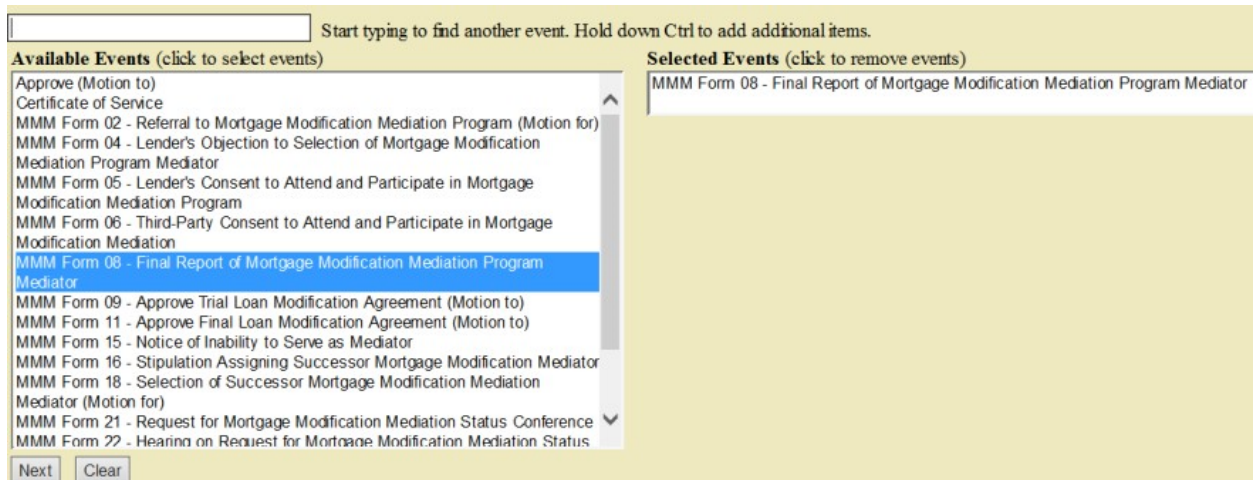


# CM/ECF Docketing of Mortgage Modification Mediation Documents

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**.



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



## 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  First name

Middle name

Generation  Title

SSN/ITIN  999-99-9999 Tax Id/EIN  12-1234567

Office  Address 1


Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

Role  

Party 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

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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  to

Documents  to

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

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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\schrste\Desktop\Maintaining Your ECF Account.pdf  
**Electronic document Stamp:**  
[STAMP bk.ecfStamp\_ID=875559564 [Date=1/18/2017] [FileNumber=1127720-0]  
[9c35b3be08db81a0d3a81690a4e43413e1e8d0628ef2b1f9a2c25d21ebecfe9af44  
05765fe4f8fd3d7f4e7467920ba8fee0084423d511a6bdd9ecc121779f]]

**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 [AZBml\\_All\\_DQA@azb.uscourts.gov](mailto:AZBml_All_DQA@azb.uscourts.gov).