

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
LIMITED USE/MORTGAGE MODIFICATION MEDIATION
REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing MORTGAGE MODIFICATION MEDIATION DOCUMENTS using the CM/ECF System in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last):

Agency/Company:

Mailing Address:

Phone Number:

Fax Number:

E-Mail Address:

By signing and submitting this registration form, I agree to abide by the following requirements:

1. All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the Rule.
2. Signatures on documents shall be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure and any applicable non-bankruptcy law.

3. The login and password for filing via the Internet shall be used exclusively by me. All documents filed using my password will contain my signature as set forth in paragraph two.
4. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed as attachments or exhibits I file using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I agree to abide by all of the requirements set forth in the Local Bankruptcy Rules and the ECF Users' Administrative Guide currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

Please submit by e-mail, fax or mail to:

azbml_all_dqa@azb.uscourts.gov

Fax: 602-682-4901

U.S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706

CM/ECF Docketing of Mortgage Modification Mediation Documents

The CM/ECF system is located at <https://ecf.azb.uscourts.gov>. Select the **District of Arizona – Live Document Filing System**. The Mortgage Modification Mediation events are located on the **Mortgage Modification** menu under **Bankruptcy**. Select **Chapter 13 Mortgage Modification Mediation** to begin the filing process.



1. Enter case number.
2. Select applicable event. The form number is also listed for your convenience. Click **Next**.

The screenshot shows the event selection interface. A search bar at the top contains the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns: 'Available Events (click to select events)' and 'Selected Events (click to remove events)'. The 'Available Events' list includes various forms, with 'MMM Form 08 - Final Report of Mortgage Modification Mediation Program Mediator' highlighted. The 'Selected Events' list contains 'MMM Form 08 - Final Report of Mortgage Modification Mediation Program Mediator'. At the bottom, there are 'Next' and 'Clear' buttons.

3. Select your name from the Party list. If you are not listed, click **Add/Create New Party** to add yourself to the case.

The screenshot shows the party selection interface. It starts with the text 'Please select the filer.' Below this, there is a section titled 'Select the Party:' with a list of parties: 'HECK, MIKE [Debtor]', 'Trustee, Sue [Trustee]', and 'U.S. TRUSTEE, [U.S. Trustee]'. To the right of the list is a blue link 'Add/Create New Party' with a red arrow pointing to it. At the bottom, there are 'Next' and 'Clear' buttons.

CM/ECF Docketing of Mortgage Modification Mediation Documents

Enter your name in the search fields and select **Search**. Select your name from the list. If your name does not appear, select **Create New Party**.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

←

Enter your address and phone number in the applicable fields. For the **Role**, select **Mediator**, then **Submit**.

Party Information

| | | | |
|-------------|--|------------|--|
| Last name | <input type="text" value="Christensen"/> | First name | <input type="text" value="Sue"/> |
| Middle name | <input type="text"/> | Generation | <input type="text"/> |
| SSN/ITIN | <input type="text"/> 999-99-9999 | Tax Id/EIN | <input type="text"/> 12-1234567 |
| Office | <input type="text"/> | Address 1 | <input type="text" value="230 N. First Ave."/> |
| Address 2 | <input type="text"/> | Address 3 | <input type="text"/> |
| City | <input type="text" value="Phoenix"/> | State | <input type="text" value="AZ"/> |
| County | <input type="text"/> | Zip | <input type="text" value="85003"/> |
| Phone | <input type="text" value="602-682-4000"/> | Country | <input type="text"/> |
| E-mail | <input type="text"/> | Fax | <input type="text"/> |
| Role | <input type="text" value="Mediator (md.pty)"/> | | |
| Party text | <input type="text"/> | | |

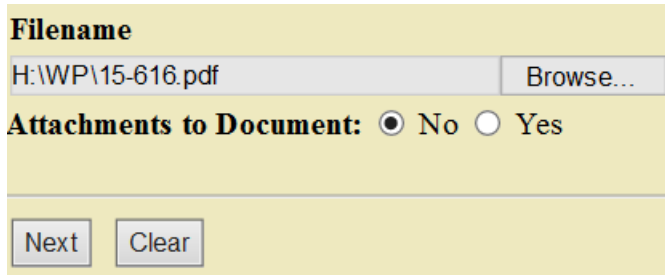
- Your name will now appear in the list. Click **Next**.
- On the next screen, do not place a check mark in the box. If the box is checked, you will receive email notification of all documents filed in the case.

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Christensen, Sue(ptymd) represented by Christensen, Sue (aty)

CM/ECF Docketing of Mortgage Modification Mediation Documents

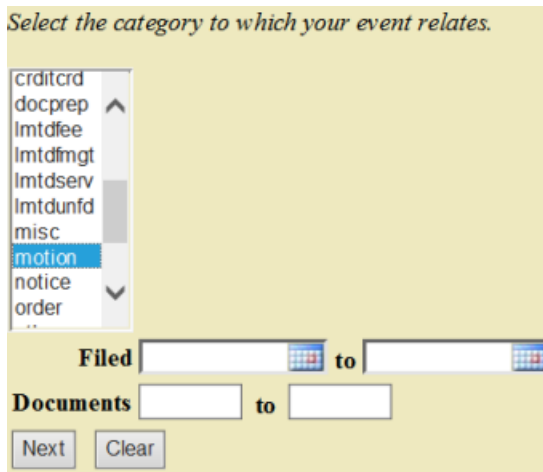
6. Select **Yes** or **No** if the document is an amended pleading.
7. Upload your document by selecting **Browse**. If you have separate exhibits, change the radio dot to **Yes**. Click **Next**.



Filename
H:\WP\15-616.pdf

Attachments to Document: No Yes

8. Place check mark next to “Refer to existing event(s)?” and click **Next**.
9. Select “motion” for the category and select **Next**.



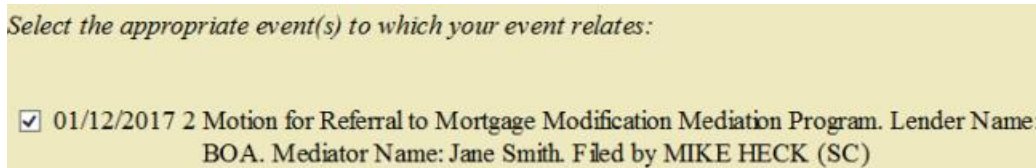
Select the category to which your event relates.

crditcrd
docprep ^
lmtdfec
lmtdfmg
lmtdserv
lmtdunfd
misc
motion
notice
order
..

Filed

Documents

10. Select the **Motion for Referral to Mortgage Modification Mediation Program** entry. Click **Next**, then **Next** again.



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

01/12/2017 2 Motion for Referral to Mortgage Modification Mediation Program. Lender Name: BOA. Mediator Name: Jane Smith. Filed by MIKE HECK (SC)

CM/ECF Docketing of Mortgage Modification Mediation Documents

11. This is the final screen. Verify the docket text for accuracy. If the docket text is incorrect, you can either use the browser back button to correct the error or select **Bankruptcy** and start the process over. If the final text is correct, select **Next** to file the document.

Docket Text: Final Text

Final Report of Mortgage Modification Mediation Program Mediator Filed by Sue Christensen on behalf of Sue Christensen (Related document(s)[2] Motion for Referral to Mortgage Modification Mediation Program filed by Debtor MIKE HECK)(Christensen, Sue)

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

12. The Notice of Electronic Filing is the receipt and states the date and time the document was filed with the court. The court recommends that you print or save a copy for your records.

Notice of Electronic Filing

The following transaction was received from **Sue Christensen entered on 1/18/2017 at 2:40 PM AZ and filed on 1/18/2017**

Case Name: MIKE HECK
Case Number: [2:17-bk-00001-BMW](#)
Document Number: [4](#)

Docket Text:
Final Report of Mortgage Modification Mediation Program Mediator Filed by Sue Christensen on behalf of Sue Christensen (Related document(s)[2] Motion for Referral to Mortgage Modification Mediation Program filed by Debtor MIKE HECK)(Christensen, Sue)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:C:\Users\schrise\Desktop\Maintaining Your ECF Account.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=875559564 [Date=1/18/2017] [FileNumber=1127720-0]
[9c35b3be08db81a0d3a81690a4e43413e1c8d0628ef2b1f9a2c25d21ebecfef9af44
05765fc48ff3d7f4e7467920ba8fee0084423d511a6bdd9ecc121779f]]

2:17-bk-00001-BMW Notice will be electronically mailed to:

2:17-bk-00001-BMW Notice will not be electronically mailed to:

Sue Christensen
230 N. First Ave.
Phoenix, AZ 85003

13. For any questions, please contact our ECF Support desk at 602-682-4900.