

**United States Bankruptcy Court
District of Colorado**

Electronic Filing Guide for Attorneys



Updated October, 2023

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Welcome

This guide is designed to assist attorneys in filing documents electronically. Although filing requirements and references to the Bankruptcy Code or Rules may be provided for some topics, this guide should not be relied upon exclusively by the user. The Bankruptcy Code and/or Rules should always be consulted.

Court Address

U.S. Custom House
U.S. Bankruptcy Court
721 19th St.
Denver, CO 80202

Important Court Phone Numbers

ECF Help Desk: 720-904-7450
Case Management Questions 720-904-7480

Other Court Numbers:
Court Main Line: 720-904-7300
Finance Help Desk: 720-904-7441
Records Requests: 720-904-7480
Court Administration: 720-904-7303

If you need to contact a specific Judge's chambers, please visit www.cob.uscourts.gov/judges-info

Contacting the CM/ECF Help Desk

If you have a question or made a filing mistake:

The CM/ECF help desk is available during business hours. Please email training@cob.uscourts.gov or call 720-904-7450 if you have a question or a problem. Please include the case number and a brief description of the problem.

If you forgot to attach a proposed order:

There is not an event to file a proposed order on its own. To have the order added to your filing, send an email with the case number, including the judge's initials, in the subject line and the proposed order PDF to cob_proposedorders@cob.uscourts.gov.

If you filed the wrong document:

Court's policy does not allow documents to be 'swapped' after they are entered on the docket. Please redocket the document correctly, then contact us to make a note on the docket. If the incorrect document contains personal/restricted information, you will need to file a Motion to Redact and pay the associated fee.

E-Filing: Policies and Practices

E-filing Accounts

All e-filing accounts are managed through <https://pacer.uscourts.gov>. You cannot file electronically in Colorado without an individual PACER account.

Updating Account Information/Changing Your Address

The Colorado Bankruptcy Court does not have access to your account information. You must go to <https://pacer.uscourts.gov> to reset or recover your password or to update your personal information. Look for the “Manage my Account” link.

Fees

All fees are due at the time of filing. After 24 hours, your account will automatically lock until your fees are paid in full.

Out of State Attorneys

In accordance with L.B.R. 9010-1, all attorneys must be registered and in good standing with the U.S. District Court for the District of Colorado. [Click Here](#) for details on how to get this process started.

Mandatory E-Filing

L.B.R. 5005-4 requires all attorneys to file electronically via CM/ECF unless otherwise authorized by a court order. Registration for CM/ECF constitutes consent to receive service and notice electronically via CM/ECF.

Logins and Signatures

Your ECF login is equivalent to your signature. A document’s signature must match the ECF login used to file it. No exceptions.

Emergency Filings

If you have a true emergency, that means you need the Court to review your filing immediately. If you have an emergency filing, you must call the specific Judge team and alert them of the filing. Contact numbers for each division are located on the Court’s website at www.cob.uscourts.gov/judges-info

Documents Excluded From E-Filing

Certain things must be filed in hard copy. Please contact the Court if you need to file any of the following:

- New Chapter 9 Cases
- Miscellaneous Proceedings
- Notices of Removal

Training for E-Filers

Training

The Bankruptcy Court for the District of Colorado does not require attorneys to complete training to obtain a CM/ECF login. Depending on your filing experience, we may ask you to file a practice case before adding permissions to open new adversary cases to your account. **The Court reserves the right to suspend e-filing privileges if it determines further training is needed.**

Please contact us if you aren't sure how to file something, or if you would like to complete practice filings in our training database.

Filing a New Adversary Case

New e-filing accounts do not include permissions to initiate new Adversary Proceedings.

If you intend to initiate an Adversary Proceeding, **you MUST contact the court in advance of your deadline** to complete the training requirement and obtain the correct filing permissions.

PACER

PACER (Public Access to Court Electronic Records) is a national system used to look at federal court case filings and reports. All e-filing accounts in the Bankruptcy Court for the District of Colorado are managed by PACER, allowing users to use the same log-in information for both viewing and filing documents.

PACER accounts can be used to view filings in all U.S. Bankruptcy Courts, U.S. District Courts, U.S. Appellate Courts, the U.S. Supreme Court, and the National PACER Case Locator (a search tool).

PACER Contact Information: <https://pacer.uscourts.gov> or 1-800-676-6856.

Information about different electronic accounts available at our Court is available [here](#).

You do not need an account to submit a proof of claim. Please visit <https://www.cob.uscourts.gov/proof-claim> for more information on filing an electronic proof of claim.

If you need to request an e-filing account, please do the following:

1. Log into <https://pacer.uscourts.gov>
2. Choose Manage My Account Login (Manage Your Account menu).
3. Click the Maintenance tab
4. Click **Attorney Admissions/E-File Registration**
5. Follow the prompts to submit your request. You will receive an email when the Court processes your account.

System Requirements

All filings must be saved as PDF Documents before being submitted. Individual documents are subject to a 60.0 mb size limit.

Mozilla Firefox and Google Chrome are the recommended browsers for CM/ECF. Although some users successfully file using other browsers, these have been fully tested and certified for compatibility with CM/ECF.

Note: The Clerk's Office cannot provide training or support in the use of third-party bankruptcy petition software or filing programs.

Protecting Private Information

Personal Information in Filings

Under F.R.B.P. 9037, L.B.R. 9037-1, and the privacy policy of the Judicial Conference of the United States, certain personal identifiers must be redacted. It is the responsibility of the filing party, **not the Clerk's Office**, to ensure compliance with this policy.

Filers should redact "personal identifiers" from all documents filed with the court, including attachments. "Personal identifiers" are considered to be the following:

- Social Security Numbers. Only the last four digits of that number should be used. However, a debtor is required to submit a *Statement About Your Social Security Number(s)* containing the full nine-digit SSN or ITIN at the time the petition is filed. This form is not part of the public case file;
- Financial Account Numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used;
- Dates of Birth. If an individual's date of birth must be included in the document, only the year should be used; and
- Names of Minor Children. If the name of a minor child must be mentioned, only the initials of that child should be used.

The privacy policy applies to all documents filed with the court, whether submitted by electronic means or submitted non-electronically. Efilers must take care to ensure that redactions are applied correctly to electronic documents, including removing metadata and properly flattening PDFs.

Filing Documents Under Seal

Filing a document under seal is a preemptive measure to file a document so no one outside of the Court can view it. This process has two steps:

1. File the sensitive document using the event "Sealed Document" in the Miscellaneous category.
2. File a Motion to Seal/Restrict Public Access.

Redacting Information

If you realize a document contains sensitive information that should not be on the public docket, you must file a Motion to Redact and pay the associated filing fee.

Highly Sensitive Documents

Occasionally, certain documents require additional security. If you are filing a document that contains trade secrets or impacts national security interests, please contact the Clerk's Office directly.

Duplicate Cases Filed in Error

If you accidentally file a duplicate case, you must contact us **the same day** of the filing, either by sending an email to training@cob.uscourts.gov or by calling 720-904-7450. If the Court is closed or there is no answer, leave a voicemail with the case information.

If you contact the court the day the duplicate case was filed, we are able to administratively close the duplicate case. If you contact the court the day after the duplicate case was filed, you will be responsible for paying the filing fee and filing a motion to dismiss the duplicate case.

If the Motion is filed within three days of the filing of the duplicate case, you are required to serve the Trustee, US Trustee and the debtor.

If the Motion is filed more than three days after the date of filing, the motion must be served to all parties pursuant to 9013-1.

E-Filing Tips: New Cases

Requirements for Filing a New Case

The Bankruptcy Court for the District of Colorado has preferred filing practices for new cases. By maintaining these standards, attorneys ensure that information is easy to find for both the Court and other practitioners.

In the event you must file an incomplete case, we ask that you include, at a minimum:

- A Voluntary Petition(Form B101 / B201);
- Statement Regarding Social Security Numbers(Form B121); and
- A creditor mailing list.

This ensures the case can be processed quickly and the Notice of Meeting of Creditors can be mailed to Creditors.

Our New Case Tip Sheet has a list of the minimum amount of information that should be filed with a new case, listed by chapter. It also contains a list of documents that can be included with the Voluntary Petition. If you use filing software to prepare your cases, please make sure your settings match these requirements.

Filing an incomplete case may result in additional responsibilities, costs or even dismissal, and is discouraged.

Documents to be Filed Separately from the Voluntary Petition

Certain documents should not be included with the Voluntary Petition because they either contain sensitive information that should not be made public or they contain important statistical information. Please file the following documents separately using their own unique event:

- Application to Pay Filing Fee in Installments (Form B103A)
- Application to Waive Filing Fee (Form B103B)
- Chapter 7 Statement of Intention (Form B108)
- Chapter 7 Statement of Current Monthly Income (Form B122A-1)
- Chapter 7 Means Test (Form B122A-2)
- Chapter 11 List of Twenty Largest Creditors (Form B104/B204)
- Chapter 11 Statement of Current Monthly Income (Form B122B)
- Chapter 13 Plan (Form LBF 3015-1.1)
- Chapter 13 Statement of Current Monthly Income (Form B122C-1)
- Chapter 13 Calculation of Disposable Income (Form B122C-2)
- Disclosure of Compensation of Attorney for Debtor (Form B 2030)
- Statement Regarding Social Security Number (Form B121)
- Tax Documents

List of Creditors (Creditor Mailing Matrix)

Creditor lists must be saved as a text file (.txt) in the following format:

US Bank
123 Bank St.
Denver, CO 80202

Comcast
123 Comcast Way
Denver, CO 80206

To add creditors to your case, choose Creditor Maintenance from the Bankruptcy menu, then choose “upload list of creditors file” and follow the prompts.

E-Filing Tips: Amending Information

Amending a Statement of Social Security Number, L.B.R. 1007-5

To amend or correct a SSN, use the Miscellaneous event “Social Security Number”, and add the prefix “Amended” on the 2nd to last screen when e-filing. After filing the amended SSN, file a certificate of service as a separate document. The Local Rule requires that both the erroneous and corrected numbers be listed.

Amendments to Petitions, Schedules, Lists and Statements, L.B.R. 1009-1.

This L.B.R. outlines the requirements to correctly amend and serve amended documents. To amend schedules, please do the following:

1. File a complete copy of the amended schedule
2. File Notice of Amendment to Schedule (L.B.F. 1009-1.1)
3. File Certificate of Service (L.B.F. 9013-1.2) showing service of the Notice of Meeting of Creditors, any notice of possible dividend or notice of a bar date for filing proofs of claim, and a proof of claim form
4. Pay the filing fee
5. Add the **new** creditors to the creditor matrix (Creditor Maintenance in the Bankruptcy menu).

E-Filing Tips: Making Payments

Installment Payments

If the Court approves an application to pay the filing fee in installments, you must docket the following event:

- Bankruptcy >> Miscellaneous >> select “Payment of Installment Payment”.
- Select the correct chapter and payment type.
- If you are making the final payment, be sure to select the event with “final” in the name. The options are shown below.

Miscellaneous

12-10001 Harp E. Eagle Debtor dismissed 07/02/2012, Joint debtor dismissed N/A

Type: bk

Chapter: 7 v

Office: 1 (Denver)

Assets: n

Case Flag: DebtEd, MEANSNO

payment

Click your selection, or use arrows to highlight it and press Enter

Available Events (click to select events)

Payment of Installment Payment (Chapter 11 - Final)
Payment of Installment Payment (Chapter 11)
Payment of Installment Payment (Chapter 12 - Final)
Payment of Installment Payment (Chapter 12)
Payment of Installment Payment (Chapter 13 - Final)
Payment of Installment Payment (Chapter 13)
Payment of Installment Payment (Chapter 7 - Final)
Payment of Installment Payment (Chapter 7)

It is your responsibility to know how much is due and when payments are due.

If you make an error and either overpay or underpay, please contact our finance department immediately at 720-904-7441.

E-Filers can enter credit card information and pay after individual filings, or they can click “Continue Filing” and pay all pending fees at the end of the day. **Failure to pay within 24 hours of the day will result in the e-filer being locked out of the system until a payment is made.**

PACER BILLING

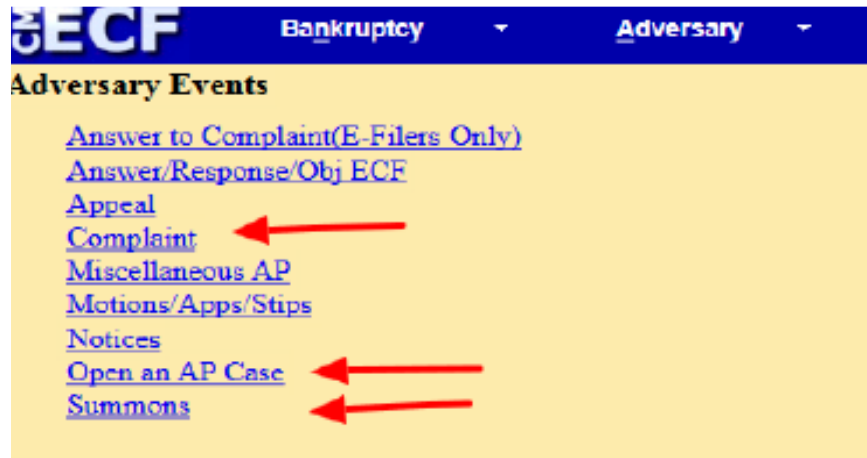
E-Filers can also register for automatic billing through PACER:

- Visit PACER at <https://pacer.uscourts.gov>
- Choose Manage My Account and log in.
- Select the **Payments** tab.
- Click **Manage My Stored Payment Information**.
- The balance on the account will be automatically billed to the credit card provided.

E-Filing Tips: Adversary Proceedings

Standard e-filing accounts do not include permissions to initiate new Adversary Proceedings. If you intend to initiate an Adversary Proceeding, you **MUST** contact the court to complete the training requirement and obtain the correct filing permissions.

The easiest way to check whether you have the necessary permissions is to log in to your account and click on “Adversary”. If you do not see the options with the red arrows below, contact the training department at 720-904-7450.



Common Mistakes When Opening a New Adversary Proceeding

1. **You must add an attorney to the plaintiff record.** Even if you are using your e-filing login, you must manually make an association between you and your client. After entering the Plaintiff information, click the “Add Attorney” button to do this. Skipping this step will result in the Plaintiff appearing as a pro se party on the summons.
2. When prompted for a dollar amount, round to the nearest \$1000. Therefore, if the demand amount is \$10,400.00, type in “10”. Three zeroes will be added.
3. If a defendant has an attorney in the underlying bankruptcy, do not add that attorney as representing the defendant at the onset of the adversary proceeding. All defendants are pro se until an answer is filed.

E-Filing Tips: Service and Notice

Certificate of Service

L.B.R. 5005-4(a) provides registration for CM/ECF constitutes consent to receive service and notice electronically via CM/ECF.

Party names and email addresses can be obtained through CM/ECF:

- Go to “Utilities” in the main toolbar
- Under Miscellaneous select “Mailings...”
- Select “Mailing Info for a Case”
- Type in case number and hit submit

You will see an electronic mail notice list of parties in the case. At the same time, lower down on this page, you can produce a List of Creditors (complete list of all creditors and all parties in the case) in either a 3-column pdf or in raw data format.

Local Form 9013-1.2 - Certificate of Service is available [here](#).

If you use a vendor for mailings, here is suggested language for your proof of service:

I hereby certify that on this [month/day/year], a true and correct copy of [name of document(s)] was/were electronically filed with the court using the CM/ECF system, which sent notification to all parties of interest participating in the CM/ECF system, and was/were forwarded via Internet upload to [vendor name], an approved bankruptcy notice provider, see <http://www.uscourts.gov/FederalCourts/Bankruptcy/BankruptcyResources/ApprovedBankruptcyNoticeProvider.aspx> for deposit in the U.S. Mail, first class, postage prepaid and properly addressed to the parties' and/or counsel's addresses on the matrix generated by the Court's CM/ECF system who do not receive notice electronically via CM/ECF. A separate certificate of service will be filed by [vendor name].

L.B.R. 2002-1. Notice to Creditors and Other Interested Parties

Parties are advised to be mindful of the distinction between *notice* (as required for parties covered by FED. R. BANKR. P. 2002) and *service* (as required for parties against whom relief is sought and as described in L.B.R. 9013-1 and other FED. R. BANKR. P., including Rules 9014 and 7004).

Parties seeking expedited hearings on motions brought immediately after the filing of a chapter 11 petition should refer to L.B.R. 2081-1.

E-Filing Tips: Definitions

CM/ECF: Case Management/Electronic Case Filing.

NextGen: National filing system that links Court e-filing and PACER accounts. This is also referred to as “Central Sign-on” because it allows e-filers to maintain a single account for various courts.

PACER: Public Access to Court Electronic Records, <https://pacer.uscourts.gov>

NEF: Notice of Electronic Filing. This is an email that will generate to the electronic filers in the case to notify them of a filing or change on the docket.

Meet and confer: The purpose of requiring a “meet and confer” is to assist the parties in resolving their disputes without the necessity and expense of court intervention. Therefore, facsimiles and electronic mail by themselves may not suffice. Despite advances in technology, human contact is often necessary for conflict resolution. Therefore, if a meet and confer is unsuccessful when done by e-mail, it may be necessary to communicate by telephone or in person.

NOD: Notice of Deficiency. If a case is not complete at the time of filing, we note the missing items in a formal notice to the debtor.

NEFE: Notice of Electronic Filing Error. This is how the Court notifies e-filers that there is a filing error. These are delivered electronically only and will include specific information regarding the error and instructions for fixing the issue. Ignoring NEFEs may result in suspension of filing privileges.

Verification or verified pleading: means an unknown declaration as defined in 28 U.S.C. § 1746, including a statement in substantial conformity with the following: “I declare under the penalty of perjury that the foregoing is true and correct. Executed on (date). (Signature).”

Clerk: Clerk of the Bankruptcy Court and appointed deputies working for the Clerk’s office.

Case Flags

Sometimes you will see a word or series of numbers in the upper right-hand corner of a docket. These flags denote special circumstances in the case. See the next page for definitions.

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Flag	Definition
506	506 Motion Granted
1328(f)	11 USC Section 1328(f) Previous Discharge
707(b)	707(b) Presumption of Abuse
727(a)(8)	11 USC Section 727(a)(8) Previous Discharge
727(a)(9)	11 USC Section 727(a)(9) Previous Discharge
727OBJ	Objection to the Discharge of the Debtor
ABEYANCE	Case In Abeyance
APLBAP	Appeal to BAP
APLDIST	Appeal to District
APLUSCA	Appeal to Circuit Court
ARCHIVE	ARCHIVE
Audit-No Close	Audit - No Close
BarDb	Barred Debtor
ClmsAgnt	Claims Agent Assigned To Case
CLOSED	Case Closed
CONFIRMED	Plan Confirmed
CONS	Consolidated Case
CounDue	Credit Counseling Due
DebtEd	Financial Management Course Certificate
DelayClose	Delay Auto Close
DelayDisch	Delay Discharge
DirApl	Direct Appeal to Circuit Court
DischargeRevoked	Discharge Revoked
DischargeWaived	Discharge Waived
DISMISSED	Case Dismissed
DISMISSED109G	Case Dismissed Pursuant to 109(g)
DISMISSEDFee	Case Dismissed Due To Fees
DSO	Domestic Support Obligation
Federal Exemption	
FeeDeferred	Filing Fee Deferred
FeeDuelNST	Installment Payment Due
FUNDS	Funds Deposited in Court Registry
I-Filed	Pro Se case submitted electronically
IFP	IFP fee Waived
IFPAsset	IFP Asset Case
IneligClose	Do not redisplay case ineligible for auto close
IneligDisch	Do not redisplay case ineligible for auto discharge
InstallNOPD	Installment(s) Outstanding/NOPD Filed
INTP	Interpleader
JNTADMN	Jointly Administered
KHT	2023 KHT Reassignments
LEAD	Lead Case
LtdNtc	Motion for Limited Notice List Granted
M1519	Motion for Provisional Relief Section 1519
M1521/1507	Motion for Post Recognition Relief Section 1521/1507
MEANSNO	Means Test Indicates NO Presumption of Abuse
MEANSTMPEX	Temporary Exclusion From Means Test For Reservists/National Guard
MEANSU	Unknown
MEANSYES	Means Test Indicates Presumption of Abuse
NoAutoDisch	Do not allow Auto Discharge for this case
NoDischarge	No Discharge - Chapter 7 and 13
NoMatrix	Matrix Is Missing Or Deficient

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NoWage	No Pay Advices
NtcNonDisch	Notice of Non Discharge
Ovrride	Override Preferred Creditor Address
Pre27	Pre v2.7 Case
PreviousFiler	Previous Filer
PrivacyAct	Family Violence Protection Services
REAF	Reaffirmation Agreement
ReaffHdShp	Undue Hardship re: Reaffirmation Agreement
REOPENED	Case Reopened
REPEAT	Repeat Filer
Repeat-cob	prior BK filing within this court
RepeatPACER	prior BK filing identified by Pacer Case Locator
ReqSepNtc	Debtor's Request for Separate Notice
SCRA	SCRA Declaration
SEAL	Document Under Seal
SkipPriorRelCase	Skip AJT assignment because the case has a prior or related case
SmBus	Chapter 11 Small Business
SmBusV	Chapter 11 Small Business under Subsection V
TaxReq	Tax Document Request
Transcript	Transcript Restricted
TRANSFERRED	Case Transferred
UnauthorizedBankruptcyFiling-	ID Theft Victim
Under Advisement	Matter Under Advisement
WDRef	Withdrawal of Reference