

## Notices of Deficient Filing or Incorrect Event and Corrective Entries

Updated 05/20/2020

A *Notice of Deficient Filing or Incorrect Event* is a communication tool used by the Court to inform the filer of any deficiencies or errors with a document filed with the Court. Each *Notice of Deficient Filing or Incorrect Event* will identify a problem and will also give a solution to the problem.

Read the *Notice of Deficient Filing or Incorrect Event* carefully to determine what action needs to be taken to correct the problem. Below are some common examples included in these notices:

- 1) docket a *Corrective Entry* and state the error; refile a corrected pleading.
- 2) docket a *Corrective Entry* and state document filed in this case in error; then file the document in the correct case.
- 3) file a *Certificate of Service*.
- 4) file an amended document or pleading.

The filer should follow the instructions for **Filing a Corrective Entry** if a *Corrective Entry* has been requested regarding the document filed.

### Filing a Corrective Entry

A *Corrective Entry* is a docket event that is used by external filers and court staff to describe a problem with a previously filed entry. This event can be found in CM/ECF under **Bankruptcy > Miscellaneous > Corrective Entry**. The filer does not have the option to upload a PDF when docketing a *Corrective Entry*.

When docketing a *Corrective Entry*, relate the *Corrective Entry* back to the docket event number that had the problem. Please note, the *Notice of Deficient Filing or Incorrect Event* sent by the Court will be related to the docket event with the problem as well.

Please be sure to include a brief description of the problem. This information may be typed in the text box before submitting the docket entry in CM/ECF.

The screenshot shows a web form for docketing a 'Corrective Entry'. At the top, it says 'Docket Text: Modify as Appropriate.' Below this, the text 'CORRECTIVE ENTRY' is followed by a text input field containing 'type the problem here'. To the right of the input field, the text reads 'Filed by Creditor Test Mortgage Creditor (RE: related document(s)[98] Notice of Mortgage Forbearance). (Attorney, Kim)'. At the bottom of the form, there are two buttons: 'NEXT' and 'Clear'.

Once the *Corrective Entry* has been entered, the filer should follow through as instructed in the *Notice of Deficient Filing or Incorrect Event*.

Once the *Corrective Entry* has been entered in CM/ECF, depending on the type of error, the Court will often add \*ENTERED IN ERROR\* text in front of the incorrect or incomplete filing so it will

be disregarded when reviewing the case docket sheet. When refileing the corrected document, **DO NOT** file it or title it as Amended since the prior document was marked as ENTERED IN ERROR.

If the Court does not instruct you to docket a *Corrective Entry*, **DO NOT** docket a *Corrective Entry*.

If you are unsure of what docket event to use, there is a search feature located on the toolbar in CM/ECF to enable the filer to find the correct docket event for the document being filed. Choose the “Search” option and type in a word, for example, application, and all docket events that include the work “application” will appear.