



# **Electronic Access to Sales Information (EASI) System**

## **Attorney Manual**

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## **EASI OVERVIEW**

The Electronic Access to Sales Information (EASI) system is designed to provide a central location where attorneys and trustees can post bankruptcy sales information in relation to businesses, equipment, motor vehicles, real estate, and other assets for sale in the Bankruptcy Court for the Western District of Pennsylvania. The information posted can then be searched and viewed by the general public.

## **EASI POSTING REQUIREMENT**

Pursuant to Local Rule 6004-1(c)(2) (effective March 1, 2012), in addition to the advertising and notice requirements, information concerning any proposed sale shall be placed on the Bankruptcy Court's website using the EASI system. The asset shall be posted to the EASI system not less than fourteen (14) days before the scheduled date of the sale. To maximize notice, assets may be posted on the EASI system more than thirty (30) days prior to the scheduled date of the sale.

## **EASI USAGE**

Only "Filing Users" are permitted to post assets using the EASI system. The term "Filing User" is used to refer to those who have a Bankruptcy Court-issued login and password to file documents electronically as defined in Local Rule 5005-2.

## **ACCESSING EASI**

To access the EASI information input page, go to the CM/ECF login page at: <https://ecf.pawb.uscourts.gov/cgi-bin/login.pl>. After successfully logging on to CM/ECF, click on the bankruptcy link at the top of the page.



Next click on the EASI link, which is located under the Bankruptcy tab.



## ENTERING ASSET INFORMATION-SALE INPUT SCREEN

Upon accessing EASI, the Filing User will be required to enter information about the asset(s) the Filing User wishes to post for sale on the Bankruptcy Court website. There are four sections of information including: (I) Case Information, (II) Sale and Asset Information, (III) Sale Preview Information, and (IV) Asset Photo or Descriptive Information. Each section will be described below.

### Section I: Case Information Section

The first section requires that the Filing User enter case information. All fields in this section must be completed.

The screenshot shows a form titled "Case Information (all fields required)". The fields are as follows:

- 1**: Case Number (00-00000):
- 2**: Case Name (first last):
- 3**: Case Type:
- 4**: Chapter:
- 5**: Trustee/DIP:
- 6**: Judge:
- 7**: Filing County:
- 8**: Sale Hearing Date: (m/d/yyyy)

- (1) Case or adversary number (example case number: 11-12345)

Case Number:

- (2) Case name (enter the case name as it appears on the docket)

Case Name (first last):

- (3) Case type (pull down menu options: bk/bankruptcy or ap/adversary proceeding)

Case Type:  
bk ▼

- (4) Chapter (pull down menu options: 7, 9, 11, 12, 13 or 15)

Chapter:  
7 ▼

- (5) Trustee's or Debtor in Possession name

Trustee/DIP:

- (6) Judge (pull down menu options: Agresti, Deller, Fitzgerald or Böhm)

Judge:  
Chief Judge Thomas P. Agresti ▼

- (7) Filing county (pull down menu lists Western District of Pennsylvania counties alphabetically)

Filing County:  
Allegheny ▼

- (8) Sale hearing month, date and year (use the m/d/yyyy format)

Sale Hearing Date: (m/d/yyyy)

## Section II: Sale and Asset Information

The second section requires that the Filing User enter sale and asset information. All fields in this section must be completed with the exception of the “other location” and “sale contact email” information, which are optional information fields.

The screenshot shows a web form titled "Sale & Asset Information (all fields required unless otherwise indicated)". The form contains the following fields and callouts:

- 9**: Description of Asset(s) Being Sold: (text input)
- 10**: Additional Description of Asset(s) Being Sold (optional): (text input)
- 11**: Date of Sale: (m/d/yyyy) (text input)
- 12**: Use Hrg Date (checkbox)
- 13**: Sale Time: (7:00 AM) (HH:MM) (time input)
- 14**: Sale Hearing Location: (dropdown menu)
- 15**: Asset State: (Pennsylvania) (dropdown menu)
- 16**: Asset County (if in PA): (dropdown menu)
- 17**: Sale Contact First Name: (text input)
- 18**: Sale Contact Last Name: (text input)
- 19**: Sale Contact Phone: (text input)
- 20**: Sale Contact Email (optional): (text input)
- 21**: Asset Type: (radio buttons for Businesses, Equipment, Intangible Assets, Motor Vehicle(s), Real Estate, Other)
- 22**: Initial List/Offer Price: (text input)

(9) Description of the asset (limited to 100 characters)

**Example Description:** 2010 Cadillac Escalade

Description of Asset(s) Being Sold:

(10) Additional description: this field permits the Filing User to enter up to 500 characters to further describe the asset for sale. Acceptable description characters include:

- A-Z
- 0-9
- spaces
- , (comma)
- . (period)
- (hyphen)
- ' (apostrophe)
- & (ampersand)
- : (colon)
- / (forward slash)
- " (quote)
- # (hash)
- % (percent)
- \$ (dollar)
- ! (Exclamation)

**Example Additional Description:** model ESV, touch screen navigation, Tehama leather seating, magnetic ride control, 45.8 cubic feet of cargo room, 403 hp, 6.2L Vortec V8, two rear overhead 8” DVD screens, two integrated headrest 7” DVD screens, 12,300 miles

Additional Description of Asset(s) Being Sold (optional):

**Note:** Pasting into this field from a word processing application may introduce characters that you cannot see that may cause validation errors.

(11) Month, date, and year of sale (click the  button and EASI will populate the Sale Hearing Date entered in Case Information Section, Item 8)

Date of Sale: (m/d/yyyy)



(12) Sale time (hour, minute, and ante meridiem or post meridiem)

Sale Time:

7  : 00  AM  (HH:MM)

(13) Sale hearing location (pull down options: courtroom A, B, C, D, Erie or Johnstown)

Sale Hearing Location:

(14) Other hearing location (only required if the location is different from the options given in Item 13)

Other Hearing Location:

(15) Select the state where the asset is located (pull down menu lists states alphabetically)

Asset State:

(16) If the asset is located in Pennsylvania, it is also necessary to select the county where the asset is located using the pull down menu (counties are listed alphabetically)

Asset County (if in PA):

(17) First name of sale contact. (Items 17-20 refer to the name of the entity or individual that the general public should contact for information regarding the asset posted for sale).

Sale Contact First Name:

(18) Last name of sale contact

Sale Contact Last Name:

(19) Telephone number of sale contact

Sale Contact Phone:

(20) Email of sale contact (this is an optional field)

Sale Contact Email (optional):

(21) Type of Asset (categories include: Businesses, Equipment, Intangible Assets (i.e. patents, judgments, or oil and gas royalty interests), Motor Vehicles, Real Estate, or other)

Asset Type:  
 Businesses  Equipment  Intangible Assets  Motor Vehicle(s)  Real Estate  Other

**Sub Category Note:** After the Filing User selects the “Intangible Assets”, “Motor Vehicle(s), or “Real Estate” asset type, an additional sub category menu will display. For example, under the asset type “Motor Vehicle(s)”, an additional pop up menu displays requiring the Filing User to further define the type of

asset by assigning it to a specific sub-category (car, truck/SUV, motorcycle, bus/RV, trailer, or boat/ATV/other)

- Car
- Truck/SUV
- Motorcycle
- Bus/RV
- Trailer
- Boat/ATV/other

(22) Initial list/offer price (if appropriate this field may be completed as “0.00”)

Initial List/Offer Price: (00.00)

### Section III: Sale Preview Information

The third section is optional and allows the Filing User to enter sale preview information if applicable.

**Sale Preview Information (all information optional)**

Preview Date: (m/d/yyyy)  **23** Preview Time:    (HH:MM) **24** Preview Location:  **25**

(23) Preview date (use the m/d/yyyy format)

Preview Date: (m/d/yyyy)

(24) Preview time (hour, minute, and ante meridiem or post meridiem)

Preview Time:

   (HH:MM)

(25) Preview location (list the complete address of the location: street number and name, city, state, and zip code)

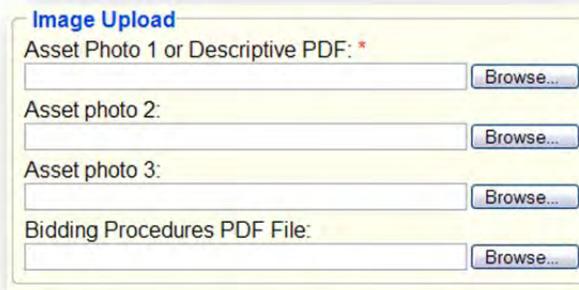
**Example location:** 223 Main Street, Anytown, PA 11111



Preview Location:

#### Section IV: Asset Photo or Descriptive PDF; Bidding Procedures

In the final section, the Filing User can upload up to three photos and/or two PDF files (descriptive and bidding procedures) specific to the asset. The filing user can also upload bidding procedures, if applicable, in PDF format.



**Image Upload**  
Asset Photo 1 or Descriptive PDF: \*    
Asset photo 2:    
Asset photo 3:    
Bidding Procedures PDF File:

**Note:** EASI requires that, at minimum, one photo or descriptive PDF be uploaded for an asset, otherwise the Filing User will receive the below message when clicking the  button.



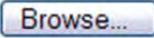
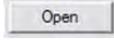
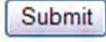
**Image Upload**  
Asset photo 1 or Descriptive PDF: \*    
**at least 1 image or descriptive PDF is required**

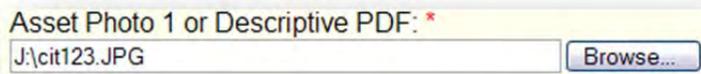
**Note:** If there are any item(s) that are incomplete or invalid, the Filing user will see a message displayed directly under that item that states “entry is required” or “not properly formatted”. If an error page is displayed, the photo(s) or PDF(s) that were uploaded will be deleted. This is an EASI security feature and once

the Filing User returns to the input screen, the Filing User will be required to upload the asset photo(s) and/or PDF(s) again.

### **Upload a Photo or PDF**

To upload a photo or PDF file to the Asset Photo or Descriptive PDF section, the Filing User should follow the five steps listed below.

1. Click on the  button.
2. A pop up box will open entitled “Choose File to Upload”.
3. Locate the photo (acceptable formats: .jpg, .jpeg, .png, or .gif) or PDF file to be uploaded from the specific drive or folder.
4. After clicking and highlighting the correct photo or file, click the  button.
5. The asset photo or PDF path and name will show up in the browse text box (see example below) and after clicking on the  button the photo(s) or PDF file(s) will be uploaded to the asset information.



### **Converting Microsoft Word and Corel WordPerfect Documents to PDF**

If the Filing User wishes to upload a Microsoft Word or Corel WordPerfect document(s) as part of the asset information, the document(s) must first be converted to a PDF file.

**Note:** It is necessary that Adobe or other PDF conversion software be installed on the computer that will be used to convert documents.

1. Open the document to be converted.
2. Select the “Print” option.
3. Next choose “Printer” and a menu will display of all available printers.
4. Select “Adobe PDF”.
5. Click “Print” (Note: the document will not physically print but will be converted into a PDF).
6. A pop box will appear entitled “Save PDF File As”, name the file and click “Save” to finalize the conversation of the document to a PDF.

7. After successful conversion a pop up box will appear of the PDF file that was created for a final review.

## FINAL ASSET POSTING PROCESS

After completing the four sections of information ((I) Case (II) Sale and Asset (III) Sale Preview, and (IV) Asset Photo/Descriptive), click on the  button located at the bottom of the screen.

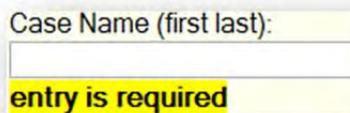
If the asset information was successfully added to the EASI system, the Filing User will receive the below message, stating the “sale item has been recorded as item: *with a specific number*”.



**Note:** It is recommended that the Filing User print the confirmation page for their records at this time.

### Missing or Invalid Information

If there are any item(s) that are incomplete or invalid, the Filing user will see a message displayed directly under that item that states “entry is required” or “not properly formatted” (see example below).

A screenshot of a form field labeled "Case Name (first last):". The field is empty, and a yellow highlight is placed over the text "entry is required" below the field, indicating an error.

**IMPORTANT note regarding photos and PDF files:** If an error page is displayed, the photo(s) or PDF(s) that were uploaded will be deleted. This is an EASI security feature and once the Filing User returns to the input screen, the Filing User will be required to upload the asset photo(s) and/or PDF(s) again, as highlighted on page 9 of this manual.

**Email Receipt:** An email receipt of the sale asset will be sent to the email address of the filing user.

## EDITING INFORMATION IN A SALE ASSET POSTING

Click on the Bankruptcy link of the CM/ECF menu.

Click the “EASI: Edit Sale Information” item.



A list of all active sales items associated with the logged in user will be displayed.

Active Sale Items		
Sale Hearing Date	Sale Item Desc.	Item Status
01/28/2013	<a href="#">Sample site item number 2</a>	Promotional
11/28/2013	<a href="#">Sample sale item number 3</a>	Active
11/28/2013	<a href="#">Sample sale item number 4</a>	Active
02/04/2013	<a href="#">Sample sale item number 1</a>	Promotional

Click on the Sales Information item you wish to edit.

All information for the asset you clicked will be displayed. You may change any information on the sale item that you wish. Your changes must follow the same data validation rules as a new sale item. You are also able to change, but not delete, the descriptive PDF and asset photos in addition to the text items.

Make sure you click the  button after editing the sale information.

You will not receive an email receipt of a sale information edit.

**Note:** A snapshot is taken of the sale asset prior to any change of information so an accurate history of the sale asset is preserved.

## ENTERING A PROMOTIONAL SALE ASSET POSTING

The EASI system now supports entries classified as promotional assets. These assets do not yet have a sale date associated with them but are posted to the EASI system to advertise the asset in the hope of generating interest.

A promotional sale asset is added to EASI in the same fashion as a normal sale asset with the following exceptions. Do not enter anything in the following fields “Sale Hearing Date”, “Date of Sale”, “Sale Time”, “Sale Hearing Location”, and “Other Hearing Location”.

**Case Information (all fields required)**

Case Number (00-00000): 12-11272 Case Name (first last): rcpt test with Case Type: bk Chapter: 7

Trustee/DIP: John Smith Judge: Chief Judge Thomas P. Agresti Filing County: Allegheny Sale Hearing Date: (m/d/yyyy)

**Sale & Asset Information (all fields required unless otherwise indicated)**

Description of Asset(s) Being Sold: Sample site item number 2

Additional Description of Asset(s) Being Sold (optional):

Date of Sale: (m/d/yyyy) Use Hrg Date Sale Time: 7:00 AM (HH:MM) Sale Hearing Location: Other Hearing Location:

Enter all other required information as you would for any other sale item and click the **Submit** button to complete the entry.

The EASI system will assign a “Date of Sale” and “Sale Hearing Date” to the promotional sale asset that is approximately 60 days from today’s date. The promotional sale asset will be removed from the EASI search page on the assigned date.

If the promotional sale asset posting becomes an approved sale asset you can use the “EASI: Edit Sales Information” link to change the information on the

sale asset entry to reflect the approved sale item. The promotional sale asset will now remain on the EASI search page until the approved sale date.

## EMAIL RECEIPT

The EASI system sends an email receipt to the email address associated with the filing user.

The email displays the sale item description, sale date, sale hearing date and price. The email receipt serves as confirmation that your sale item has been added to the EASI system



## EASI TECHNICAL ASSISTANCE

If technical difficulties are experienced when using EASI, please send an email to [helpdesk@pawb.uscourts.gov](mailto:helpdesk@pawb.uscourts.gov).