OBJECTION TO CLAIM
(WITH PASSIVE HEARING NOTICE
Updated 10/26/2022

Description: This Participant's Guide, **"Objection to Claim (with passive hearing notice),"** should be used for the filing of ALL objections to claim. This event is be used for the filing of objections to claim of one creditor, for multiple creditors, or for omnibus objections to claims. This event also allows for entry of passive hearing notice information.

One .pdf document should be prepared, including the names of all creditors listed in the objection. Docket this .pdf document using the event "Objection to Claim (with passive hearing notice)". This process will allow passive hearing notice information to be entered, with one attached proposed order (referencing all creditors).

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

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Click on **Claims Actions** hyperlink or **Creditor Claim Actions** hyperlink if you are a Limited Access Participant.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

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

STEP 4 – The EVENTS screen displays.

- Verify that the case name and number are correct.
- If the case name or number is not correct, click the browser **[Back]** button to re-enter the case number.
- Scroll to select **Objection to Claim (with passive hearing notice)** from the events list or start typing "Objection" in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

STEP 5 – The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party,** and complete the information. For more detailed information about adding parties, see section on Adding a Party for instructions. The party will usually be the trustee or debtor.
- Click the **[Next]** button.

STEP 7 – The ASSOCIATION screen appears.

- Click inside the box to associate the filing attorney with the filing party, if necessary.
- Click the **[Next]** button.

STEP 8 – The NOTICE screen displays.

- Read the warnings and confirm that the requirements have been met.
- Click the radio button, **[Next].**

STEP 9 – The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 10 – The REFERENCE AMENDED OBJECTION TO CLAIM screen displays.

- Is this Objection to Claim Amended a **Previous** Objection to Claim? (Select YES or NO from the list below).
- If YES, select the appropriate event(s) to which you event relates in the next screen.

STEP 11 – The CLAIM INFORMATION screen displays.

- Enter the Claimant Name, Date Claim Filed and Amount of Claim for the respective field. For multiple creditors, enter too numerous to list in the claimant's name field. For omnibus objections to claim, enter omnibus in the claimant's name field.
- Click the **[Next]** button.

STEP 12 – The CERTIFICATE OF SERVICE screen displays.

- Is the Certificate of Service included? (Select YES or NO from the list below).
- Click the **[Next]** button.

STEP 13 – The HEARING SCHEDULING screen displays.

NOTE: Use the [Tab] key to move between fields. This will allow the objection time and process order dates to automatically calculate.

- Using the passive notice hearing calendar, enter the possible hearing date, time locate, and date served. Location may be chosen from the drop-down list.
- Click the **[Next]** button.
- Objections Due auto-generates the date, Click **[Next].**
- Review to Process Order date auto-generates, Click **[Next].**

STEP 14 – The MODIFY DOCKET TEXT screen displays.

- Add applicable information.
- Click the **[Next]** button.

STEP 15 – 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 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.
- If the final text is correct, click the **[Next]** button.

Sample **Docket Text: Final Text**

***Debtor's* Objection to Claim of ABC Company; Date Claim Filed: 10/30/2011; Amount of Claim: 1000.00. Notice of Possible Hearing 30 days objection time given with Certificate of Service. Filed by Joe Debtor. Possible Hearing scheduled for 12/14/2011 at 09:00 AM at Columbia. Date Served 11/2/2011. Last day for objections is 12/2/2011. Review to Process Order on 12/5/2011. (Attorney, Bill)**

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

Have you redacted?

STEP 16 – The NOTICE OF ELECTRONIC FILING screen displays.

- 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 is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.