

MIDDLE DISTRICT OF TENNESSEE
701 Broadway, Room 170, Nashville, Tennessee 37203

CM/ECF STEP-BY-STEP INSTRUCTION

DOCKETING A LBR 9013 MOTIONS WITH NOTICE

30 NOVEMBER 2018



MIDDLE DISTRICT OF TENNESSEE



Objectives

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

- ☐ PART 1: LOGGING IN TO CM/ECF
- ☐ PART 2: DOCKETING A LBR 9013 MOTIONS WITH NOTICE



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LOGGING IN TO CM/ECF





MIDDLE DISTRICT OF TENNESSEE



STEP 1



www.tnmb.uscourts.gov



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 pas	Enter Login Enter g with the court. Password
Authentication	IMPORT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact:
Login: Password: Client code:	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.
Login Clear Click Login Notice	Check box to comply with redaction rules
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

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.



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DOCKETING A LBR 9013 MOTIONS WITH NOTICE

-For the purposes of this instruction, the specific LBR 9013 Motion with Notice is "Reopen Chapter 7 Case".



MIDDLE DISTRICT OF TENNESSEE

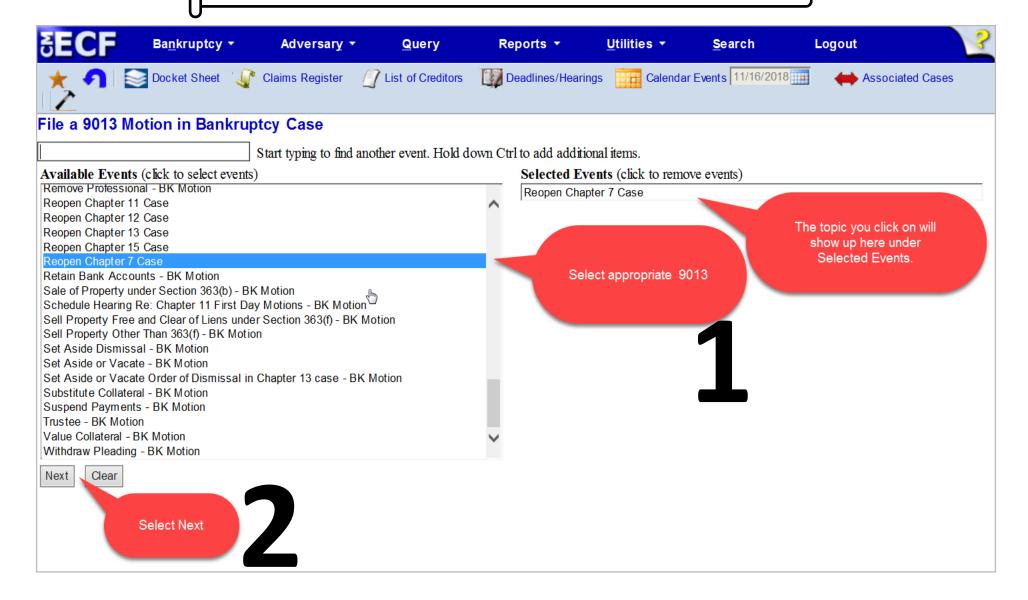






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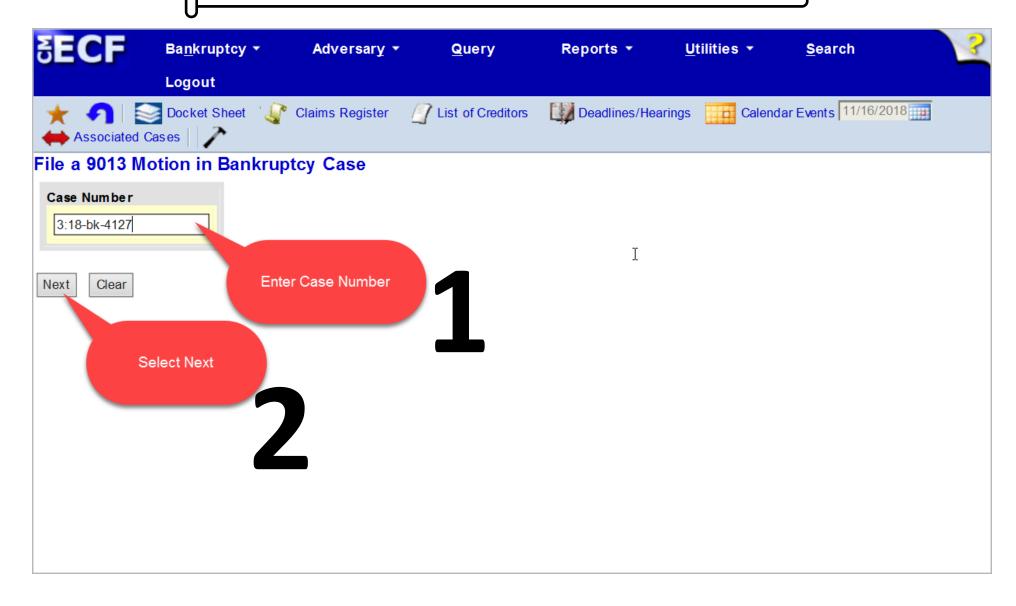






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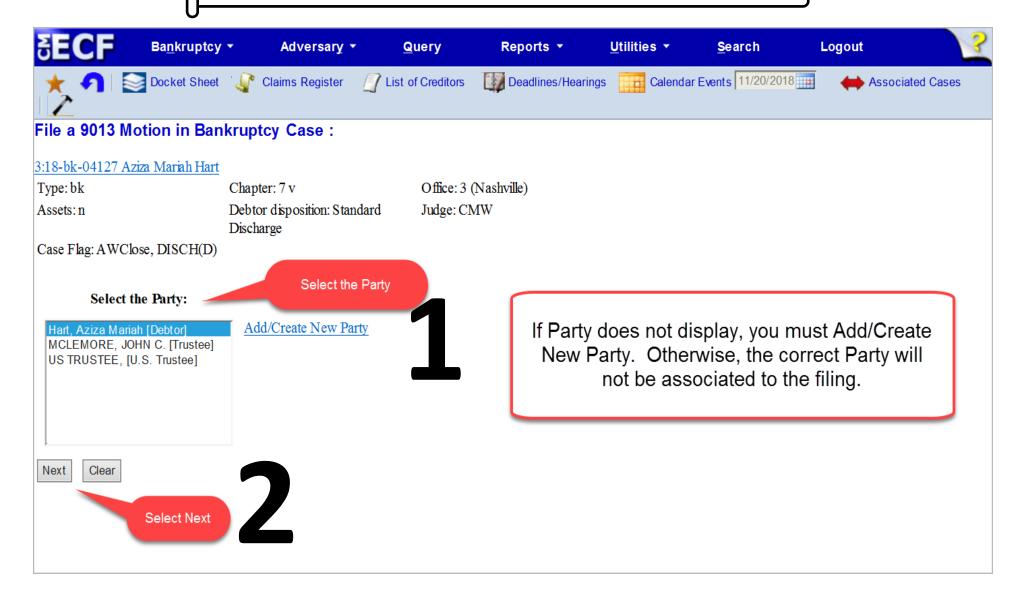






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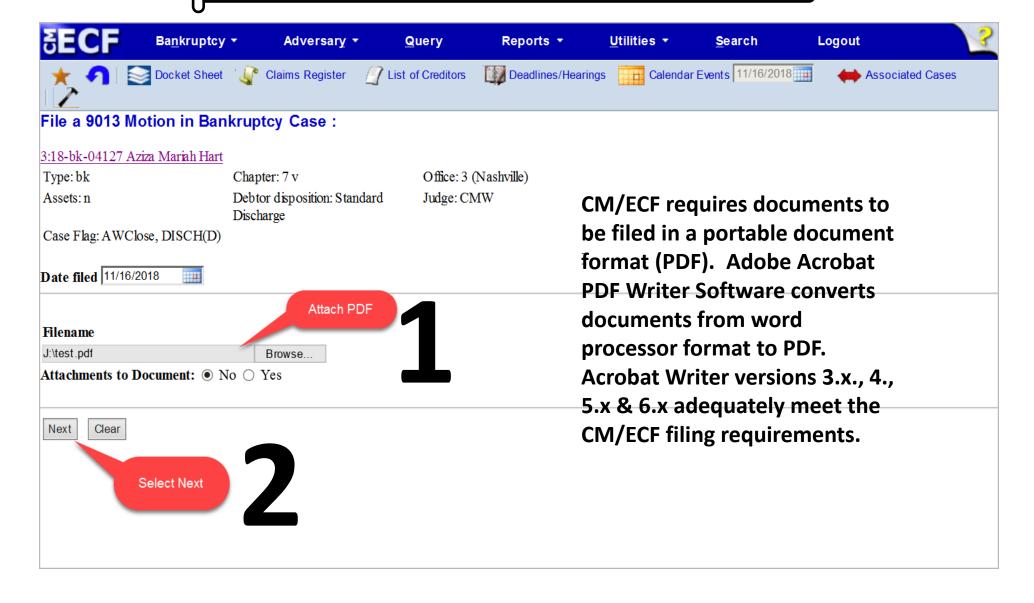






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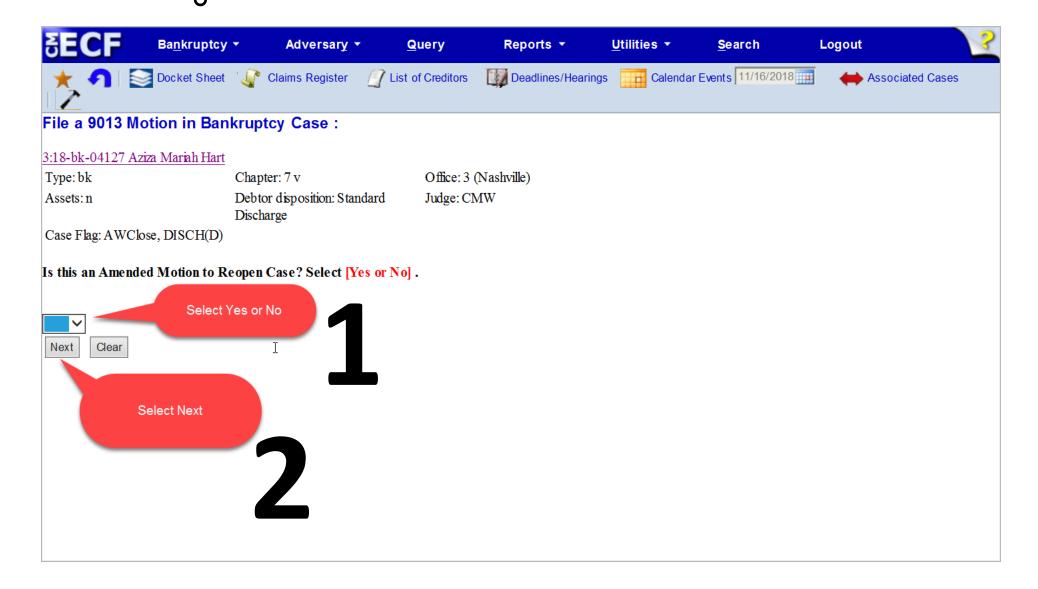






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STEP 7



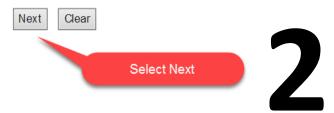
Case Flag: AWClose, DISCH(D)

Choose how payment will be made

PLEASE CHOOSE ONE OF THE FOLLOWING:

Discharge

- Fee Will Be Paid In Full Electronically at Time of Filing.-> Fee Will Be Paid In Full Electronically at Time of Filing.
- O Reopen For the Purpose of Enforcing Discharge, On the Debtors Behalf.->Reopen For the Purpose of Enforcing Discharge, On the Debtors Behalf.
- O Reopen for the purpose of Filing a Financial Management Course Certificate -> Reopen for the purpose of Filing a Financial Management Course Certificate

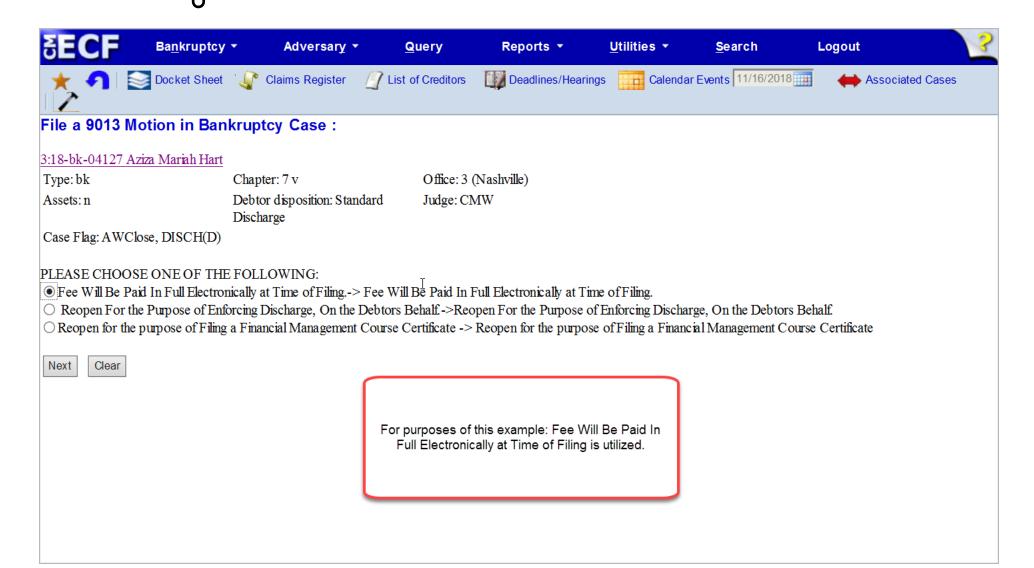




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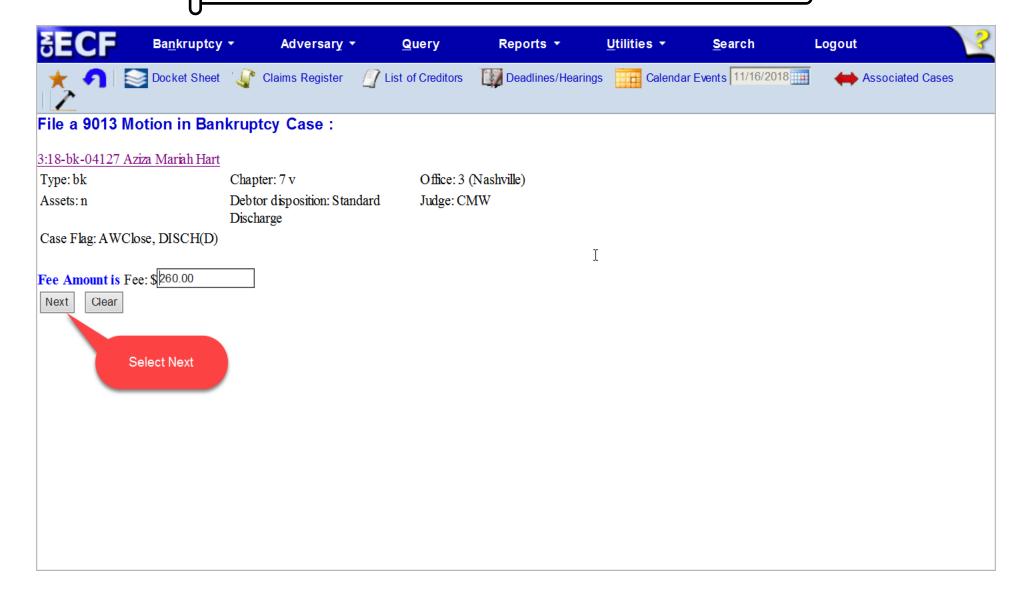
EXAMPLE





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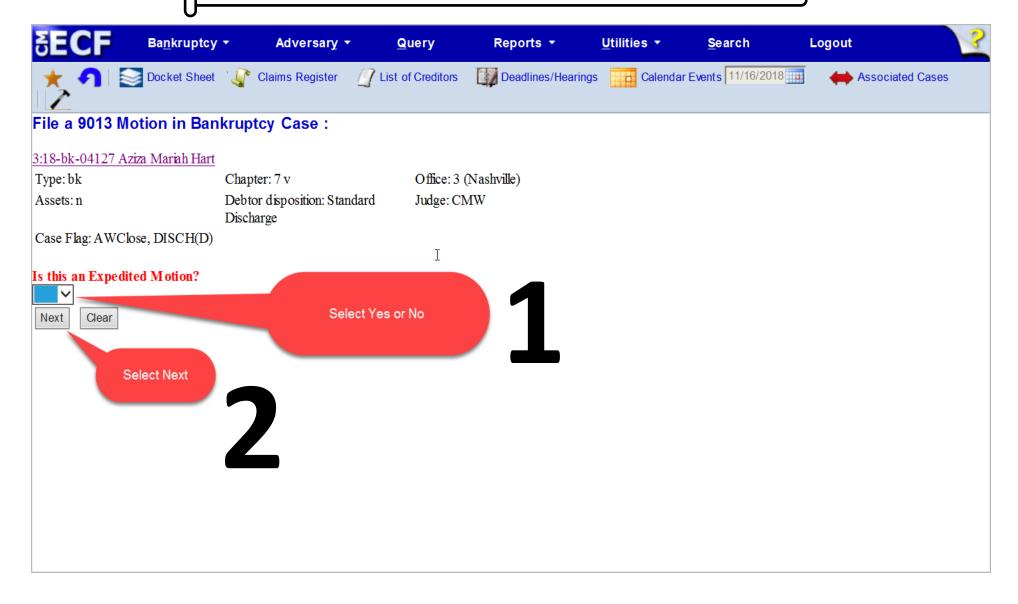






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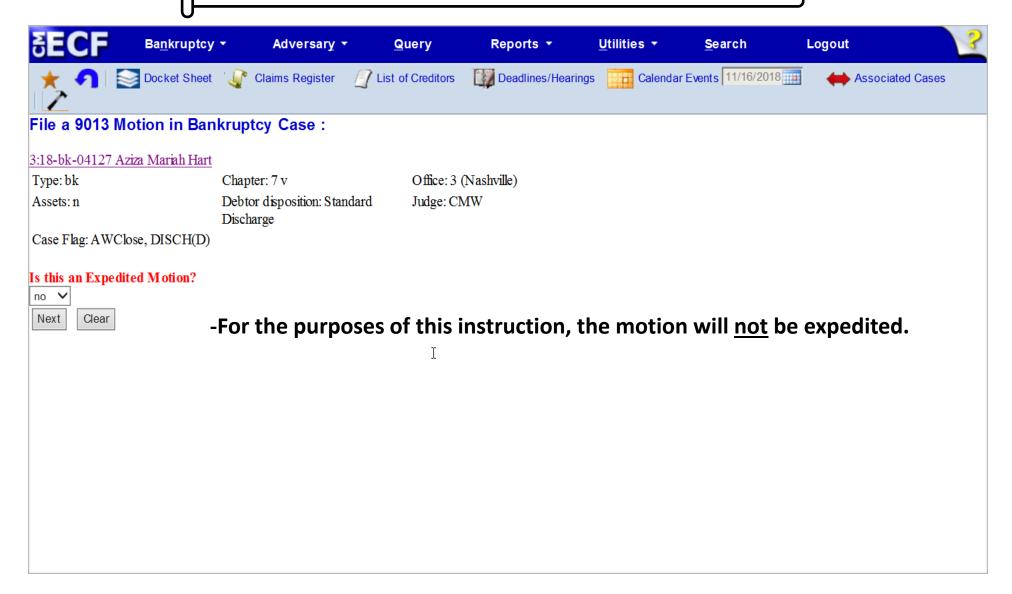




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EXAMPLE - **NOT** EXPEDITED

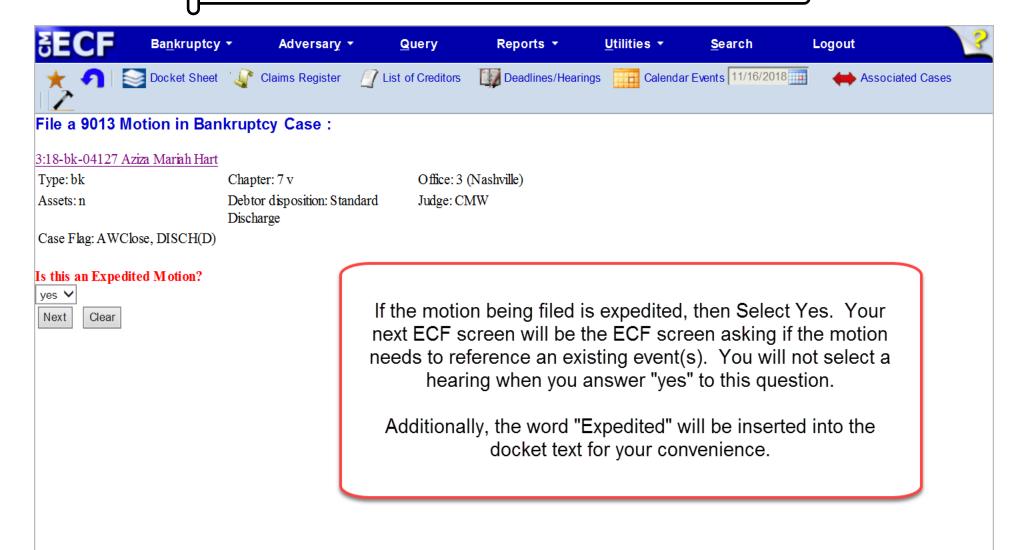




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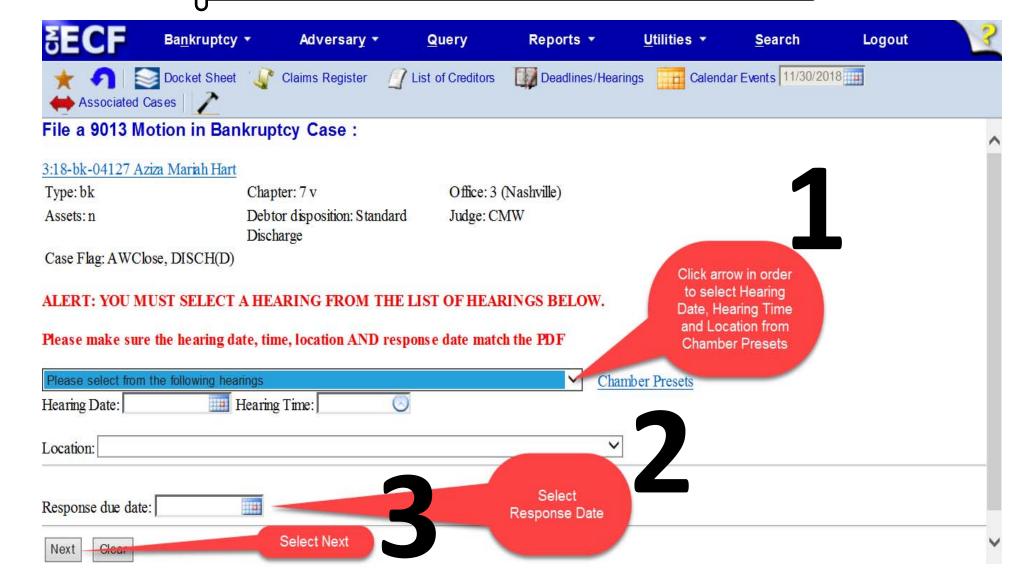
EXAMPLE - EXPEDITED





MIDDLE DISTRICT OF TENNESSEE



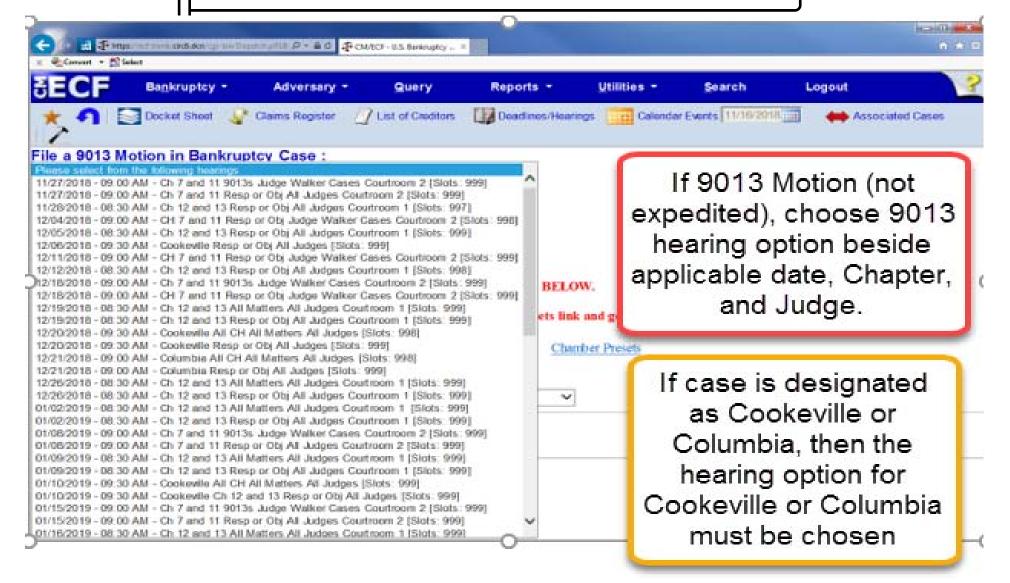




MIDDLE DISTRICT OF TENNESSEE



EXAMPLE 1 OF 4

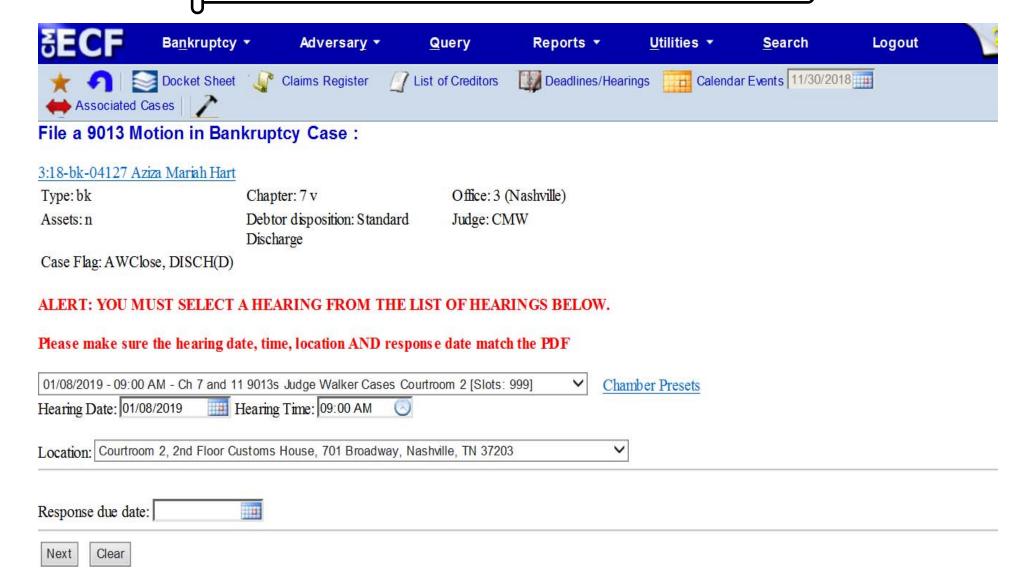




MIDDLE DISTRICT OF TENNESSEE



EXAMPLE 2 OF 4

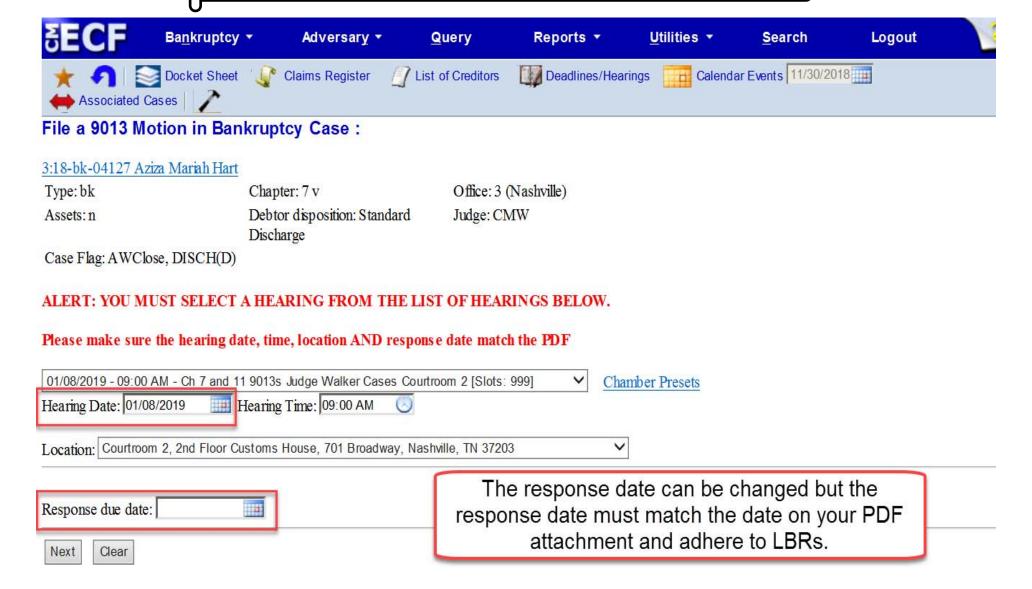




MIDDLE DISTRICT OF TENNESSEE



EXAMPLE 3 OF 4

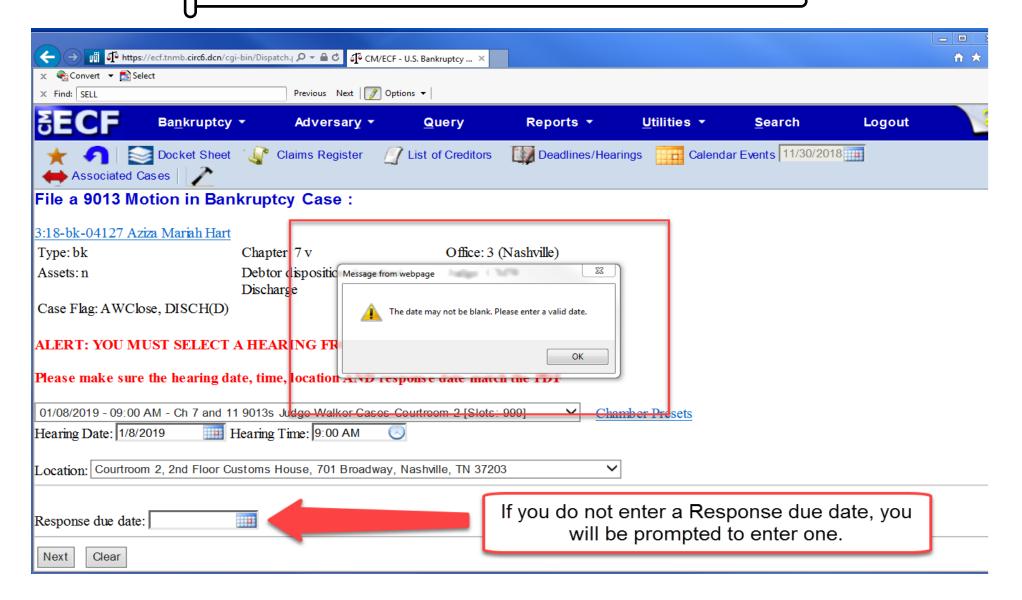




U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



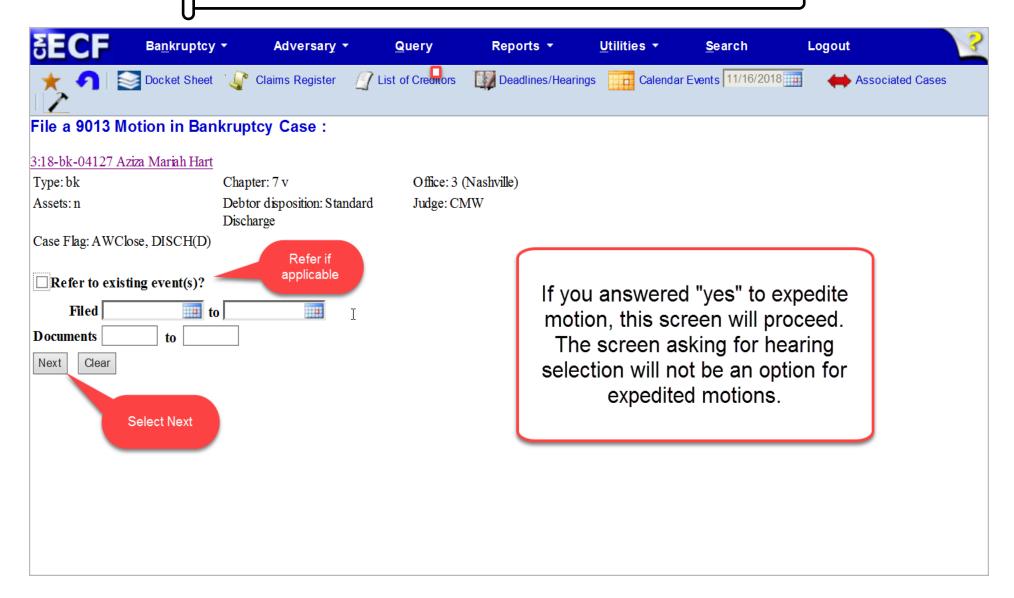
EXAMPLE 4 OF 4





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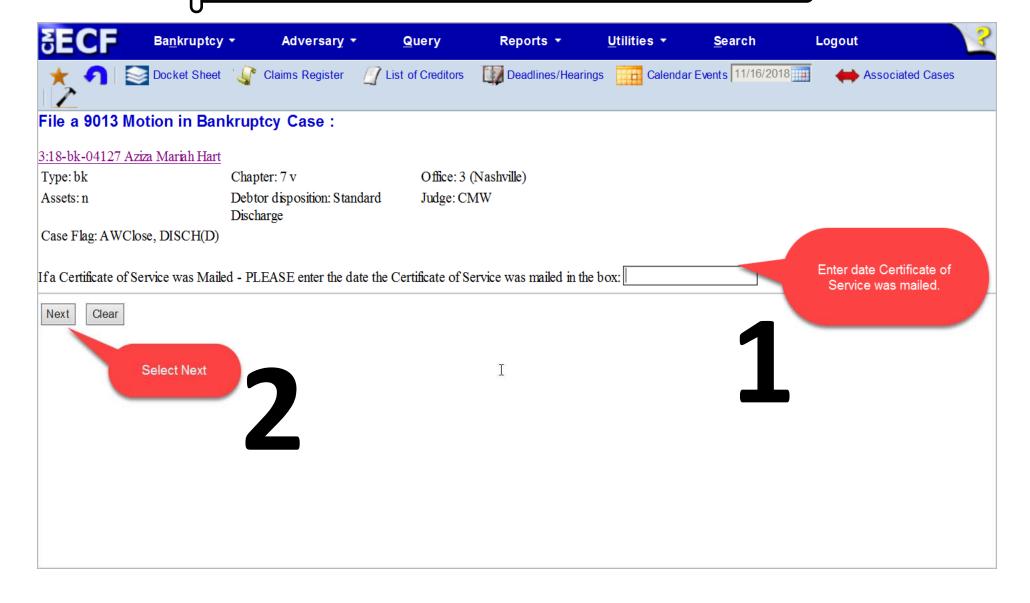






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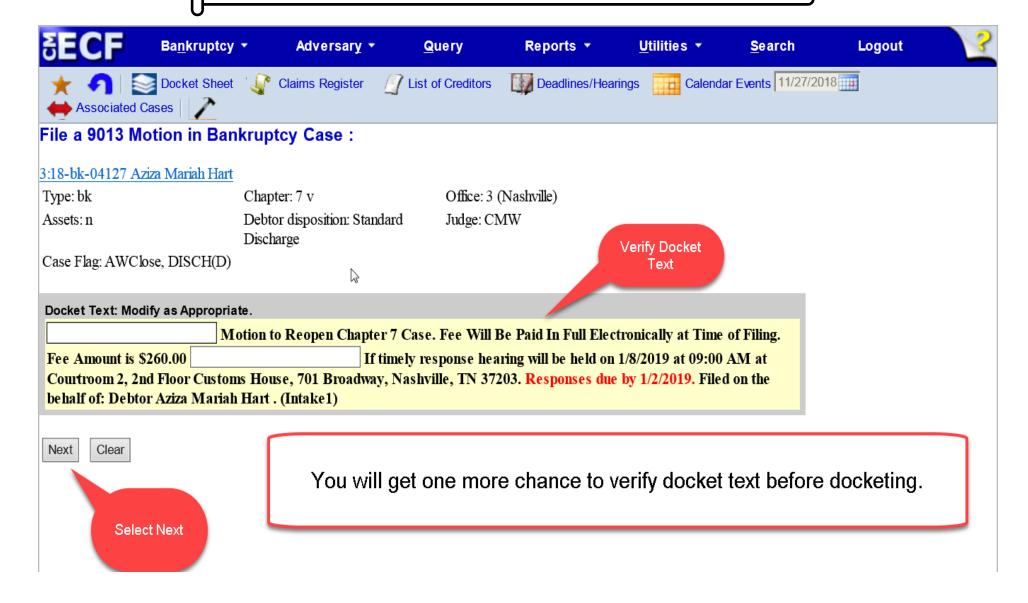






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Any questions regarding the use and filing of this ECF event can be directed to the Intake Department at 615-736-5584.

The Clerk encourages all ECF Filers and Users to practice filing 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 execute 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 executing any transaction in ECF.