



U.S. BANKRUPTCY COURT

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

CM/ECF STEP-BY-STEP INSTRUCTION

DOCKET A LBR 9075-1 MOTION

EMERGENCY ORDERS – EXPEDITED MOTIONS & ORDERS

10 January 2019



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



Objectives

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

- PART 1: DOCKET A LBR 9075-1 MOTION
- PART 2: DOCKET A LBR 9075-1 SUBMITTED ORDER



U.S. BANKRUPTCY COURT

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

PART 1

DOCKET A LBR 9075-1 MOTION

EMERGENCY ORDERS – EXPEDITED MOTIONS & ORDERS

-For the purposes of this instruction, LBR 9075-1 will be applied to the LBR 9013-1 Motion with Notice, “Sell Property Free and Clear of Liens under Section 363(f)” in a bankruptcy case. A request for expedited relief can also be applied to a motion in an adversary case.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

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

★ ↶ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases

Select
Bankruptcy



U.S. Bankruptcy Court MIDDLE DISTRICT OF TENNESSEE Official Court Electronic Document Filing System

Version 5.1.4 Centralized

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.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

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

Docket Sheet
 Claims Register
 List of Creditors
 Deadlines/Hearings
 Calendar Events 12/14/2018
 Associated Cases

Bankruptcy Events

Appeals

[Appeal](#)

Case Opening Events

[Open BK Case](#)
[Open Related BK Case](#)
[Open Involuntary Case](#)
[Judge/Trustee](#)

Assignment

[Upload list of creditors file](#)

DeBN request

[\(Activate, Deactivate or Update\)](#)

Claims

[Claim Actions](#)
[Creditor Maintenance...](#)
[File Claims](#)
[Speed-Claim](#)

Court Users Only (cont.)

[Bankruptcy Court Events \(Batch Filing\)](#)
[Intake Only Events](#)
[SOE](#)
[Virtual Orders](#)

Exhibits

[Exhibits](#)

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](#)

Motions

[LBR 9013 Motions with Notice](#)
[Other Motions/Applications](#)

Orders

[Orders/Opinions...](#)

Proposed Order

[Submitted / Expedited - Submitted](#)
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Responses

[LBR 9013 Response](#)
[Objection/Response..\(DO NOT USE FOR 9013 Motions\)](#)
[Objection to Homestead Exemption](#)
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Reaffirmations

[Reaffirmations Menu](#)

Debtor Electronic

[Bankruptcy Noticing](#)

Transcript

[File a](#)
[Transcript](#)

Practitioners

[Handbook](#)
[Practitioners Handbook](#)

Select LBR 9013 Motions with Notice

Convert / Split /

<https://ecf.tnmb.circ6.dcn/cgi-bin/DisplayMenu.pl?OrdersOpinions&id=1542667>



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
 12/14/2018
 Associated Cases

File a 9013 Motion in Bankruptcy Case

Available Events (click to select an event)

- Remove Professional - BK Motion
- Reopen Chapter 11 Case
- Reopen Chapter 12 Case
- Reopen Chapter 13 Case
- Reopen Chapter 15 Case
- Reopen Chapter 7 Case
- Retain Bank Accounts - BK Motion
- Sale of Property under Section 363(b) - BK Motion
- Schedule Hearing Re: Chapter 11 First Day Motions - BK Motion
- Sell Property Free and Clear of Liens under Section 363(f) - BK Motion**
- Sell Property Other Than 363(f) - BK Motion
- Set Aside Dismissal - BK Motion
- Set Aside or Vacate - BK Motion
- Set Aside or Vacate Order of Dismissal in Chapter 13 case - BK Motion
- Substitute Collateral - BK Motion
- Suspend Payments - BK Motion
- Trustee - BK Motion
- Value Collateral - BK Motion
- Withdraw Pleading - BK Motion

Selected Event

1

2

Select Next

Select appropriate 9013 Motion

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



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 4

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

File a 9013 Motion in Bankruptcy Case

Case Number

Enter Case Number **1**

Select Next **2**



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 5

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

File a 9013 Motion in Bankruptcy Case :

3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
 Assets: y Debtor disposition: Discharge Not Applicable Judge: GCP

Case Flag: CLOSED

1

Select the Party

Select the Party:

- AGLIANO, BETH [Creditor]
- APPLICA CONSUMER PRODUCTS, [Creditor]
- American national bank and trust company of chicago as trustee under trust no. 21022 ("ANBTC" OR "CLAIMANT"), [Creditor]
- Browne, Joanne [Creditor]
- GE Capital Business Asset Funding Corporation, [Creditor]
- GOLD, MATTHEW A [Creditor]
- HOME INSURANCE COMPANY IN LIQUIDATION, [Creditor]
- Hicks, John S [Interested Party]

[Add/Create New Party](#)

(T) indicates a terminated party

2

Next Clear

Select Next



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 6

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

★ ↺ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases

File a 9013 Motion in Bankruptcy Case :

3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Applicable Judge: GCP

Case Flag: CLOSED

Date filed 12/14/2018 📅

Filename

J:\test.pdf Browse...

Attachments to Document: No Yes

Next Clear

Do not file 9013 Notice or the proposed order with your motion.

Select Browse and attach pdf

Select Next

2

1



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 12/14/2018 Associated Cases

File a 9013 Motion in Bankruptcy Case :

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Judge: GCP
Applicable

Case Flag: CLOSED

Enter brief description of property:

Fee Amount is Fee: \$181.00

Enter brief
property
description

1

Select
Next

2



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 8

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 1/9/2019 Associated Cas

File a 9013 Motion in Bankruptcy Case :

[3-99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Applicable Judge: GCP

Case Flag: CLOSED

Is this an Expedited Motion?

yes ▾
Next Clear

1

Select "yes" to Expediate

2

Select Next

When you select "yes" to expedite your motion, the expedited hearing language will be added to the docket. Additionally, you will not select a Hearing Date, Time, Location and Response Date.



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 12/14/2018 📅 ↔ Associated Cases ?

File a 9013 Motion in Bankruptcy Case :

3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC Closed 07/26/2010
 Type: bk Chapter: 11 v Office: 3 (Nashville)
 Assets: y Debtor disposition: Discharge Not Judge: GCP
 Applicable
 Case Flag: CLOSED

Refer to existing event(s)?

Filed to

Documents to

1

Refer to existing event, if applicable

2

Select Next

You may refer your document to an existing docket entry. For instance, if you are attempting to get an expedited hearing on a motion already filed, you may refer the motion for an expedited hearing to the earlier-filed motion.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 10

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

★ ↺ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases

File a 9013 Motion in Bankruptcy Case :

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010
Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Judge: GCP
Applicable
Case Flag: CLOSED

If a Certificate of Service was mailed - PLEASE enter the date the Certificate of Service was mailed in the box:

Next Clear

2

Select Next

1

Enter date on Certificate of Service



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 11

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

File a 9013 Motion in Bankruptcy Case :

3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
 Assets: y Debtor disposition: Discharge Not Judge: GCP
 Applicable

Case Flag: CLOSED

Verify Docket Text

Docket Text: Modify as Appropriate.

Expedited Motion and Notice to Sell Property Free and Clear of Liens under Section 363(f) -
 Property description: 2017 Chevrolet Malibu Fee Amount is \$181.00. Filed on the behalf of:
 Creditor BETH AGLIANO . (Intake1)

Next Clear

Select Next

You will get one more chance to verify docket text before docketing.



U.S. BANKRUPTCY COURT

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

PART 2

DOCKET A LBR 9075-1 SUBMITTED ORDER EMERGENCY ORDERS – EXPEDITED MOTIONS & ORDERS

-For the purposes of this instruction, LBR 9075-1 will be applied to the LBR 9013-1 Motion with Notice: “Sell Property Free and Clear of Liens under Section 363(f)” in a bankruptcy case. A request for expedited relief can also be applied to a motion in an adversary case.



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 1

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

★ ↻ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases

Select
Bankruptcy



U.S. Bankruptcy Court MIDDLE DISTRICT OF TENNESSEE Official Court Electronic Document Filing System

Version 5.1.4 Centralized

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U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 2

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

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[Open Related BK Case](#)
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[DeBN request \(Activate, Deactivate or Update\)](#)

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[Speed-Claim](#)

Convert / Split / Deconsolidate

Court Users Only (cont.)
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[Statement](#)
[Scheds/Statements/Amended Mailing List](#)

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[Reaffirmations Menu](#)

Debtor Electronic Bankruptcy Noticing
[DeBN Request \(Activate, Deactivate or Update\)](#)

Transcript
[File a Transcript](#)

Practitioners Handbook
[Practitioners Handbook](#)

Select Submitted / Expedited - Submitted Agreed / Submitted Agreed Expedited Orders



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 12/14/2018 Associated Cases

Proposed Order

Case Number

Select Next

2

Enter Case Number

1



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 4

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

★ ↻ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases ?

Proposed Order

3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
 Assets: y Debtor disposition: Discharge Not Judge: GCP
 Applicable

Case Flag: CLOSED

Available Events (click to select an event)

- Submitted Entry of Default (Clerk's signature)
- Submitted Judgment by Default (Clerk's signature)
- Submitted Order**
- Submitted Order - Refund of Court Fee

Next Clear

Selected Event

Submitted Order

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

Select Submitted Order

1

Select Next

2



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 5

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

★ ↺ 📄 Docket Sheet 📄 Claims Register 📄 List of Creditors 📄 Deadlines/Hearings 📅 Calendar Events 12/14/2018 📅 ↔ Associated Cases ?

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010
 Type: bk Chapter: 11 v Office: 3 (Nashville)
 Assets: y Debtor disposition: Discharge Not Judge: GCP
 Applicable
 Case Flag: CLOSED

1

Select the Party

Select the Party:

- AGLIANO, BETH [Creditor]
- APPLICA CONSUMER PRODUCTS, [Creditor]
- American national bank and trust company of chicago as trustee under trust no. 21022 ("ANBTC" OR "CLAIMANT"), [Creditor]
- Browne, Joanne [Creditor]
- GE Capital Business Asset Funding Corporation, [Creditor]
- GOLD, MATTHEW A [Creditor]
- HOME INSURANCE COMPANY IN LIQUIDATION, [Creditor]
- Hicks, John S [Interested Party]

[Add/Create New Party](#)

2

Next Clear

Select Next

() indicates a terminated party



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 12/14/2018 📅 ↔ Associated Cases

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010
Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Applicable Judge: GCP
Case Flag: CLOSED

Date filed 12/14/2018 📅

Filename

J:\test.pdf Browse...

Select Browse and attach pdf

Attachments to Document: No Yes

Next Clear

Select Next

2

1

File only your Expedited Proposed Order



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 12/14/2018 Associated Cases

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Judge: GCP
Applicable

Case Flag: CLOSED

Refer to existing event(s)?

Next Clear

Select
Next

2

Refer back to
Expedited Motion

1



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



STEP 8

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Applicable Judge: GCP

Case Flag: CLOSED

Please check the box IF the order being submitted as an AGREED ORDER

Agreed

Select
Next

2

Check box for Agreed, if
applicable

1



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 9

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Judge: GCP
Applicable

Case Flag: CLOSED

Is this an EXPEDITED Order according to LBR 9075-1

Yes ▾
Next Clear

Select
Next

2

Select "yes"
for Expedited

1



U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



STEP 10

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

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/14/2018 Associated Cases

Proposed Order:

[3:99-bk-02649 SERVICE MERCHANDISE COMPANY, INC](#) Closed 07/26/2010

Type: bk Chapter: 11 v Office: 3 (Nashville)
Assets: y Debtor disposition: Discharge Not Judge: GCP
Applicable

Case Flag: CLOSED

Verify Docket Text

Docket Text: Modify as Appropriate.

Expedited Submitted Order Filed on the behalf of: Creditor BETH AGLIANO . (Intake1)

Select
Next

You will get one more chance to verify docket text before docketing.



U.S. BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE



SOURCES

- LBR 9075-1.
- Practitioner's Handbook



U.S. BANKRUPTCY COURT

**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 committing any transaction in ECF.