

Appointment of Consumer Privacy / Health Care Ombudsman

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

- ◆ Click **Trustee/US Trustee**.

Step 3 The **Case Number** screen displays. (See Figure 3)

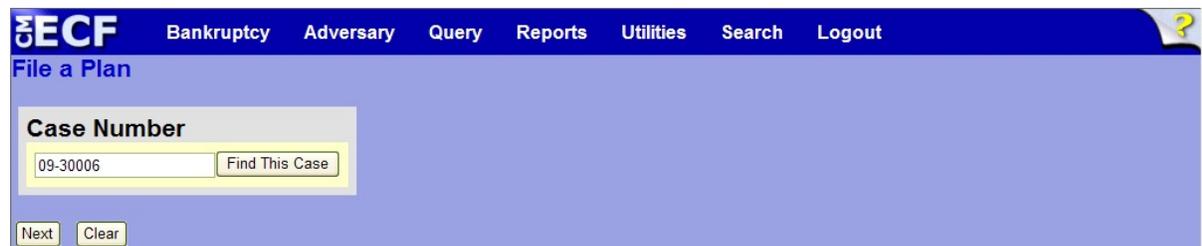


Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen is displayed. (See Figure 4)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

09-30006-hcd Frank L. Smith

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR, 707(b)

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

Available Events (click to select events)

- Acceptance of Interrogatories
- Affidavit and Status Report
- Amended Chapter 7 Trustee's Final Report
- Amended Intent to Allow/Pay Claims
- Appointment Rejection
- Appointment of Ombudsman**
- Bond
- Certificate of Mailing - EPI
- Certificate of Service (Trustee's Final Report)
- Chapter 12 Trustee's Final Report and Account
- Chapter 13 Final Report (Conv/Dism/Reject)
- Chapter 13 Plan Recommendation
- Chapter 13 Trustee's Final Report and Account

Selected Events (click to remove events)

- Appointment of Ombudsman

Next Clear

Figure 4

- ◆ To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "appointment" until it is displayed in the **Available Events** list.
- ◆ When the event is located, highlight it with your mouse, which will place it in the **Selected Events** on the right of the screen.
- ◆ When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Party Selection** screen appears. (See Figure 5)

Figure 5

- ◆ Highlight the party filer and click **Next** to continue.

Step 6 The **PDF Document Selection** screen will then display. (See Figure 6a)

Figure 6a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 6b)

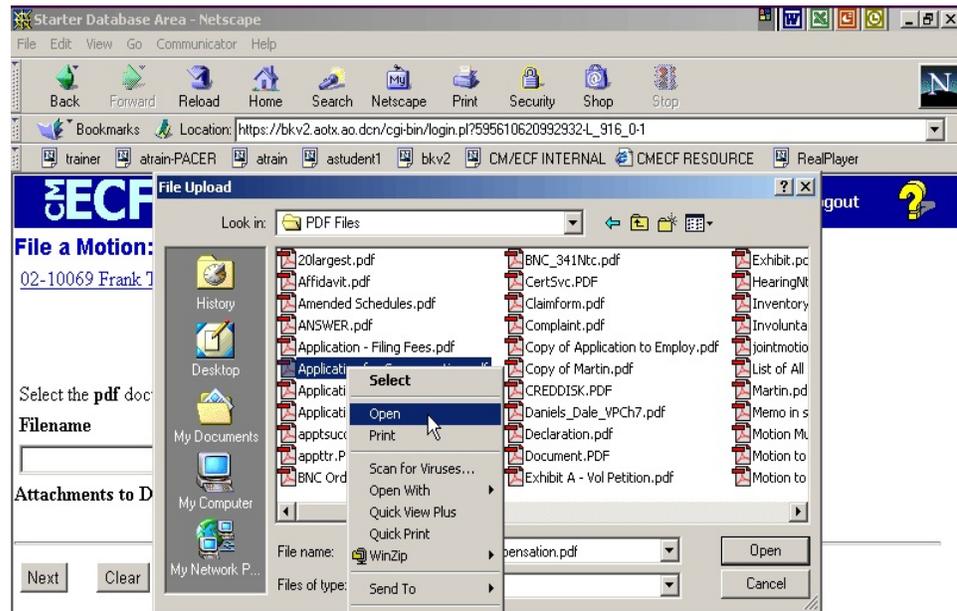


Figure 6b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 6c)

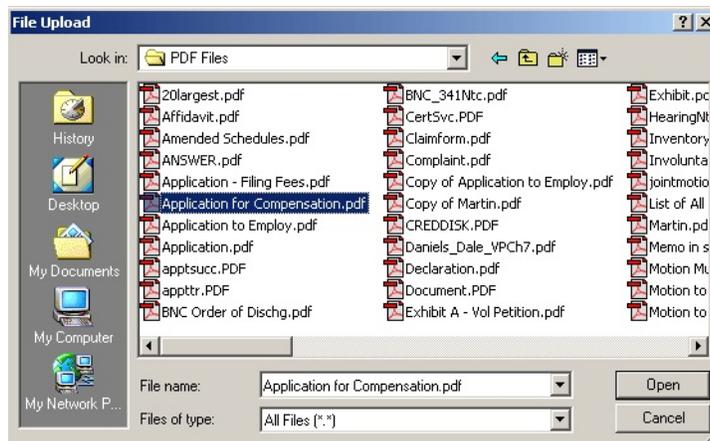


Figure 6c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 6d)



Figure 6d

- Click **Next** to continue.

Step 7 The **Party Search** screen displays. (See Figure 7)

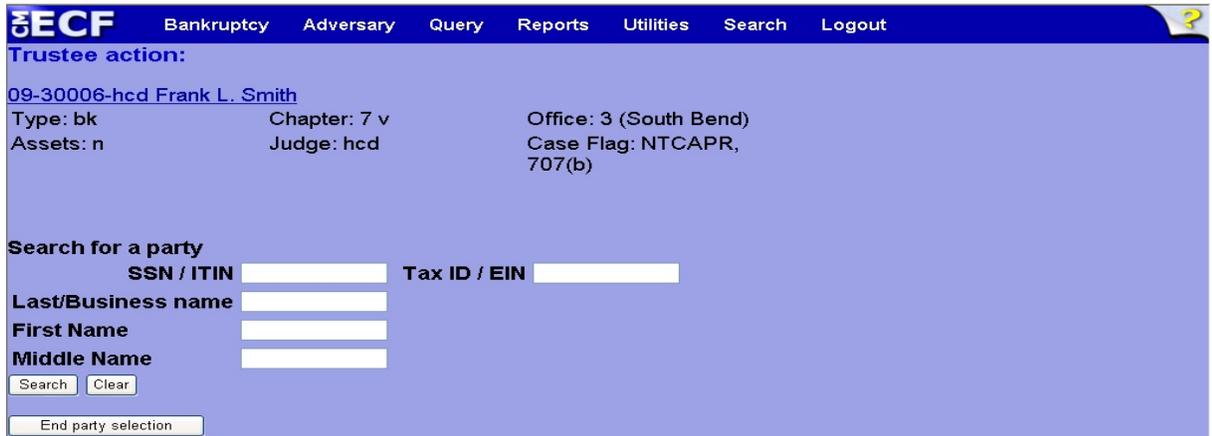


Figure 7

- ◆ Enter the appointee’s last name in the **Last/Business name** field and click **Search** to continue.

- ◆ The **Party Search Results** screen displays. (See Figure 7a)



Figure 7a

- ◆ Select the appropriate party. A pop-up window will display all address information for the party. (See Figure 7b)

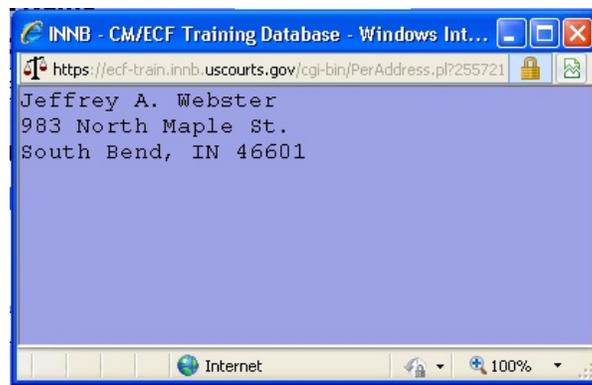


Figure 7b

- ◆ If the party information is correct, click **Select name from list** to continue. The pop-up window will automatically close.

NOTE: If the appointee does not exist in the system, click **Create new party** to add all name and address information to the database.

- ◆ The **Party Information** screen will display. (See Figure 7c)

Figure 7c

- ◆ Expand the **Role** pick list and select either **Health Care Ombudsman** or **Consumer Privacy Ombudsman**.
- ◆ Click **Submit** to continue.

Step 8 The **Party Search** screen displays again. (See Figure 8)

Figure 8

- ◆ Click **End party selection** to continue.

Step 9 A Text box screen displays (See Figure 9)

The screenshot shows the ECF Trustee interface. At the top is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Trustee action:" is displayed. Underneath, the case information for "09-30006-hcd Frank L. Smith" is shown in a table format:

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR, 707(b)

Below the case information, there is a question: "Is this appointment for a Consumer Privacy or Health Care Ombudsman?" with a dropdown menu set to "Health Care". Underneath that, there is a text box labeled "Please Enter the Name of the Ombudsman" containing the text "Jeffrey Webster". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9

- ◆ Enter appropriate responses in the text boxes provided and click **Next** to continue.

Step 10 A blank case verification screen displays. (See Figure 10)

The screenshot shows the ECF Trustee interface, identical to Figure 9. It displays the case information for "09-30006-hcd Frank L. Smith" and the "Next" and "Clear" buttons. However, the text box for the Ombudsman name is empty, and the dropdown menu for the appointment type is not visible, indicating a blank case verification screen.

Figure 10

- ◆ Take a moment to verify the case name and number and click **Next** to continue.

Step 11 The **Docket Text: Final Text** screen displays. (See Figure 11)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Trustee action:

[09-30006-hcd Frank L. Smith](#)

Type: bk	Chapter: 7 v	Office: 3 (South Bend)
Assets: n	Judge: hcd	Case Flag: NTCAPR, 707(b)

Docket Text: Final Text

Appointment of Health Care Ombudsman, Jeffrey Webster Filed by U.S. Trustee Nancy J. Gargula. (Triebold, Ellen)

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

Have you redacted?

Figure 11

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the [Bankruptcy](#) hyperlink on the **Main Menu Bar**.

Step 12 The **Notice of Electronic Filing** screen displays.

- ◆ This screen can be either saved or printed.