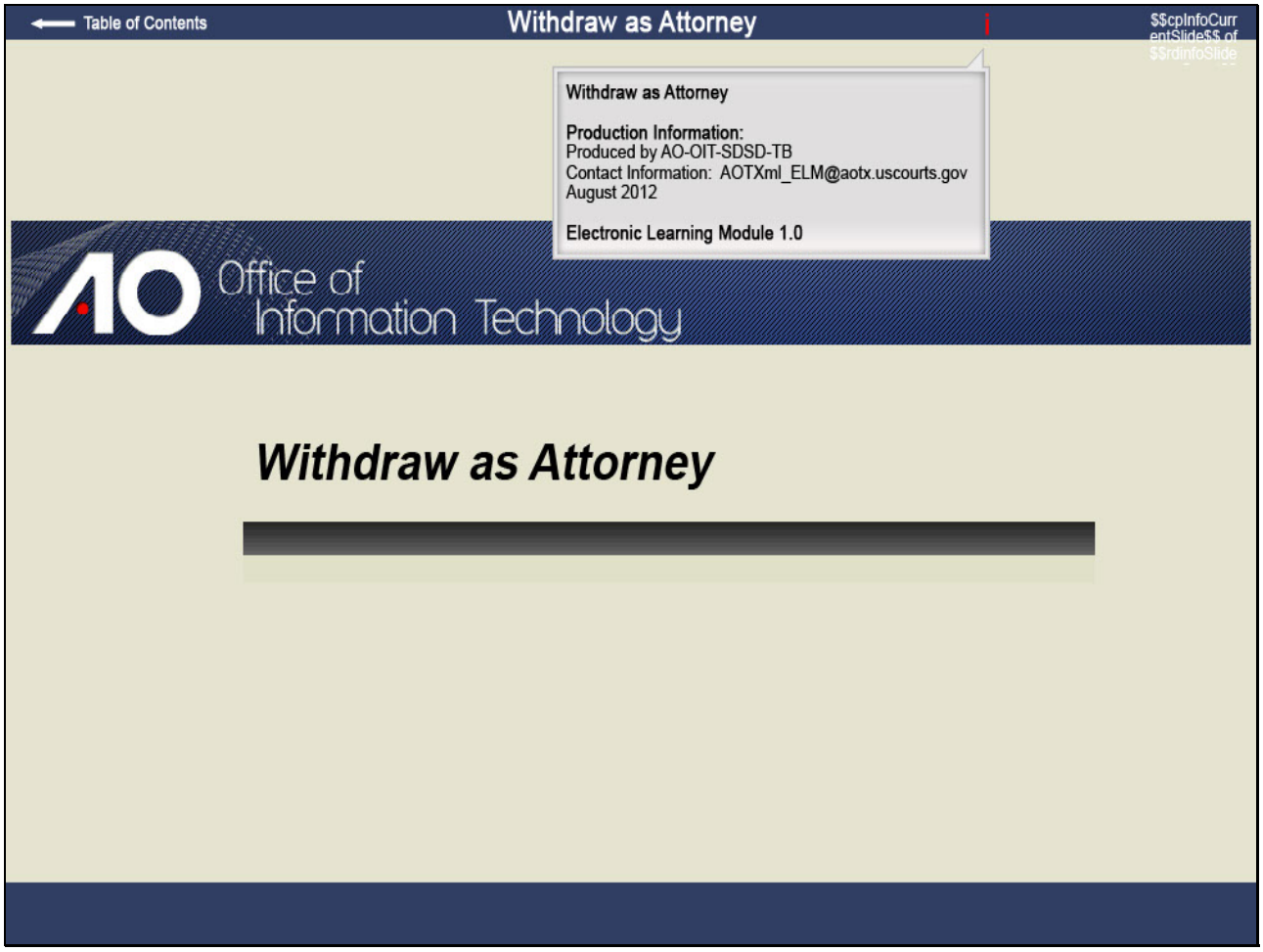
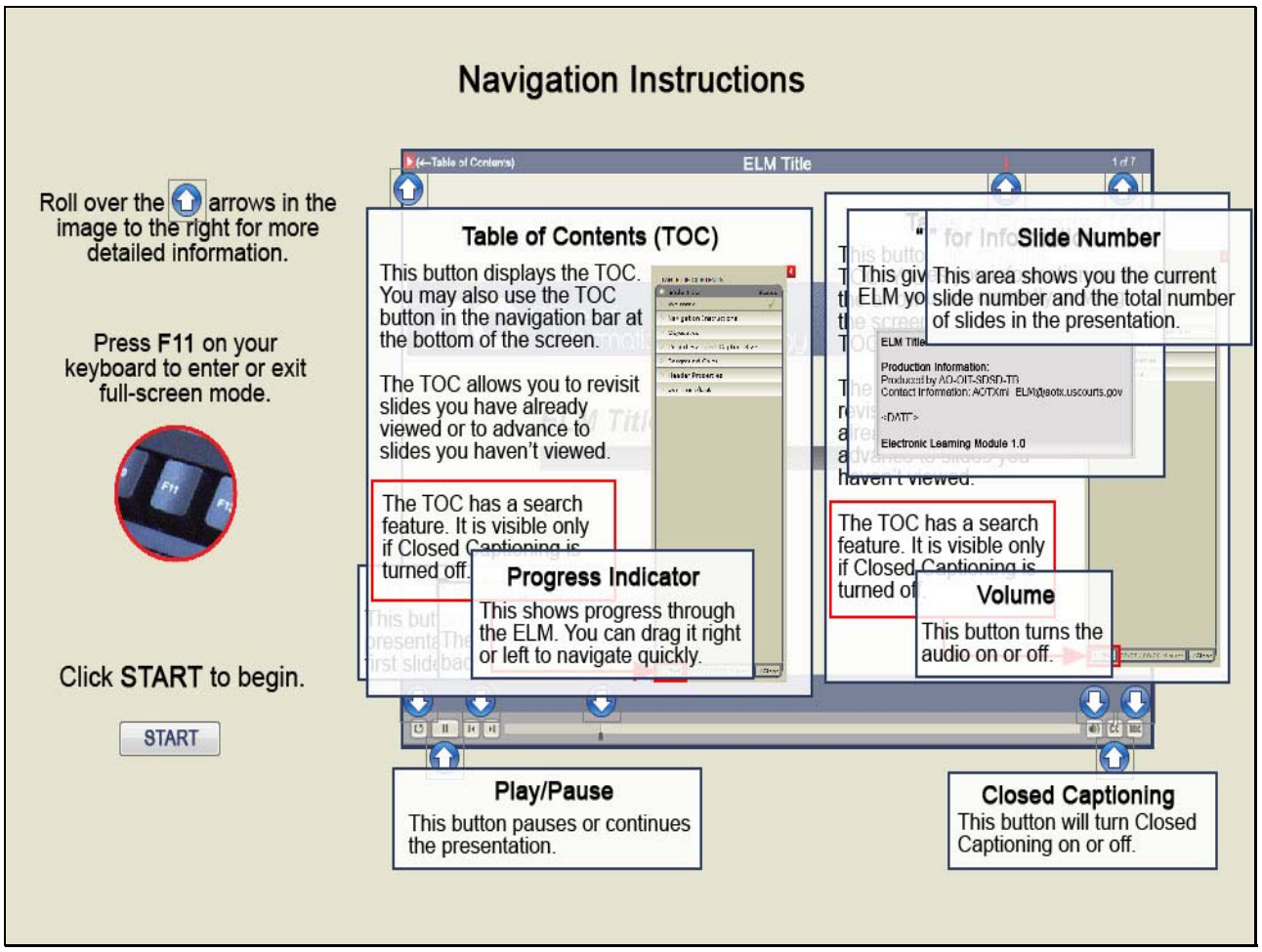
Slide 1 - Welcome



Slide notes

Click to add notes for the selected slide

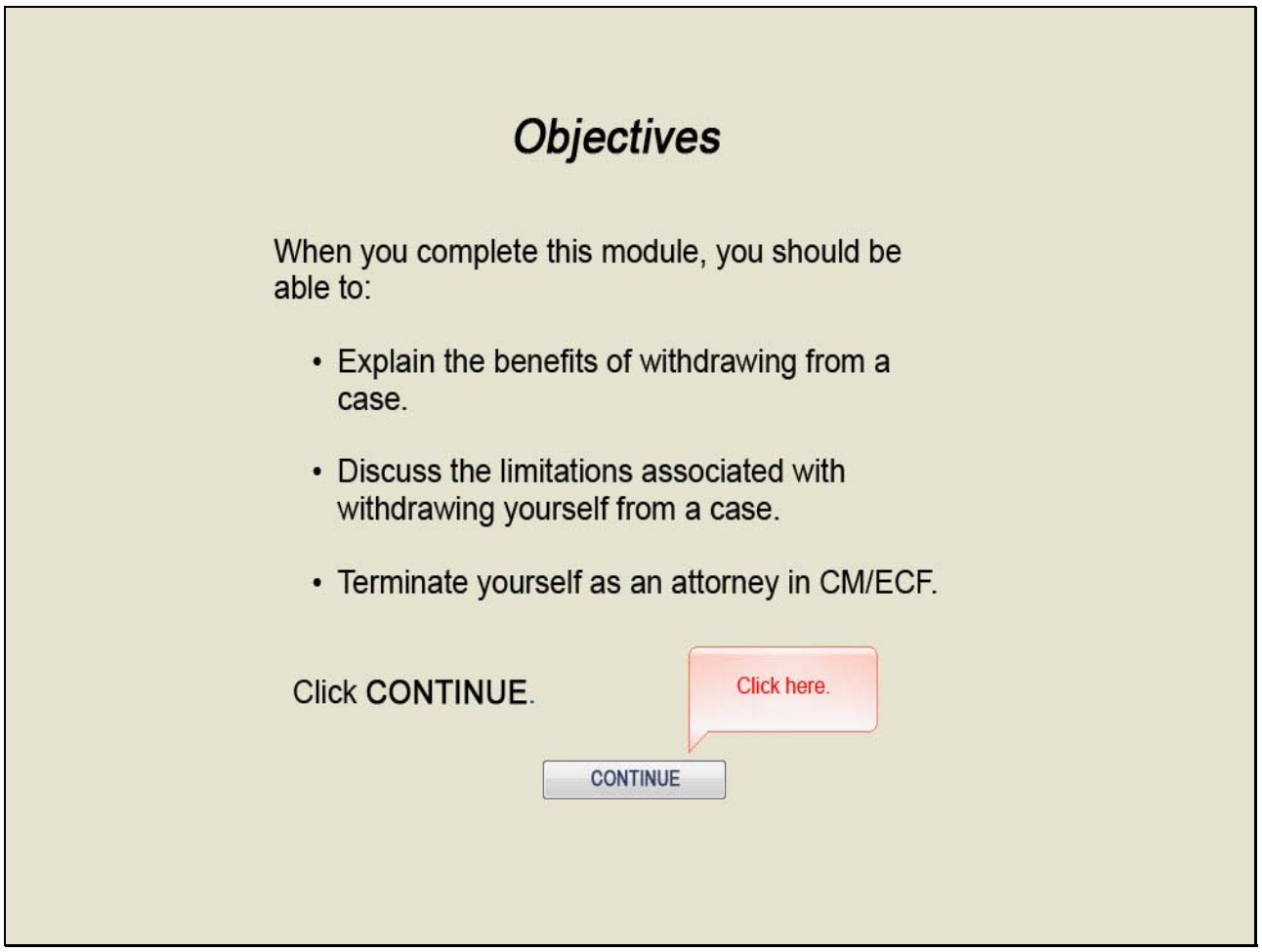
Slide 2 - Navigation (No Glossary)



Slide notes

Here are the instructions for navigating through this module. Use your mouse to roll over any of the arrows for a detailed explanation of that specific area. To enter, or exit, full screen mode you can press F11 on your keyboard at any time. Click START when you're ready to begin.

Slide 3 - Slide 3

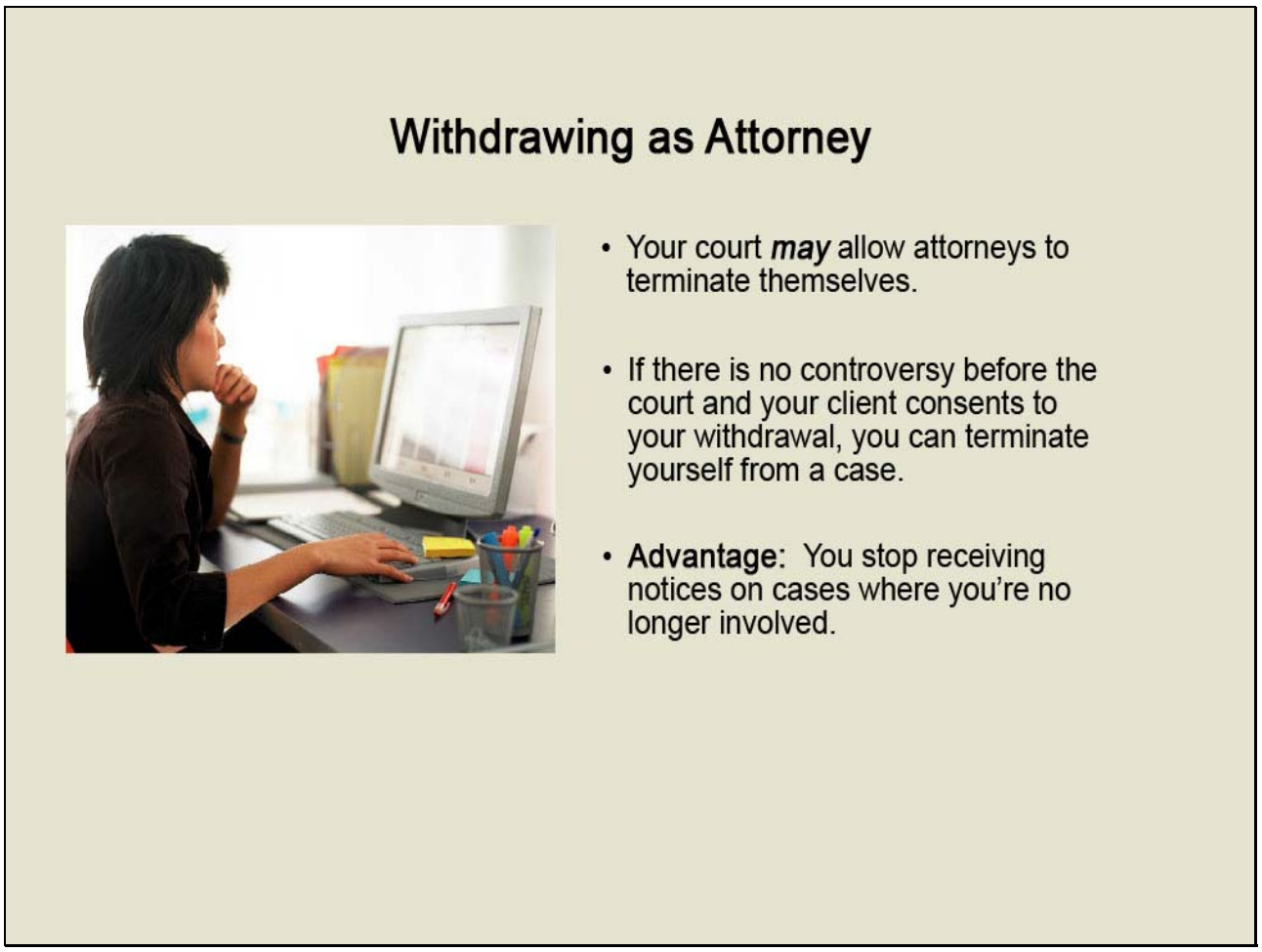


Slide notes

In CM/ECF Release 5.0, a new "Withdraw as Attorney" event may be available in your court's events list that allows attorneys to terminate themselves when their involvement in the case ends.

When you complete this module, you should be able to explain the benefits of withdrawing from a case; discuss the limitations associated with withdrawing yourself from a case; and terminate yourself as an attorney in CM/ECF.

Slide 4 - Withdrawal as Attorney Overview



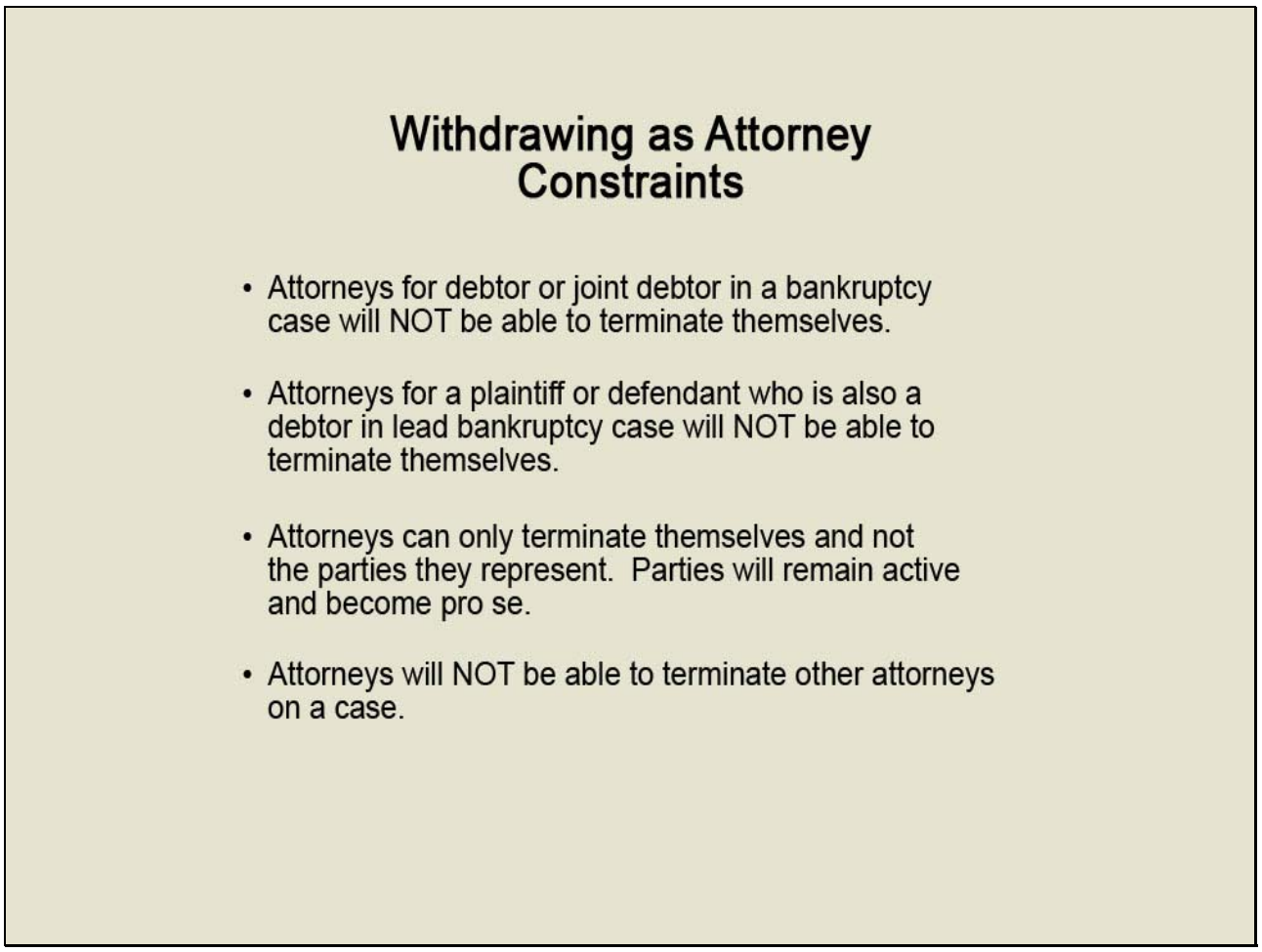
Slide notes

Your court may allow attorneys to terminate themselves in limited circumstances. If, as an attorney, you can certify that you have no controversy before the court and your client consents to withdrawal from the case,

...you can docket a new event that allows you to terminate yourself from a case.

The advantage to this is that you will stop receiving notices of electronic filings or other notices on a case where you are no longer involved.

Slide 5 - Slide 5



Slide notes

Features and limitations of terminating yourself from a case include the following: Attorneys for the debtor or joint debtor in a bankruptcy case will not be able to terminate themselves.

Attorneys for the plaintiff or defendant in an adversary proceeding who is also a debtor in a lead bankruptcy case will not be able to terminate themselves.

Attorneys may not terminate the parties they represent when they terminate themselves. The parties they represent will remain active and their representation status will become pro se.

Finally, attorneys will not be able to terminate other attorneys on a case.

Slide 6 - Filing Agents

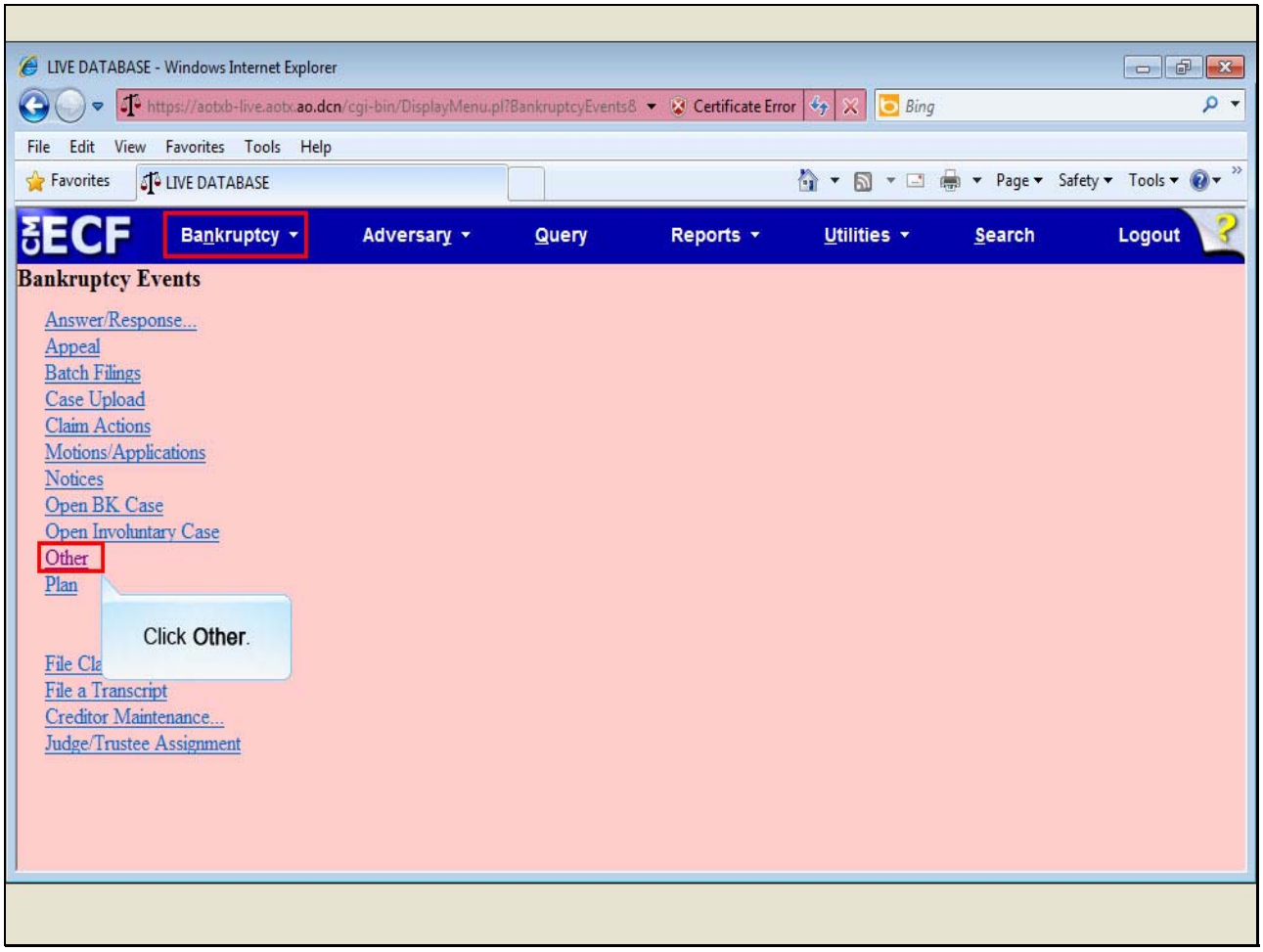
Slide notes

Some attorneys employ filing agents, such as paralegals or secretaries, to docket events for them. Filing agents log in as themselves, but file docket events as if they are the attorney.

The docket text indicates that the attorney, not the filing agent, filed the event. Filing agents can withdraw the attorney with this new event as if they were the attorney.

Now, I'll log into CM/ECF as an attorney and demonstrate how to docket a Withdraw as Attorney event.

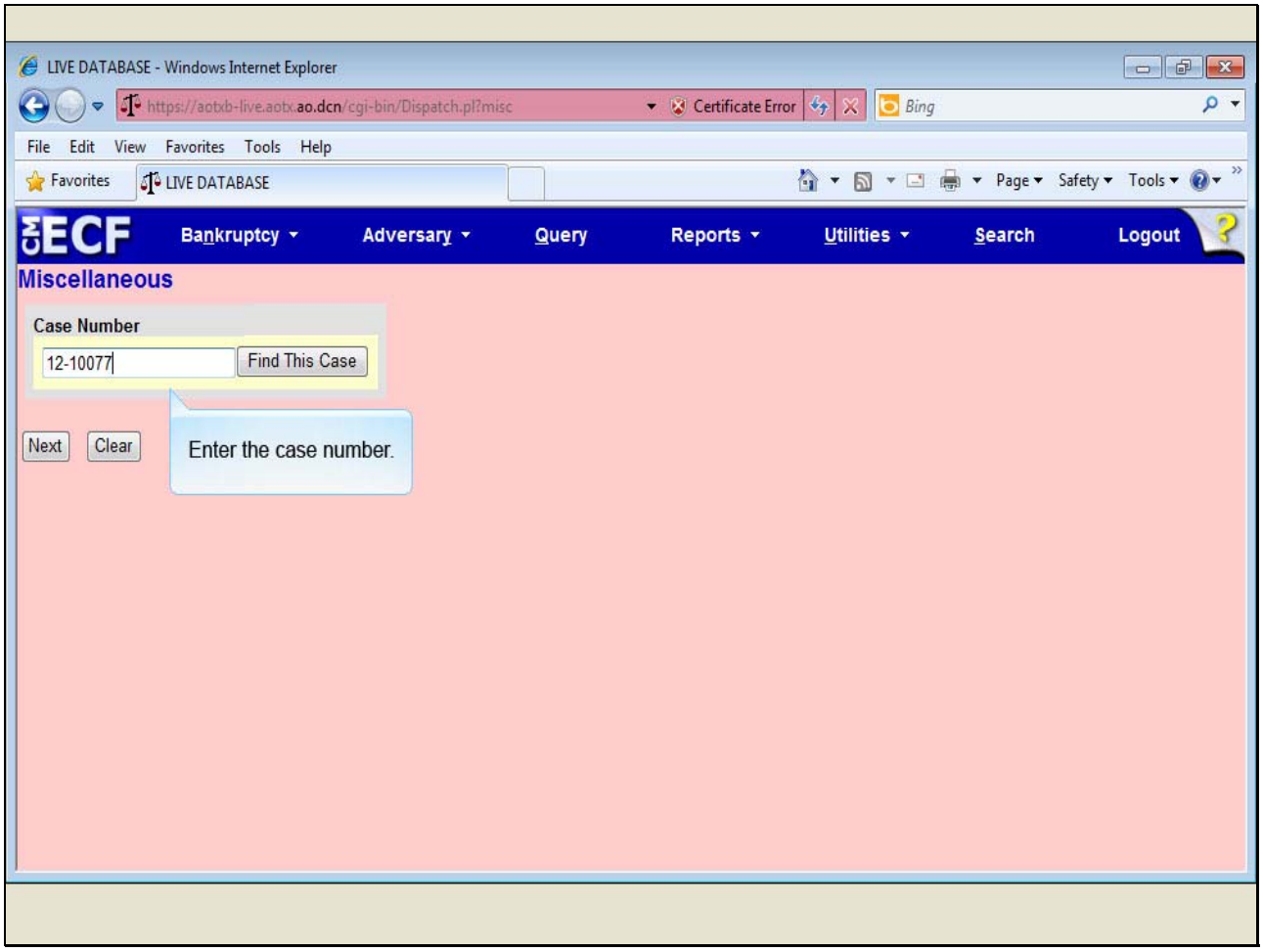
Slide 7 - Docketing Withdrawal as Attorney



Slide notes

We begin at the CM/ECF Bankruptcy menu. I'm currently logged in as the attorney, Charlotte Baker, who represents the creditor, First Nationwide Mortgage. I'll start by clicking Other.

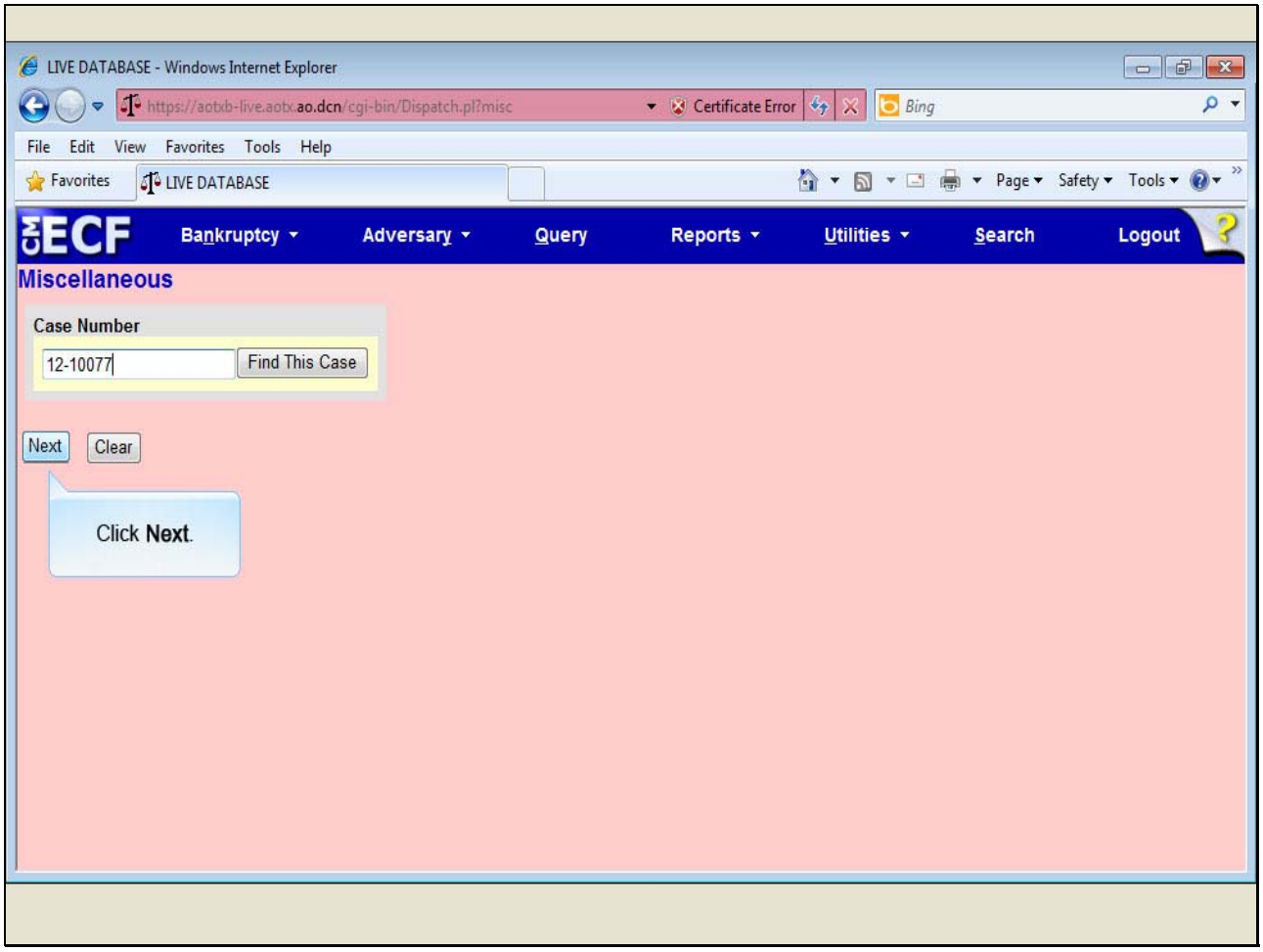
Slide 8 - Slide 8



Slide notes

Enter the case number...

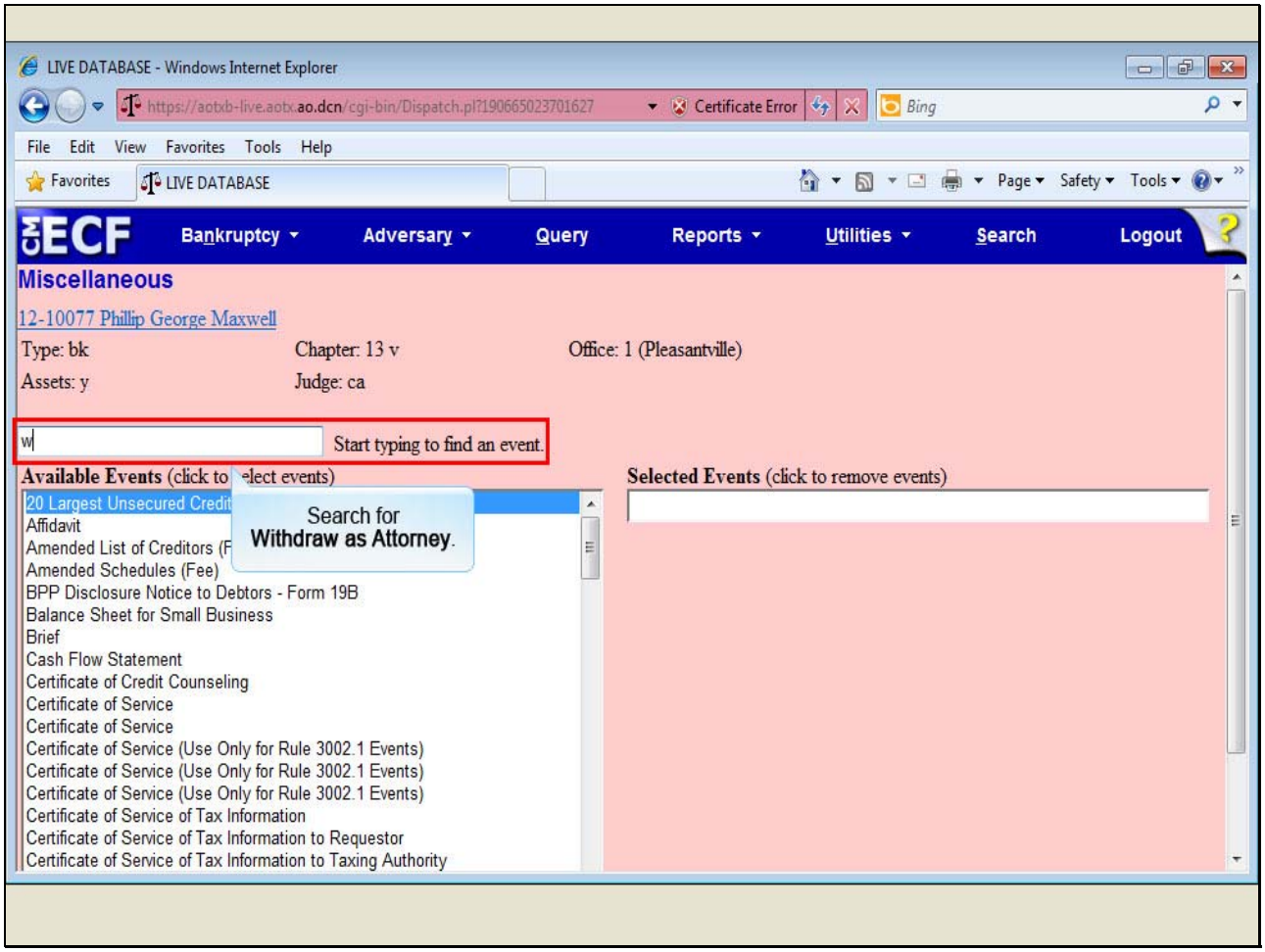
Slide 9 - Slide 9



Slide notes

...and click Next.

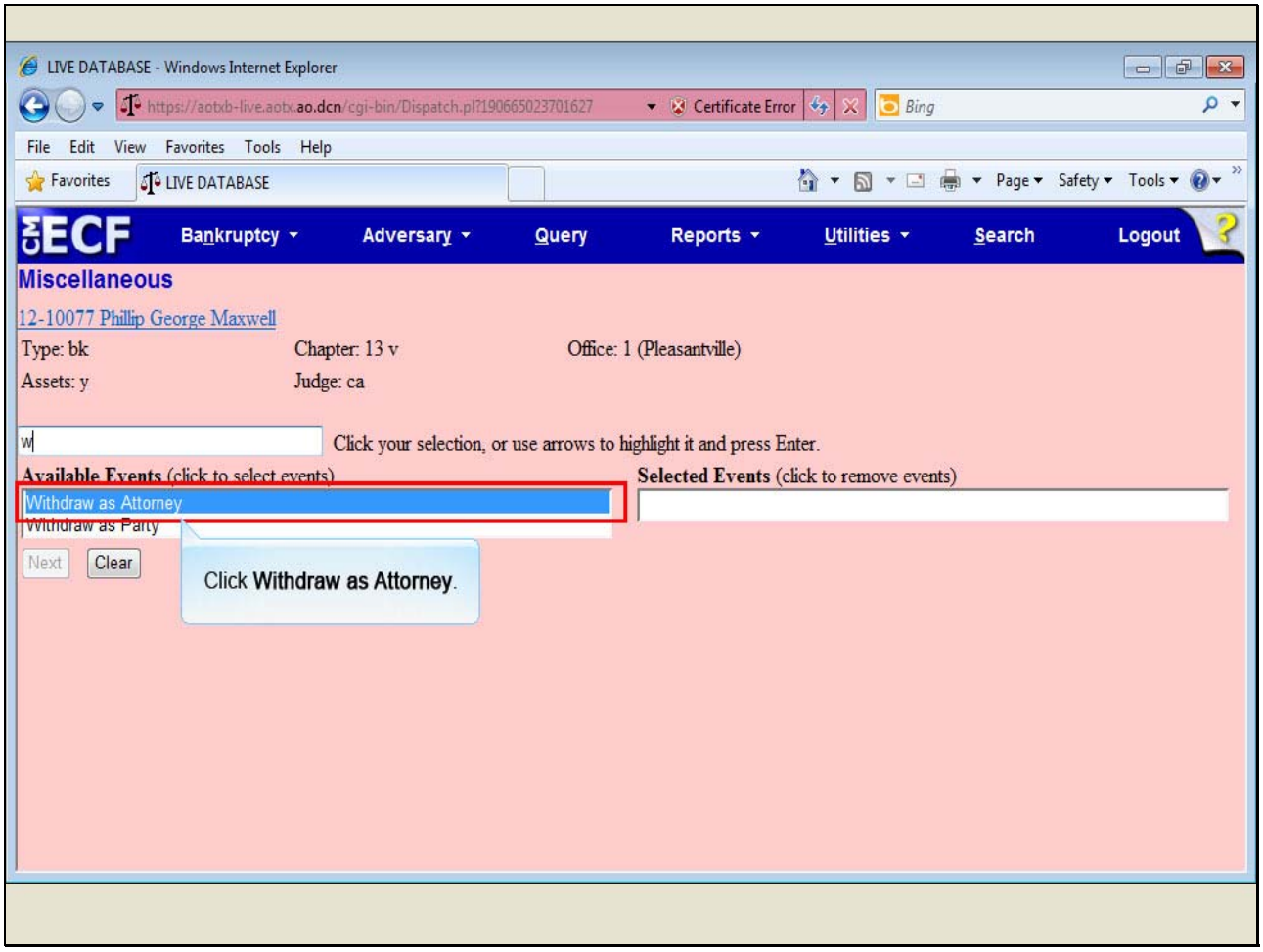
Slide 10 - Slide 10



Slide notes

In the search window above Available Events, you can type "w" to search for the Withdraw as Attorney event to save time scrolling.

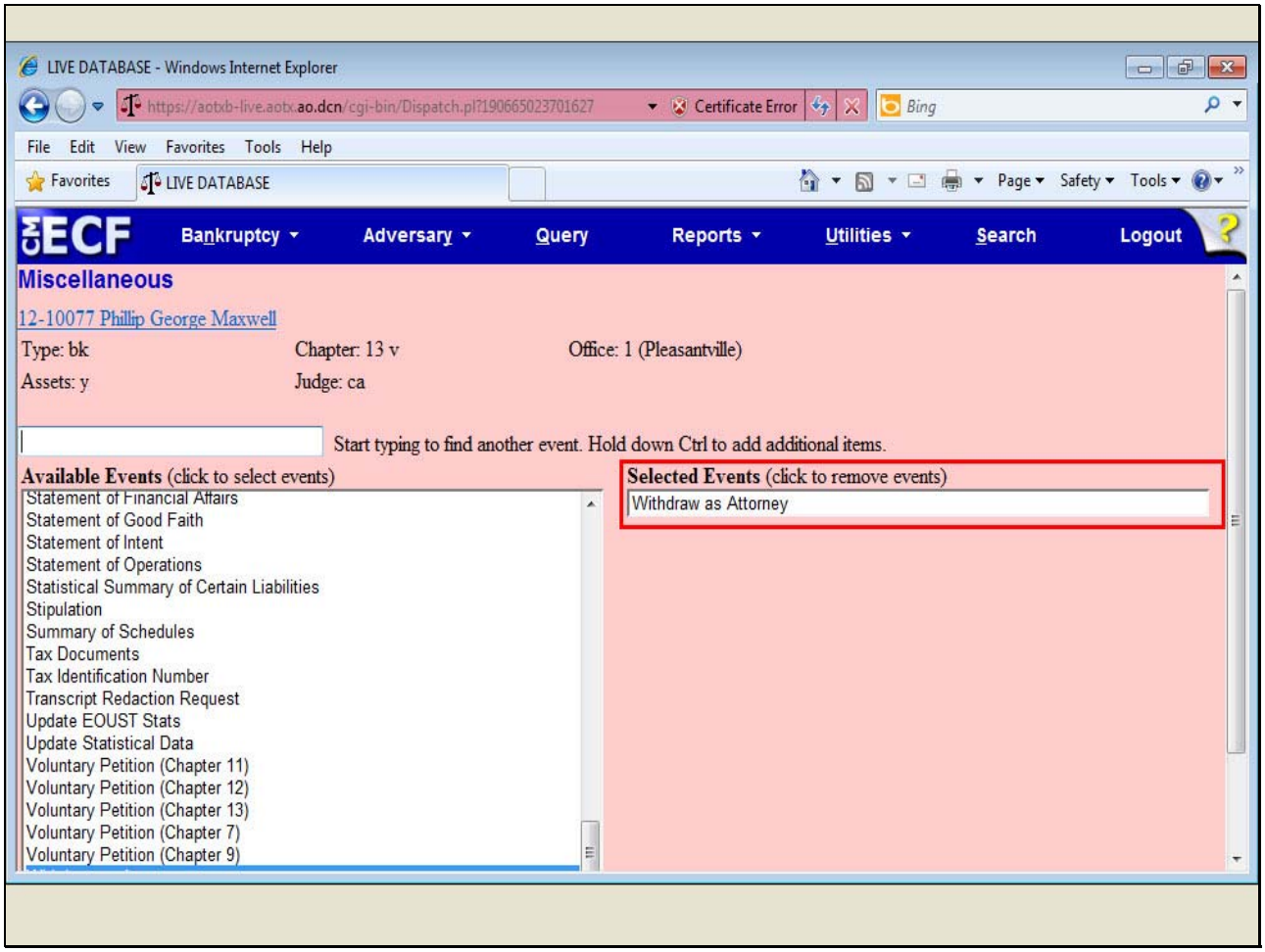
Slide 11 - Slide 11



Slide notes

Click the Withdraw as Attorney event.

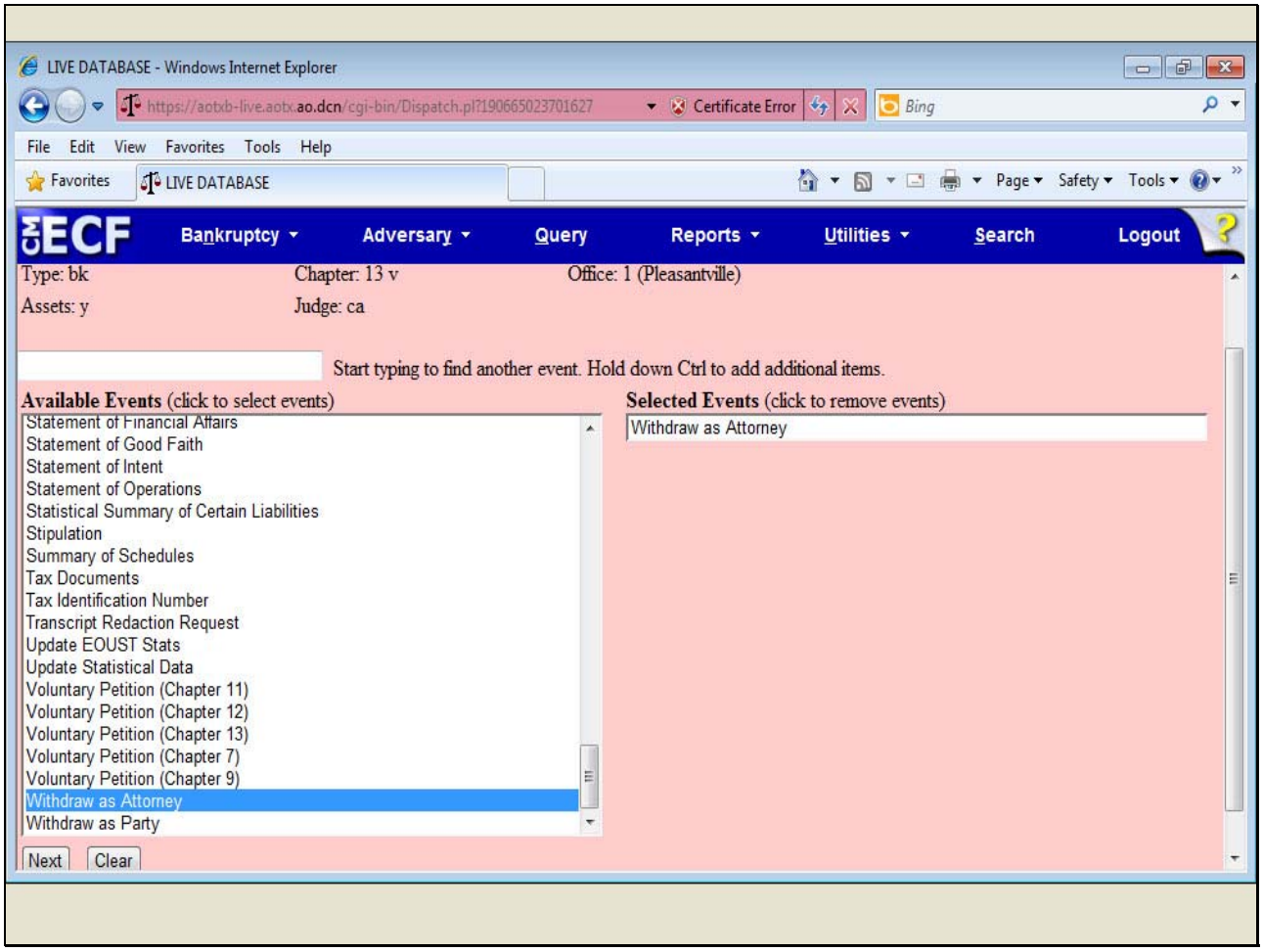
Slide 12 - Slide 12



Slide notes

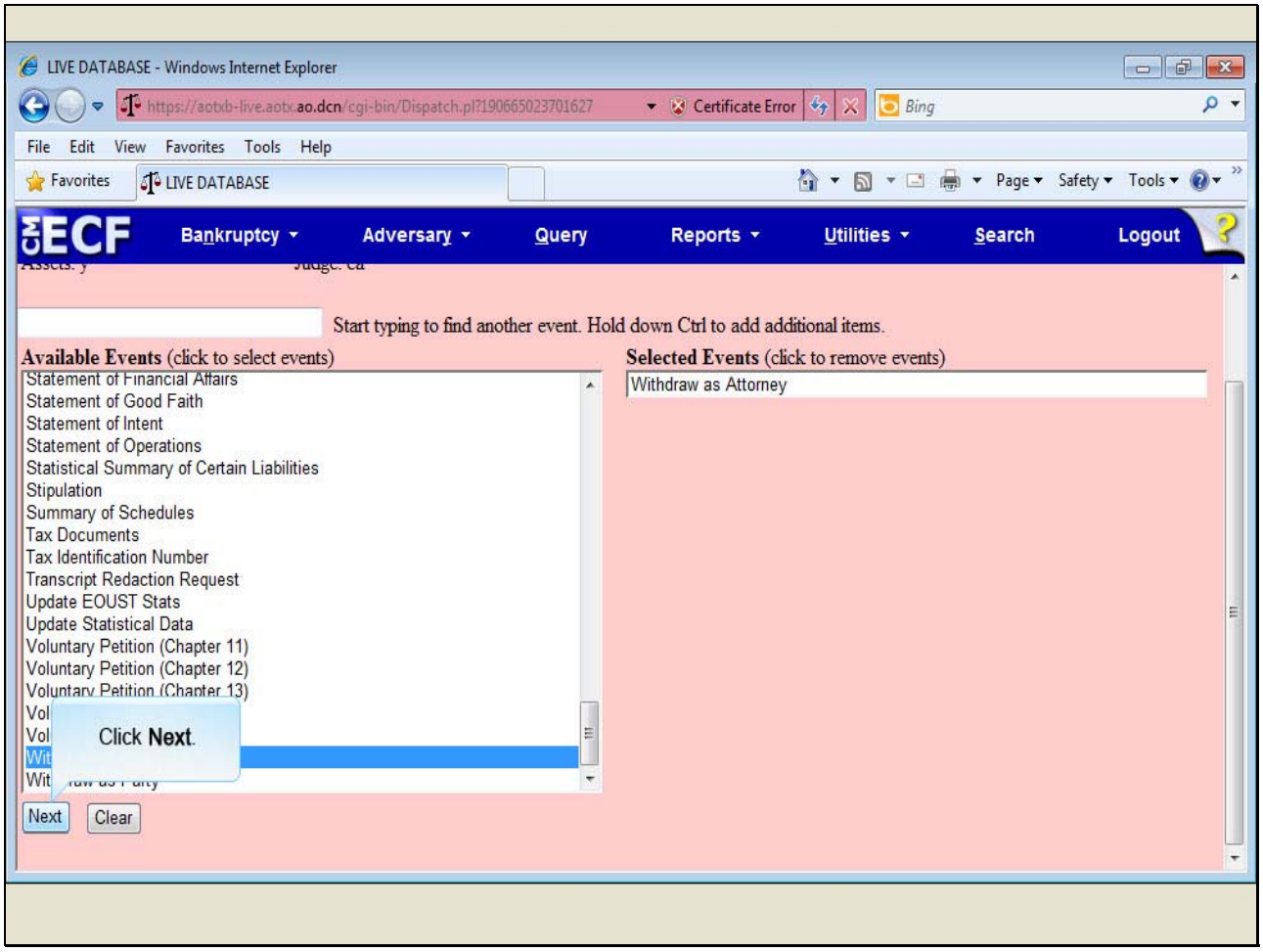
Notice that once we select an event under the Available Events list, it appears in the Selected Events window. Let's scroll down...

Slide 13 - Slide 13



Slide notes

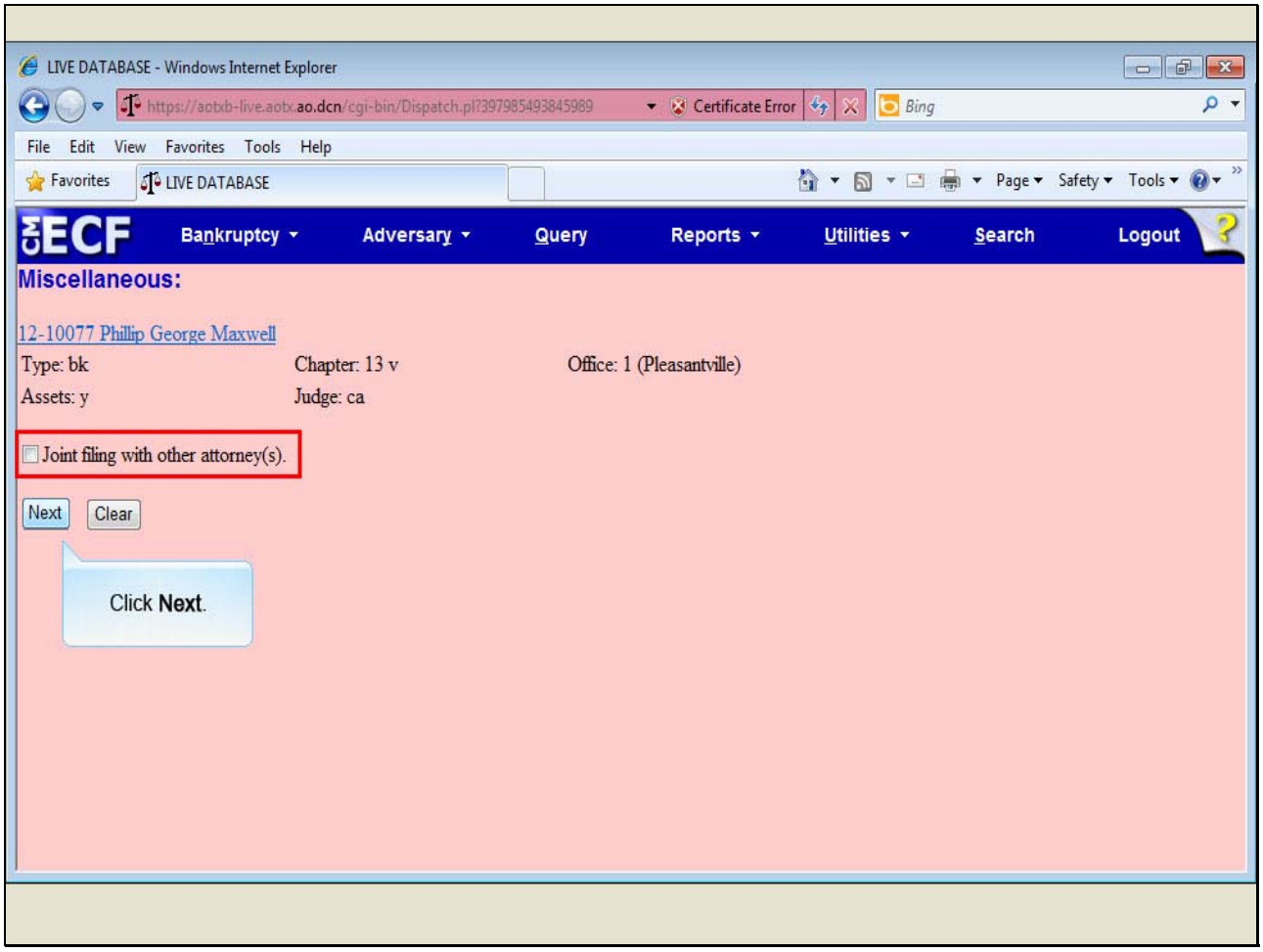
Slide 14 - Slide 14



Slide notes

...and click Next.

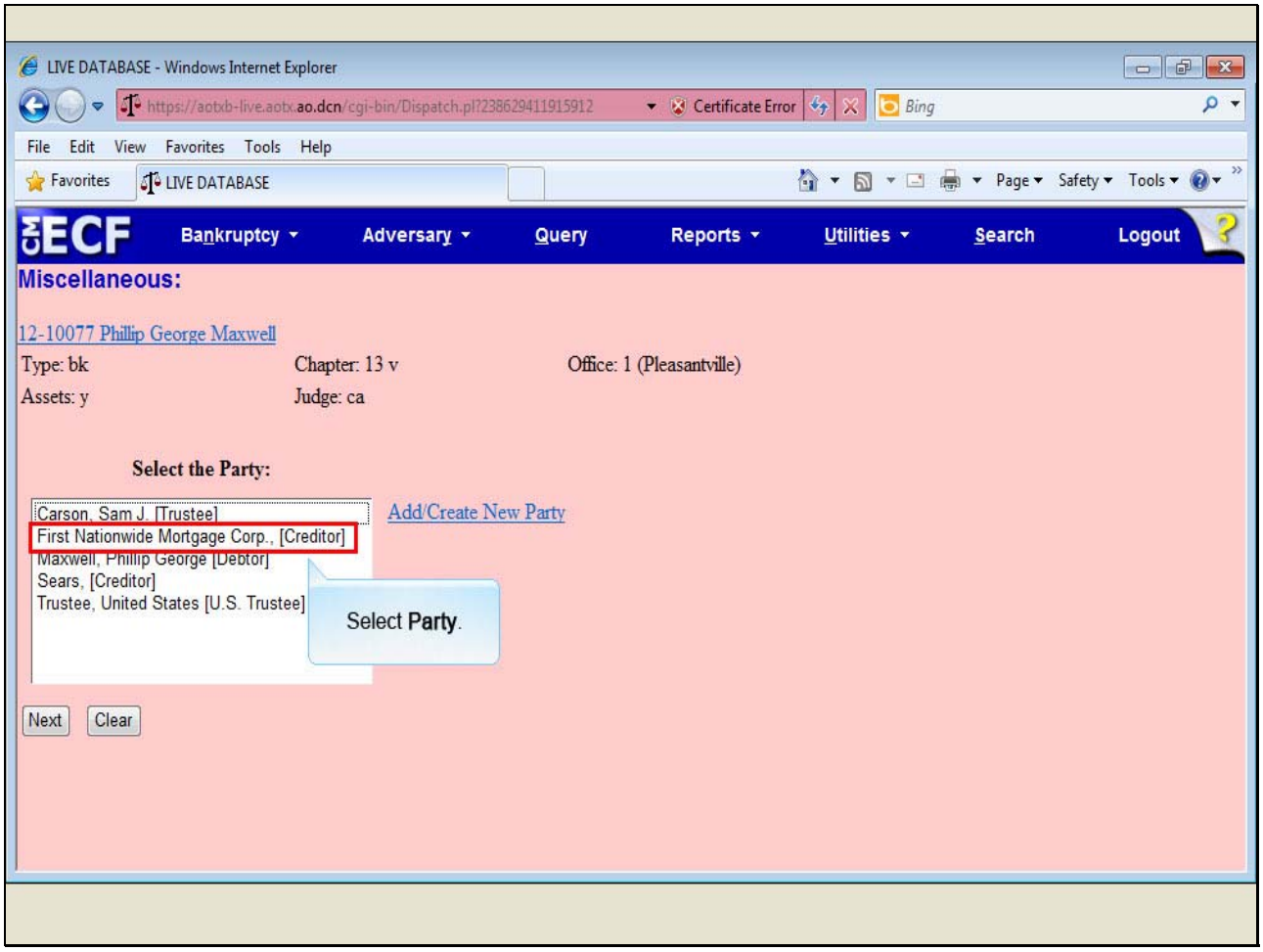
Slide 15 - Slide 15



Slide notes

Since we're not filing this event jointly with another attorney, we'll leave this check box blank. Click Next.

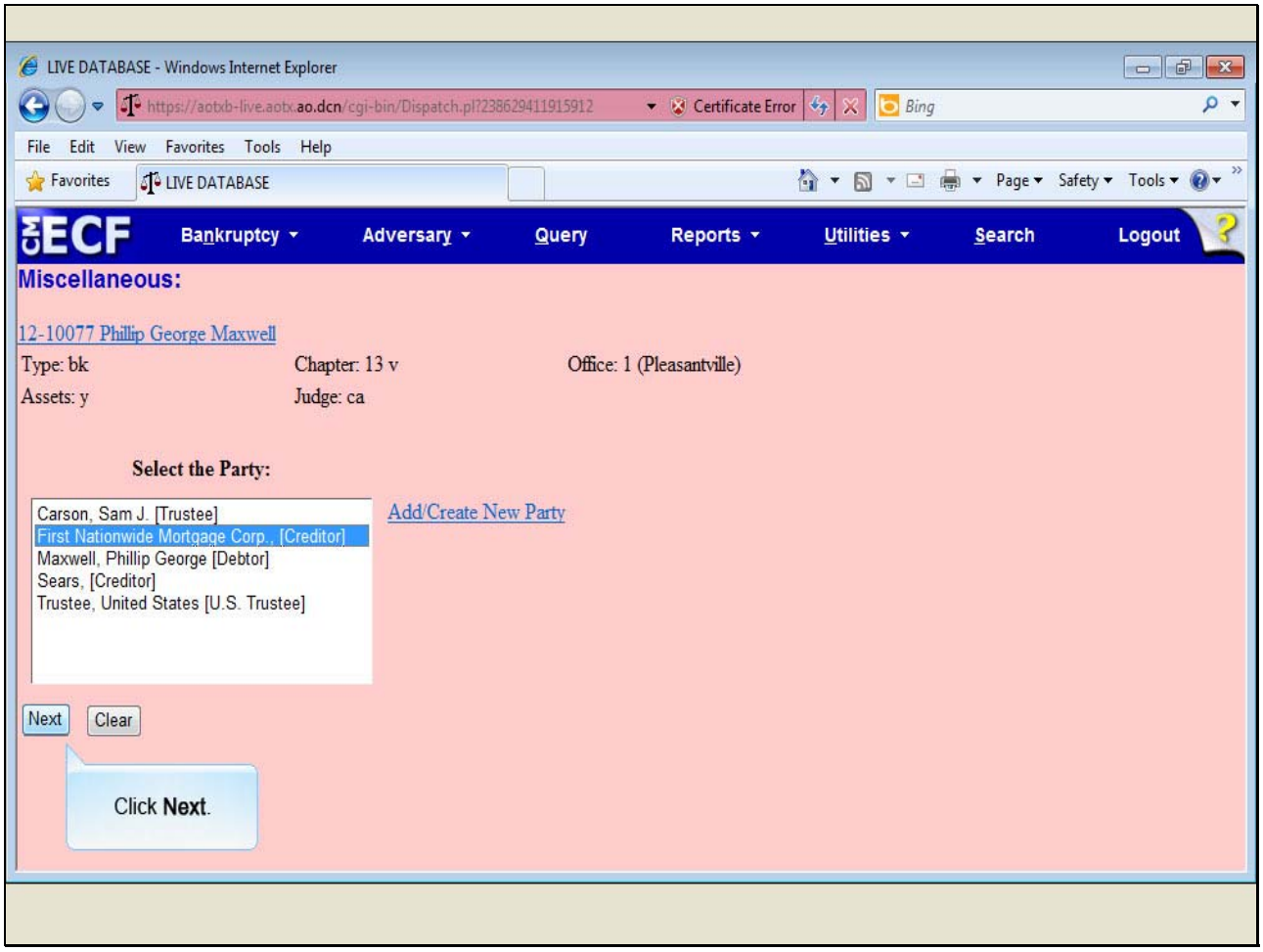
Slide 16 - Slide 16



Slide notes

As in other events, you'll have to select the party you represent. Our attorney, Charlotte Baker, represents First Nationwide Mortgage, so I'll select First Nationwide Mortgage as the party...

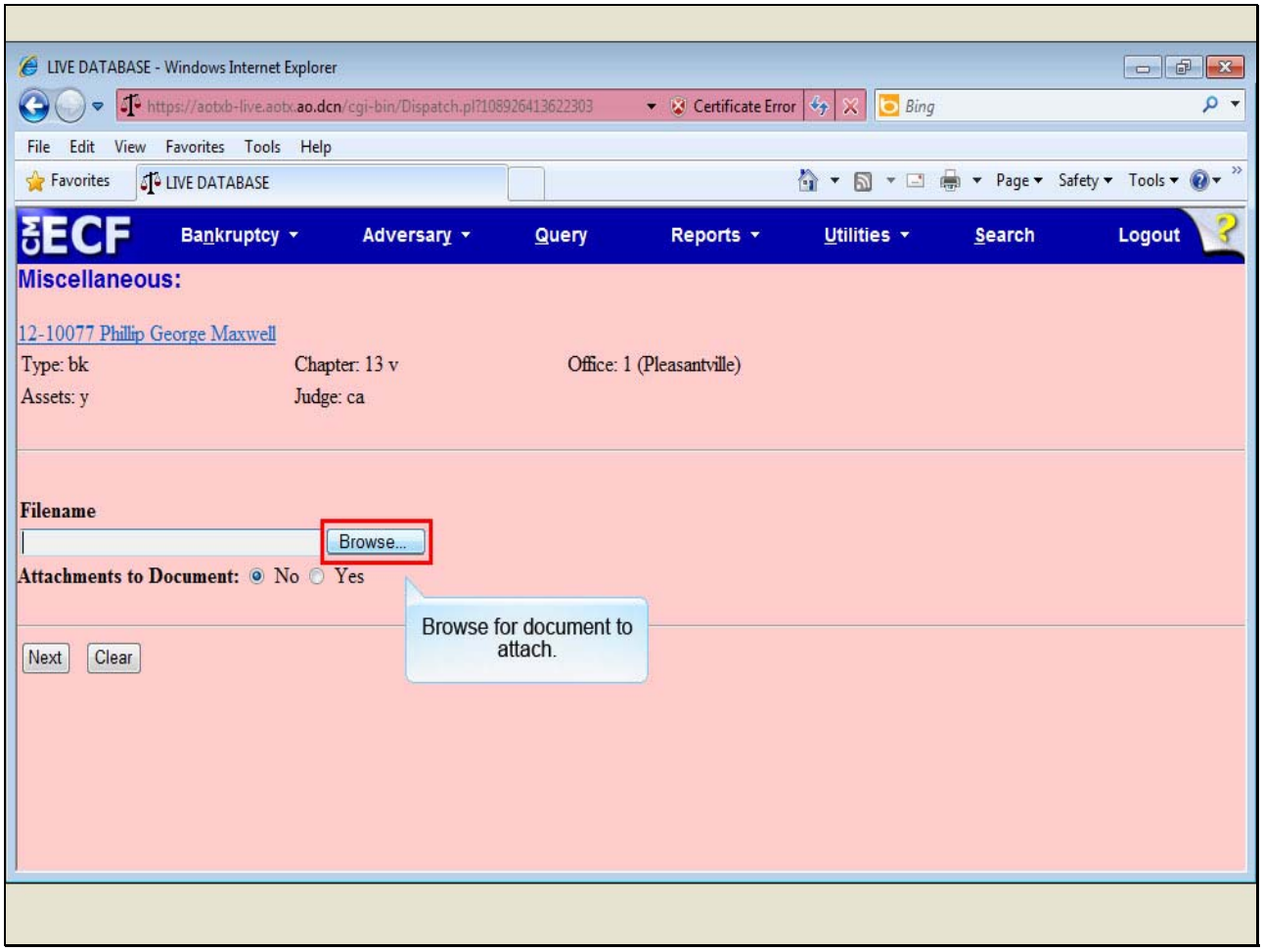
Slide 17 - Slide 17



Slide notes

...and click Next.

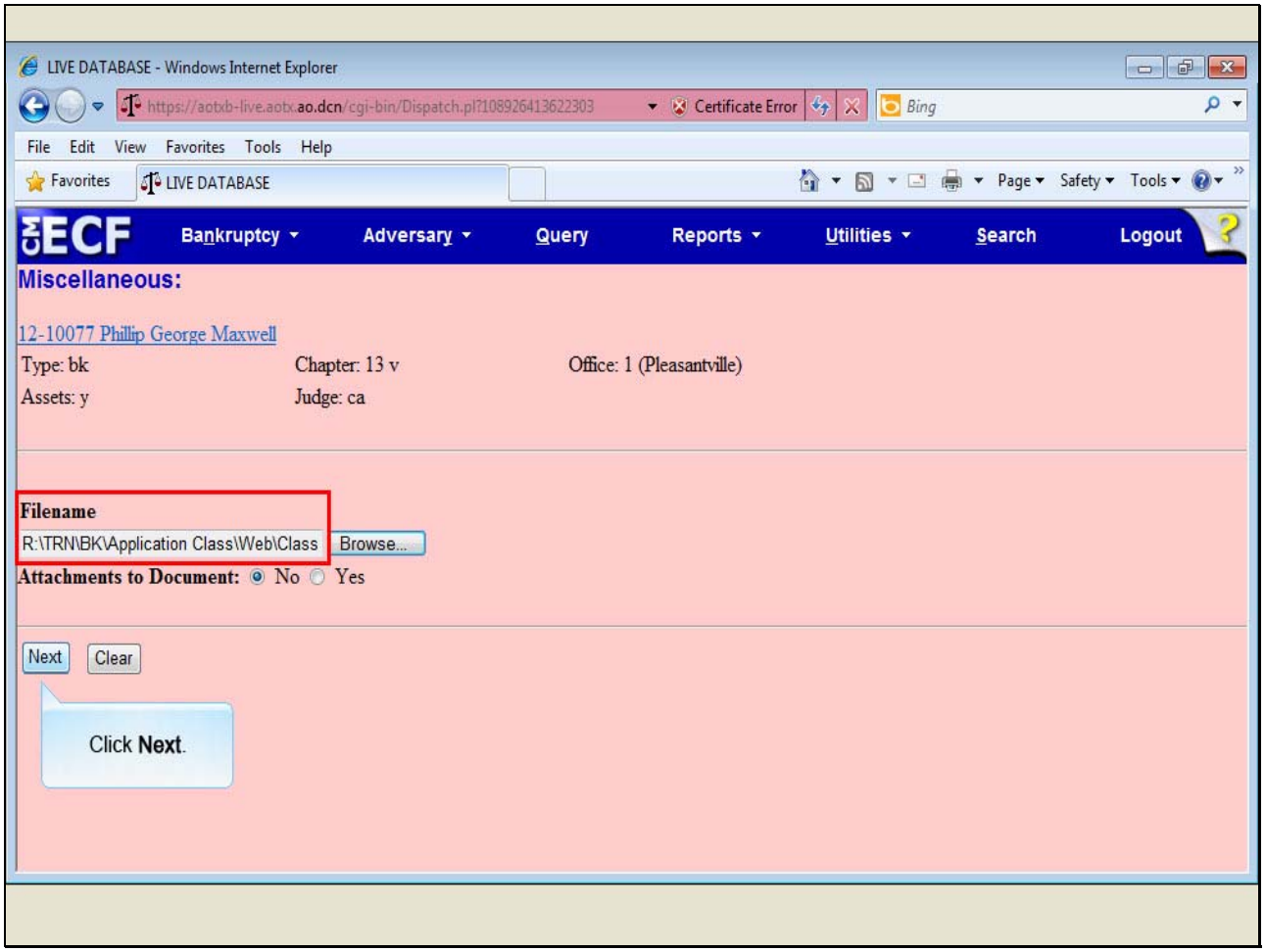
Slide 18 - Slide 18



Slide notes

I'll browse for the document...

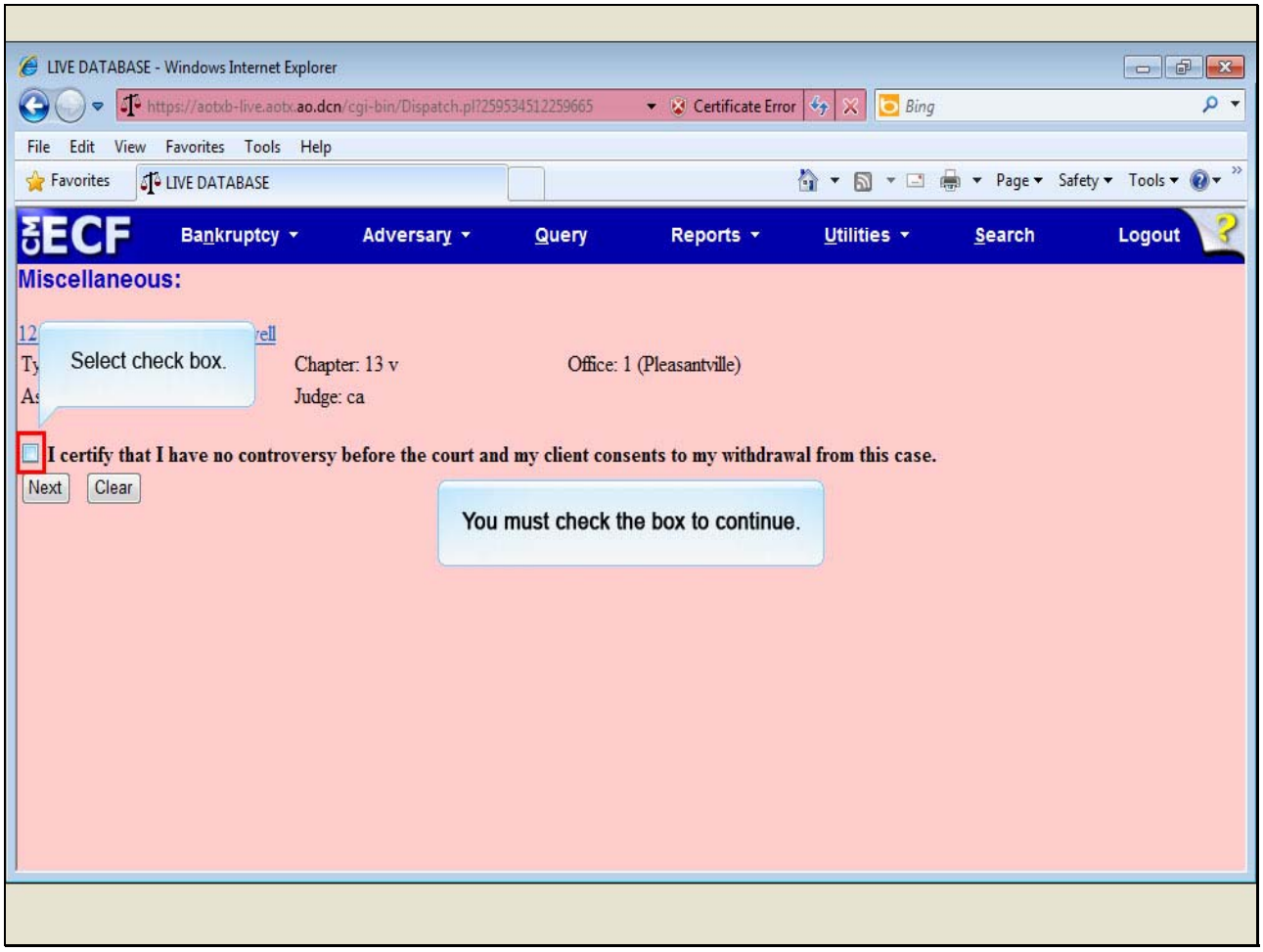
Slide 19 - Slide 19



Slide notes

...and verify that the document appears in the Filename window and click Next.

Slide 20 - Slide 20

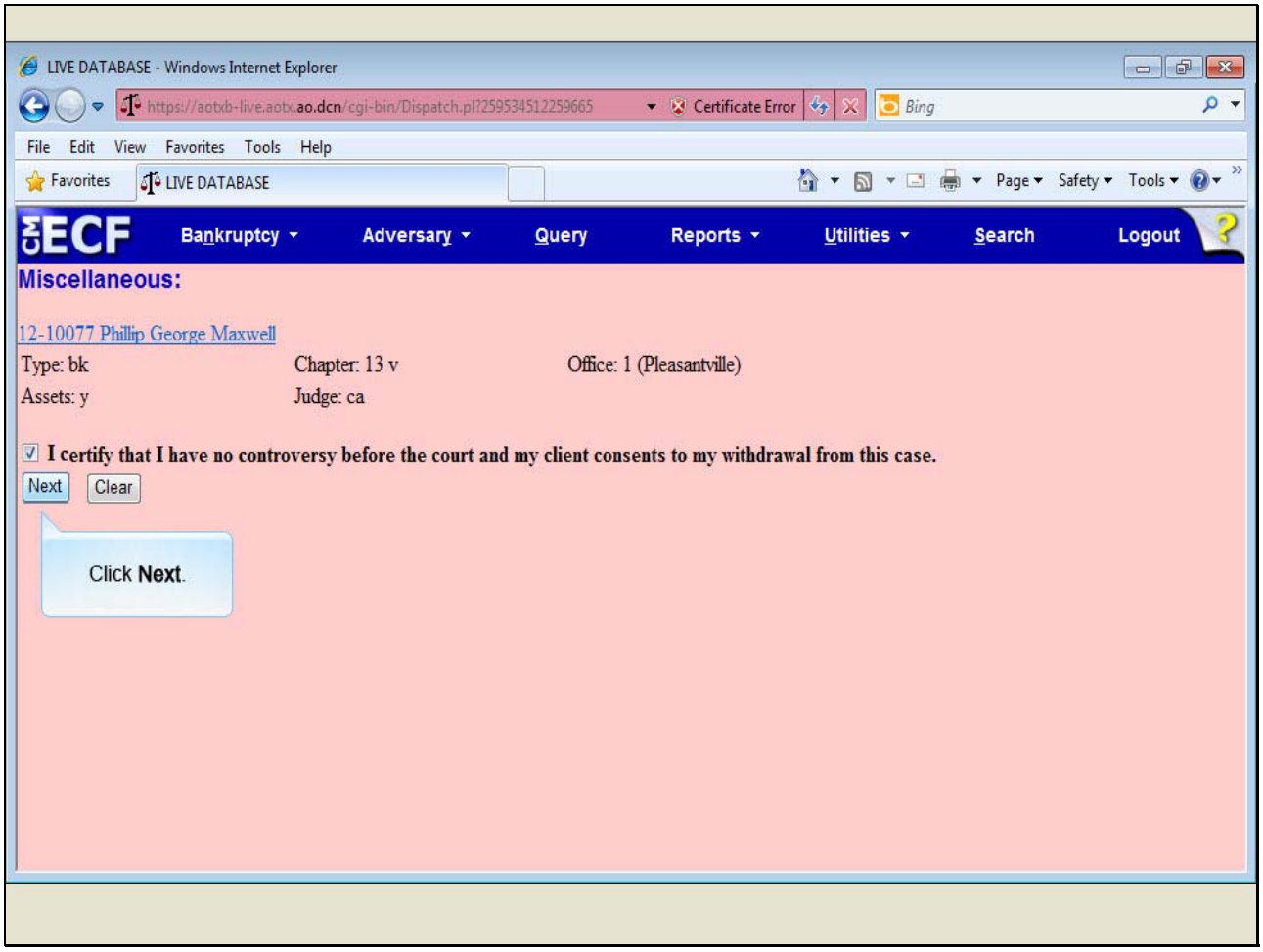


Slide notes

This check box must be selected to certify that the attorney has no controversy before the court and their client consents to their withdrawal from the case.

If this check box is not selected, an error message will open stating, "You must check the box to continue."

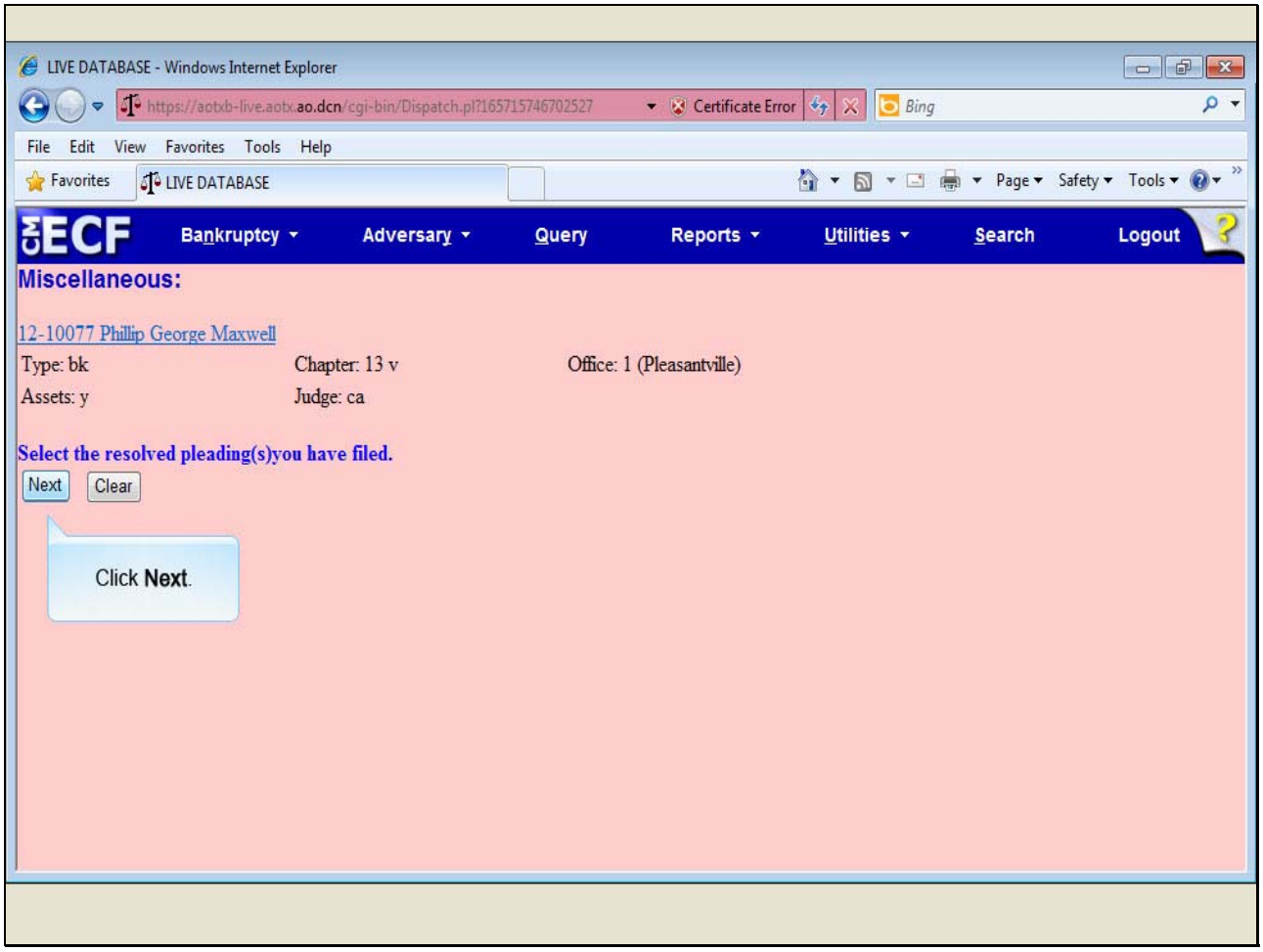
Slide 21 - Slide 21



Slide notes

When the check box is selected and you're ready to proceed to the next screen, click Next.

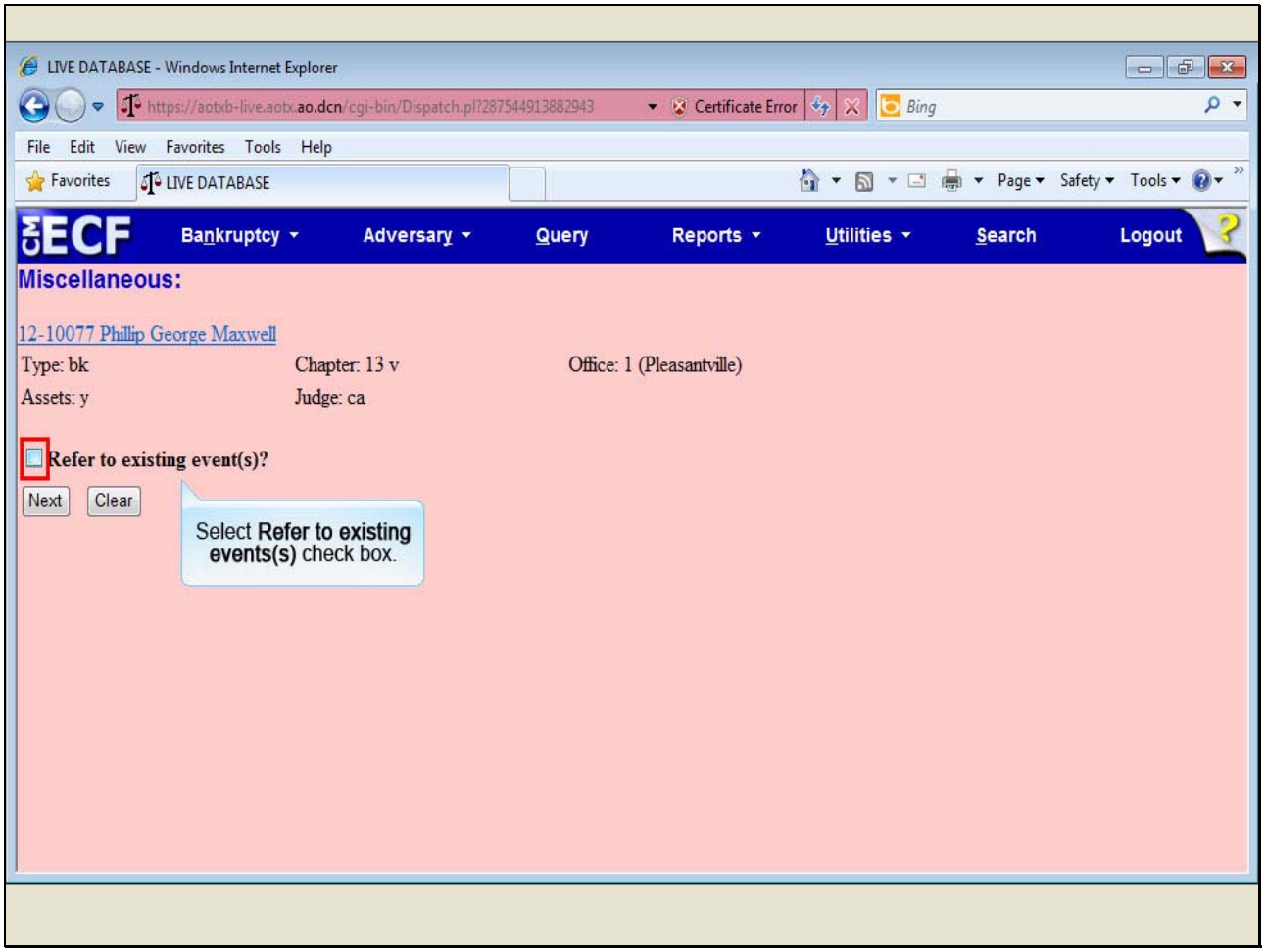
Slide 22 - Slide 22



Slide notes

The attorney needs to select the resolved pleading(s) that he or she has filed. I'll click Next to view these pleadings.

Slide 23 - Slide 23

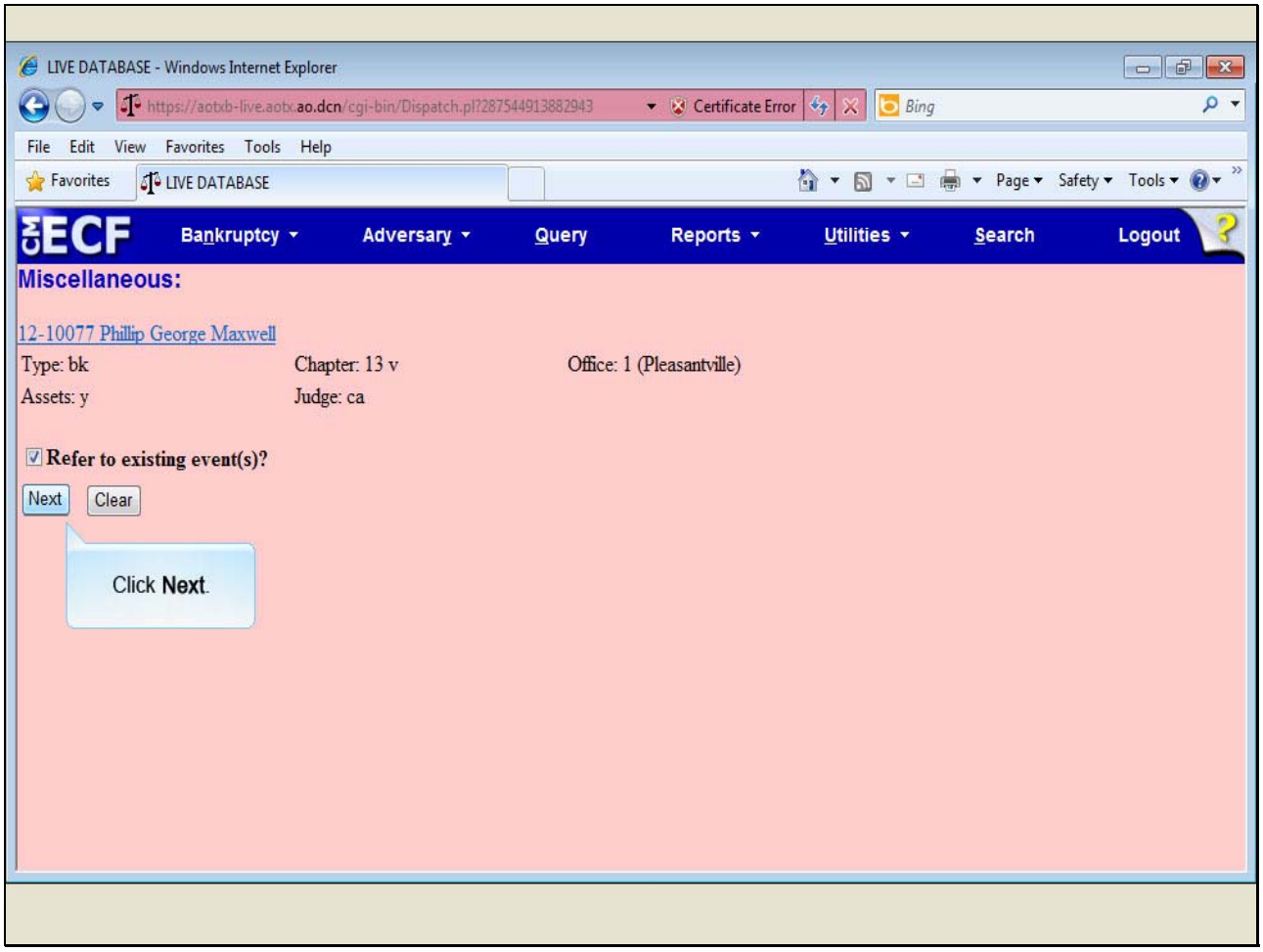


Slide notes

If referring to an existing event, select the check box. Your court may want you to relate this withdrawal to the pleading or pleadings you filed that no longer need your representation. This is an optional step.

If you don't check this box, you will be taken to the final docket text screen. For this example, I'll relate this action to a motion that was filed and has been ruled on. I'll select the check box to refer to the Motion for Relief from Stay...

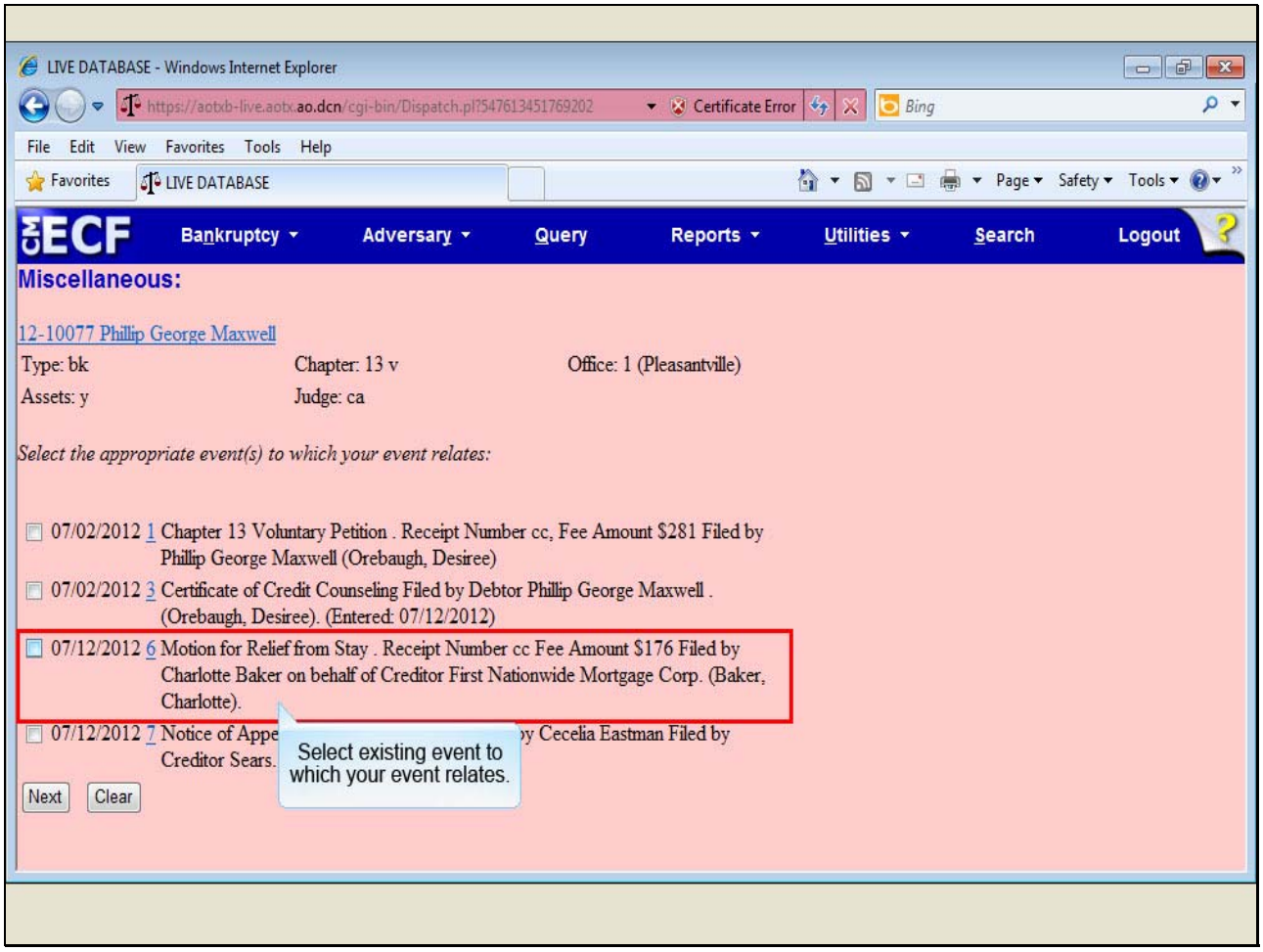
Slide 24 - Slide 24



Slide notes

...and then I'll click Next.

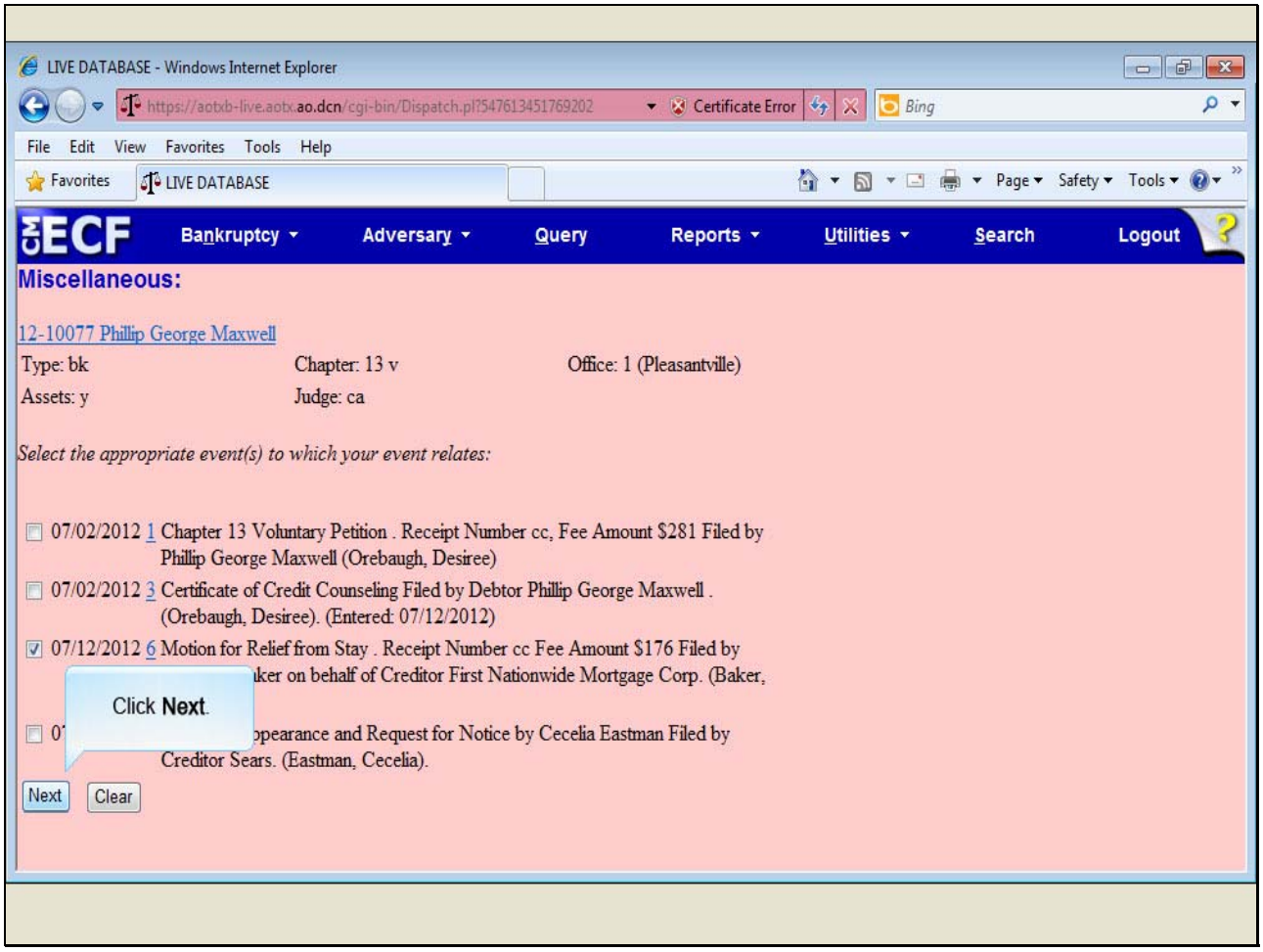
Slide 25 - Slide 25



Slide notes

I'll select the Motion for Relief from Stay check box that Charlotte Baker filed...

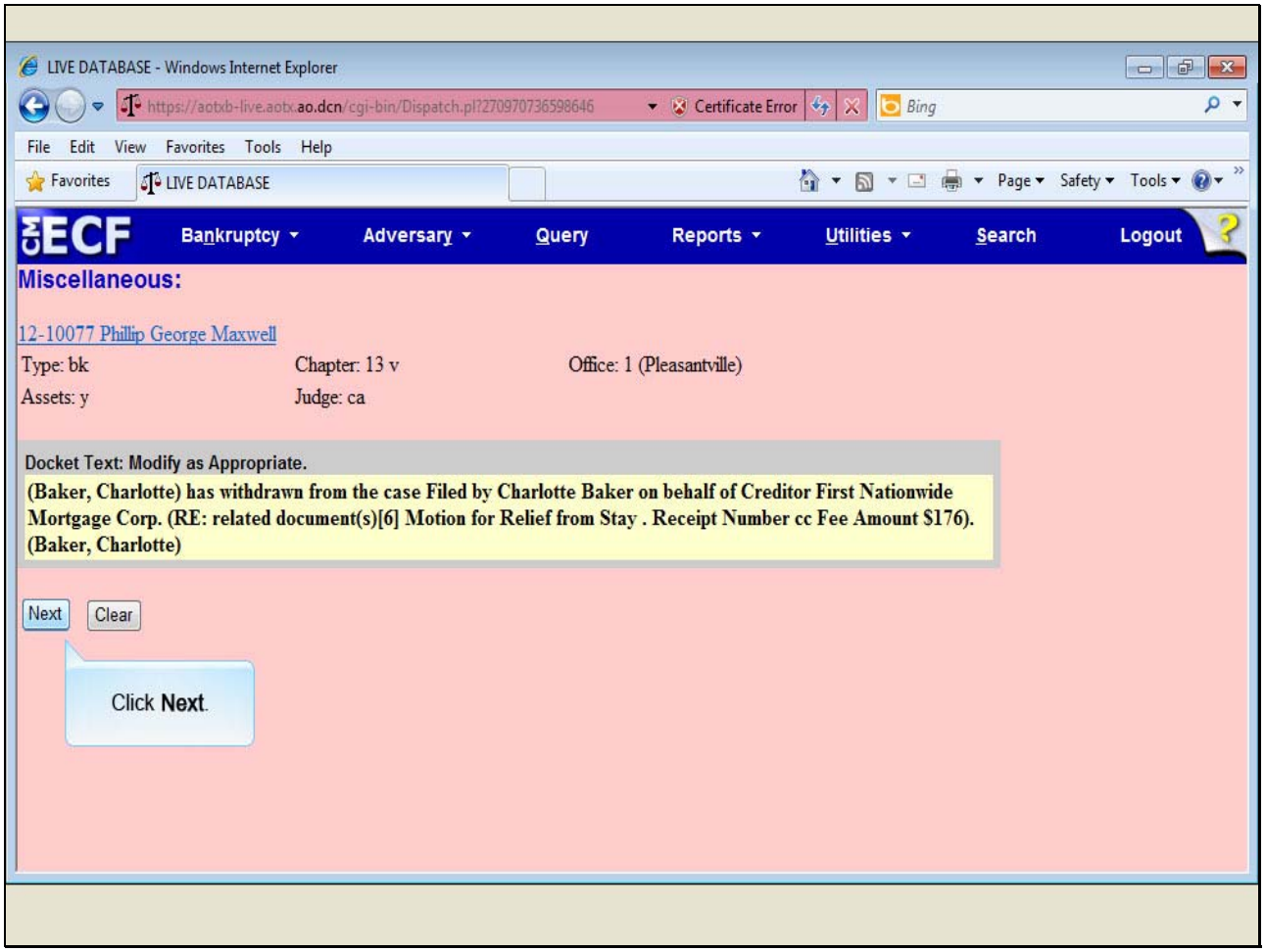
Slide 26 - Slide 26



Slide notes

...and click Next.

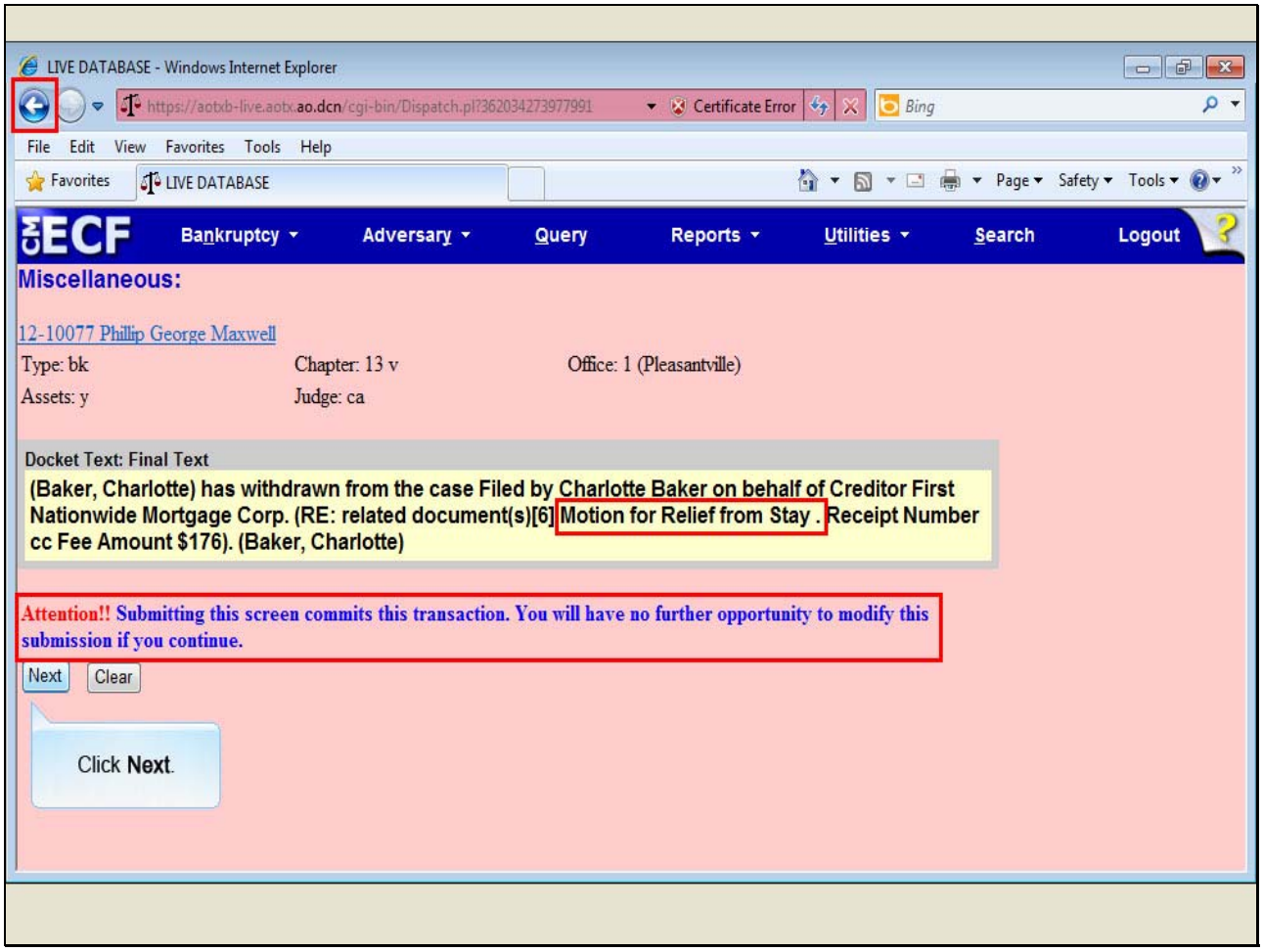
Slide 27 - Slide 27



Slide notes

This first docket text screen allows you to make edits to any text fields that can be modified. In this example, there aren't any fields that can be edited, so I'll click Next.

Slide 28 - Slide 28

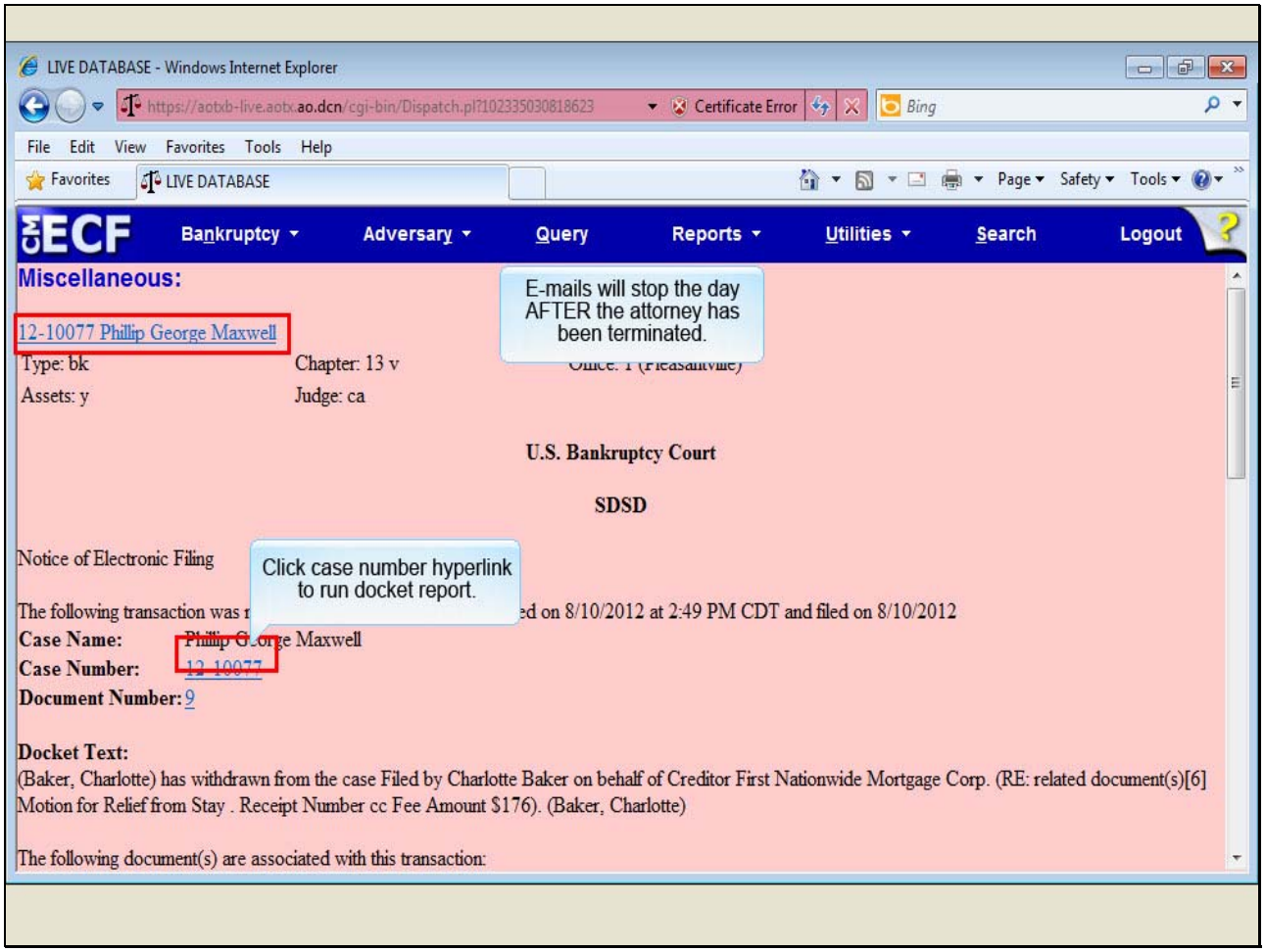


Slide notes

Notice the Motion for Relief from Stay is referenced in the docket text. You cannot edit text in this docket text field. However, if you find an error in the docket text, simply click the back arrow in your browser to navigate to the screen where you need to make the correction.

If the docket text is correct, click Next. Once you click Next, you will not be able to modify this event.

Slide 29 - Slide 29



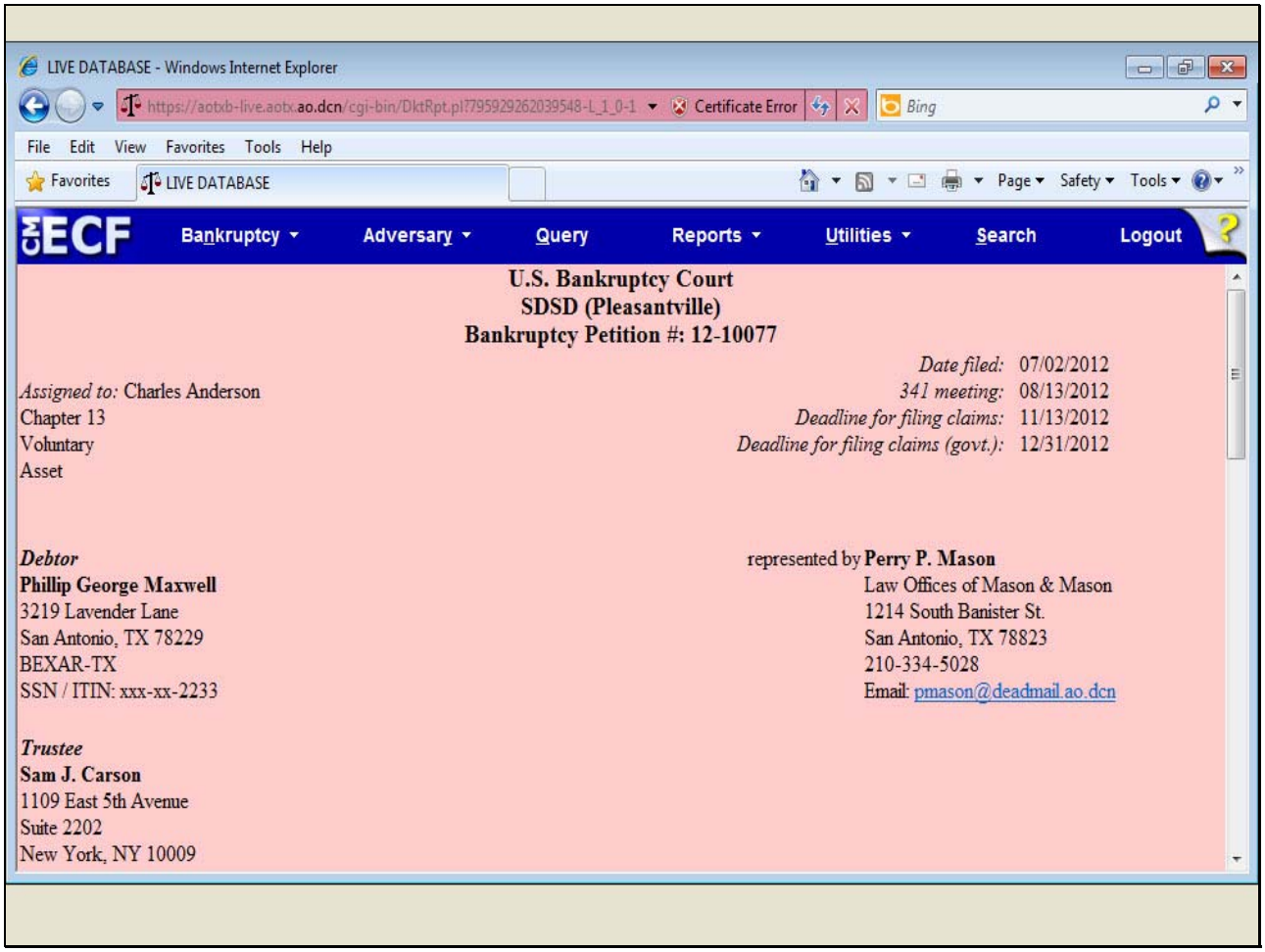
Slide notes

It's important to note that e-mails may continue for the remainder of the day when the association is terminated, but no e-mails will be sent from the following day forward.

The attorney will also be removed from the mailing matrix to prevent unnecessary noticing. To view the docket report, you can click the case number with the debtor name or the case number.

I'll click the case number hyperlink to view the docket report.

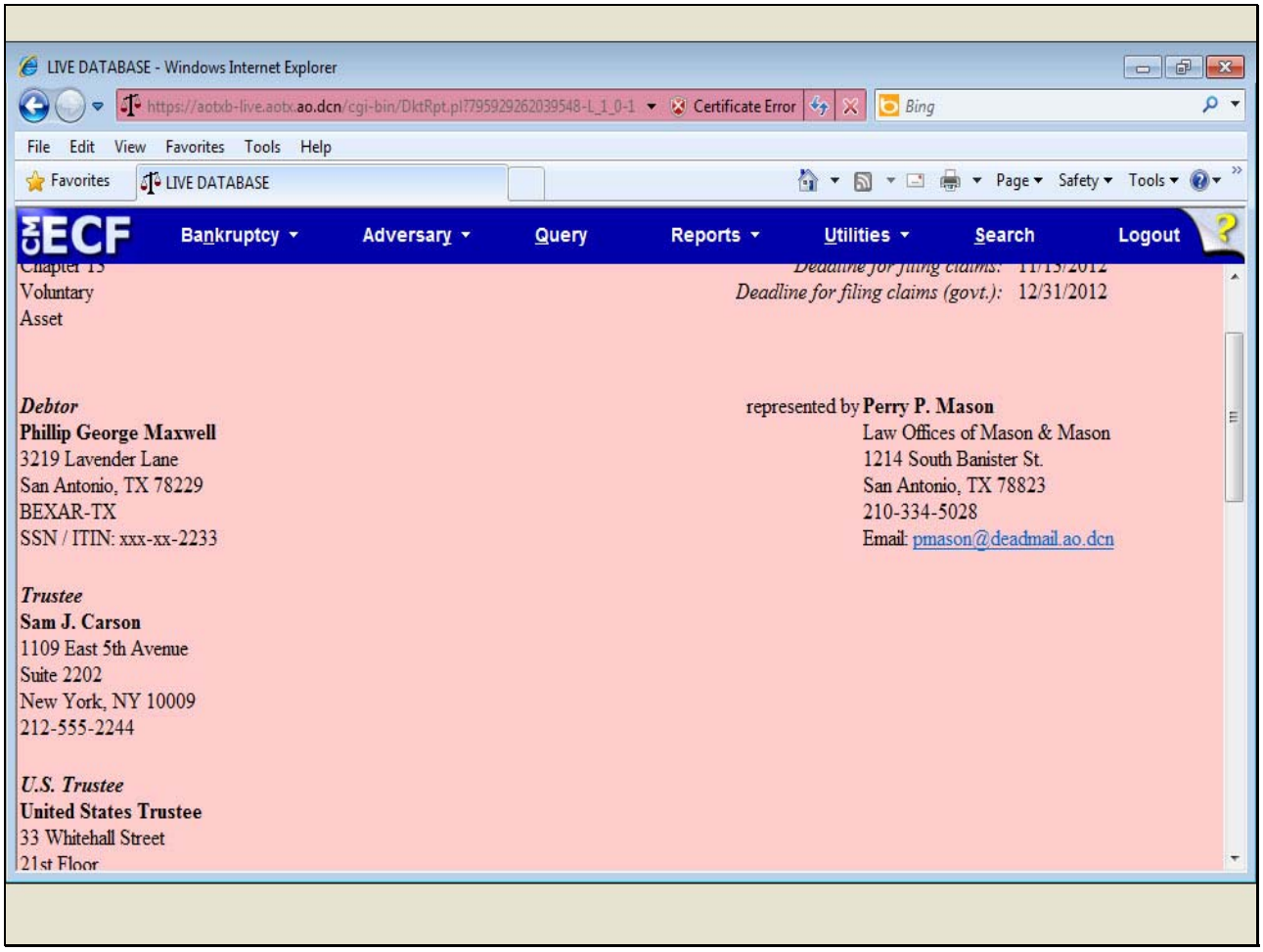
Slide 30 - Slide 30



Slide notes

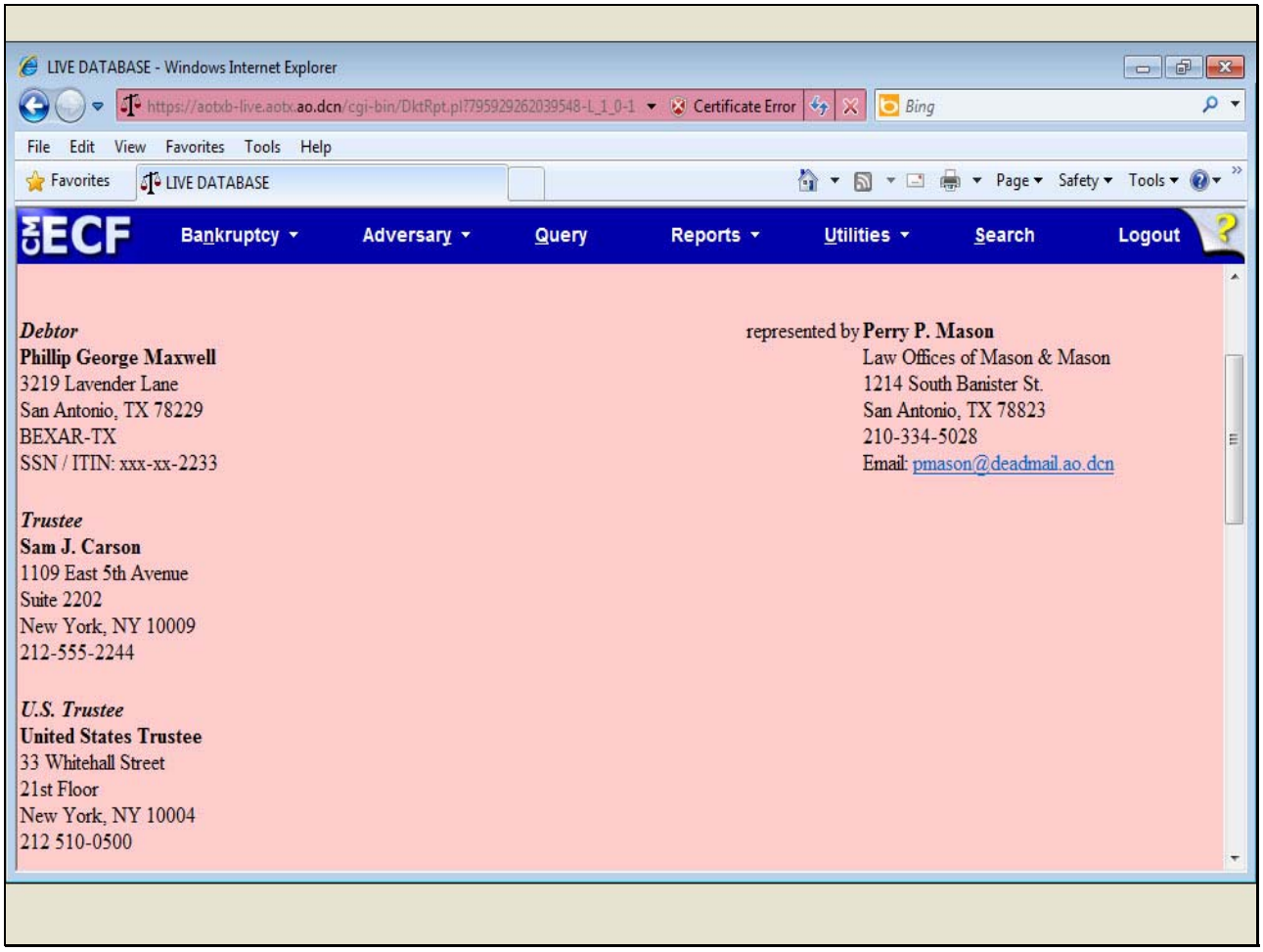
I'll scroll down the docket report to view the Withdraw as Attorney event.

Slide 31 - Slide 31



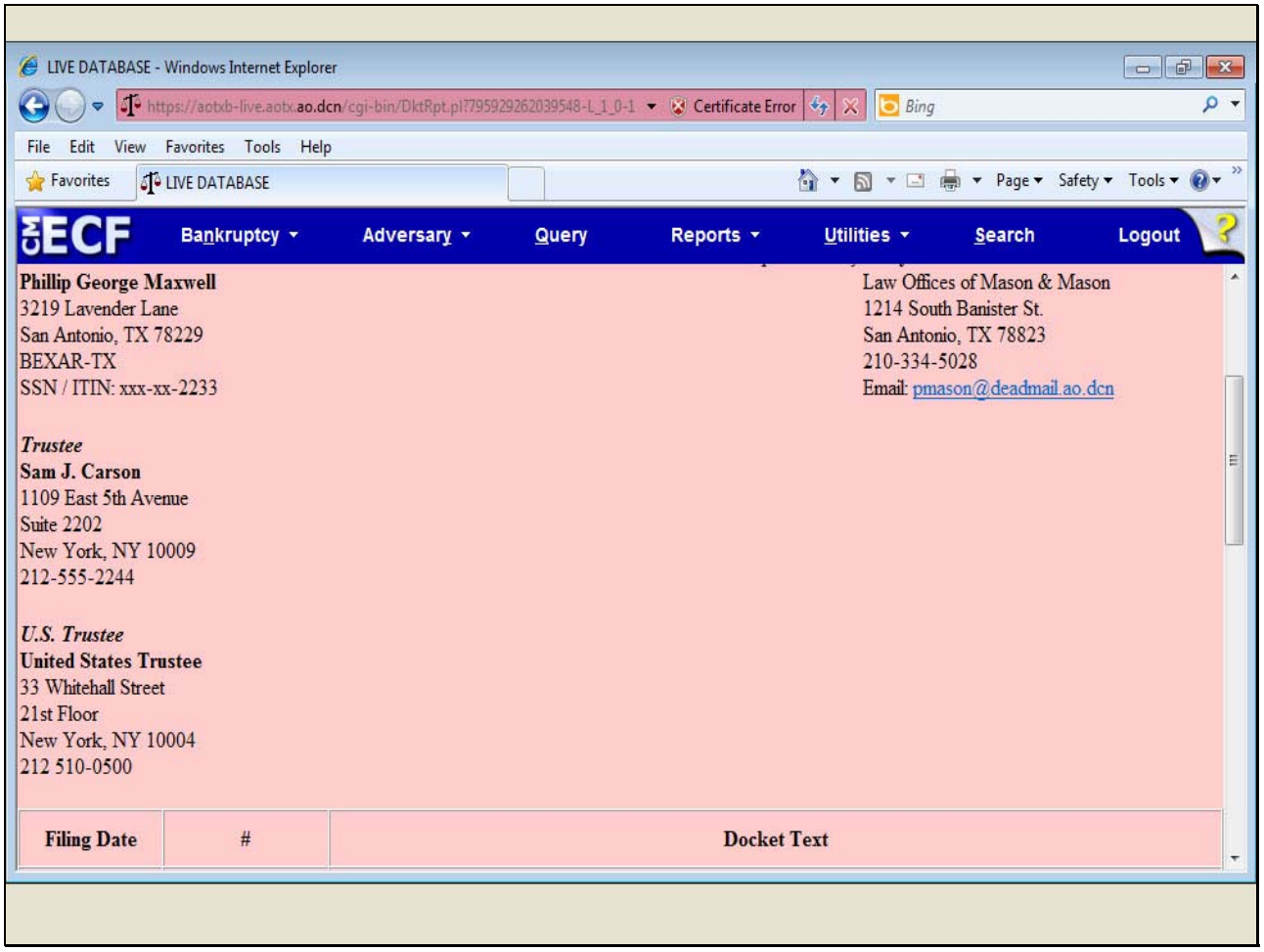
Slide notes

Slide 32 - Slide 32



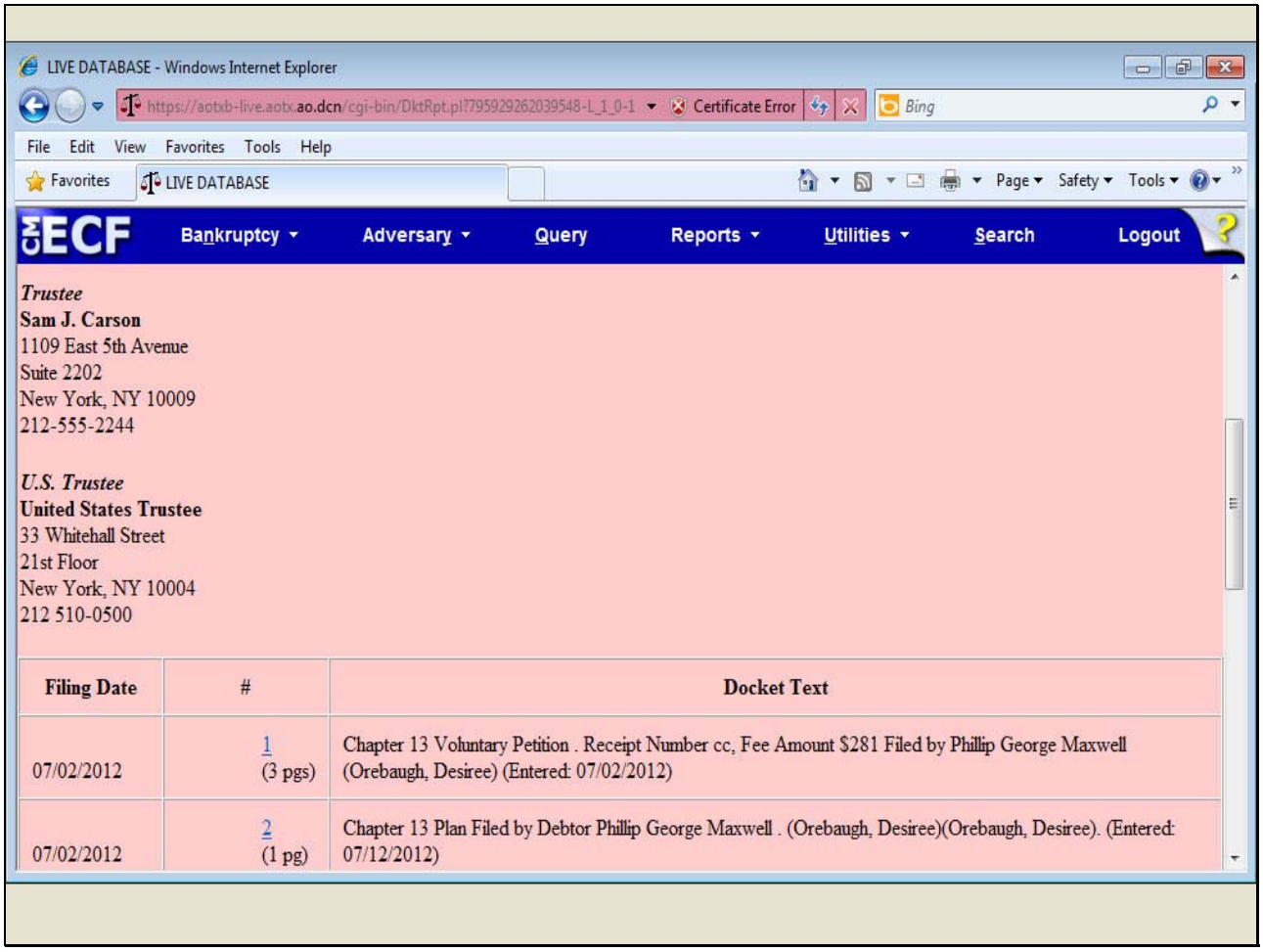
Slide notes

Slide 33 - Slide 33



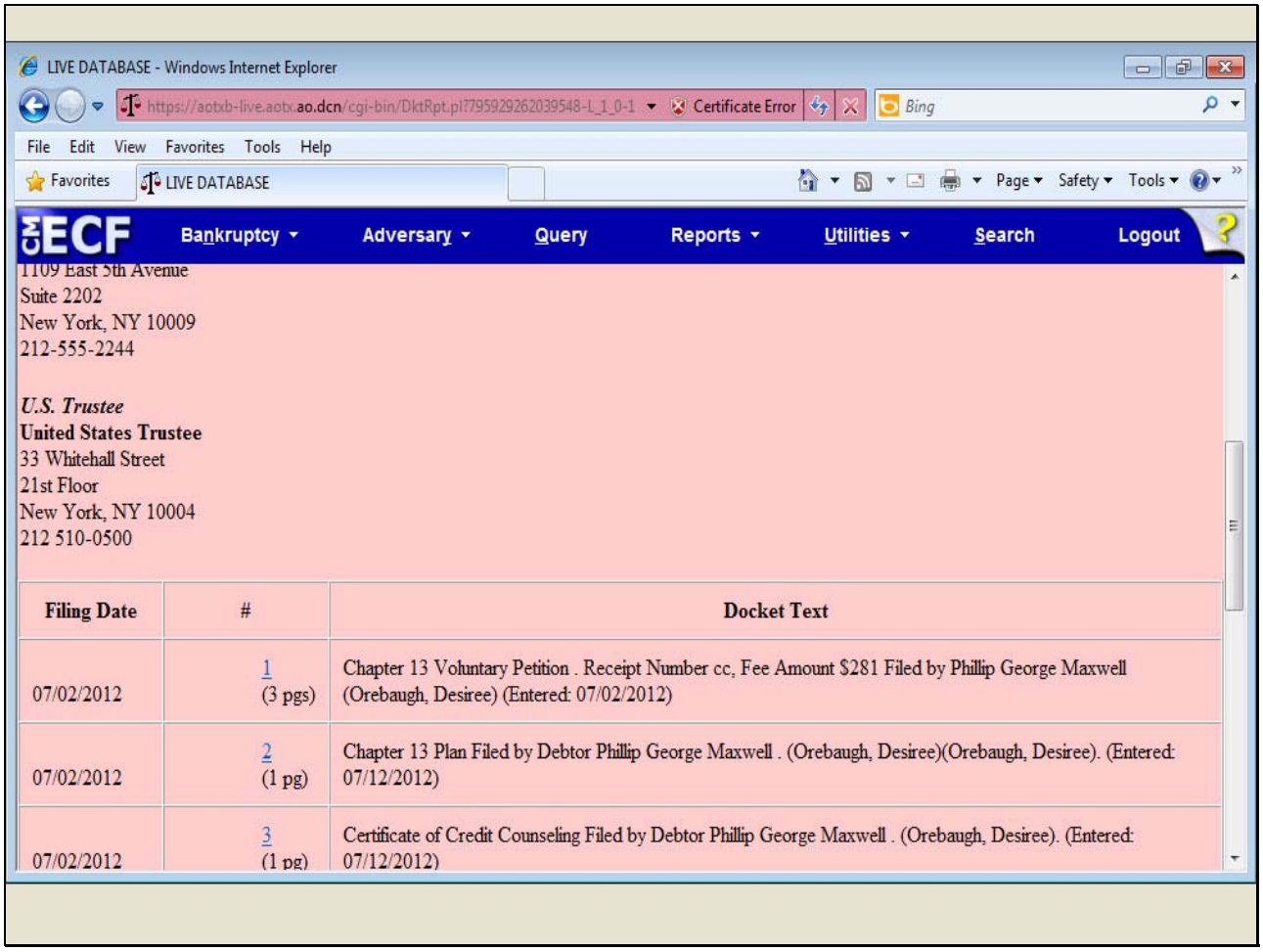
Slide notes

Slide 34 - Slide 34



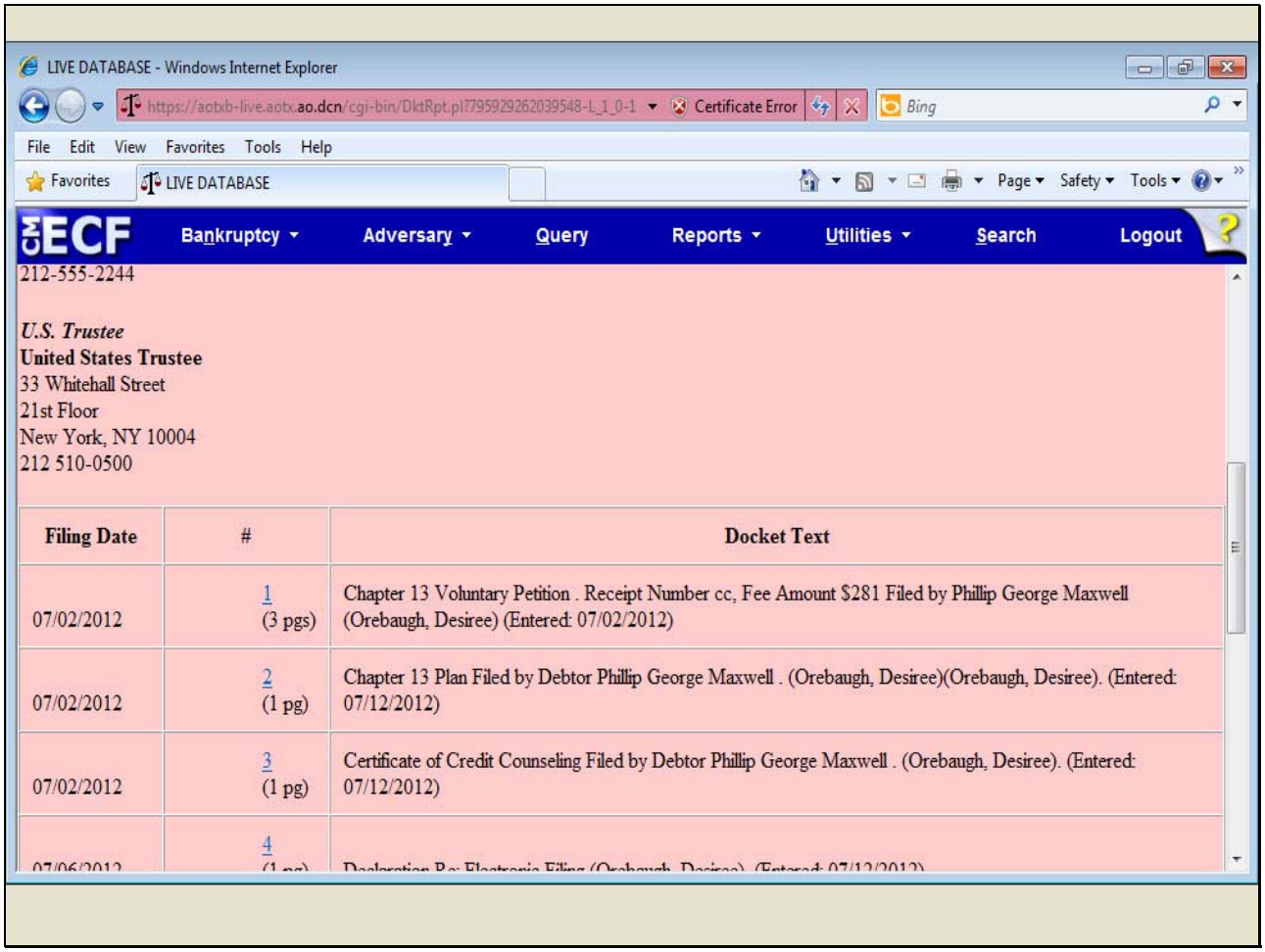
Slide notes

Slide 35 - Slide 35



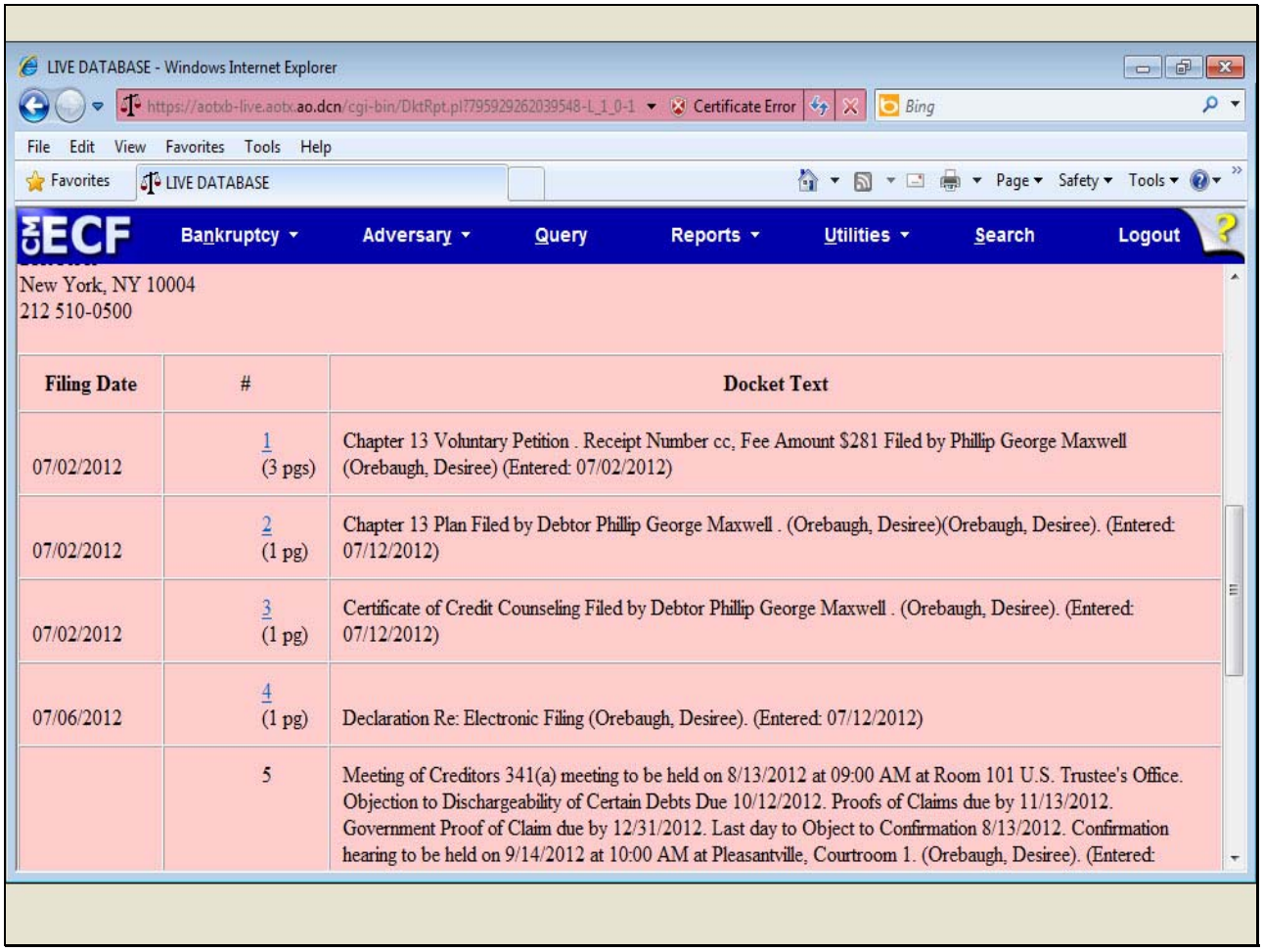
Slide notes

Slide 36 - Slide 36



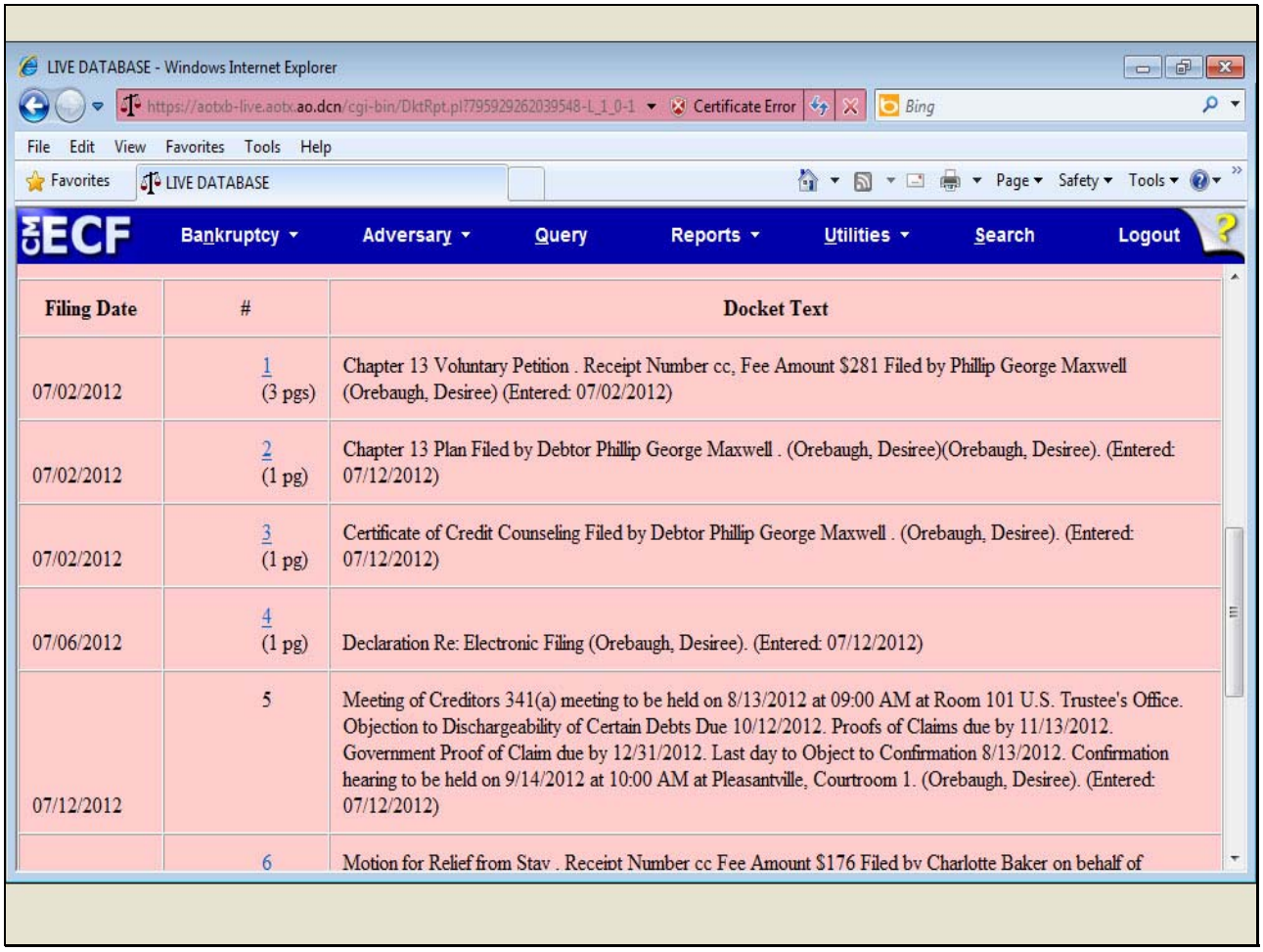
Slide notes

Slide 37 - Slide 37



Slide notes

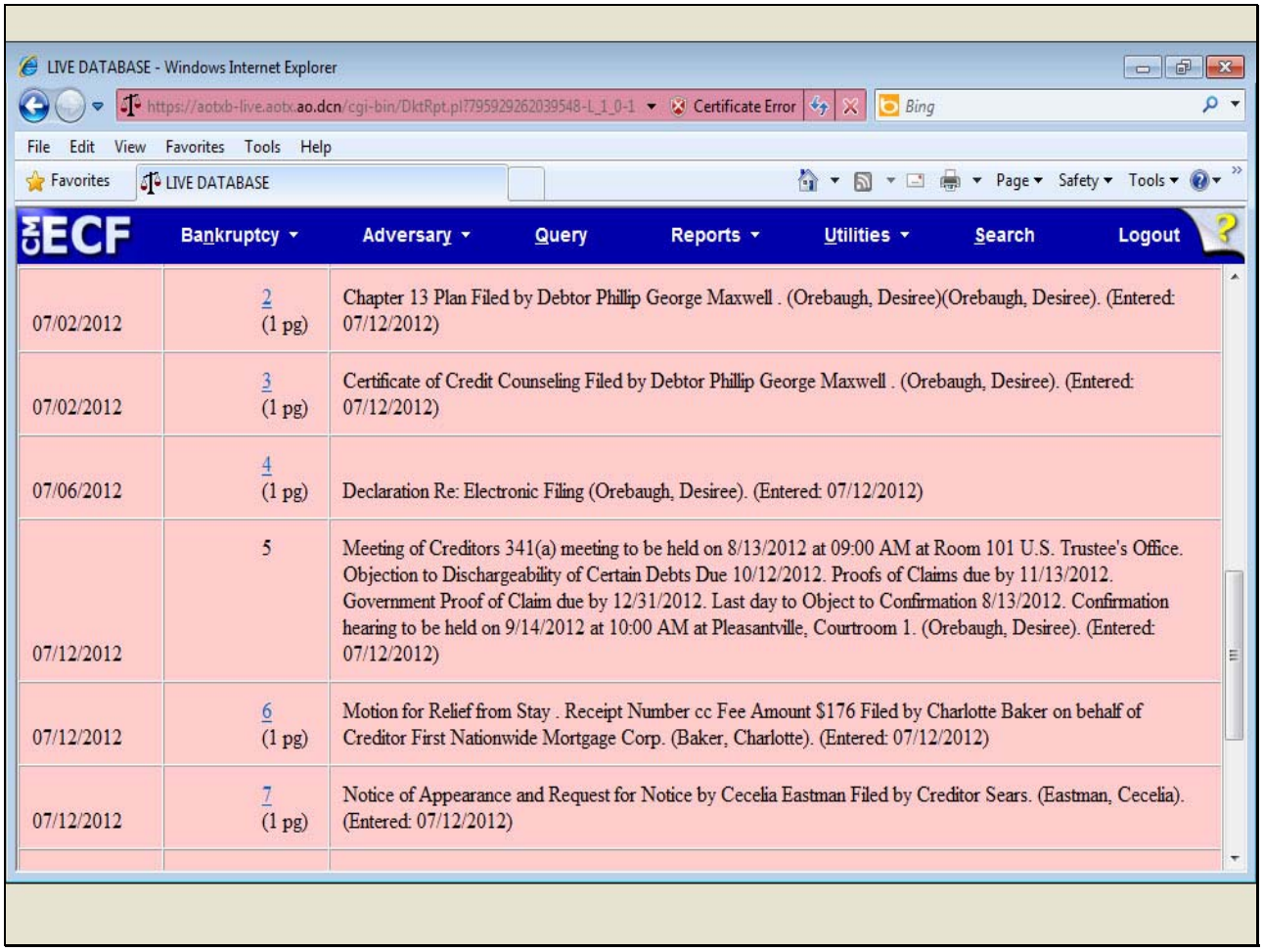
Slide 38 - Slide 38



Filing Date	#	Docket Text
07/02/2012	1 (3 pgs)	Chapter 13 Voluntary Petition . Receipt Number cc, Fee Amount $281 Filed by Phillip George Maxwell (Orebaugh, Desiree) (Entered: 07/02/2012)
07/02/2012	2 (1 pg)	Chapter 13 Plan Filed by Debtor Phillip George Maxwell . (Orebaugh, Desiree)(Orebaugh, Desiree). (Entered: 07/12/2012)
07/02/2012	3 (1 pg)	Certificate of Credit Counseling Filed by Debtor Phillip George Maxwell . (Orebaugh, Desiree). (Entered: 07/12/2012)
07/06/2012	4 (1 pg)	Declaration Re: Electronic Filing (Orebaugh, Desiree). (Entered: 07/12/2012)
07/12/2012	5	Meeting of Creditors 341(a) meeting to be held on 8/13/2012 at 09:00 AM at Room 101 U.S. Trustee's Office. Objection to Dischargeability of Certain Debts Due 10/12/2012. Proofs of Claims due by 11/13/2012. Government Proof of Claim due by 12/31/2012. Last day to Object to Confirmation 8/13/2012. Confirmation hearing to be held on 9/14/2012 at 10:00 AM at Pleasantville, Courtroom 1. (Orebaugh, Desiree). (Entered: 07/12/2012)
	6	Motion for Relief from Stay . Receipt Number cc Fee Amount $176 Filed by Charlotte Baker on behalf of

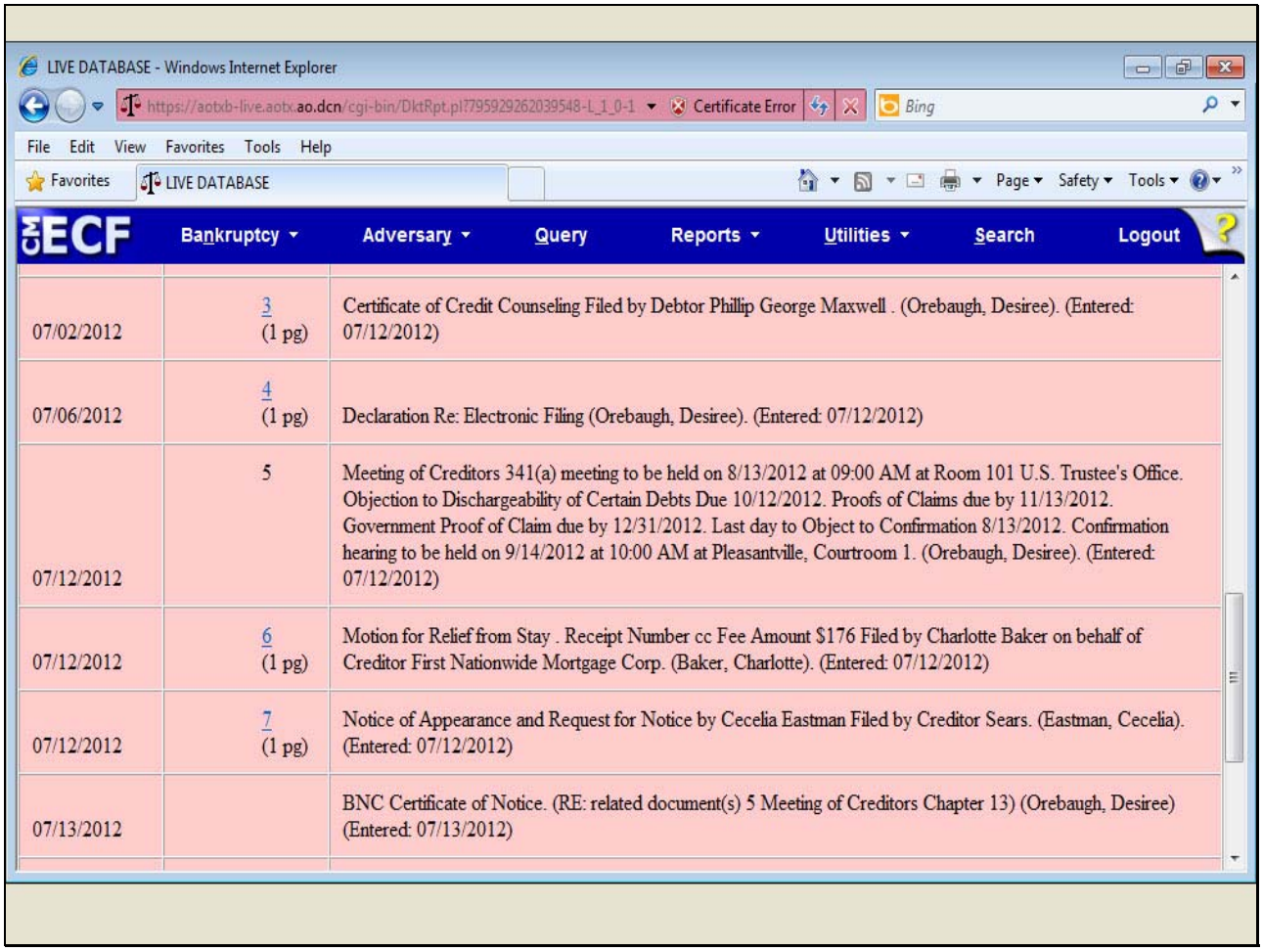
Slide notes

Slide 39 - Slide 39



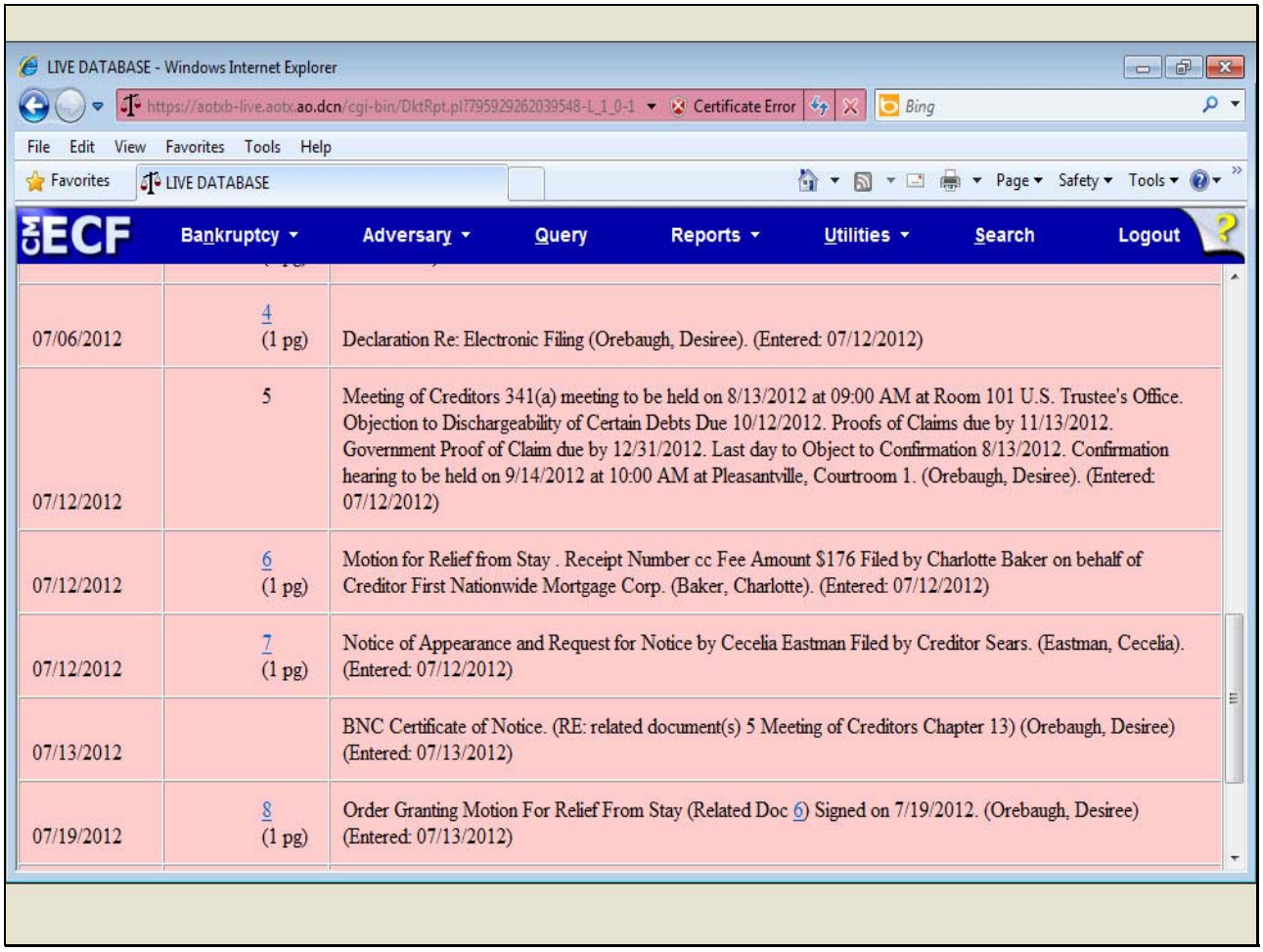
Slide notes

Slide 40 - Slide 40



Slide notes

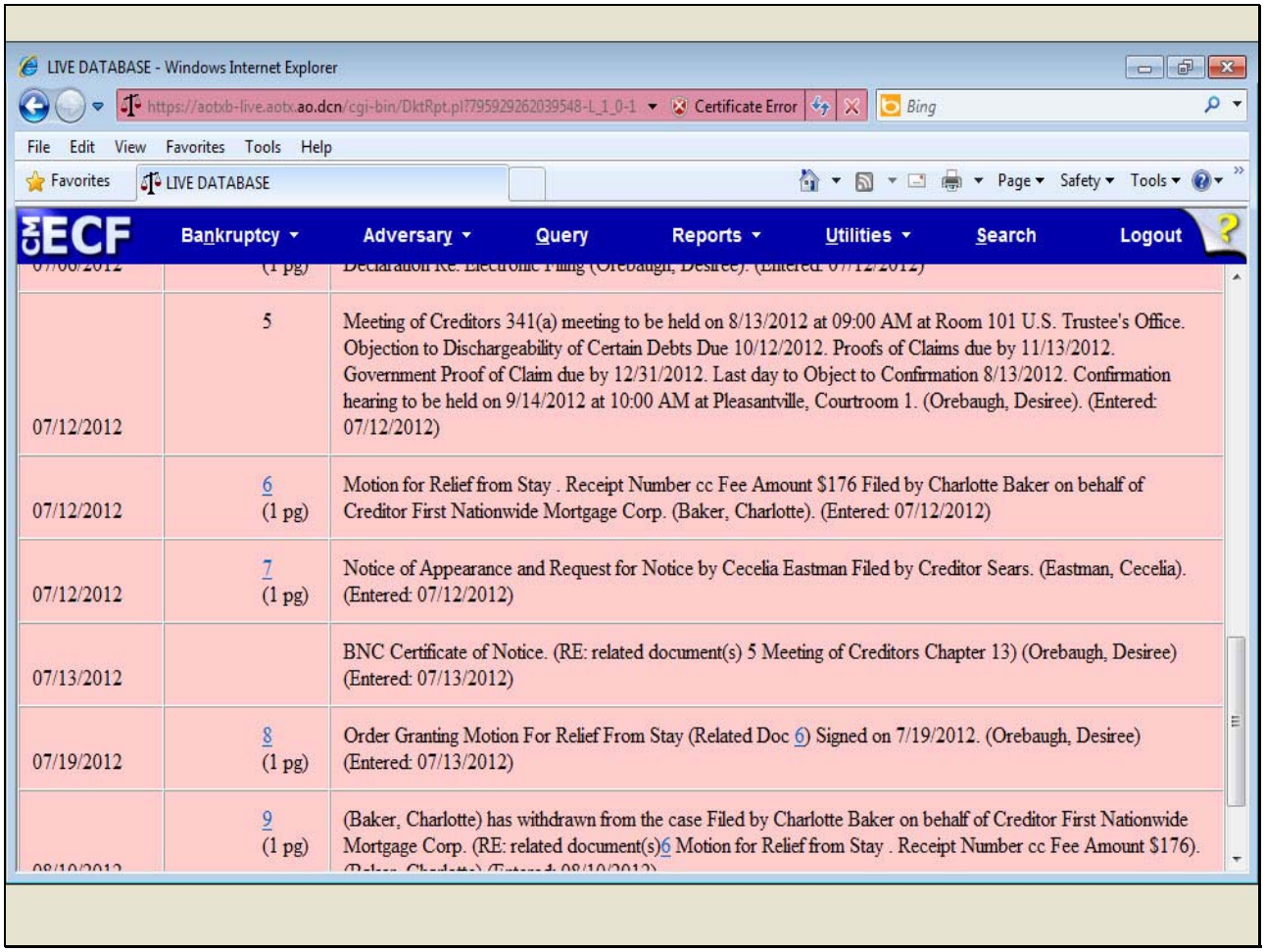
Slide 41 - Slide 41



07/06/2012	4 (1 pg)	Declaration Re: Electronic Filing (Orebaugh, Desiree). (Entered: 07/12/2012)
07/12/2012	5	Meeting of Creditors 341(a) meeting to be held on 8/13/2012 at 09:00 AM at Room 101 U.S. Trustee's Office. Objection to Dischargeability of Certain Debts Due 10/12/2012. Proofs of Claims due by 11/13/2012. Government Proof of Claim due by 12/31/2012. Last day to Object to Confirmation 8/13/2012. Confirmation hearing to be held on 9/14/2012 at 10:00 AM at Pleasantville, Courtroom 1. (Orebaugh, Desiree). (Entered: 07/12/2012)
07/12/2012	6 (1 pg)	Motion for Relief from Stay . Receipt Number cc Fee Amount $176 Filed by Charlotte Baker on behalf of Creditor First Nationwide Mortgage Corp. (Baker, Charlotte). (Entered: 07/12/2012)
07/12/2012	7 (1 pg)	Notice of Appearance and Request for Notice by Cecelia Eastman Filed by Creditor Sears. (Eastman, Cecelia). (Entered: 07/12/2012)
07/13/2012		BNC Certificate of Notice. (RE: related document(s) 5 Meeting of Creditors Chapter 13) (Orebaugh, Desiree) (Entered: 07/13/2012)
07/19/2012	8 (1 pg)	Order Granting Motion For Relief From Stay (Related Doc 6) Signed on 7/19/2012. (Orebaugh, Desiree) (Entered: 07/13/2012)

Slide notes

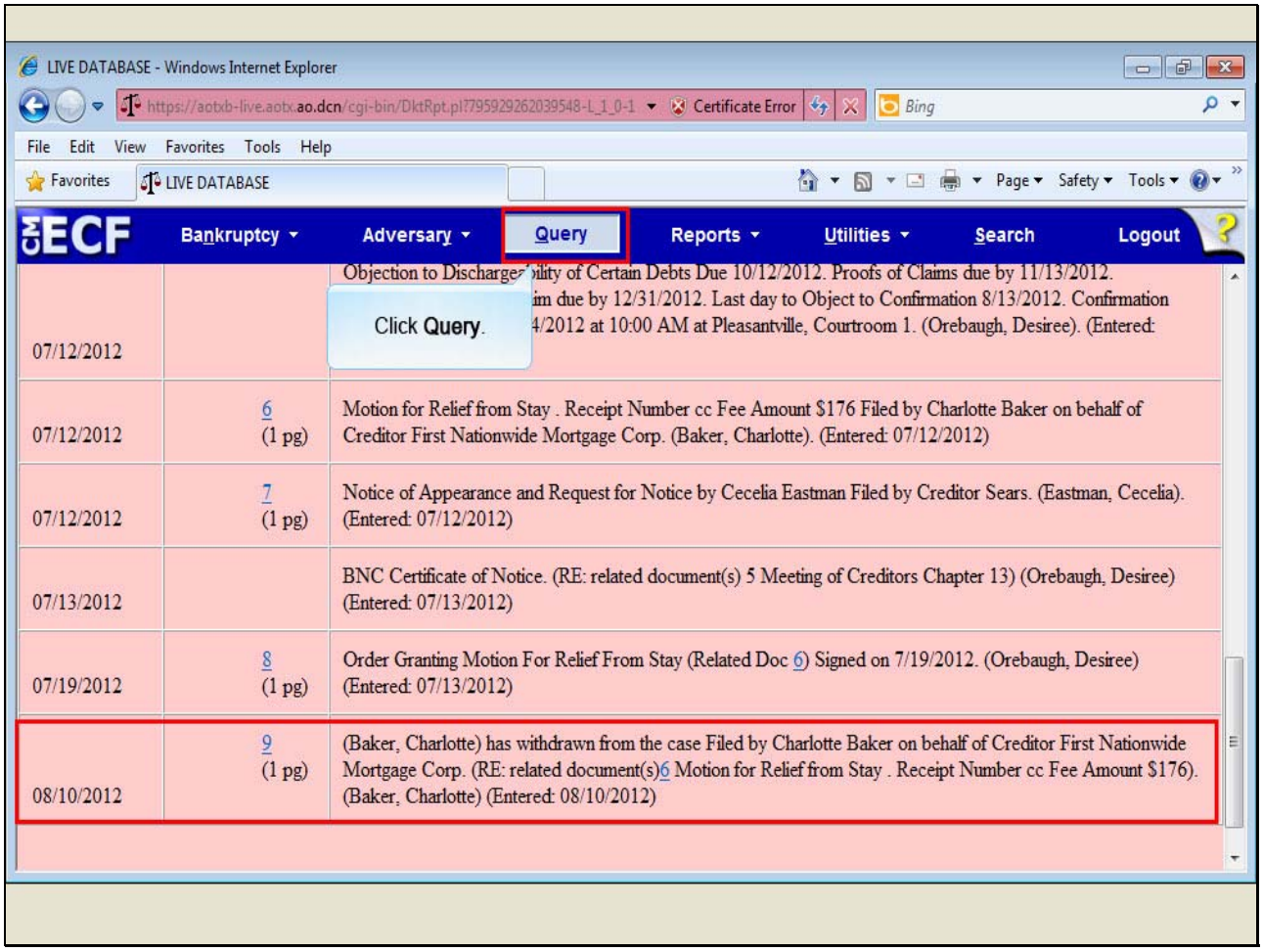
Slide 42 - Slide 42



	5	Meeting of Creditors 341(a) meeting to be held on 8/13/2012 at 09:00 AM at Room 101 U.S. Trustee's Office. Objection to Dischargeability of Certain Debts Due 10/12/2012. Proofs of Claims due by 11/13/2012. Government Proof of Claim due by 12/31/2012. Last day to Object to Confirmation 8/13/2012. Confirmation hearing to be held on 9/14/2012 at 10:00 AM at Pleasantville, Courtroom 1. (Orebaugh, Desiree). (Entered: 07/12/2012)
07/12/2012		
07/12/2012	6 (1 pg)	Motion for Relief from Stay . Receipt Number cc Fee Amount $176 Filed by Charlotte Baker on behalf of Creditor First Nationwide Mortgage Corp. (Baker, Charlotte). (Entered: 07/12/2012)
07/12/2012	7 (1 pg)	Notice of Appearance and Request for Notice by Cecelia Eastman Filed by Creditor Sears. (Eastman, Cecelia). (Entered: 07/12/2012)
07/13/2012		BNC Certificate of Notice. (RE: related document(s) 5 Meeting of Creditors Chapter 13) (Orebaugh, Desiree) (Entered: 07/13/2012)
07/19/2012	8 (1 pg)	Order Granting Motion For Relief From Stay (Related Doc 6) Signed on 7/19/2012. (Orebaugh, Desiree) (Entered: 07/13/2012)
	9 (1 pg)	(Baker, Charlotte) has withdrawn from the case Filed by Charlotte Baker on behalf of Creditor First Nationwide Mortgage Corp. (RE: related document(s)6 Motion for Relief from Stay . Receipt Number cc Fee Amount $176).

Slide notes

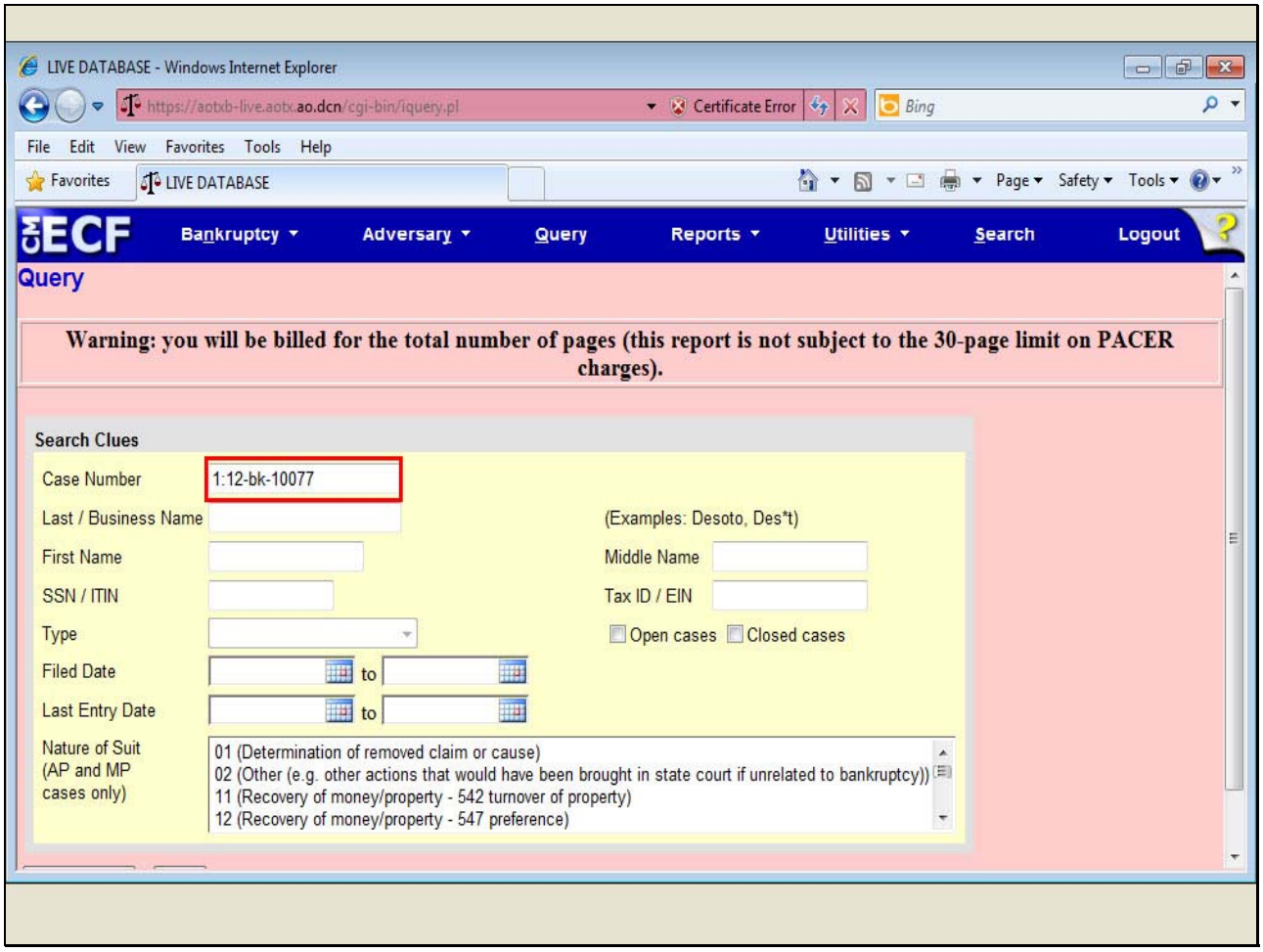
Slide 43 - Slide 43



Slide notes

Here's the Withdraw as Attorney docket event. To show how this action is recorded in CM/ECF, the docket report, and in PACER, let's Query the attorneys now on the case. I'll click Query...

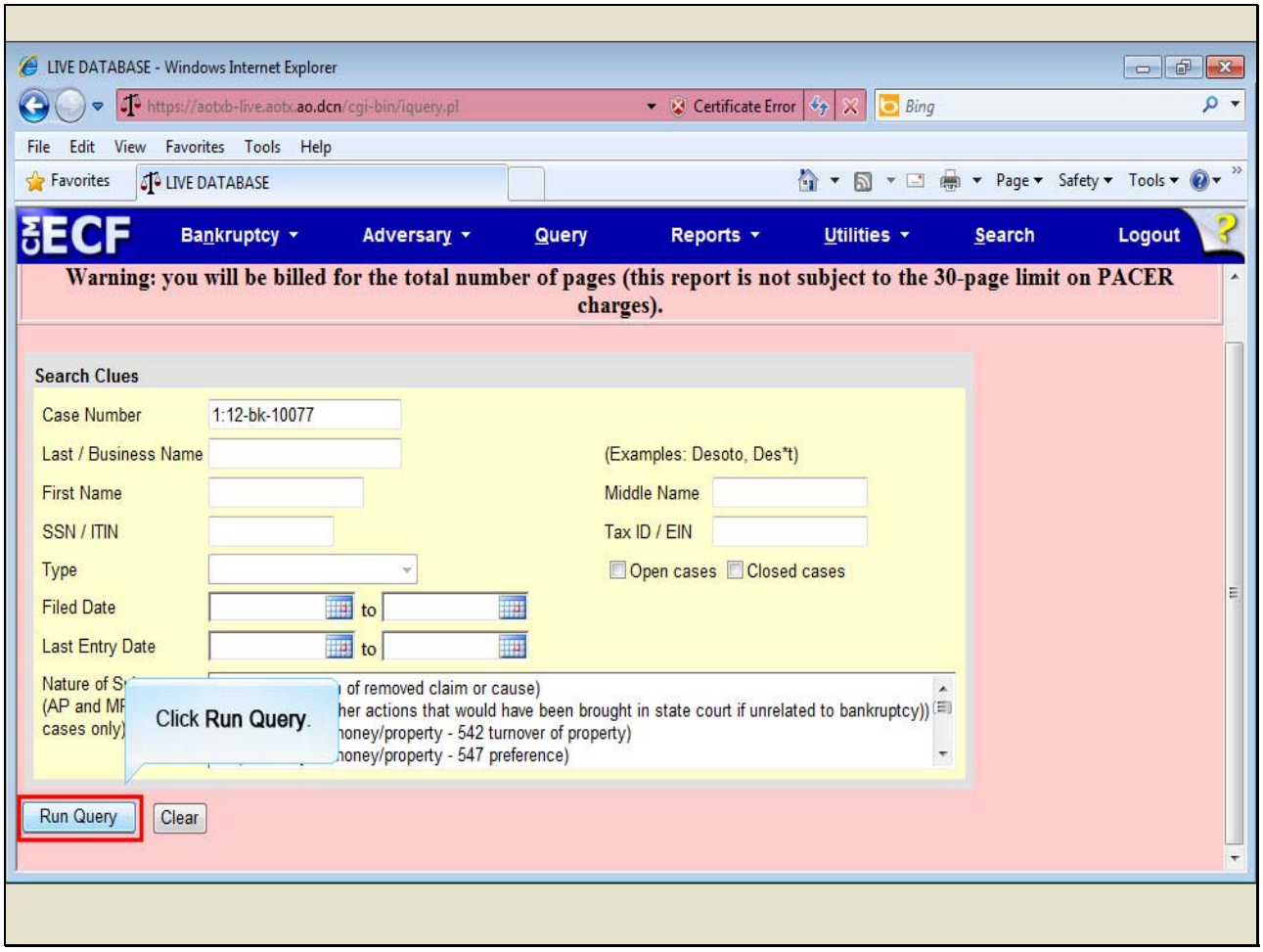
Slide 44 - Slide 44



Slide notes

...and since the case number is populated with the correct case number, I'll scroll down...

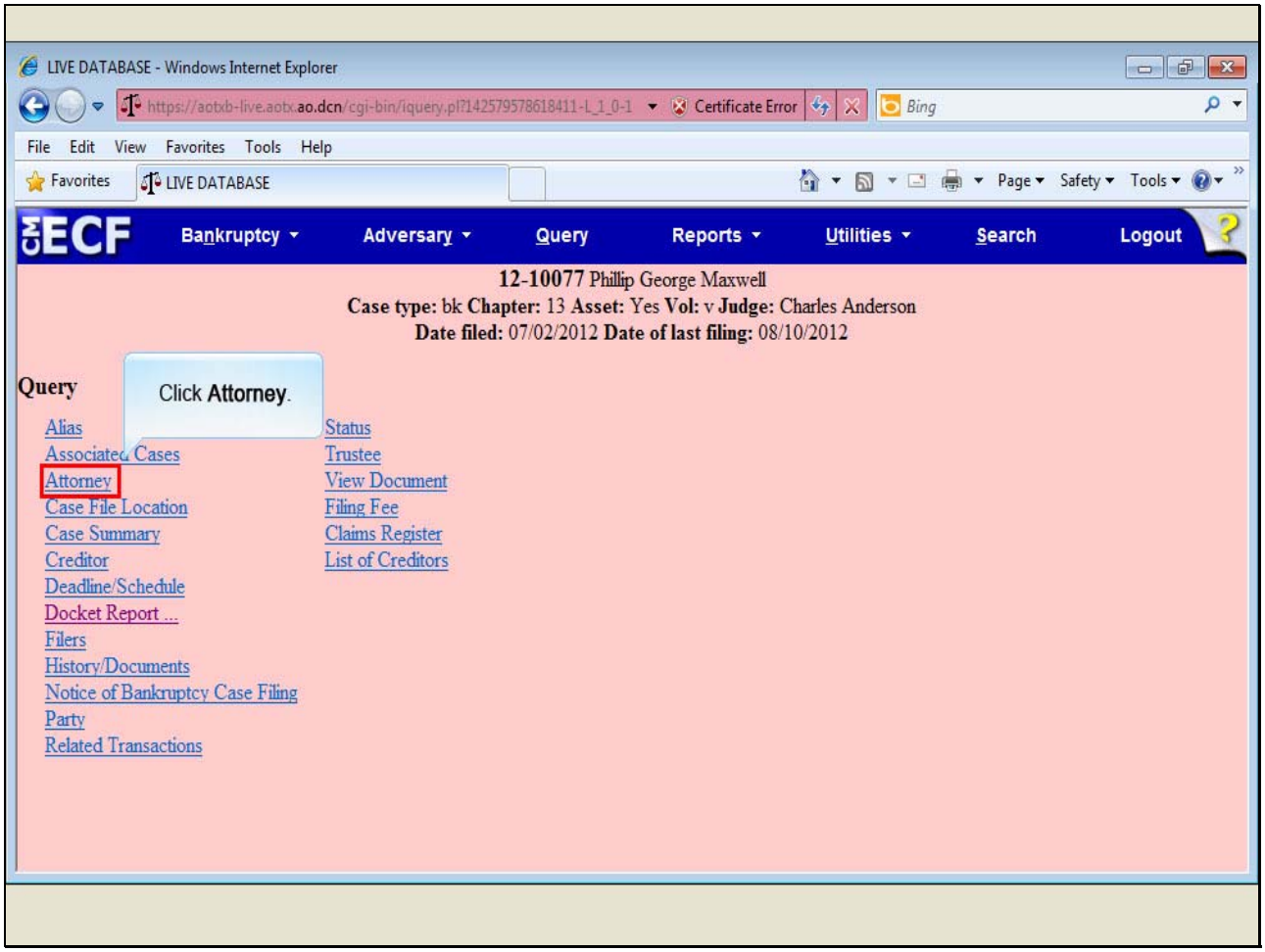
Slide 45 - Slide 45



Slide notes

...and click Run Query.

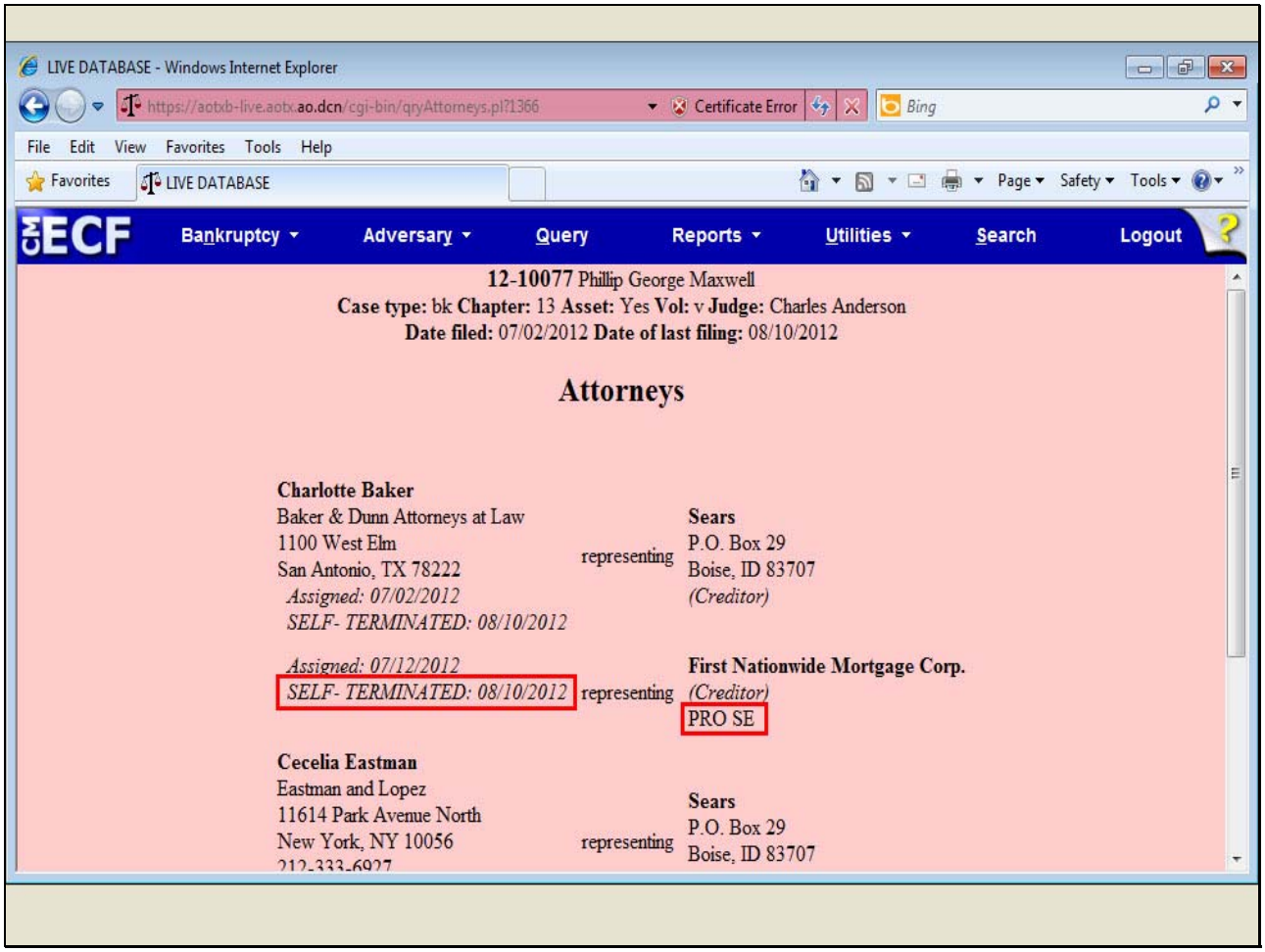
Slide 46 - Slide 46



Slide notes

To view the attorneys on the case and their status, click Attorney.

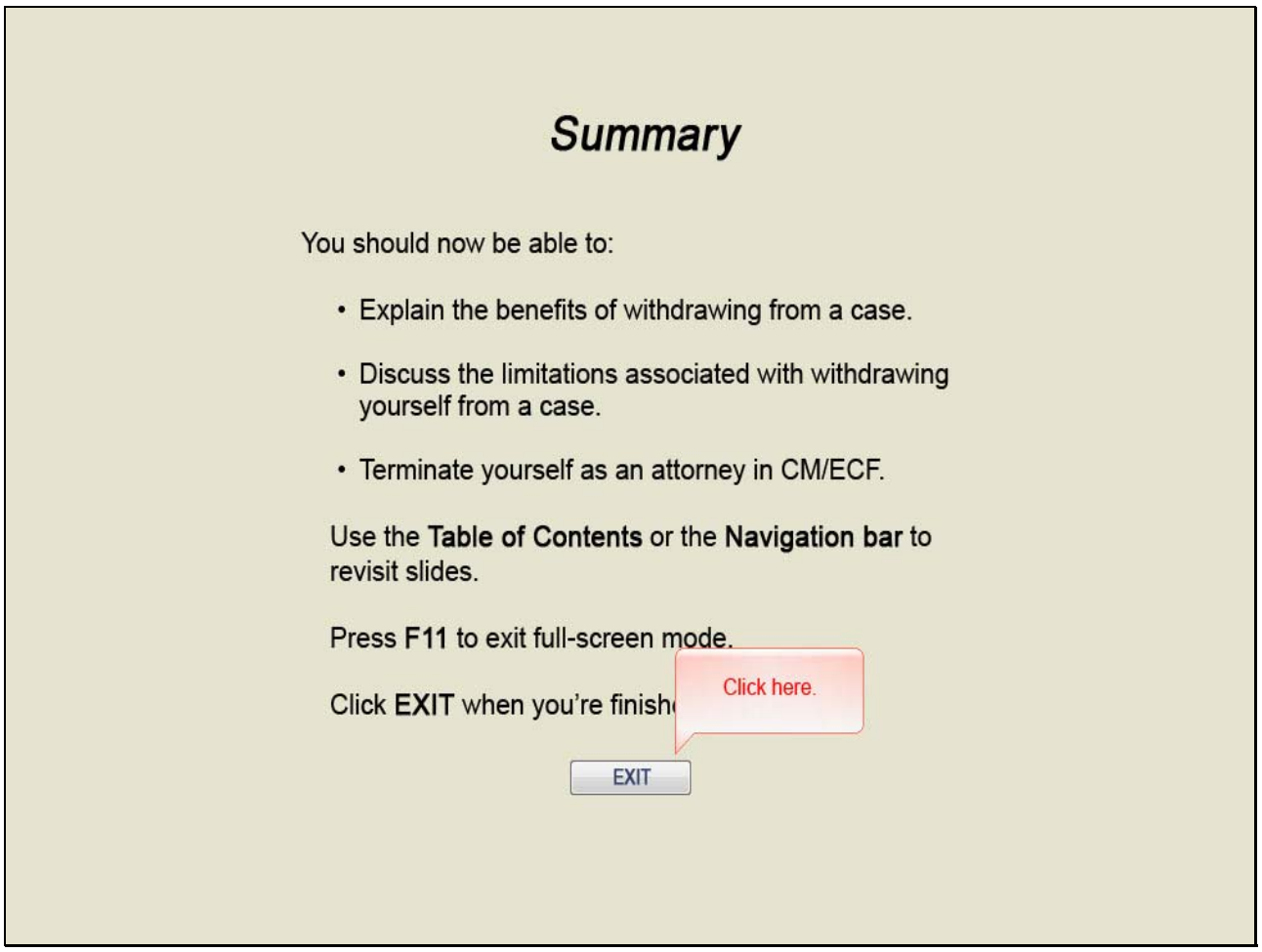
Slide 47 - Slide 47



Slide notes

The attorney, Charlotte Baker, shows as self-terminated and the creditor, First Nationwide Mortgage, is now listed as Pro Se.

Slide 48 - Summary



Slide notes

You should now be able to explain the benefits of withdrawing from a case; discuss the limitations associated with withdrawing yourself from a case; and terminate yourself as an attorney in CM/ECF.