## Instructions to Enter B121 Form Event in CM/ECF

**Introduction -** According to Rule 1007(f), a Social Security Verification Form (Form B21) must be submitted with every new petition filed by an individual debtor. The Court had previously required attorneys to submit the B21 Form via e-mail. Because some e-mail packages did not successfully communicate with the Court's e-mail package, the Court has created a new private event within CM/ECF called B121 Form for use in submitting the Social Security Verification Form. **A private event generates a confirmation receipt of the Notice of Electronic Filing but neither generates a Notice of Electronic Filing e-mail nor appears on the Public Docket Report**. The B21 Form event is also a Batch event which means the event can be entered in multiple cases at one time. It provides the same docket text for each case but permits a separate PDF attachment to be made for each case number entered.

**Instruction** - Steps on how an attorney should docket the B121 Form event follows.

**I. Finding Batch Category** - The Batch category is found under the Bankruptcy Events menu and is named Attorney Batch Filings (Multiple Cases and Documents). An example of how the Bankruptcy Events menu displays is provided below with the Batch category highlighted. Click on Attorney Batch Filings to move to the next screen.
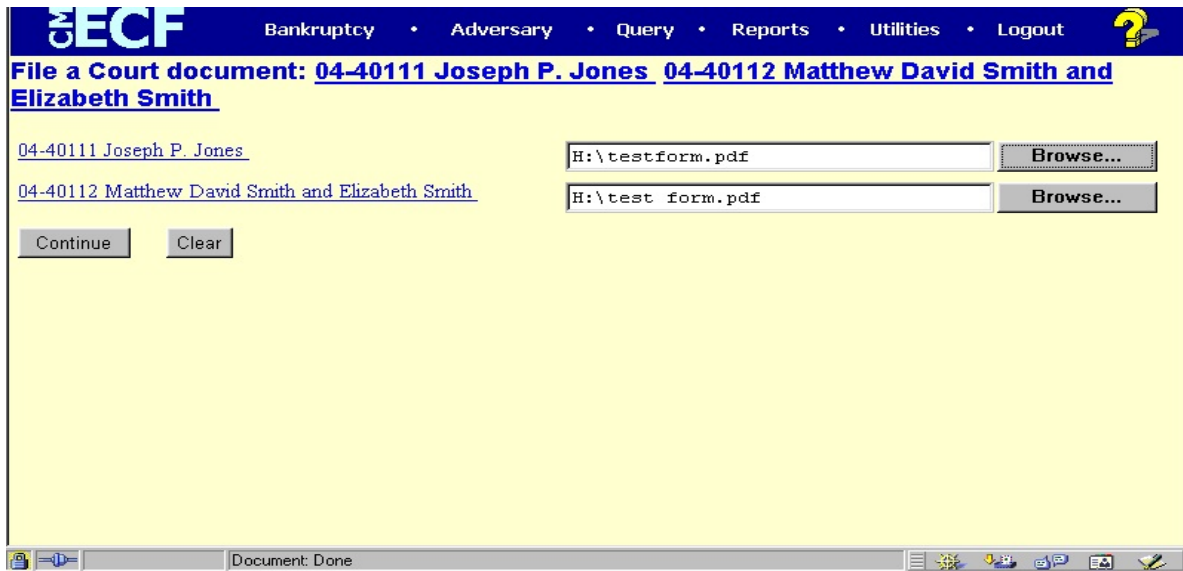


**II. Case Number(s) to Enter** - The user must enter the case number(s) in which the B121 Form(s) will be attached. Since this is a Batch event, multiple case numbers can be entered at the case number screen. It is also acceptable to enter just one case number. An example is provided below of how the screen appears with two case numbers entered. After the case number(s) is/are entered, the user clicks Continue to move to the next screen.
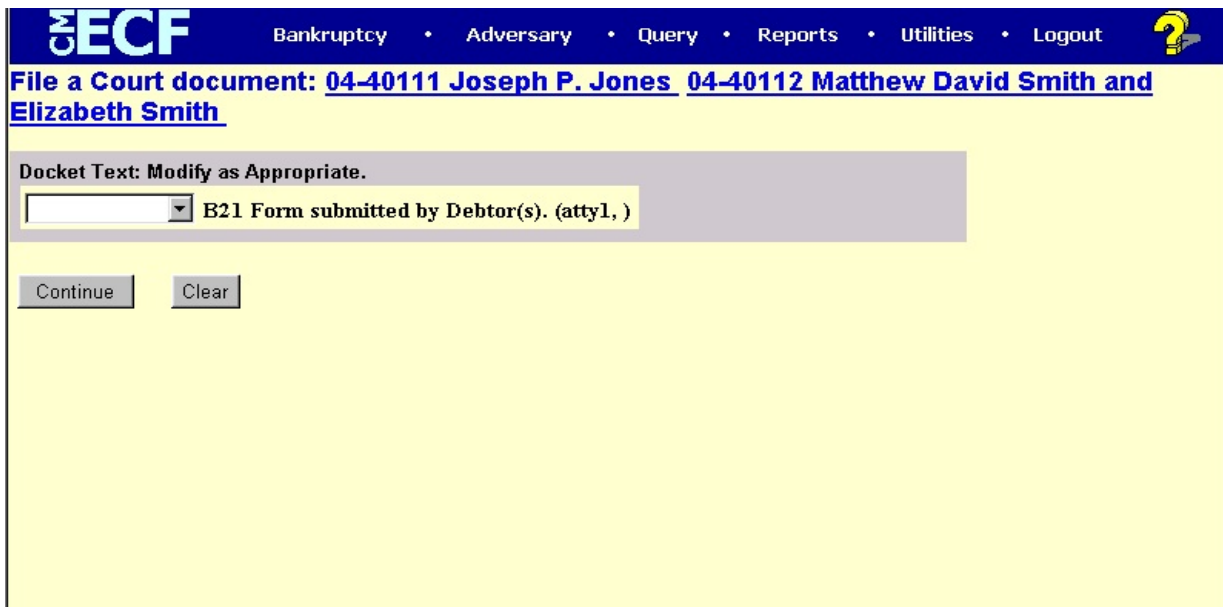
**III. Selection of Event -** The user then selects the B121 Form event to be docketed to the case(s) selected in the prior screen. Because only one event will appear, the user must simply highlight B121 Form and click Continue. An example is provided below.
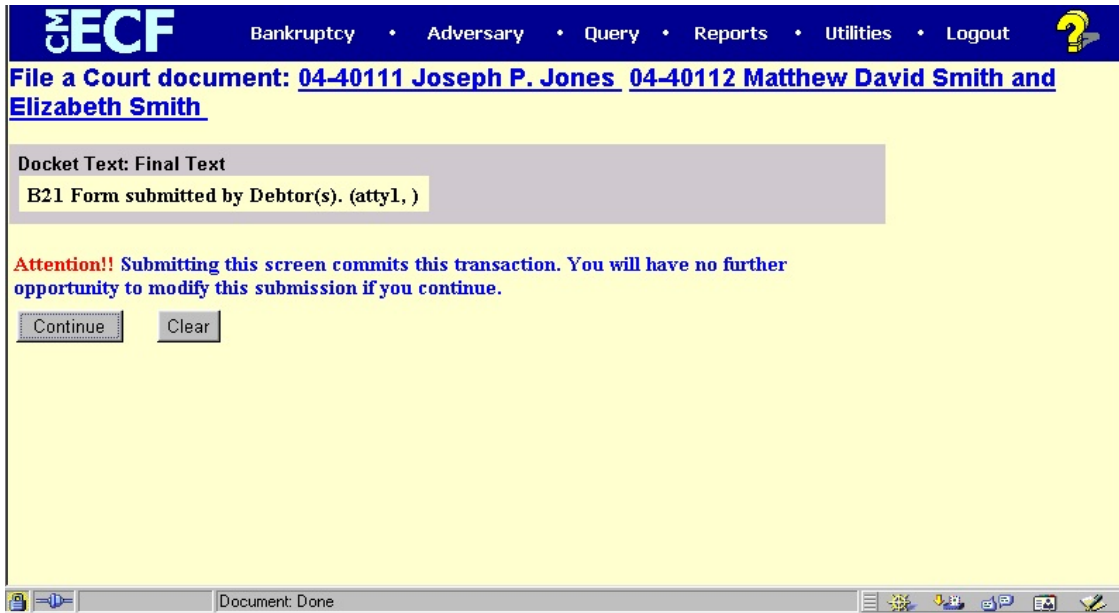


**IV. Browsing of PDF(s) -** The user will then receive a screen in which the user must browse and choose a PDF version of the B121 Form for each case number selected. Each browse option must have a PDF attachment or the user will not be able to continue to next screen. **It is important for the user to open each PDF prior to attaching it to the case to prevent the wrong B121 Form from being attached.** Once all of the browse options are complete, the user should click Continue to move the next screen. See example below of the browse screen.

**V. <u>Modify Docket Text</u> -** The only modification a user should make to the docket text would be to include the word Amended if this is not the original B121 Form being submitted. For that purpose, a box is available at the front of the text in which the word Amended can be selected. For original submissions of the B121 Form, no modification of the docket text is necessary. The user clicks Continue to move to the next screen. An example of this screen is provided below.

**VI. Final Docket Text -** The user then receives the final docket text. Once Continue is clicked, the transaction is complete and the user cannot make any changes to the entry. An example of this screen is provided below.



**VII. Notice of Electronic Filing Receipt** - The user will receive a confirmation receipt of the Notice of Electronic Filing for this transaction after final entry of the event. Because the event is private, no e-mail of the Notice of Electronic Filing is generated. To retain a copy of the receipt, the user can print a copy or save to an electronic file of the screen shown below.

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

**File a Court document: 04-40111 Joseph P. Jones  04-40112 Matthew David Smith and Elizabeth Smith**

U.S. Bankruptcy Court

Eastern District of Missouri (Test)

Notice of Electronic Filing

The following transaction was received from atty1, entered on 11/4/2004 at 5:14 PM CST and filed on 11/4/2004

Case Name:       Joseph P. Jones
Case Number:   04-40111
Document Number: 7
Case Name:       Matthew David Smith and Elizabeth Smith
Case Number:   04-40112
Document Number: 3

Docket Text:
B21 Form submitted by Debtor(s). (atty1, )

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

Case Number: 04-40111
Document description:
Original filename: H:\testform.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1031339175 [Date=11/4/2004] [FileNumber=20168-0]
[030c8874af5807a7d5e16a4ce3af80b796a9bc2cd0df330f981511e715ff4e6c76f29
4ccd59c582a0153b21fa00daff095da04ba416a86f90b2ec9bb110e25f7]]

Case Number: 04-40112
Document description:
Original filename: H:\test form.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1031339175 [Date=11/4/2004] [FileNumber=20169-0]
[8ba9ddbd5da9ab6eeb028e9fd4db12ecc280f8839c59b956c7a31e6034cc8e0bfe919
8b309508ba17d7a51de0b05b9cf0e4a0164a27e9c67ba587a25c6f1fcb1]]