



# U.S. BANKRUPTCY COURT

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

## CM/ECF STEP-BY-STEP INSTRUCTION

# EESA

Electronic Evidence Submission Application

Revised May 2, 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
- Save Exhibits
- Copy Exhibits
- Edit 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 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.



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



# Supported Web Browsers

- Edge
- FireFox
- Chrome



# U.S. BANKRUPTCY COURT

## 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 PDF Size:

# 35 MB

No Password protection/restriction can be on the file.



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



# General Information

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 get mixed up and can cause errors during EESA submission.

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



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



# Naming Conventions Nutshell

Naming Requirements for exhibits: Movant files must start with “1001.” and Respondent starts 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.

## **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! \$^#@%()**





# **U.S. BANKRUPTCY COURT**

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**MIDDLE DISTRICT OF TENNESSEE**

**701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203**

## **CM/ECF**

## **STEP-BY-STEP INSTRUCTION**

# **Upload an Exhibit**







# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 2

### 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

### 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



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 3

CM/ECF

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



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

## 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](#)

### Debtor Electronic

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

### Practitioners

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



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 5

CM ECF Bankruptcy Adversary Query

Associated Cases | Calendar Events 8/16/2023

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

\*\* Supported Web Browsers - IE: 8.x / 9.x / 11.x \*\*

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

Exhibits and Witness List

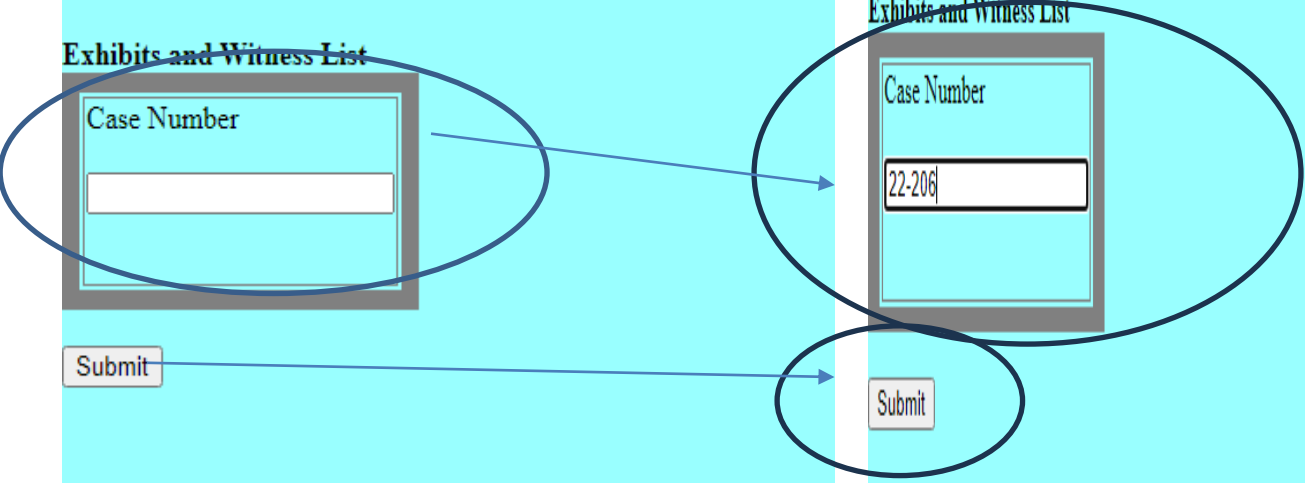
Case Number

Exhibits and Witness List

Case Number

Submit

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

TEST TUESDAY

Submit



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 7



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



CASE #: 3:22-BK-00206

TEST TUESDAY

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

← PLEASE MAKE A SELECTION FROM THE MENU ITEMS





# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 8



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



**CASE #: 3:22-BK-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?**  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 9



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



**CASE #: 3:22-BK-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 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

CM ECF

Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out



CASE #: 3:22-BK-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 exhibit(s) ?**

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?**  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 11



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



**CASE #: 3:22-BK-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 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 11 (if you shorten parties name)



Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out



CASE #: 3:22-BK-00206

TEST TUESDAY

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

For the purposes of this example, we will not be shortening a 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 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

Shortened party name: TEST

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



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 12



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



**CASE #: 3:22-BK-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 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

Rights to view these exhibits shall be granted to whom:

MICHAEL GIGANDET  TestAttorney TNMB  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 13

CM ECF

Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out



CASE #: 3:22-BK-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 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

Rights to view these exhibits shall be granted to whom:

MICHAEL GIGANDET  TestAttorney TNMB  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 14a



- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Click Here for shortcut to Clerk's EESA webpage for more information

### 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:

ExhibitNumber.DescriptiveExhibitName

The exhibit naming convention must match the exhibits in EESA.

Which

Hearing

What

Plaintiff

For purpose of marking exhibits only, do you wish to shorten your party's name?  Yes  No

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:

MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE

Please select file to submit:

1001.JaneDoeDeposition.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 14b



- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Please fill

Which trial

Hearing/trial

What is the

- 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:

- MICHAEL GIGANDET
- Test Attorney TAMP
- US TRUSTEE

Please select file to submit:

1001.JaneDoeDeposition.pdf

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

**Movant and Plaintiff** shall number exhibits beginning with the number one followed by two zeros and the first number for the movant's or plaintiff's exhibit.

For example, 1001, 1002, 1003 ... 1099 ... 1899, etc.

**Respondent and Defendant** shall number exhibits beginning with the number two followed by two zeros and the first number for the respondent's or defendant's exhibit.

For example, 2001, 2002, 2003 ... 2099 ... 2899, etc.

**Other parties** to a contested matter or trial shall follow a similar four-digit numbering scheme beginning with the number three.

For example, 3001, 3002, 3003 ... 3099 ... 3899, etc.



red.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 14c

CM ECF

Name	Date modified	Type	Size
1001.EESA Test Doc 1	8/11/2023 4:03 PM	Adobe Acrobat D...	35 KB
1002.EESA Test Doc 2	10/17/2023 10:40 AM	Adobe Acrobat D...	83 KB
1003.EESA Test Doc 3	10/17/2023 10:40 AM	Adobe Acrobat D...	82 KB
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

You can also select a ".zip" type file to upload multiple exhibits at once, as long as the individual exhibits included in the zip folder are individually named in accordance with the filing conventions

- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

**Which trial/**  
Hearing/trial on 9

**What is the**  
 Plaintiff  Def

**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:**  
 MICHAEL GIGANDET  Test attorney TAMP  US TRUSTEE

**Please select file to submit:**  
 1001.JaneDoeDeposition.pdf

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

0206

s are required.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 15



Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out



CASE #: 3:22-BK-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 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

Rights to view these exhibits shall be granted to whom:

MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE

### Please select file to submit:

Choose File 1001 JaneDoeDeposition.pdf

**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 16

A screenshot of a web browser window. The address bar shows "ecf-train.tnmb.uscourts.gov". A notification box is overlaid on the page, displaying the text "Upload Successful" and a blue "OK" button. The browser's address bar also shows "CM ECF Bankruptcy" and "Adve". The notification box is highlighted with a red circle around the "OK" button.



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## Step 17a



CASE #: 3:22-BK-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?  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
<input type="checkbox"/>	1002.JaneDoe.pdf	<input type="checkbox"/>	9/7/2023

To print

To Exit



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## Step 17b



CASE #: 3:22-BK-00206  
TEST TUESDAY

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

Please fill in all the information

Which trial/hearing do you wish to

What is the role of the party for whom you are filing this exhibit?  
 Plaintiff  Defendant  Movant  Respondent

For purpose of marking exhibits on the exhibit list, do you wish to grant access to your exhibit to the public?  
 Yes  No

Do you wish to grant access to your exhibit to the public?  
 Yes  No

Please select file to submit:  
 No file chosen

\*\*Warning: The EESA naming convention applies to exhibit names.

Once all of your exhibits have been uploaded individually or by zip file, you can check the box for stipulated admissibility (if applicable) under the "Edit Exhibits" section

Fields are required.

Do you wish to grant access to your exhibit to the public?  
 Yes  No

Do you wish to grant access to your exhibit to the public?  
 Yes  No

Do you wish to grant access to your exhibit to the public?  
 Yes  No

These files have been successfully submitted

	Exhibit file(s)	Admissibility is stipulated	Date Submitted
<input type="checkbox"/>	1002.JaneDoe.pdf	<input type="checkbox"/>	9/7/2023



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 18 (to Exit)



Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

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 selected.

\*\*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**



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## Step 19a (to Print)



CASE #: 3:22-bk-00207  
JEFFREY ALAN TRAVIS

Downloads

F\_WebDataTNMBExhibitsFiles - TrainPDFLists382359\_1...  
[Open file](#)

[See more](#)

- 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.

100% Upload Complete (success)

These files have been successfully submitted





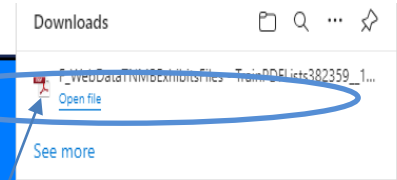
# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## Step 19b



CASE #: 3:22-BK-00207  
JEFFREY ALAN TRAVIS



Open file

- Submit Exhibits
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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)

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**U.S. BANKRUPTCY COURT**  
**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**

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

Now, print or save to  
print later



# 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



# STEP 1



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#### Miscellaneous (cont.)

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#### Debtor Electronic Bankruptcy Noticing

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

#### Practitioners Handbook

[Practitioners Handbook](#)



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

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

### Exhibits and Witness List

Case Number

Submit

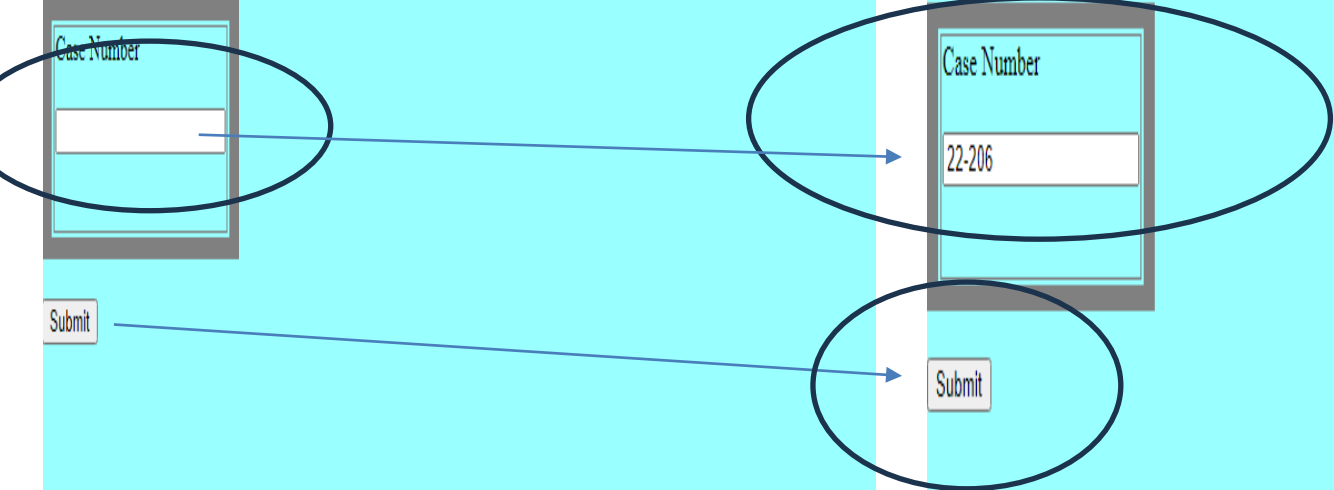
CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

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### Exhibits and Witness List

Case Number

Submit





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



**STEP 3**

CM  ECF Bankruptcy ▾ Adversary ▾ Query F

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**Exhibits and Witness List**

Case Number
3:22-bk-00206
TEST TUESDAY



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



**STEP 4**



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**CASE #:** 3:22-BK-00207

**JEFFREY ALAN TRAVIS**

Submit Exhibits

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



**STEP 5**



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**CASE #:** 3:22-BK-00207

**JEFFREY ALAN TRAVIS**

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# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 6



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



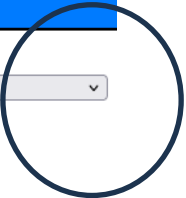
**CASE #:** 3:22-BK-00207  
JEFFREY ALAN TRAVIS

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Which trial/hearing do you wish to view ?






# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 7



**CASE #:** 3:22-BK-00207  
**JEFFREY ALAN TRAVIS**

- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Which trial/hearing do you wish to view ? Hearing/trial: 8/16/2023 9:00 AM. Hearing Judge: Walker, Matter: Doc# 2 Order Setting Expedited Hearing on Status. Hearing scheduled 8/16/2023 at 09:00 AM, Courtroom 2 (Virtual hearing if allowed; see website for details);

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 type="checkbox"/>	<a href="#">10027.Test Exhibit.pdf</a>	<input type="checkbox"/>	Tnmbattorneya Aaa Tnmb	8/8/2023



# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 8



Case #: 3:22-bk-00207  
JEFFREY ALAN TRAVIS

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Edit Exhibits

Which trial/hearing do you wish to view ?

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)	Admissibility Stipulated	Submitted By	Date Submitted
<input checked="" type="checkbox"/>	<a href="#">10027.Test Exhibit.pdf</a>	<input type="checkbox"/>	Tnmbattorneya Aaa Tnmb	8/8/2023



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 9



CASE #: 3:22-BK-00207

JEFFREY ALAN TRAVIS

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?

Hearing/trial: 8/16/2023 9:00 AM. Hearing Judge: Walker, Matter: Doc# 2 Order Setting Expedited Hearing on Status. Hearing scheduled 8/16/2023 at 09:00 AM, Courtroom 2 (Virtual hearing if allowed; see website for details);

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)	Admissibility Stipulated	Submitted By	Date Submitted
<input checked="" type="checkbox"/>	<a href="#">10027.Test Exhibit.pdf</a>	<input type="checkbox"/>	Tnmbattorneya Aaa Tnmb	8/8/2023

Print exhibit list

Save selected exhibit(s)

Copy Exhibit



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE

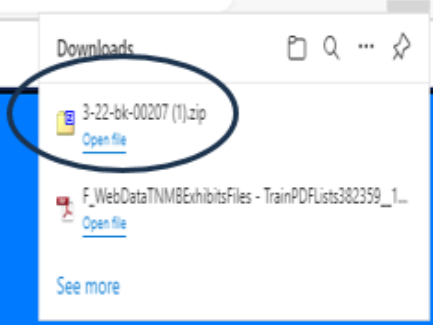


## STEP 10

Your save location will depend upon your computer's default settings, when in doubt, check your Downloads folder



Case #: 3:22-bk-00207  
JEFFREY ALAN TRAVIS



- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Which trial/hearing do you wish to view? Hearing/trial: 8/16/2023 9:00 AM. Hearing Judge: Walker, Matter: Doc# 2 Order Setting Expedited Hearing on Status. Hearing scheduled 8/16/2023 at 09:00 AM, Courtroom 2 (Virtual hearing if allowed; see website for details);

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)	Admissibility Stipulated	Submitted By	Date Submitted
<input checked="" type="checkbox"/>	<a href="#">10027.Test Exhibit.pdf</a>	<input type="checkbox"/>	Tnmbattorneya Aaa Tnmb	8/8/2023

[Print exhibit list](#) [Save selected exhibit\(s\)](#) [Copy Exhibit](#)



# **U.S. BANKRUPTCY COURT**

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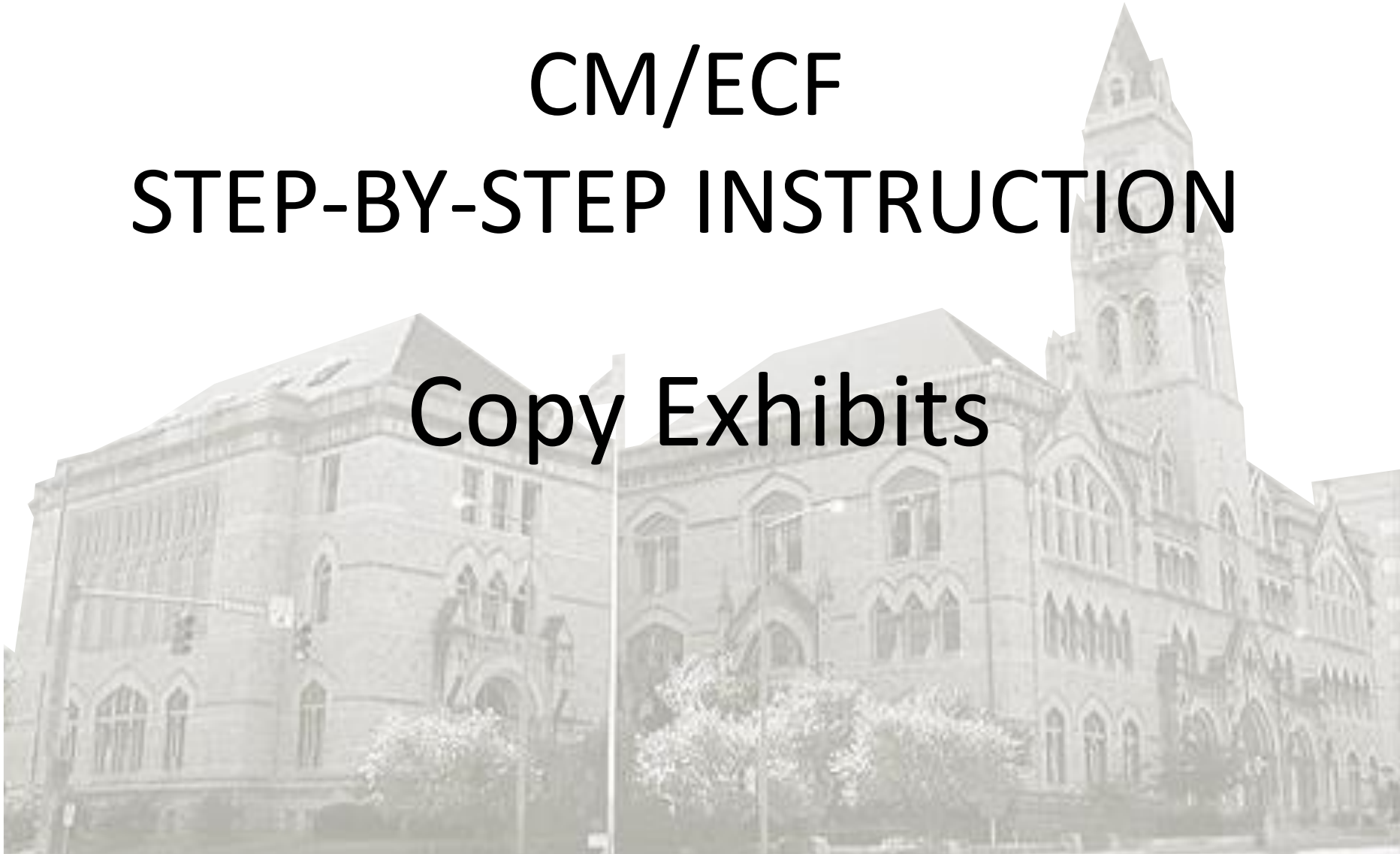
**MIDDLE DISTRICT OF TENNESSEE**

**701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203**

## **CM/ECF**

# **STEP-BY-STEP INSTRUCTION**

## **Copy Exhibits**





# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 1

CM  ECF

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[Open Involuntary](#)

[Case](#)

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[Objection to CFP](#)

[Subchapter V Designation](#)

[Plan Objections](#)



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2



Bankruptcy ▾ Adversary ▾ Query

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### Exhibits and Witness List

Case Number

Submit



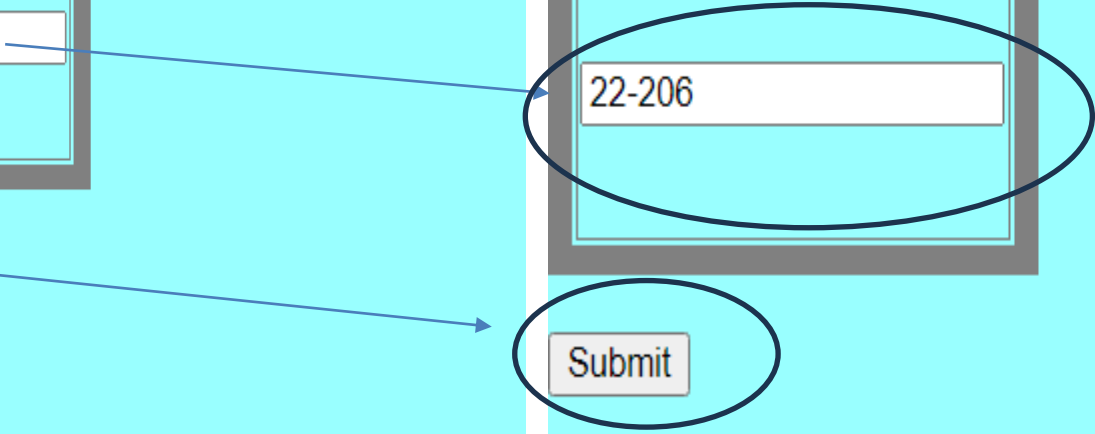
Bankruptcy ▾ Adversary ▾ Q

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### Exhibits and Witness List

Case Number

Submit







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



**STEP 3**

CM  ECF Bankruptcy ▾ Adversary ▾ !

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**Exhibits and Witness List**

Case Number

3:22-bk-00206

TEST TUESDAY

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



**STEP 4**



- [Bankruptcy](#) ▾
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**CASE #: 3:22-BK-00206**  
**TEST TUESDAY**

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

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



**STEP 5**



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**CASE #: 3:22-BK-00206**

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Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?






# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 6

CMIECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out



Case #: 3:22-bk-00206  
TEST TUESDAY

Submit Exhibits

View/Copy Exhibits

Edit Exhibits


Which trial/hearing do you wish to view ?

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 type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Part 1 –  
Select  
the  
exhibit  
to copy

CMIECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out



Case #: 3:22-bk-00206  
TEST TUESDAY

Part 2 –  
Select  
the  
Copy  
Exhibit  
button

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?

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"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Copy Exhibit



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 7



Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out



CASE #: 3:22-BK-00206

TEST TUESDAY

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

Which trial/hearing do you wish to view ?

Hearing/trial: 9/29/2023 9:30 AM.. Hearing Judge: Mashburn, Matter: Doc# 9 Notice of ▾

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"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Print exhibit list

Save selected exhibit(s)

Copy Exhibit

Which hearing would you like to copy this exhibit to?

▾





# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 8



CASE #: 3:22-BK-00206  
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- Submit Exhibits
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- Edit Exhibits

Which trial/hearing do you wish to view ?

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"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Which hearing would you like to copy this exhibit to?

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:  
 MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE

Review info



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 9



CASE #: 3:22-BK-00206  
TEST TUESDAY

- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Which trial/hearing do you wish to view ?

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"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Which hearing would you like to copy this exhibit to?

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:  
 MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE



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



**STEP 10**



<https://ecf-train.tnmb.uscourts.gov/cgi-bin/MenuWrapper.pl?exhibit/attorney.aspx&val=1620799-21860-669422775794926.9683210>



**Bankruptcy** ▾ **Adversary** ▾ **Query** **Re**

**ecf-train.tnmb.uscourts.gov says**

Copy Successful







# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 11

- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

Which trial/hearing do you wish to view ? Hearing/trial: 9/29/2023 9:30 AM.. Hearing Judge: Mashburn, Matter: Doc# 9 Notice of Hearing on Motion and Notice to Sell Property oth

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"/>	<a href="#">1001.JaneDoeDeposition_copy2.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023
<input type="checkbox"/>	<a href="#">1001.JaneDoeDeposition_copy1.pdf</a>	<input type="checkbox"/>	TestAttorney TNMB	9/7/2023

Which hearing would you like to copy this exhibit to?

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

**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:**  
 MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE

Exhibit has been successfully copied.



# U.S. BANKRUPTCY COURT

---

MIDDLE DISTRICT OF TENNESSEE

701 BROADWAY, ROOM 170, NASHVILLE, TENNESSEE 37203

## CM/ECF

# STEP-BY-STEP INSTRUCTION

## Edit Exhibits





# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 1

CM  ECF

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### Case Opening Events

[Open BK Case](#)

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### Claims

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[Creditor Maintenance...](#)

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### Convert / Split / Deconsolidate

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### Exhibits

[Exhibits](#)

### Miscellaneous

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[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](#)



# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 2

CM ECF Bankruptcy Adversary Q

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

### Exhibits and Witness List

Case Number

Submit

CM ECF Bankruptcy Adversary Quer

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

### Exhibits and Witness List

Case Number

Submit



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



**STEP 3**

CM  ECF

Bankruptcy ▾

Adversary ▾

Query

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**Exhibits and Witness List**

Case Number

3:22-bk-00206

TEST TUESDAY

Submit



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



**STEP 4**



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**CASE #: 3:22-BK-00206**

**TEST TUESDAY**

Submit Exhibits

View/Copy Exhibits

Edit Exhibits

← PLEASE MAKE A SELECTION FROM THE MENU ITEMS



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



**STEP 5**



**CASE #: 3:22-BK-00206**  
**TEST TUESDAY**

- Submit Exhibits

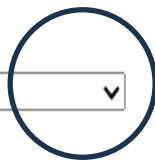
---

- View/Copy Exhibits

---

- Edit Exhibits

**Which trial/hearing do you wish to edit?**





# U.S. BANKRUPTCY COURT

## MIDDLE DISTRICT OF TENNESSEE



# STEP 6



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CASE #: 3:22-BK-00206

TEST TUESDAY

[Submit Exhibits](#)

[View/Copy Exhibits](#)

[Edit Exhibits](#)

### Which trial/hearing do you wish to edit?

Hearing/trial: 9/20/2023 9:00 AM. Hearing Judge: Mashburn,, Matter: Doc# 7 Notice of Hearing on Motion and Notice for Compromise and Settlev

Exhibit file(s)	Check if admissibility is stipulated	Date submitted	Delete All
1002.JaneDoe.pdf	<input type="checkbox"/>	9/7/2023	Delete
1005.exhibittesting.pdf	<input type="checkbox"/>	9/7/2023	Delete

Select Exhibit:







# U.S. BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE



## STEP 7



CASE #: 3:22-BK-00206  
TEST TUESDAY

You have the option to Delete All

- Submit Exhibits
- View/Copy Exhibits
- Edit Exhibits

### Which trial/hearing do you wish to edit?

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 a

Exhibit file(s)	Check if admissibility is stipulated	Date submitted	Delete All
1002.JaneDoe.pdf	<input checked="" type="checkbox"/>	9/8/2023	Delete
1005.exhibittesting.pdf	<input type="checkbox"/>	9/8/2023	Delete

### Select Exhibit:

1002.JaneDoe.pdf

### Make edits to the exhibit below. All fields are required.

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:  
 MICHAEL GIGANDET  TestAttorney TNMB  US TRUSTEE

Submit Another Exhibit Exit Current Case

You can delete Exhibit, if needed & then Submit Another Exhibit

Note: Submitting Another Exhibit will take you back to Submit Exhibits screen



**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 go ahead and verify that you have, as these fix your issue most of the time.

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



# U.S. BANKRUPTCY COURT

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**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 they 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.

