

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

CM/ECF STEP-BY-STEP INSTRUCTION

EESA

Electronic Evidence Submission Application

Revised as of 10-20-23



MIDDLE DISTRICT OF TENNESSEE

Objectives



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

- Upload an Exhibit successfully in EESA
- Save Exhibits
- Copy Exhibits
- Edit Exhibits



- 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").
- You can view this information in more detail at:
- <u>https://www.tnmb.uscourts.gov/electronic-evidence-submission-application-eesa</u>



MIDDLE DISTRICT OF TENNESSEE



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 indicated in EEP.
- 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.
- 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.



MIDDLE DISTRICT OF TENNESSEE



Supported Web Browsers

- Edge
- FireFox
- Chrome



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

CM/ECF STEP-BY-STEP INSTRUCTION

Upload an Exhibit





MIDDLE DISTRICT OF TENNESSEE

STEP 2







and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

> ** NEW ** CM/ECF Court supported Web Browser is Firefox ** ** Other Browsers may be used but are not supported by TNMB: Google Chrome, Edge **

> > NextGen v. 1.6.4

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.

Welcome to the U.S. Bankruptcy Court for the Middle District of Tennessee - TRAINING SYSTEM Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.



MIDDLE DISTRICT OF TENNESSEE

STEP 4



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CMmECF	Ba <u>n</u> kruptcy <mark>→</mark> <u>A</u> dversar	y 🗸 🛛 Query	<u>R</u> eports -	<u>U</u> tilities •	Sear <u>c</u> h	Help	Log Out		
Bankruptcy Events									
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Open Involuntary Case	Motions				Designa	ation			

Open Involuntary Case Judge/Trustee Assignment Upload list of creditors file DeBN request (Activate, Deactivate or Update)

LBR 2081 First Day Motions

Proposed Order

Agreed Expedited Orders

LBR 9013 Motions with Notice Other Motions/Applications

Submitted / Expedited - Submitted Agreed / Submitted

Claims

Claim Actions Creditor Maintenance... File Claims

Convert / Split / Deconsolidate

Convert Deconsolidate Reconvert Split

Exhibits **Exhibits**

Miscellaneous

Blue TAG Non-Public Filings Original Creditor Mailing List Designation Plan Objections ng .ctivate, e)

Practitioners Handbook Practitioners Handbook





STEP 6







AND	U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE
	STEP 8
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	Case #: 3:22-вк-00206 TEST TUESDAY
Submit Exhibits View/Copy Exhibits Edit Exhibits	Please fill in all the information below for your trial/hearing. All fields are required.
	Which trial/hearing do you wish to submit exhibits ? 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? No Do you wish to grant access to your exhibits to any other attorney? Please select file to submit: Choose File No file chosen Submit Exhibit **Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names. Cancel

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	U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE STEP 10
	Саѕе #: 3:22-вк-00206 TEST TUESDAY
Submit Exhibits View/Copy Exhibits Edit Exhibits	Please fill in all the information below for your trial/hearing. All fields are required.
	Which trial/hearing do you wish to submit exhibits ? Hearing/trial on 9/20/2023 at 9:00 AM. Hearing Judge: Mashburn, .Matter: Doc# 7 Notice of Hearing on Motion and Notice for CV 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? No Do you wish to grant access to your exhibits to any other attorney? Yes No Please select file to submit: Choose File No file chosen Submit Exhibit **Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names. Cancel

THE REAL PROPERTY OF THE REAL	U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE STEP 11
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	U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE STEP 11 (if you shorten parties name)
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	 No Do you wish to grant access to your exhibits to any other attorney? Yes ONO Rights to view these exhibits shall be granted to whom: MICHAEL GIGANDET TestAttorney TNMB US TRUSTEE Please select file to submit: Choose File No file chosen
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	What is the role of the party for whom you are submitting exhibit(s) ? OPlaintiff Opefendant OMovant ORespondent OU.S Trustee OMultiple
	For purpose of marking exhibits only, do you wish to shorten your party's name? \bigcirc_{Yes} \circledast_{No}
	Do you wish to grant access to your exhibits to any other attorney? $\odot_{\text{Yes}} \bigcirc_{No}$
	Rights to view these exhibits shall be granted to whom: Image: MICHAEL GIGANDET Image: Michael Gigander Image: Michael Gigander Image: Michael Gigander
	Please select file to submit: Choose File No file chosen Submit Exhibit **Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names. Cancel

SUMMER SELVER STORE	U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE	
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Submit Exhibits View/Copy Exhibits Edit Exhibits	4.3 Identifying Exhibits 4.3.1 Exhibit File Naming Conventions. The file name of any electronic exhibit shall contain numbers and a brief description of the exhibit, as indicated below: Plea Whit ExhibitNumber.DescriptiveExhibitName	d
shortcut to Clerk's EESA webpage for more information	 □Plai Interesting exhibits only, do you wish to shorten your party's name? Ores ● No Do you wish to grant access to your exhibits to any other attorney? ● Yes ONO Rights to view these exhibits shall be granted to whom: ■ MICHAEL GIGANDET ■ TestAttorney TNMB ■ US TRUSTEE Please select file to submit: ■ Interesting: **Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names. 	1



MIDDLE DISTRICT OF TENNESSEE

STEP 14b



	<mark>- <u>A</u>dversary</mark>	Movant and Plaintiff shall number exhibits beginning with the <u>number one</u> followed by two zeros and the first number for the movant's or plaintiff's exhibit.	
		For example, 1 00 <u>1</u> , 1 00 <u>2</u> , 1 00 <u>3</u> 1 0 <u>99</u> 1 899, etc.	
		Respondent and Defendant shall number exhibits beginning with the <u>number two</u> followed by two zeros and the first number for the respondent's or	
Submit Exhibits		defendant's exhibit.	
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	Rights to vie	we these exhibits shall be granted to whom:	
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MIDDLE DISTRICT OF TENNESSEE



STEP 14c

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	1004.EESA Test Doc 4	10/17/2023 10:40 AM	Adobe Acrobat D	82 KB	
	EESA Test Docs	10/20/2023 3:16 PM	zip Archive	215 KB	
Submit Exhibits					
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MIDDLE DISTRICT OF TENNESSEE

Step 16



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	Which trial/hearing do you wish to submit exhibits ?
	What is the role of the party for whom you are submitting exhibit(s) ? OPlaintiff ODefendant OMovant ORespondent OU.S Trustee OMultiple
	For purpose of marking exhibits only, do you wish to shorten your party's name? OYes
	Do you wish to grant access to your exhibits to any other attorney? OYes ONO Please select file to submit:
	Submit Exhibit **Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.
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MIDDLE DISTRICT OF TENNESSEE

Step 19b



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Submit Exhibits			
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	Print Exhibit List Exit Current Case		



MIDDLE DISTRICT OF TENNESSEE

Step 19c



United States Bankruptcy Court Middle District of Tennessee - TEST

Case No.: 3:22-bk-00206

In Re: TEST TUESDAY Debtor

Hearing/trial: 9/20/2023 9:00 AM. Hearing Judge: Mashburn, Matter: Doc# 7 Notice of Hearing on Motion and Notice for Compromise and Settlement - BK Motion. Hearing scheduled 9/20/2023 at 09:00 AM, Courtroom 3 (Virtual hearing if allowed; see website for details); 701 Broadway, Nashville, TN 37203. (RE: related document(s)5) (jjk)

MICHAEL GIGANDET's Exhibit List

Exhibit File(s)	Admissibility Stipulated	Date Submitted
1001.JaneDoeDeposition.pdf		9/5/2023

Now, print or save to print later



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

CM/ECF STEP-BY-STEP INSTRUCTION

Save Exhibits



MIDDLE DISTRICT OF TENNESSEE

STEP 1



CMmecf

Adversary -Bankruptcy -

Log Out Utilities 🗸 Search Help

Bankruptcy Events

Appeals Appeal

Case Opening Events

Open BK Case Open Involuntary Case Judge/Trustee Assignment Upload list of creditors file DeBN request (Activate, Deactivate or Update)

Claims

Claim Actions Creditor Maintenance... File Claims

Convert / Split / Deconsolidate

Convert Deconsolidate Reconvert Split

Exhibits Exhibits

Miscellaneous Blue TAG

Non-Public Filings Original Creditor Mailing List

Miscellaneous (cont.) Other / Notices

Plan; Ch 11 Disclosure Statement Scheds/Statements/Amended Mailing List

Query

Reports -

Motions

LBR 2081 First Day Motions LBR 9013 Motions with Notice Other Motions/Applications

Proposed Order

Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders

Responses

LBR 9013 Response Objection/Response..(DO NOT USE FOR 9013 Motions) Objection to CH 11 Subchapter V Designation Plan Objections

Reaffirmations Reaffirmations

Menu

Debtor Electronic Bankruptcy Noticing

DeBN Request (Activate, Deactivate or Update)

Practitioners Handbook Practitioners Handbook











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Submit Exhibits View/Copy Exhibits Edit Exhibits	- ← Please make a selection from the me	nu items









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

CM/ECF STEP-BY-STEP INSTRUCTION

Copy Exhibits

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CMmeCF	Ba <u>n</u> kruptcy <mark>→</mark>	<u>A</u> dversary -	Query	<u>R</u> eports -	<u>U</u> tilities →	Sear <u>c</u> h	Help	Log Out
<u>Open Involuntary</u> <u>Case</u> <u>Judge/Trustee</u> <u>Assignment</u> <u>Upload list of</u> <u>creditors file</u> <u>DeBN request</u> (Activate, Deactivate or <u>Update</u>)	Motions LBR 2081 Fir LBR 9013 Mo Other Motions Proposed Orde Submitted / Ex / Submitted Agr	st Day Motions otions with Noti s/Applications or xpedited - Subr eed Expedited (i <u>ce</u> nitted Ag Orders	<u>Subcha</u> <u>Plan</u>	<u>ipter V Desig</u> Objections	<u>gnation</u>		
Claims <u>Claim Actions</u> <u>Creditor</u> <u>Maintenance</u> <u>File Claims</u>								
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Submit Exhibits View/Copy Exhibits Edit Exhibits	Which trial/hearing do you wish to view ? Hearing/trial: 9/29/2023 9:30 Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link. Save Exhibit File(s) ID1.JaneDoeDeposition_copy2.pdf 1001.JaneDoeDeposition_copy1.pdf	AM Hearing Judge: Mashburn, Matter: Doc# 9 Notice of v dmissibility Stipulated Submitted By Date Submitted By Date Submitted By 9/7/2023 TestAttorney 9/7/2023	Submit Exhibits View/Copy Exhibits	TEST TUESDAY Which trial/hearing do you wish to view ? Hearing/trial: 9/29/2023 9:30 AM H Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.	earing Judge: Mashburn, Matter: Doc# 9 Notice of
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MIDDLE DISTRICT OF TENNESSEE





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

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MIDDLE DISTRICT OF TENNESSEE

Reports -

Utilities -

STEP 1

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Bankruptcy Events

Appeals

Appeal

Case Opening Events

<u>Open BK Case</u> <u>Open Involuntary Case</u> <u>Judge/Trustee Assignment</u> <u>Upload list of creditors file</u> <u>DeBN request (Activate,</u> <u>Deactivate or Update)</u>

Claims

<u>Claim Actions</u> <u>Creditor Maintenance...</u> File Claims

Convert / Split / Deconsolidate

<u>Convert</u> <u>Deconsolidate</u> <u>Reconvert</u> <u>Split</u>



Miscellaneous

<u>Blue TAG</u> <u>Non-Public Filings</u> <u>Original Creditor Mailing List</u> Miscellaneous (cont.) <u>Other / Notices</u> <u>Plan; Ch 11 Disclosure Statement</u> <u>Scheds/Statements/Amended Mailing List</u>

Motions

Bankruptcy -

LBR 2081 First Day Motions LBR 9013 Motions with Notice Other Motions/Applications

Adversary -

Proposed Order

Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders

Responses

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LBR 9013 Response Objection/Response..(DO NOT USE FOR 9013 Motions) Objection to CH 11 Subchapter V Designation Plan Objections

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