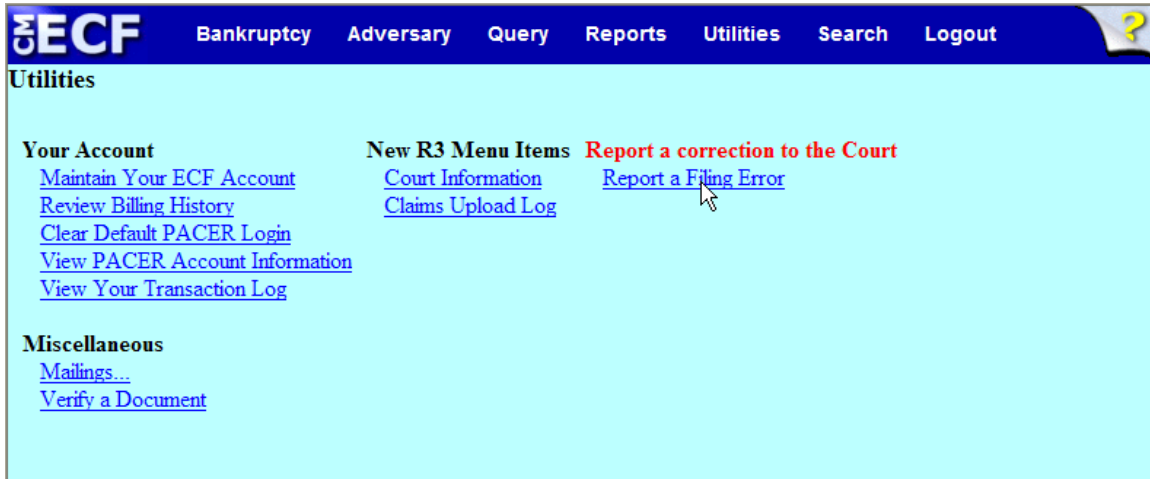


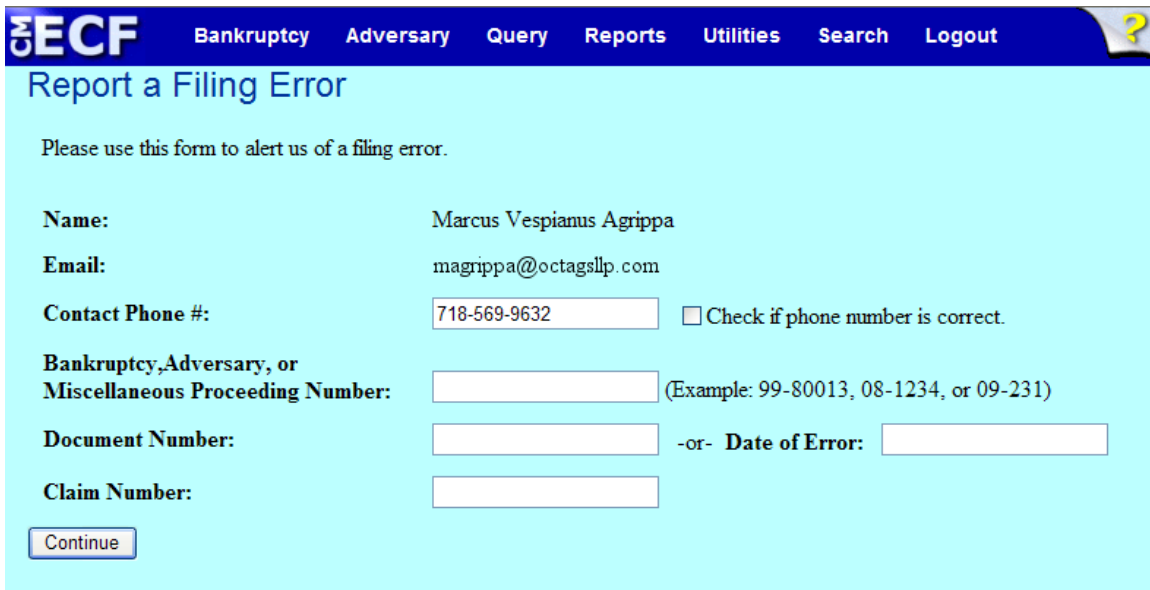
Reporting CM/ECF Filing Errors

- 1) Log in using your CM/ECF password and go to Utilities.



The screenshot shows the ECF website's Utilities menu. The navigation bar at the top includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The Utilities section is highlighted in light blue and contains several sub-sections: 'Your Account' with links for maintaining the account, reviewing billing history, clearing PACER login, and viewing transaction logs; 'New R3 Menu Items' with links for court information and claims upload; and 'Miscellaneous' with links for mailings and document verification. A red link, 'Report a correction to the Court Report a Filing Error', is highlighted with a mouse cursor.

- 2) Under the Utilities category select: Report a Filing Error.
 - a) Your name, e-mail address, and phone number have been retrieved from ECF.



The screenshot shows the 'Report a Filing Error' form. The title is 'Report a Filing Error' and the instruction is 'Please use this form to alert us of a filing error.' The form fields are pre-filled with the following information: Name: Marcus Vespianus Agrippa; Email: magrippa@octagsllp.com; Contact Phone #: 718-569-9632, with a checkbox for 'Check if phone number is correct.'; Bankruptcy, Adversary, or Miscellaneous Proceeding Number: (Example: 99-80013, 08-1234, or 09-231); Document Number: -or- Date of Error: ; Claim Number: . A 'Continue' button is located at the bottom left of the form.

- 3) Verify your contact phone number by clicking the check box.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Report a Filing Error

Please use this form to alert us of a filing error.

Name: Marcus Vespianus Agrippa
Email: magrippa@octagsllp.com
Contact Phone #: Check if phone number is correct.
Bankruptcy, Adversary, or Miscellaneous Proceeding Number: (Example: 99-80013, 08-1234, or 09-231)
Document Number: -or- **Date of Error:**
Claim Number:

- 4) Enter your case number.
a) If a document was filed in error, enter the document number or the date of the error. If a claim was filed in error, enter the claim number.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Report a Filing Error

Please use this form to alert us of a filing error.

Name: Marcus Vespianus Agrippa
Email: magrippa@octagsllp.com
Contact Phone #: Check if phone number is correct.
Bankruptcy, Adversary, or Miscellaneous Proceeding Number: (Example: 99-80013, 08-1234, or 09-231)
Document Number: -or- **Date of Error:**
Claim Number:

5) Select Continue.

a) If you selected a document number or filing date, you will be able to view the docket text.

b) If you selected a claim number, you will be able to view the claim number, creditor's name, filing date, and claim description.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Report a Filing Error

09-10298 Charles Ornot

Filing date: 12/01/2009
Document #: 3
Docket text: Notice of Hearing filed by Marcus Vespianus Agrippa on behalf of Charles Ornot. with hearing to be held on 1/4/2010 (check with court for location) (Agrippa, Marcus)

Please give a detailed explanation for your request; describe the error made, and a reason why it should be corrected:

6) In the white modification box area, give a detailed explanation for your request; list the error made, and a reason why it should be corrected.

7) Select Submit.

8) The next screen will collect all the data that you entered. Once you

verify that the information is correct, select Submit to send the Error Request to the Court.

a) You will receive an online confirmation that your request was submitted.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Report a Filing Error

Name: Marcus Vespianus Agrippa
Email: magrippa@octagsslpc.com
Phone: 718-569-9632
Case: 09-10298 Charles Ornot
Document #: 3
Filing date: 12/01/2009
Docket text: Notice of Hearing filed by Marcus Vespianus Agrippa on behalf of Charles Ornot. with hearing to be held on 1/4/2010 (check with court for location) (Agrippa, Marcus)
Reported error: The hearing date initially entered is incorrect. It should be set to the following week on 1/11/2010.

Submitting this screen commits this transaction. Please ensure that information is correct before submitting.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Report a Filing Error

Thank you, Marcus Vespianus Agrippa for bringing this error to our attention.

Please note: The Clerk's Office will review these reported errors Monday-Friday, 9:00 am to 5:00 pm.

You will receive an email when this error has been corrected.