

CM/ECF Dictionary
For
Attorneys

(Revised: 05/08/08)

Bankruptcy

ANSWERS/RESPONSE...	
Reference an Existing motion/application	
Other Answer.....	
Involuntary Answer	

APPEAL	
Addendum to Record on Appeal	
Appellant Designation	
Appellee Designation	
Bankruptcy Matter Civil Cover Sheet	
Certification of Direct Appeal to Court of Appeals	
Cross Appeal	
Election to Appeal	
Forma Pauperis	
Joint Certification to Court of Appeals	
Notice of Appeal	
Notice of Docketing Record on Appeal	
Request for Certification of Direct Appeal	
Request for Transcript re: Appeal	
Statement of Issues on Appeal	
Transcript	
Transcript Re: Appeal	
Transcript Request	
Transmittal of Complete Record on Appeal	
Transmittal of Record for Preliminary Hearing	

CLAIM ACTIONS

Notice Assignor of Claim (Dow Case) Notice of Withdrawal of Objection to Claim Objection to Claim with response date and Notice of Hearing Objection to Transfer of Claim Reclassify Claims Satisfaction of Claim Transfer of Claim Transfer of Claim with Waiver Withdrawal of Claim	
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MOTIONS/APPLICATIONS

Abandon (No Fee) Abandonment (Compel) (fee) Abstention Under Section 305 Access to Tax Documents Adequate Protection Adequate Protection/Pre Confirmation Payments Adjourn Meeting of Creditors for Failure to Appear Administrative Expenses Allow Claim(s) Allow Claims Temp Allowance of Claim (Dow only) Allow Payment Arrearages Amend Amend Payment Order Amended Application Amended/Corrected/Supplemental Motion Appear pro hac vice Appoint Creditors Committee Appoint Examiner Appoint Trustee Appointment of Consumer Privacy Ombudsman Approval of Certificate of Exigent Circumstances re: Waiver of Credit Counsel Approve Compromise Under Rule 9019 Assume or Reject Lease or Executory Contract Authority to Obtain Credit Under Section 364 Avoid Lien Avoid Lien on Household Goods 522(f)(1)(B)(i) Borrow Cancel Meeting of Creditors Certification to Court of Appeals Change Venue Chapter 11 First Day Motion to Use Cash Collateral Chapter 11 First Day Motions Compel Compensation Compromise/Settle Controversy Consolidate Contempt Continuation of Utility Service Continue/Reschedule/Adjourn Hearing Continue/Reschedule/Adjourn Meeting of Creditors	
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MOTIONS/APPLICATIONS (Continued)

Convert Case 11 to 7
Convert Case 12 to 11
Convert Case 12 to 13
Convert Case 12 to 7
Convert Case 13 to 11
Convert Case 13 to 7
Convert Case 7 to 11
Convert Case from Chapter 9 to Chapter 7
Convert Case to 12
Convert Case to 13
Damages for Creditor Misconduct
Default Judgment
Delay Discharge
Deposit Funds into Court Registry
Determine/Establish Value
Disallow Claim(s)
Disgorgement
Dismiss Case
Dismiss Case (U.S. Trustee's Motion 707(b))
Dismiss Case - 707(b)(2)(A)
Dismiss Case and Bar Filing
Dismiss Case for Failure to Appear at Meeting of Creditors
Dismiss Case for Failure to File Documents under 521(j)
Dismiss Case for Failure to File Taxes
Dismiss Case for Failure to Make Plan Payments
Dismiss Party
Dismiss as to One Joint Debtor Only
Dismiss for Failure to File Tax Documents
Dismiss/Withdraw Document
Divert Mail
Employ
Enforce
Examination (2004)
Excuse/Waive
Exemption from Credit Counseling
Exemption from Financial Management Course
Expedite Hearing
Expunge
Extend
Extend Automatic Stay
Extend Deadline to File Schedules
Extend Obj. Deadline to File 727 Complaint
Extend Time to Appeal Under Rule 8002(c)
Extend/Limit Exclusivity Period
File Amended Proof of Claim
File Claim After Claims Bar Date
File Paper Documents
For Order to Show Cause
Hardship Discharge
Impose Automatic Stay
Increase Assurance Payment

MOTIONS/APPLICATIONS (Continued)

Joint Administration Leave to Appeal Limit Notice Mediation Modify Automatic Stay Modify Plan More Definite Statement Object to Debtor's Designation as a Small Business Object to Small Business Designation Objection to Claim with response date and Notice of Hearing Objection to Debtor's Claim of Exemptions Pay Pay Filing Fee in Installments Pay Unclaimed Dividends Preliminary Injunction Pro Bono Counsel Prohibit Use Cash Collateral Protective Order Quash Reaffirmation Reaffirmation - Presumption of Undue Hardship Applies Reaffirmation for Pro Se Debtor Reclassify Claims Reconsideration/Rehearing Recuse Judge Redeem Property of the Estate Refund Reinstate Case Reinstate Stay Reinstatement of Retiree Benefits Release Release Employer From Payments Release Funds from Court Registry Relief from Co-Debtor Stay Relief from Stay Relief from Stay and Waiving FRBP 4001 (a)(3) Relief from Stay, Co-Debtor Stay and Waiving 4001(a)(3) Relieved from Pro Bono Appointment Remand Remit Direct Payment Remove Debtor as Debtor in Possession Remove Professional Remove Trustee Reopen Chapter 11 Case Reopen Chapter 12 Case Reopen Chapter 13 Case Reopen Chapter 15 Case Reopen Chapter 7 Case	
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MOTIONS/APPLICATIONS (Continued)

Request Debtor to File Copies of Tax Documents
Request for Certification of Direct Appeal
Requesting Determination of Small Business
Restrict Public Access
Retain/Refund Taxes
Sale of Property under Section 363(b)
Sanctions
Seal
Sell Property Free and Clear of Lien
Sell and Transfer Liens
Set Aside/Vacate Discharge
Setting Property Value
Sever Chapter 11 Case
Sever Chapter 12 Case
Sever Chapter 13 Case
Sever Chapter 7 Case
Shorten/Reduce
Stay
Stay Pending Appeal
Stipulation Excusing Entry of Third Party Payment Order
Stipulation for Compensation
Stipulation for Relief from Stay
Stipulation to Adjourn Meeting of Creditors for Failure to Appear
Stipulation to Amend Payment Order
Stipulation to Modify Automatic Stay
Strike Document
Substitute Attorney
Summary Judgment
Suspend Plan Payments
Temporary Restraining Order (Motion)
Termination or Absence of Stay
Transfer/Change Venue of Case (Out of District)
Transfer/Change Venue of Case To Another Division (within district)
Turnover/Return
UST Approval of Trustee Pursuant to 11USC Sec. 1104(c) (Ch. 11)
Use Cash Collateral
Vacate/Set Aside
Voluntary Dismissal of Bankruptcy Case
Waive Appearance
Waive Filing Fee
Waive Pay Order
Withdraw As Attorney
Withdrawal of Reference
generic Application
generic Motion

NOTICES

Creditor Request for Notice

Notice Assume or Rejection

Notice and Opportunity for Hearing 10 day

Notice and Opportunity for Hearing 15 day

Notice and Opportunity for Hearing 20 day

Notice and Opportunity for Hearing 25 day

Notice and Opportunity for Hearing 5 day

Notice of Appointment of Creditors Committee

Notice of Commencement of Chapter 15 Case

Notice of Compliance of Attorney Fees not Awarded w/Cert of Serv

Notice of Compliance to Return Funds w/Certificate of Service

Notice of Creditor Address Change

Notice of Debtor(s) Address Change

Notice of Dow Claimant

Notice of Extended Deadline L.B.R. 1009-1

Notice of Failure to Submit Statement of S.S. No.

Notice of Filing Disclosure Statement With Opportunity to Respond

Notice of Filing of Tax Returns

Notice of Foreign Representative's Intent to Commence Case

Notice of Hearing on Confirmation of Ch.12 Plan

Notice of Intent to File Final Report

Notice of Intent to Sell

Notice of Itemization of Trustee's Attorney Fees and Costs

Notice of Meeting of Creditors Cont/Resch/Adj

Notice of Monthly Fee Statement (Ch 11)

Notice of Omnibus Hearing

Notice of Override of Preferred Address 342(e)

Notice of Petition for Recognition of Foreign Proceeding

Notice of Presentment of Order

Notice of Proposed Abandonment

Notice of Proposed Use, Sale or Lease of Property

Notice of Substitution of Attorney (within the same firm)

Notice of Unclaimed Dividends

Notice of Voluntary Conversion from Chapter 13 to Chapter 7

Notice of Withdrawal

Notice of Withdrawal of Objection to Claim

Notice to Holders of Disputed, Contingent or Unliquidated Claims

Notice to Individual Consumer Debtor Under 342(b)

Notice to Professionals to file fees

Notice to Respond

Notice to Take Deposition

Notice/Affidavit of Default

Proof of Oral Notice

Req to be Removed from Receiving Electronic Filings in a Case

Request to Resume Receiving Electronic Filings in a Case

Substitution of Attorney

OPEN BK CASE

This event is used when you are opening a new bankruptcy case.

OPEN INVOLUNTARY CASE

This event is used when you are opening an involuntary case.

OTHER

20 Largest Unsecured Creditors

Affidavit

Affidavit to Employ Trustee's Firm

Affirmative Defenses

Agenda for Omnibus Hearing(s)

Amended Statement of Social Security Number(s)

Assumption of Lease

Auditors Report

BPP Disclosure Notice to Debtors - Form 19B

Balance Sheet for Small Business

Bankruptcy Cover Sheet

Brief

Business Plan Filed

Cash Flow Statement for Small Business

Certificate of Budget and Credit Counseling Course

Certificate of Compliance for Proof of Insurance for Secured Creditors

Certificate of Compliance of Submission of Employee Income Records

Certificate of Service

Certificate of Service of Tax Information to Requestor

Certificate of Service of Tax Information to Taxing Authority

Certification Regarding Domestic Support Obligations

Certification of Completion of Financial Management Course

Certification of Non-Response

Certification of Reaffirmation Agreement

Chapter 11 Ballots

Chapter 11 Statement of Current Monthly Income - Form 22B

Chapter 13 Statement of Current Monthly and Disposable Income (22)

Chapter 15 List

Chapter 7 Means Test

Concurrence

Cover Sheet for Amendments to Schedules and or Statements

Cover Sheet for Motion to Use Cash Collateral

Creditor Request for Notice

Cure of Residential Judgment

OTHER (Continued)

Debtor Repayment Plan
Debtor's Chapter 13 Confirmation Hearing Certificate
Debtor's Chapter 13 Confirmation Hearing Statement
Debtor's Election of Small Business Designation
Debtor's Rebuttal of Presumption of Abuse
Declaration
Declaration by BPP-Form 19
Declaration by BPP-Form 19A
Declaration under Penalty of Perjury without an Attorney
Deposition Notice
Disclosure of Compensation of Attorney
Domestic Support Obligations
Employee Income Records
Equity Security Holders
Estimate of Time for Hearing (Dow)
Exhibit
Exhibit B-Documentary Exhibits
Exhibit D
Exhibit List
Exigent Circumstances re: Credit Counseling Waiver
Expenses Re:FVPS
Findings of Fact and Conclusions of Law
Garnishee Disclosure
Initial Disclosure Parties Rule 26(a)(1)
Intent to Cure Default
Interrogatories
Involuntary Summons Service Executed
Involuntary Summons Service Unexecuted
Joint Bk Accounting Statement 2012(B)
Matrix Filed
Matrix Uploaded
Memorandum
Monthly Income & Expense Statement
Nondischargeable Debt
Notice Assume or Rejection
Notice Special Appearance of Atty for 341 only
Notice of Appearance and Request for Notice
Notice of Compliance of Attorney Fees not Awarded w/Cert of Service
Notice of Compliance to Return Funds w/Certificate of Service
Notice of Creditor Address Change
Notice of Debtor(s) Address Change
Notice of Filing Authorization for Corporation(1074-1)
Notice of Joinder of Petitioning Creditor(s)
Notice of Withdrawal
Notice to Professionals to file fees
Notice/Affidavit of Default

OTHER (Continued)

Obj to Plan Modifications w/Certificate of Service
Objection - Other than motions
Objection to Confirmation of Plan
Objection to Debtor's Claim of Exemptions
Objection to Homestead Exemption
Objection to Professional Fees
Objection to Trustee's Notice of Completion of Plan Payments
Objection to the Closing of Case
Ombudsman Report
Power of Attorney
Presumption of Undue Hardship
Proof of Oral Notice
Proposed Statement of Change in Periodic Payment w/ Cert of Servi
Protection of Property from Damage
Reaffirmation Agreement for Debtor without an Attorney
Reaffirmation Agreement w/ Declaration
Reaffirmation Disclosure Statement
Rebuttal of Presumption of Undue Hardship
Recision of Reaffirmation Agreement
Redemption Agreement
Report and Recommendation
Report of Parties Rule 26(f) Conference
Report of Sale
Report on Confirmation of Plan
Report/Certificate on Mediation
Request For Utility Assurances
Request for Admissions
Request for Debtor to File Tax Information
Request for Hearing
Request for Production of Doc
Request for Telephonic Hearing
Required Brief
Requirements Upon Conversion
Satisfaction of Judgment
Schedule A - Real Property
Schedule B - Personal Property
Schedule C - Property Claimed as Exempt
Schedule C Debtor - Property Claimed as Exempt
Schedule C Joint Debtor - Property Claimed as Exempt
Schedule D - Creditors Holding Secured Claims
Schedule E - Creditors Holding Unsecured Priority Claims
Schedule F - Creditors Holding Unsecured Nonpriority Claims
Schedule G - Executory Contracts and Unexpired Leases
Schedule H - CoDebtors
Schedule I - Average Income
Schedule J - Current Expenditures
Schedules A-J

OTHER (Continued)

Statement Of Corporate Ownership Statement in Support of Reaffirmation Agreement Statement of Fees and Expenses (Ch 11) Statement of Financial Affairs Statement of Good Faith Filing Statement of Intent Statement of Operations for Small Business Statement of Petition Preparer Statement of Social Security Number Statistical Summary of Certain Liabilities Status Conference Report Stipulation Stipulation Excusing Entry of Third Party Payment Order Stipulation for Mediation Stipulation for Relief from Stay Stipulation to Adjourn Meeting of Creditors for Failure to Appear Stipulation to Amend Payment Order Stipulation to Modify Automatic Stay Stipulation to Withdraw Motion Pursuant to LBR 9014-1(i) Subpoena Executed Substitution of Attorney Summary of Schedules Tax Documents Transcript Transcript Request Verified Statement 2019 Witness List	
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PLAN

Amended Chapter 11 Plan Amended Chapter 11 Small Business Plan Amended Chapter 13 Plan - Pre Confirmation Amended Combined Plan/Discl Stmt Amended Disclosure Statement Amended Plan Prior To Confirmation Business Plan Filed Chapter 11 Plan Chapter 11 Small Business Plan Chapter 12 Plan Chapter 13 Plan Chapter 13 Post-Confirmation Plan Modificat Chapter 9 Plan Combined Plan and Disclosure Statement Disclosure Statement Disclosure Statement for Small Business Modified Plan After Confirmation Objection to Confirmation of Plan	
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FILE CLAIMS

Search for Creditor

The creditor must be associated with the case before you add a proof of claim.

- Enter the case number.
- Enter the creditor name or part of the name for a name search. This search is case insensitive and will find all matches that contain the letters entered. Leave the Name field blank to view a drop-down list of all creditors.
- Leave the type of creditor at creditor.

Select a Creditor for Claim

Select the creditor for whom the proof of claim is being filed and click *Next*.

If the creditor is not displayed on the list, click on the "Add Creditor" link, which will allow you to add an unlimited number of creditors.

Proof of Claim Information

- Fill in the amount(s) claimed.
- Do NOT fill in the amount(s) allowed.
- If necessary, enter a short description of the claim in Description field.
- If necessary, enter any remarks in the Remarks field.

CREDITOR MAINTENANCE

[Enter individual creditors](#)
[Upload a creditor matrix file](#)

JUDGE/TRUSTEE ASSIGNMENT

Automatically assign judge/trustee/341 meeting to bankruptcy cases you have opened.

- For chapter 7 cases, the judge, trustee and 341 meeting will be automatically assigned
- For chapters 13, 11, 12 and 9 cases, the judge will be automatically assigned. The trustee and 341 meeting will be docketed manually by court staff.

Adversary

ANSWERS/RESPONSE...

Motion/Application

Complaint, 3rd, cross, counter

APPEAL

Addendum to Record on Appeal
Appellant Designation
Appellee Designation
Bankruptcy Matter Civil Cover Sheet
Certification of Direct Appeal to Court of Appeals
Cross Appeal
Election to Appeal
Forma Pauperis
Joint Certification to Court of Appeals
Notice of Appeal
Notice of Docketing Record on Appeal
Request for Certification of Direct Appeal
Request for Transcript re: Appeal
Statement of Issues on Appeal
Transcript
Transcript Re: Appeal
Transcript Request
Transmittal of Complete Record on Appeal
Transmittal of Record for Preliminary Hearing

COMPLAINT & SUMMONS

Amended Complaint
Amended Notice of Removal
Counterclaim
Crossclaim
Registration of Foreign Judgment
Summons Service Executed
Summons Service Unexecuted
Third-Party Complaint

REISSUED SUMMONS

Request for Reissued Summons

MOTIONS

Allow Claims Temp Allowance of Claim (Dow only)

Amend

Amended Application

Amended/Corrected/Supplemental Motion

Appear pro hac vice

Certification to Court of Appeals

Change Venue

Compel

Compromise/Settle Controversy

Consolidate

Contempt

Continue/Reschedule/Adjourn Hearing

Default Judgment

Deposit Funds into Court Registry

Dismiss Adversary Proceeding

Dismiss Defendant (s)

Dismiss Party

Dismiss Plaintiff (s)

Dismiss as to One Joint Debtor Only

Dismiss/Withdraw Document

Employ

Enforce

Expedite Hearing

Expunge

Extend

Extend Obj. Deadline to File 727 Complaint

File Paper Documents

For Order to Show Cause

Forma Pauperis

Intervene

Joint Administration

Jury Trial

Leave to Appeal

Mediation

More Definite Statement

Preliminary Injunction

Pro Bono Counsel

Protective Order

Quash

Reconsideration/Rehearing

Refund

Reinstate Case

Release

Relieved from Pro Bono Appointment

Remand

Reopen Adversary

Request for Certification of Direct Appeal

Restrict Public Access

MOTIONS (Continued)

Sanctions Seal Setting Property Value Shorten/Reduce Stay Stay Pending Appeal Stipulated Dismissal of Adversary Proceeding Stipulated Settlement of Adversary Proceeding Strike Document Substitute Attorney Summary Judgment Temporary Restraining Order (Motion) Transfer/Change Venue of Adversary Case (Out of District) Transfer/Change Venue of Adversary Case To Another Division (Within District) Turnover/Return Vacate/Set Aside Withdraw As Attorney Withdrawal of Reference generic Application generic Motion	
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NOTICES

Mediation Notice Notice and Opportunity for Hearing 10 day Notice and Opportunity for Hearing 15 day Notice and Opportunity for Hearing 20 day Notice and Opportunity for Hearing 25 day Notice and Opportunity for Hearing 5 day Notice of Omnibus Hearing Notice of Presentment of Order Notice of Stipulated Dismissal in an Adversary Proceeding Notice of Voluntary Dismissal Notice to Take Deposition Notice/Affidavit of Default Proof of Oral Notice Reassignment of Mediator Req to be Removed from Receiving Electronic Filings in a Case Request to Resume Receiving Electronic Filings in a Case Substitution of Attorney	
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OPEN AP CASE

Open an Adversary Case

OTHER

Affidavit

Affirmative Defenses

Brief

Certificate of Service

Certification of Non-Response

Concurrence

Declaration

Deposition Notice

Estimate of Time for Hearing (Dow)

Exhibit

Exhibit List

Findings of Fact and Conclusions of Law

Garnishee Disclosure

Initial Disclosure Parties Rule 26(a)(1)

Interrogatories

Joint Final Pre-Trial Statement

Joint Statement Re: 727 (L.B.R. 7041-1)

Jury Demand

Memorandum

Notice of Appearance and Request for Notice

Notice of Pending Settlement of an Adversary Proceed

Notice of Withdrawal

Notice/Affidavit of Default

Objection - Other than motions

Power of Attorney

Proof of Oral Notice

Report of Parties Rule 26(f) Conference

Report/Certificate on Mediation

Request for Admissions

Request for Clerk's Entry of Default

Request for Hearing

Request for Production of Doc

Request for Telephonic Hearing

Required Brief

Satisfaction of Judgment

Statement Of Corporate Ownership

Statement of Intent

Status Conference Report

Stipulated Dismissal of Adversary Proceeding

Stipulated Settlement of Adversary Proceeding

Stipulation

Stipulation for Mediation

Subpoena Executed

Substitution of Attorney

Transcript

Transcript Request

Verified Statement 2019

Witness List