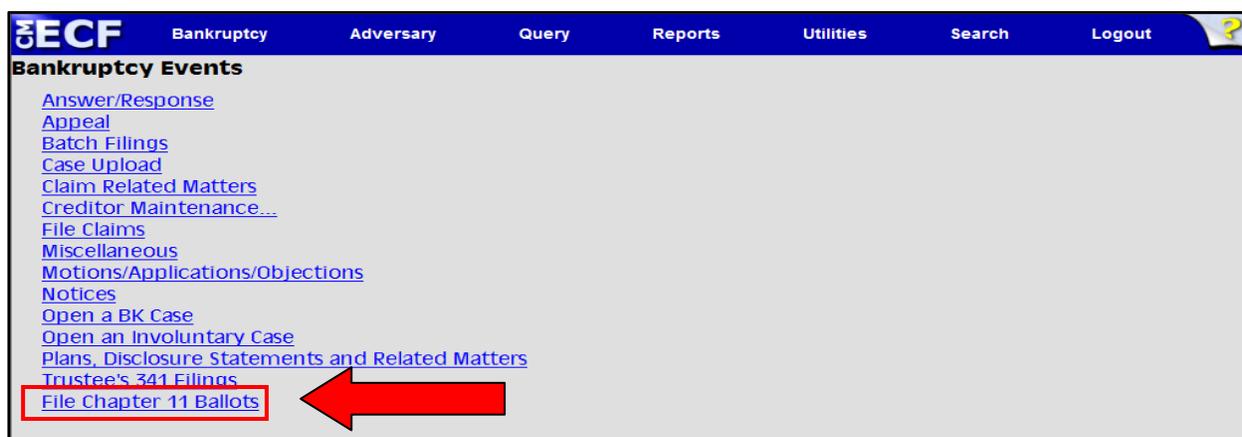


# Procedural Update - Filing Ballots and Obtaining a Ballot Report

Effective in cases where the Chapter 11 Plan is filed **on or after February 6, 2012**, Ballots may be submitted electronically. Outside users will be able to access the new filing event through CM/ECF, with a login and password, or through the following link, <https://pacer.flmb.uscourts.gov/cmecf/ballots/submission.asp>, on the Court's website, for those who do not have access to the Court's electronic filing system. Those Ballots received in paper form will be docketed, as Court staff receive them. This new process makes Ballots available for immediate viewing.

## Submitting a Ballot through CM/ECF

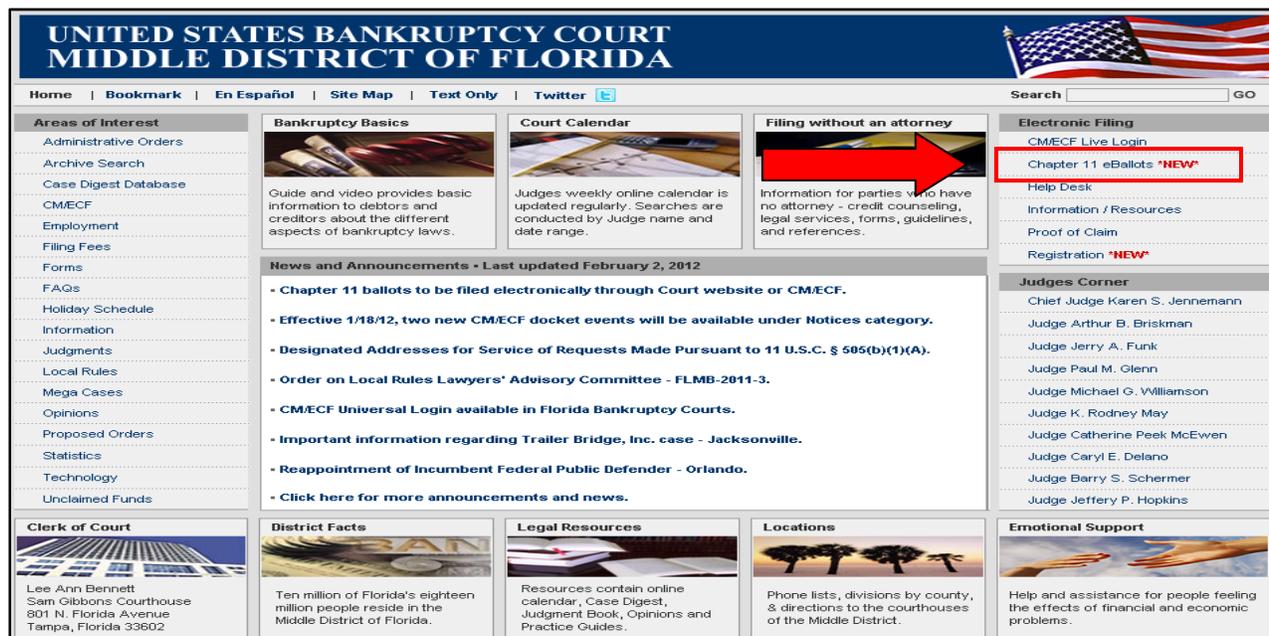
- For those with access to the Court's CM/ECF system, Ballots can be submitted through the [Bankruptcy – File Chapter 11 Ballots](#) event.



The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the 'Bankruptcy Events' section is displayed, listing various options such as Answer/Response, Appeal, Batch Filings, Case Upload, Claim Related Matters, Creditor Maintenance, File Claims, Miscellaneous, Motions/Applications/Objections, Notices, Open a BK Case, Open an Involuntary Case, Plans, Disclosure Statements and Related Matters, Trustee's 341 Filings, and File Chapter 11 Ballots. The 'File Chapter 11 Ballots' link is highlighted with a red rectangular box, and a red arrow points to it from the right.

## Submitting a Ballot through the External Website Link

- Alternatively, Ballots can be submitted through the [Chapter 11 eBallots](#) link, which is available in the *Electronic Filing section of the Court's website*.



The screenshot shows the homepage of the United States Bankruptcy Court Middle District of Florida. The header includes the court's name and an American flag. Below the header is a navigation bar with links for Home, Bookmark, En Español, Site Map, Text Only, and Twitter. A search bar is also present. The main content area is divided into several sections. On the left, there is a 'Areas of Interest' sidebar. The central section features 'Bankruptcy Basics', 'Court Calendar', and 'Filing without an attorney'. A red arrow points to the 'Filing without an attorney' section. Below this, there is a 'News and Announcements' section with several bullet points, including 'Chapter 11 ballots to be filed electronically through Court website or CM/ECF'. On the right, there is an 'Electronic Filing' section with links for CM/ECF Live Login, Chapter 11 eBallots \*NEW\*, Help Desk, Information / Resources, Proof of Claim, and Registration \*NEW\*. Below this is a 'Judges Corner' section listing judges. At the bottom, there are sections for 'Clerk of Court', 'District Facts', 'Legal Resources', 'Locations', and 'Emotional Support'.

- After selecting the [File Chapter 11 Ballots](#) event, or accessing the external [Chapter 11 eBallots](#) link, the Ballot Submission Screen displays.
- In order to successfully complete the process, the submission form should be completed in its entirety.
- Enter the name of the person who submitted the Ballot in the *Submitter Name* field.
- Enter the creditor name, as it appears on the Ballot, in the *Creditor Name* field.
- Enter the complete case number, using a **colon** between the Division and case year in the *Case Number* field. After entering the case number in this field, the full case number (including the Judge's initials) and case name populate under the *Case Number* field. **Ballots can only be submitted in Chapter 11 cases.**
- The *Class in Plan*, *Amount* and *Disposition of Ballot* information will be completed based on the information contained on the ballot.
- Attach the PDF image of the Ballot through *Browse*.
- Enter the answer to the *Security Check* question in the text entry field and left-click *Verify*.



## CM/ECF Chapter 11 Ballots

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

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[CM/ECF Live Login](#) | 
 [Information/Resources](#) | 
 [Registration](#) | 
 [Home Page](#)

Please complete all fields before submission. Only Adobe Acrobat PDF files are accepted as file attachment.

<b>Submitter Name</b>	Sara Mason	(Enter as First Name then Last Name)
<b>Creditor Name</b>	Mason & Wiener, P.A.	(Enter individuals as First Name then Last Name)
<b>Case Number</b> (full case number)	8:08-bk-08655	(Example: 8:09-bk-00234)
	8:08-bk-08655-MGW EME Modular Structures, Inc.	
<b>Class in Plan</b>	2	
<b>Amount</b>	12500	
<b>Select Disposition of Ballot</b>	<input checked="" type="radio"/> Accepts <input type="radio"/> Rejects <input type="radio"/> Unmarked	
<b>Ballot Attachment (PDF only)</b>	C:\Documents and Settings\msara\Desktop\Work	<input type="button" value="Browse..."/>
	* Ballot must include original signature on attachment	
<b>Date Filed</b>	2/3/2012	
<b>Security Check</b>	<p style="font-size: x-small; color: #666;">To help us protect against automated spam programs, please answer the following question you see in the box below.</p> <p style="font-size: x-small; color: #666;">After you have successfully answered the question, the Submit Information button will appear for you to submit your ballot.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small; color: #666; margin: 0;">Please answer the following question.</p> <p style="margin: 0;">What is 8 plus 9?</p> <div style="border: 1px solid #ccc; padding: 2px; width: 50px; margin: 2px 0;">17</div> <div style="text-align: right; margin-top: 2px;"><input type="button" value="Verify"/></div> </div>	

- A message displays indicating the *Security Check* question was answered correctly. Click *OK* to close the dialogue box.

**CM/ECF Chapter 11 Ballots**  
UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

CM/ECF Live Login | Information/Resources | Registration | Home Page

Please complete all fields before submission. Only Adobe Acrobat PDF files are accepted as file attachment.

Submitter Name: Sara Mason (Enter as First Name then Last Name)

Creditor Name: Mason & Wiener, P.A. (Enter individuals as First Name then Last Name)

Case Number (full case number): 8:08-bk-08655 (Example: 8:09-bk-00234)  
8:08-bk-08655-MGW  
EME Modular Structures, Inc.

Class in Plan: 2

Amount: [Empty]

Select Disposition of Ballot: [Empty]

Ballot Attachment (PDF only): C:\Documents and Settings\msara\Desktop\Work [Browse...]  
\* Ballot must include original signature on attachment

Date Filed: 2/3/2012

Security Check: To help us protect against automated spam programs, please answer the following question you see in the box below.

After you have successfully answered the question, the Submit Information button will appear for you to submit your ballot.

Please answer the following question.  
What is 8 plus 9?  
17  
[Verify]

Windows Internet Explorer dialog box: Correct. You may now submit your ballot. [OK]

- Left-click *Submit Information*.

**CM/ECF Chapter 11 Ballots**  
UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

CM/ECF Live Login | Information/Resources | Registration | Home Page

Please complete all fields before submission. Only Adobe Acrobat PDF files are accepted as file attachment.

Submitter Name: Sara Mason (Enter as First Name then Last Name)

Creditor Name: Mason & Wiener, P.A. (Enter individuals as First Name then Last Name)

Case Number (full case number): 8:08-bk-08655 (Example: 8:09-bk-00234)  
8:08-bk-08655-MGW  
EME Modular Structures, Inc.

Class in Plan: 2

Amount: 12500

Select Disposition of Ballot:
 

- Accepts
- Rejects
- Unmarked

Ballot Attachment (PDF only): C:\Documents and Settings\msara\Desktop\Work [Browse...]  
\* Ballot must include original signature on attachment

Date Filed: 2/3/2012

Security Check: To help us protect against automated spam programs, please answer the following question you see in the box below.

After you have successfully answered the question, the Submit Information button will appear for you to submit your ballot.

[Submit Information]

- After clicking *Submit Information*, a warning message displays. Verify the information entered on the form is accurate and click *OK* to close the dialogue box and complete the submission.

**CM/ECF Chapter 11 Ballots**  
UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

CM/ECF Live Login | Information/Resources | Registration | Home Page

Please complete all fields before submission. Only Adobe Acrobat PDF files are accepted as file attachment.

Submitter Name:  (Enter as First Name then Last Name)

Creditor Name:  (Enter individuals as First Name then Last Name)

Case Number (full case number):  (Example: 8:09-bk-00234)  
8:08-bk-08655-MGW  
EME Modular Structures, Inc.

Class in Plan:

Amount:

Select I:

Ballot Attachment (PDF only):    
\* Ballot must include original signature on attachment

Date Filed: 2/3/2012

Security Check: To help us protect against automated spam programs, please answer the following question you see in the box below.

After you have successfully answered the question, the Submit Information button will appear for you to submit your ballot.

Windows Internet Explorer

ALL AREAS OF THE SUBMISSION FORM ARE COMPLETE AND READY FOR SUBMITTAL. IF YOU NEED TO MAKE ANY CHANGES, PLEASE CLICK THE CANCEL BUTTON. OTHERWISE, CLICK OK TO SUBMIT.

- A confirmation screen indicating the successful submission of the Ballot displays.

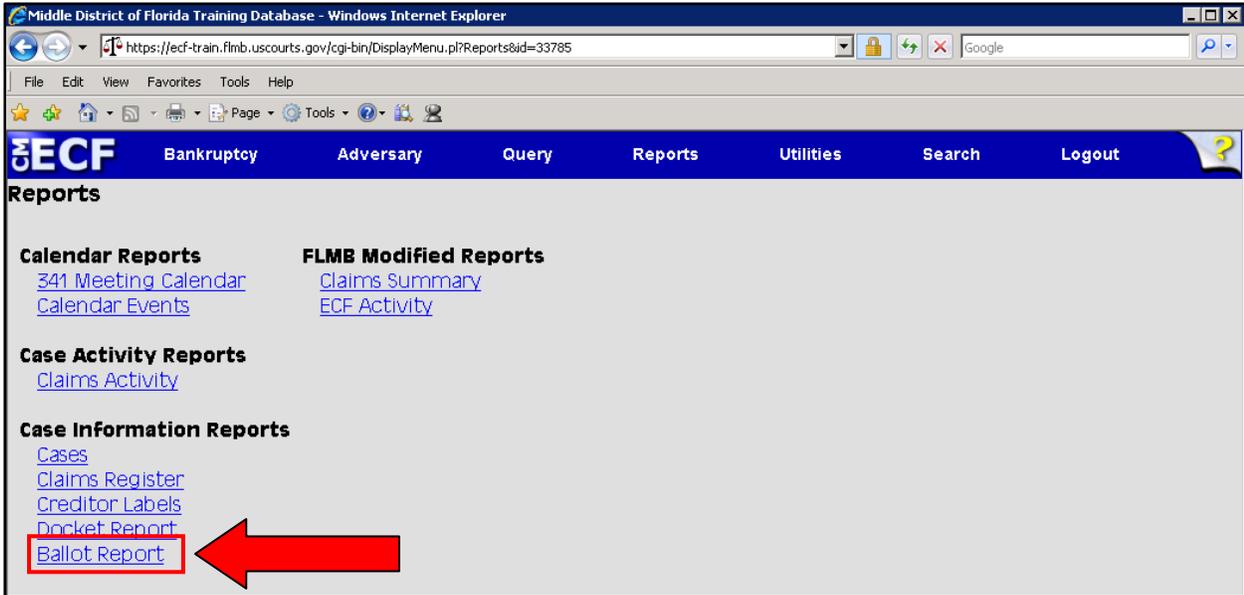
**CM/ECF Chapter 11 Ballots**  
UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA

**YOU HAVE SUCCESSFULLY SUBMITTED YOUR BALLOT  
FOR CASE NUMBER 8:08-bk-08655**

[CLICK HERE TO SUBMIT ANOTHER BALLOT](#)

# Obtaining a Ballot Report through PACER

- A report of the Ballots filed in a specific case can be generated through the [Reports – Ballot Report](#) event. This report option is located under the *Case Information Reports* section of the menu. **Note: Accessing this report will require you login to CM/ECF (as if filing a document) and PACER** consequently, you must be an electronic filer in the Middle District Bankruptcy Court and have a PACER account to access this report



- After selecting [Ballot Report](#), the Report Screen displays.
- Enter the complete case number, using a **colon** between the Division and case year in the *Case Number* field.
- The *Ballots filed between* search criteria defaults to the current month, however the date range can be adjusted, as needed, to generate a report with a different range. **Note:** To exclude "Late Filed Ballots" change the last date in the search field to the date established as the deadline to file Ballots. A report featuring only "Late Filed Ballots" can be generated by limiting the search range to the date immediately following the Ballot deadline through the current date.
- After entering the information, left-click *Submit Report*.

A screenshot of the "CM/ECF Chapter 11 Ballots" report form. The header includes the CM/ECF logo and the text "UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA". Below the header is a section titled "BALLOTS REPORTS AREA". The form contains the instruction "Please enter information below to query ballots submitted". It features a "Ballot Report" section with a "Case Number" field (with an example "8:08-bk-00001-KSJ"), a "Ballots filed between" field (with dates "1/1/2012" and "1/25/2012"), and two buttons: "Submit Report" and "Clear".

- The results display. The Ballot Report includes the case number, case name and period for which the report was generated. The Ballots are sorted by date filed and document number. The report also includes the name of the individual who submitted the Ballot, the class, amount of each Ballot, the name of the creditor who filed the Ballot and an indication whether the plan is being accepted or rejected by the creditor.

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA	
BALLOT REPORT	
<b>Case Number: 8-08-bk-08655</b> <b>EME Modular Structures, Inc.</b>	
<b>Report Period: 1/25/2012 - 2/3/2012</b>	
<i>Date Filed:</i> 1/25/2012 <i>Filed By:</i> Sara Mason	<i>Document Number:</i> 28 <i>Class:</i> Unsecured <i>Amount:</i> 1500.00 by Creditor Ford Motor Credit <i>Remarks:</i> ACCEPTED
<i>Date Filed:</i> 2/2/2012 <i>Filed By:</i> Sara Mason	<i>Document Number:</i> 43 <i>Class:</i> 1 <i>Amount:</i> 15200 by Creditor Mason & Mason, P.A. <i>Remarks:</i> UNMARKED
<i>Date Filed:</i> 2/3/2012 <i>Filed By:</i> Sara Mason	<i>Document Number:</i> 44 <i>Class:</i> 2 <i>Amount:</i> 12500 by Creditor Mason & Wiener, P.A. <i>Remarks:</i> ACCEPTED
Total Acceptance: 3 Total Rejections: 1 Total Unmarked: 2 <b>Total: 6</b>	
<b>Report Selection Criteria</b>	
Case Number:	8-08-bk-08655
Start Date:	1/25/2012
End Date:	2/3/2012

- This preliminary Ballot Tabulation may include late filed or otherwise invalid ballots and is not intended to be a pre-determination of the proper inclusion or exclusion of any ballot in the final tabulation. The responsibility for independently reviewing and tabulating acceptances and rejections for the plan remains with the attorney for the plan proponent. In addition, a judge may exercise discretion as to whether late or improperly filed ballots may be included in the final ballot tabulation.