

CM/ECF Exhibits

This procedure explains how Exhibits are to be filed under CM/ECF in accordance with the Court's CM/ECF Administrative Procedures. The example illustrated is from a Motion for Relief from Stay in a Chapter 7 case.

General Guideline: With limited exceptions, Exhibits are NOT to be filed with the Court when filing a motion, pleading or claim. Instead, an Exhibit Summary (Local Form 9) should be used in place of the exhibits. The Exhibit Summary Form should be part of, or attached to, the motion, pleading, or claim to which it relates. The motion, pleading, or claim is the "associated" or "linked" document. If a separate Exhibit Summary is used, the Exhibit Summary will be an "attachment" to the "associated" document. (See Figure 12d). As with all documents filed electronically, the Exhibit Summary (and exhibits when permitted) MUST be filed in PDF format.

Exhibits Permitted: Exhibits are permitted to be filed as follows:

1. if the exhibit(s) is/are two pages or less in length;
2. if the exhibit is an affidavit;
3. if the exhibit is filed in support of a motion for summary judgment;
4. if the case is under Chapter 13, select pages are permitted as attachments to motions for relief provided the exhibits contain evidence of perfection; or
5. if the exhibit(s) is/are certain enumerated proof of claim exhibit(s) (see L.R. 9040(A)).

Trial Exhibits: Exhibits for trial (on an adversary or contested matter) should NOT be filed. Exhibits should be listed on an Index of Exhibits (Local Form 20) and copies of the index and all exhibits should be delivered to Court in paper format three days prior to trial. (See Local Rules and CM/ECF Administrative Procedures).

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password and that the user is in the process of filing a Motion for Relief. This module illustrates how to attach the Exhibit Summary (or exhibits when permitted) to the motion. It presumes the user has started filing the motion and successfully reached the screen for associating the PDF document and attaching exhibits. It begins with STEP 12 of the Module on Motions.

STEP 12 The PDF DOCUMENT SELECTION screen displays.
(See Figure 12a.)

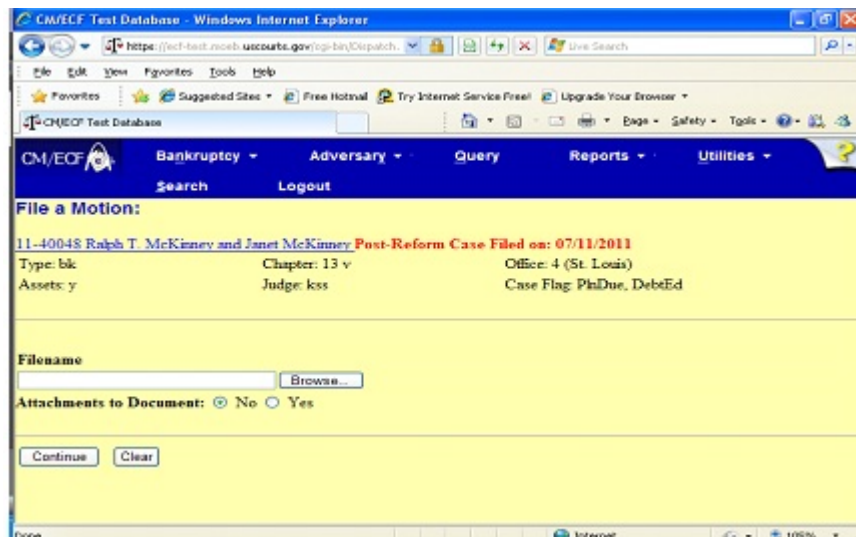


Figure 12a

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located.
 - In the **File Upload** window, change **Files of type:** to **All Files (*.*)**
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 12b.)

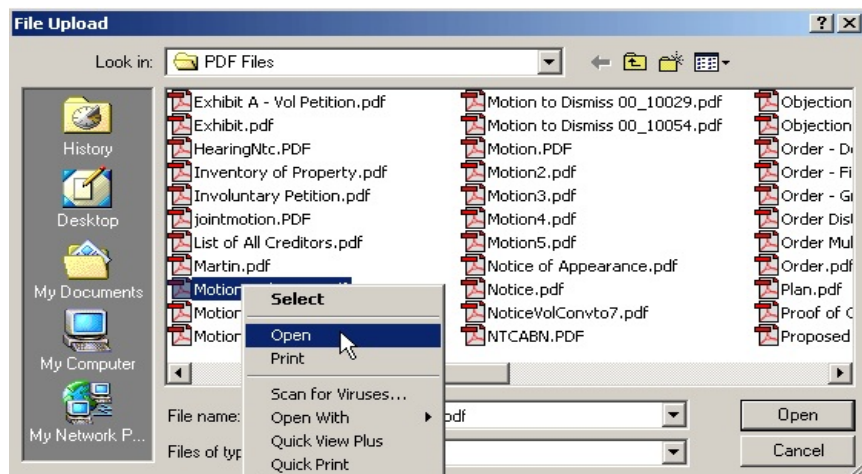


Figure 12b

- ◆ This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.

- ◆ Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 12c.)

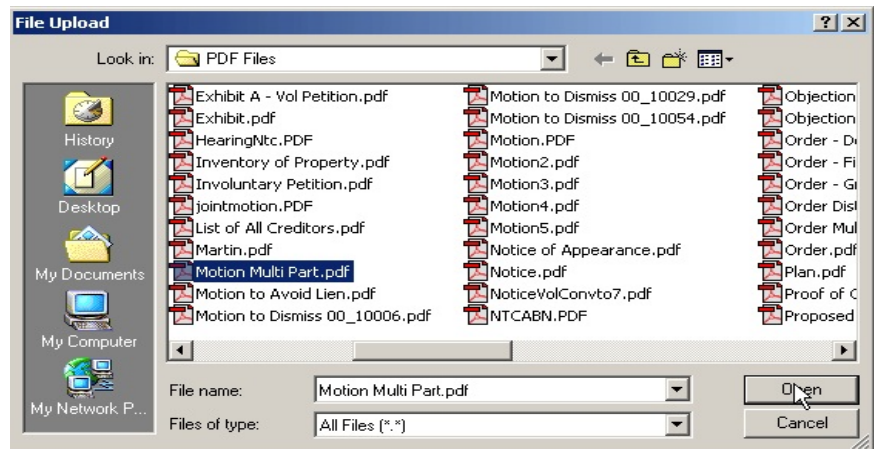


Figure 12c

- ◆ The path and name of the selected PDF file is placed in the **Filename** Box. The file will be associated with the current event and a hyperlink will be created to it. If there are no **Attachments** to this document click [**Next**]. (See Figure 12d.)

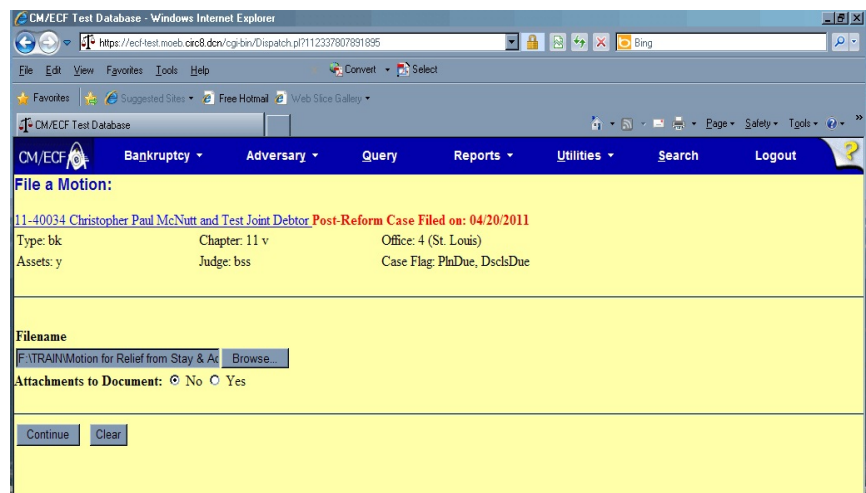


Figure 12d

- ◆ When an Exhibit Summary or other exhibits are to be filed as a separate document, the Exhibits Summary or exhibits should be attached as supporting documentation to the main PDF document. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to the right of the **Attachments to Document** prompt. (See Figure 12d.)

NOTE: Please note that the PDF file for the motion is not an **attachment**. It is considered the **main** or **associated** document. An **attachment** is another supporting document, such as an affidavit, exhibit, or this Court's Exhibit Summary.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

◆ Click **[Next]**.

STEP 13 When you click the **yes** radio button and click **[Next]**, the **ATTACHMENT** screen displays. (See Figure 13a.)

Figure 13a

◆ There are three steps to the attachment process:

1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF attachment file is located and select it with your mouse.
 - To make certain you are about to attach the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner.

2. Select the appropriate attachment **TYPE** from the drop down list.
 - You may enter a description in the **Description Box**.
 - When attaching an **Exhibit Summary**, the TYPE may be either “blank” or “Exhibit.” If TYPE is “blank,” the DESCRIPTION should be “Exhibit Summary.” If TYPE is “Exhibit,” the DESCRIPTION should be “Summary.”
 - When attaching an **Affidavit**, the TYPE should be “Affidavit,” and the DESCRIPTION should be, e.g. “of Richard Smith.”
 - When attaching **Exhibits**, the TYPE should be “Exhibit,” and the DESCRIPTION should contain the document name and its exhibit number or letter, e.g. “Deed of Trust, Ex. A”

This TYPE and DESCRIPTION will go into the docket text.

NOTE: You should enter a **Type** and a **Description** as illustrated above.

3. You must click [**Add to List**]. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1-3.

◆ Click [**Add to List**]. (See Figure 13b.)

The screenshot shows the 'File a Motion' interface. At the top, there are navigation tabs: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Search'. Below the tabs, the case information is displayed: '11-20025 Mr. Green Post-Reform Case Filed on: 07/12/2011'. The case details include 'Type: bk', 'Chapter: 7 v', 'Office: 2 (Hannibal)', 'Assets: n', 'Judge: lss', and 'Case Flag: DebtEd, MEANSU'. The main section is titled 'Select one or more attachments.' and contains three steps: 1) Select the PDF document that contains the attachment. 2) Fill in the fields below. 3) Add the filename to the list box below. The interface includes a 'Browse...' button for selecting a file, a 'Category' dropdown menu, and a 'Description' text input field. At the bottom, there are buttons for 'Add to List', 'Remove from List', and 'Next'.

Figure 13b

- ◆ Click **[Next]**.

[STEPS 14 - 15 from the Motions Module are omitted for purposes of this module. Skipping to the Final docket screen, you will see the number of attachments and a description in the final docket text.]

STEP 16 The **FINAL DOCKET TEXT** screen displays. (See Figure 16.)

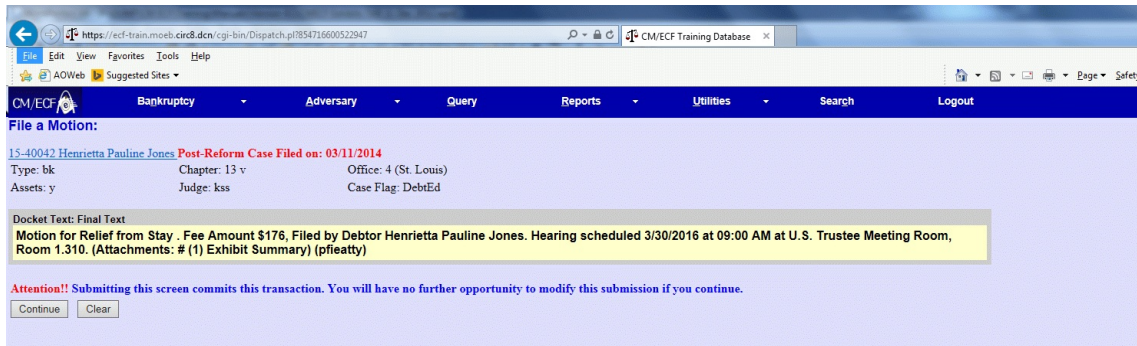


Figure 16

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before addition to the case. If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Menu Bar**.

STEP 17 The **NOTICE OF ELECTRONIC FILING SCREEN** displays. (See Figure 17.)

File Edit View Favorites Tools Help

https://ecf-train.moeb.circ8.dcn/cgi-bin/Dispatch.pl?951638932544423 CM/ECF Training Database

File Edit View Favorites Tools Help

AOWeb Suggested Sites

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion:

[15-40042 Henrietta Pauline Jones Post-Reform Case Filed on: 03/11/2014](#)

Type: bk Chapter: 13 v Office: 4 (St. Louis)
Assets: y Judge: kss Case Flag: DebtEd

U.S. Bankruptcy Court
Eastern District of Missouri (Train)

Notice of Electronic Filing

The following transaction was received from pfierty entered on 3/7/2016 at 12:02 PM CST and filed on 3/7/2016

Case Name: Henrietta Pauline Jones
Case Number: [15-40042](#)
Document Number: [18](#)

Docket Text:
Motion for Relief from Stay . Fee Amount \$176, Filed by Debtor Henrietta Pauline Jones. Hearing scheduled 3/30/2016 at 09:00 AM at U.S. Trustee Meeting Room, Room 1.310. (Attachments: # (1) Exhibit Summary) (pfierty)

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

Document description:Main Document
Original filename:Motion for Relief from Stay & Adequate Protection.pdf
Electronic document Stamp:
[STAMP bk.ecfStamp_ID=1031339175 [Date=3/7/2016] [FileNumber=111069-0]
[0efde789792df72aa4e638ad5a80cc9027b2984174ec4108b169ec11875c457721f81
62103a7302d4406e9dd2ee12d83f5d3a18b3e7228dadcc414ed7637ab5]]

Document description: Exhibit Summary
Original filename:C:\fakepath\Exhibit Summary.pdf
Electronic document Stamp:
[STAMP bk.ecfStamp_ID=1031339175 [Date=3/7/2016] [FileNumber=111069-1]
[7df44bd33c133435c4d0d3dc2946b20a624f5536541a26d47b4e214a479889de170
2912e0fe423b7b3fd57cd091fd64a1dd566d8b681c3ec296a35fd069db]]

15-40042 Notice will be electronically mailed to:

Shelley, Abbe...
kate16...
Henrietta Pauline Jones...

100%

Novell-delivered ... Mail - Inbox - IBM... WordPerfect X4 ... CM/ECF Training ... 12:04 PM 3/7/2016

Figure 17

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present the PACER login screen.
- ◆ To print a copy of this receipt click the browser **[Print]** icon.
- ◆ To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

- ◆ The **Notice of Electronic Filing** will also be accessible as an option from the docket sheet. However, attorneys and public users will be charged a PACER access fee.

Notice of Electronic Filing:

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document if there is one.

Associated (PDF) documents:

Document description: Defaults to **main document** being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

Document description: First **attached** document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.