

**CONFIRMATION HEARING HELD
09/01/2013**

Description: This Participant's Guide is to be used by Trustees only. This process shows the steps required for the Trustee to docket Confirmation Hearing Held. This docket event by the Trustee is an entry on the docket sheet.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Trustee/US Trustee** hyperlink.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Confirmation Hearing Held** from the events list or start typing “Confirmation” in the text box or click on the **Search** hyperlink on the CM/ECF Main Menu Bar to find the event.
- Once the event is selected, click the **[Next]** button.

NOTE: By using the Search feature, CM/ECF will indicate where the Bankruptcy Event can be found and a list of the events with the searched word highlighted along with a hyperlink.

STEP 5 – The SELECT PARTY screen displays.

- Select the party from the list.
- If the correct party does not appear in the drop-down box, verify the case number and name.
- Click the **[Next]** button twice.

STEP 6 – The ASSOCIATION screen displays.

- Click inside the box to associate the filing trustee with the filing party, if necessary.
- Click the **[Next]** button two (2) times.

STEP 7 – The SELECT RELATED EVENT screen displays.

- Check the box beside “Refer to existing event(s)?”
- Check the **[Next]** button.
- Select “plan” from the category list of events.
- Click the **[Next]** button.

STEP 8 – The SELECT APPROPRIATE EVENTS screen displays.

- Check the box beside the appropriate plan.
- Click the **[Next]** button.

STEP 9 – The TERMINATE PENDING DEADLINE DATES screen displays.

- Check the box beside the appropriate Confirmation Hearing.
- Click the **[Next]** button.

STEP 10 – The SELECT DEADLINE screen displays.

- If **NO** deadline is checked, click the **[Next]** button and skip to **STEP 11**.
- Click the **[Next]** button twice.

- If the Matter is Under Advisement, check the box and select **[Next]**.
- A deadline screen will appear setting the deadline.
- Click the **[Next]** button twice and continue to **STEP 11**.

- If a Proposed Order is Due, check the box and select **[Next]**.
- If the Order Due deadline date is incorrect, alter the date to enter a corrected date.
- Enter the Party(s) from whom the Proposed Order is due from.
- Click the **[Next]** button twice and continue to **STEP 11**.

- If the Matter is Under Advisement and a Proposed Order is Due, check both boxes and select **[Next]**.
- A deadline screen will appear setting the deadline and an Order Due deadline will appear. If the Order Due deadline date is incorrect, alter the date to enter a corrected date.
- Enter the Party(s) from whom the Proposed Order is due from.
- Click the **[Next]** button twice and continue to **STEP 11**.

STEP 11 – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser [**Back**] button to find the screen needed to modify.

NOTE: If the [**Back**] button is used and case information is altered, you must use the [**Next**] button and resubmit for each screen or the changes will not take effect. In other words, do not use the [**Forward**] button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [**Next**] button if correct.

Sample Docket Text with: NO DEADLINE CHECKED (MATTER UNDER ADVISEMENT OR PROPOSED ORDER DUE)

Sample Docket Text: Final Text

Confirmation Hearing Held. Filed by Jane Trustee (related document(s) [2]).
(Trustee, Jane)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Sample Docket Text with: MATTER UNDER ADVISEMENT DEADLINE CHECKED

Sample Docket Text: Final Text

Confirmation Hearing Held. Filed by Jane Trustee (related document(s) [2]).
Matter Under Advisement Due by 09-2-2013. (Trustee, Jane)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Sample Docket Text with: PROPOSED ORDER DUE DEADLINE CHECKED

Sample Docket Text: Final Text

Confirmation Hearing Held. Proposed Order due from Bill Attorney. Filed by Jane Trustee (related document(s) [2]). Order Due on 08/2/2013. (Trustee, Jane)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Sample Docket Text with: MATTER UNDER ADVISEMENT AND PROPOSED ORDER DUE DEADLINE CHECKED

Sample Docket Text: Final Text

Confirmation Hearing Held. Proposed Order due from Bill Attorney. Filed by Jane Trustee (related document(s) [2]). Matter Under Advisement Due by 09/23/2013. Order Due on 08/22/2013. (Trustee, Jane)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

STEP 12 – The NOTICE OF ELECTRONIC FILING screen appears.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It also includes the date and time of the transaction.