

Attorney -- Quick Reference Guide

Bankruptcy Case Opening

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Open a BK Case
3	<p>The Open New 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 pick list box, or skip it if the default is correct. - The default value for Joint Petition is n (no); for a Joint filing select y (yes). - If there are any required items missing from the petition, change the Deficiencies box from n to y. A deficiency list will then be presented on a later screen. - 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	<p>The Search for a debtor screen displays. This screen is used to add the debtors on the case. To prevent duplicate person records, a search of the database for the filer is recommended.</p> <ul style="list-style-type: none"> - Enter the debtor's Social Security Number or the first few characters of their Last Name. - Click Search. - If there are no matches, the system will return a No Person Found message. See step 5 on how to create a New Party. - If the party is already on the database, select the party.
5	<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 6 - 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 6

Attorney -- Quick Reference Guide

<p>6</p>	<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 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. - A screen showing the Divisional Office that the case will be assigned to appears, click Next to continue. <p>NOTE: If this were a joint debtor filing, a JOINT DEBTOR PARTY screen would appear next. Follow steps 4 - 6 to add the Joint Debtor information.</p>
<p>7</p>	<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 radio button under Nature of Business - 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. <p><i>Note: If paying in installments please change Fee Status to Installment.</i></p> <ul style="list-style-type: none"> - Designate the Nature of Debt as Consumer or Business. - Choose yes or no for Asset Notice designation. All chapter 7 cases should be entered as No Asset and all chapter 11, 12, and 13 cases should be entered as Asset Cases. - 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.
<p>8</p>	<p>The SUMMARY OF SCHEDULES screen appears next.</p> <ul style="list-style-type: none"> - Enter the totals from the appropriate schedules in the boxes, as directed. The final box, Total Dischargeable Debt, will be computed from the other entries. - Click Next to continue.
<p>9</p>	<p>If you had selected y for Deficiencies on the Case Data screen the DEFICIENCY LIST screen appears.</p> <ul style="list-style-type: none"> - Check the box for each item that is not included with this petition. NOTE: If all schedules and statements are missing just select Schedules & Statements instead of each individual schedule. If the Means Test, Credit Counseling Certificate, or Exhibit D are not included with the filing please check these boxes separately. - Click Next to continue.

Attorney -- Quick Reference Guide

10	<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>
11	<p>If there are Deficiencies on the case the INCOMPLETE FILINGS DEADLINES screen will be presented.</p> <ul style="list-style-type: none"> - The deadline for missing documents is calculated and displayed. - Click Next to continue
12	<p>If the Means Test Form 22A is not selected as a missing document, the Presumption of Abuse screen will appear. Select no or yes.</p> <ul style="list-style-type: none"> - Click Next to continue
13	<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. <p style="text-align: center;"><i>Note: If the debtor is Paying in Installments follow the instructions on the screen.</i></p>
14	<p>The MODIFY AS APPROPRIATE screen appears.</p> <ul style="list-style-type: none"> - Add additional text if necessary in the text box. - Click Next.
15	<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
16	<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>
17	<p>Upload a matrix - See Uploading a Creditor Matrix into the CM-ECF Application Quick Reference Guide</p>