

United States Bankruptcy Court – District of Maine
CM/ECF Filing Reference Guide

Bankruptcy Case Opening

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Open a BK Case .
3.	<p>This screen displays statistical fields. The following fields will need answering:</p> <ul style="list-style-type: none"> • Select the Chapter from the drop-down menu • Joint Petition dropdown auto-populates to n (no); if there is a joint filer choose y (yes). • Deficiencies dropdown auto-populates to n (no). If there are any required documents missing for the filing, change the n to y (yes). <p>Select NEXT</p>
4. If	<p>The Search for a debtor screen displays. This screen is used to add the debtor(s).</p> <p>To search a name you can either</p> <ul style="list-style-type: none"> • Enter the debtor's Social Security Number or • Enter debtor's Last Name <p>Select SEARCH</p> <p>IF</p> <p>(A) Search results in no person found</p> <p>Select Create new party</p> <p>Fill in the required information</p> <p>This screen also allows you to add an Alias; Corporate parent / affiliate. The Review button confirms all the information you have input.</p> <p>Select SUBMIT</p> <p>If you chose joint debtor in Step 3, the “search for joint debtor” screen comes up. To enter a joint debtor you will need to repeat this Step 4. A choice of “Copy previous party’s address” will auto-populate. This will copy the common address information for the debtor.</p> <p>Fill in the required information</p> <p>Select SUBMIT</p>

	<p>IF</p> <p>(B) Search results in person found</p> <p>From the party search results, choose debtor name</p> <p>Select Select name from list</p> <p>From the Debtor Information screen, confirm information.</p> <p>This screen also allows you to create Alias; Corporate parent / affiliate. The Review button confirms all the information you have input.</p> <p>Select SUBMIT</p>
5.	<p>This screen serves as confirmation of the office assigned to the case based on the county chosen</p> <p>Select NEXT</p>
6.	<p>The Statistical Data screen appears.</p> <p>Fill in required information</p> <p>Select NEXT.</p>
7.	<p>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.</p> <p>Select NEXT.</p>
8.	<p>The Schedules/Form B122A-1, B122A-1Supp; B122A-2 Statistical Information screen appears next.</p> <p>Fill in required information</p> <p>Select NEXT</p>
9.	<p>This screen allows you to browse your system to attach the PDF of the petition.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN</p> <ul style="list-style-type: none"> In order to include a Proposed Order and/or a Notice of Hearing choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the relief from stay.</p>

	<p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the petition</i></p> <p>If correct,</p> <p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 10</p>
10.	<p>Choose no or yes to Presumption of Abuse</p> <p>Select NEXT</p>
11.	<p>Make a note of the instructions on this screen for later use.</p> <p>LEAVE THE RECEIPT NUMBER BLANK IF YOU ARE PAYING VIA THE INTERNET.</p> <p>Select NEXT</p>
12.	<p>This screen serves as the last chance to verify that the Docket Text: Modify as appropriate is correct. Using the dialogue boxes, make any necessary modifications. If correct,</p> <p>Select NEXT</p>
13.	<p>This screen serves as the last chance to verify that the Docket Text: Final text is correct. If correct,</p> <p>Select NEXT – the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</p>
14.	<p>A pop up of the Summary of Current Charges will appear. Select Pay Now to pay the Motion for Relief from Stay fee or select Continue Filing and pay the outstanding fee by the end of the day.</p>
15.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>

****Upload a List of Creditors (Creditor Matrix). See [Uploading a List of Creditors \(Creditor Matrix\)](#)
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