

Batch and Multi-Case Processing

For Trustees

CM/ECF Batch and Multi-Case processing were developed to expedite the filing of multiple documents. Both processes file the same type of document to different cases in one operation.

The basic difference is that the Batch feature offers the association of a different PDF file for each case and Multi-Case will use the same PDF for each case. This feature can expedite case administration for attorneys, trustees and court users.

Batch Filings (See **STEP 9** on pg. 7 for the Multi-Case Process.)

Chapter 13 Trustee's Motion to Dismiss Case is a classic example of a pleading used for Batch processing. This feature allows different case numbers and names as well as standard language to appear on each pleading. Each PDF file, although the same type of entry, can be filed in volume by the Trustee's office (or the court) more efficiently. The following steps illustrate the batch process.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)



Figure 2

◆ Select Batch Filings.

STEP 3 The **CASE NUMBER** screen will appear. (See Figure 3.)

The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'File a Court document'. The main content area features a 'Case Number(s)' label above a text input field. The input field contains a list of case numbers: 02-10073, 02-10074, 02-10075, and 02-10076. To the right of the list, there is a placeholder text: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ Each case number should be typed in this extended window.
- ◆ Once all case numbers have been entered in the extended window, highlight the list, right click with the mouse, and select “**Copy**”, or, highlight the list, click on Edit on the browser menu bar and choose **C**opy (or use the keystrokes [**Ctrl**] + **C**). This will place the list of case numbers on the clip board.

NOTE: One could also type the list of case numbers in a word processing program and then copy to the clipboard as above.

- ◆ After successfully entering all of the target case numbers and copying to the clipboard, click [**Next**].

STEP 4 The **DOCUMENT SELECTION** screen is presented next. (See Figure 4.)

The screenshot shows the ECF web interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'File a Court document'. The main content area features a hyperlink: '02-10076 Duane Halvorson'. Below the hyperlink is a document selection window with a list of document titles: 'Dismiss Case (batch)' and 'Objection to Confirmation of Plan (batch)'. Below the document selection window are two buttons: 'Next' and 'Clear'.

Figure 4

- ◆ Each case number and title will appear above the document window as a hyperlink to the docket report. This is an opportunity to verify the case before proceeding.

- ◆ Select the type of document to file. In Figure 4 we have selected **Dismiss Case (Batch)**. Then select **[Next]**.

STEP 5 The **PDF DOCUMENT ASSOCIATION** screen displays with a Browse window for each of the target cases. (See Figure 5.)

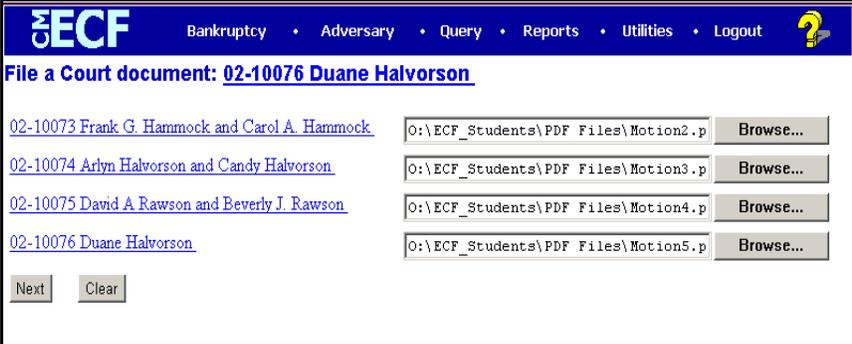


Figure 5

- ◆ For each case, click **[Browse]**, then navigate to the directory where the PDF file for this filing is located.
 - For quality control purposes it is recommended that each file be opened to verify its contents before proceeding:
 - Highlight the PDF file with a right click of your mouse.
 - Select Open to bring up the document for viewing and verification. Close the file and select it, if correct.
- ◆ Continue with each file in the list.
- ◆ Click **[Next]** to continue.

STEP 6 The **MODIFY DOCKET TEXT** screen displays. (See Figure 6.)

- ◆ Complete the docket text with the appropriate descriptive detail.

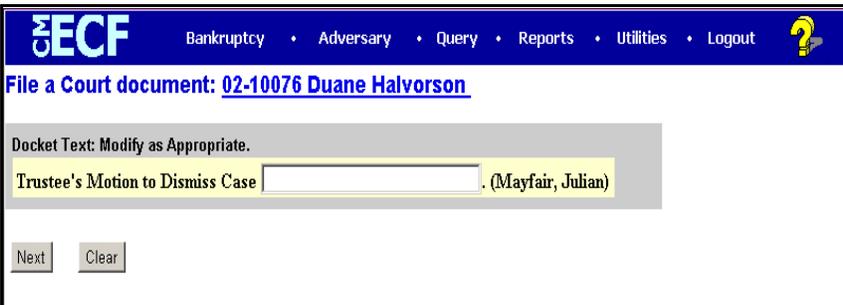
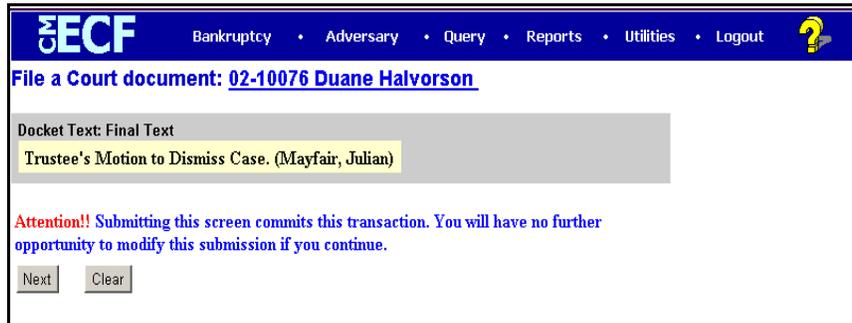


Figure 6

- ◆ Click **[Next]**.

NOTE: Any modifications to the docket text will apply to **all** cases included in this filing.

STEP 7 The **DOCKET TEXT: FINAL TEXT** window is presented next. (See Figure 7.)



The screenshot shows the CM/ECF Trustee interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Court document: 02-10076 Duane Halvorson". The main content area is titled "Docket Text: Final Text" and contains the text "Trustee's Motion to Dismiss Case. (Mayfair, Julian)". A red warning message reads: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the window, there are two buttons: "Next" and "Clear".

Figure 7

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ◆ If the docket text has a significant error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen that caused the error, and correct it.
- ◆ To abort or restart the transaction, click on the Bankruptcy Events hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click **[Next]** to continue.

STEP 8 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction. (See Figure 8.)

ECF

[Bankruptcy](#) •
 [Adversary](#) •
 [Query](#) •
 [Reports](#) •
 [Utilities](#) •
 [Logout](#)

File a Court document: [02-10076 Duane Halvorson](#)

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Mayfair, Julian entered on 9/12/2002 at 9:31 AM CDT and filed on 9/12/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10073](#)
Document Number: [2](#)
Case Name: Arlyn Halvorson and Candy Halvorson
Case Number: [1:02-bk-10074](#)
Document Number: [2](#)
Case Name: David A Rawson and Beverly J. Rawson
Case Number: [1:02-bk-10075](#)
Document Number: [2](#)
Case Name: Duane Halvorson
Case Number: [1:02-bk-10076](#)
Document Number: [2](#)

Docket Text:
Trustee's Motion to Dismiss Case. (Mayfair, Julian)

The following document(s) are associated with this transaction:

Case Number: 1:02-bk-10073
Document description:
Original filename: O:\ECF_Students\PDF Files\Motion2.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=9/12/2002] [FileNumber=7772-0] [104057f5a91f7a2aa01d2275011f46f2f3648a61ad440be31fd0e34c36170cc9bd2d27cfdabd9003a506bcf3d81bf4d6db8ac5a0cc4189777c76668631f256ee]]

Case Number: 1:02-bk-10074
Document description:
Original filename: O:\ECF_Students\PDF Files\Motion3.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=9/12/2002] [FileNumber=7773-1] [0dcdb7e4945952c474241b8fc35c6d665a751b3f30873bce95fb415675690f450705135cc411dbe4575aea9ccb048d4946debff8cd7639e815c5d4abd70a176]]

Case Number: 1:02-bk-10075
Document description:
Original filename: O:\ECF_Students\PDF Files\Motion4.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=9/12/2002] [FileNumber=7774-2] [5c2595b77a7e39a1afad08f6fe212600e8c19914b68bb34464d485af554ae7ebbd444426ab1e287508d5e2a470332dc4e8afd114a42542df0a6b0f1437fbc5]]

Case Number: 1:02-bk-10076
Document description:
Original filename: O:\ECF_Students\PDF Files\Motion5.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=981735245 [Date=9/12/2002] [FileNumber=7775-3] [28f3ad43e96d45090f4e216e7b45527f8a528726aed49365c4283cae8d468d279c9c7449e77c26c4c8d4665c5d3f6801a01f7fa3b78e05c816d702cfe1008e0f]]

1:02-bk-10073 Notice will be electronically mailed to:

Catherine Nelson cnelson@trustee.com
 Jeanne L. Walker jeannebo@atty.net

1:02-bk-10073 Notice will not be electronically mailed to:

1:02-bk-10074 Notice will be electronically mailed to:

Catherine Nelson cnelson@trustee.com
 Jeanne L. Walker jeannebo@atty.net

1:02-bk-10074 Notice will not be electronically mailed to:

1:02-bk-10075 Notice will be electronically mailed to:

Catherine Nelson cnelson@trustee.com
 Jeanne L. Walker jeannebo@atty.net

1:02-bk-10075 Notice will not be electronically mailed to:

1:02-bk-10076 Notice will be electronically mailed to:

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 Jeanne L. Walker jeannebo@atty.net

Figure 8

- ◆ All case data will be combined on this one Notice of Electronic Filing. All case numbers, title and document numbers will be grouped together. The electronic document stamp and document description will be listed for each case. And finally, the electronic mailing information for parties on each case will be listed by case.

- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.

- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

Multi-Case Filings

To expedite and streamline the exact same entry to multiple cases the **Multi-Case** function was created. Typical use for this function is the **Trustee's No Asset Report**, as in this example.

This type of filing must contain standard "boiler plate" language which would apply to every case included in the process because the document and docket text will be identical in each case. The filer option could be used to identify each trustee by name if not already included in the docket text.

STEP 9 The **Multi-Case** category is a separate selection on the **BANKRUPTCY EVENTS** screen. (See Figure 9.)



Figure 9

- ◆ Select Multi-Case Docketing from the Bankruptcy Events menu.

STEP 10 The **CASE NUMBER** screen appears. (See Figure 10.)



Figure 10

- ◆ Each case number should be typed in this extended window.
- ◆ Once all case numbers have been entered in the extended window, highlight the list, right click with the mouse, and select **"Copy"**, or, highlight the list, click on Edit on the browser menu bar and choose **C**opy (or use the keystrokes **[Ctrl] + C**). This will place the list of case numbers on the clip board.

NOTE: One could also type the list of case numbers in a word processing program and then copy to the clipboard as above.

- ◆ After successfully entering all of the target case numbers and copying to the clipboard, click **[Next]**.

STEP 11 The **DOCUMENT SELECTION** screen is presented next.
(See Figure 11.)

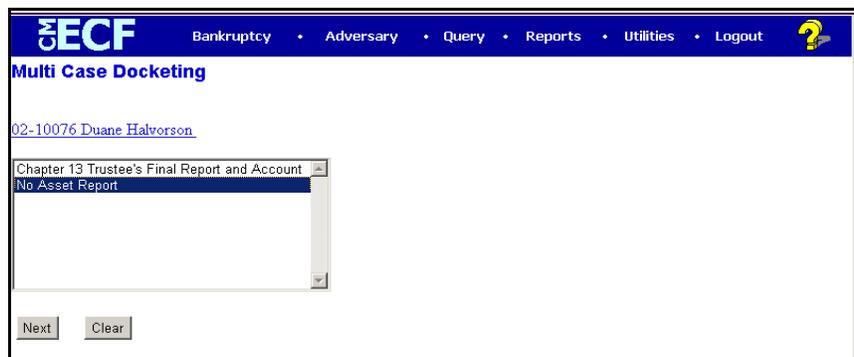


Figure 11

- ◆ Each case number and title will appear above the document window as a hyperlink to the docket report. This is an opportunity to verify each case before proceeding.
- ◆ Select the Type of document to file (in Figure 11 we have selected **No Asset Report**) from the list and click **[Next]**.

STEP 12 The **PDF DOCUMENT SELECTION** screen appears.
(See Figure 12.)

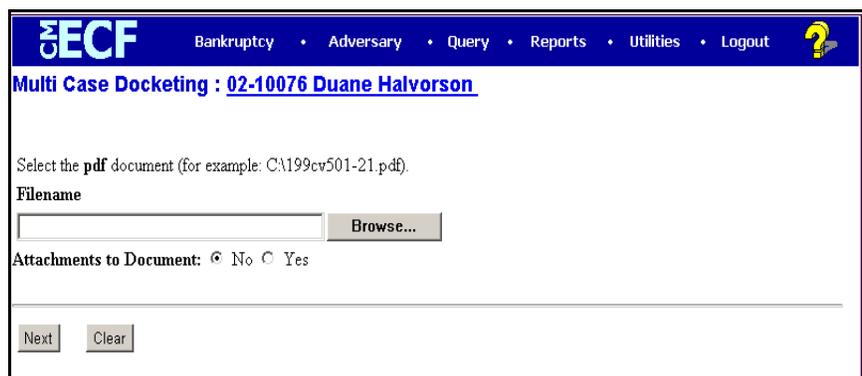


Figure 12

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file

is located.

- For quality control purposes it is recommended that the PDF file be opened to verify its contents before proceeding.
 - Highlight the PDF file with a right click of your mouse.
 - Select Open to bring up the document for viewing and verification. Close the file and select it, if correct.
- Click **[Next]**.

STEP 13 The **MODIFY DOCKET TEXT** screen displays. (See Figure 13.)

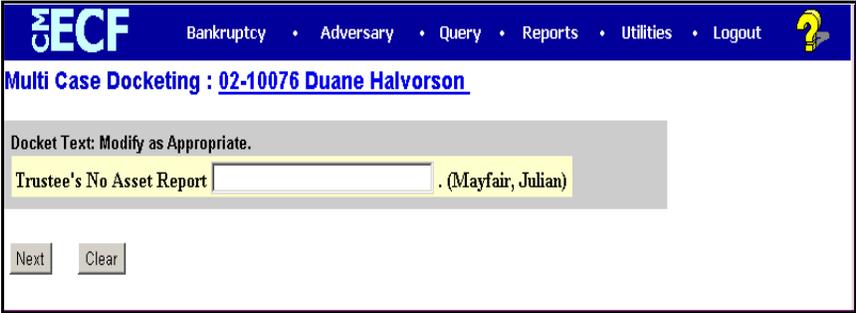


Figure 13

- ◆ Use the text box to further annotate the final text.

NOTE: Any modifications to the docket text will apply to **all** cases included in this filing.

- ◆ Click **[Next]** to continue

STEP 14 The **FINAL DOCKET TEXT** window is presented next. (See Figure 14.)

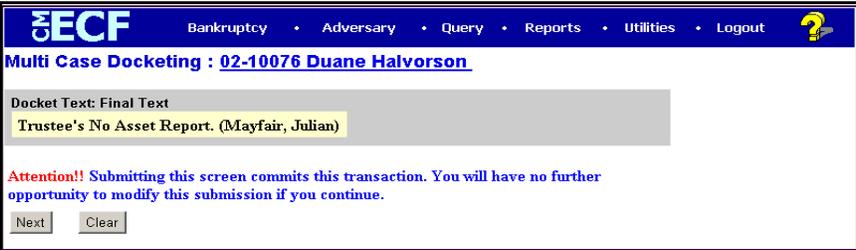


Figure 14

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- ◆ If the docket text is correct, click **[Next]** to continue.

STEP 15 One **NOTICE OF ELECTRONIC FILING** will be generated for all the cases in this transaction. (See Figure 15.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Multi Case Docketing : 02-10076 Duane Halvorson

U.S. Bankruptcy Court
Systems Deployment and Support Division

Notice of Electronic Filing

The following transaction was received from Mayfair, Julian entered on 9/12/2002 at 10:40 AM CDT and filed on 9/12/2002

Case Name: Frank G. Hammock and Carol A. Hammock
Case Number: [1:02-bk-10073](#)
Document Number: [3](#)

Case Name: Arlyn Halvorson and Candy Halvorson
Case Number: [1:02-bk-10074](#)
Document Number: [3](#)

Case Name: David A. Rawson and Beverly J. Rawson
Case Number: [1:02-bk-10075](#)
Document Number: [3](#)

Case Name: Duane Halvorson
Case Number: [1:02-bk-10076](#)
Document Number: [3](#)

Docket Text:
Trustee's No Asset Report. (Mayfair, Julian)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\ECF_Students\PDF Files\Motion2.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=981735245 [Date=9/12/2002] [FileNumber=7778-0] [8278a495ef981fcb9ad918604b499ba674a0e4178888f153f4c4fd381b06058d98d5b9d730586a2c878dba6a4a0c72f1296a87d7e3fa3fb6174bbda9b8c8166]]

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Jeanne L. Walker jeannebo@atty.net

1:02-bk-10074 Notice will not be electronically mailed to:

1:02-bk-10075 Notice will be electronically mailed to:
Catherine Nelson cnelson@trustee.com
Jeanne L. Walker jeannebo@atty.net

1:02-bk-10075 Notice will not be electronically mailed to:

1:02-bk-10076 Notice will be electronically mailed to:
Catherine Nelson cnelson@trustee.com
Jeanne L. Walker jeannebo@atty.net

1:02-bk-10076 Notice will not be electronically mailed to:

Figure 15

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