

Certificate of Service

This will go over the screens of how to file a Certificate of Service. Prior to starting the action, you will need to verify any information that needs to be redacted is redacted in your word document of the Certificate of Service. Then please print your Certificate of Service document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



Click on Trustee Ch. 7.



Enter or verify the **Case number**. Then click **Next**.



Select **Certificate of Service**, then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action

24-10028-M Winnie The Pooh

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Certificate of Service**
- Compensation of Trustee's Final Report/Applications for Compensation & Odi to Object
- Compromise
- Compromise and Settlement of Controversy
- Confirm
- Corrected Meeting of Creditors
- Deter Fee
- Determine Value of Property
- Disallow Claim(s)
- Dismiss Case
- Dismiss Case as to One Debtor
- Dismiss Case under 521(i)
- Dismissal of Adversary Proceeding
- Employ
- Exhibit(s)
- Extend Time to Object to Discharge

Selected Events (click to remove events)

- Certificate of Service

Next Clear

You are to navigate to the PDF of the Certificate of Service that you created. Click on **Browse** to navigate to your Certificate of Service on your computer. When filing in the live database, right click and view the document prior to selecting. The PDF you attach will be an officially filed document and cannot be deleted once it has been filed.

After selecting your document, click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

24-10028-M Winnie The Pooh

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Filename

Browse... 23-10028 Cert of Service.pdf

Attachments to Document: No Yes

Next Clear

Select the appropriate event(s), dates **Filed**, and/or **Documents** to which the Certificate of Service relates.

The screenshot shows the CM ECF website interface. At the top, there is a navigation bar with the logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Trustee action:". The main content area displays case information for "24-10028-M Winnie The Pooh", including Type: bk, Assets: n, Chapter: 7 v, Judge: M, Office: 4 (Tulsa), and Case Flag: CounDue, DebtEdDue. A prompt asks the user to "Select the category to which your event relates." A dropdown menu is open, listing various event categories: OldNibs, TextOrderM, TextOrderR, advinc, adminm, adminr, answer, appeal, atom, and ator. Below the dropdown, there are input fields for "Filed" and "Documents" with date pickers, and "Next" and "Clear" buttons. A red box highlights the dropdown menu and the "Filed" and "Documents" input fields.

After making your selection(s), click **Next**.

This screenshot is identical to the previous one, showing the same case information and dropdown menu. However, the "Next" button at the bottom left is now highlighted with a red box, indicating the next step in the process.

Select the appropriate event(s) to which the Certificate of Service relates and click **Next**.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Trustee action:

[24-10028-M Winnie The Pooh](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Select the appropriate event(s) to which your event relates:

- 02/27/2024 1 Chapter 7 Voluntary Petition. Fee Amount Due: \$338. Fee Amount Paid: \$338 Filed by Johnny Paxer on behalf of Winnie The Pooh. (Paxer, Johnny)
- 02/27/2024 2 Meeting of Creditors and Notice of Appointment of Interim Trustee Malloy, Patrick J., III 341(a) meeting to be held on 4/4/2024 at 01:00 PM via Zoom.us/join Malloy Meeting ID 674 969 9529, and Passcode 7358387856, OR call (405) 825-9828. Financial Management Certification due by 6/3/2024. Last day to oppose discharge or dischargeability is 6/3/2024. (nc)
- 02/27/2024 3 Notice of Continued Meeting of Creditors . 341(a) meeting to be held on 4/11/2024 at 10:15 AM via Zoom.us/join Malloy Meeting ID 674 969 9529, and Passcode 7358387856, OR call (405) 825-9828. Filed by Trustee. (TestAccount, Trustee)

Next Clear

The next screen asks if there is a notice of opportunity. We do not have one, so click **Next**.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Trustee action:

[24-10028-M Winnie The Pooh](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

If motion is filed with notice of opportunity of hearing please type the number of days in the text box. If not, leave blank.

Next Clear

The next screen asks additional questions. We do have either of these documents included with our filing. Click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10028-M Winnie The Pooh](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

If your pleading contains the following, please check.

Certificate of Service
 Request for Expedited Hearing

Next Clear

Review the docket entry and add any additional text. Then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10028-M Winnie The Pooh](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Docket Text: Modify as Appropriate.

(related documents[3] Notice of Continued Meeting of Creditors) Filed by Trustee. (TestAccount, Trustee)

Next Clear

The Final Text Screen displays. You will have no further opportunity to modify this submission if you continue. If there are no modifications to be made to the docket text, click **Next**. If you need to modify the docket text, click on the Back button to the appropriate screen and make corrections. Remember, once you change a screen, you must complete all screens after that point again.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Trustee action:

[24-10028-M Winnie The Pooh](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Docket Text: Final Text

Certificate of Service (related documents[3] Notice of Continued Meeting of Creditors) Filed by Trustee. (TestAccount, Trustee)

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

Next Clear

The Notice of Electronic Filing will appear. The Notice of Electronic Filing screen display is the verification that the filing has been sent electronically to the court's database. Clicking on the case number hyperlink will display the docket report for this case. Click on Run Report to view the docket sheet. Clicking on the document number hyperlink will display the PDF image of the document just filed.

The screenshot shows the CM/ECF Trustee action interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The main content area is titled "Trustee action:" and displays case information for "24-10028-M Winnie The Pooh". The case details include: Type: nk, Chapter: 7 v, Office: 4 (Tulsa), Assets: n, Judge: M, Case Flag: CounDoe, and DebtEdDoe. A prominent notice states: "***NOTICE: This document constitutes an official stamp of the Court and, if attached to the document identified below, serves as a file stamped copy of the pleading. The first page of this document may be used in lieu of the Court's mechanical file stamp for the named document only, and misuse will be treated the same as misuse of the Court's official mechanical stamp. The Court's Electronic Document Stamp is a verifiable mathematical computation unique to the filed document and the Court's private encryption key. This alpha-numeric code assures that any change can be detected." Below this notice, it identifies the court as "U.S. Bankruptcy Court Northern District of Oklahoma". The filing information indicates a "Notice of Electronic Filing" was received from "TestAccount, Trustee" on 2/27/2024 at 4:42 PM CST. The case name is "Winnie The Pooh" and the document number is "1", which is highlighted with a red box. The docket text describes a "Certificate of Service (related documents[3]) Notice of Continued Meeting of Creditors) Filed by Trustee. (TestAccount, Trustee)". The document description is "Main Document" with the original filename "23-10028 Cert of Service.pdf". An "Electronic document Stamp" is provided with a long alphanumeric code. The notice is to be electronically mailed to Patrick J. Malloy, III at malloylawfirm@example.com, pjmalloy@example.com, and pmalloy@example.com. It also lists the Office of the United States Trustee (USTPRegion20.TU.ECF@example.com) and Johnny Paxser on behalf of Debtor Winnie The Pooh (crdoknb-jpaxser@gmail.com, jole_awtrey@oknb.uscourts.gov). A final line states "24-10028-M Notice will not be electronically mailed to:".

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

Phone: 918-699-4072

Email: cmecf@oknb.uscourts.gov

