



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

CM/ECF STEP-BY-STEP INSTRUCTION

DOCKETING A MOTION FOR §522(q)(1) ORDER

30 AUGUST 2018



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Objectives

When you complete review of these instructions, you should be able to:

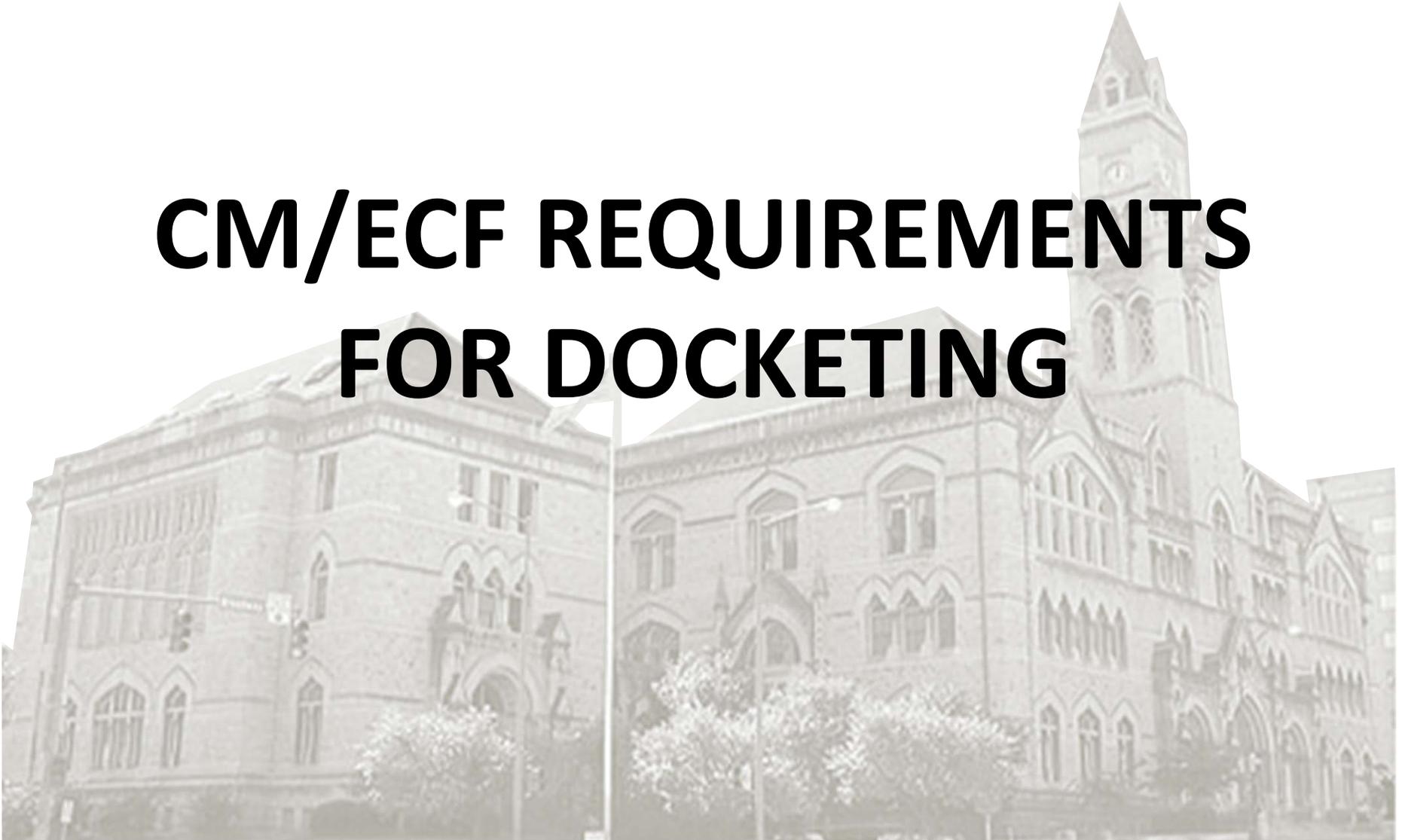
- Understand CM/ECF Requirements for docketing
 - How to Log in to CM/ECF
 - Docket a Motion for §522(q)(1) Order
 - Add Hearing Date, Time, Location & Response Due Date
-
- Instruction for this event is also provided in the Practitioner's Handbook located on the Court's website (www.tnmb.uscourts.gov) and the ECF event page



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

CM/ECF REQUIREMENTS FOR DOCKETING





U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

The screenshot shows the homepage of the U.S. Bankruptcy Court Middle District of Tennessee. The header includes the court's name, the names of the Chief Judge (Marian F. Harrison) and Clerk of Court (Matthew T. Loughney), and a search bar. A navigation menu contains links for Home, Understanding Bankruptcy, Court Information, Judges, Trustees & US Trustee, Forms, Local Rules, CM/ECF Information, and For Attorneys. A red callout bubble points to the 'CM/ECF Information' link with the text: "Hover over CM/ECF Information and then Click CM/ECF Client Requirements". The main content area features a 'Welcome' message and 'Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.'. The footer contains sections for Court Locations (Nashville, Columbia, Cookeville), Docket Calendar, 9013 Availability Calendar, Local Rules, Forms, and News & Announcements.

Text Size: - A +

UNITED STATES BANKRUPTCY COURT
Middle District of Tennessee
Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site GO

Home Understanding Bankruptcy Court Information Judges Trustees & US Trustee Forms Local Rules CM/ECF Information For Attorneys

CM/ECF / PACER »
PACER Case Locator »
PACER Service Center »
File an Electronic Claim »

Welcome

This website is an integral part of the bar, bench, court and government. It provides information on what works and what doesn't and offers a service.

Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

Docket Calendar
9013 Availability Calendar
Local Rules
Forms

News & Announcements

Thu, 09/28/2017
Judicial Conference: Current Conference Planning
The 2018 Sixth Circuit Judicial Conference, an open conference for judges and bar members, will be held May 16-18, 2018 in Nashville, Tennessee at the Nashville Music City Center. The conference will convene on Wednesday, May 16th and conclude by 12:00 noon on Friday, May 18th. Information about



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 2

Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site

GO

Home

Understanding
Bankruptcy

Court
Information

Judges

Trustees &
US Trustee

Forms

Local Rules

CM/ECF
Information

For Attorneys

CM/ECF Requirements

[Administrative Procedures For Electronic Case Filing](#)

[Debtor Electronic Bankruptcy Noticing \(DeBN\)](#)

[ECF Training System](#)

[Electronic Evidence Submission Application \(EESA\)](#)

[Electronic Evidence Order](#)

[Submitted Electronic Evidence Guide](#)

[Electronic Evidence Procedures \(EEP\)](#)

[Home](#)

CM/ECF Client Requirements

Most offices already have the required hardware and software for CM/ECF. However, there may be a few additional items you will need to get started. To operate CM/ECF, you must have the following hardware/software:

1. Personal Computer

Computer with a 233MHz processor or higher (Pentium processor recommended). Windows XP Service Pack 2 (SP2), Windows Service Pack 3 (SP3), Windows XP Professional x64 Edition, or Windows Server 2003 Service Pack 1 (SP1). 128MB of Memory or more. 10GB Hard drive or more with 1GB free. 15" SVGA Display or better. Microsoft Mouse, IntelliMouse or compatible pointing device.

2. Case Filing

Windows based petition or word processing software.

3. Internet Access

Connect through an Internet Service Provider (ISP), using point-to-point protocol (PPP). If using a modem, a minimum connection speed of 56kps is needed. High-speed Internet access is highly recommended, but not required. (i.e. cable modems, DSL, etc.) Note: Connection can be made at speeds less than the recommended 56kps. However, system performance may be less than optimal (i.e. slow response time and access).

4. Web Browser

Internet Explorer 8.x/9.x or Mozilla Firefox 15.0 / 16.0 / 17.0 / 17.0.1

5. Adobe Acrobat

CM/ECF requires documents to be filed in portable document format (PDF). Adobe Acrobat PDF Writer Software converts documents from word processor format to PDF. Acrobat Writer versions 3.x, 4.x, 5.x, & 6.x adequately meet the CM/ECF filing requirements.

Note: This is something you will have to purchase - downloading from the Internet only gives you Acrobat Reader





U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

LOGGING IN TO CM/ECF





U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

Text Size: - A +

UNITED STATES BANKRUPTCY COURT
Middle District of Tennessee
Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court

Search this site GO

Home Understanding Bankruptcy Court Information Trustees & Trustee Forms Local Rules CM/ECF Information For Attorneys

Go to CM/ECF and log in

CM/ECF / PACER »
PACER Case Locator »
PACER Service Center »
File an Electronic Claim »

We
This website is an integral part of our service to the public, the bar, bench, court and government agencies. Let us know what works and what doesn't and how we can improve our service.
Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

Court Locations
Nashville
United States Bankruptcy Court
Middle District of Tennessee
701 Broadway, Room 170
Nashville, TN 37203
Columbia
(unstaffed office)
Federal Building and Courthouse

Docket Calendar
9013 Availability Calendar
Local Rules

News & Announcements
Thu, 09/28/2017
Judicial Conference: Current Conference Planning
The 2018 Sixth Circuit Judicial Conference, an open conference for judges and bar members, will be held May 16-18, 2018 in Nashville, Tennessee at the Nashville Music

www.tnmb.uscourts.gov



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

CM/ECF Filer or PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

Instructions for filing:

Enter your CM/ECF filer login and password to use the online filing system.

Authentication

Login:

Password:

Client code:

[Forgot your password?](#)

Login Clear

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Enter Login

Enter Password

Click Login

Check box to comply with redaction rules

Notice

An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

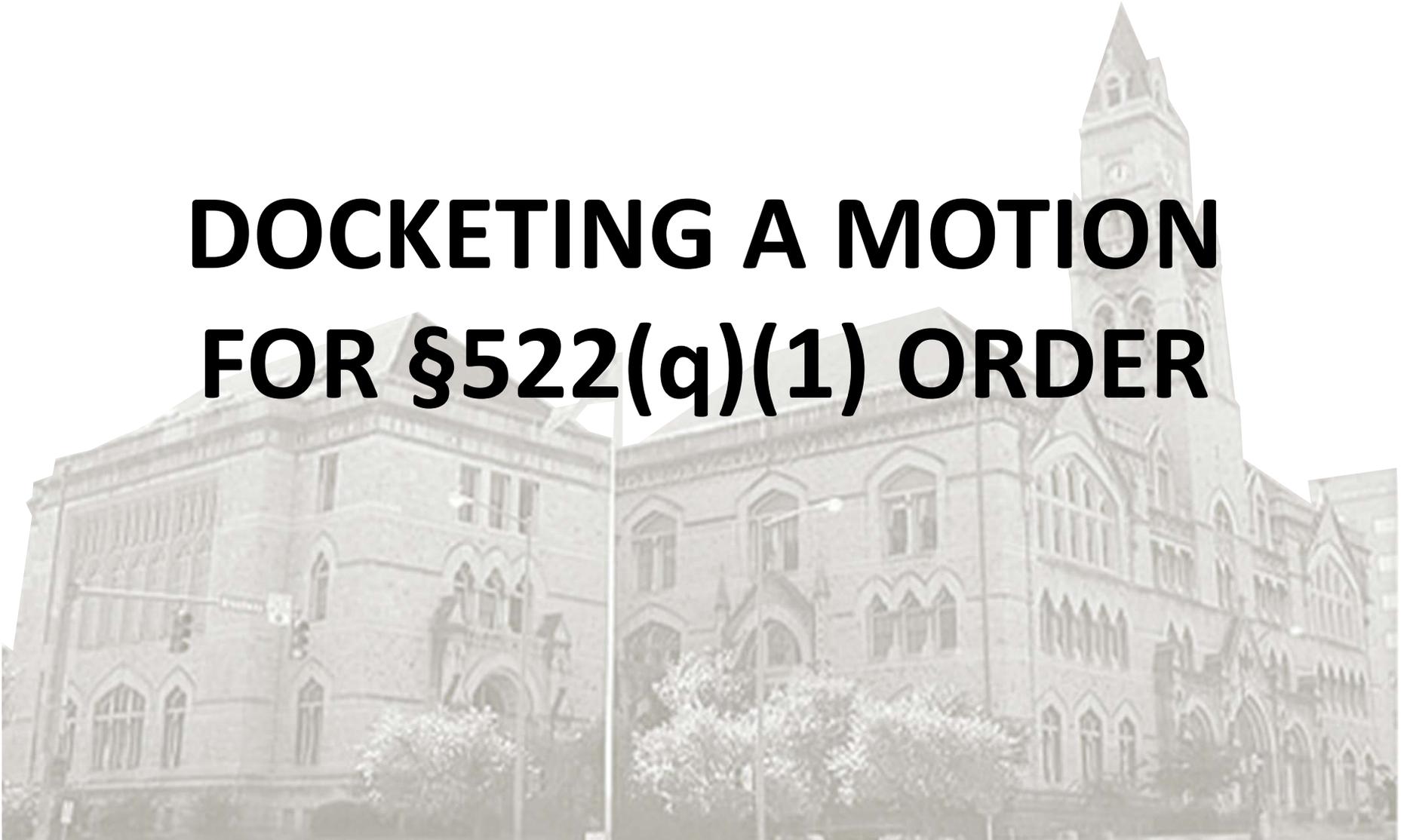
CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

DOCKETING A MOTION FOR §522(q)(1) ORDER





U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

Click: Bankruptcy

 *US Bankruptcy Court
for the
Middle District of Tennessee*

**U.S. Bankruptcy Court
Middle District of Tennessee - TRAINING SYSTEM
Official Court Electronic Document Filing System**

Supported Web Browsers - IE: 8.x / 9.x | Firefox: 15.0 / 16.0 / 17.0 / 17.0.1 | Safari: 6.0.1

Version 5.1.1 Centralized

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

Bankruptcy Events

Appeals Appeal	Miscellaneous (cont.) Plan; Ch 11 Disclosure Statement Scheds/Statements/Amended Mailing List	Reaffirmations Reaffirmations Menu	Procedures (Right Click - Open in New Window) Expedited Matters Reaffirmations
Case Opening Events Open BK Case Open Related BK Case Open Involuntary Case Judge/Trustee Assignment Upload list of creditors file	Motions LBR 2081 First Day Motions LBR 9013 Motions with Notice LBR 9013 Notices Only Other Motions/Applications	Practitioners Handbook Practitioners Handbook	
Claims Claim Actions Creditor Maintenance... File Claims	Responses LBR 9013 Response Objection/Response..(DO NOT USE FOR 9013 Motions) Objection to Homestead Exemption Plan Objections		

Select: LBR 9013 Motions with Notice



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 3

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case

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

Available Events (click to select events)	Selected Events (click to remove events)
522(q)(1) Order - BK Motion	522(q)(1) Order - BK Motion
Abandon - BK Motion	
Abstention under Section 305 - BK Motion	
Adequate Protection by Request or Agreed Order - BK Motion	
Administrative Expenses - BK Motion	
Administratively Close Individual Chapter 11 Case - BK Motion	
Allow Payment Arrearages - BK Motion	
Appoint Creditors Committee - BK	

Next Clear

Click: Next

Select: 522(q)(1) Order - BK Motion



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 4

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case

Case Number

17-001 Find This Case

Next Clear

Example Case No.

Enter: Case Number

Click: Next

1

2



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 5

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search 

Logout

File a 9013 Motion in Bankruptcy Case

3:17-bk-00003 [Joseph Wayne Sample and Sarah Lynn Sample](#) **Closed** 09/25/2017

Type: bk	Chapter: 13 v	Office: 3 (Nashville)
Assets: y	Debtor disposition: Discharge Withheld For Other Reasons	Joint debtor disposition: Discharge Withheld For Other Reasons

Case Flag: Repeat-TNMB, CLOSED

Select the Party:

- Sample, Joseph Wayne [Debtor]
- Sample, Sarah Lynn [Joint Debtor]
- US TRUSTEE, [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

Click: Next

Select: Debtor(s) as the party

If the appropriate party is not listed, go to "How to Add/Create New Parties" before proceeding further



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 6

ECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout



File a 9013 Motion in Bankruptcy Case :

3:17-bk-00001 [Joseph Wayne Sample and Sarah Lynn Sample](#) Debtor dismissed 09/21/2017, Joint debtor dismissed 09/21/2017

Type: bk	Chapter: 13 v	Office: 3 (Nashville)
Assets: y	Debtor disposition: Dismissed for failure to make plan payments	Joint debtor disposition: Dismissed for failure to make plan payments

Judge: GCP

Case Flag: Repeat-TNMB, INTP, OPENAP, REAF, AWCclose, DISM(D),
DISM(JtD), NOCLOSE, EXHIBIT, 707MOTION, APLDIST, APPEAL

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.

Sample, Joseph Wayne(pty:db) represented by testatty, (aty)

Sample, Sarah Lynn(pty:jdb) represented by testatty, (aty)

Next

Clear

Click:
Next



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 7

ECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout



File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample Debtor dismissed 09/21/2017, Joint debtor dismissed 09/21/2017](#)

Type: bk	Chapter: 13 v	Office: 3 (Nashville)
Assets: y	Debtor disposition: Dismissed for failure to make plan payments	Joint debtor disposition: Dismissed for failure to make plan payments

Judge: GCP

Case Flag: Repeat-TNMB, INTP, OPENAP, REAF, AWCclose, DISM(D),
DISM(JtD), NOCLOSE, EXHIBIT, 707MOTION, APLDIST, APPEAL

Next

Clear

Click: Next



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 8

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)
Assets: y Case Flag: Repeat-TNMB, INTP, OPENAP, REAF

Assign a document number? Yes No

Next Clear

Click: Next

A DOCUMENT NUMBER MUST ALWAYS BE ASSIGNED.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 8

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 3 (Nashville)
Assets: y	Case Flag: Repeat-TNMB, INTP, OPENAP, REAF	

[Click here to verify Court Hearing Calendar for possible hearing date.](#)

If Timely response hearing will be held: Hearing Date: Hearing Time:

Location:

Response due date:

Enter: Hearing date **1**

Enter: Hearing Time **2**

Select: Courtroom **3**

Enter: Response Date **4**

Click: Next **5**



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 9

MECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 3 (Nashville)
Assets: y	Case Flag: Repeat-TNMB, INTP, OPENAP, REAF	

Is this an Amended Motion for 522(q)(1) Order? Select **[Yes or No]**.

No ▾

Next Clear

Click: Yes or No

Click: Next



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 10

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search ?

Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)
Assets: y Case Flag: Repeat-TNMB, INTP, OPENAP, REAF

Refer to existing event(s)?

Filed to

Documents to

Next Clear

Click: Next

DO NOT REFER THE MOTION TO EXISTING EVENTS



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 11

MECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search



Logout

File a 9013 Motion in Bankruptcy Case :

3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample Debtor dismissed 09/21/2017, Joint debtor dismissed 09/21/2017

Type: bk

Chapter: 13 v

Office: 3 (Nashville)

Assets: y

Debtor disposition:
Dismissed for failure to
make plan payments

Joint debtor disposition:
Dismissed for failure to
make plan payments

Judge: GCP

Case Flag: Repeat-TNMB, INTP, OPENAP, REAF, AWCclose, DISM(D),
DISM(JtD), NOCLOSE, EXHIBIT, 707MOTION

If a Certificate of Service was Mailed - PLEASE enter the date the Certificate of Service was mailed in the box:

Next

Clear

Click:
Next

Do not enter mailing date for Certificate of Service (the court will notice this motion)



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 12

MECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search



Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk

Chapter: 13 v

Office: 3 (Nashville)

Assets: y

Case Flag: Repeat-TNMB, INTF,
OPENAP, REAF

Docket Text: Modify as Appropriate.

Motion for 522(q)(1) Order. If timely response hearing will be held on 9/20/2017 at 08:30 AM at Courtroom 1, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. **Responses due by 9/13/2017.** Filed on the behalf of: Debtor Joseph Wayne Sample , Joint Debtor Sarah Lynn Sample . (Amdatty)

Next

Clear

Click: Next

VERIFY DOCKET TEXT



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 13

ECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk

Chapter: 13 v

Office: 3 (Nashville)

Assets: y

Case Flag: Repeat-TNMB, INTP,
OPENAP, REAF

Docket Text: Final Text

Motion for 522(q)(1) Order. If timely response hearing will be held on 9/20/2017 at 08:30 AM at Courtroom 1, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. **Responses due by 9/13/2017.** Filed on the behalf of: Debtor Joseph Wayne Sample, Joint Debtor Sarah Lynn Sample. (Amdatty)

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

Have you redacted?

Next

Clear

VERIFY DOCKET TEXT AGAIN

Click:
Next



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 14

File a 9013 Motion in Bankruptcy Case :

[3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Nashville)
Assets: y Case Flag: Repeat-TNMB, INTP,
OPENAP, REAF

EXAMPLE

U.S. Bankruptcy Court

Middle District of Tennessee - TRAINING SYSTEM

Notice of Electronic Filing

I

The following transaction was received from Amdatty entered on 9/15/2017 at 2:26 PM CDT and filed on 9/15/2017

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [3:17-bk-00001](#)

Document Number: 18

Docket Text:

Motion for 522(q)(1) Order. If timely response hearing will be held on 9/20/2017 at 08:30 AM at Courtroom 1, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. **Responses due by 9/13/2017.** Filed on the behalf of: Debtor Joseph Wayne Sample, Joint Debtor Sarah Lynn Sample. (Amdatty)

The following document(s) are associated with this transaction:

3:17-bk-00001 Notice will be electronically mailed to:

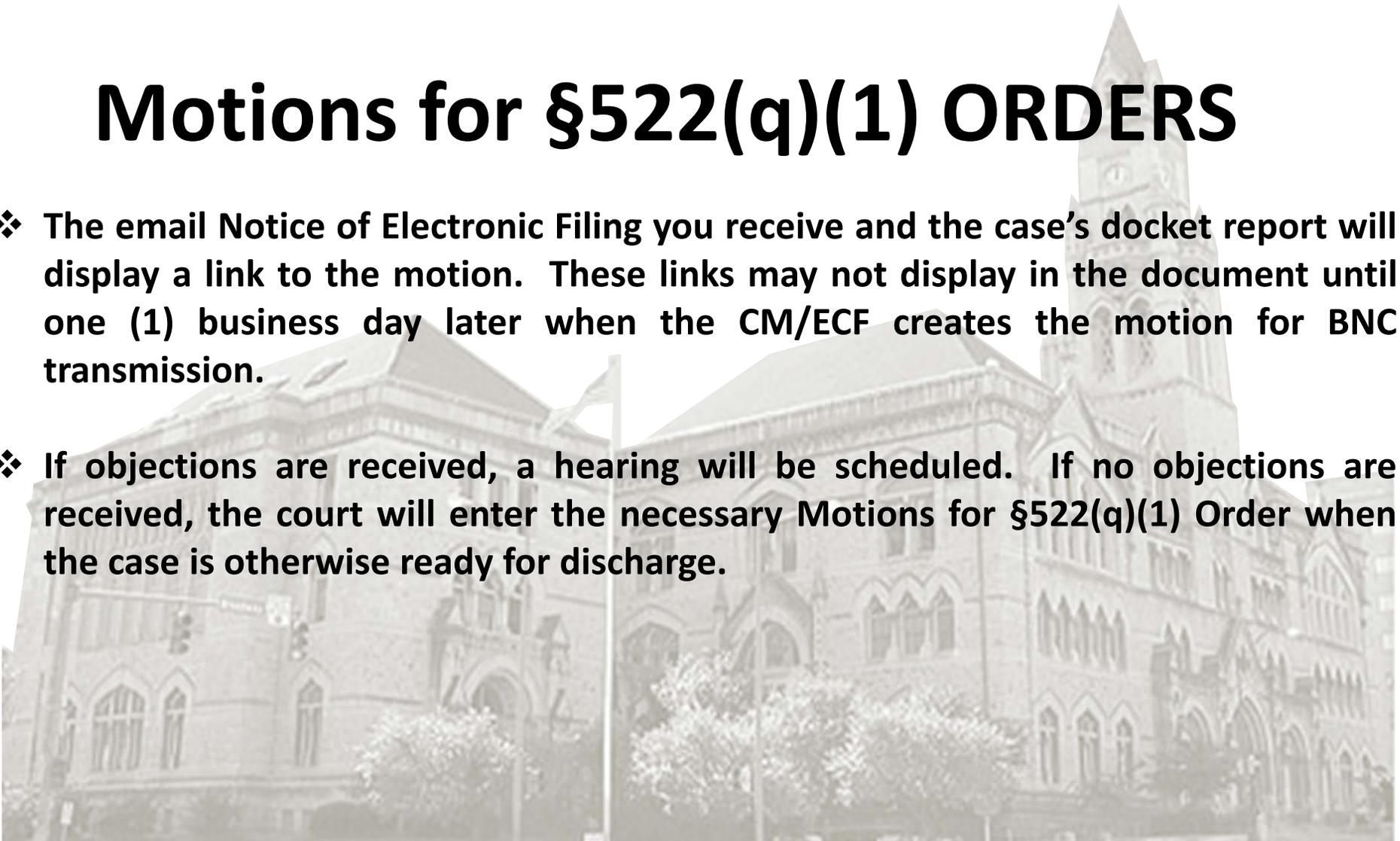


U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

Motions for §522(q)(1) ORDERS

- ❖ The email Notice of Electronic Filing you receive and the case's docket report will display a link to the motion. These links may not display in the document until one (1) business day later when the CM/ECF creates the motion for BNC transmission.
- ❖ If objections are received, a hearing will be scheduled. If no objections are received, the court will enter the necessary Motions for §522(q)(1) Order when the case is otherwise ready for discharge.





U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

**Add Hearing, Date, Time,
Location & Response Due Date**





U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 1

- calculate a Response Deadline, which must be at least 21 days from the date of service
- select the Hearing Date (no sooner than 7 days after the Response Deadline), Time, and Location:

- Go to the Court's website at <www.tnmb.uscourts.gov>
- Select Calendars > 9013 Availability Calendar
- Add no less than 28 days to your Response Deadline and select the next available date as follows:
 - Chapter 12 & 13 motions are heard on Wednesdays at 8:30 a.m. in Courtroom 1.
 - Chapter 7 & 11 motions are heard on Tuesdays at 9:00 a.m. in Courtroom 1 (Judge Mashburn's cases), Courtroom 2 (Judge Walker's cases), Courtroom 3 (Judge Harrison's cases).

EXCEPTION: Columbia and Cookeville cases (designated by numbers 1 and 2, respectively, on the formal case number (i.e., 1:07-06783)) are heard only in those cities. Those hearing dates are on the 9013 Calendar.

3. Merge the Notice, Motion, Proposed Order, and Certificate of Service into one document.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

LOCATION OF 9013-1 CALENDAR

The screenshot shows the website header with the court's name and judges: Hon. Marian F. Harrison, Chief Judge - Matthew T. Loughney, Clerk of Court. A search bar is present on the right. Below the header is a navigation menu with links: Home, Understanding Bankruptcy, Court Information, Judges, Trustees & US Trustee, Forms, Local Rules, CM/ECF Information, and For Attorney.

On the left side, there are links for CM/ECF / PACER, PACER Case Locator, PACER Service Center, and File an Electronic Claim. The main content area features a 'Welcome' message and 'Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.' Below this is a 'Court Locations' section with details for Nashville and Columbia.

In the center, there is a vertical menu of buttons: Docket Calendar, 9013 Availability Calendar (highlighted with a red callout bubble), Local Rules, and Forms. The callout bubble contains the text 'Select 9013 Availability Calendar'. To the right, there is a 'News & Announcements' section with a date 'Thu, 09/28/2017' and a title 'Judicial Conference: Current Conference Planning'.

At the bottom left, a URL is provided: <http://www.tnmb.uscourts.gov/9013-availability-calendar>



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 3

VIEW OF 9013-1 AVAILABILITY CALENDAR

The screenshot shows the website header for the United States Bankruptcy Court, Middle District of Tennessee. The header includes the court's name, the names of the Chief Judge (Marian F. Harrison) and Clerk of Court (Matthew T. Loughney), and a search bar. Below the header is a navigation menu with links to Home, Understanding Bankruptcy, Court Information, Judges, Trustees & US Trustee, Forms, Local Rules, CM/ECF Information, and For Attorney. The main content area displays the "9013 Availability Calendar" for January 2018. The calendar shows the following schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 08:30AM All Judges Ch 7 & 11 stay relief motions Courtroom1 09:00AM Judge Mashburn's Cases Ch 7 & 11 9013s Courtroom1 09:00AM Judge Walker's Cases Ch 7 & 11 9013s Courtroom2 09:00AM Judge Harrison's Cases	3 08:30AM All Judges Ch 12 & 13 All Matters Courtroom1	4	5	6



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



EXAMPLES

- 12-11535 Docket Entry #67
- 12-11550 Docket Entry #43
- 13-1019 Docket Entry #47
- 13-1097 Docket Entry #58
- 13-1100 Docket Entry #81
- 13-1107 Docket Entry #83
- 13-1117 Docket Entry #35
- 13-2015 Docket Entry #34
- 13-2017 Docket Entry #88



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



BEST PRACTICES

- ✓ Do not submit a proposed order relative to the § 522(q) motion, unless instructed to do so by the Court. Upon case review for discharge, the Order Granting Motion for 522(q) Order will be generated by the Court.
- ✓ Objective 3, Step 6: it is the PDF document that is reviewed, and which controls whether the § 522(q) order granting the motion is issued for one or two debtors. Entering docket text in ECF as to first debtor, second debtor or both debtors does not prompt the Court for entry of an order mirroring what is contained in the ECF docket text.
- ✓ Make sure that the all hearing date, time, location and objection period information is filled in when executing the § 522(q) motion in ECF. No action will be taken (no order granting processed by the Court) on a motion with missing information. Please remember this LBR 9013-1 notice and motion goes out to all parties and creditors in a case and all information must be complete in order for parties and creditors to be able to object timely and have knowledge of the time, date and location for any hearing on an objection.



U.S. BANKRUPTCY COURT

**MIDDLE DISTRICT OF TENNESSEE
701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203**

Any questions regarding the use and filing of this ECF event can be directed to the Intake Department at 615-736-5584.

The Clerk encourages all ECF Filers and Users to practice the filing of ECF events by signing up and using the ECF Training System. To sign-up for ECF Train, please contact the Intake Department.

The Intake Department will provide information on how to locate an ECF event and commit the ECF event properly. The Clerk staff is unable to provide any legal advice, which includes, providing information as to what type of document should be filed in a given scenario.

ECF Filers and Users are highly encouraged to become familiar with the Local Bankruptcy Rules, ECF Procedures and EESA Procedures before committing any transaction in ECF.