



Quick Reference Guide for CM/ECF Users Common Filing Errors & Helpful Tips

Note: The following information provided in this quick reference guide is not an all-inclusive list and is only being made available as an additional resource to ensure submission of correct and accurate filings through CM/ECF. The information in no way intends to provide legal advice on the filing of documents. Always refer to the [Court Manual](#) for filing requirements.

HELPFUL TIPS

- With event search functionality, users may click the Search option on the CM/ECF Toolbar and then enter one or more characters or a keyword in the Search menus and Events pop-up box text field.
- When filing more than one document type, use the CTRL key button to select more than one document.
- When filing more than document, you can select more than one document in a transaction. Each document does not need to be filed in a separate transaction.

BANKRUPTCY FILINGS

COMMON ERRORS TO AVOID	HELPFUL TIPS TO AVOID ERRORS	CORRECTIVE ACTION (IF NEEDED)
DATA ENTRY ERRORS		
Attorney address on the petition PDF does not match CM/ECF	Ensure attorney address matches what is listed on CM/ECF. If not, then file a proper Change of Address, if applicable.	The filer must file the proper Change of Address to match PDF, if applicable.
Petition was filed as complete, but schedules or statements are deficient	Review all respective schedules and statements to ensure completeness prior to designating the petition as a complete petition.	The filer must file the deficient documents immediately.
Incorrect/incomplete PDF was attached to the docket entry	Test the PDF document for correctness and completeness prior to uploading to the docket entry.	The filer must refile a corrected PDF document immediately.
Document filed in the incorrect case	Verify that the document being uploaded is for the correct case.	The filer to ensure correct case number is placed on document and refiled in correct case immediately.

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COMMON ERRORS TO AVOID	HELPFUL TIPS TO AVOID ERRORS	CORRECTIVE ACTION (IF NEEDED)
Docket event was incorrectly selected for filings requiring no filing fee; however, the document filed indicates that a filing fee is due	Confirm that the correct docket code has been entered and a filing fee is not reflected prior to submitting the filing.	The filer must refile the document using the correct fee docket event code.
Incorrect Social Security Number – The SSN/ITIN ID listed on the Petition PDF does not match the Statement of Social Security Number submitted	Prior to finalizing the document filing, ensure that the SSN/ITIN ID matches what is on the Statement of SSN.	The filer must indicate the correct social security number or ITIN ID by filing an amended statement of social security number form immediately.
Petition filed electronically with Fee Installment and/or Waiver Application <i>Exception: Court approved Pro Bono Attorneys may request Fee Waivers/Installments electronically</i>	Petitions filed with fee installment or fee waiver application must file in person or pay the full filing fee if filing electronically.	Filer must withdraw the application(s) immediately and/or pay the full filing fee to the court or instruct debtor(s) to appear in person for filing fee waiver and/or installment.
Document filed with the incorrect case number format	Prior to finalizing the document filing, ensure that the case number format is correct.	The filer must file a notice of errata with the proper case number format.
Incorrect debtor's address entered at time of filing	Ensure debtor's address on petition documents matches what is entered into CM/ECF (for all debtors) to avoid having to file a Change of Address with the Court.	The filer must file the proper Change of Address to match PDF, if applicable.
List of Creditors (mailing list) does not match the uploaded creditors.txt file	Verify List of Creditors match the creditors.txt file before uploading to CM/ECF.	The filer must refile the list of creditors (Mailing List) with correct information.

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Debtor's mailing address entered instead of the street address.	Ensure debtor's address, and not mailing address, is entered into CM/ECF (for all debtors). <i>Note: for non-individual debtors, the address of the principal place of business must be entered.</i>	Filer is to enter the address where the debtor lives and not the mailing address (for all debtors). <i>Note: for non-individual debtors, the address of the principal place of business must be entered.</i>
Document filed using incorrect docket event code	Prior to finalizing the document filing, ensure that the correct docket event code has been selected.	The filer must file a notice of withdrawal using withdrawal docket event code and refile the document with the appropriate docket event code.
DOCUMENT DATA ERRORS		
Petition PDF submitted is incorrect/unreadable	Prior to finalizing the document filing, ensure that the petition PDF is correct and readable to avoid having to file an addendum to voluntary petition.	The filer must file an addendum to voluntary petition to include the correct PDF immediately and use the correct docket event code Addendum to Voluntary Petition.
Document filed without holographic signature	Confirm that the document contains a holographic signature (if applicable) prior to uploading document.	The filer must refile document with proper signatures.
Incorrect hearing date/time/location was selected	Prior to finalizing the document filing, ensure that the correct hearing information is reflected under the caption of the document.	The filer must file an amended notice of motion/hearing with the correct hearing information or re-file the document with the correct hearing date under the caption of the document.
Document was not filed on the Court's Mandatory Form.	Prior to finalizing the document filing, ensure that it was completed on the Court's mandatory form, if applicable.	The filer must refile the document on the proper mandatory form.

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Electronic signature does not correspond to the filer login	Verify that the filer is complying with Section 3 of the Court Manual, or file a Substitution of Attorney, if applicable.	The filer must comply with section 3 of the court manual and either re-file the document with the correct login or file a Substitution of Attorney.
TECHNICAL ERRORS		
Unreadable PDF was attached to the docket entry	Test the PDF document for readability prior to uploading to the docket entry.	The filer must refile a legible PDF document immediately.
Petition PDF submitted is incorrect/unreadable	Prior to finalizing the document filing, ensure that the petition PDF is correct and readable to avoid having to file an addendum to voluntary petition.	The filer must file an addendum to voluntary petition to include the correct PDF immediately and use the correct docket event code Addendum to Voluntary Petition.
PDF document was not flattened prior to filing <i>Instructions for flattening a PDF document are available on the court's website under CM/ECF Instructions to flatten PDF files.</i>	Prior to finalizing the document filing, ensure that the PDF being uploaded has been flattened.	The filer is instructed to refile a flattened PDF document immediately.
Document was filed on a closed bankruptcy case	Prior to filing a document on a closed bankruptcy case, refer to Court Manual Section 2.8(c) to determine whether a case must be reopened or whether a fee is required.	To determine whether a bankruptcy case must be reopened and whether a fee is required, see Court Manual Section 2.8(c).
Incorrect information was entered regarding the attorney and/or the parties	Prior to finalizing the document filing, ensure that the party and attorney information have been entered correctly and match the information on the document.	The filer must enter the correct information regarding the attorney and the parties into CM/ECF.

ADVERSARY PROCEEDING FILINGS		
COMMON ERRORS TO AVOID	HELPFUL TIPS TO AVOID ERRORS	CORRECTIVE ACTION (IF NEEDED)
Incorrect related bankruptcy case was associated with this adversary at the time of filing	Prior to finalizing the document filing, confirm that the appropriate bankruptcy case is being related by reviewing the debtor's name, main case number, and division.	Filer is to file an amended reflecting the correct bankruptcy case related to the adversary case.
Incorrect statistical information for the bankruptcy case was entered	Prior to finalizing the document filing, ensure that the statistical information has been entered accurately and match the information on the document.	The filer must enter the statistics that match Form 1040 (Adversary Proceeding Cover Sheet).
Complaint was filed with an incorrect and/or unreadable PDF document	Check the PDF document for correctness, completeness, and readability prior to uploading to the docket entry.	The filer must file an amended complaint immediately.
Document filed in the incorrect adversary proceeding	Verify that the document being uploaded is for the correct adversary case.	The filer must refile the document in the correct case immediately.