



UNITED STATES BANKRUPTCY COURT  
Middle District of Pennsylvania

Honorable Robert N. Opel II, Chief Judge | Terrence S. Miller, Clerk

# ELECTRONIC DOCUMENT SUBMISSION SYSTEM (EDSS)

# Purpose of EDSS

- To give self-represented parties the same access to 24/7 filing as ECF filers.
- To provide an improved system for submitting documents to the Clerk's Office in the event of technical failures on the part of the attorney or the court.

# Can attorneys use EDSS?

- Generally speaking, **no**. Attorneys must use CM/ECF.
- Exception: Attorneys may use EDSS in the event of a technical failure with the attorney's systems or the court's systems.

# How does EDSS Work?

- As simple as 1-2-3:
  - 1) Click on the EDSS link on the Court's website.
  - 2) Fill out the requested information and attach the file you want to upload.
  - 3) Click on Submit



# UNITED STATES BANKRUPTCY COURT Middle District of Pennsylvania

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Text Size: - A +

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## Electronic Document Submission

Non-ECF users (and ECF users in the event of a technical failure pursuant to Local Rules 5005-1(d), 5005-3 and 9001-1) may file petitions and other papers using the Court's Electronic Document Submission System ("EDSS"). Filing with EDSS is governed by Local Rule 5005-1 and the EDSS Administrative Procedures.

Filer's Name \*

Debtor's name (if different)

Filer's EMail Address \*

Filer's Phone Number \*

Case number (if known)

Document (PDF format only)\* \*  No file chosen

\*NOTE: Only one file may be uploaded. If you have more than one document to file, you must combine them into one PDF file (8 MB max).

By clicking "submit" below you agree to each of the following:

1. I am intending to file the attached document with the court.
2. The attached document will not be considered filed with the court until I have received a confirmation e-mail from the court.
3. This filing is made in compliance with Fed. R. Bankr. P. 9011, Local Rule 5005-4, and all applicable statutes and court rules.
4. I have reviewed the court's EDSS Administrative Procedures including the requirements pertaining to: (i) the service of documents filed with the court; (ii) my obligation to retain the original document(s) filed; (iii) ensuring documents are properly signed; and (iv) the payment of required fees.
5. I consent to receive notices or other papers from the Clerk of Court to the e-mail address set forth above.

By entering my name in the box below, I affirm that I am intending to sign this form with my signature and consent to use this electronic form. \*

# Using EDSS for Technical Failures

- Attorneys may use EDSS in the limited circumstances set forth in Local Rules 5005-1(d) or 5005-3.
- 5005-1(d) governs the filing user's technical failure and requires the filing to include an affidavit stating why the document could not be filed through CM/ECF.
- 5005-3 governs technical failures in the court's systems and only applies on any day when EM/ECF is unable to accept filings continuously over a period of more than two hours after 7:00 a.m.

# What about service issues?

- Filing a document using EDSS does **NOT** constitute service.
- The filer is responsible for ensuring proper service.

## BRADFORD COUNTY ZIP CODES CURRENTLY ASSIGNED TO WB

	Starting Town based on USPS Designation	Miles to WMPT (per Google maps fastest route)	Driving time to WMPT	Miles to WB (per Google Maps fastest route)	Driving time to WB	Mile Savings by Switching to WMPT	Time Saved by Switching to WPMT
18623	Laceyville*	68.4	1 hour 26 mins	44.9	1 hour 4 mins		
18810	Athens	75.2	1 hour 33 mins	83.9	1 hour 54 mins	8.7	21 mins
18814	Burlington	59	1 hour 9 mins	73.4	1 hour 43 mins	14.4	34 mins
18815	Camptown	67.3	1 hour 27 mins	53.9	1 hour 16 mins		
18817	East Smithfield	64.7	1 hour 17 mins	81.2	1 hour 52 mins	16.5	35 mins
18829	Le Raysville	77.9	1 hour 42 mins	62	1 hour 27 mins		
18831	Milan	71.4	1 hour 26 mins	80.2	1 hour 48 mins	8.8	22 mins
18832	Monroeton	62	1 hour 16 mins	64.5	1 hour 28 mins	2.5	12 mins
18833	New Albany	48.8	1 hour 6 mins	55.7	1 hour 18 mins	6.9	12 mins
18837	Rome	75.2	1 hour 34 mins	71.2	1 hour 36 mins		
18840	Sayre	66.5	1 hour 23 mins	84.1	2 hours	17.6	37 mins
18845	Stevensville	71.2	1 hour 32 mins	53.9	1 hour 18 mins		
18846	Sugar Run	62.4	1 hour 21 mins	48.1	1 hour 15 mins		
18848	Towanda	66.4	1 hour 22 mins	67.3	1 hour 35 mins	0.9	13 mins
18850	Ulster	70.2	1 hour 23 mins	75.7	1 hour 41 mins	5.5	18 mins
18851	Warren Center	87.5	1 hour 54 mins	66.5	1 hour 40 mins		
18853	Wyalusing	62.3	1 hour 20 mins	52.3	1 hour 13 mins		
18854	Wysox	68.4	1 hour 25 mins	64.6	1 hour 27 mins		

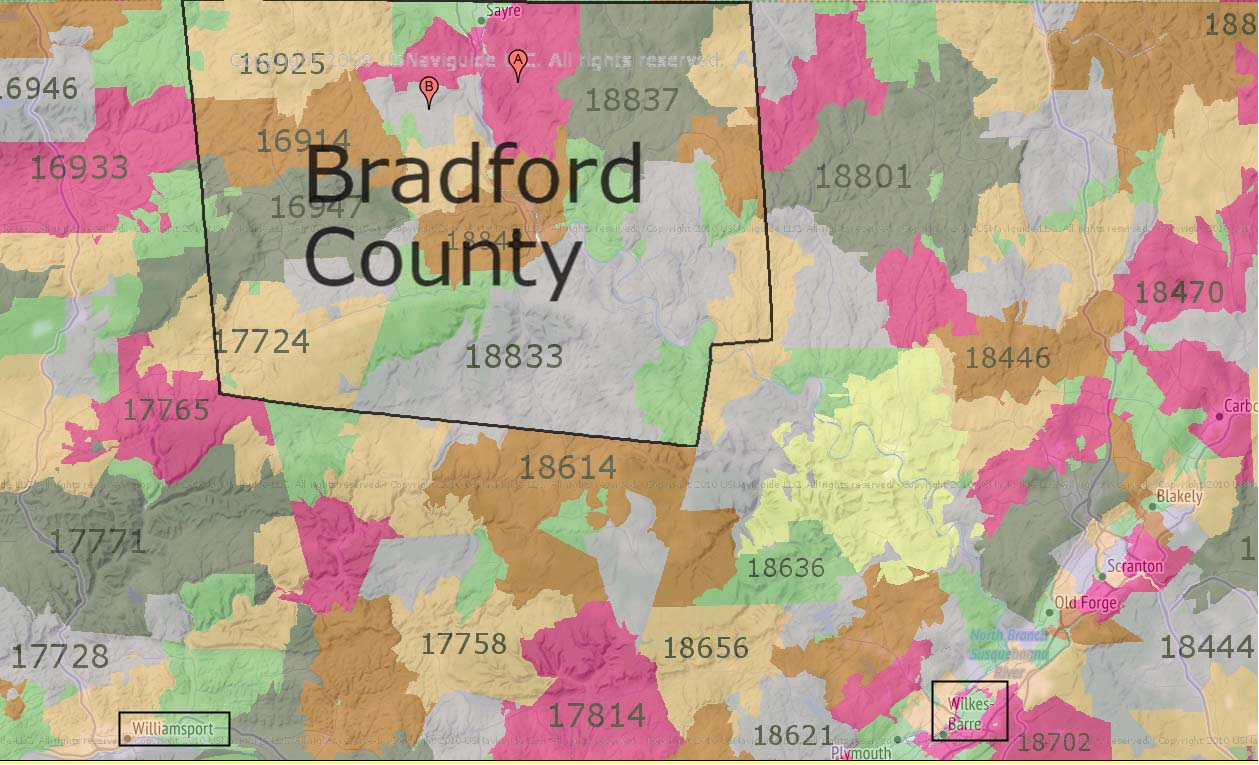
## BRADFORD COUNTY ZIPE CODES CURRENTLY ASSIGNED TO WMPT

16910	Alba	44.4	50 mins	85	
16914	Columbia Cross Roads	55.3	1 hour 5 mins	87	
16925	Gillett	63.9	1 hour 15 mins	95	
16926	Granville Summit	47.4	55 mins	82.5	
16945	Sylvania	59.9	1 hour	88	
16947	Troy	50.9	58 mins	84	
17724	Canton	40.5	45 mins	81.2	
17735	Grover	37	41 mins	80	
17743**					

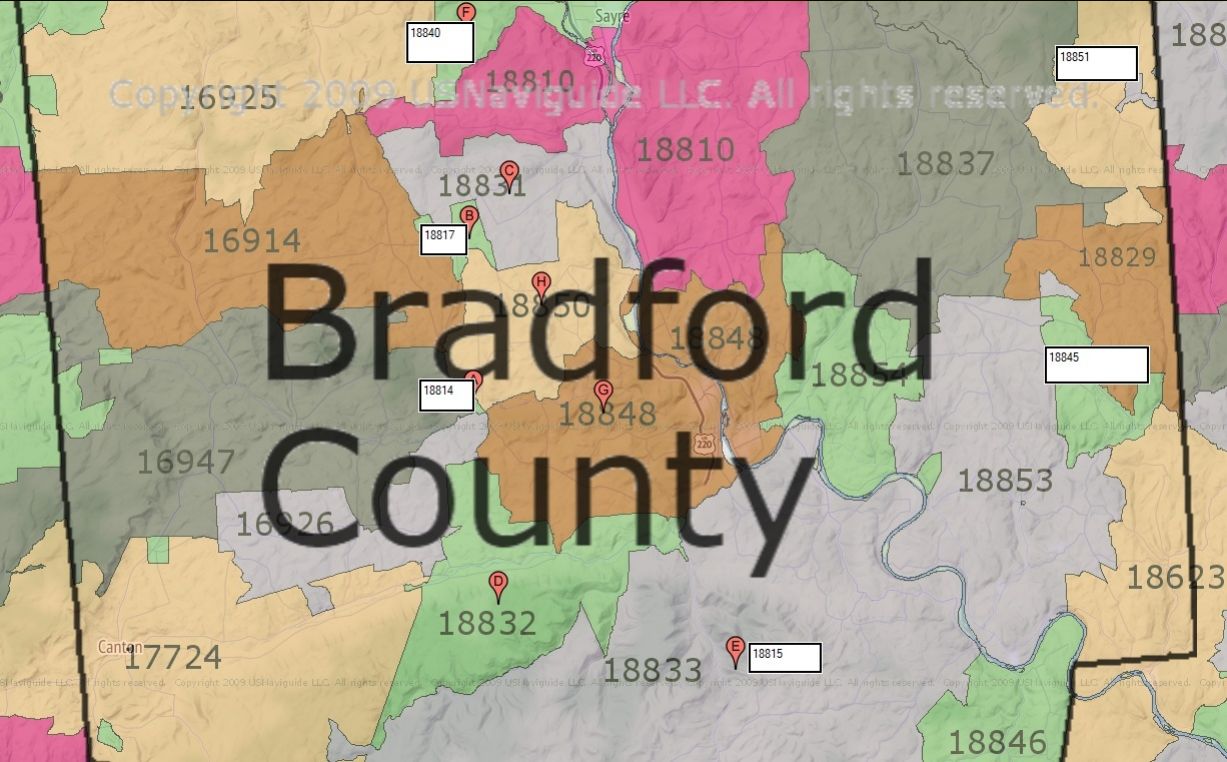
\* We list this zip code as in Bradford Couty, but Laceyville is in Wyoming County

\*\* We list this as a zip code, but there is no such zip code.





# Bradford County





United States Bankruptcy Court  
Middle District of Pennsylvania

# Self-Schedule Review

And when to notice



## Self-Scheduling Hearings

# Self-Scheduling

- Only the matters listed here may be Self-scheduled.
- If the filing is not in this list and the Judge determines a hearing is needed, he will direct type of notice and who's to serve.
- These are also links to the filing instructions.

### Adequate Protection

[Amended Chapter 12 Plan - Pre-Confirmation](#)

[Amended Chapter 13 Plan - Pre-Confirmation](#)

[Automatic Stay \(Relief from\)](#)

[Cash Collateral \(Use or Prohibit Use\)](#)

[Compel](#)

[Convert Ch. 11 to Ch. 7](#)

[Convert Ch. 11 to Ch. 12 or 13](#)

[Deconsolidate](#)

[Dismiss Case/Party and/or Convert Ch 11 to Ch 7 \(11 U.S.C. §§ 1112\(e\) and 1113\)](#)

[Dismiss Case/Party and/or Convert Ch 11 to Ch 12 or 13 \(11 U.S.C. §§ 1112\(e\) and 1113\)](#)

[Dismiss Ch. 11 Case \(11 U.S.C. § 1112\(e\)\)](#)

[Dismiss Ch. 12 Case/Party \(11 U.S.C. § 1208\)](#)

[Dismiss Ch. 13 Case/Party \(11 U.S.C. § 1307\)](#)

[Dismiss Ch. 13 Case by Trustee \(11 U.S.C. §§ 521\(i\) and 1307\(c\)\)](#)

[Dismiss Ch. 13 Case by Trustee \(11 U.S.C. §§ 521\(i\) and 1307\(c\)\) \(Trustee\)](#)

[Dismiss Ch. 7 Case/Party \(11 U.S.C. §§ 521 and 707\(a\)\)](#)

[Dismiss Ch. 7 Case \(11 U.S.C. § 707\(b\)\)](#)

[Executory Contracts of Unexpired Leases, Assume or Reject](#)

[Extend Time of Claims Bar Date \(File a Late Claim\)](#)

[Incur Debt/Obtain Credit](#)

[Require Modification of Plan \(Post Confirmation\) by Trustee](#)

[Substantive Consolidation](#)

[Value Collateral](#)

Access Matter Hearing Dates (CHS) to obtain a valid hearing date. Enter information as requested on the screen.

The service date is very important because of the timing of the hearings and criteria built into the program.

You should always work in the present and not anticipate for the future by using dates in the future.



## U.S. Bankruptcy Court Middle District of Pennsylvania

Court Calendar (v2.0)  
[Public Access]

This program provides motion hearing dates. After selecting the motion you are filing, the program will calculate the proper objection deadline based on Federal and local rules. This date, not a period of time, is to be included in your notice. Please enter the case number and the date that the Notice of Motion was served. Click the **Continue** button to bring up the Motion Selection screen. Select a motion type and the program will list all hearing dates that are possible after the objection period has run. Do not delay docketing the motion in the CM/ECF as the hearing date may no longer be valid if you wait.

Case and Date Entry	
Office Number:	<input checked="" type="radio"/> 1 (Harrisburg) <input type="radio"/> 4 (Williamsport) <input type="radio"/> 5 (Wilkes-Barre)
Case Number:	<input type="text"/>
Case Type:	<input checked="" type="radio"/> Bankruptcy <input type="radio"/> Adversary
Date Notice Served:	<input type="text"/>

Continue

To see a list of future Motion Hearing Dates for each Judge, click [Here](#). These dates are provided for planning and convenience purposes only.

Case and Date Entry	
<b>Office Number:</b>	<input checked="" type="radio"/> 1 (Harrisburg) <input type="radio"/> 4 (Williamsport) <input type="radio"/> 5 (Wilkes-Barre)
<b>Case Number:</b>	<input type="text" value="15-2173"/>
<b>Case Type:</b>	<input checked="" type="radio"/> Bankruptcy <input type="radio"/> Adversary
<b>Date Notice Served:</b>	<input type="text" value="6/12/15"/>

Enter your case information and when the notice will be served. It's always best to do this same day but if that is not possible it can be prepared in advance.

On this screen select the document being filed.

- Adequate Protection
- Amended Chapter 13 Plan (Pre-Confirmation)
- Amended Chapter 12 Plan (Pre-Confirmation)
- Automatic Stay (Relief from) *without concurrence*
- Cash Collateral (Use or Prohibit Use)
- Compel
- Deconsolidate
- Dismiss Ch. 11 Case (11 U.S.C. § 1112(e))
- Dismiss Ch. 11 Case/Party and/or Convert to Ch. 7 (11 U.S.C. §§ 1112(a) or 1112(b))
- Dismiss Ch. 11 Case/Party and /or Convert to Ch. 12 or 13 (11 U.S.C. § 1112(d))
- Dismiss Ch. 12 Case/Party (11 U.S.C. § 1208)
- Dismiss Ch. 13 Case/Party (11 U.S.C. § 1307)
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c))
- Dismiss Ch. 13 Case by Trustee(11 U.S.C. §§ 521(i) and 1307(c)) (material default OR tax returns)
- Dismiss Ch. 7 Case/Party (11 U.S.C. §§ 521 and 707(a))
- Dismiss Ch. 7 Case (11 U.S.C. §§ 521 and 707(a)(3))
- Dismiss Ch. 7 Case (11 U.S.C. § 707(b))
- Executory Contracts of Unexpired Leases, Assume or Reject
- Extend Time of Claims Bar Date (File a Late Claim)
- Incur Debt/Obtain Credit
- Require Modification of Plan (Post Confirmation) by Trustee
- Substantive Consolidation
- Value Collateral

Next

**U.S. Bankruptcy Court  
Middle District of Pennsylvania**

06/09/2015 at 11:53 AM

**In the Notice of Motion include the objection due date listed below and choose one of the listed hearing dates. Hearing dates are current as of the above date and time. However, if you delay docketing the motion in CM/ECF, the hearing date may no longer be valid.**

**Amended Chapter 13 Plan (Pre-Confirmation)**

Office Number	1 (Harrisburg)
Case Number	15-2173
Judge	France
Trustee	DeHart, III (Trustee)
Service Date	06/12/2015
Objection Due Date	<b>07/13/2015</b>

**Valid Hearing Dates and Times**

07/22/2015 at 09:30 am - 3rd & Walnut Sts, 3rd F1 Courtroom, Harrisburg, PA - 26 matter(s) set
08/12/2015 at 09:30 am - 3rd & Walnut Sts, 3rd F1 Courtroom, Harrisburg, PA - 2 matter(s) set
08/26/2015 at 09:30 am - 3rd & Walnut Sts, 3rd F1 Courtroom, Harrisburg, PA - 2 matter(s) set
09/09/2015 at 09:30 am - 3rd & Walnut Sts, 3rd F1 Courtroom, Harrisburg, PA - 0 matter(s) set

Based upon the service date entered, the Objection date will be calculated (in red) and Valid hearing dates will be supplied. Choose a hearing date that meets your needs. Enter this info into your notice.

When you docket the pleading, enter the service date. The event will calculate the same objection date and the same hearing dates will be available for selection.

The objection date displayed has extra days added to it for mailing per the Federal Rules of Bankruptcy Procedure.



# Time to File

- Once you have all the information you need
  - Noticing requirement
  - Objection date
  - Hearing date
  - Notice format
- And the Documents you need
  - Amended plan (or motion etc.)
  - Certificate of service
  - Proposed order
  - Notice
- You are ready to
  - Proof Read
  - Assemble
  - Serve
  - File in ECF
- If you missed something, we will notify you.



# When to Attach a Notice?

When [Rule 2002 Notice to creditors](#) directs

When [Local Rule 2002](#) directs

When [Filing instruction](#) directs

When [Guide to Docketing & Noticing](#) directs

When the Judge directs

# Rule 2002

## **Rule 2002. Notices to Creditors, Equity Security Holders, Administrators in Foreign Proceedings, Persons Against Whom Provisional Relief is Sought in Ancillary and Other Cross-Border Cases, United States, and United States Trustee**

(a) Twenty-One-Day Notices to Parties in Interest. Except as provided in subdivisions (h), (i), (l), (p), and (q) of this rule, the clerk, or some other person as the court may direct, shall give the debtor, the trustee, all creditors and indenture trustees at least 21 days' notice by mail of:...



# When to Attach a Notice?

When [Local Rule 2002](#) directs

When [Filing instruction](#) directs

When [Guide to Docketing & Noticing](#) directs

When the Judge directs

# Local Rule 2002-1

- **Rule 2002-1** *Notice to Creditors and Other Interested Parties.*
  - (a) *Passive Notice.* A notice served under F.R.B.P. 2002(a)(3), (6), (7), or (8) must provide that if no objections are filed by the objection deadline, the court may grant the relief requested. No hearing date will be included in the notice unless a written request is filed....



# When to Attach a Notice?

When [Filing instruction](#) directs

When [Guide to Docketing & Noticing](#) directs

When the Judge directs

# Filing Instructions

- **Motions and Applications. . .**
  - [Incur Debt/Obtain Credit](#)
  - [Joint Administration](#)
  - [Lien Avoidance](#)
  - [Modify Plan - Chapter 11 Post Confirmation](#)
  - [Modify Plan - Chapter 12 Post Confirmation](#)
  - [Modify Plan - Chapter 13 Post Confirmation](#)

# Lien Avoidance

Rev. 05/10/19

## MOTION FOR LIEN AVOIDANCE

### Overview:

A debtor may avoid a lien on property to the extent that the lien impairs an exemption to which the debtor would have been entitled. A lien shall be considered to impair an exemption to the extent that the sum of the lien, all other liens, and the amount of the exemption that the debtor could claim if there were no liens on the property, exceeds the value that the debtor's interest in the property would have in the absence of any liens.

This filing should be accompanied by the Motion, Notice of Motion, and a Proposed Order. When required by Local Bankruptcy Rule 9013-2, a Certificate of Service must also be filed.

For order format, please see [Proposed Orders](#).

### Codes, Rules and Forms:

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Bankruptcy Code: 522(f) Bankruptcy Rule: 4003(d); 5003(c); 7001 Local Rule: None Local Form: None

### CM/ECF Event(s):

Motions/Applications, Avoid Lien

#### I. Noticing:

- A. Type: Passive - 21 day language
- B. Who Serves: Movant
- C. Service: D, D.A, T and/or UST, L20, COMMLP





# When to Attach a Notice?

When [Guide to Docketing & Noticing](#) directs

When the Judge directs

# The Guide to Docketing & Noticing

This Guide is for informational purposes only. All noticing requirements are governed by applicable statutes and/or rules.

<u>TYPE OF PLEADING</u>	<u>BANKR. CODE</u>	<u>F.R.B.P.</u>	<u>L.B.R.</u>	<u>OFFICIAL FORM</u>	<u>L.B.F.</u>	<u>TYPE OF NOTICE</u>	<u>SERVED BY</u>	<u>RECIPIENTS</u>
Lien Avoidance	522(f)	4003(d), 5003(c), and 7001(2)	None	None	None	Passive – 21 day	Movant	D, DA, T, UST, L20, COMM, P
List of Creditors – Matrix Processing	521(a)(1)(A)	1007(a)	1007-2	None	None	None	N/A	N/A
Means Test Calculation – Chapter 7	342(d) and 521	5008	None	122A-1, 122A-1Supp, and 122A-2	None	None	N/A	N/A
Mediation	None	9019	9019-2	None	9019-2	None	N/A	N/A
Modify Plan – Chapter 11 Post Confirmation	1127 and 1129	3019	3019-1	None	3019-1	Chambers will determine	Movant	D, DA, T and/or UST, L20, COMM, P
Modify Plan – Chapter 12 Post Confirmation	1229	3015(g)	3015-2(e), (g) and (i)	None	3015-2(c) and 3015-2(d)	See Filing Instructions	See Filing Instructions	See Filing Instructions
Modify Plan – Chapter 13 Post Confirmation	1329	3015(g)	3015-2(e), (f) and (h)	None	3015-1, 3015-2(a), and 3015-2(b)	See Filing Instructions	See Filing Instructions	See Filing Instructions



# When to Attach a Notice?

When the Judge directs

# Judge Directs

ORDER that the filer shall give notice to creditors and parties in interest,  
ORDER that the notice period is reduced to 14 days for cause shown;  
ORDER that objections must be filed on or before October 1, 2018;  
ORDER that notice shall be a semi-passive notice;  
ORDER that in the event of a timely objection, a hearing will be (RE: related document(s)58). Answers are due on: 10/1/2018. Hearing scheduled for 10/3/2018 at 11:00 AM at 3rd & Walnut Sts, Bankruptcy Courtroom (3rd Fl), Ronald Reagan Federal Building, Harrisburg, PA 17101.

# Why does it matter?

## Docket entry

- Text of the docket entry has the hearing information.
- Text of the docket entry does NOT have Hearing information.
- Text of the docket entry has objection date.
- Notice has Hearing date but Docket entry does not.

## Judge's calendar

- Hearing date will be on the Judge's hearing calendar.
- Hearing date will NOT be on the Judge's hearing calendar.
- Objection date will appear on Calendar.
- Hearing date will NOT be on the Judge's calendar and will not be called.



What Questions Do You Have?



United States Bankruptcy Court  
Middle District of Pennsylvania

CM/ECF NEXT GEN

*CSO – CENTRAL SIGN ON*

# CM/ECF and Next Gen

## Current Sign-On Process

### PACER Login

- One ID/password for all courts
- Centrally validated
- For viewing dockets and documents only
- One account often shared within a firm

### CM/ECF Login (Attorney Filer Account)

- Independent ID/password for each Federal court
- Login credentials are validate by the local court
- Permissions assigned by issuing court



# CM/ECF and Next Gen

## NextGen Central Sign-On (CSO)

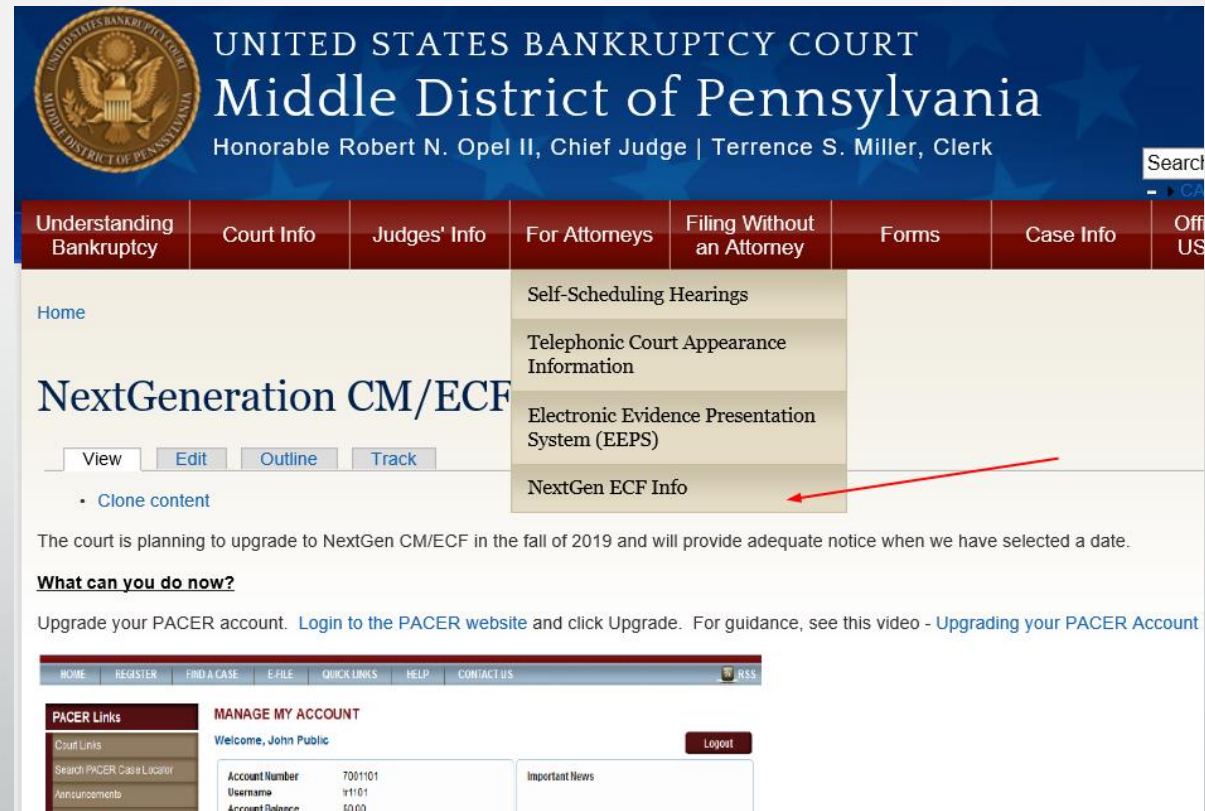
- Single ID/password for each individual
- Eliminates need for separate PACER and Attorney filing IDs
- One login ID/password works for filing in all NextGen courts and PACER.  
Note: Legacy CM/ECF courts like PA Eastern will continue with old login IDs
- Do not share login IDs because they include filing permission

# CM/ECF and Next Gen

## NextGen Central Sign-On (CSO)

- Firms can manage PACER billing for multiple accounts by establishing a PACER Administrative Account (PAA)
- Information on Central Sign-On and PAA accounts is available at [www.pacer.gov](http://www.pacer.gov)

- The Court and the PACER Service Center are working together to prepare you for this transition.
- We plan to convert to NextGen in the fall of 2019. See this page for help and updates.



The screenshot displays the website for the United States Bankruptcy Court, Middle District of Pennsylvania. The header includes the court's name and the names of the Chief Judge and Clerk. A navigation menu is visible, and a dropdown menu is open under the 'For Attorneys' tab. The dropdown menu contains several options, with 'NextGen ECF Info' highlighted by a red arrow. Below the dropdown, there is a section titled 'NextGeneration CM/ECF' with buttons for 'View', 'Edit', 'Outline', and 'Track'. A text block below this section states: 'The court is planning to upgrade to NextGen CM/ECF in the fall of 2019 and will provide adequate notice when we have selected a date.' Below this, there is a section titled 'What can you do now?' with a link to 'Upgrade your PACER account' and a video link 'Upgrading your PACER Account'. The footer of the page includes a navigation bar with links like 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. There is also a 'PACER Links' section and a 'MANAGE MY ACCOUNT' section with a 'Logout' button.

## What are some benefits with Central Sign On?

- You will use the same username for both e-filing and viewing cases in courts that have converted to NextGen.
- You can store credit card numbers or ACH information in PACER and use them to pay your PACER fees, filing fees, and attorney admission fees.
- Your account remains with you even if you move to another firm, or if you work individually.

- Find helpful information about the transition at [www.pacer.gov](http://www.pacer.gov) – Once you are there, there is a section for NEXTGEN CM/ECF.

**NEXTGEN CM/ECF**

**CM ECF**

The Federal Judiciary has developed a Next Generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access.

[More information](#) on the improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system.

[Click here](#) if you received a notice about NextGen CM/ECF from a federal court or just have questions about NextGen CM/ECF.

- Also, there are [NextGen CM/ECF Electronic Learning Modules](#) on the PACER Site which may be helpful for you and your staff.

## PACER Links

Court Links

Search PACER Case Locator

Announcements

Frequently Asked Questions

Resources

Manage My Account

[Upgrade My Legacy PACER Account Now](#)

If you received a notice from a federal court that it will be converting to NextGen CM/ECF and you have any questions, please refer to the following:

### WHAT DO I DO TO GET READY FOR NEXTGEN CM/ECF?

- ▶ What should I do first?
- ▶ How do I know if I have an upgraded PACER account?
- ▶ My PACER account is not upgraded. How do I upgrade my account?
- ▶ We share PACER accounts in my firm/office. Can we continue to do this in NextGen CM/ECF?
- ▶ When do I need to upgrade my PACER account?
- ▶ I am not an e-filer and I do not have an upgraded PACER account. Do I need to upgrade?
- ▶ I am an e-filer and I have an upgraded PACER account. Now what do I do?
- ▶ What if I do not know my passwords?
- ▶ Is there training available for NextGen CM/ECF?

Yes, there are several [electronic learning modules \(ELMs\)](#) that can help you learn more about the NextGen CM/ECF system.

- ▶ When will the court convert to NextGen?
- ▶ How do I know if the court has converted to NextGen?

### THE COURT CONVERTED TO NEXTGEN CM/ECF. WHAT DO I DO?

- ▶ I am an e-filer and the court converted to NextGen CM/ECF. What do I do now?
- ▶ How do I link my old e-filing privileges to my upgraded PACER account in an appellate NextGen court?
- ▶ Linking my account is not working. What do I do?
- ▶ I never had e-filing privileges in this court, but I need them now. What do I do?
- ▶ I only view case information and do not e-file. What do I need to do?

### MY FIRM SHARED A PACER ACCOUNT. WHAT DO I DO?

- ▶ Can we continue to share PACER accounts?
- ▶ My firm had one account, and now we have many. Can we combine the billing?

### I AM A CJA ATTORNEY. WHAT DO I DO?

- ▶ I am a CJA attorney. What do I do?

Some Important Information that can be found on the PACER Site.

# Legacy PACER Account Versus Upgraded PACER Account

- If you have a six character login (two letters and four numbers, you have a legacy PACER account.
- If your login is 8 or more characters, you have an upgraded account.
- All PACER accounts created after August 11, 2014 are upgraded.
- [Upgrading PACER account demo](#). You can use the Existing Attorneys or PACER Only Users electronic learning module for a step-by-step guide on how to upgrade your account.

PACER Service Center is available to assist at (800) 676-6856,  
or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).

**PACER Links**[Court Links](#)[Search PACER Case Locator](#)[Announcements](#)[Frequently Asked Questions](#)[Resources](#)[Manage My Account](#)**MANAGE MY ACCOUNT**

Welcome, Ted Willmann

**Account Number****Username** useruser123**Account Balance** \$ 0.00**Case Search Status** Active**Important News**[Settings](#)[Maintenance](#)[Payments](#)[Usage](#)[Change Username](#)[Change Password](#)[Set Security Information](#)[Go Paperless \(Statements\)](#)[Set PACER Preferences](#)



## PACER Administrative Accounts (PAA)

A PAA account is used to manage PACER accounts of the staff in your office. Since each person will have their own PACER/filing login and password, a PAA account has these features/benefits.

- Manage all PACER billing in one place.
- If the attorney's account is under your PAA, you can unlink the account so that you are no longer responsible for their PACER charges after they leave the firm.
- A user cannot add an account to your PAA. You must invite the user to join your PAA, and they must accept the invite. As the PAA administrator, you can unlink the account at any time, and the individual user can also unlink at any time.
- Note: A new employee needs to provide you with his or her last name and 7-digit PACER account number after establishing a PACER account.



United States Bankruptcy Court  
Middle District of Pennsylvania

# Evidence Presentation

Using the Court's EEPS

Rick Thompson

# EEPS – Electronic Evidence Presentation System

- In all courtrooms we have audio\visual systems for presenting evidence.
- We have a court-provided laptop and a Cloud-based Evidence System (CES) where evidence/exhibits are uploaded to case-based folder prior to arriving at the courthouse.
- CES is preferred over a USB stick so that the Court has a copy of what is presented in court.

# EEPS – Courtroom Equipment

## **Wilkes-Barre**

- Court-provided laptop with access to the Court's Cloud Evidence System (CES), a PDF viewer, and ability to present standard audio and video files
- Remote ability to upload exhibits to CES for use with the EEPS
- Document camera
- Ability to electronically annotate exhibits during a hearing/trial

## **Harrisburg**

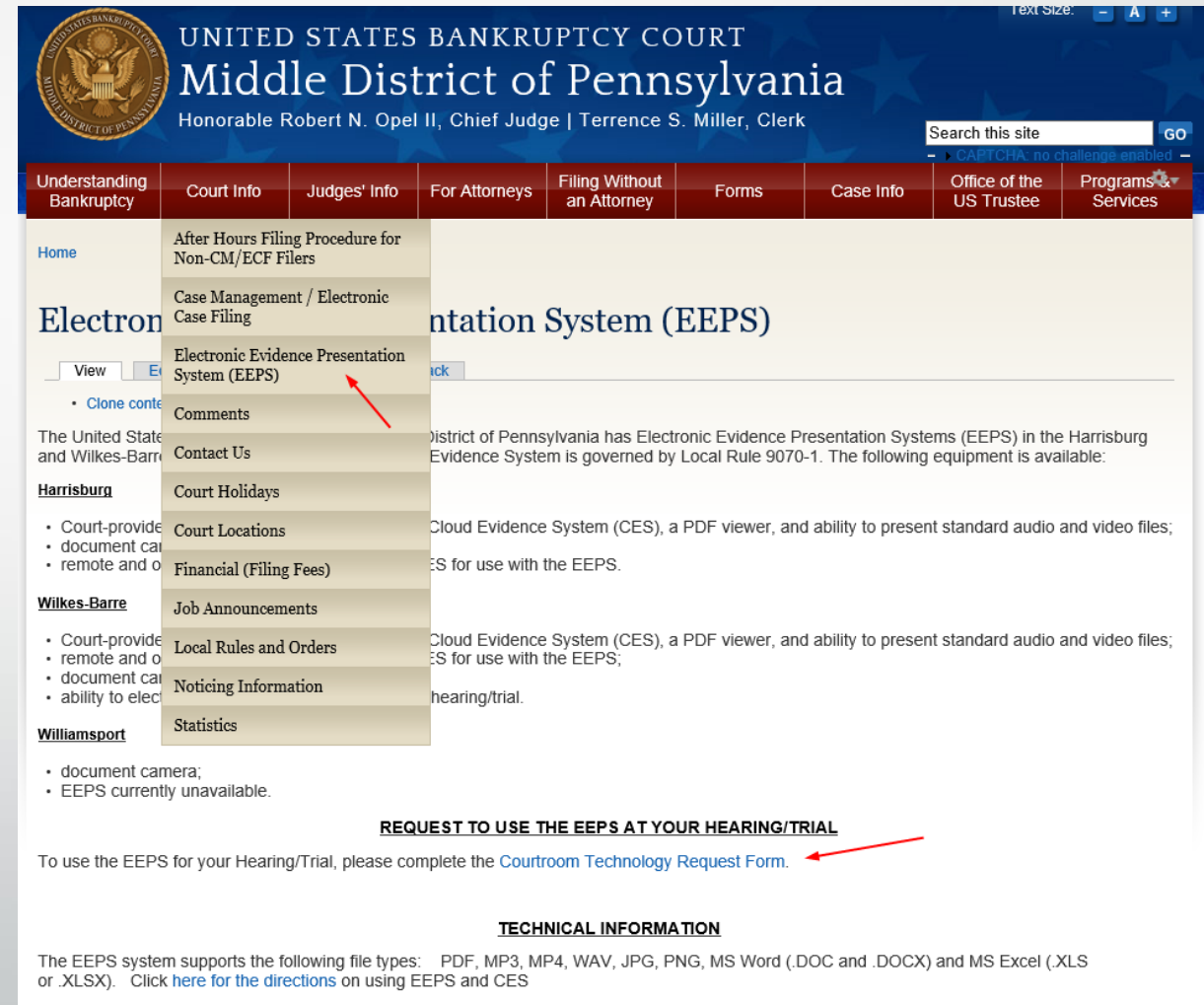
- Court-provided laptop with access to the Court's Cloud Evidence System (CES), a PDF viewer, and ability to present standard audio and video files
- Remote ability to upload exhibits to CES for use with the EEPS
- Document camera

## **Williamsport**

- Document camera; CES currently unavailable

# Cloud-based Evidence System (CES)

The court uses a cloud-based system where files are uploaded to a case-specific folder and can be displayed during a hearing with a court-provided laptop. First, complete the [Courtroom Technology Request form](#) for the desired case.



UNITED STATES BANKRUPTCY COURT  
Middle District of Pennsylvania  
Honorable Robert N. Opel II, Chief Judge | Terrence S. Miller, Clerk

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## Electronic Evidence Presentation System (EEPS)

View | E | Back

- Clone content

The United States Bankruptcy Court Middle District of Pennsylvania has Electronic Evidence Presentation Systems (EEPS) in the Harrisburg and Wilkes-Barre locations. The Electronic Evidence System is governed by Local Rule 9070-1. The following equipment is available:

**Harrisburg**

- Court-provided laptop
- document camera
- remote and other equipment

**Wilkes-Barre**

- Court-provided laptop
- remote and other equipment
- document camera
- ability to electronically file

**Williamsport**

- document camera;
- EEPS currently unavailable.

**REQUEST TO USE THE EEPS AT YOUR HEARING/TRIAL**

To use the EEPS for your Hearing/Trial, please complete the [Courtroom Technology Request Form](#).

**TECHNICAL INFORMATION**

The EEPS system supports the following file types: PDF, MP3, MP4, WAV, JPG, PNG, MS Word (.DOC and .DOCX) and MS Excel (.XLS or .XLSX). Click [here for the directions](#) on using EEPS and CES

# Upload Evidence to CES

Deb George

Deb George has invited you to send files - I've invited you to send files Please upload !

May 22

PAMB Exhibits File Server

## I've invited you to send files

Please upload exhibits for Plevyak case 16-47 and be sure to follow the naming guidelines. Exhibits must also be shared with the opposing party at least 7 days prior to the hearing.

**Send Files**

### Send files to Deb

Deb George has invited you to send files


Rick Thompson

rickt7807@gmail.com

Thompson Law LLC.

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

**Continue**



Drag and drop or [click](#) to add more files

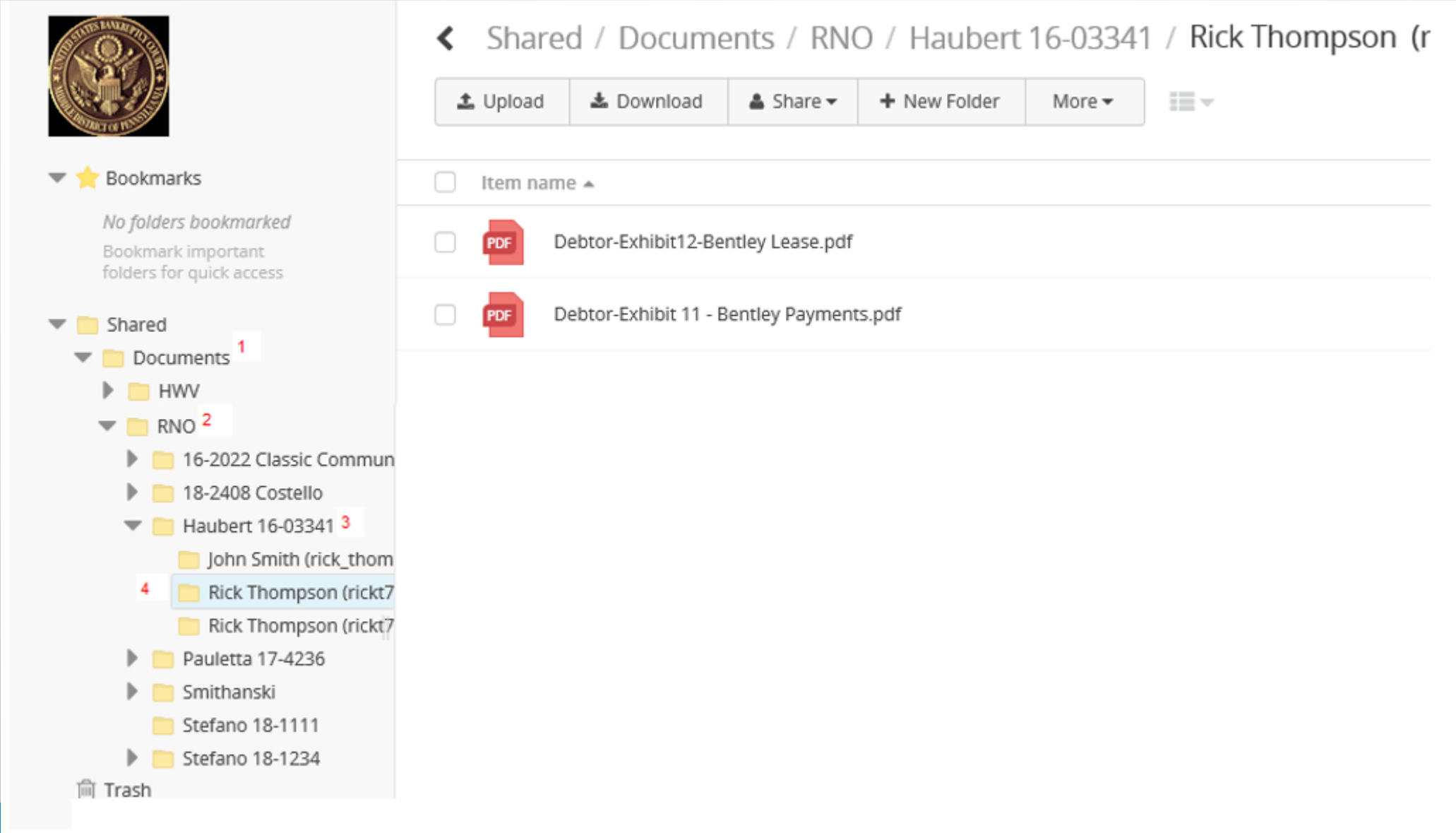
PDF Debtor - Exhibit 12 - Bentley Lease.pdf | 49KB

PDF Debtor - Exhibit 11 - Bentley Payments.pdf | 336.9KB

Message (optional)

**Send these files**

# Display Evidence in the Courtroom



The screenshot displays a OneDrive interface. On the left is a navigation pane with a sidebar containing the seal of the United States Bankruptcy Court, Middle District of Pennsylvania. Below the seal are sections for 'Bookmarks' (with a note 'No folders bookmarked'), 'Shared' folders, and a 'Documents' folder. The 'Documents' folder is expanded to show a sub-folder 'RNO', which is further expanded to show a sub-folder 'Haubert 16-03341'. This folder is expanded to show three sub-folders: 'John Smith (rick\_thom)', 'Rick Thompson (rick7)', and 'Rick Thompson (rick7)'. The 'Rick Thompson (rick7)' folder is selected and highlighted in blue. Below the folder list is a 'Trash' icon.

The main content area shows a breadcrumb path: '< Shared / Documents / RNO / Haubert 16-03341 / Rick Thompson (r'. Below the path are action buttons: 'Upload', 'Download', 'Share', 'New Folder', and 'More'. Below the buttons is a table of items:

<input type="checkbox"/>	Item name
<input type="checkbox"/>	Debtor-Exhibit12-Bentley Lease.pdf
<input type="checkbox"/>	Debtor-Exhibit 11 - Bentley Payments.pdf