</b> <a href="#">Orders/Opinions...</a>
<b>Claims</b> <a href="#">Claim Actions</a> <a href="#">Claims Upload</a> <a href="#">Creditor Maintenance...</a> <a href="#">File Claims</a> <a href="#">Speed-Claim</a>	<b>Exhibits</b> <a href="#">Exhibits</a>	<b>Proposed Order</b> <a href="#">Submitted / Expedited - Submitted Agreed</a> <a href="#">Submitted Agreed Expedited Orders</a>
		<b>Reaffirmations</b> <a href="#">Reaffirmations Menu</a>
		<b>Responses</b> <a href="#">Objection/Response..(DO NOT USE FOR Motions)</a> <a href="#">Objection to Homestead Exemption</a> <a href="#">LBR 9013 Response</a> <a href="#">Plan Objections</a>

# Step 2: Starting the submission process



The screenshot shows the ECF Bankruptcy website interface. At the top, there is a blue header with the ECF logo and the word 'Bankruptcy'. Below the header, there are navigation icons: a star, a refresh arrow, a stack of papers labeled 'Docket Sheet', and a double-headed arrow labeled 'Associated Cases'. The main content area is titled 'Exhibits and Witness List' and contains a form with a 'Case Number' label and an empty input field. A 'Submit' button is located below the form.



This screenshot shows the same 'Exhibits and Witness List' form, but the 'Case Number' input field now contains two radio button options: '3:12-bk-00001' and '3:12-mp-00001'. The 'Submit' button remains below the form.

- Type in the main case, adversary proceeding or miscellaneous proceeding.
- Do not worry about including a “bk,” “ap,” or “mp,” in the number when typing the identifying number into the box. EESA will find numbers that have similar associations.
- It is up to you to pick the correct case (bk), adversary (ap) or miscellaneous proceeding (mp) association when EESA populates similar numbers for you.
- Beginning in 2012, adversary proceedings in this district all start with a numerical prefix of “9.” This should cut down on the number association EESA provides.

# Step 3: Is this the correct association?

The screenshot shows the ECF Bankruptcy system interface. At the top, there is a blue header with the ECF logo and a dropdown menu for 'Bankruptcy'. Below the header, there are navigation icons: a star, a refresh arrow, a document icon labeled 'Docket Sheet', and a double-headed arrow labeled 'Associated Cases'. The main content area is titled 'Exhibits and Witness List' and contains a form with the following text:

Case Number  
3:12-bk-00001  
SMITH'S AUTOMOTIVE

Below the form is a 'Submit' button, which is highlighted with a red rectangular box.

- EESA will associate the number you have provided with the case number, adversary proceeding number or miscellaneous proceeding number.
- If it is not associating the correct number, check your number.
- If the correct case or parties show up (i.e., *Doe v. Doe* or *John D. Doe*), then click on the “Submit” button in the application to continue the submission process.

# Step 4: Which bubble do I click?

Is this the first time you are submitting evidence for this case, adversary proceeding or miscellaneous proceeding?

Do you want to  Submit my party's exhibit file(s)  
00001 ?

PLEASE PICK  
ME!!!

Scenario 1: Use the first option, or first bubble, when you have never submitted evidence in the case or proceeding

**OR**

Scenario 2: You have submitted evidence in the case or proceeding but now you are submitting evidence for a completely different matter, trial, hearing or contested matter on the motion docket.

**EXAMPLES** for second scenario described:

First time submission ► Creditor ABC files objection to chapter 13 plan in case number 3:12-bk-00012 and submits evidence for contested confirmation.

Second time submission ► Creditor ABC then files motion for relief from stay, debtor objects ► final hearing going forward. Creditor submits evidence using first bubble since exhibits are being submitted for a completely different matter and purpose.

# Step 4 Continued: Which bubble do I click?

**Are you submitting evidence for the second time in the same case.?**

- Pick the second bubble whenever you are:
  - Amending your original exhibit list in the SAME CASE/AP/MP and it is in the SAME HEARING TYPE and SAME DESCRIPTION.
  - What does that mean? You are either adding exhibits to your original submitted exhibit list, deleting exhibits from your original submitted exhibit list, re-numbering or lettering exhibits in your original exhibit list because you have made a naming convention mistake or you decided to delete exhibits or add some additional exhibits to your original exhibit list.

Do you want to  Submit my party's exhibit file(s) or  View/Edit or Submit additional exhibit file(s) or  Access to Submitted Exhibits or

You really should  
pick me ...

# Step 4 Continued: Which bubble do I click?

## Examples of when to use 2<sup>nd</sup> option/bubble

**Example 1:** Case no. 3:08-bk-10003 set for January 8, 2013 at 9:00 a.m. Exhibits listed under Hearing Type  "Motion" with Description  "Relief from Stay filed by FSB, LLC on 203 Industrial Drive, Somewhere, USA."

### Date Submitted

Exhibits first submitted on  
December 23, 2012

Additional exhibits added  
December 26, 2012

### Submitted Exhibits

1.Deed of Trust.pdf  
2.Promissory Note.pdf

3.Proof of Claim number 2.pdf  
4.Service Charge Summary.pdf

**Example 2:** Adversary proceeding no. 1:12-ap-90000, *Doe v. Smith*, trial on March 14, 2013 at 9:00 a.m., CR 1, Nashville, TN. First time submission  10 exhibits were submitted by Defendant *Smith* on February 18, 2013; identified as exhibits "A" though "J." Second time submission  February 21, 2013, *Smith* wants to delete exhibits marked "B" and "H" on EESA, rename and resubmit exhibits as "A" through "H" so exhibits are sequential.

# Step 4 Continued: Which bubble do I click?

**What if I am submitting evidence for the same case, but different hearing type and different description?**

- Pick first bubble again. Why? You have completely different exhibits or exhibits are being used for a completely different purpose.

Do you want to  Submit my party's exhibit file(s) or  View/Edit or Submit additional exhibit file(s) or

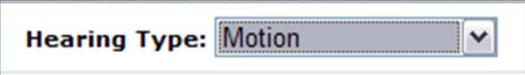
## Scenario

- Chapter 11 case no, 3:13-bk-00012.
- Global order set on first day motions for January 22, 2013, at 10:00 a.m. Creditor 123, LLC files objection to Cash Collateral and Post-petition Lending. Exhibits A – C for objection filed.
- Creditor 123, LLC files Motion for Relief from Stay on 101 Industrial Drive, Anywhere USA. Final hearing on relief stay is contested.

You would use the first bubble to submit exhibits underlying cash collateral objection and use the first bubble again when submitting exhibits for relief stay matter. Same case but different hearing types and descriptions.

# Step 5: Fill in Information

EESA users must fill in the following information:

1.  **Date(mm/dd/yyyy):**  Type in the date of the trial, hearing or contested matter already scheduled on the docket or pretrial order.
2.  **Time(hh:mm):**   AM  PM Type in the time set by the Court.
3.  **Hearing Judge:** Lundin, Keith M  Pick the right judge. Pick the judge originally assigned to the case, unless judge reassignment is noted on the docket.
4.  **Hearing Type:** Motion  There are 4 hearing types: Motions  
Objection/Response  
Trial  
Confirmation  
Choose the correct type of action.

# Step 5 Continued – Fill in Information

5. A screenshot of a web form. On the left, the number '5.' is followed by a rectangular input field. Inside the field, the text 'Description (100 characters maximum):' is written in a small, dark font. To the right of this text is a large, empty white space for entering text. Below the input field is a small, rectangular button with the word 'Next' written on it in a dark font.

Provide a description that makes it easy to identify the exhibit description when compared to what document has been filed on CM/ECF. The description should be different enough so that exhibits can be readily distinguishable amongst multiple, like descriptions set on the same day.

**Example 1:** Two relief stay motions filed in the same case. The final hearing date has the same attorney representing the same creditor on the same date. Both motions are contested. Motion for relief from stay #1 is given a description of: “Motion for Relief from Stay filed by ABC Mortgage, Inc. on 123 Maple Street, Somewhere, USA.” Motion for relief from stay #2 is given a description of: “Motion for Relief from Stay filed by ABC Mortgage, Inc. on 101 Main Street, Beach Town, USA.” Contested motions are distinguishable.

**Example 2:** One objection to confirmation of a chapter 13 case. Multiple objections to confirmation filed in same case, at same time and date. Creditor 1’s description: “Objection to Confirmation of Chapter 13 Plan filed by \$\$\$ Cash Financial, LLC.” Creditor 2’s description: “Objection to Confirmation of Chapter 13 Plan filed by Joe Jones Auto Mart.” Objections to confirmation are distinguishable.

# Step 6 – Identify Role Type

What is the role of the party for whom you are submitting exhibit(s) ?

Plaintiff  Defendant  Movant  Respondent  U.S Trustee  Multiple

- Check the bubble that most appropriately identifies your role in the case, adversary proceeding or miscellaneous proceeding.
- The “Multiple” bubble is for times when you represent more than one party. For example, more than one plaintiff or defendant; multiple creditors in a chapter 11 case, etc.

# Step 7 – Party Names

EESA allows for shortening of a party's name.

Why shorten a name?

The electronic admission stamp resides on the top, right-hand side of an admitted exhibit. If your party name is very long, the exhibit stamp will cut-off the name.

For purpose of marking exhibits only, do you wish to shorten your party's name?  Yes  No

Shortened party name:  **hint: After enter sh**

- Clicking on the “yes” option will provide you the option of shortening your party's name.
- Clicking on the “no” option will take you to the next line item.

# Step 8 – Exchanging Exhibits

Do you wish to grant access to your exhibits to any other attorney?  Yes  No

- Clicking on the “yes” option will populate a list of attorneys who have made appearances in an adversary proceeding or a case.

Do you wish to grant access to your exhibits to any other attorney?  Yes  No

Rights to view these exhibits shall be granted to whom:

Vicki Counts  US TRUSTEE  daoatty  ejnatty  sdtatty

Please select file to submit:

- By checking the square in front of each attorney name you are providing those attorneys, or parties, access rights to view any and all exhibits you have submitted in the adversary proceeding or case. This is the exchange component of EESA.
- If you do not want to exchange exhibits, then click the “no” option, which will then take you to the next option on EESA.

**NOTE:** EESA provides parties options to the exchange process. EESA is not a substitute for, nor does it replace, what is expected from attorneys under the FED. R. EVIDENCE, FED, R. CIV. P., TITLE 11 OF THE U.S. CODE, FED. R. BANKR. P., LOCAL RULES FOR THE BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE or other applicable laws.

# Step 9 – Choosing & Naming the Exhibit File to Be Submitted

Do you wish to grant access to your exhibits to any other attorney?  Yes  No

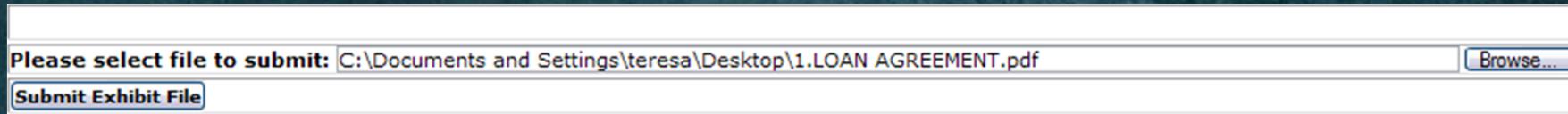
Rights to view these exhibits shall be granted to whom:

Vicki Counts  US TRUSTEE  daoatty  ejnatty  sdtatty

Please select file to submit:

- EESA works similar to CM/ECF in “Browse” mode.
- Convert exhibits to an allowable format (PDF, PNG, GIF, JPG/JPEG, WMV, MP3, PPT/PPTX). Allowable formats can be compressed into ZIP files for submission. See, *EEP 3* for allowable conversion extensions.
- Make sure the exhibits follow the naming conventions and protocols in *EEP 4.3* and *EEP, Appendix 2*.
- Save exhibits on your computer or lap top.

# Step 10 – Attaching the Exhibit File



Please select file to submit: C:\Documents and Settings\teresa\Desktop\1.LOAN AGREEMENT.pdf

- Click on the “Browse” button to attach the saved exhibit file(s).
- Search on your computer or lap top (or other device) where you place the saved exhibit or exhibits.
- Once you have found the drive on your computer or lap top (or other device) where the exhibit or exhibits have been saved, then click (or double-click) on the exhibit file.
- The exhibit file or exhibit files should attach as shown above. If exhibit files were saved in ZIP format then the files will upload and show in listing when  button is clicked.

# Step 10 Continued – Attaching the Exhibit File

Please select file to submit:

[Submit Exhibit File](#)

These files have been submitted by **tcaatty** for Party: **tcaatty**

Exhibit file(s)
1.LOAN AGREEMENT.pdf
2.DEED OF TRUST.pdf

[Next](#)

- Submitted exhibit(s) should appear as they do in the listing above.
- An error message will appear if the proper naming convention has not been used.
- If the naming convention is incorrect, EESA will not allow you to view exhibits when you go to the viewing or edit side of the application. It will appear as if no or some of your exhibits have not been uploaded.

## Warning

While not an exhaustive list, the exhibit application will not “read” or recognize the following characters if used as part of an exhibit’s naming convention:

**! @ \$ % ^ & \* ( ) < > { } [ ] ' " , / \ | : ; ?**

# Step 10- Admissibility Stipulated

	Check if admissibility is stipulated	Date submitted	Delete All
	<input type="checkbox"/>	9/7/2012	Delete
	<input type="checkbox"/>	9/7/2012	Delete

- The “Check if admissibility is stipulated” box is intended to be used when parties have agreed to stipulate certain exhibits for purposes of admissibility.
- The “Check if admissibility is stipulated” section is **not intended** to pose a question to other parties asking them if they wish to stipulate for purposes of admissibility. It is an agreed upon fact to be provided to the Court at a trial, hearing or contested matter on the motion docket. Not a question.

# Step 11 – Exhibit Modification

These files have been submitted by **tcaatty** for Party: **tcaatty**

Exhibit file(s)	Date submitted	Delete All
1.LOAN AGREEMENT.pdf	9/7/2012	Delete
2.DEED OF TRUST.pdf	9/7/2012	Delete
3.EMAIL FROM BANK OFFICER DENYING FOREBEARANCE.pdf	9/7/2012	Delete
4.LETTER FROM DEBTOR DATED.pdf	9/7/2012	Delete

- If an exhibit needs to be modified by deletion, it may be done at this time.
- There are two options: you may “Delete All” and start over by clicking on EESA’s “Delete All” button, or delete a particular exhibit by clicking EESA’s “Delete” button as shown above.
- When a particular exhibit is deleted, EESA **will not** renumber the exhibits for you. The Court will take the exhibit numeration or lettering as provided by the user. If you prefer to have consecutive or sequential numbering or lettering, you will need to Delete All, rename saved exhibits on your system and submit again. If not, the listing will show as follows:

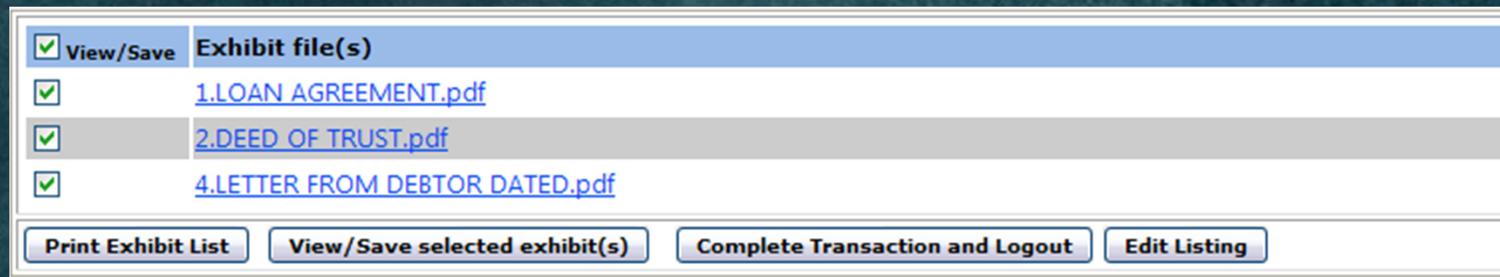
Exhibit file(s)
1.LOAN AGREEMENT.pdf
2.DEED OF TRUST.pdf
4.LETTER FROM DEBTOR DATED.pdf

# Step 12 – Saving & Downloading

<input type="checkbox"/> View/Save	Exhibit file(s)	Admissibility is stipulated	Date Submitted
<input type="checkbox"/>	<a href="#">1.LOAN AGREEMENT.pdf</a>	<input checked="" type="checkbox"/>	9/7/2012
<input type="checkbox"/>	<a href="#">2.DEED OF TRUST.pdf</a>	<input checked="" type="checkbox"/>	9/7/2012
<input type="checkbox"/>	<a href="#">4.LETTER FROM DEBTOR DATED.pdf</a>	<input type="checkbox"/>	9/7/2012

- The “View/Save” box provides you:
  - The option to “Open” or “Save” all submitted exhibits at once – OR –
  - You may click the individual box next to each exhibit for opening or saving of each exhibit separately.
- You also have the option of modifying (deleting, amending, etc.) your exhibit list by clicking on “Edit Listing.” This option will take you back to the upload screens.
- If you are not interested in opening, saving , printing or editing any of the exhibits, you may proceed and click on the “Complete Transaction and Logout” button to finish the submission process. **Go to Step 13.**

# Step 12 Continued – Saving & Downloading



If you are interested in having exhibits saved or printed for your files, then click on EESA's "View/Save selected exhibit(s)" button. This option provides:

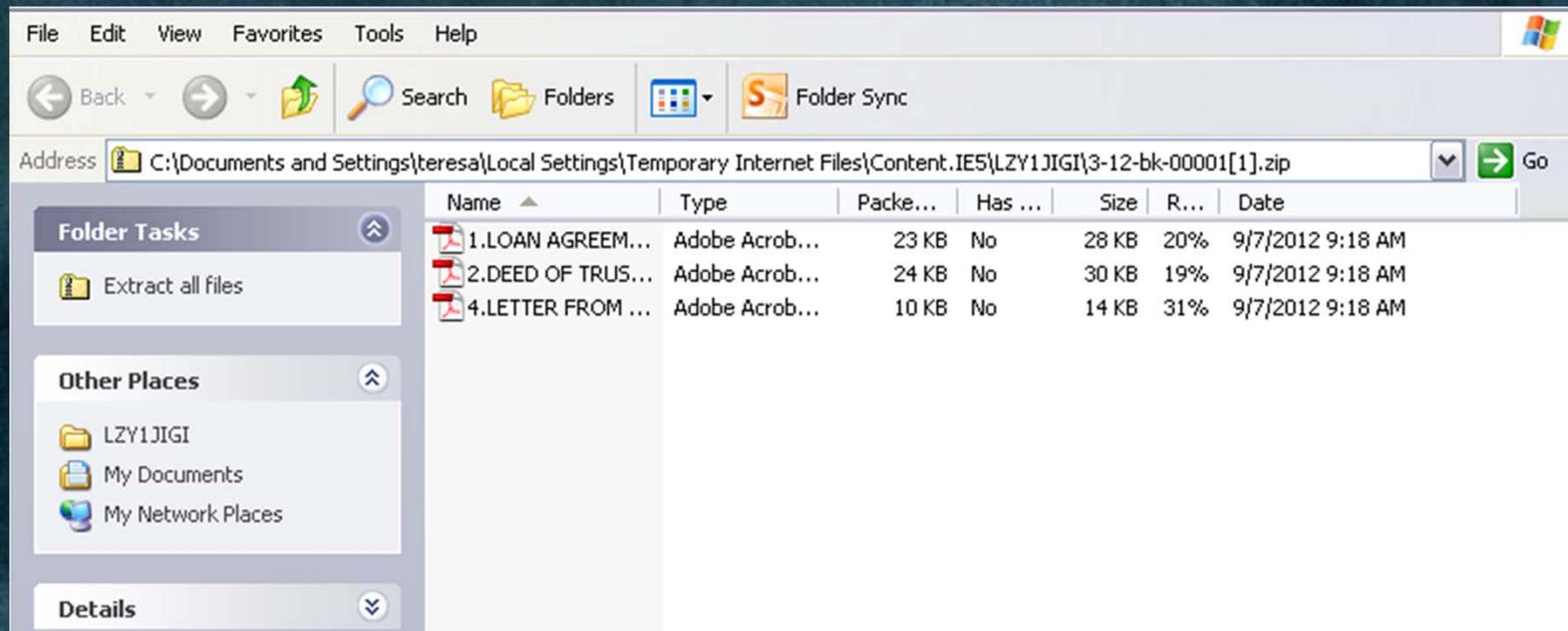
- the header indicating case name (case name shortened if this option was picked earlier), case number, adversary parties, adversary number, etc. showing on each uploaded exhibit page and
- the footer mirroring the naming convention provided by the EESA user with automatic page numbering for each exhibit on every uploaded exhibit page. Pages are numbered within each exhibit.

# Step 12 Continued – Saving & Downloading

The screenshot shows a web application interface with a table of exhibit files. The table has columns for 'View/Save', 'Exhibit file(s)', and 'Admissi'. Three files are listed: '1.LOAN AGREEMENT.pdf', '2.DEED OF TRUST.pdf', and '4.LETTER FROM DEBTOR DATED.pdf'. Below the table are buttons for 'Print Exhibit List', 'View/Save selected exhibit(s)', and 'Complete Tran'. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The dialog shows a folder icon, the file name '3-12-bk-00001.zip', the type 'Compressed (zipped) Folder, 77.8KB', and the source 'ecf-train.tnmb.circ6.dcn'. There are 'Open', 'Save', and 'Cancel' buttons. A checkbox 'Always ask before opening this type of file' is checked. A warning message at the bottom states: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

- Choosing the “View/Save” option will automatically “check” all exhibits boxes.
- Notice a ZIP file was used in this example. When a ZIP file is used, it populates the exhibits sequentially as named by the EESA exhibit user.

# Step 12 Continued – Saving & Downloading



Once chosen, the “Save” option will provide you with this listing or view. You may now save your exhibits on your computer or lap top.

# Step 12(a): Editing Newly Submitted Exhibits

If you decide at this point to go back and edit your submitted exhibits, then click on the “Edit Listing” tab to delete or amend the existing exhibit file(s) list ...

<input checked="" type="checkbox"/> View/Save	Exhibit file(s)
<input checked="" type="checkbox"/>	<a href="#">1.LOAN AGREEMENT.pdf</a>
<input checked="" type="checkbox"/>	<a href="#">2.DEED OF TRUST.pdf</a>
<input checked="" type="checkbox"/>	<a href="#">4.LETTER FROM DEBTOR DATED.pdf</a>

Remember, you have not completed your transaction and logged out yet so it is very easy to edit exhibits at this point in time.

# Step 12(b): “Edit Listing”

- If you decided not to **Complete Transaction and Logout** and you clicked on **Edit Listing**, the screen below will be displayed.
- Here is another opportunity to delete or amend your existing exhibit file(s) listing.

**Next**

What is the role of the party for whom you are submitting exhibit(s) ?  
Plaintiff Defendant Movant Respondent U.S Trustee Multiple

For purpose of marking exhibits only, do you wish to shorten your party's name? Yes No

Shortened party name:  **hint: After enter short party name,**

Do you wish to grant access to your exhibits to any other attorney? Yes No

Rights to view these exhibits shall be granted to whom:  
Vicki Counts US TRUSTEE daoatty ejnatty sdtatty

Please select file to submit:

**Submit Exhibit File**

These files have been submitted by **tcaatty** for Party: **tcaatty**

Exhibit file(s)	Check if ad
1.LOAN AGREEMENT.pdf	<input checked="" type="checkbox"/>
2.DEED OF TRUST.pdf	<input checked="" type="checkbox"/>
4.LETTER FROM DEBTOR DATED.pdf	<input type="checkbox"/>

**Next**

# Step 12(c): Printing the exhibit list

If you decide that your preference is just to print the exhibit list and then logout, select this option:

**Print Exhibit List**

View/Save selected exhibit(s)

Complete Transaction and Logout

Edit Listing

United States Bankruptcy Court

Middle District of Tennessee

Case No.: 3:12-bk-00001

This option provides you with a printable list.

In Re: SMITH'S AUTOMOTIVE  
Debtor

Trial Date: 9/25/2012, Trial Time: 09:00 AM, Hearing judge: Lundin, Keith M, Motion for Relief from Stay filed by ABC Mortgage Company, Inc. on 123 Maple Blvd, Somewhere, USA

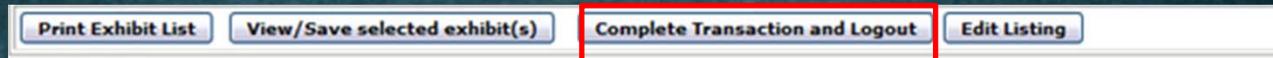
## tcaatty'S Exhibit List

Exhibit File(s)	Admissibility Stipulated	Date Submitted
1.LOAN AGREEMENT.pdf	X	9/7/2012
2.DEED OF TRUST.pdf	X	9/7/2012
4.LETTER FROM DEBTOR DATED.pdf		9/7/2012

# Step 13:

## Complete Transaction and Logout

- If you are done and have no other editing functions, saving or printing functions to perform, then you can log out by choosing EESA's "Complete Transaction and Logout" button, seen below:



- Completing your transaction and logging out does the following:
  - the parties who have been given viewing rights in EESA by you (exchange portion of the application) will get an email sent to them indicating that exhibits have been submitted by you. The email will list the bankruptcy case/number and adversary proceeding/AP number (if exhibits were submitted in the AP). EESA associates exhibits filed in an adversary proceeding with the main case number.
  - The email will also provide a list of the exhibits submitted in an attached PDF.
  - You will receive an email confirmation that the submitted exhibits notification email has left EESA.

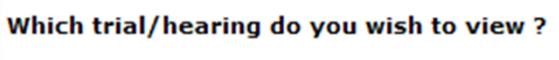


**YOU ARE DONE!!!!!!**

HOW EASY WAS THAT?

# Exhibit Presentation in Court Use Mode



- When accessing exhibits in Court pick the third option or third bubble in EESA called “Access to Submitted Exhibits.” ▶ 
- First, sign in to CM/ECF.
- Go to the “Bankruptcy” tab.
- Click on the “Exhibits” event.
- Click on the following option ▶ 
- The case and/or adversary proceeding number should display in red at the top right hand corner of EESA showing the correct case or AP for which exhibits were submitted.

# Exhibit Presentation Continued: in Court Use Mode

- Next ► click on the correct “Hearing Type.”

Which trial/hearing do you wish to view ?

<input type="checkbox"/> Select all
<input type="checkbox"/> Hearing Type: Motion. Hearing Description: Motion for Relief from Stay filed by ABC Mortgage Somewhere, USA. Hearing/trial on 9/25/2012 at 09:00 AM. Hearing Judge: Lundin, Keith M
<input type="checkbox"/> Hearing Type: Motion. Hearing Description: Motion for Relief from Stay filed by ABC Mortgage Somewhere, USA. Hearing/trial on 9/25/2012 at 09:00 AM. Hearing Judge: Lundin, Keith M
<input type="checkbox"/> Hearing Type: Motion. Hearing Description: Motion for Relief from Stay filed by ABC Mortgage USA. Hearing/trial on 9/25/2012 at 09:00 AM. Hearing Judge: Lundin, Keith M

- Click the “**Select all**” option (or box) if there are multiple parties on one matter being heard by the Court that day. The “Select all” option makes it easier for everyone to see all submitted exhibits, whether those exhibits were submitted by the movant, a respondent or an objecting party.
- Select the particular hearing type box when only one EESA user submitted exhibits. Click on the hearing type described earlier when in the EESA submission mode.
- Plug in your lap top or device to the cabling at the podium, or either counsel table. What you have on your lap top or device screen should display on the courtroom TV monitors.

## WHERE TO FIND EVIDENCE ONCE IT HAS BEEN ADMITTED

- All evidence whether admitted or not by the court may be accessed by clicking on EESA's fourth button option:

View admitted exhibits for Case: **3:12-bk-00001** ?

- Admitted exhibits will contain the Court's electronic admission stamp. Exhibits that have not been admitted will show no stamp.
- This option is available should parties need exhibits in the event of an appeal or any other reasons.

## • POST-TRIAL, HEARING OR CONTESTED MATTER ON MOTION DOCKET



## USBC-MDTN EESA CONTACTS

**United States Bankruptcy Court  
Middle District of Tennessee**

**Main number ► 615-736-5584**

To schedule a mock trial date and time for  
EESA, please call:

Teresa Azan, Chief Deputy Clerk, Ext.4224

\* \* \* \* \*

For EESA technical issues, please call the  
EESA program developer:

Tamami Sugimoto, Program Analyst, Ext.  
4263.

