



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

Note: The 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.
- Multiple documents may be filed in one transaction. Use the CTRL key to select more than one event.

Bankruptcy Category	Bankruptcy/Adversary Event	Verification of Information on Document	Required Form
Notice	Notice of Hearing	<ul style="list-style-type: none"> • Name of debtor(s) and case number • Proper signature/electronic signature(s) of all parties • Chapter • Related to referenced motion • Include hearing information • Must use the mandatory form 	<p>Refer to The Central Guide for Filing Requirements</p> <p>LBR Form F 9013-1.1.HEARING.NOTICE</p>
Answer	Answer to Complaint	<ul style="list-style-type: none"> • Name of debtor(s), main case number and adversary case number; Plaintiff vs Defendant • Proper signature/electronic signature(s) of all parties • Status conference hearing information. • Chapter 	<p>Refer to The Central Guide for Filing Requirements</p>



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Answer	Objection	<ul style="list-style-type: none"> Name and case number of debtor(s) Chapter Proper signature/electronic signature(s) of all parties Hearing information, if applicable 	Refer to The Central Guide for Filing Requirements
Answer	Opposition	<ul style="list-style-type: none"> Name of debtor(s) and case number Chapter Proper signature/electronic signature(s) of all parties Hearing information, if applicable 	Refer to The Central Guide for Filing Requirements
Answer	Reply	<ul style="list-style-type: none"> Name of debtor(s) and case number Chapter Proper signature/electronic signature(s) of all parties Hearing information, if applicable 	Refer to The Central Guide for Filing Requirements
Answer	Response	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter Hearing information, if applicable 	Refer to The Central Guide for Filing Requirements
Claims	Notice of Mortgage Payment Change	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties 	Official Form 410S1



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Misc.	Declaration by Debtor(s) as to Whether Deb Received Income from an Employer	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Include debtor(s)' paystubs, if applicable 	LBR Form F 1002-1. EMP.INCOME.DEC
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 timely completed (located on bottom of form) 	<i>Refer to The Central Guide for Filing Requirements</i>
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 Statement that the financial management course has been completed Name of debtor(s) and case number Proper Signature of debtor 	Official Form 423



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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 • Statement that the financial management course has been completed • Name of debtor(s) and case number • Proper signature of joint 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.	Corporate Ownership Statement	<ul style="list-style-type: none"> • Name of debtor(s) • Proper signature/electronic signature(s) of all parties 	LBR Form F 1007-4. CORP.OWNERSHIP.STMT
Misc.	Corporate Resolution Authorizing Filing of the Petition	<ul style="list-style-type: none"> • Name of debtor(s) • Proper signature/electronic signature(s) of all parties 	Required ONLY if the Debtor(s) is a corporation (<i>NOT A FORM</i>) Refer to The Central Guide for Filing Requirements



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Misc.	Debtor(s)' notice of 341(a) mtg – Chapter 13	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties 	LBR Form F 3015-1.02 NOTICE 341.CNFRM
Misc.	Debtor(s)' certification and application for entry of discharge - Chapter 13	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties 	LBR Form F 3015-1.8 DISCHARGEAPPLICATION (BNC)
Misc.	Declaration	<ul style="list-style-type: none"> Name of debtor(s) and case number Chapter Proper signature/electronic signature(s) of all parties Hearing information, if applicable Related to Motion being filed 	Refer to The Central Guide for Filing Requirements
Misc.	Declaration That No Party Requested a Hearing on Motion (LBR 9013-1(o)(3))	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter Related to referenced Motion Include copy of referenced Motion 	LBR Form F 9013-1.2. NO.REQUEST.HEARING.DEC
Misc.	Notice of Change of Address	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter 	LBR Form F1002-1.3. CHANGE. ADDRESS



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Misc.	Notice of Lodgment	<ul style="list-style-type: none"> Name of debtor(s) and case number Chapter Attach proposed order Related to Motion 	LBR Form F9021-1.2. BKNOTICE.LODGMNT <i>or</i> LBR Form F9021-1.2. ADV. NOTICE.LODGMNT
Misc.	Proof of Service	<ul style="list-style-type: none"> Name of debtor(s) and case number Must be completed and signed by a person over 18 and not a party to the bankruptcy or adversary action Must be filed with a pleading coversheet Include hearing date and time, if applicable 	LBR Form F9013-3.1. PROOF.SERVICE
Misc.	Reaffirmation Agreement	<ul style="list-style-type: none"> Should include Cover Sheet for Reaffirmation Agreement Official Form 427 Name of debtor(s) and case number Chapter Proper signature/electronic signature(s) 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	<i>Refer to The Central Guide for Filing Requirements</i>	<i>Refer to The Central Guide for Filing Requirements</i>



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Misc.	Rights and Resp Agreement	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) 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) Proper signature/electronic signature(s) of all parties Include full social security number 	Petition Forms Substantial Compliance with Official Form 121
Misc.	Statement of Financial Affairs	<ul style="list-style-type: none"> Proper Signature of debtor(s) Name of debtor(s) Include case number if filing after petition has been filed 	Petition Form Official Form 107 or 207
Misc.	Statement of Intention	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties 	Official Form 108



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Misc.	Statement of Related Cases	<ul style="list-style-type: none"> • Proper 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
Misc.	Status Report	<ul style="list-style-type: none"> • Proper signature/electronic signature(s) of all parties • Include hearing information 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 or 206Sum
Misc.	Withdrawal re:	<ul style="list-style-type: none"> • Name of debtor(s) and case number • Proper signature/electronic signature(s) 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>	Refer to The Central Guide for Filing Requirements
Motion	Compensation (motion)	<ul style="list-style-type: none"> • Name of debtor(s) and case number • Proper signature/electronic signature(s) of all parties • Include correct firm that is receiving compensation • Insert fee and costs amount during docketing process • Include hearing information, if applicable 	Refer to The Central Guide for Filing Requirements



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Motion/ Application	Relief – Personal Property (fee)	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) 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 of debtor(s) and case number Proper signature/electronic signature(s) 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 information, if applicable 	LBR Forms F4001-1.RFS.RP.MOTION
Motion/ Application	Relief – Unlawful Detainer (fee)	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) 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 information, if applicable 	LBR Forms F4001-1.RFS_.UD_.MOTION



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Motion/ Application	Stipulation (motion)	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter 	Refer to The Central Guide for Filing Requirements
NEF	Request for Removal from Courtesy Notice of Electronic Filing	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter 	Refer to The Central Guide for Filing Requirements
Notice	Notice of Opportunity to Request a Hearing on Motion	<ul style="list-style-type: none"> Name of debtor(s) and case number Proper signature/electronic signature(s) of all parties Chapter Related to referenced motion 	LBR Form F9013-1.2. OPPORTUNITY.HEARING.NOTICE
Open Voluntary BK Case	Voluntary Petition (Ch 7 & 11 Non-Individual)	<ul style="list-style-type: none"> Name of debtor(s) Proper signature/electronic signature(s) 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 Include federal Employer Identification Number (EIN) 	Petition Form Official Form 201
Open Voluntary BK Case	Voluntary Petition (Ch 7) Voluntary Petition (Ch 11 Individual) Voluntary Petition (Ch 13)	<ul style="list-style-type: none"> Name of debtor(s) Proper signature/electronic signature(s) of all parties Filing Fee (refer to Fee Chart) Address, city, state, and zip code of debtor(s) Include all pages of petition 	Petition Form Official Form 101



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Plan	Chapter 13 Plan Or Amended Chapter 13 Plan	<ul style="list-style-type: none"> • Name of debtor(s) and case number • Proper signature/electronic signature(s) of all parties • Chapter • 341(a) and Confirmation hearing date and time, if applicable. 	LBR Form 3015-1.01. CHAPTER13.PLAN