



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

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.

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 Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Answer	Answer to Complaint	<ul style="list-style-type: none"> • Name and case number of debtor(s) and adversary case number; Plaintiff vs Defendant • Signature/electronic signature of all parties • Status conference hearing date • Chapter 	Refer to Court Manual for Filing Requirements
Answer	Objection	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Chapter • Signature/electronic signature of all parties • Hearing date, if applicable 	Refer to Court Manual for Filing Requirements
Answer	Opposition	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Chapter • Signature/electronic signature of all parties • Hearing date, if applicable 	Refer to Court Manual for Filing Requirements



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Answer	Reply	<ul style="list-style-type: none"> Name and case number of debtor(s) Chapter Signature/electronic signature of all parties Hearing date, if applicable 	Refer to Court Manual for Filing Requirements
Answer	Response	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter Hearing date, if applicable 	Refer to Court Manual for Filing Requirements
Claims	Notice of Mortgage Payment Change	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties 	Official Form 410S1
Misc.	Certificate of Credit Counseling (Per Part 5 of Voluntary Petition)	<ul style="list-style-type: none"> Issued by an approved Credit Counseling agency Contains the following information: <ul style="list-style-type: none"> Certificate number Name of Debtor(s) Statement that the Credit Counseling course has been completed (located on bottom of form) 	Refer to Court Manual for Filing Requirements
Misc.	Certification About a Financial Management Course for Debtor 1	<ul style="list-style-type: none"> Issued by an approved Personal Management course provider Contains the following information: <ul style="list-style-type: none"> Certificate number and copy of certificate Name of Debtor Statement that the financial management course has been completed Name and case number of debtor Signature of debtor 	Official Form 423



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Misc.	Certification About a Financial Management Course for Debtor 2 (Joint Debtors)	<ul style="list-style-type: none"> • Issued by an approved Personal Management course provider • Contains the following information: • Certificate number and copy of certificate • Name of Debtor Statement that the financial management course has been completed • Name and case number of debtor • Signature of debtor 	Official Form 423
Misc.	Chapter 7 or 13 Statement of Your Current Monthly Income	<ul style="list-style-type: none"> • Substantial compliance with Official Form 122A-1 or 122C-1 • Signature of Debtor(s) • One box must be checked in upper righthand corner 	Substantial compliance with Official Form 122A-1 Official Form 122C-1
Misc.	Debtor(s)'s certification and application for entry of discharge - Chapter 13	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties 	LBR Form F 3015-1.8 DISCHARGEAPPLICATION (BNC)
Misc.	Debtor(s)'s notice of 341(a) mtg - Chapter 13	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties 	LBR Form F 3015-1.02 NOTICE 341.CNFRM
Misc.	Declaration	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Chapter • Signature/electronic signature of all parties • Hearing date, if applicable • Related to Motion being filed 	<u>Refer to Court Manual for Filing Requirements</u>



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Misc.	Declaration That No Party Requested a Hearing on Motion (LBR 9013-1(o)(3))	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Chapter • Related to referenced Motion • Include copy of referenced Motion 	LBR F 9013-1.2. NO.REQUEST.HEARING.DEC
Misc.	Declaration by Debtor(s) as to Whether Db Received Income From an Employer	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Include debtor(s)'s paystubs, if applicable 	LBR Form F 1002-1. EMP.INCOME.DEC
Misc.	Notice of Change of Address	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Chapter 	LBR Form F1002-1.3. CHANGE. ADDRESS
Misc.	Notice of Lodgment	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Chapter • Include proposed order • Related to Motion 	LBR Form F9021-1.2. BKNOTICE.LODGMENT <u>or</u> LBR Form F9021-1.2. ADV. NOTICE.LODGMENT
Misc.	Proof of Service	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Must be completed and signed by a person over 18 and not a party to bankruptcy or adversary action • Must be filed with a pleading coversheet • Include hearing date, if applicable 	LBR Form F9013-3.1. PROOF.SERVICE



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Misc.	Reaffirmation Agreement	<ul style="list-style-type: none"> Should include Cover Sheet for Reaffirmation Agreement Official Form 427 Name and case number of debtor(s) Chapter Signature/electronic signature of all parties Box in upper right-hand corner should be marked, if applicable 	Official Form 427 plus B2400A/B - ALT
Misc.	Request for a Certified Copy	<u>Refer to Court Manual for Filing Requirements</u>	<u>Refer to Court Manual for Filing Requirements</u>
Misc.	Rights and Resp Agreement	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties 	LBR Form F 3015-1.7.RARA
Misc.	Schedule A/B, C through J and/or J-2, if applicable	<ul style="list-style-type: none"> Name of debtor(s) Include case number if filing after petition has been filed 	Petition Forms Official Form 106A/B, 106C, 106D, 106E/F, 106 J, 106J-2 (if you answered yes to both questions on Official Form 106J)
Misc.	Schedules A/B, D, E/F, G, H (Ch 7 & 11 Non-Individual)	<ul style="list-style-type: none"> Name of debtor(s) Include case number if filing after petition has been filed 	Petition Forms Official Form 206A/B, 206D, 206E/F, 206G, 206H
Misc.	Statement About Your Social Security Number	<ul style="list-style-type: none"> Name of debtor(s) Signature/electronic signature of all parties Include full social security number 	Petition Forms Substantial Compliance with Official Form 121
Misc.	Statement of Related Cases	<ul style="list-style-type: none"> Signature of debtor(s) Date Include case number if filing after petition has been filed 	Petition Forms LBR Form 1015-2.1. Stmt.Related.Cases



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Misc.	Statement of Financial Affairs	<ul style="list-style-type: none"> Name of debtor(s) Include case number if filing after petition has been filed 	Petition Form Official Form 107 or 207
Misc.	Status Report	<ul style="list-style-type: none"> Signature/electronic signature of all parties Include haring date of the status conference 	LBR Form F7016-1.Status.Report
Misc.	Summary of Assets and Liabilities	<ul style="list-style-type: none"> Name of debtor(s) Include case number if filing after petition has been filed 	Official Form 106Sum pr 206Sum
Misc.	Voluntary Petition (Ch 7) Voluntary Petition (Ch 11 Individual) Voluntary Petition (Ch 13)	<ul style="list-style-type: none"> Name of debtor(s) Signature/electronic signature of all parties Filing Fee (refer to Fee Chart) Address, city, state, and zip code of debtor(s) Include all nine (9) pages of petition 	Petition Form Official Form 101
Misc.	Voluntary Petition (Ch 7 & 11 Non-Individual)	<ul style="list-style-type: none"> Name of debtor(s) Signature/electronic signature of all parties Filing Fee (refer to Fee Chart) Address, city, state, and zip code of debtor(s) Include all five (5) pages of petition 	Petition Form Official Form 201
Misc.	Corporate Resolution Authorizing Filing of the Petition	<ul style="list-style-type: none"> Name of debtor(s) Signature/electronic signature of all parties 	Required Only If The Debtor(s) Is A Corporation <i>Refer to Court Manual for Filing Requirements</i>



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Misc.	Corporate Ownership Statement	<ul style="list-style-type: none"> • Name of debtor(s) • Signature/electronic signature of all parties 	LBR F 1007-4. Corp.Ownership.Stmt
Misc.	Statement of Intention	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties 	Official Form 108
Misc.	Withdrawal re:	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Related to referenced document <p><i>Do Not use this docket event to voluntarily dismiss a motion. Use Voluntary Dismissal of Motion.</i></p>	<u>Refer to Court Manual for Filing Requirements</u>
Motion	Compensation (motion)	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Include correct firm that is receiving compensation • Insert fee and costs amount during docketing process • Include hearing date, if applicable 	<u>Refer to Court Manual for Filing Requirements</u>



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Motion/Application	Relief – Personal Property (fee)	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Chapter • Filing Fee (refer to Fee Chart) • Description of related property or purpose of relief from stay must be listed in the body of the motion or caption • Include hearing date, if applicable 	LBR Forms F4001-1.RFS.PP.Motion
Motion/Application	Relief – Real Property (fee)	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Chapter • Filing Fee (refer to Fee Chart) • Description of related property or purpose of relief from stay must be listed in the body of the motion or caption • Include hearing date, if applicable 	LBR Forms F4001-1.RFS.RP.Motion
Motion/Application	Relief – Unlawful Detainer (fee)	<ul style="list-style-type: none"> • Name and case number of debtor(s) • Signature/electronic signature of all parties • Chapter • Filing Fee (refer to Fee Chart) • Description of related property or purpose of relief from stay must be listed in the body or caption • Include hearing date, if applicable 	LBR Forms F4001-1.RFS_.UD_.Motion



Quick Reference Guide for CM/ECF Users Frequently Used Docket Event Codes

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Motion/Application	Stipulation (motion)	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter 	Refer to Court Manual for Filing Requirements
Nef	Request for Removal from Courtesy Notice of Electronic Filing	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter 	Refer to Court Manual for Filing Requirements
Notice	Notice of Hearing	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter Related to referenced motion Include hearing date Must use the mandatory form 	Refer to Court Manual for Filing Requirements F 9013-1.1.HEARING.NOTICE
Notice	Notice of Opportunity To Request a Hearing on Motion	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter Related to referenced motion 	LBR Form F9013-1.2. Opportunity.Hearing.Notice
Plan	Chapter 13 Plan Or Amended Chapter 13 Plan	<ul style="list-style-type: none"> Name and case number of debtor(s) Signature/electronic signature of all parties Chapter 	LBR Form 3015-1.01. Chapter13.Plan