



# **U.S. BANKRUPTCY COURT**

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

## **CM/ECF STEP-BY-STEP INSTRUCTION**

### **NOTICE OF APPEARANCE**

**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 Notice of Appearance
- Add/Create a New Party
- Add a Party to the Creditor Record (Creditor Maintenance)

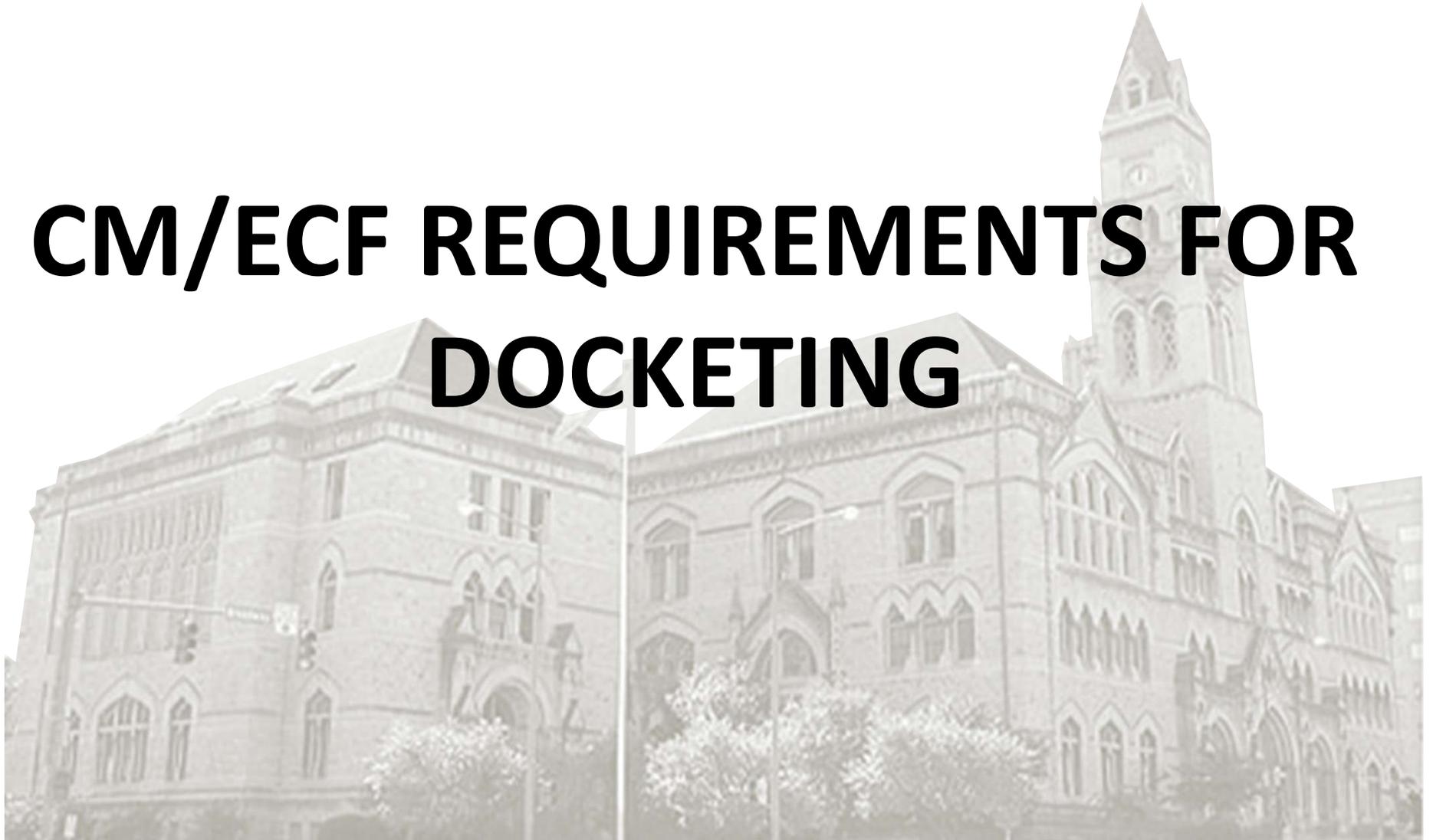


# U.S. BANKRUPTCY COURT

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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

When interfacing with CM/ECF please know that there are required hardware and software.

The screenshot shows the website's header with the court's name and judges' names. A navigation menu includes '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' menu item with the text: 'Hover over CM/ECF Information and then Click CM/ECF Client Requirements'. Below the menu, 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, 'Clerk's Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.', and a photograph of the court building. The footer contains sections for 'Court Locations' (Nashville, Columbia, Cookeville), 'Docket Calendar', '9013 Availability Calendar', 'Local Rules', 'Forms', and 'News & Announcements'.



# 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

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MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

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# 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 & Creditors Forms Local Rules CM/ECF Information For Attorneys

**Go to CM/ECF**

[CM/ECF / PACER »](#)  
[PACER Case Locator »](#)  
[PACER Service Center »](#)  
[File an Electronic Claim »](#)

### Welcome

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](http://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 log on to the electronic filing system with the court.

#### Authentication

Login:

Password:

Client code:

**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.

Login Clear

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.

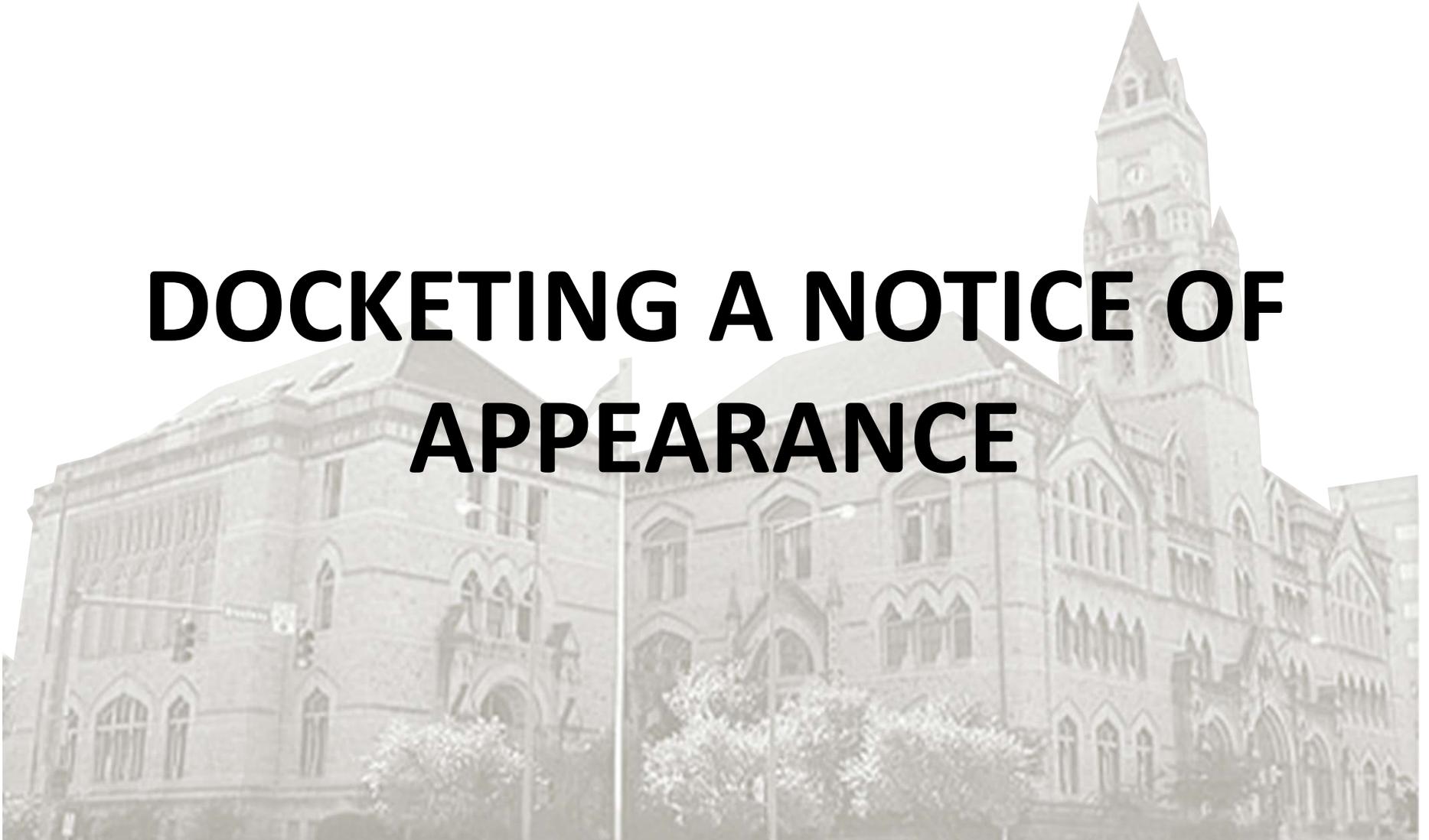


# U.S. BANKRUPTCY COURT

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

## DOCKETING A NOTICE OF APPEARANCE





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

After logging in to CM/ECF, follow the instructions below.

The screenshot shows the CM/ECF website interface. The navigation bar at the top includes: **Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. A red callout bubble points to the **Bankruptcy** dropdown menu with the text: "Click on Bankruptcy".

The main content area is divided into several sections:

- Case Opening**
  - [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](#)
- Proposed Order**
  - [Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders](#)
- Claims**
  - [Claim Actions](#)
  - [Creditor](#)
  - [Maintenance...](#)
  - [File Claims](#)
  - [Speed-Claim](#)
- Convert / Split / Deconsolidate**
  - [Convert](#)
  - [Reconvert](#)
  - [Split](#)
- Miscellaneous**
  - [Blue TAG](#)
  - [Non-Public Filings](#)
  - [Original Creditor](#)
  - [Mailing List](#)
  - [Other / Notices](#)

A large number "1" is placed over the Motions section. A second red callout bubble points to the "Other / Notices" link under the Miscellaneous section with the text: "Under Miscellaneous, Click on Other / Notices". A large number "2" is placed over this callout.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

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

Miscellaneous

Case Number

Next Clear

Enter Case No. **1**

Click Next **2**

I

The screenshot shows the ECF (Electronic Case Filing) interface for the U.S. Bankruptcy Court, Middle District of Tennessee. The page is titled "Miscellaneous" and features a search form for "Case Number". The form includes a text input field, "Next" and "Clear" buttons, and a red callout bubble labeled "1" pointing to the input field with the text "Enter Case No.". A second red callout bubble labeled "2" points to the "Next" button with the text "Click Next". A large black number "1" is positioned to the right of the first callout, and a large black number "2" is positioned to the right of the second callout. A small "I" cursor is visible on the right side of the page.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 3

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

Miscellaneous

17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample

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

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)
Disclosure of Corporate Affiliations	Notice of Appearance and Request for Service - BK Notice
Equity Security Holders	
Exhibit	
Exhibit D	
Exhibit and Witness List	
Findings of Fact and Conclusions of Law	
Generic Notice - BK Notice	
Initial Statement of Eviction Judgment (Form 101A)	
Involuntary Creditor List	
Involuntary Petition (Amended)	
Involuntary Summons Service Executed	
Involuntary Summons Service Unexecuted	
Joinder	
<b>Notice of Appearance and Request for Service - BK Notice</b>	
Notice of Change of Address (Debtor Only)	
Notice of Change of Employer(s)	
Notice of Correct Creditor Address	
Notice of Default - BK Notice	
Notice of Filing of Claims Register from Claims Agent	

Next Clear

Click Next after selecting event. **2**

Click on Notice of Appearance and Request for Service - BK Notice  
The topic you click on will show up here under Selected Events. **1**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 4

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**Miscellaneous:**

[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

**Select the Party:**

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

[Add/Create New Party](#)

Next Clear

**1** Select party

**2** Select Next

**-If the Party IS NOT LISTED, then ADD/CREATE NEW PARTY (Reviewed further under Learning Objective: ADD/CREATE A NEW PARTY)**

**-If the Party IS LISTED, select the Party and then click next to continue committing the ECF transaction.**



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



**STEP 5**

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

Logout

**Miscellaneous:**

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

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

**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.**

Nick, Philipp(cr:cr) represented by Amdatty, (aty)

Next Clear

Click Next

**-Ensure that the correct Party association is made. Neither the Clerk nor the court will notify a Filer, or correct any filing deficiencies. See, ECF Procedure 5.**



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



**STEP 6**

**ATTACHING THE NOTICE OF APPEARANCE**

The screenshot shows the CM/ECF filing system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar, the case information is displayed: Case No. 17-bk-00001, Case Name: Joseph Wayne Sample and Sarah Lym Sample, Type: bk, Chapter: 13, Office: 3 (Nashville), and Case Flag: Repeat-TNMB, INTP, OPENAP. The main area shows the 'Filename' field with a 'Browse...' button. A red callout bubble labeled 'Attach pdf' points to the 'Browse...' button. Below the 'Filename' field, there are radio buttons for 'Attachments to Document' with 'No' selected. A large black number '1' is placed next to the 'Browse...' button. At the bottom left, there are 'Next' and 'Clear' buttons. A red callout bubble labeled 'Click Next' points to the 'Next' button. A large black number '2' is placed next to the 'Next' button. On the right side, there is a text box explaining that CM/ECF requires documents to be filed in PDF format and that Adobe Acrobat PDF Writer Software converts documents from word processor format to PDF. It also states that Acrobat Writer versions 3.x, 4., 5.x & 6.x adequately meet the CM/ECF filing requirements.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 7

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

### Miscellaneous:

[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

**After docketing this event use The Creditor Maintenance Function To Add The Creditor Record.**

Click Next

**Reviewed further under  
Learning Objective: Add a  
Party to the Creditor Record**



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



**STEP 8**

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

Logout

**Miscellaneous:**

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

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

Refer to existing event(s)?

Next Clear

Click Next

Do not refer to an existing event.



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 9

**MECF**

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout

### Miscellaneous:

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

Type: bk

Chapter: 13 v

Office: 3 (Nashville)

Assets: y

Case Flag: Repeat-TNMB, INTP,  
OPENAP

Next

Clear

I

Click  
Next



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



**STEP 10**

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

Logout

[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

**Docket Text: Final Text**

**Notice of Appearance and Request for Service pursuant to Rule 2002 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?**

Click Next

Review Text to verify ECF docket text reads correctly



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



**STEP 11**

**Transaction Screen**

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

Logout

**Miscellaneous:**

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

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

**U.S. Bankruptcy Court**

**Middle District of Tennessee - TRAINING SYSTEM**

Notice of Electronic Filing

The following transaction was received from Amdatty entered on 8/30/2017 at 10:52 AM CDT and filed on 8/30/2017

**Case Name:** Joseph Wayne Sample and Sarah Lynn Sample

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

**Document Number:** [10](#)

**Docket Text:**

Notice of Appearance and Request for Service pursuant to Rule 2002 Filed on the behalf of: Creditor Philipp Nick. (Amdatty)

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

**Document description:**Main Document



# U.S. BANKRUPTCY COURT

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

**ADD/CREATE A NEW PARTY IN  
NOTICE OF APPEARANCE EVENT**





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

The screenshot shows the ECF website interface with a blue header and a light blue main area. The header contains navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A red callout bubble points to the 'Bankruptcy' tab with the text 'Click on Bankruptcy'. The main area is divided into several sections:

- Case Opening**
  - [Open BK Case](#)
  - [Open Related BK Case](#)
  - [Open Involuntary Case](#)
  - [Judge/Trustee Assignment](#)
  - [Upload list of creditors file](#)
- Claims**
  - [Claim Actions](#)
  - [Creditor](#)
  - [Maintenance...](#)
  - [File Claims](#)
  - [Speed-Claim](#)
- Convert / Split / Deconsolidate**
  - [Convert](#)
  - [Reconvert](#)
  - [Split](#)
- Miscellaneous**
  - [Blue TAG](#)
  - [Non-Public Filings](#)
  - [Original Creditor](#)
  - [Mailing List](#)
  - [Other / Notices](#)

A second red callout bubble points to the 'Other / Notices' link in the Miscellaneous section with the text 'Under Miscellaneous, Click on Other / Notices'.



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 2

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

Miscellaneous

Case Number

Next Clear

Enter Case No.

Click Next

I



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 3

ECF

Bankruptcy ▾

Adversary ▾

Query

Reports ▾

Utilities ▾

Search

Logout

### Miscellaneous

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

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

#### Available Events (click to select events)

- Disclosure of Corporate Affiliations
- Equity Security Holders
- Exhibit
- Exhibit D
- Exhibit and Witness List
- Findings of Fact and Conclusions of Law
- Generic Notice - BK Notice
- Initial Statement of Eviction Judgment (Form 101A)
- Involuntary Creditor List
- Involuntary Petition (Amended)
- Involuntary Summons Service Executed
- Involuntary Summons Service Unexecuted
- Joinder
- Notice of Appearance and Request for Service - BK Notice**
- Notice of Change of Address (Debtor Only)
- Notice of Change of Employer(s)
- Notice of Correct Creditor Address
- Notice of Default - BK Notice
- Notice of Filing of Claims Register from Claims Agent

#### Selected Events (click to remove events)

- Notice of Appearance and Request for Service - BK Notice

The topic you click on will show up here under Selected Events.

Click on Notice of Appearance and Request for Service - BK Notice

Click Next after selecting event.

Next

Clear



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 4

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

Logout

**Miscellaneous:**

[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

**Select the Party:**

HILDEBRAND, HENRY EDWARD III [Trustee]  
Jones, Jasmine [Creditor]  
Nick, Philipp [Creditor]  
Sample, Joseph Wayne [Debtor]  
Sample, Sarah Lynn [Joint Debtor]  
US TRUSTEE, [U.S. Trustee]

[Add/Create New Party](#)

Select  
Add/Create  
New Party

Next Clear



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



**STEP 5**

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

Logout

**Search for a party**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

1 Add last name

2 Add first name

3 Click Search



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 6

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

Logout

**Search for a party**

SSN / ITIN  Tax ID / EIN

Last/Business name

First Name

Middle Name

**Party search results**

**No person found.**

If party is not in databank,  
Create new party.

Click, Create new party



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



**STEP 7**

**MECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search   
Logout

**Party Information**

<b>Last name</b>	<input type="text" value="Party"/>	<b>First name</b>	<input type="text" value="Add"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>SSN/ITIN</b>	<input type="text" value="999-99-9999"/>	<b>Title</b>	<input type="text"/>
<b>Office</b>	<input type="text"/>	<b>Tax Id/EIN</b>	<input type="text" value="12-1234567"/>
<b>Address 2</b>	<input type="text"/>	<b>Address 1</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<b>Address 3</b>	<input type="text"/>
<b>County</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>Zip</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>	<b>Country</b>	<input type="text"/>
<b>Role</b>	<input type="text" value="Creditor (cr:cr)"/>	<b>Fax</b>	<input type="text"/>
<b>Party text</b>	<input type="text"/>		

**Submit** **Cancel** **Clear** **Corporate parent / affiliate...**

Fill out information and Click Submit.

**-Failure to submit information on Party Information screen completely and properly may hinder a Filer's ability to receive notices of electronic filings (NEFs) and/or notices required to be sent by U.S. Mail.**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 8

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

Logout

**Miscellaneous:**

[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

**Select the Party:**

- Party, Add [Creditor]
- HILDEBRAND, HENRY EDWARD [Trustee]
- Jones, Jasmine [Creditor]
- Nick, Philipp [Creditor]
- Sample, Joseph Wayne [Debtor]
- Sample, Sarah Lynn [Joint Debtor]
- US TRUSTEE, [U.S. Trustee]

[Add/Create New Party](#)

Select party

Next Clear

Click Next

-A Party created or added properly will be listed on the "Select the Party" list for selection

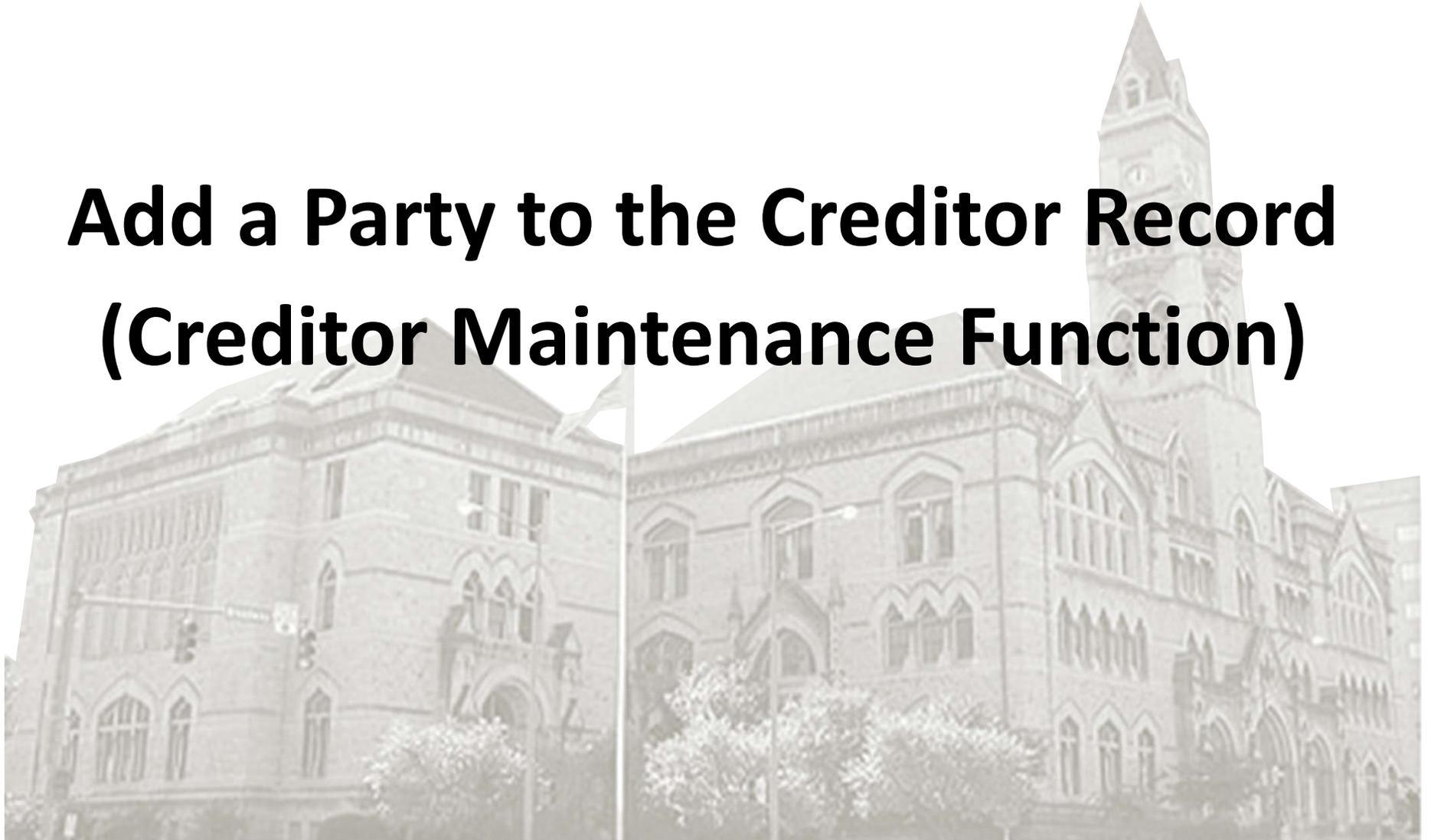


# U.S. BANKRUPTCY COURT

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

## **Add a Party to the Creditor Record (Creditor Maintenance Function)**





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 1

**MECF**    [Bankruptcy](#) ▾    [Adversary](#) ▾    [Query](#)    [Reports](#) ▾    [Utilities](#) ▾    [Search](#)    ?

[Logout](#)

### Bankruptcy Events

<p><b>Appeals</b> <a href="#">Appeal</a></p> <p><b>Case Opening Events</b> <a href="#">Open BK Case</a> <a href="#">Open Related BK Case</a> <a href="#">Open Involuntary Case</a> <a href="#">Judge/Trustee Assignment</a> <a href="#">Upload list of creditors file</a></p> <p><b>Claims</b> <a href="#">Claim Actions</a> <a href="#">Creditor Maintenance...</a> <a href="#">File Claims</a> <a href="#">Speed-Claim</a></p>	<p><b>Miscellaneous (cont.)</b> <a href="#">Plan; Ch 11 Disclosure Statement Scheds/Statements/Amended Mailing List</a></p> <p><b>Motions</b> <a href="#">LBR 2081 First Day Motions</a> <a href="#">LBR 9013 Motions with Notice</a> <a href="#">LBR 9013 Notices Only</a> <a href="#">Other Motions/Applications</a></p> <p><b>Proposed Order</b> <a href="#">Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders</a></p>	<p><b>Responses</b> <a href="#">LBR 9013 Response</a> <a href="#">Objection Response..(DO NOT USE FOR 9013 Motions)</a> <a href="#">Objection to Homestead Exemption</a> <a href="#">Plan Objections</a></p>	<p><b>Reaffirmations</b> <a href="#">Reaffirmations Menu</a></p> <p><b>Practitioners Handbook</b> <a href="#">Practitioners Handbook</a></p>	<p><b>Procedures (Right Click - Open in New Window)</b> <a href="#">Expedited Matters</a> <a href="#">Reaffirmations</a></p>
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**1**

Select Bankruptcy

**2**

Select Creditor Maintenance



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 2

A screenshot of the MCECF (Middle District of Tennessee Electronic Case Filing) website. The top navigation bar is dark blue with white text for "MCECF", "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". A "Logout" link is also visible. Below the navigation bar, the "Creditor Maintenance" section is highlighted in light blue. It contains two links: "Enter individual creditors" and "Upload list of creditors file". A red callout bubble points to the "Enter individual creditors" link with the text "Click Enter Individual Creditors".



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



**STEP 3**

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

Logout

**Creditor Processing**

Case Number  
3:17-bk-1

Next Clear

Enter Case No.

Click Next

**1**

**2**



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



**STEP 4**

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

Logout

### Add Creditor(s)

Case number 3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample  
*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

**Creditor type** Notice of Appearance ▾

**Creditor committee**  No  Yes **Entity**

**1** Enter Address

**2** Change to Notice of Appearance

**3** Click Next



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



**STEP 4**

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

Logout

**Add Creditor(s)**

**Case number** 3:17-bk-00001 Joseph Wayne Sample and Sarah Lynn Sample  
*Name may be 50 characters. Address may be 5 lines, 40 characters each.  
More than one creditor may be entered. Separate creditors with a blank line.*

**Name and Address**

**Creditor type**

**Creditor committee**  No  Yes    **Entity**

I

**EXAMPLE**



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



**STEP 5**

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

Logout

**Add Creditor(s)**

**Total Creditors Entered 1**

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

**Have you redacted?**

Submit

Click Submit, if transaction is ready to be docketed.



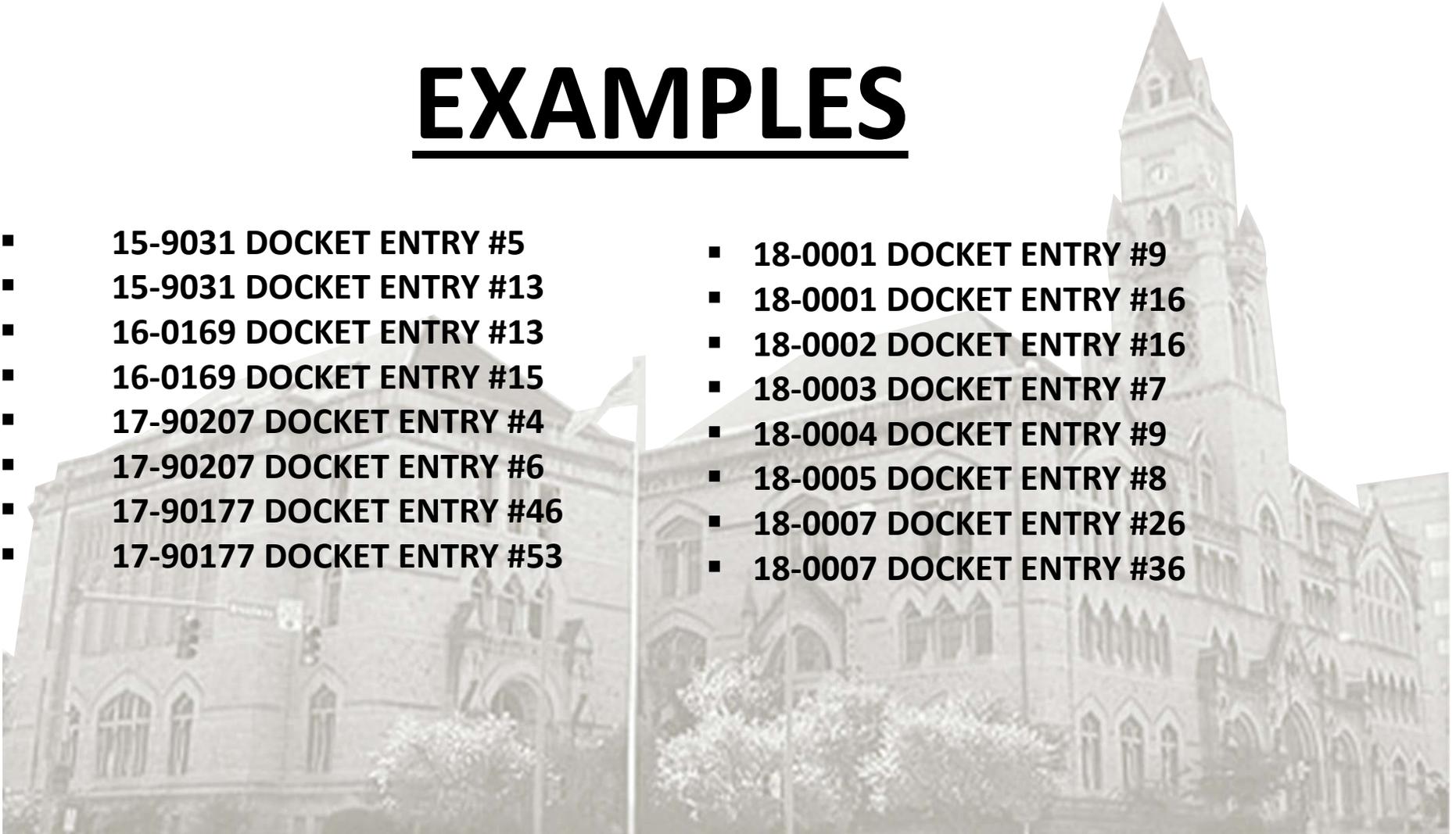
# U.S. BANKRUPTCY COURT

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

## EXAMPLES

- 15-9031 DOCKET ENTRY #5
- 15-9031 DOCKET ENTRY #13
- 16-0169 DOCKET ENTRY #13
- 16-0169 DOCKET ENTRY #15
- 17-90207 DOCKET ENTRY #4
- 17-90207 DOCKET ENTRY #6
- 17-90177 DOCKET ENTRY #46
- 17-90177 DOCKET ENTRY #53
- 18-0001 DOCKET ENTRY #9
- 18-0001 DOCKET ENTRY #16
- 18-0002 DOCKET ENTRY #16
- 18-0003 DOCKET ENTRY #7
- 18-0004 DOCKET ENTRY #9
- 18-0005 DOCKET ENTRY #8
- 18-0007 DOCKET ENTRY #26
- 18-0007 DOCKET ENTRY #36





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



# BEST PRACTICES

- ✓ If you do not create or add a new Party, make sure the information for the Party (name, address, etc.) you selected matches exactly.
- ✓ Once a Notice of Appearance has been committed in ECF, the Party must then update the Creditor Maintenance Function in ECF. Otherwise, the Notice of Appearance will not “link” to a Party creditor.
- ✓ The Clerk is not responsible for notifying a Party when they have failed to properly execute the Notice of Appearance event in ECF; nor does the Clerk “fix” a Filer’s deficiencies in ECF. See, ECF Procedure 5, Consequences of Electronic Filing.
- ✓ If a Party, usually an attorney, has made a Notice of Appearance in a case and that attorney is not receiving electronic email notifications, please check the Filer’s ECF account under Utilities → Your Account → Maintain Your ECF Account → the ‘Email Information...’ tab to make sure there is a valid and active email account for the Filer.
- ✓ If an attorney files a Notice of Appearance for another attorney (usually out-of-district counsel), the Notice of Appearance will not create a “link” for purposes of electronic notices being sent to the attorney mentioned in the Notice of Appearance. Electronic notification is linked directly to a Filer’s ECF account. Out-of-district counsel must sign-up for an ECF account if email notifications are desired by them.



# U.S. BANKRUPTCY COURT

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**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 executing any transaction in ECF.