

CM/ECF Filing Reference Guide

Involuntary Bankruptcy Case Opening

Step	Action
1.	Select Bankruptcy
2.	From the Events list, select Open an Invol Case
3.	<p>This screen displays statistical fields. The following fields are required:</p> <ul style="list-style-type: none"> • Select the Chapter from the drop-down menu • Joint Petition dropdown auto-populates to n (no) <p>Select NEXT</p>
4.	<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/Tax ID or • Enter debtor’s Last Name/Business 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><i>This screen also allows you to create Alias; Corporate parent / affiliate. The Review button serves as a confirmation of all information you have input.</i></p> <p>Select SUBMIT</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 serves as a confirmation of all information you have input.</p> <p>Select SUBMIT</p>
5.	<p>The Search for petitioning creditor screen displays. This screen is used to add the petitioning creditors.</p> <p>To search a name you can either</p> <ul style="list-style-type: none"> • Enter the debtor's Social Security Number/Tax ID or • Enter debtor's Last Name/Business 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>If appropriate, check The user opening the case is the filing attorney for this party box.</p> <p>This screen also allows you to create Attorney, Alias; Corporate parent / affiliate. The Review button serves as a confirmation of all information you have input.</p> <p>Select SUBMIT</p> <p>To enter additional petitioning creditors, repeat Step 5.</p> <p>Fill in the required information</p> <p>Select SUBMIT</p> <p>Select End petitioning creditor selection</p> <p>IF</p> <p>(B) Search results in person found</p>

	<p>From the party search results, choose petitioning creditor name</p> <p>Select Select name from list</p> <p>From the petitioning creditor information screen, confirm information.</p> <p>This screen also allows you to create Alias; Corporate parent / affiliate. The Review button serves as a confirmation of all information you have input.</p> <p>Select SUBMIT</p>
6.	<p>This screen confirms the office assigned to the case based on the county of the debtor</p> <p>Select NEXT</p>
7.	<p>The Statistical Data screen appears.</p> <p>Fill in required information</p> <p>Select NEXT.</p>
8.	<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>
9.	<p>LEAVE THE RECEIPT NUMBER BLANK IF YOU ARE PAYING VIA THE INTERNET.</p> <p>Select NEXT</p>
10.	<p>Select NEXT</p>
11.	<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>
12.	<p>A pop up of the Summary of Current Charges will appear. Select Pay Now to pay the involuntary filing fee or select Continue Filing and pay the outstanding fee by the end of the day.</p>
13.	<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>

November 2024