ATTORNEY – Quick Reference Guide

Bankruptcy Case Opening

Step	Action
1	Click on the **Bankruptcy** hyperlink
2	Click **Open a BK Case**
3	The **Open New Bankruptcy Case** screen will display the following statistical fields: • Case type is BK • The current Date filed is displayed • Select the **Chapter** from the pick list box • 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	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. • 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 **DEBTOR INFORMATION** screen displays • Enter the debtor's **Name** and **Address** information using upper and lower case. • If the Debtor has multiple social security numbers, they can be added by clicking the + box to the right of the **SSN/ITIN** field. A maximum of five social security numbers may be added per debtor. The same process is used for additional **Tax ID/EIN** numbers. • 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 /affiliate button, enter the business name and search, create and add the Corporate Parent /affiliate to the case. • Click **Add Corporate Parent. See step 6**
6	The DEBTOR 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 **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. **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 • 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. ***NOTE: If paying in installments, please change Fee status to Installment*** • 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 Liabilites** from the drop down list. • Select the **Type of Debtor** by clicking the appropriate radio button. • If a business, click the appropriate radio button under **Nature of business** • Click **Next** to continue
8	The **SUMMARY OF ASSETS AND LIABILITIES AND CERTAIN STATISTICAL INFORMATION** screen appears next • 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

9	The **Schedules/Form B122A-1** screen appears next • Enter the totals from the appropriate schedules and Form B122A-1 in the boxes, as directed Also complete information for Form B122A-1Supp and Form B122A-2 if applicable. Click **Next** to continue
10	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. **If the Means Test or Credit Counseling Certificate are not included with the filing please check these boxes separately.** • Click **NEXT** to continue
11	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 **Open** to attach the correct PDF. Leave **Attachments to Document** as **No** – click **NEXT.** **NOTE:** To view the document select the correct **PDF, Right Click** and **Click Open**
12	If there are Deficiencies on the case the **INCOMPETE FILINGS DEADLINES** screen will be presented. • The deadline for missing documents is calculated and displayed. • Click **NEXT** to continue
13	If the Means Text Form 122A-1 is not selected as a missing document, the Presumption of Abuse screen will appear. Select **no** or **yes.** • Click **NEXT** to continue
14	The **RECEIPT** # screen appears • Leave the **receipt** field **blank** and click Next to proceed with the filing and to make an **Internet Payment**. ***Note: If the debtor is Paying in Installments follow the instructions on the screen.***
15	The **Modify as Appropriate Screen** appears. • Add additional text if necessary in the text box. • Click **NEXT**
16	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

17	The **Summary of Current Charges** screen will popup over the 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.
18	Upload a matrix – **See Uploading a Creditor Matrix into the CM-ECF Application Quick Reference Guide**