

Electronic Filing Batch Quick Reference

Effective December 5, 2013

(charges are shown in red text)

Batch Name	Document	Filename Format	Dependencies/Constraints
Claims EXCEPT FOR PROOFS OF CLAIM FILED BY A DEBTOR OR TRUSTEE ON BEHALF OF A CREDITOR, CM/ECF MUST BE USED TO ELECTRONICALLY FILE ALL PROOFS OF CLAIM BEGINNING DECEMBER 1, 2011.	Proof of Claim Filed By Debtor or Trustee on Behalf of Creditor	[CaseNumber] - CLM - [###].pdf	Optional. More than one with same case number allowed per batch.
	Transfer/Assignment of Claim	[CaseNumber] - TOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Withdrawal of Claim	[CaseNumber] - WOC - [###].pdf	Optional. More than one with same case number allowed per batch.
	Request for Notice	[CaseNumber] - RFN - [###].pdf	Optional. More than one with same case number allowed per batch.
	Reaffirmation Agreement	[CaseNumber] - REAF - [###].pdf	Optional. More than one with same case number allowed per batch.
	Claim Related Document	[CaseNumber] - CLD - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] - POS - [###].pdf	Optional. More than one with same case number allowed per batch.
Motions/Objections and Supporting Documents	Debtor's Notice of Voluntary Conversion From Chapter 12 to Chapter 7	[CaseNumber] - N12TON7 - [DCN].pdf	A file with N12 toN7, N13 toN7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MSFC , MTTAMC, MFR, MWAP, or OID in the filename is required. Cannot be more than one with same case number and DCN combination per batch.
	Debtor's Notice of Voluntary Conversion From Chapter 13 to Chapter 7	[CaseNumber] - N13TON7 - [DCN].pdf	
	Motion to Convert Case from Chapter 12 to Chapter 11	[CaseNumber] - 12TO11 - [DCN].pdf	
	Motion to Convert Case from Chapter 13 to Chapter 11	[CaseNumber] - 13TO11 - [DCN].pdf	
	Motion to Convert Case from Chapter 7 to Chapter 11	[CaseNumber] - 7TO11 - [DCN].pdf	
	Motion to Convert Case from Chapter 9 to Chapter 7	[CaseNumber] - 9TO7 - [DCN].pdf	
	Motion to Convert Case from Chapter 12 to Chapter 13	[CaseNumber] - 12TO13 - [DCN].pdf	
	Motion to Convert Case from Chapter 7 or 11 to Chapter 13	[CaseNumber] - TO13 - [DCN].pdf	
	Motion to Convert Case from Chapter 7, 11 or 13 to Chapter 12	[CaseNumber] - TO12 - [DCN].pdf	
	Motion to Convert Case from Chapter 11 to Chapter 7	[CaseNumber] - 11TO7 - [DCN].pdf	

Batch Name	Document	Filename Format	Dependencies/Constraints
Motions/Objections and Supporting Documents (Continued)	Motion to Convert Case from Chapter 12 to Chapter 7	[CaseNumber] - 12TO7 - [DCN].pdf	A file with N12TON7, N13TON7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MSFC , MTTAMC, MFR, MWAP, or OID in the filename is required. Cannot be more than one with same case number and DCN combination per batch.
	Motion to Convert Case from Chapter 13 to Chapter 7	[CaseNumber] - 13TO7 - [DCN].pdf	
	Motion to Reopen Chapter 11 Case	[CaseNumber] - MREO11 - [DCN].pdf	
	Motion to Reopen Chapter 12 Case	[CaseNumber] - MREO12 - [DCN].pdf	
	Motion to Reopen Chapter 13 Case	[CaseNumber] - MREO13 - [DCN].pdf	
	Motion to Reopen Chapter 15 Case	[CaseNumber] - MREO15 - [DCN].pdf	
	Motion to Reopen Chapter 7 Case	[CaseNumber] - MREO7 - [DCN].pdf	
	Motion to Reopen Chapter 9 Case	[CaseNumber] - MREO9 - [DCN].pdf	
	Motion to Split Chapter 11 Case	[CaseNumber] - MSP11 - [DCN].pdf	
	Motion to Split Chapter 12 Case	[CaseNumber] - MSP12 - [DCN].pdf	
	Motion to Split Chapter 13 Case	[CaseNumber] - MSP13 - [DCN].pdf	
	Motion to Split Chapter 7 Case	[CaseNumber] - MSP7 - [DCN].pdf	
	Motion for Court Approval of an Agreement/Stipulation to Any Type of Relief from the Automatic Stay	[CaseNumber] - MFCA - [DCN].pdf	
	Motion to Compel Abandonment of Property of the Estate under FRBP 6007(b)	[CaseNumber] - MTCAOP - [DCN].pdf	

Batch Name	Document	Filename Format	Dependencies/Constraints
Motions/Objections and Supporting Documents (Continued)	Motion to Terminate, Annul, Modify or Condition Automatic Stay	[CaseNumber] - MTTAMC - [DCN].pdf	A file with N12 toN7, N13 toN7, 12TO11, 13TO11, 7TO11, 9TO7, 12TO13, TO13, TO12, 11TO7, 12TO7, 13TO7, MREO11, MREO12, MREO13, MREO15, MREO7, MREO9, MSP11, MSP12, MSP13, MSP7, MFCA, MTCAOP, MSFC, MTTAMC, MFR, MWAP, or OID in the filename is required. Cannot be more than one with same case number and DCN combination per batch.
	Motion Under 11 U.S.C. §1201 or §1301 for Relief from the Codebtor Stay	[CaseNumber] - MFR - [DCN].pdf	
	Motion Under 28 U.S.C. §157(d) to Withdraw the Reference of a Case, Adversary Proceeding or Contested Matter	[CaseNumber] - MWAP - [DCN].pdf	
	All Other Motions/Initiating Documents	[CaseNumber] -OID - [DCN].pdf	
	Application and Proposed Order Deferring Payment of Filing Fee	[CaseNumber] - PODF - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Application for Order Shortening Time	[CaseNumber] - AOST - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Application to Proceed In Forma Pauperis	[CaseNumber] - IFP - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Form B281, Appearance of Child Support Creditor or Representative	[CaseNumber] - CSC - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Notice of Hearing	[CaseNumber] - NTCH - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Clerk's Entry of Default	[CaseNumber] - CED - [DCN].pdf	Optional. Cannot be more than one with case number and DCN combination per batch.
	Proposed Order Shortening Time	[CaseNumber] - POST - [DCN].pdf	Optional. Cannot be more than one with case number and DCN combination per batch.
Other Proposed Order	[CaseNumber] - POH - [DCN].pdf	Optional. Cannot be more than one with case number and DCN combination per batch.	

Batch Name	Document	Filename Format	Dependencies/Constraints
Motions/Objections and Supporting Documents (Continued)	Proposed Findings of Fact/Conclusions of Law	[CaseNumber] - PFF - [DCN].pdf	Optional. Cannot be more than one with case number and DCN combination per batch.
Trustee Documents	341 Report - Meeting Continued	[CaseNumber] - 341C - [###].pdf	Optional. More than one with same case number allowed per batch.
	341 Report - Meeting Held	[CaseNumber] - 341H.pdf	Optional. Cannot be more than one with same case number per batch.
	Report of No Distribution (Chapter 7)	[CaseNumber] - NDR.pdf	Optional. Cannot be more than one with same case number per batch. Cannot be filed with a 341C report unless also filed with a 341H report.
	Report of Assets (Chapter 7)	[CaseNumber] - ARPT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 7 Trustee's Final Report	[CaseNumber] - FNL.pdf	Optional. Cannot be more than one with same case number per batch. Cannot be filed with a 341C report unless also filed with a 341H report.
	Chapter 7 Trustee's Final Account	[CaseNumber] - ACCT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 13 Trustee's Final Report and Account	[CaseNumber] - RPTACCT.pdf	Optional. Cannot be more than one with same case number per batch.
	Chapter 13 Trustee's Annual Summary	[CaseNumber] - ANNSUM.pdf	Optional. Cannot be more than one with same case number per batch.
	Statement of Investigation	[CaseNumber] - SOI - [###].pdf	Optional. More than one with same case number allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [###].pdf	Optional. More than one with same case number allowed per batch.
	Declaration	[CaseNumber] - DECL - [###].pdf	Optional. More than one with same case number allowed per batch.
	Withdrawal of Motion	[CaseNumber] - WMOT-[###].pdf	Optional. More than one with same case number allowed per batch.
	Notice of Filed Claims	[CaseNumber] - NFC.pdf	Optional. Cannot be more than one with same case number per batch.
	Report of Sale	[CaseNumber]- SRPT - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] - POS - [###].pdf	Optional. More than one with same case number allowed per batch.
	Proposed Order Confirming Plan	[CaseNumber] - POPLN.pdf	Optional. Cannot be more than one with same case number per batch.
Other Trustee Document	[CaseNumber] - OTD - [###].pdf	Optional. More than one with same case number allowed per batch.	

Batch Name	Document	Filename Format	Dependencies/Constraints
Trustee/UST Initiated Matters	May include the following: Application to Employ Professional Motion to Appoint Trustee Under §1104 Motion to Abandon Property Under §554 Motion to Compel Motion to Dismiss Under §707(a) Motion to Dismiss Under §707(b) Motion to Dismiss/Convert Under §1112 Motion to Dismiss Under §1307 Motion Under §110 Motion to Sell Property Notice of Sale Notice of Default Objection to Exemptions Objection to Claim Objection to Confirmation Objection to Trustee's Final Report Objection to Trustee's Final Account	[CaseNumber] - MOT - [DCN].pdf	Required. Cannot be more than one with same case number and DCN combination per batch.
	Notice of Hearing	[CaseNumber] - NTCH - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
Response/Objection to an Existing Motion/Application	Objection/Response/Reply	[CaseNumber] - RSP - [DCN].pdf	Required. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
341 Meeting Notices	341 Meeting Notice	[CaseNumber] - 341N - [###].pdf	Required. More than one with same case number allowed per batch.
	Proof of Service	[CaseNumber] - POS - [###].pdf	Optional. More than one with same case number allowed per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
Proposed Orders	Proposed Order	[CaseNumber] - PRO - [DCN].pdf	Either a proposed order, proposed findings of fact/conclusions of law, or a clerk's entry of default is required. Cannot be more than one proposed order with same case number and DCN combination per batch.
	Proposed Findings of Fact/Conclusions of Law	[CaseNumber] - PFF - [DCN].pdf	Either proposed findings of fact/conclusions of law, a proposed order, or a clerk's entry of default is required. Cannot be more than one findings of fact/conclusions of law with same case number and DCN combination per batch.
	Clerk's Entry of Default	[CaseNumber] - CED - [DCN].pdf	Either a clerk's entry of default, a proposed order, or proposed findings of fact/conclusions of law is required. Cannot be more than one clerk's entry of default with same case number and DCN combination per batch.
	Motion/Application	[CaseNumber] - MOT - [DCN].pdf	Optional. Cannot be more than one with same case number and DCN combination per batch.
	Declaration	[CaseNumber] - DECL - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Proof of Service	[CaseNumber] - POS - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
	Supporting Document	[CaseNumber] - SUP - [DCN] - [###].pdf	Optional. More than one with same case number and DCN combination allowed per batch.
Voluntary Petitions	Voluntary Petition - Chapter 7	[DebtorZipCode] - VOLP7 - [DebtorName].pdf	At least one voluntary petition (any chapter) required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Voluntary Petition - Chapter 9	[DebtorZipCode] - VOLP9 - [DebtorName].pdf	At least one voluntary petition (any chapter) required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Voluntary Petition - Chapter 11	[DebtorZipCode] - VOLP11 - [DebtorName].pdf	At least one voluntary petition (any chapter) required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Voluntary Petition - Chapter 12	[DebtorZipCode] - VOLP12 - [DebtorName].pdf	At least one voluntary petition (any chapter) required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Voluntary Petition - Chapter 13	[DebtorZipCode] - VOLP13 - [DebtorName].pdf	At least one voluntary petition (any chapter) required. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Verification of Master Address List Form	[DebtorZipCode] - MTRX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Master Address List (as text file)	[DebtorZipCode] - CMX - [DebtorName].txt	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
Voluntary Petitions (Continued)	Statement of Social Security Number(s)	[DebtorZipCode] - SSN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Pay Fee in Installments	[DebtorZipCode] - INST - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Proceed in Forma Pauperis	[DebtorZipCode] - IFP - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Statement Regarding Ownership of Corporate Debtor/Party	[DebtorZipCode] - COS - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Waiver of Exemptions	[DebtorZipCode] - WEX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Debtor's Plan	[DebtorZipCode] - PLN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Rights and Responsibilities of Chapter 13 Debtors	[DebtorZipCode] - RRSP - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application for Order Shortening Time	[DebtorZipCode] - AOST - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Emergency Motion	[DebtorZipCode] - MOT - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Notice of Hearing	[DebtorZipCode] - NTCH - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Declaration	[DebtorZipCode] - DECL - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Support Document	[DebtorZipCode] - SUP - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Proof of Service	[DebtorZipCode] - POS - [DebtorName] - [DCN] - [###].pdf	Optional. More than one with same debtor zip code, debtor name and DCN combination allowed per batch.
	Proposed Order Shortening Time	DebtorZipCode] - POST - [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
	Proposed Order	DebtorZipCode] - PRO- [DebtorName] - [DCN].pdf	Optional. Cannot be more than one with same debtor zip code, debtor name and DCN combination per batch.
Other New Voluntary Case Document	[DebtorZipCode] - NEWO - [DebtorName] - [###].pdf	Optional. More than one with same debtor zip code and debtor name combination allowed per batch.	
Statistical Data (as pipe-delimited text file)	[DebtorZipCode] - STAT - [DebtorName].txt	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.	

Batch Name	Document	Filename Format	Dependencies/Constraints
Chapter 7 Petitions Batched for Trustee Assignment	Voluntary Petition - Chapter 7	[DebtorZipCode] - VOLP7 - [DebtorName].pdf	Required. Cannot be more than one with same debtor zip code and debtor name combination per batch. Cannot be more than 5 voluntary petition - chapter 7 files per batch.
	Verification of Master Address List Form	[DebtorZipCode] - MTRX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Master Address List (as text file)	[DebtorZipCode] - CMX - [DebtorName].txt	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Statement of Social Security Number(s)	[DebtorZipCode] - SSN - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Pay Fee in Installments	[DebtorZipCode] - INST - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Application to Proceed in Forma Pauperis	[DebtorZipCode] - IFP - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Statement Regarding Ownership of Corporate Debtor/Party	[DebtorZipCode] - COS - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Waiver of Exemptions	[DebtorZipCode] - WEX - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
	Other New Voluntary Chapter 7 Case Document	[DebtorZipCode] - NEWO - [DebtorName] - [###].pdf	Optional. More than one with same debtor zip code and debtor name combination allowed per batch.
	Statistical Data (as pipe-delimited text file)	[DebtorZipCode] - STAT - [DebtorName].pdf	Optional. Cannot be more than one with same debtor zip code and debtor name combination per batch.
New Adversary Proceedings	Adversary Proceeding Cover Sheet	[BkCaseNumber] - APCS - [PartyName].pdf	Required. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Complaint or Notice of Removal	[BkCaseNumber] - CMP - [PartyName].pdf	Required. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Application and Proposed Order Deferring Payment of Filing Fee	[BkCaseNumber] - PODF - [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Form B281, Appearance of Child Support Creditor or Representative	[BkCaseNumber] - CSC - [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Application for Order Shortening Time	[BkCaseNumber] - AOST - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Motion	[BkCaseNumber] - MOT - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Notice of Hearing	[BkCaseNumber] - NTCH - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.

Batch Name	Document	Filename Format	Dependencies/Constraints
New Adversary Proceedings (Continued)	Declaration	[BkCaseNumber] - DECL - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Supporting Document	[BkCaseNumber] - SUP - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Proof of Service	[BkCaseNumber] - POS - [PartyName] - [DCN] - [###].pdf	Optional. More than one with same bankruptcy case number, party name, and DCN combination allowed per batch.
	Application and Proposed Order Deferring Filing Fee	[BkCaseNumber] - PODF- [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Statement Regarding Ownership of Corporate Debtor/Party	[BkCaseNumber] - COS - [PartyName].pdf	Optional. Cannot be more than one with same bankruptcy case number and party name combination per batch.
	Proposed Order Shortening Time	[BkCaseNumber] - POST - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Proposed Order	[BkCaseNumber] - PRO - [PartyName] - [DCN].pdf	Optional. Cannot be more than one with same bankruptcy case number, party name, and DCN combination per batch.
	Other New Adversary Proceeding Document	[BkCaseNumber] - NEWO - [PartyName] - [###].pdf	Optional. More than one with same bankruptcy case number and party name combination allowed per batch.