



U.S. BANKRUPTCY COURT

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

CM/ECF STEP-BY-STEP INSTRUCTION

EESA

Electronic Evidence Submission Application

Revised July 30, 2024



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Objectives

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

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



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



MANDATORY USE OF 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”).
- You can view this information in more detail at:

<https://www.tnmb.uscourts.gov/electronic-evidence-submission-application-eesa>



U.S. BANKRUPTCY COURT
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 nearly 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 with proper naming conventions observed 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.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Supported Web Browsers

- Edge
- FireFox
- Chrome



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MIDDLE DISTRICT OF TENNESSEE



General Information

3.1 Court Authorized Electronic Evidence Formats

All electronic evidence must be submitted in one of the following allowable formats:

- PDF
- PNG, GIF, JPG/JPEG
- WMV
- MP3
- PPT/PPTX
- EXCEL (in very limited circumstances)

Any of the allowable formats can be compressed into a ZIP file as long as the ZIP file does not exceed the ECF limits. See, § 3.2.

Current recommended maximum individual PDF Size:

35 MB

No Password protection/restriction can be on the file.

Current maximum Merge Document Size:

50 MB

No Password protection/restriction can be on the zip file.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Avoiding Common Errors

Sharing Filing Accounts

Users should not be sharing ECF account information, i.e. a paralegal using their attorney's log in credentials. When multiple people use the same login credentials on different computers, the "cookies" used by EESA are not always where the system thinks they are and this can cause errors during EESA submission.

To clear your internet browser cache, normally the command of control+shift+delete can be used.

This is not only good practice for EESA, but for CM/ECF and PACER in general.



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Avoiding Common Errors

Zippping Folders

When submitting multiple PDFs, zipping them together in a .zip file is the easiest/fastest way to get them into the system. However, each file must be in the .zip file as an individual file and not “nested” inside of folders, see below:

If the below is selected and zipped into a .zip file, it will not be accepted by the system because of the folders

Name	Date modified	Type
 Evidence for Cross Exam of Mechanic	5/31/2024 2:27 PM	File folder
 Evidence for Direct Exam of Mr. Smith	5/31/2024 2:26 PM	File folder
 1001.Contract	1/30/2024 11:17 AM	Adobe Acrobat Docum...
 1002.POC	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1003.Title	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1004.Threatening Letter	1/30/2024 11:20 AM	Adobe Acrobat Docum...



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Avoiding Common Errors

Zippping Folders (continued)

The below group of files would be able to be zipped into a .zip file and be accepted by the system as there are no folders and each individual file uses the correct naming conventions pursuant to EEP.

 1001.Contract	1/30/2024 11:17 AM	Adobe Acrobat Docum...
 1002.POC	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1003.Title	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1004.Threatening Letter	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1005.Direct Exam- Mr. Smith Prior Statments	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1006.Direct Exam- Mr. Smith License	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1007.Cross Mechanic State Court complaint	1/30/2024 11:20 AM	Adobe Acrobat Docum...
 1008.Cross Mechanic - Facebook Page	1/30/2024 11:20 AM	Adobe Acrobat Docum...



U.S. BANKRUPTCY COURT
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Avoiding Common Errors

Improperly Named Files

Files must be properly named to be accepted by EESA. The full EESA rules and examples are contained in the [EEP](#) in Section 4.3.2 Numbering Exhibits.

The next page will give you a summary of the rule, but parties should take the time to familiarize themselves with the full EEP.

Password Protected or Restricted Files

Files must not be password protected or otherwise “restricted.” Check your files before attempting to upload. Oftentimes documents downloaded directly from State Court dockets are restricted and will not upload properly.



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Naming Conventions Nutshell

Naming Requirements for Exhibits: The Movant's files must begin with "1001." and the Respondent's must begin with "2001." The file name should describe the contents of the PDF. Please note the period directly after the number is required.

A file name of "1007 contract.pdf" will generate an error.

A file name of "1007.contract.pdf" should not.

Good Examples:

Plaintiff/Movant: 1001.Petition.pdf or 1002.Amended Schedule C.pdf

Defendant/Respondent: 2001.Original Title for 2014-truck.pdf or 2002.HOA_doc-Riverbend.pdf

UPPERCASE, lowercase, 12345, p.e.r.i.o.d.s, s p a c e s, h-y-p-e-n-s, and un_der_scores are all OK. **NO SYMBOLS ALLOWED! \$^#@%()**



U.S. BANKRUPTCY COURT
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Naming Conventions Nutshell

Problematic File Name Examples:

File name	Problem
1001 Truck Title.pdf	No period after the number
Commercial Lease.pdf	No number at the beginning of the file name
1002.Creditor's MFR.pdf	Contains a symbol (apostrophe)
1007.January 5th Deposition.doc	.doc files are not a supported file type
1008.Claim for \$32,000.00.pdf	Contains a symbol (Dollar Sign)
1010.h7hklnsfiudb5238n.pdf	This WILL be accepted by EESA, however the file name does not describe the contents of the file.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

CM/ECF

STEP-BY-STEP INSTRUCTION

Upload an Exhibit





U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Note

Please note that some of your ECF and EESA screens may differ from the images presented, as the Court uses a staging environment to simulate ECF for testing and creating training materials.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 2

... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN

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Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [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.

Continue **Cancel**

This is a restricted government website for official PACER use only. All

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [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.

Continue **Cancel**



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 3



Select Bankruptcy, even if you are filing Exhibits for an Adversary Proceeding



You can also search "Exhibits" to find the correct link

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

This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded 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.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 4

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](#)

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](#)

Select Exhibits



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 5

**** NEW ** Supported Web Browser is Firefox ****

***** Other Browsers may be used but are not supported by TNMB: Google Chrome, Edge *****

Exhibits and Witness List

Case Number

Select the page to view

Attorney ▼

Enter your case number
using the short or long format
of
xx-xxxxx or x:xx-bk-xxxxx

Do not use a partial long form
case number
Example: xx-bk-xxxxx

Submit

Then select Submit



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 6



[Bankruptcy](#) ▼ [Adversary](#) ▼ [Query](#) [Reports](#) ▼ [Utilities](#) ▼ [Search](#) [Help](#) [Log Out](#)

** Supported Web Browsers - Edge / FireFox / Chrome **

Exhibits and Witness List

Case Number

3:22-bk-00206

Case Name

Verify you are in the
correct case and click
"Submit"

Submit



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 7



[Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [What's New](#) [Log Out \(kdc\)](#)

[★](#) [↶](#) | [Docket Sheet](#) [📄](#) [Claims Register](#) [📄](#) [List of Creditors](#) [📅](#) [Deadlines/Hearings](#) [📅](#) [Calendar Events](#) 6/21/2024 [📅](#)

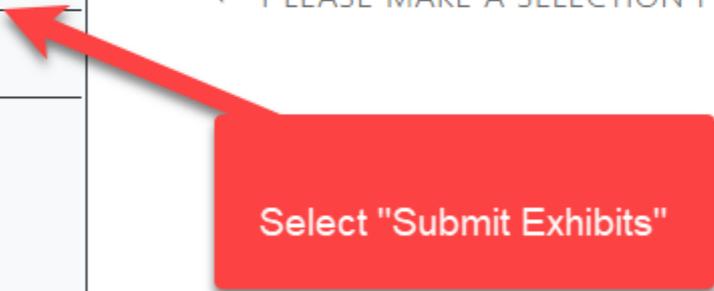


Submit Exhibits

View/Copy Exhibits

Edit Exhibits

← PLEASE MAKE A SELECTION FROM THE MENU ITEMS



Select "Submit Exhibits"



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 8

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? Yes

No

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

Please select file to submit:

No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.

All fields MUST be completed. They must also be completed from top to bottom, so start at the top.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 9

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Please fill in all the information below for your trial/hearing. All fields are required.

Select your hearing from the drop down menu.

Only set hearings will appear. Potential hearings from 9013 Motions will not appear until the matter is set on the Court's Docket

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 C▼

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

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

Please select file to submit:
 No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



STEP 10

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Select your Party
Role in the
Hearing



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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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

Please select file to submit:

No file chosen

****Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.**



U.S. BANKRUPTCY COURT

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STEP 11

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

You have the option to shorten your party's name.

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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

Please select file to submit:
 No file chosen

****Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.**



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 12

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Select "Yes" to grant access to your exhibits. The attorneys/parties who have associated themselves with the matter on ECF will appear. You can then select who to share your exhibits with.

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He

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

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:

JOSHUA ISAAC GOLDMAN Henry Edward Hildebrand MICHELLE KAY THOMAS TestAttorney TNMB TestTrustee TNMB Testattorneyb Tnmb Testattorneyc Tnmb US TRUSTEE

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



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 13

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Select the attorneys that you need to share your exhibits with so they will have access to them.

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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

Exhibits to view these exhibits shall be granted to whom:

<input type="checkbox"/> JOSHUA ISAAC GOLDMAN	<input checked="" type="checkbox"/> Henry Edward Hildebrand	<input checked="" type="checkbox"/> MICHELLE KAY THOMAS	<input type="checkbox"/> TestAttorney TNMB	<input type="checkbox"/> TestTrustee TNMB	<input type="checkbox"/> Testattorneyb Tnmb	<input type="checkbox"/> Testattorneyc Tnmb	<input checked="" type="checkbox"/> US TRUSTEE
---	---	---	--	---	---	---	--

Please select file to submit:
 No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 14

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Select "Choose File"

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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:

<input type="checkbox"/> JOSHUA ISAAC GOLDMAN	<input checked="" type="checkbox"/> Henry Edward Hildebrand	<input type="checkbox"/> MICHELLE KAY THOMAS	<input type="checkbox"/> TestAttorney TNMB	<input type="checkbox"/> TestTrustee TNMB	<input type="checkbox"/> Testattorneyb Tnmb	<input type="checkbox"/> Testattorneyc Tnmb	<input checked="" type="checkbox"/> US TRUSTEE
---	---	--	--	---	---	---	--

Please select file to submit:

No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 15

New folder

Name	Date modified	Type	Size
2001.Petition	1/30/2024 11:19 AM	Adobe Acrobat D...	36 KB
2002.Appraisal	1/30/2024 11:10 AM	Adobe Acrobat D...	20 KB
2003.Incriminating Email 1	1/30/2024 11:18 AM	Adobe Acrobat D...	28 KB
2004.Incriminating Email 2	1/30/2024 11:18 AM	Adobe Acrobat D...	35 KB

Name: 2001.Petition

All Files

Open Cancel

You should now be able to upload your individual exhibits from where they are saved on your computer.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 16

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Your file should now be shown in the EESA program and be pending submission.

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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:

<input type="checkbox"/> JOSHUA ISAAC GOLDMAN	<input checked="" type="checkbox"/> Henry Edward Hildebrand	<input type="checkbox"/> MICHELLE KAY THOMAS	<input type="checkbox"/> TestAttorney TNMB	<input type="checkbox"/> TestTrustee TNMB	<input type="checkbox"/> Testattorneyb Tnmb	<input type="checkbox"/> Testattorneyc Tnmb	<input checked="" type="checkbox"/> US TRUSTEE
---	---	--	--	---	---	---	--

Please select file to submit:
 2001.Petition.pdf

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 17

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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:

<input type="checkbox"/> JOSHUA ISAAC GOLDMAN	<input checked="" type="checkbox"/> Henry Edward Hildebrand	<input type="checkbox"/> MICHELLE KAY THOMAS	<input type="checkbox"/> TestAttorney TNMB	<input type="checkbox"/> TestTrustee TNMB	<input type="checkbox"/> Testattorneyb Tnmb	<input type="checkbox"/> Testattorneyc Tnmb	<input checked="" type="checkbox"/> US TRUSTEE
---	---	--	--	---	---	---	--

Please select file to submit:
 2001.Petition.pdf

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.

Click "Submit Exhibit" to transmit your file to the EESA system.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 18

[Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [W](#)
[Claims Register](#)  [List of Creditors](#)  [Deadlines/Hearings](#)  [Calendar](#)

tnmb-ecf-test.sso.dcn says
Upload Successful

OK

You should receive confirmation that your submission was accepted by the system.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 19

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Your Exhibit should now be showing as successfully submitted.

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? Yes No

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

Please select file to submit:

No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.

100% Upload Complete (success)

These files have been successfully submitted

Exhibit file(s)	Admissibility is stipulated	Date Submitted
2001.Petition.pdf	<input type="checkbox"/>	6/21/2024

Note: You must click "Complete Transaction and Exit Current Case" below after uploading exhibits to complete the transaction.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 20

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

You can now repeat the process for all your Exhibits.

Please fill in all the information below for your trial/hearing. **All fields are required.**

Submitted Exhibit File(s) For This Hearing	Admitted	Admissibility Stipulated	Submitted By	Date Submitted
2001.Petition.pdf	—	<input type="checkbox"/>	kdc	6/21/2024

Which trial/hearing do you wish to submit exhibits ?
 Hearing/trial on 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He ▼

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

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

Please select file to submit:
 No file chosen

****Warning:** The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 21 (.zip files)

If you are going to be uploading multiple exhibits, it may be more efficient to ZIP your individual Exhibits in to a “Zip File” if you have that capability. Follow the instructions on your zipping software to create a Zip file.

Name	Date modified	Type	Size
2001.Petition	1/20/2024 11:10 AM	Adobe Acrobat D...	36 KB
2002.A		Adobe Acrobat D...	26 KB
2003.In		Adobe Acrobat D...	28 KB
2004.In			

- Open with Adobe Acrobat X
- Print
- 7-Zip
- Combine supported files in Acrobat...
- Share
- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename
- Properties

- Add to archive...
- Compress and email...
- Add to "Debtors Docs.7z"
- Compress to "Debtors Docs.7z" and email
- Add to "Debtors Docs.zip"
- Compress to "Debtors Docs.zip" and email
- CRC SHA

General Security Details Previous Versions

Debtors Docs

Type of file: Compressed (zipped) Folder (.zip)

Opens with: Windows Explorer Change...

1/30/2024 11:19 AM	Adobe Acrobat Docum...
1/30/2024 11:16 AM	Adobe Acrobat Docum...
1/30/2024 11:18 AM	Adobe Acrobat Docum...
1/30/2024 11:18 AM	Adobe Acrobat Docum...
6/21/2024 3:13 PM	Compressed (zipped) F...



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 22 (.zip files)

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 5/29/2024 at 9:00 AM. Hearing Judge: Tnmb, .Matter: Doc# 58 Objection to Confirmation of Plan and Trustee's Request for He

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?

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:

JOSHUA ISAAC GOLDMAN Henry Edward Hildebrand MICHELLE KAY THOMAS

Please select file to submit:
 No file chosen

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.

Open

This PC > Desktop > Test Docs > Debtors Docs

Name	Date modified	Type	Size
2001.Petition	1/30/2024 11:19 AM	Adobe Acrobat D...	36 KB
2002.Appraisal	1/30/2024 11:16 AM	Adobe Acrobat D...	26 KB
2003.Incriminating Email 1	1/30/2024 11:18 AM	Adobe Acrobat D...	28 KB
2004.Incriminating Email 2	1/30/2024 11:18 AM	Adobe Acrobat D...	35 KB
Debtors Docs	6/21/2024 3:32 PM	Compressed (zipp...	108 KB

Type: Compressed (zipped) Folder
 Size: 107 KB
 Date modified: 6/21/2024 3:32 PM

File name: Debtors Docs

Click "Choose File," then select your .zip file and select "Open"

Your .zip file should show up here. Click "Submit Exhibit."

Please select file to submit:

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.

**Warning: The EESA naming convention allows only letters, numbers, periods, spaces, hyphens and underscores in exhibit names.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 23 (.zip files)

All exhibits that were compressed in the .zip file should have been uploaded to the system. Remember, the individual exhibit names must follow the naming conventions. The .zip file does not need to be specially named, but its name must only be made of allowed characters. (no symbols, including apostrophes)

100% Upload Complete (success)

These files have been successfully submitted

Exhibit file(s)	Admissibility is stipulated	Date Submitted
2001.Petition.pdf	<input type="checkbox"/>	6/21/2024
2002.Appraisal.pdf	<input type="checkbox"/>	6/21/2024
2003.Incriminating Email 1.pdf	<input type="checkbox"/>	6/21/2024
2004.Incriminating Email 2.pdf	<input type="checkbox"/>	6/21/2024

Note: You must click "Complete Transaction and Exit Current Case" below after uploading exhibits to complete the transaction.

[Print Exhibit List](#)

[Complete Transaction and Exit Current Case](#)



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 24 (to Complete)

IMPORTANT!

100% Upload Complete (success)

These files have been successfully submitted

Exhibit file(s)	Admissibility is still	
2001.Petition.pdf	<input type="checkbox"/>	
2002.Appraisal.pdf	<input type="checkbox"/>	
2003.Incriminating Email 1.pdf	<input type="checkbox"/>	6/21/2024
2004.Incriminating Email 2.pdf	<input type="checkbox"/>	6/21/2024

You must now click Complete Transaction and Exit Current Case. This will email the parties you selected previously that you have uploaded your exhibits.

Note: You must click "Complete Transaction and Exit Current Case" below after uploading exhibits to complete the transaction.

[Print Exhibit List](#)

[Complete Transaction and Exit Current Case](#)



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



EDIT STEP 1

You can now re-enter your case and make any changes to your exhibits when you are ready. This is particularly useful after discussing stipulated admissibility of an exhibit with the other parties.

The screenshot shows the U.S. Bankruptcy Court website interface. At the top left is the court's seal. Below it is a blue header bar. On the left side, there is a vertical menu with three options: "Submit Exhibits", "View/Copy Exhibits", and "Edit Exhibits". The "Edit Exhibits" option is highlighted with a blue background and a red border. A red arrow points from a red box labeled "Select Edit Exhibits" to the "Edit Exhibits" option. To the right of the menu, there is a form titled "Which trial/hearing do you wish to edit?" with a text input field below it.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



EDIT STEP 2

Select your hearing from the drop down box. Your uploaded exhibits should appear below.

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to edit?

Hearing/trial: 5/29/2024 9:00 AM, Hearing Judge: Tnmb,, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing, Hearing will be held on 5/29/2024 at 09:00 AM, Joint Hearing Courtroom (NSH);

Check the boxes next to the exhibits that have stipulated admissibility.

Exhibit file(s)	Check if admissibility is stipulated	Date submitted	Delete All
2001.Petition.pdf	<input checked="" type="checkbox"/>	6/21/2024	Delete
2002.Appraisal.pdf	<input checked="" type="checkbox"/>	6/21/2024	Delete
2003.Incriminating Email 1.pdf	<input checked="" type="checkbox"/>	6/21/2024	Delete
2004.Incriminating Email 2.pdf	<input checked="" type="checkbox"/>	6/21/2024	Delete

Select Exhibit:

You can also change information about your individual exhibits in this screen by selecting from the drop down below "Select Exhibit."



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



PRINTING STEP 1

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?

Hearing/trial: 5/29/2024 9:00 AM. Hearing Judge: Tnmb, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing. Hearing will be held on 5/29/2024 at 09:00 AM, Joint Hearing Courtroom (NSH)

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

	Save	Admissibility Stipulated	Submitted By	D
<input type="checkbox"/>	2001.Petition.pdf	<input checked="" type="checkbox"/>	kdc	6
<input type="checkbox"/>	2002.Appraisal.pdf	<input checked="" type="checkbox"/>	kdc	6
<input type="checkbox"/>	2003.Incriminating Email 1.pdf	<input checked="" type="checkbox"/>	kdc	6
<input type="checkbox"/>	2004.Incriminating Email 2.pdf	<input checked="" type="checkbox"/>	kdc	6

Print exhibit list Save Selected exhibit(s) Copy E

To print an exhibit list, select, "View/Copy Exhibits," then select your Hearing date and then select Print exhibit list.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



PRINTING STEP 2

United States Bankruptcy Court
Middle District of Tennessee - TEST
Case No.: 3:21-bk-00055

In Re:
Debtor
Hearing
Trustee

The Exhibit list will be saved to your computer to wherever your default document save location is. When in doubt, check your "Downloads" folder.

Matter: Doc# 58 Objection to Confirmation of Plan and
2024 at 09:00 AM, Joint Hearing Courtroom (NSH);

kdc's Exhibit List

Exhibit File(s)	Admissibility Stipulated	Date Submitted
2001.Petition.pdf	x	6/27/2024
2002.Appraisal.pdf	x	6/27/2024
2003.Incriminating Email 1.pdf	x	6/27/2024
2004.Incriminating Email 2.pdf	x	6/27/2024



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

CM/ECF

STEP-BY-STEP INSTRUCTION

Save Exhibits





U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE



SAVING STEP 1

To view an opposing party's exhibits, go to the exhibits page for the case and select "View/Copy Exhibits" and then the hearing from the drop down menu. You will then get a list of all the exhibits uploaded to EESA for that party.

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ? Hearing/trial: 5/29/2024 9:00 AM, Hearing Judge: Tnmb, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing, Hearing will be held on 5/29/2024 at 09:00 AM, Joint Hearing Courtroom (NSH)

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

<input type="checkbox"/> Save	Exhibit File(s)	Admissibility Stipulated	Submitted By
<input type="checkbox"/>	2001.Petition.pdf	<input checked="" type="checkbox"/>	kdc
<input type="checkbox"/>	2002.Appraisal.pdf	<input checked="" type="checkbox"/>	kdc
<input type="checkbox"/>	2003.Incriminating Email 1.pdf	<input checked="" type="checkbox"/>	kdc
<input type="checkbox"/>	2004.Incriminating Email 2.pdf	<input checked="" type="checkbox"/>	kdc



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



SAVING STEP 2

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ? Hearing/trial: 5/29/2024 9:00 AM. Hearing Judge: Tn

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

<input checked="" type="checkbox"/> Save	Exhibit File(s)
<input checked="" type="checkbox"/>	2001.Petition.pdf
<input checked="" type="checkbox"/>	2002.Appraisal.pdf
<input checked="" type="checkbox"/>	2003.Incriminating Email 1.pdf
<input checked="" type="checkbox"/>	2004.Incriminating Email 2.pdf

Select "Save" to select all exhibits, or pick and choose which you would like to save to your computer. Then select "Save selected exhibit(s)"



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



SAVING STEP 3

The screenshot shows a file download notification at the top: "3-21-bk-00055 (1).zip" with a size of "140 KB" and a status of "Done". Below this is a large blue rectangular area. At the bottom, a table displays submitted files. A red callout box with an arrow pointing to the blue area contains the text: "The files will saved to your comptuer as a zip file to your default download location."

			Date Submitted
			6/27/2024
<input checked="" type="checkbox"/>		kdc	6/27/2024
<input checked="" type="checkbox"/>		kdc	6/27/2024
<input checked="" type="checkbox"/>		kdc	6/27/2024



U.S. BANKRUPTCY COURT

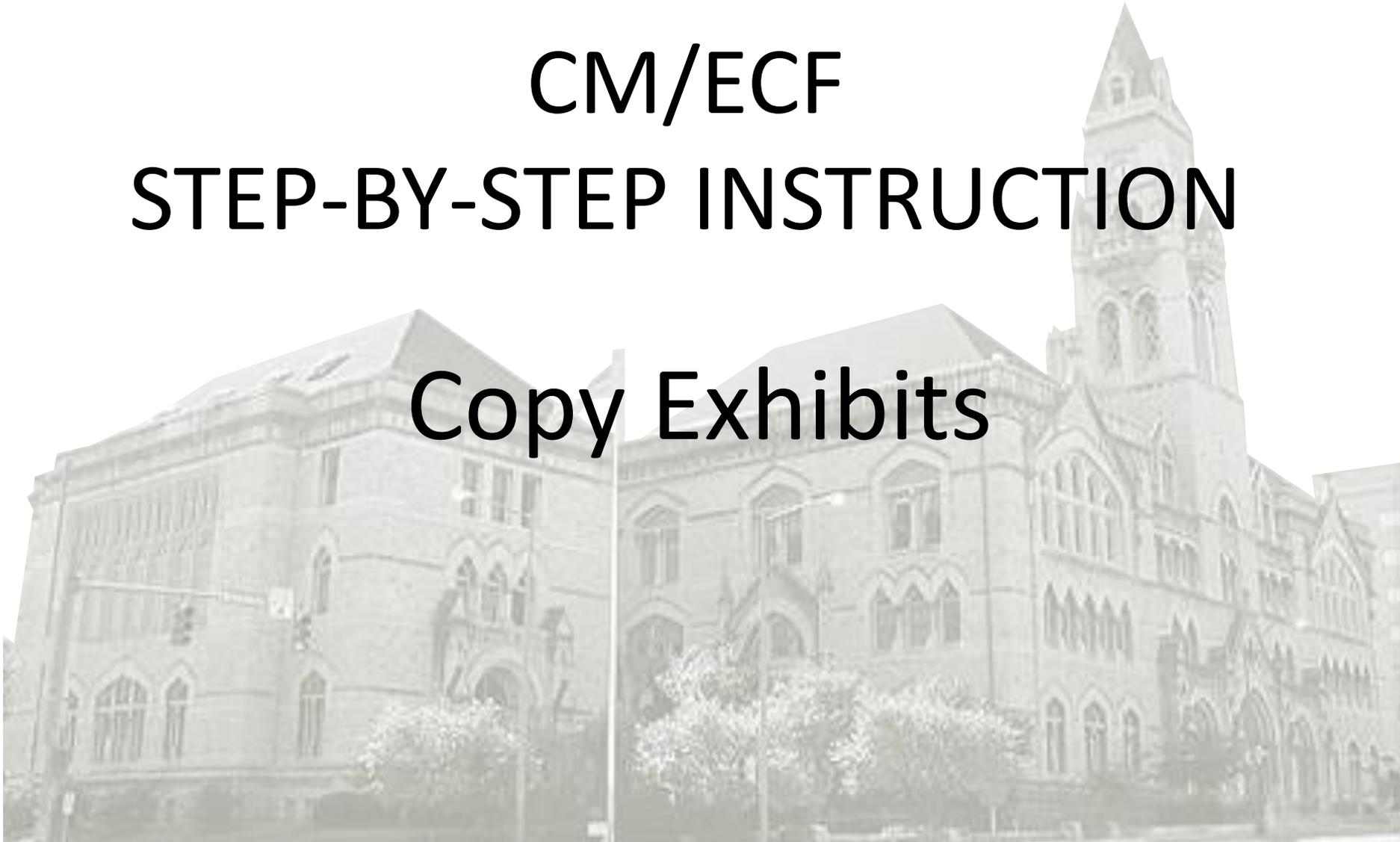
MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

CM/ECF

STEP-BY-STEP INSTRUCTION

Copy Exhibits





U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



COPY STEP 1

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

← PLEASE MAKE A SELECTION FROM THE MENU ITEMS

You have the ability to copy a currently filed exhibit to another existing hearing.

First, select "View/Copy Exhibits"



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



COPY STEP 2



Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?

Select the Hearing for which you want to find
the exhibits to be copied



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



COPY STEP 3

- Submit Exhibits
- View/Copy Exhibits**
- Edit Exhibits

Which trial/hearing do you wish to view? Hearing/trial: 5/29/2024 9:00 AM. Hearing Judge: Tnmb, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing. Hearing will be held on 5/29/2024 at 09:00 AM, Joint Hearing Courtroom (NSH);

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

<input type="checkbox"/> Save	Exhibit File(s)	Admissibility Stipulated	Submitted By	Date Submitted
<input checked="" type="checkbox"/>	2001.Petition.pdf	<input checked="" type="checkbox"/>	kdc	6/27/2024
<input type="checkbox"/>	2002.Appraisal.pdf	<input checked="" type="checkbox"/>	kdc	6/27/2024
<input type="checkbox"/>	2003.Incriminating Email 1.pdf	<input checked="" type="checkbox"/>	kdc	6/27/2024
<input type="checkbox"/>	2004.Incriminating Email 2.pdf	<input checked="" type="checkbox"/>	kdc	6/27/2024

Select the exhibit you would like to copy and select "Copy Exhibit."
NOTE: you may only copy one exhibit at a time. If attempting to copy more than one at a time, the Copy Exhibit button will not be functional.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



COPY STEP 4

Which trial/hearing do you wish to view ?

Hearing/trial: 5/29/2024 9:00 AM, Hearing Judge: Tnmb, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing, Hearing will be held on 5/29/2024 at 09:00 AM, Joint Hearing Courtroom (NSH);

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

<input type="checkbox"/> Save	Exhibit File(s)	Availability Stipulated	Submitted By	Date Submitted
<input checked="" type="checkbox"/>	2001.Petition.pdf		kdc	6/27/2024
<input type="checkbox"/>	2002.Appraisal.pdf		kdc	6/27/2024
<input type="checkbox"/>	2003.Incriminating Email 1.pdf		kdc	6/27/2024
<input type="checkbox"/>	2004.Incriminating Email 2.pdf		kdc	6/27/2024

Select your destination hearing for the exhibit you are copying.



Which hearing would you like to copy this exhibit to?



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



COPY STEP 5

Which trial/hearing do you wish to view ?

Hearing/trial: 5/29/2024 9:00 AM. Hearing Judge: Tnmb, Matter: Doc# 58 Objection to Confirmation of Plan and Trustees Request for Hearing. Hearing will be held on 5/29/2024 at 09:00 AM, Joint H

Note: One exhibit can be copied at a time. To view an exhibit, click on the filename link.

<input type="checkbox"/> Save	Exhibit File(s)	Admissibility Stipula
<input checked="" type="checkbox"/>	2001.Petition.pdf	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2002.Appraisal.pdf	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2003.Incriminating Email 1.pdf	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2004.Incriminating Email 2.pdf	<input checked="" type="checkbox"/>

Which hearing would you like to copy this exhibit to?

Hearing/trial: 11/16/2022 9:00 AM. Hearing Judge: Tnmb, Matter: Doc# 54 Notice

0 AM, Joint Hearing Courtroom (NSH);

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

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?

- JOSHUA ISAAC GOLDMAN Henry Edward Hildebrand MICHELLE KAY THOMAS TestAttorney TNMB TestTrustee TNMB Testattorneyb Tnmb Testattorneyc Tnmb US TRUSTEE

Check your selections for your exhibit and select "Copy Exhibit to Hearing."



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



COPY STEP 6

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

Do you wish to grant access to your exhibits to any other attorney?

Rights to view these exhibits shall be granted to whom:
JOSHUA ISAAC GOLDMAN Henry Edward Hildebrand MICHELLE KAY THORNTON myb Tnmb Testattorneyc Tnmb US TRUSTEE

You will review confirmation of the copying to the new hearing.



Copy Exhibit To Hearing

Exhibit has been successfully copied.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



NOTE ON COPYING

Please note that as only one exhibit can be copied at a time, it may be more efficient to simply upload exhibits to a new hearing by using the .zip file upload process if you have multiple exhibits.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Troubleshooting

Trouble with EESA? Self-help troubleshooting:

- Are you using a supported browser? Edge, Firefox, Chrome are supported.
- Have you cleared your internet browser's cache lately? (ctrl+shift+delete)

If you call the Clerk's office for assistance, you will be asked these two questions first, so please verify before calling as these fix your issue most of the time.

- The file naming conventions not being followed and the file size being too large are the next two most common errors.



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

If you are still unable to proceed with submitting files through EESA please call the Court Clerk's office at 615-736-5584 and we will attempt to assist you with EESA and do some preliminary troubleshooting. They will identify if it is a software problem and can escalate you to the IT department or a Court Room Deputy as appropriate.

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.

