

CHAPTER 8
CASE UPLOAD

Case Upload

This module demonstrates the Case Upload feature. Case Upload is used in conjunction with Bankruptcy Petition Software to file the ECF package. The ECF package includes the debtor file, the petition file, the creditor matrix and the Chapter 13 Plan if applicable.

Case upload can be used to file Chapter 7 and Chapter 13 cases. This feature cannot be used to file Chapter 11 cases or cases where the debtor chooses to pay the filing fee in installments. Refer to *Opening a New Bankruptcy Case*.

The Petition must be accompanied by a "Declaration Under Penalty of Perjury for Electronic Filing" and a "Statement of Social Security Numbers" in PDF format. Each item will be filed separately using the appropriate event. Both forms are available on the Court's website.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

— Click the [Case Upload](#) hypertext link.

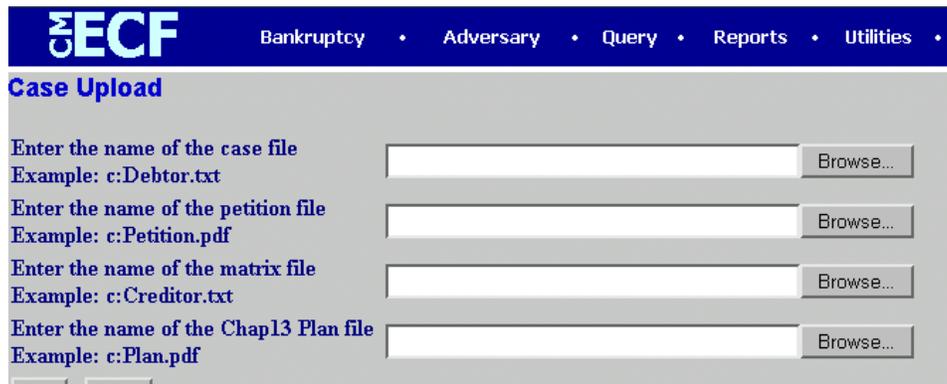


Figure 1

STEP 3 The **Case Upload** screen displays. (See **Figure 1**)

— The **PDF Document Selection** screen displays.

— Enter the name of the case file - This is the Debtor txt file.

- Enter the name of the petition file - This is the voluntary petition package in pdf format.
- Enter the name of the matrix file - This is the creditor matrix in txt format.
- Enter the name of the Chap13 Plan - This is the Plan in pdf format.
- Click **[Browse]**, then navigate to the directory where the appropriate PDF files are located. Double-click the PDF files or click **Open** to select and associate each file to the correct browser.

The screenshot shows the 'Case Upload' page for a Chapter 7 Case. At the top is a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the bar, the page title is 'Case Upload'. A red 'IMPORTANT NOTE' states: 'If the Disclosure of Compensation of Attorney is NOT filed, delete this text.' Below this is a text input field containing 'Disclosure of Compens'. Another red 'IMPORTANT NOTE' states: 'If the Statement of Intentions was NOT filed, delete this text.' Below this is a text input field containing 'Statement of Intentions'. A third red 'IMPORTANT' note says: 'List any deficiencies to the petition and schedules here:' followed by an empty text input field. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 2 - Chapter 7 Case
— Click **[Next]** to continue.

This screenshot is identical to Figure 2, showing the 'Case Upload' page for a Chapter 13 Case. It features the same navigation bar, 'Case Upload' title, and three red 'IMPORTANT' notes. The text input fields are currently empty, and the 'Next' and 'Clear' buttons are at the bottom.

Figure 3 - Chapter 13 Case

STEP 4 The **Deficiency** screen displays. (See Figure 2 and 3)

- The first text box automatically notes that the Disclosure of Compensation has been filed. If you have not filed the Disclosure of Compensation, delete the text.
- The second text box in a Chapter 7 case automatically notes that the Statement of Intentions has been filed. If you have not filed the Statement of Intentions, delete the text.
- In the second text box in a Chapter 13 case and the third text box in a Chapter 7 case, type the deficiencies to the petition and schedules (if applicable) using a comma “,” to separate the deficiencies. (i.e.: Schedules A-J and Statement of Financial Affairs).

Note: If the user is filing a Chapter 13 without the plan then the plan must be listed as a deficiency in the text box. All the items listed will be reflected in the docket text. The Court will issue a deficiency notice.

- Click **[Next]** to continue.

STEP 5 The **Filing Fee** screen displays.

- The system will display the full filing fee.
- Click **[Next]** to continue.

STEP 6 The **Electronic Payment** screen displays. **(See Figure 4)**

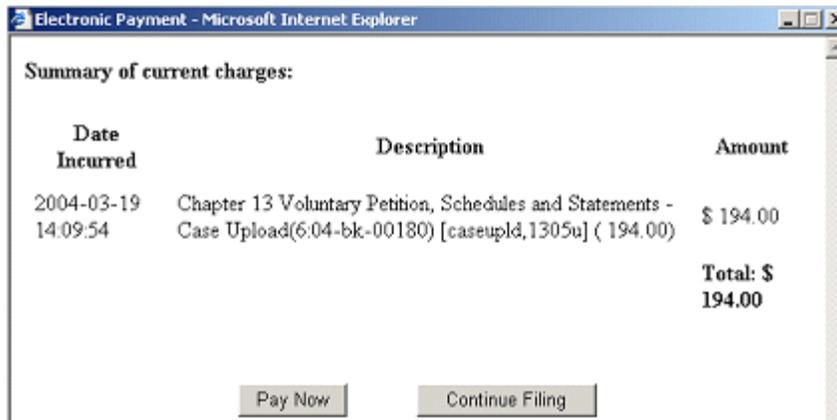


Figure 4

- A summary of current charges appears showing the *date incurred, description and amount.*

- The user has the option to **[Pay Now]** or **[Continue Filing]**. Although the court recommends that you pay as you go, you may pay at the end of each CM/ECF session.
- Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of the CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 9**.

Note: The system will not remind the user that there are fees to be paid. If you **[Continue Filing]** the charges will accumulate until you are ready to pay. To pay at the end of the session, refer to the module “Internet Payments Due”.

- If you select **[Pay Now]**, proceed to **Step 7**.

Figure 5

STEP 7 The **Payment Collections** screen displays. (See **Figure 5**)

- Click the card type. The court accepts the following credit cards:

American Express
Discover
MasterCard
Visa
Diners Club

- Enter the credit card number and expiration date.

- Click **[Submit Payment]** to complete the transaction.

STEP 8 The **Transaction Receipt** screen displays. (See Figure 6)



Figure 6

- Keep a copy of the transaction receipt for future reference. It provides the transaction number.
- To print a copy of this notice click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- Click **[Close window]**.

STEP 9 The **Notice of Electronic Filing** screen displays. (See Figure 7)



Figure 7

Upload

- The Notice of Electronic Filing is the verification that the petition, schedules, statements and plan (if applicable) have been filed electronically in the court's database and are now official document(s).
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- Clicking on the case number hypertext link will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document(s) just filed.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- You may also save the notice through the browser **File/Save** option.