
EDMBA Bankruptcy
Committee & MIEB
Clerk's Office

ROUND TABLE
DISCUSSION



Agenda

Introduction

Moderated
Discussion

Audience
Q&A

Closing
Remarks



Discussion on Top 3 Deficiencies

Proof of Service Missing or non-compliant

Bankruptcy Petition Cover Sheet missing or non-compliant

Electronic signature missing or incorrect format ECF procedures 11(d)(1)

Discussion on Top 3 Strikes

Case Caption is incorrect/missing/incomplete

PDF does not match docket text

Incorrect event



**PROOF OF SERVICE
MISSING OR NON-
COMPLIANT**

- **ECF Procedure 12 – Service on Filers, Users and Others**

- (h) Certificate of Service Required. A party serving a Paper must file a certificate of service. The certificate must state the Paper served, the manner in which service was accomplished, and the parties served. This certificate of service may not be included as part of the Paper that was served; it must be a separate filing. Appendix B is a sample certificate of service.

Appendix B – Sample Certificate of Service

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

[CASE CAPTION]

Certificate of Service

I hereby certify that on _____ (date), I served the following Paper:

on the following parties at these addresses:

By the following means:

/s/ Name of Filer or User
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Email: xxx@xxx.xxx
[attorney bar number, if applicable]

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

In re:

Debtor(s) name

Case No. 24-00000-dob
Chapter 13

Debtor(s)

Notice of Claim Satisfaction

As to Claim #_14_ filed on 3/4/202, CashNetUSA files this notice that its claim has been satisfied and the Debtor(s) have no further liability as to this claim. CashNetUSA requests no further disbursements be made on this claim by the Chapter 13 Trustee.

(Name of Company)

/s/ John Doe
226 W Second Street
Flint, MI 48502
810-235-4126

CERTIFICATE OF SERVICE

I do hereby certify that I have on this date, February 27, 2024, served a copy of this notice to the parties listed below by first class mail or electronic filing.

John Doe
Via Electronic Notice

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION

IN RE:

John Doe,

Case No. 23-k-0000LSG
Chapter 7

Debtor,

STUART A. GOLD, TRUSTEE,

Plaintiff,

vs.

Advs. No. 23-ap-000-LSG

Mary Smith, et al,

Defendant(s).

SUGGESTION OF BANKRUPTCY

COMES NOW Defendant, Mary Smith, and hereby suggests to the Court that on October 3, 2023, she filed in the United States Bankruptcy Court for the Middle District of Florida, Case No. 23-bk-0000-FMD, a Petition for protection pursuant to United States Bankruptcy Code, 11 U.S.C. Chapter 13. Included in the schedule of creditors in said bankruptcy is STUART A. GOLD, TRUSTEE, Plaintiff herein.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing has been furnished by First Class U.S. Mail to: Stuart A. Gold, Trustee,

226 W Second St, Suite 444, Flint MI 48502, this 3rd
day of October, 2023.

Jennifer Smith —

Jennifer Smith
211 W Fort St
Detroit, MI 48226

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN**

**NOTICE REGARDING PAPER CERTIFICATE OF SERVICE
REQUIREMENTS**

Please be advised of the following procedural clarification regarding *ECF Procedure 12(h) - Certificate of Service Required* of the [Administrative Procedures for Electronic Case Filing](#).

To ensure procedural due process principles of notice and the opportunity to be heard, the Court requires that a certificate of service specify the parties served by paper to include the name and physical address served by the party and the manner in which the service was accomplished. This required information must be included on the certificate of service or as an attachment, such as a current mailing matrix.

Date: November 20, 2024

Todd M. Stickle
Clerk of Court

-
- Notice Regarding Paper Certificate of Service Requirements Clarifying ECF Procedure 12(h)

**BANKRUPTCY PETITION
COVER SHEET MISSING
OR NON-COMPLIANT**

UNITED STATES BANKRUPTCY COURT
Eastern District of Michigan

In re: _____ Case No. _____
 _____/ _____
 Debtor(s)

BANKRUPTCY PETITION COVER SHEET

(The debtor must complete and file this form with the petition in every bankruptcy case. Instead of filling in the boxes on the petition requiring information on prior and pending cases, the debtor may refer to this form.)

Part 1

“Companion cases,” as defined in L.B.R. 1073-1(b), are cases involving any of the following: (1) The same debtor; (2) A corporation and any majority shareholder thereof; (3) Affiliated corporations; (4) A partnership and any of its general partners; (5) An individual and his or her general partner; (6) An individual and his or her spouse; or (7) Individuals or entities with any substantial identity of financial interest or assets.

Has a “companion case” to this case ever been filed at any time in this district or any other district? Yes ___ No ___
 (If yes, complete Part 2.)

Part 2

For each companion case, state in chronological order of cases: (Attach supplemental sheets if necessary.)

	First Case	Second Case	Third Case
Name on petition	_____	_____	_____
Relationship to this case	_____	_____	_____
Case Number	_____	_____	_____
Chapter	_____	_____	_____
Date filed	_____	_____	_____
District	_____	_____	_____
Division	_____	_____	_____
Judge	_____	_____	_____
Status/Disposition	_____	_____	_____

(Pending, confirmed & still open, confirmed & closed, dismissed before/after confirmation, discharged, etc.)

If the present case is a Chapter 13 case, state for each companion case:

Attorney Legal fee \$ _____ \$ _____ \$ _____
 Proposed legal fee in this case \$ _____

Changes in circumstances which lead the debtor to reasonably believe that the current plan will be successful.

Part 3 - In a Chapter 13 Case Only

The Debtor(s) certify, re: 11 U.S.C. § 1328(f):

[indicate which]

- Debtor(s) received a discharge issued in a case filed under Chapter 7, 11, or 12 during the 4-years before filing this case.
- Debtor(s) did **not** receive a discharge issued in a case filed under Chapter 7, 11, or 12 during the 4-years before filing this case.
- Debtor(s) received a discharge in a Chapter 13 case filed during the 2-years before filing this case.
- Debtor(s) did **not** receive a discharge in a Chapter 13 case filed during the 2-years before filing this case.

I declare under penalty of perjury that I have read this form and that it is true and correct to the best of my information and belief..

Debtor _____ Debtor _____ Debtor's Attorney _____

Date: _____

Local Rule 1002-1 – Bankruptcy Petition Cover Sheet

(b) Cover Sheet. A petition must be accompanied by a completed form “Bankruptcy Petition Cover Sheet”, available on the court’s website.

**ELECTRONIC
SIGNATURE MISSING
OR INCORRECT
FORMAT ECF
PROCEDURES 11(D)(1)**

- **ECF Procedure 11 – Signatures (d)**

- d) Form of Electronic Signatures.

- (1) Required Information for Filers and Users. A Paper filed by ECF must be signed in the following form and must include the following information:

- /s/ Name of Filer or User
- Address City, State, Zip Code
- Phone: (xxx) xxx-xxxx
- Email: xxx@xxx.xxx
- [attorney bar number, if applicable]

- (2) Filing a Paper with Multiple Signatures. A Paper with more than one signature must contain the signature form and information required by subpart (d)(1) for each signature. The filing of such a Paper constitutes certification that all persons indicated to have signed the Paper have actually signed an original prior to filing or have consented to their signature on the Paper.

- We will not defect signature if the address, phone and email are missing. However, we encourage you to following ECF Procedure 11(d).

AGREED:

Example, P.C.

 /s/ John A. Doe
John A. Doe (P12345)
211 W. Fort Street
Detroit, MI 48226
Telephone: (313) 234-0065
www.mieb.uscourts.gov

Counsel for the Chapter 7 Trustee

THE LAW FIRM PLLC

/s/ Mary Jones
Mary Jones (P12345)
226 W. Second Street
Flint, MI 48502
(810) 235-0416
www.mieb.uscourts.gov

Counsel for Debtors

AGREED:

Example, P.C.

 /s/ John A. Doe
John A. Doe (P12345)

THE LAW FIRM PLLC

/s/ Mary Jones
Mary Jones (P12345)

AGREED:

 **Example, P.C.**

John A. Doe
John A. Doe (P12345)

THE LAW FIRM PLLC

/s/ Mary Jones
Mary Jones (P12345)

**CASE CAPTION IS
INCORRECT/MISSING/INCOMPLETE**

Rule 9004-1 The Caption and Filing of Papers

(a) Caption. The caption on a paper must substantially conform to the applicable official form (if any) and must also state:

(1) the chapter number under which the petition is pending;

(2) the judge to whom the case is assigned;

(3) a concise statement of the nature of the document and:

(A) for a motion, identification of the movant and specific relief sought; and

(B) for a response, identification of the respondent and the title of the motion to which the response is directed, including the name of the movant and the specific relief sought.

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION

In re: Case No. 17-40863-mar
David Cecil Lewandowski, Chapter 7
Debtor. Hon. Mark A. Randon
_____ /

EX PARTE MOTION FOR ORDER REOPENING CASE

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION-DETROIT

IN RE: JOSEPH C. SMITH, JR and DEBORAH L. SMITH

CHAPTER 13
CASE NO. 13-57674
JUDGE Tucker

Debtor(s).
_____ /

**STIPULATION EXCUSING ENTRY OF THIRD PARTY PAYMENT ORDER
AND ORDER TO DEBTOR TO REMIT PAYMENTS TO CHAPTER 13 TRUSTEE
BY ELECTRONIC TRANSFER OF FUNDS**

**PDF DOES NOT MATCH
DOCKET TEXT**

PDF of Pleading

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION

In re:

John Doe

Case No. 17-55784-***

Chapter 7

Hon. Judge Name

Debtor. /

**CERTIFICATION OF NON-RESPONSE TO
FIRST and FINAL APPLICATION OF OSIPOV BIGELMAN, P.C. FOR FEES AND
EXPENSES FOR SERVICES RENDERED AS ATTORNEYS FOR TRUSTEE**

Event

Selected Events (click to remove events)

Certification of Non-Response

Final Text

Certification of Non-Response Filed by (RE: related document(s)[93] Application for Compensation <i>(First and Final)</i> for Attorney's Name Receiving Compensation , Trustee's Attorney, Period: 1/8/2018 to 8/28/2025, Fee: \$9,000.00, Expenses: \$737.39.).
(Clark, J)

INCORRECT EVENT

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

- **ECF procedure 8 – Filing Format Requirements**

- (f) Requirement to File Separate Document. Official Form 122A-1, Chapter 7 Statement of Your Current Monthly Income (along with Official Form 122A-1 Supp.; Statement of Exemption from Presumption of Abuse Under § 707(b)(2), if applicable), which is required to be filed by every individual chapter 7 debtor whose debts are primarily consumer debts, must be filed as a separate Paper and must not be filed within a group of Papers described in ECF Procedure 8(e).

In re:

ADMINISTRATIVE ORDER AMENDING
ECF ADMINISTRATIVE PROCEDURES

No. 06-07

_____/

ECF Administrative Procedure 8 is amended to add subsection (g) as stated below:

ECF Procedure 8 Filing Format Requirements

(g) Requirement to File Separate Document. Official Form B22A Statement of Current Monthly Income and Means Test Calculation, which is required to be filed by every individual chapter 7 debtor whose debts are primarily consumer debts, shall be filed *as a separate Paper* and shall not be filed within a group of Papers described in ECF Procedure 8(f).

IT IS SO ORDERED.

Dated: February 14, 2006

_____/s/
Steven Rhodes
Chief Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION - DETROIT

IN THE MATTER OF:
John Doe

CASE NO: 24-00000
JUDGE: Gretchko
CHAPTER 13

DEBTORS.
_____/

DEBTORS' PETITION TO DISMISS THE CHAPTER 13 PROCEEDING



Used event code: **Notice of Voluntary Dismissal**



Should have used: **Motion for Voluntary Dismissal of Bankruptcy Case**

Demonstration on how to search for event codes in CM/ECF



**CENTRAL SIGN
ON/MULTI-FACTOR
AUTHENTICATION**

NextGen has a Central Sign-On feature that allows e-filers to use a single PACER login and password to access any NextGen court (District, Appellate and Bankruptcy) in which they have permission to file.

<https://www.mieb.uscourts.gov/cmecf>

You may need to do one of the following to gain access to our court.

- Request New Login
- Upgrade/Link your account
- Request access to our court through PACER (Manage Your Account). You must be admitted to practice in the Eastern District of Michigan and complete an online training course. <https://www.mieb.uscourts.gov/cmecf-training-and-registration>

To link you would need your old CM/ECF account information if you had an account before NextGen. We can help with that by contacting our helpdesk. cmecfhelpdesk@mieb.uscourts.gov

We are unable to help with Multi-Factor Authentication, you must contact PACER directly.

To assist users with various aspects of the multifactor authentication (MFA) process, short training videos accompanying the learning aids are now available on the PACER website.

[Multifactor Authentication \(MFA\) – Authentication Applications](#): Provides step-by-step instructions on how to add an authentication application when enrolling in MFA.

[Multifactor Authentication \(MFA\) – Backup Codes](#): Provides step-by-step instructions on how to generate backup codes when enrolling in MFA.

[Multifactor Authentication \(MFA\) – Logging In](#): Includes videos demonstrating how to log in using an authentication application and backup codes once enrolled in MFA and what to do if you do not have access to your MFA method(s).

- How to update primary address, phone, email, etc. in PACER

Filer must request change through PACER. Go to Manage My Account>Maintenance Tab to request changes

Once request is made in PACER, we will receive request in CM/ECF

- Adding a secondary email to an attorney's account

Email our help desk with the attorney's name and the secondary email(s) you want added to that account (**this is the only update we can do**)

- Changing Law Firms

Filer must request change through PACER. Go to Manage My Account>Maintenance Tab to request changes

Once request is made in PACER, we will receive request in CM/ECF

If the attorney does not have any pending cases, the changes will be approved

If attorney has pending case(s) we will contact the attorney by email and ask if they are leaving the firm and taking any cases with them

- If they are not taking any case(s) with them, we will contact the firm and ask them to provide a letter with the name of the attorney who is taking over the attorney's cases. This letter is uploaded to each docket and the old attorney is terminated and the new attorney is added. (**only do this for attorneys leaving a firm**)
- If they are taking cases with them, they must file a Notice of Substitution in each of the cases they are taking



DEMONSTRATIONS

CM/ECF SEARCH FEATURE

AND

INTERACTIVE PUBLIC CALENDAR



Q&A

THANK YOU!