

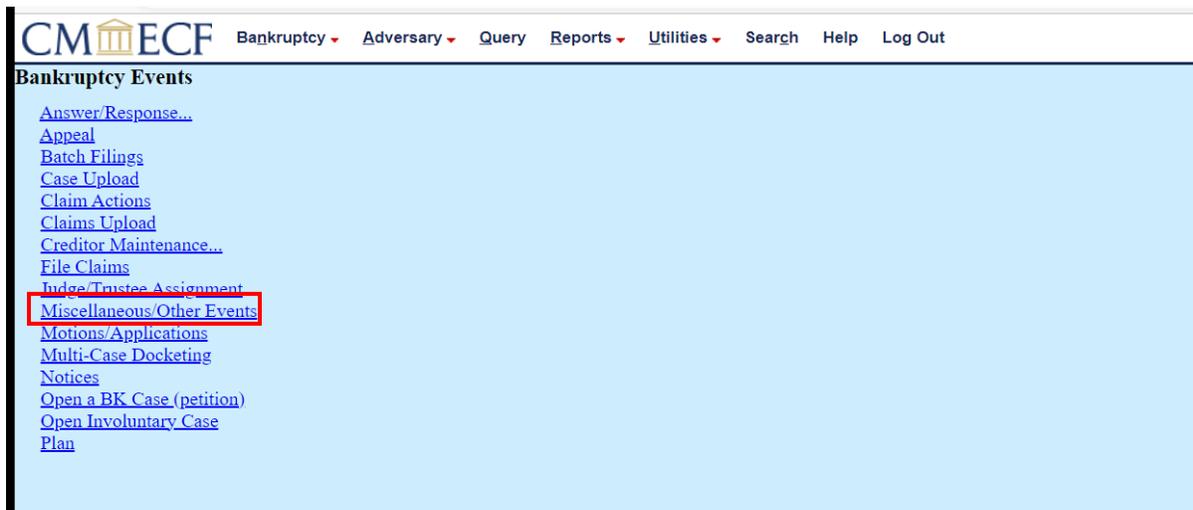
Adding Non-Filing Spouse

From the main menu, select **Bankruptcy**.



The screenshot shows the main menu of the CM/ECF system. The 'Bankruptcy' menu item is highlighted with a red box. The page features the CM/ECF logo on the left, a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out', and the official seal of the U.S. Bankruptcy Court for the Eastern District of Wisconsin in the center. Below the seal, the text reads 'U.S. Bankruptcy Court Eastern District of Wisconsin (TRAIN) Official Court Electronic Document Filing System'. A welcome message follows, and a link for 'Information about viewing PDF files' is provided. The version number 'CM/ECF-BK V10.7' is at the bottom.

Select the **Miscellaneous/Other Events** submenu.



The screenshot shows the 'Bankruptcy Events' submenu. The 'Miscellaneous/Other Events' link is highlighted with a red box. The page features the CM/ECF logo on the left, a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out', and the title 'Bankruptcy Events'. A list of links follows: 'Answer/Response...', 'Appeal', 'Batch Filings', 'Case Upload', 'Claim Actions', 'Claims Upload', 'Creditor Maintenance...', 'File Claims', 'Judge/Trustee Assignment', 'Miscellaneous/Other Events', 'Motions/Applications', 'Multi-Case Docketing', 'Notices', 'Open a BK Case (petition)', 'Open Involuntary Case', and 'Plan'.

Enter the case number, then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events

Case Number

21-20001 Find This Case

Next Clear

Select the **Add Non-Filing Spouse** event from the picklist. Then click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events

21-20001-bhl Abigail Testuser-20200505

Type: bk Chapter: 7 v Office: 2 (Milwaukee)

Assets: n Judge: bhl

Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- 20 Largest Unsecured Creditors
- Add Non-Filing Spouse**
- Affidavit
- Amended Creditor Matrix (Fee Required)
- Amended Creditor Matrix (No Fee Required)
- Amended Form 121 (Statement of Social Security Number)
- Amended Petition
- Amended Schedules (Fee Required)
- Amended Schedules (No Fee Required)
- Attachment to Voluntary Petition for Non-Individuals (Chapter 11)
- Attorney Fee Election Form
- Bill of Costs
- Brief
- Cash Flow Statement
- Certificate of Credit Counseling
- Certificate of No Supporting Documentation

Selected Events (click to remove events)

- Add Non-Filing Spouse

Next Clear

Click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

21-20001-bhl Abigail Testuser-20200505

Type: bk Chapter: 7 v Office: 2 (Milwaukee)

Assets: n Judge: bhl

Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Joint filing with other attorney(s).

Next Clear

Select the debtor(s) from the list. To select multiple debtors, begin by clicking the first debtor, then hold down the CTRL key while clicking on the second debtor. Do not add the Non-Filing Spouse on this screen. Then click **Next**.

The screenshot shows the CM ECF interface for a case. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "Miscellaneous/Other Events:". The case number is "21-20001-bhl Abigail Testuser-20200505". The case details are: Type: bk, Chapter: 7 v, Office: 2 (Milwaukee); Assets: n, Judge: bhl; Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd. A red text prompt reads "PLEASE ADD THE NON-FILING SPOUSE TO THE CASE". Below this, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing two options: "Lanser, Bruce A. [Trustee]" and "Testuser-20200505, Abigail [Debtor]". A blue link "Add/Create New Party" is visible to the right of the dropdown. At the bottom of the section, there are two buttons: "Next" and "Clear".

Click **Next**.

The screenshot shows the same CM ECF interface as the previous one, but the dropdown menu is no longer open. The "Next" button is now highlighted with a red border, indicating it is the next step to click. The rest of the page content remains the same.

Search for a non-filing spouse by enter their name into the applicable fields.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

[21-20001-bhl Abigail Testuser-20200505](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: bhl
Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Search for a non-filing spouse

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

If a search result appears, click on the result and verify the party's information in the pop-up window. The information (name, address, etc.) must be an exact match.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Search for a non-filing spouse

SSN / ITIN

Last/Business name

First Name

Middle Name

Party search results

Testuser, Richard

WIEB Training Area - Work - Microsoft Edge
https://ecf-train.wieb.uscourts.gov/cgi-bin/PerAd... A

Richard Testuser

If a search for the NFS does not yield any results, please click **Create new party**.

WIEB Training Area

https://ecf-train.wieb.uscourts.gov/cgi-bin/AddParty.pl?155757470967906

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Search for a non-filing spouse

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

Enter the information for the NFS. At minimum, we required the name of the spouse for them to be added to the case. Click **Submit**.

WIEB Training Area

https://ecf-train.wieb.uscourts.gov/cgi-bin/AddParty.pl?146562881532667-L_1_0-1

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Non-Filing Spouse Information

Last name First name

Middle name

Generation Title

SSN/ITIN Tax Id/EIN

Office

Address 1

Address 2

Address 3

City State Zip

County

Country

Phone

Fax

E-mail

Party text

Add all aliases and corporate parents or affiliates before clicking the Submit button.

Click **End non-filing spouse selection**.

WIEB Training Area x +
https://ecf-train.wieb.uscourts.gov/cgi-bin/Dispatch.pl?155757470967906-UNKNOWN-0

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

[21-20001-bhl Abigail Testuser-20200505](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: bhl
Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Search for a non-filing spouse

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Click **Next**.

WIEB Training Area x +
https://ecf-train.wieb.uscourts.gov/cgi-bin/Dispatch.pl?179161913892264-UNKNOWN-0

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

[21-20001-bhl Abigail Testuser-20200505](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: bhl
Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Review the docket text before submitting.

WIEB Training Area x +
https://ecf-train.wieb.uscourts.gov/cgi-bin/Dispatch.pl?159470004786322

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Miscellaneous/Other Events:

[21-20001-bhl Abigail Testuser-20200505](#)
Type: bk Chapter: 7 v Office: 2 (Milwaukee)
Assets: n Judge: bhl
Case Flag: MEANSNO, MUA, INSTALL, CounDue, MONEY, DebtEd

Docket Text: Final Text
Added Non-Filing Spouse: Richard Testuser filed by Alfred Tests on behalf of Abigail Testuser-20200505. (Tests, Alfred)

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