

U.S. BANKRUPTCY COURT WESTERN DISTRICT OF NEW YORK CM/ECF ELECTRONIC LEARNING MODULES

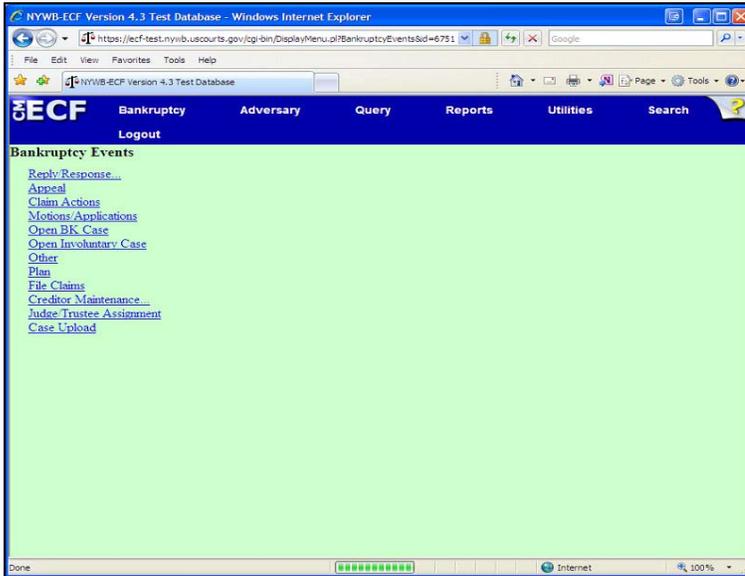
File a Reply to a Motion



To begin, from the blue bar, click on the word: Bankruptcy

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File a Reply to a Motion

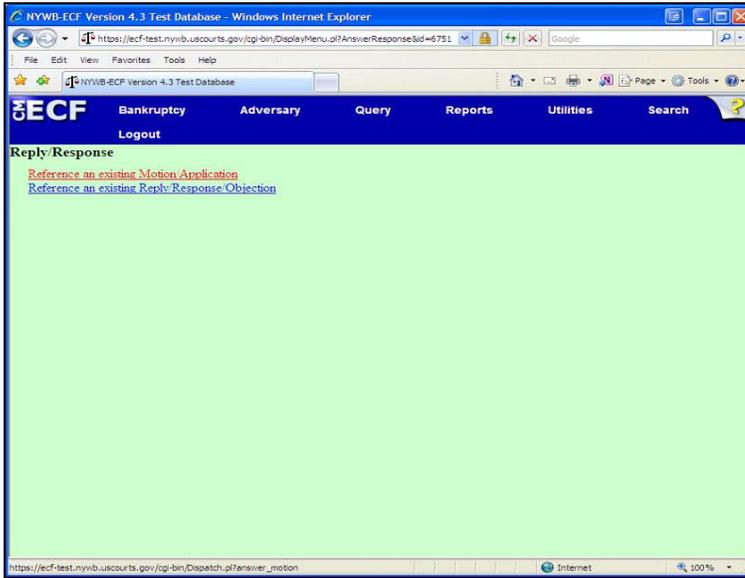


Bankruptcy Events:

Click: Reply/Response

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File a Reply to a Motion

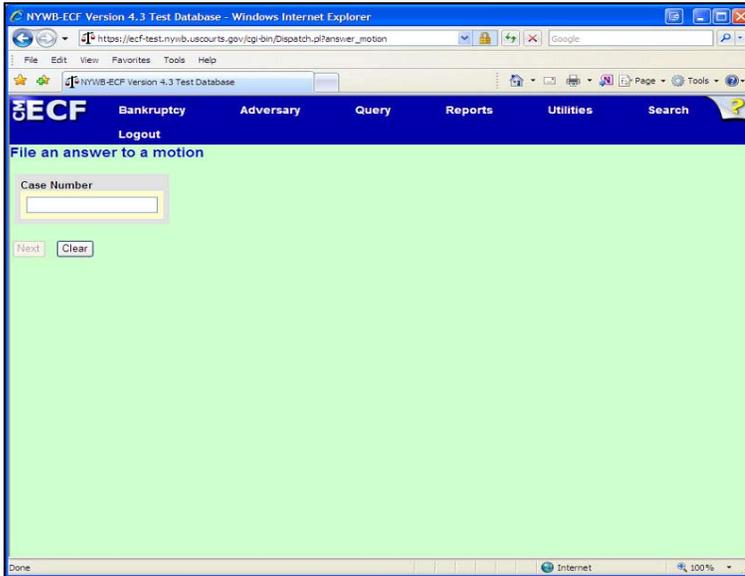


Reply/Response:

Click: Reference an existing Motion/Application

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File a Reply to a Motion



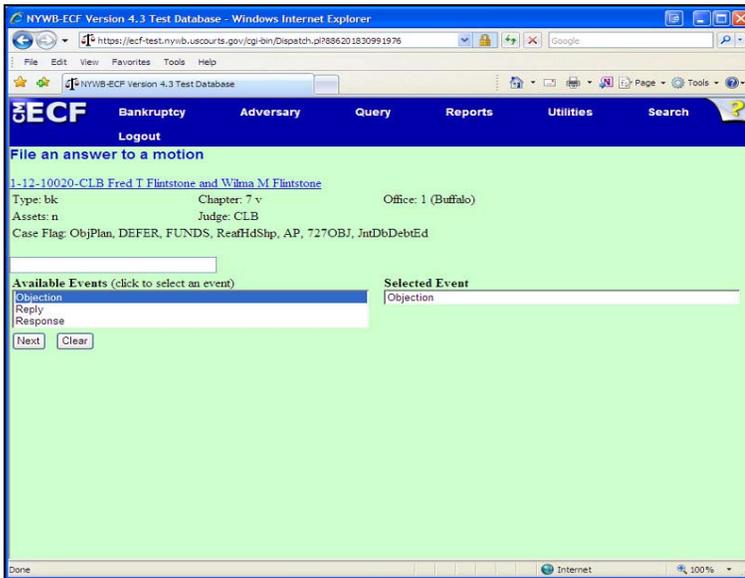
File an answer to a motion:

Enter the case number. Case number format = 00-12345

Click: Next

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File a Reply to a Motion



Available Events:

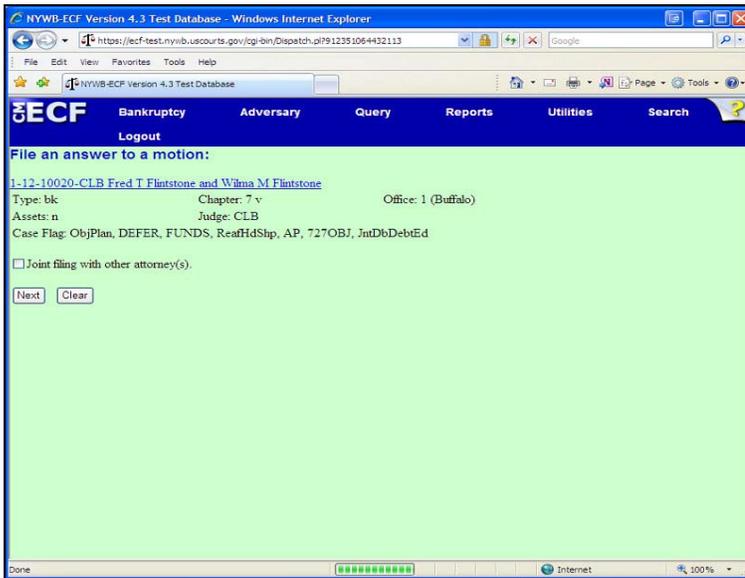
Your options are:

- Objection
- Reply
- Response

Click: Next

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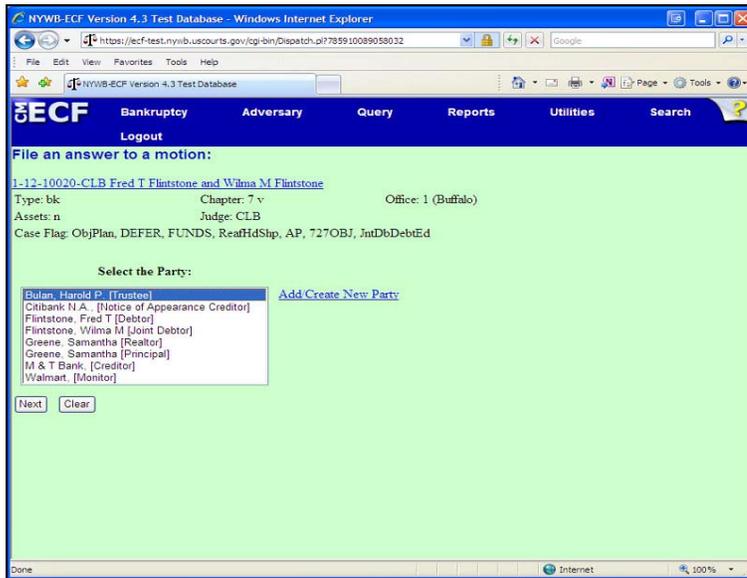
Joint filing with other attorney(s):

- If applicable, place a check mark in the box.

To continue, click: Next

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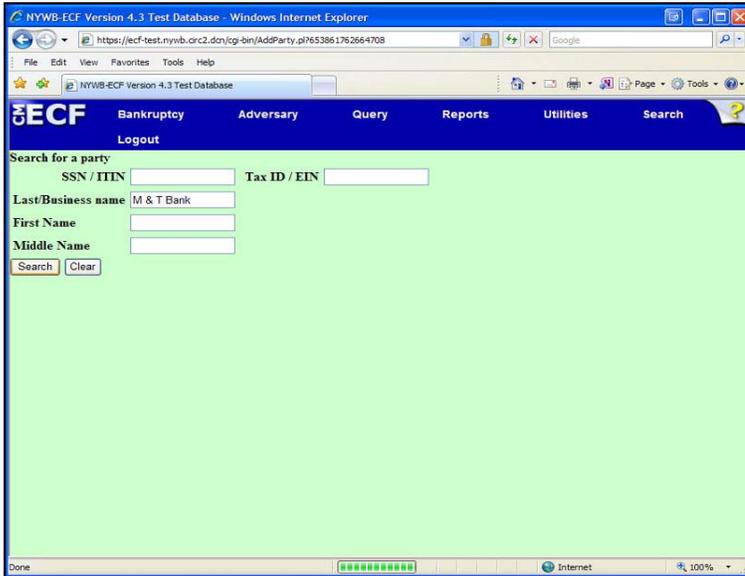
Select the Party:

Select or Add the Party that you represent

- See next page for Adding the Party

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The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar contains the URL "https://ecf-test.nywb.crc2.dcn/cgi-bin/AddParty.pl?653861762664708". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the ECF logo and navigation tabs for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Search". Below the header, there is a "Logout" link and a "Search for a party" section. This section contains several input fields: "SSN / ITIN" and "Tax ID / EIN" (both empty), "Last/Business name" (containing "M & T Bank"), "First Name" (empty), and "Middle Name" (empty). At the bottom of the search section are "Search" and "Clear" buttons. The main content area of the page is a large, empty light green rectangle. The browser's status bar at the bottom shows "Done", a progress indicator, "Internet", and a zoom level of "100%".

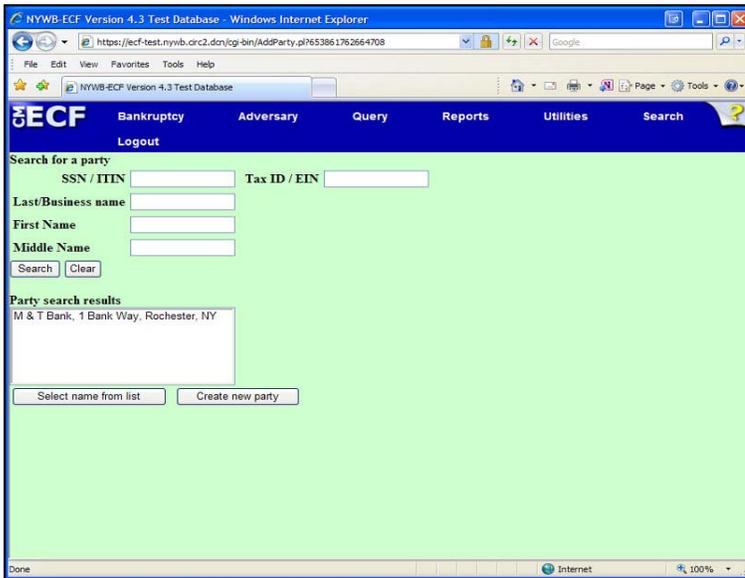
Search for a party:

Last/Business name field: Enter the name of the party you represent

Then click: Search

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Party search results:

- If the party matches the party listed on your pdf, click on it once, then click: **Select name from list**.
- If it is not an exact match, click: **Create new party**.

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File a Reply to a Motion

The screenshot shows a web browser window titled "NYWB-ECF Version 4.3 Test Database - Windows Internet Explorer". The address bar shows a URL starting with "https://ecf-test.nywb.crc2.dcn/cgi-bin/AddParty.pl?770206889367428-1_0-1". The page has a blue header with the ECF logo and navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the header is a "Logout" link. The main content area is titled "Party Information" and contains a form for "M & T Bank" with the following fields:

- SSN / ITIN: Unknown
- Office:
- Address 1: 1 Bank Way
- Address 2:
- Address 3:
- City: Rochester
- State: NY
- Zip: 14606
- County:
- Country:
- Phone:
- Fax:
- E-mail:
- Role: blank (blank:)
- Party text:

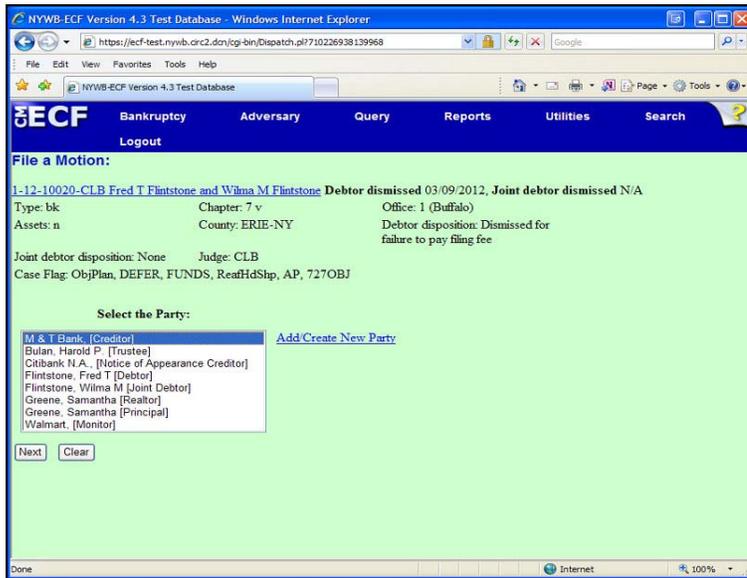
At the bottom of the form are buttons for "Submit", "Cancel", "Clear", and "Corporate parent / affiliate ...".

Party Information:

- Review the party information. Make changes, if necessary.
- Select the 'role'
- Click: Submit

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Select the Party:

- The party has been added to the case.
- It remains highlighted.

Click: Next

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File a Reply to a Motion

File a Motion:

[1-12-10020-CLB Fred T Flintstone and Wilma M Flintstone](#)

Type: bk

Chapter: 7 v

Office: 1 (Buffalo)

Assets: y

County: ERIE-NY

Debtor disposition: Standard
Discharge

Joint debtor disposition:
Standard Discharge

Judge: CLB

Case Flag: ObjPlan, DEFER, FUNDS, Override, ReafHdShp, AP, 727OBJ, JntDbDebtEd

IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Sams Club, (cr:cr) represented by Ring, John H. III(aty)

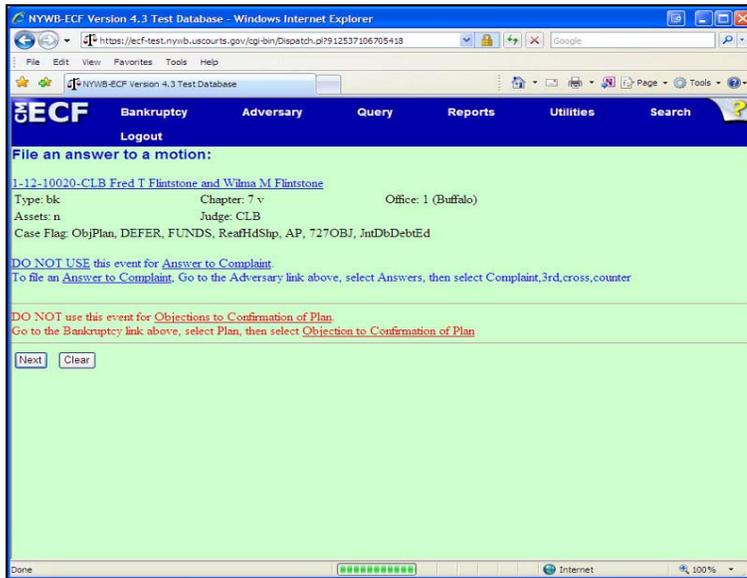
Next

Clear

- Place a check mark in the box to create an association between you and the party.
- Click: Next

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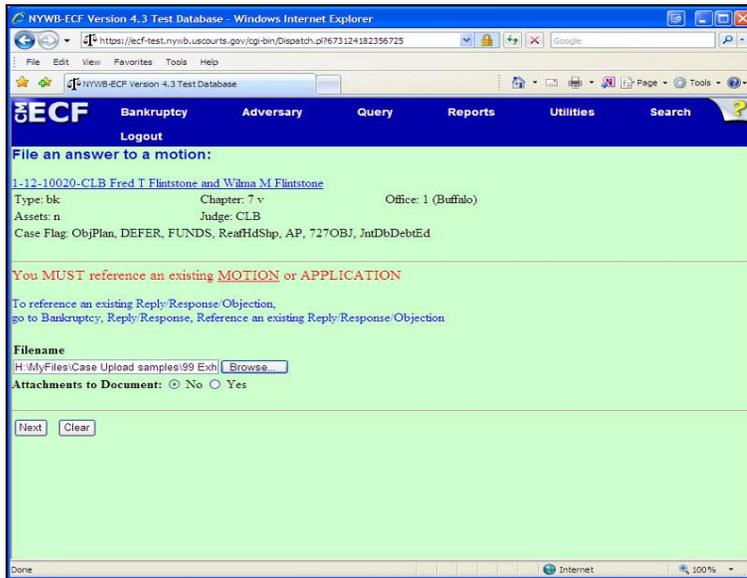


Please take the time to read the important messages displayed on the screen.

To continue, click: Next

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Filename:

Please read the important messages displayed on the screen.

Click Browse to attach the pdf.

- Certificate of Service MUST be a separate pdf and attached after the main document.

Click: Next

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File a Reply to a Motion

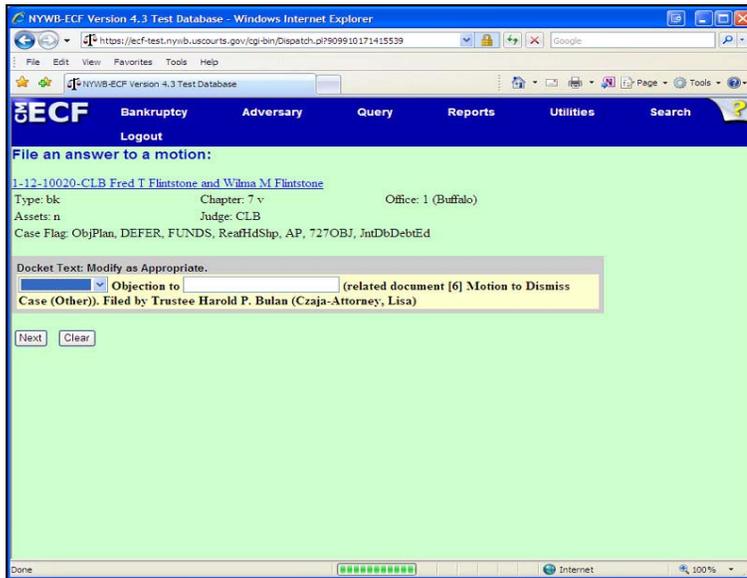


Place a check mark next to the Motion you are responding to.

To continue, click: Next

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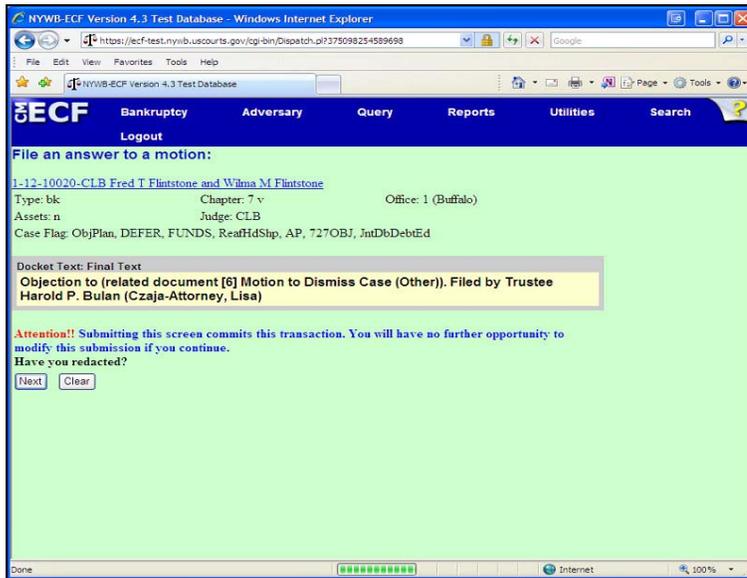
Docket Text: Modify as Appropriate:

- Add additional docket text if appropriate.

To continue, click: Next

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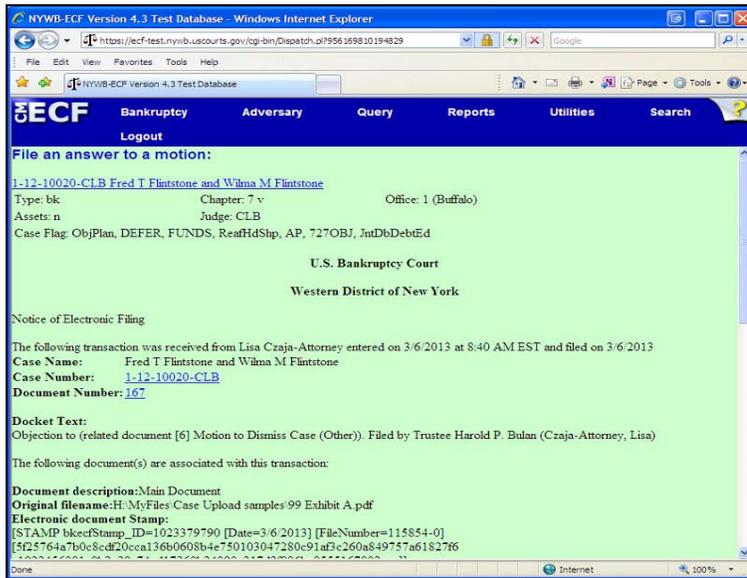
Docket Text: Final Text:

- This is the final screen before filing the document.
- Review the docket text for accuracy.
- HAVE YOU REDACTED?

To file the document, click: Next

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Notice of Electronic Filing:

This is your receipt of filing.