

RESOURCES

Web Page

- The court’s web page is the most comprehensive source for information. To access the web site, go to www.flnb.uscourts.gov.
- The top row includes a set of tabs. Each tab has a drop-down menu of information and resources on various topics. You can click on the tab or move the cursor over the tab to reveal the type of information contained in each section.

Opinion Search

- The opinion search tool is located under the “**Court Resources**” tab of the court’s web site.
- The opinion search tool allows you to search for posted opinions by case number, Bankruptcy Code number, Bankruptcy Rule Number, Judge, Party Name or key word search.
- After entering your search criteria, click “**Search.**”
- The search tool will produce a list of cases which match the search criteria. Click on “View Opinion” to view a .pdf of the written opinion.

The image shows two parts of the court's website interface. The top part is a navigation menu with a 'Court Resources' tab selected. Underneath, there are three options: 'Newsletters', 'Opinions' (which is circled in yellow), and 'Post Judgment Interest Rates'. The bottom part is the 'Opinion Search' form, which includes fields for Case Number, Code Number, Rule Number, Judge (a dropdown menu currently showing 'Killian'), Party Involved, Date Range (with 'From' and 'To' sub-fields), and a Keyword field. There are 'Search' and 'Reset' buttons at the bottom of the form.

Judge	Case Title	Opinion Date	Description	Associated Codes	Associated Rules	View Opinion PDF
Killian	04-3009 Rutland et al v. Petersen	4/26/2005	727(a)(4). Debtor was not denied a discharge, despite her imprudence with regard to her finances, when there was no evidence that any misstatement or omission from her schedules or statement of financial affairs was made knowingly and fraudulently, or with any intent to deceive.	727		View Opinion

- You can also subscribe to a RSS Feed which notifies you automatically when a written opinion is entered on the court docket. To subscribe, click on the Opinions link located under the “Court Resources” tab of the court’s web site. On the Opinion Search page, click on the name of the judge for which you want to add an RSS Feed. Next, click on the link which reads “Subscribe to this feed” and follow the instructions.

Calendars

Public Calendar

- The public calendar is located under the “**Calendars**” tab of the court’s web page.
- The default view displays all 341 meetings and hearings scheduled for a chosen day.



CM/ECF PublicCalendar Wednesday, June 06, 2012

Quick Search Advanced Search

Case Number: XX-XXXXX
Party Name:

Search Clear

Drag a column to this area to group by it.

Date	Case # - Type	Debtor(s)	Time	Location	Judge	Hearing Text
6/6/2012	10-50514 - BK	Valerie Jean Gain...	08:30 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50545 - BK	James Daniel Gla...	08:30 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50585 - BK	Andrew Lawrenc...	08:31 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50627 - BK	Annie Mae Balcom	08:31 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50637 - BK	Forrest Wayne Lee	08:31 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50664 - BK	Cardrella Michell...	08:31 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	09-50241 - BK	David E Minchew...	08:32 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	10-50806 - BK	James E Golden	08:32 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50402 - BK	Brian K Bowers a...	08:32 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50227 - BK	Lena Clover Davis	08:33 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50227 - BK	Lena Clover Davis	08:33 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50329 - BK	Christopher L. C...	08:33 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50329 - BK	Christopher L. C...	08:33 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50557 - BK	Garfrey Lewis W...	08:33 AM	Panama City	Killian	Chapter 13 Plan
6/6/2012	11-50557 - BK	Garfrey Lewis W...	08:33 AM	Panama City	Killian	Dismiss Case, M...
6/6/2012	11-50557 - BK	Garfrey Lewis W...	08:33 AM	Panama City	Killian	Chapter 13 Plan

- You can perform a quick search by entering the party name or the case number and clicking on the “**Search**” button. The calendar will display all hearings and 341 meetings for that particular case.
- The advanced search will allow you to set filters for searching. You can limit your search to display only those cases which meet a certain criteria. For example, you can search only for cases in which you are the attorney of record. You can also choose to search by case type, hearing location, chapter number or judge or trustee name.

CM/ECF PublicCalendar

Search

Quick Search Advanced Search

Quick Search:

Case Number: 07-10305 XX-XXXXX
Party Name:

Search Clear

CM/ECF PublicCalendar Tuesday, February 05, 2008

Search

Quick Search Advanced Search

Available Filters: [Reset to Defaults](#)

Event Type: Court Chapter: All Trustee: All
 Hart, Leigh
 Chancellor, Sherry
 Venn, John Case:

Location: Gainesville Judge: All

Attorney: Sperling, Sharon Case Type: BK

Available Calendar Views

Detailed View Month Calendar

Drag a column to this area to group by it.

Date	Time	Case # - Type	Debtor(s)	Debtor's Atty	Hearing Text
02/26/2008	09:30 AM	07-10177-LMK ...	Tanagelia Nicole Foye and Antoni...	Sperling, Sharon	Dismiss Case [Motion to]
02/26/2008	09:30 AM	07-10187-LMK ...	Debra Ann Thomas	Sperling, Sharon	Chapter 13 Plan
02/26/2008	09:30 AM	07-10212-LMK ...	Deidre L Eidson	Sperling, Sharon	Chapter 13 Plan - Amended
02/26/2008	09:30 AM	07-10215-LMK ...	Sherman D. Delk	Sperling, Sharon	Chapter 13 Plan

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Unclaimed Funds

- Unclaimed funds paid to the court in bankruptcy cases are deposited into the U.S. Treasury pursuant to 28 U.S.C. §2042. The rightful owner of unclaimed funds may petition the court for an order directing payment of the funds.
- The unclaimed funds information is located under the “**Court Resources**” tab of the court’s web page. Click on the link and you will be directed to a query screen.
- On the query screen you can search by a particular party (debtor name or creditor name) to determine if the court has received unclaimed funds for that party.
- You can also search by case number to determine if unclaimed funds have been deposited for a particular case.
- If you want to search all parties and all cases, do not enter search criteria. Simply click on “Search for Creditors” or “Search for Cases.” All unclaimed information will be displayed by party and/or by case.
- The query screen also contains a link for procedures to follow to make a claim for funds paid to the court. There are also links to affidavits in fillable .pdf format which are necessary to submit your claim.



**United States Bankruptcy Court
Northern District of Florida**

Unclaimed Funds Query
Current as of 4/5/12

[Procedures for Filing Claim](#)
(PDF Document) [Application for Unclaimed Funds](#)
(PDF Document)

Search For Creditors With Unclaimed Funds

Last Name: Exact

First Name: Exact

-or-

Search For Case With Unclaimed Funds

Number: -

Last Name: Exact

First Name: Exact

*** Funds less than \$25.00 and funds received prior to October, 1996 may not appear in this case query. ***
*** Therefore, it may be necessary to search for funds held by the Court by viewing the case docket. ***

U.S. Bankruptcy Court
Northern District of Florida
110 East Park Avenue, Suite 100
Tallahassee, Florida 32301

**INFORMATION AND DOCUMENTATION REQUIRED
FOR REQUESTING UNCLAIMED FUNDS**

Pursuant to 28 U.S.C. § 2042, any claimant entitled to any unclaimed funds held by the court may, on petition to the court and upon notice to the United States Attorney and full proof of the right thereto, obtain an order directing payment to him. To search the court records to determine if this court holds unclaimed funds on your behalf, go to our website, www.fth.uscourts.gov and click on the link Unclaimed Funds Query. If you find funds which you are entitled, proceed to complete the applicable affidavit (creditor affidavit or debtor affidavit), provide information outlined below, and file the affidavit and supporting documents with the Court.

Affidavits for Reimbursement of Unclaimed Dividend will only be processed when filed by either the owner of the funds or the owner's duly authorized agent or representative. Supporting documentation must be provided including power of attorney, corporate power of attorney signed by the CEO of the company, with a corporate seal and statement of the signing officer's authority, as well as documents which establish the chain of ownership of the original corporate claimant.

Original affidavits (see fillable PDF affidavits) should be mailed to the court at the address listed above. Attorneys with electronic court access may file affidavits electronically. All affidavits must be notarized.

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

IN RE: _____

Case No. _____

Debtor(s) _____

AFFIDAVIT FOR REIMBURSEMENT OF UNCLAIMED DIVIDEND

State of: _____ }
County of: _____ }

_____, (Being duly sworn, deposes and says:
(Name of Creditor/Claimant)

That he/she is a creditor of the above named debtor.

That _____ was duly adjudged a debtor in the
(Name of Debtor)
United States Bankruptcy Court for the Northern District of Florida. That said creditor duly filed his/her claim, which was thereafter duly allowed. Dividends amounting to the sum of \$ _____ remain unpaid.

U.S. BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

IN RE: _____

Case No. _____

Debtor(s) _____

AFFIDAVIT OF CLAIMANT

State of _____ }
County of _____ }

I (we), _____, the undersigned claimant(s) declare as follows:

1. I am seeking funds deposited in the registry of the court in the amount of _____.
2. I am the individual claimant named in the Notice of Payment of Funds to the Registry.
3. I have neither previously received remittance of these funds nor have contracted with any other party to recover these funds.
4. I have provided notice to the U.S. Attorney pursuant to 28 U.S.C. § 2042.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief.

Electronic Learning Modules (ELMs)

- The PACER web site contains a series of generic training modules to help you become more familiar with the electronic filing aspects of the Bankruptcy Court's CM/ECF system. You can view the learning modules by following the link below:

<http://www.pacer.gov/ecfcbt/bk4/>

BANKRUPTCY COURT CM/ECF V4.+ ELECTRONIC LEARNING MODULES

Below is a series of generic training modules to help you become more familiar with the electronic filing aspects of the Bankruptcy Court CM/ECF v4.+ product. In addition, most courts provide a separate CM/ECF database for training purposes. Links to information and training materials offered by the local courts are available by [clicking here](#).

Viewing Requirements:

- Screen Resolution Set to 1024x768
- Flash Player 8.0 or Higher
- Internet Explorer 6.0 or Higher
- Headphones or Speakers

Other browsers, including earlier versions of Netscape and IE, are not supported.

The training modules may take a while to load.

<p>HTML</p> <ul style="list-style-type: none"> Using PDF/A Format Trustee's 341 Filings - Chapter 7 Trustee's 341 Filings - Chapter 13 Filing Agents for Attorneys & Trustees 	<p>PDF</p> <ul style="list-style-type: none"> Using PDF/A Format Trustee's 341 Filings - Chapter 7 Trustee's 341 Filings - Chapter 13 Filing Agents for Attorneys & Trustees
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PACER User Manual

- The PACER Service Center offers a thorough manual which contains information on conducting searches, producing case reports and maintaining your PACER account. You can view the manual by following the link below:

<http://www.pacer.gov/documents/pacermanual.pdf>

Public Access to Court
Electronic Records



PACER User Manual for ECF Courts

Updated: June 2012

<http://www.PACER.gov>

PACER Training

- The PACER Service Center also offers free PACER training through a training site and through video tutorials. You can view the PACER training opportunities by following the link below:

<http://www.pacer.gov/announcements/general/train.html>

Party Role Type

- Each case participant is assigned a role type in the CM/ECF system to designate the role of the person or entity in the case.
- This table is a partial list of code types which may be observed when describing case participants in a particular case. When filing a pleading, CM/ECF users may be instructed to select a role type which best describes the nature of the participation in the case.

Code	Role
3pd	3rd Pty Defendant
3pp	3rd Party Plaintiff
acc	Accountant
app	Appraiser
aty	Attorney
auc	Auctioneer
aud	Auditor
aust	Assistant U. S. Trustee
br	Broker
cc	Counter-Claimant
cd	Counter-Defendant
consult	Consultant
cr	Creditor
crc	Cross-Claimant
crcm	Creditor Committee
crcmch	Creditor Committee Chair
crd	Cross Defendant
db	Debtor
dbpos	Debtor In Possession
dft	Defendant
ex	Examiner
fa	Financial Advisor
frep	Foreign Representative
i	Interpleader
id	Intervenor-Defendant
intp	Interested Party
intr	Interim Trustee
inv	Intervenor
ip	Intervenor-Plaintiff
jdb	Joint Debtor
jud	Judge
liq	Liquidator
md	Mediator
NFSpouse	Non-Filing Spouse
ombc	Consumer Privacy

NEW CASE FILING CHECKLISTS

Chapter 7 Filing Guidelines

The following is a list of documents that should be filed at the beginning of a Chapter 7 case. Failure to file all documents will result in a Deficiency Notice or, in some instances, an Order Directing Immediate Compliance to be issued.

- Voluntary petition (3 pages)
- Schedules A – J with Declaration, Summary of Schedules and Statistical Information
- Statement of Financial Affairs with Declaration
- Statement of Intention regarding secured property
- Notice to Individual Debtor under 11 U.S.C. 342(b), if applicable
- Statement Disclosing Attorney Compensation
- Mailing matrix (list of creditors)
- Statement of Current Monthly Income and Means Test Calculation (Form 22A)
 - Applies only if debts are primarily consumer debts.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Exhibit D – Individual Debtor’s Stmt of Compliance with Credit Counseling Req. (Form B25)
 - Pre-petition credit counseling (*not the same as post-petition Debtor Education Course*).
 - A separate Exhibit D must be filed for each individual debtor in a joint case.
 - Certificate of Credit Counseling issued by credit counseling agency may be attached.
 - Request for exemption from counseling requirement must be filed by motion.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Copies of all payment advices (*i.e., employee income records*) or other evidence of payment received from the debtor from any employer within 60 days before the filing of the petition.
 - Identifiers (*e.g., social security number*) should be redacted before filing
 - If debtor has not received payment from an employer, please file a document indicating same by using the event located under **Bankruptcy > Initial Filing Documents > Payroll Advices > Employee Income Records-Statement or Certification of No Employer Income**. Local Form Number 16 can be used for this purpose.
 - Should be filed as a separate .pdf from schedules, statements and other documents.