

UTILITIES MENU

YOUR ACCOUNT	
Internet Payments Due	<ul style="list-style-type: none"> C Allows user to review payments unpaid and make payment C If payments are left unpaid, user's ECF account will be frozen and e-filing will not be permitted until account is brought current.
Internet Payment History	<ul style="list-style-type: none"> C Allows User to review transactions that required fee payment made through ECF. C User may enter date range; Defaults to the past 30 days
Maintain Your ECF Account	<ul style="list-style-type: none"> Attorney address information C More User Information: Password information C E-Mail Information: Where Notice of Electronic Filing Options are saved.
View Your Transaction Log	<ul style="list-style-type: none"> C Report shows specific transactions completed by the specific login/password currently in use. C Not available to any other outside users C May request a specific date range for search C Will not include any hyperlinks to documents C PACER charges wil not apply
Your PACER Account	<ul style="list-style-type: none"> C Allows user to login into ECF if you have first logged on with your PACER acct to review court information and later need to e-file C Allows user to enter or change the client code desired to itemizing PACER charges
MISCELLANEOUS	
Verify Document....	<ul style="list-style-type: none"> C User must enter a case number and a document number C Shows docket text of document queried C Shows electronic file stamp of pleading and verifies that the original file date/time/stamp has not been altered to the present

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Mailings

Creditor Mailing Matrix	<ul style="list-style-type: none"> C Requires PACER acct C User to enter Case Number C Prints in one column format C Also can get information in raw text format. C See REPORTS - Mailing Matrix by Case for more useful report 																																																				
Mailing Info for a Case	Provides a list of all parties in the case receiving notice by electronic means through ECF, and those individuals who are not and will require service by other means. It is the responsibility of the filer to ensure that all parties in the case are served either through the ECF process, or by other means																																																				
Mailing Labels by Case																																																					
Case Number	Required field																																																				
Participant Options																																																					
All Participants	<ul style="list-style-type: none"> C Defaults to All Participants C List will include those names on the original creditor mailing matrix and all those that have filed proofs of claim 																																																				
Participant Types	<ul style="list-style-type: none"> C Use cntrl key and highlighting multiple options C Can select all by leaving blank <p>Participant Types:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">3rd Party Plaintiff</td> <td style="width: 50%;">Interested Party</td> </tr> <tr> <td>3rd Party Defendant</td> <td>Interim Trustee</td> </tr> <tr> <td>Accountant</td> <td>Interpleader</td> </tr> <tr> <td>Alleged Debtor</td> <td>Intervenor</td> </tr> <tr> <td>Appraiser</td> <td>Intervenor-Defendant</td> </tr> <tr> <td>Assistant U.S. Trustee</td> <td>Intervenor-Plaintiff</td> </tr> <tr> <td>Auctioneer</td> <td>Joint Debtor</td> </tr> <tr> <td>Auditor</td> <td>Judge</td> </tr> <tr> <td>Bankruptcy Court</td> <td>Liquidator</td> </tr> <tr> <td>Broker</td> <td>Mediator</td> </tr> <tr> <td>Consultant</td> <td>Non-filing Spouse</td> </tr> <tr> <td>Counter Claimant</td> <td>Other Professional</td> </tr> <tr> <td>Counter Defendant</td> <td>Partner</td> </tr> <tr> <td>Creditor</td> <td>Petitioning Creditor</td> </tr> <tr> <td>Creditor Committee</td> <td>Plaintiff</td> </tr> <tr> <td>Creditor Committee Chair</td> <td>Plaintiff's Attorney</td> </tr> <tr> <td>Cross Defendant</td> <td>Realtor</td> </tr> <tr> <td>Cross-Claimant</td> <td>Receiver</td> </tr> <tr> <td>Debtor</td> <td>Respondent</td> </tr> <tr> <td>Debtor in Possession</td> <td>Special Counsel</td> </tr> <tr> <td>Defendant</td> <td>Stockholder</td> </tr> <tr> <td>Defendant's Attorney</td> <td>Successor Trustee</td> </tr> <tr> <td>Employee</td> <td>Surveyor</td> </tr> <tr> <td>Examiner</td> <td>Trustee</td> </tr> <tr> <td>Financial Advisor</td> <td>U.S. Trustee</td> </tr> <tr> <td></td> <td>Witness</td> </tr> </table>	3 rd Party Plaintiff	Interested Party	3 rd Party Defendant	Interim Trustee	Accountant	Interpleader	Alleged Debtor	Intervenor	Appraiser	Intervenor-Defendant	Assistant U.S. Trustee	Intervenor-Plaintiff	Auctioneer	Joint Debtor	Auditor	Judge	Bankruptcy Court	Liquidator	Broker	Mediator	Consultant	Non-filing Spouse	Counter Claimant	Other Professional	Counter Defendant	Partner	Creditor	Petitioning Creditor	Creditor Committee	Plaintiff	Creditor Committee Chair	Plaintiff's Attorney	Cross Defendant	Realtor	Cross-Claimant	Receiver	Debtor	Respondent	Debtor in Possession	Special Counsel	Defendant	Stockholder	Defendant's Attorney	Successor Trustee	Employee	Surveyor	Examiner	Trustee	Financial Advisor	U.S. Trustee		Witness
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