
Attorney -- Quick Reference Guide

Involuntary Bankruptcy Case Opening

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Open an Invol Case
3	<p>The Open Involuntary Bankruptcy Case screen will display the following statistical fields:</p> <ul style="list-style-type: none"> - Case type is bk - The current Date filed is displayed - Select the Chapter from the drop down list, or skip it if the default is correct. - Joint Petition is n (no) - The Case Number will be generated at the end of this process and will be displayed on the Notice of Electronic Filing. - When this screen is correct - click Next
4	The Search for a debtor screen displays.
5	Enter a social security number, tax Id or Last/Business name to search for the party - Click Search .
6	<p>If the system finds the correct party, highlight the party's name in the Party Search Results window, and click Select Name from List to add the party to the case.</p> <p>If the system <u>does not</u> find the party, it will display a message No person found. Click Create New Party to add the party to the case.</p>
7	<p>Click Create New Party to add the debtor to the case.</p> <ul style="list-style-type: none"> - The Debtor Information screen displays. - Enter the debtor's Name and Address information using upper and lower case. - Select the debtor's County of residence from the pick list box. - The Country, Phone Number, Fax Number and E-Mail fields are left blank. - If the debtor has an alias, click the Alias button and enter the information. Alias Role selections include aka, dba, fdba and fka. - Click Add Aliases. See step 8 - If the debtor is a business and has a Corporate Parent, click the Corporate parent button, enter the business name and search, create and add the Corporate Parent to the case. - Click Add Corporate Parent. See step 8

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8	<p>The Debtor Information screen reappears.</p> <ul style="list-style-type: none"> - Click on the Review button to present a screen that summarizes the alias and Corporate parent activity for this debtor. - Verify the information. - Click Return to Party Screen. - The Debtor Information screen will return. If the appropriate information has been added and is correct for the debtor, click Submit to continue.
9	The Search for a petitioning creditor screen displays.
10	Enter a social security number, tax Id or Last/Business name to search for the party - Click Search .
11	<p>If the system finds the correct party, highlight the party's name in the Party Search Results window, and click Select Name from List to add the party to the case.</p> <p>If the system <u>does not</u> find the party, it will display a message No person found. Click Create New Party to add the party to the case.</p>
12	Enter or verify the party name. Remove party information (if any) such as address and county.
13	<p>If you represent the petitioning creditor, check the box The user opening the case is the filing attorney for this party and click Submit. Go to step 18.</p> <p>Otherwise, Click Attorney to add attorney for the petitioning creditor.</p>
14	Enter Attorney's last name. Click Search to continue.
15	The Attorney search results screen displays. Click to highlight the attorney name. Click Select name from list click Add Attorney to add the attorney for the party.
16	The screen displays again. Review information by clicking the Review button to verify the information for the party being added. Click Return to Party Screen.
17	Click Submit if the information is correct. If the information is incorrect click the browser Back button to find and correct the error and proceed with the event.
18	The Search for a petitioning creditor screen displays again. REPEAT Steps 9 - 18 to add all petitioning creditors . When all petitioning creditors have been added, click End petitioning creditor selection .
19	A screen showing the Divisional Office and the county code will appear - click Next .

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20	<p>The STATISTICAL DATA screen appears next.</p> <ul style="list-style-type: none"> - Select the Type of Debtor by clicking in the appropriate radio button. - If a business, click the appropriate checkbox - Choose yes or no for Prior filing within last 8 years - The Fee Status values are Paid, Installment, Fee not paid, or IFP filing fee waived. - Designate the Nature of Debt as Consumer or Business. - Choose yes or no for Asset Notice designation. A chapter 7 case should be entered as No Asset and a chapter 11 case should be entered as an Asset case. - Select the range of Estimated number of Creditors from the drop down list. - Select the correct dollar range for Estimated assets from the drop down list. - Select the correct dollar range for Estimated liabilities from the drop down list. - Click Next to continue.
21	<p>The PDF Document Selection screen displays. Click Browse, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry. Click Next to continue.</p> <p style="text-align: center;"><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
22	<p>The RECEIPT # screen appears.</p> <ul style="list-style-type: none"> - Leave the receipt field blank and click Next to proceed with the filing and to make an Internet Payment.
23	Click Next at the blank screen
24	<p>Verify that the Final Docket Text is correct.</p> <ul style="list-style-type: none"> - If correct - click NEXT. - If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
25	<p>The Summary of Current Charges screen will popup over the Notice of Electronic Filing screen. Click Pay Now to pay the bankruptcy case fee or click Continue Filing and pay the outstanding fee by the end of the day.</p>