Bankruptcy Case Opening

Step	Action
1	Click on **Bankruptcy** hyperlink.
2	Click **Open a BK Case**
3	The **CASE DATA** screen will display the following statistical fields: - The **Case Number** will be generated at the end of this process and will be displayed on the Notice of Electronic Filing. - Case type defaults to BK - The current date will always be displayed in the **Date Filed** field. - Select the **Chapter** from the pick list box, or skip it if the default is correct. - The default value for **Joint Petition** in **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. - When this screen is correct - click **NEXT**
4	The **PARTY SEARCH** 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. - 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	Click **[Create New Party]** to add the debtor to the case. - The **PARTY INFORMATION** screen displays. - Enter the debtor's **Name** and **Address** information. - 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. - Leave the **ProSe** field as **no**. - **Role Type** defaults to Blank(blank) - select **Debtor** as the role type. - 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]**.

6	The **PARTY INFORMATION** screen reappears. - 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 **PARTY 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. **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.
7	The **STATISTICAL DATA** screen appears next. - Select the **Type of Debtor** by clicking in the appropriate box(es). - The **Fee Status** values are Paid and Installment. Select the appropriate action. - Designate the **Nature of Debt** as Consumer or Business. - The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box. - The **Origin** code defaults to **Original**, which is the correct option for entering a new petition. - **Date Split/Transfer** should be left blank, unless a joint debtor splits from the original case or if this case was transferred in from another district. - Choose **yes** or **no** for **Asset Notice** designation. - Select the range of **Estimated Creditors** from the pick list box. - Select the correct dollar range for **Estimated Assets**. - Select the correct dollar range for **Estimated Debts**. - Click **[Next]** to continue.
8	If you had selected **y** for **Deficiencies** on the **Case Data** screen the **DEFICIENCY LIST** screen appears. - 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. - Click **[Next]** to continue.
9	Click **BROWSE** on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry. - Click **[Next]**

10	If there are Deficiencies on the case the **INCOMPLETE FILINGS DEADLINES** screen will be presented. - The deadline for missing documents is calculated and displayed. - Click **[Next]** to continue
11	The **RECEIPT #** screen appears. - Enter **CC** if payment is by credit card, or **O** for other type of payment. - Click **[Next]** to continue.
12	The **MODIFY AS APPROPRIATE** screen appears. - Add additional text if necessary in the text box. - Click **[Next]**.
13	Verify that the **Final Docket Text** is correct. - If correct - click **NEXT**. - If incorrect - click the browser **BACK** button until you find the error(s) and proceed with the event
14	Verify again that the **Final Docket Text** is correct.
15	The Notice of Electronic Filing screen appears and your transaction is complete.
16	Upload a matrix - See **Uploading a Creditor Matrix into the CM-ECF Application**