



# **E**lectronic **A**ccess to **S**ales **I**nformation (EASI) System

## **General Public Manual**

**DECEMBER 2012**

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## **Glossary of Terms**

**Bankruptcy Case Number:** The number assigned by the bankruptcy court to the debtor party's bankruptcy case upon filing.

**Bidding Procedures:** A document that outlines the process that must be followed if a user wishes to bid on the specific asset in the user's search.

**Contact Information:** Includes all information of the contact associated with the sale, should a user have additional questions regarding the asset.

**Debtor in Possession:** A person or corporation that has filed a bankruptcy petition, but remains in possession of property upon which a creditor has a lien or similar security interest.

**Intangible Assets:** Identifiable non-monetary assets that cannot be seen, touched or physically measured, which are created through time and/or effort and that are identifiable as a separate asset. Examples include trade secrets, copyrights, patents, and trademarks.

**Location:** Place where the sale will occur.

**Motor Vehicle:** A vehicle whose propulsion is provided by an engine or motor such as an internal combustion engine and electric motor. Examples include: automobile, motorcycle, off highway vehicle, trailer, or boat.

**Promotional Sale Item:** An asset posted on the EASI system without a court approved sale date and sale hearing date in order to advertise the availability of the asset for potential sale.

**Sale Date:** The date approved by the Bankruptcy Court to hold the sale.

**Trustee:** An attorney authorized to manage the assets of the bankruptcy estate.

## EASI SYSTEM OVERVIEW

EASI stands for Electronic Access to Sales Information. The purpose of EASI is to provide a central location where the public can search and view bankruptcy sales information in relation to businesses, equipment, motor vehicles, real estate, and others assets subject to bankruptcy sale in the United States Bankruptcy Court for the Western District of Pennsylvania.

## ACCESSING EASI

To access EASI go to: <http://www.pawb.uscourts.gov/electronic-access-sales-information-easi> or locate the EASI link on the Bankruptcy Court website at: <http://www.pawb.uscourts.gov/>.

The screenshot shows the website for the United States Bankruptcy Court, Western District of Pennsylvania. The header includes the court's name and a search bar. A navigation menu is visible with options like 'Understanding Bankruptcy', 'Court Info', 'Judges' Info', 'For Attorneys', 'Filing Without an Attorney', 'Case Info', 'Office of the US Trustee', and 'Programs & Services'. The 'Programs & Services' menu is expanded, showing 'Bankruptcy Mediator Program', 'CM/BCF Utilities', 'Electronic Access to Sales Information (EASI)', and 'Loss Mitigation Program'. The main content area is titled 'Electronic Access to Sales Information (EASI)' and includes a description of the system, a 'Search Items for Sale' section, and a 'Help' section with links to user manuals and glossaries. A 'Comma Separated Values Format' section is also present, providing information on downloading EASI data in CSV format.

## SALES SEARCH

Upon accessing the EASI system, the sales search page will appear. There are eight options to conduct searches to retrieve and view asset information. These include (1) Asset Description, (2) Asset Location, (3) Type of Asset, (4) List/Offer Price, (5) Case Number, (6) Judge, (7) Trustee/Debtor in Possession, and (8) Sale Date.



### Electronic Access to Sales Information Search

Asset Description:  [HELP](#)

Asset Location:

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

List/Offer Price From:  To:

Case Number:  (format: 00-00000)

Judge:

Trustee/Debtor in Possession:

Sale Date From:  To:  (m/d/yyyy)

Sort by:  and then by:

[Start a new search](#)

[Return to Top](#) | [Home](#)

A user may click the  button to retrieve sales information for all assets listed on EASI or a user may redefine a search by using one, several or all eight of the search options.

### Search Option 1: Asset Description

The first search option allows a user to search for assets by entering a general description. For example in the text box a user can type “antique cars” or “Chevy Impala” and click on the  button. EASI will generate a list of items that match that description.

Asset Description:

### Search Option 2: Asset Location

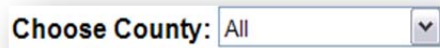
The second search option allows a user to search for assets by choosing a location (state and county) from the pull down menu and then clicking the  button. EASI will generate a list of all assets for sale in that state and county.

**Note:** the search function is automatically set to “All States”.



Asset Location: All States

When choosing Pennsylvania from the pull down menu, another pull down menu will display and allow a user to search for assets located within that specific county. Counties are listed alphabetically from Adams to York.



Choose County: All

**Note:** the search function is automatically set to “All”.

For other states, a text box will appear for a user to type in a specific county.

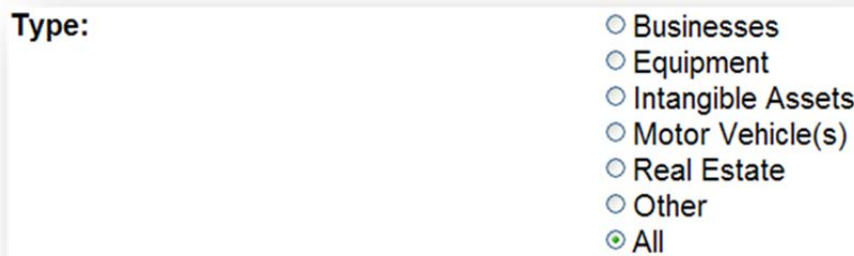


Delaware Enter County:

Note: If a user leaves the county field blank, EASI will generate a list of all assets for sale in the selected state.

### **Search Option 3: Type of Asset**

The third search option allows a user to retrieve a list of assets for sale by selecting a specific type of asset (businesses, equipment, intangible assets, motor vehicles, real estate, and other).



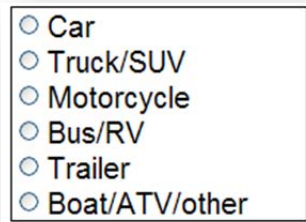
Type:

- Businesses
- Equipment
- Intangible Assets
- Motor Vehicle(s)
- Real Estate
- Other
- All

### Asset Sub Category

Three of the asset types (Intangible Assets, Motor Vehicle(s), and Real Estate) have an additional sub category menu, which will display after the primary asset type is selected by a user.

For example, under the asset type “Motor Vehicle(s)”, an additional pop up menu displays allowing a user to define the search by specific category (car, truck/SUV, motorcycle, bus/RV, trailer, or boat/ATV/other).

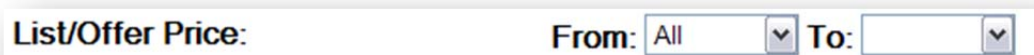


After the user selects the desired asset type and sub category, then clicks on the  button, EASI will generate a list of items that match the specific asset search criteria entered.

**Note:** the search function is automatically set to “All”. e.g. all motor vehicle types will be displayed if you do not choose one type.

### Search Option 4: List/Offer Price Range

The fourth search option allows a user to search for assets by selecting a list or offer price range of an asset. The user will first select a minimum list/offer price from the first pull down menu and then select maximum list/offer price from the second pull down menu. After a user defines the desired price range, then clicks on the  button, EASI will generate a list of all assets in that specific price range.



### Search Option 5: Case Number

The fifth search option allows a user to search for assets by entering the case number (format: two leading numbers representing the year of the bankruptcy filing, followed by a hyphen (-) and then five numbers). For example type 11-12345 in the search box and click the  button to generate a list of all assets for sale associated with that specific bankruptcy case.

Case Number:  (format: 00-00000)

### Search Option 6: Judge

The sixth search option allows a user to search for assets by choosing a judge from the pull down menu and then clicking the  button. EASI will generate a list of all assets for sale in cases assigned to a specific judge. In the example below “Judge Agresti” was chosen from the pull down menu.

**Note:** the search function is automatically set to “All”.

Judge:  ▼

### Search Option 7: Trustee/ Debtor in Possession

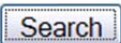
The seventh search option allows a user to search for assets by entering the name of the trustee or debtor associated with the case. Upon clicking on the  button, EASI will generate a list of assets that are associated with that trustee or debtor.

Trustee/Debtor in Possession:

### Search Option 8: Sale Date

The eighth search option allows a user to search for assets by selecting the time period in which the sale of assets is set to occur. The date should be entered in the m/d/yyyy format.



In the example below a user is commanding EASI to search for assets that are scheduled to be sold between March 12, 2011 and June 27, 2011. After clicking the  button, EASI will generate a list of all assets for sale during that specific time period.

Sale Date: From:  To:  (m/d/yyyy)




### Clear an Existing Search

To clear the search page and create a new search, click on the link on the bottom of the page entitled [Start a new search](#). All search fields will be cleared and new search criteria may now be entered by a user.

### ASSET SALES INFORMATION

After entering search criteria, EASI will display information and photo(s) regarding the various assets that satisfy the search.

For example, if a user searched for “motor vehicles”, sub category “car”, in the state of “Pennsylvania”, county of “Allegheny”, and in the price range of “10,001 to 25,000”, the below 2008 Chevrolet Impala would be displayed associated with this specific search, as well as any other cars that satisfy the search criteria.

<b>2008 Chevrolet Impala</b>	<a href="#">Contact</a>	<a href="#">Details</a>	<a href="#">Bidding Procedures</a>
List/Offer Price: \$11,000 County: Allegheny, PA Sale Date: 07/01/2011 Sale Hearing Date: 07/01/2011 Sale Location: Courtroom D			

General information will be displayed on the left column including list/offer price, county, sale date, sale hearing date, and sale location.

**Courtroom Locations:** Courtrooms A, B, C and D are located at 5414 U.S. Steel Tower, 600 Grant Street, Pittsburgh, PA 15219.

Courtroom Erie is located at U.S. Courthouse, Room B160, 17 South Park Row, Erie, PA 16501.


Courtroom Johnstown is located at Courtroom B, First Floor, Penn Traffic Building, 319 Washington Street, Johnstown, PA 15901.

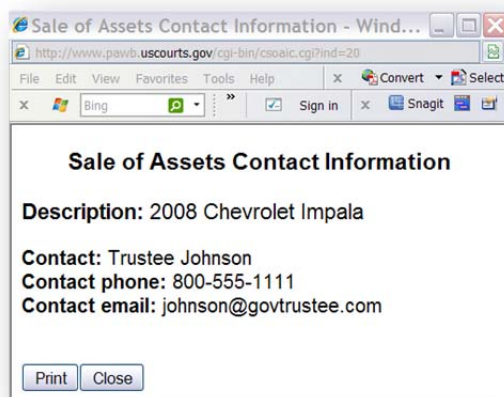
## Additional Asset Information

To access additional information about the asset, there will be two or three access buttons (see example below) located on the top bar of the asset listing, which include (1) contact, (2) details and (3) bidding procedures (when applicable). Each will be discussed below.





## Contact Information

The  button will generate a pop up box listing all of the contact information associated with the sale. This may include contact name, phone number and email.



**Note:** The contact information posted in this box should be utilized if a user has additional question(s) regarding an asset. Regarding the example asset above, all questions should be addressed to Trustee Johnson at 1-800-555-1111 or [johnson@govtrustee.com](mailto:johnson@govtrustee.com). Users should **not** contact the Bankruptcy Court.

The  button can be clicked to print the contact information. Click on the  button to deactivate the pop up window.

## Details Information

The [Details](#) button will generate a pop up screen (see example below) listing additional details about the asset which may include contact information, a brief description of the asset, list/offer price, county in which the asset is located, case number, chapter type, case name, judge and trustee associated with the sale, hearing date, sale date, sale location, preview date and location.

The [Details](#) button will also display full-size photos of the asset.

**Electronic Access to Sale Information Details**

**2008 Chevrolet Impala**

2008 Chevy Impala with only 60,000 miles. Four wheel ABS, Air Conditioning, Bucket Seats, Compact Disc Player, Cruise Control, Flex Fuel, Four Wheel Independent Suspension, Leather Seats, MP3 Capability, OnStar System and Security System.

<b>List/Offer Price:</b>	\$11,000	<b>Contact:</b>	Trustee Johnson
<b>County:</b>	Allegheny, PA	<b>Contact phone:</b>	800-555-1111
<b>Case:</b>	11-12345	<b>Chapter:</b>	7
<b>Case Name:</b>	John Smith	<b>Contact email:</b>	johnson@govtrustee.com
<b>Judge:</b>	Judge Jeffery A. Deller		
<b>Trustee:</b>	Trustee Johnson		
<b>Sale Hearing Date:</b>	07/01/2011		
<b>Sale Date:</b>	07/01/2011 at 10:00 am	<b>Preview Date:</b>	06/24/2011 at 10:00 am
<b>Sale Location:</b>	Courtroom D	<b>Preview Location:</b>	123 Main St. Anyplace, PA 12345

Bidding Procedures are available for this sale.

## Bidding Procedures Information

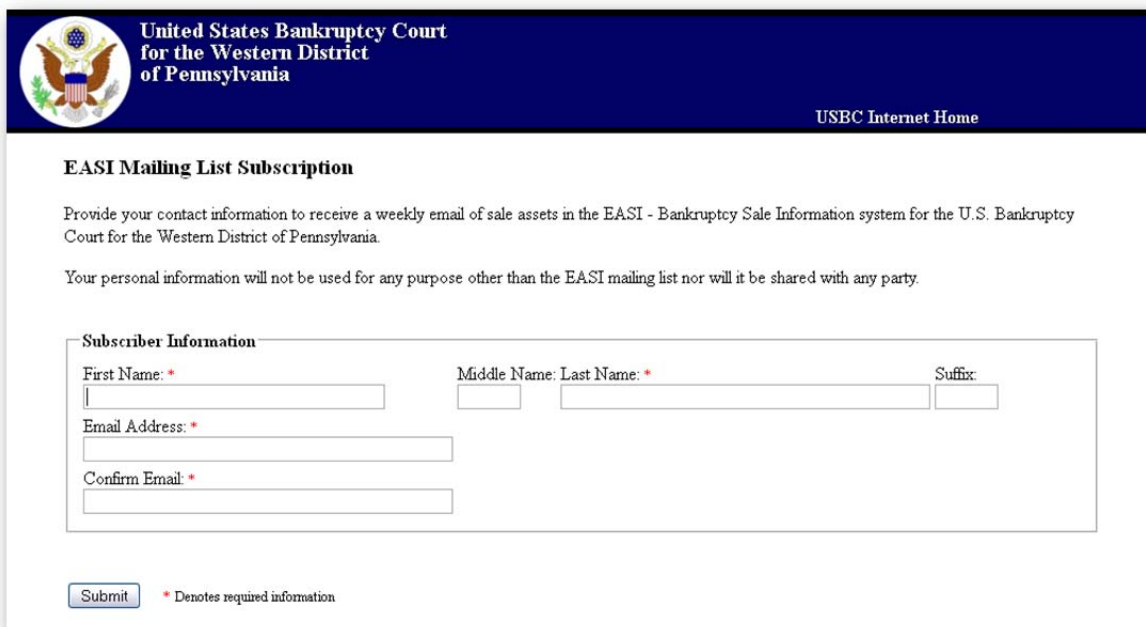
Lastly, if applicable there will be a [Bidding Procedures](#) button that outlines information about the bidding process. If the asset has bidding procedure information, a PDF will open in a separate window with all pertinent information concerning how to bid on that specific asset.

## EASI MAILING LIST

The EASI system offers a weekly email of assets subject to bankruptcy sale in the United States Bankruptcy Court for the Western District of Pennsylvania. The mailing list is optional and you may join or cancel the emails at any time.

## SUBSCRIBE TO THE EASI MAILING LIST

To join the mailing list enter your name and email address in the EASI Mailing List Subscription page and click “Submit”.



The screenshot shows the top header of the United States Bankruptcy Court for the Western District of Pennsylvania website, with the USBC Internet Home link. The main heading is "EASI Mailing List Subscription". Below this, there is a paragraph explaining that users will receive weekly emails about sale assets in the EASI system. A disclaimer states that personal information will not be used for other purposes or shared. The form section, titled "Subscriber Information", contains four input fields: "First Name: \*", "Middle Name: Last Name: \*", "Suffix:", "Email Address: \*", and "Confirm Email: \*". A "Submit" button is located at the bottom left, and a note indicates that an asterisk denotes required information.

You will receive an email one a week that includes basic information about all items in the EASI system. Each email includes a link that you can use to remove yourself from the EASI mailing list.

## UNSUBSCRIBE FROM THE EASI MAILING LIST

If you do click the link and the following page will appear. Click the “Unsubscribe” button to complete the process.



The screenshot shows the top header of the United States Bankruptcy Court for the Western District of Pennsylvania website, with the USBC Internet Home link. The main heading is "EASI Mailing List Un-Subscription". Below this, there is a paragraph instructing the user to click the unsubscribe button to confirm the removal of the email address craig\_koziell@pawb.uscourts.gov from the EASI PAWB Bankruptcy Sale mailing list. A second paragraph states that the user will receive no additional EASI emails effective immediately. A single "Unsubscribe" button is located at the bottom left.



## **EASI RSS FEED**

The EASI system offers a RSS feed feature that you may use instead of or in addition to the search feature. The RSS feed is essentially a specially formatted data that you view with a RSS reader. The RSS reader may be a program or part of a program on your desktop computer, laptop, tablet or mobile phone. The information is automatically updated based on your subscription to make it easier for you to get the latest EASI listings.

A link to the EASI RSS feed is on the EASI Search page. Click it or use the subscription process of your feed reader software to subscribe.

## **EASI ASSISTANCE**

### **Specific Asset Questions**

If a user has questions regarding the content of a specific asset sales posting, please utilize the “contact information” listed for the asset by clicking on the  button (see page 9) or the  button (see page 10).

### **Technical Questions**

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