

Attorney Updated Events for V3.2

Effective October 20, 2008

Concurrent with our CM/ECF upgrade to V3.2, debtor's attorneys will be charged a filing fee for Amended Schedules and Matrices where new creditors are added to a case. Events have been created/modified to accommodate this requirement. Please share the following information with attorneys and staff members who are involved in the e-filing process.

The Amended Schedule/Matrix Events and When to Use Them:

The 'Amended Creditor Matrix To Add Agent (Electronically Filed - Fee Required)' event is available for use when adding an agent for a creditor who is already on the matrix and schedules are not being amended. The \$26.00 fee is required.

Miscellaneous

05-10146-SBB Peter Rabbit

Type: bkChapter: 7 vOffice: 1 (Denver)
Judge: SBBAssets: nCase Flag: DebtEd, FUNDS

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- 20 Largest Unsecured Bondholders (Chapter 9)
- 20 Largest Unsecured Creditors
- Affidavit
- Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)**
- Amended Schedules (Electronically Filed-No Fee Required)
- Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required)

Selected Events (click to remove events)

- Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)

The following important messages will display during the filing of this event.

This Event Is ONLY FOR USE When The Matrix Is Being Amended To Add An Agent For Noticing Purposes Only And Amended Schedules Are Not Being Filed.

If Schedules Are Also Being Amended Use The Miscellaneous Event Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) Instead.

Ensure That This Document Is Linked To The Voluntary Petition.

You May Add Your Creditors Individually At The Add Creditors Screen Or Upload A Creditor Text File Using The Creditor Maintenance Menu Option.

Do Not Use This Event To Change The Address Of An Existing Creditor In This Case. File A Change Of Address For The Creditor Instead Using The Miscellaneous Event Change Of Address.

For The Subsequent Filing Of A Certificate Of Mailing Pursuant To Local Bankruptcy Rule 109(2) Use The Miscellaneous Event Certificate of Service Re: Notice of the Meeting of Creditors.

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You will have the opportunity to add the agent during the transaction as shown in the screen below. Follow the 'rules' shown on this screen for entry of the agent. Do not change the defaults for **Creditor type** or **Creditor Committee**.

Add Creditor(s)

*(1) Name may be 50 characters.
(2) Address may be 5 lines, 40 characters each.
(3) More than one creditor may be entered. Separate creditors with a blank line.
(4) Limit 10 Creditors*

Name and Address

Name of Agent
Street Address of Agent
City, State Zip

Creditor type Creditor

Creditor committee ☒ No ☐ Yes **Entity** ☐

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The 'Amended Schedules (Electronically Filed - No Fee Required)' event is to be used when filing an amended schedule where no new creditors will be added to the case.

Miscellaneous

[05-10146-SBB Peter Rabbit](#)

Type: bk	Chapter: 7 v	Office: 1 (Denver)
Judge: SBB	Assets: n	Case Flag: DebtEd, FUNDS

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
20 Largest Unsecured Bondholders (Chapter 9)	Amended Schedules (Electronically Filed-No Fee Required)
20 Largest Unsecured Creditors	
Affidavit	
Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)	
Amended Schedules (Electronically Filed-No Fee Required)	
Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required)	

The following important messages will display during the filing of the amended schedules:

Do Not Use This Event If You Are Amending Schedules To Add Creditors! Use the Miscellaneous Event Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required) Instead!

Ensure That This Document Is Linked To The Entry That Contains The Schedules That Are Being Amended.

Bypass The Statistical Screen If You Are Amending Schedules C G or H Only.

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The 'Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed - Fee Required)' event is to be used when Schedules are being amended to add a new creditor to the matrix. You will have the opportunity to add up to 10 creditors during the filing of the amended schedules. If you have more than 10 creditors to add, you may bypass the screen where creditors can be added and, when done filing the amended schedules, you would then add your creditors using the Creditor Maintenance option 'Upload a Creditor Matrix File'. The \$26.00 filing fee is required.

Miscellaneous

05-10146-SBB Peter Rabbit

Type: bk	Chapter: 7 v	Office: 1 (Denver)
Judge: SBB	Assets: n	Case Flag: DebtEd, FUNDS

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
20 Largest Unsecured Bondholders (Chapter 9)	Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required)
20 Largest Unsecured Creditors	
Affidavit	
Amended Creditor Matrix To Add Agent (Electronically Filed-Fee Required)	
Amended Schedules (Electronically Filed-No Fee Required)	
Amended Schedules D, E or F and Amended Creditor Matrix (Electronically Filed-Fee Required)	

The following important messages will display during the filing of the amended schedules:

Ensure That This Document Is Linked To The Entry That Contains The Schedules That Are Being Amended.

You May Add Your Creditors Individually at the Add Creditors Screen Or Upload A Creditor Text File Using The Creditor Maintenance Menu Option.

Do Not Use This Event To Change The Address Of An Existing Creditor In This Case. File A Change Of Address For The Creditor Instead Using The Miscellaneous Event Change Of Address.

For The Subsequent Filing Of A Certificate Of Mailing Pursuant To Local Bankruptcy Rule 109(2) Use The Miscellaneous Event Certificate of Service Re: Notice of the Meeting of Creditors.

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You will have the opportunity to add the new creditor(s) during the transaction as shown in the screen below. Follow the 'rules' shown on this screen for entry of new creditors. Do not change the defaults for **Creditor type** or **Creditor Committee**.

Add Creditor(s)

*(1) Name may be 50 characters.
(2) Address may be 5 lines, 40 characters each.
(3) More than one creditor may be entered. Separate creditors with a blank line.
(4) Limit 10 Creditors*

Name and Address

New Creditor's Name
Address of New Creditor
City, State Zip

Creditor type Creditor

Creditor committee ☒ No ☐ Yes **Entity** ☐

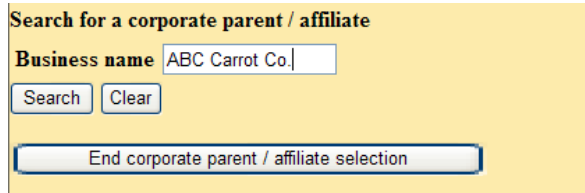
Please Note: Not all screens the user will see were displayed above. If you should have questions about any other screens you encounter during the filing of your amended schedules/matrices, please contact the ECF Help Desk at 720-904-7450 or e-mail the training team at cobml_training@cob.uscourts.gov.

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Corporate Ownership Statement (Rule 7007.1):

The 'Corporate Ownership Statement (Rule 7007.1)' event has been modified to allow entry of Corporate Affiliate/Parent information as shown below:

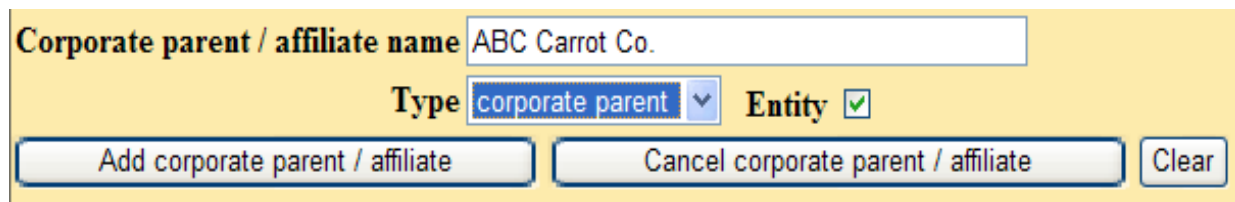


Enter the Corporate Affiliate/Parent, then click [Search].



If the Business name you entered was already in our database, the search results would appear and you would select the business from the list. However, in this exercise, the Business name entered is not currently in the database and 'No person found' displays instead. In this instance, you would click on [Create new corporate parent/affiliate].

The Business name you entered will appear at the next screen. You will have the opportunity to select the **Type** of either 'corporate parent' or 'corporate affiliate' from a drop down list. For this exercise, the Type should be 'corporate parent'.



Clicking on [Add corporate parent/affiliate] will add the Business to the case when the filing of the Statement is complete. Clicking on [Cancel corporate parent/affiliate] will cancel the addition of the Business to the case.

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New Events Related to Transcript Redaction:

Bankruptcy CM/ECF Release 3.2 includes automated solutions for the management of access to transcripts pursuant to Judicial Conference policy, which requires that access to transcripts be limited to 90 days following delivery to the court.

To accommodate this policy, a transcript provided to our court by a transcriber will be available at the office of the clerk of court in the Public Records area for inspection only, for a period of 90 days after it is delivered to the clerk.

The following new events have been created for attorneys regarding this new policy:

1. Notice of Intent to Request Transcript Redaction *{due within 7 calendar days of the date the transcript is filed.}*
2. Transcript Redaction Request *{due within 21 calendar days of the date the transcript is filed.}*
3. Motion/Extension of Time Re: Transcript *{to be used when you wish to extend the Transcript Access Restriction Period more than 90 days}*