



U.S. BANKRUPTCY COURT

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

CM/ECF STEP-BY-STEP INSTRUCTION

**DOCKETING A LBR 9013 RESPONSE
OR OBJECTION**

21 NOVEMBER 2018



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Objectives

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

- PART 1: LOGGING IN TO CM/ECF
- PART 2: DOCKETING A LBR 9013 RESPONSE OR OBJECTION



U.S. BANKRUPTCY COURT

MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

LOGGING IN TO CM/ECF





U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

The screenshot shows the homepage of the U.S. Bankruptcy Court, Middle District of Tennessee. At the top left is the court's seal. The main header features the court's name and the names of the Chief Judge and Clerk of Court. A search bar is located on the right. A navigation menu includes links for Home, Understanding Bankruptcy, Court Information, Trustees & Trustee, Forms, Local Rules, CM/ECF Information, and For Attorneys. A red callout bubble highlights the 'Go to CM/ECF' link. The main content area has a 'Welcome' message and a photo of the court building. Below this are three columns: Court Locations (Nashville and Columbia), Docket Calendar, 9013 Availability Calendar, and Local Rules, and News & Announcements (Judicial Conference: Current Conference Planning).

Text Size: - A +

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

Search this site GO

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

Go to CM/ECF

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



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 access the electronic filing system. For more information, contact 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

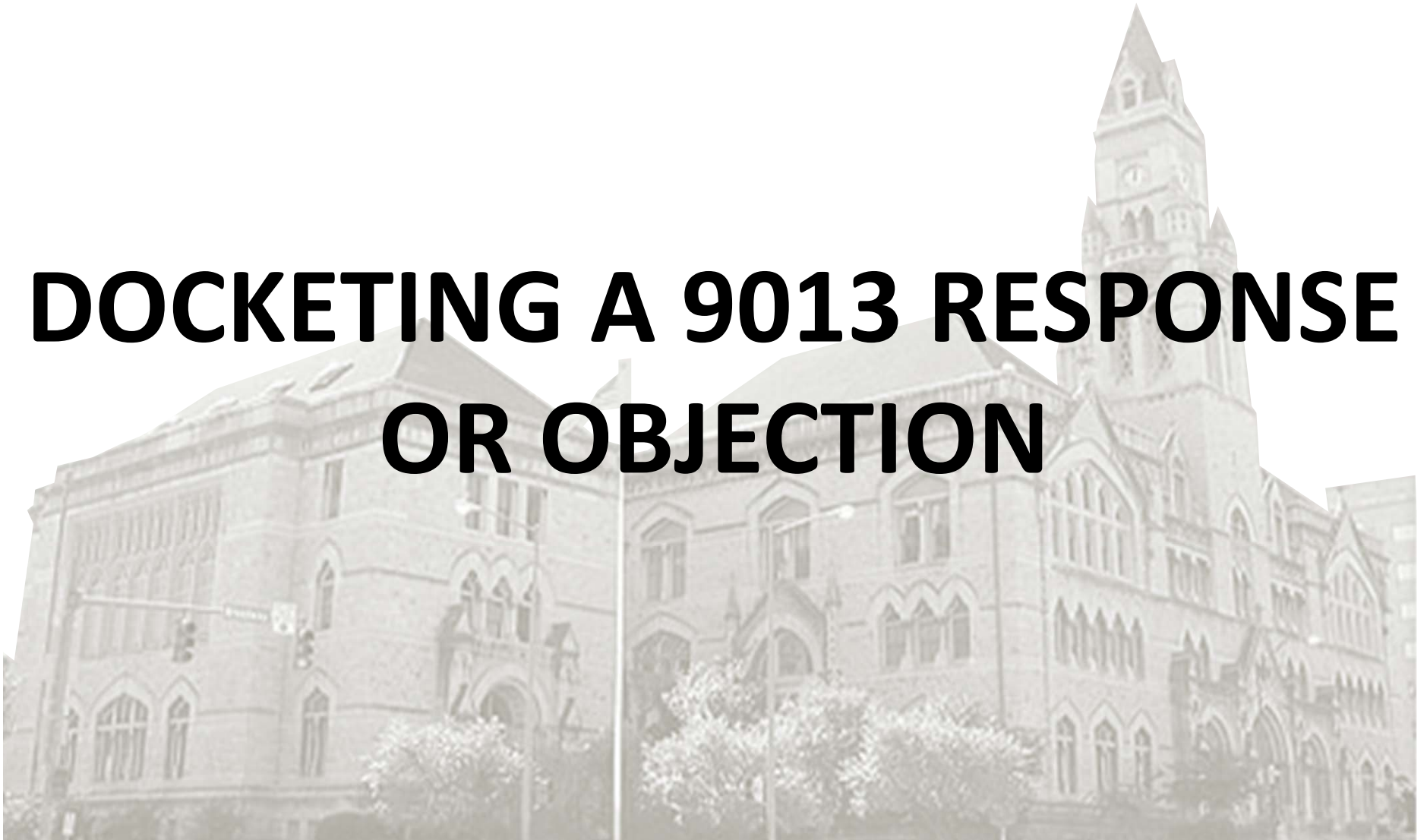
Notice
An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.



U.S. BANKRUPTCY COURT

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

DOCKETING A 9013 RESPONSE OR OBJECTION





U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

The screenshot shows the ECF Bankruptcy Events page. A red callout bubble labeled "1" points to the "Bankruptcy" dropdown menu in the top navigation bar. Another red callout bubble labeled "2" points to the "LBR 9013 Response" link under the "Responses" section.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Docket Sheet List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

Bankruptcy Events

Appeals Appeal	Court Users Only (cont.) Bankruptcy Court Events (Batch Filing) Intake Only Events SOE Virtual Orders	Motions LBR 9013 Motions with Notice Other Motions/Applications	Reaffirmations Reaffirmations Menu	Transcript File a Transcript	Practitioners Handbook Practitioners Handbook
Case Opening Events Open BK Case Open Related BK Case Open Involuntary Case Judge/Trustee Assignment Upload list of creditors file DeBN request (Activate, Deactivate or Update)	Exhibits Exhibits	Orders Orders/Opinions...	Debtor Electronic Bankruptcy Noticing DeBN Request (Activate, Deactivate or Update)		
Claims Claim Actions Creditor Maintenance... File Claims Speed-Claim	Miscellaneous Add / Mod / Del Corp Parent Change of Counsel Generic Notice Non-Public Filings Original Creditor Mailing List Other / Notices Plan; Ch 11 Disclosure Statement Scheds/Statements/Amended Mailing List	Proposed Order Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders			
Convert / Split / Deconsolidate Convert		Responses LBR 9013 Response Objection/Response..(DO NOT USE FOR 9013 Motions) Objection to Homestead Exemption Plan Objections			

<https://ecf.tnmb.circ6.dcn/cgi-bin/Dispatch.pl?res9013>



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

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

★ ↶ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 11/16/2018 📅 ↔ Associated Cases

File an answer to a 9013 motion

Case Number

18-4127

Find This Case

Next

Clear

Enter Case Number

1

Select Next

2



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 3

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

Available Events (click to select an event)

- No Objection (No Hearing)
- Objection (Hearing)**
- Objection to Application for Professional Fees

Selected Event

Objection (Hearing)

Select Next **2**

Select Objection (Hearing) **1**



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 4

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion:

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

Select the Party: **1**

[Add/Create New Party](#)

2

If Party does not display, you must Add/Create New Party. Otherwise, the correct Party will not be associated to the filing.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 5

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events Associated Cases

File an answer to a 9013 motion:

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

Date filed

Filename **1**

Attachments to Document: No Yes

2



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 6

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion:

3:18-bk-04127 [Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

ALERT: YOU MUST NOW SELECT A HEARING FROM THE LIST OF HEARINGS BELOW.

Select the hearing date that is on the 9013 Motion this references

Please select from the following hearings [Chamber Presets](#)

Hearing Date: Hearing Time:

Location:

After selection of hearing information, Click Next

Choosing the "Response or Objection" Preset date will automatically populate the hearing date, time and location in the data fields.

Click arrow in order to select from drop down list.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



EXAMPLE

File an answer to a 9013 motion:
Please select from the following hearings:

11/27/2018 - 09:00 AM	- Ch 7 and 11 9013s Judge Walker Cases Courtroom 2 [Slots: 999]
11/27/2018 - 09:00 AM	- Ch 7 and 11 Resp or Obj All Judges Courtroom 2 [Slots: 999]
11/28/2018 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 997]
12/04/2018 - 09:00 AM	- Ch 7 and 11 Resp or Obj Judge Walker Cases Courtroom 2 [Slots: 998]
12/05/2018 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 999]
12/06/2018 - 09:30 AM	- Cookeville Resp or Obj All Judges [Slots: 999]
12/11/2018 - 09:00 AM	- CH 7 and 11 Resp or Obj Judge Walker Cases Courtroom 2 [Slots: 999]
12/12/2018 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 998]
12/18/2018 - 09:00 AM	- Ch 7 and 11 9013s Judge Walker Cases Courtroom 2 [Slots: 999]
12/18/2018 - 09:00 AM	- CH 7 and 11 Resp or Obj Judge Walker Cases Courtroom 2 [Slots: 999]
12/19/2018 - 08:30 AM	- Ch 12 and 13 All Matters All Judges Courtroom 1 [Slots: 999]
12/19/2018 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 999]
12/20/2018 - 09:30 AM	- Cookeville All CH All Matters All Judges [Slots: 998]
12/20/2018 - 09:30 AM	- Cookeville Resp or Obj All Judges [Slots: 999]
12/21/2018 - 09:00 AM	- Columbia All CH All Matters All Judges [Slots: 998]
12/21/2018 - 09:00 AM	- Columbia Resp or Obj All Judges [Slots: 999]
12/26/2018 - 08:30 AM	- Ch 12 and 13 All Matters All Judges Courtroom 1 [Slots: 999]
12/26/2018 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 999]
01/02/2019 - 08:30 AM	- Ch 12 and 13 All Matters All Judges Courtroom 1 [Slots: 999]
01/02/2019 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 999]
01/08/2019 - 09:00 AM	- Ch 7 and 11 9013s Judge Walker Cases Courtroom 2 [Slots: 999]
01/08/2019 - 09:00 AM	- Ch 7 and 11 Resp or Obj All Judges Courtroom 2 [Slots: 999]
01/09/2019 - 08:30 AM	- Ch 12 and 13 All Matters All Judges Courtroom 1 [Slots: 999]
01/09/2019 - 08:30 AM	- Ch 12 and 13 Resp or Obj All Judges Courtroom 1 [Slots: 999]
01/10/2019 - 09:30 AM	- Cookeville All CH All Matters All Judges [Slots: 999]
01/10/2019 - 09:30 AM	- Cookeville Ch 12 and 13 Resp or Obj All Judges [Slots: 999]
01/15/2019 - 09:00 AM	- Ch 7 and 11 9013s Judge Walker Cases Courtroom 2 [Slots: 999]
01/15/2019 - 09:00 AM	- Ch 7 and 11 Resp or Obj All Judges Courtroom 2 [Slots: 999]
01/16/2019 - 08:30 AM	- Ch 12 and 13 All Matters All Judges Courtroom 1 [Slots: 999]

BELOW.

Choose from Response or Objection language beside applicable date, chapter and Judge.

Chamber Presets

If a case is designated as Cookeville or Columbia, then the appropriate objection option for Cookeville or Columbia must be chosen.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 7

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion:

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

Date Certificate of Service mailed:

1 Enter date Certificate of Service was mailed.

2 Select Next



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 8

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion:

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge

Case Flag: AWCclose, DISCH(D)

Refer to existing event(s)?

Next Clear

Select
Next

Remember to refer to the applicable LBR 9013-1 Motion with Notice docket entry.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 9

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 11/16/2018 Associated Cases

File an answer to a 9013 motion:

[3:18-bk-04127 Aziza Mariah Hart](#)

Type: bk Chapter: 7 v Office: 3 (Nashville)
Assets: n Debtor disposition: Standard Judge: CMW
Discharge
Case Flag: AWCclose, DISCH(D)

Verify Docket Text

Docket Text: Modify as Appropriate.

Objection to Hearing will be held on 12/18/2018 at 09:00 AM at Courtroom 2, 2nd Floor Customs House, 701 Broadway, Nashville, TN 37203. Filed on the behalf of: Debtor Aziza Mariah Hart . (Intake1) I

Select Next

You will get one more chance to verify before docketing.



U.S. BANKRUPTCY COURT

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

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

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

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