CHAPTER 7

BANKRUPTCY CASE OPENING

Note: This chapter should be utilized when filing Chapter 11 cases and for cases prepared without petition software.

Opening a New Bankruptcy Case (All Chapters)

Statement of Social Security Number(s)

Upload a Creditor Matrix or Individual Creditor

Filing a Plan

BANKRUPTCY CASE OPENING

This module will demonstrate the steps to take to open a new bankruptcy case in the CM/ECF system. Note: If your bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in this module, nor to upload the creditor matrix. This will be auto-uploaded by using the Case Upload hypertext link on the Bankruptcy menu. Check with your petition software company to find out if the case upload feature is available.

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 Bar.

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

- Click the Open a BK Case hypertext link.

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

Figure 1

- Click the drop down arrow ▼ to reveal the list of **Office** (division) options. Click to highlight the division in which the case is being filed. You may refer to Local Rule 1071-1 for a list of counties handled by the divisional offices.
- The **Case Type** defaults to **bk** (banktuptcy). This is the only option. No action is necessary.
- The **Date Filed** defaults to the current date. This date cannot be changed and will be deemed the filing date of the petition.
- Click the down arrow ▼ to reveal the list of available **Chapter** options. Click to select the appropriate Chapter.
- Click the down arrow ▼ to reveal the list of **Joint Petition** options. **Note**: The system defaults to ***'n'*** for no - meaning this is not a joint (husband and wife) filing. Accept the default, or click to select ***'y'*** for yes.
- Click the down arrow ▼ to reveal the list of **Deficiencies** options. The system defaults to ***'n'*** meaning there are no deficiencies, and that this new filing contains all required documents. If any items are missing from the petition, click to select ***'y'*** for yes.

  Note: If ***'y'*** is selected, you will be prompted to list the deficiencies in a later screen.
- Click **[Next]** to continue.

STEP 4 The **Search for a Debtor** screen displays. **(See Figure 2)**

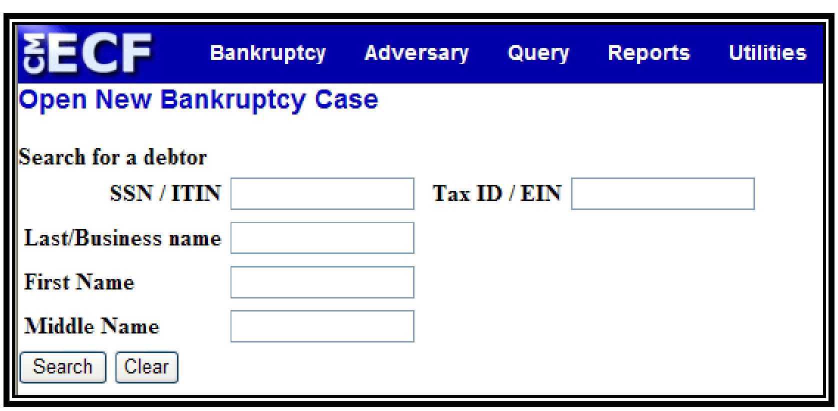


Figure 2

- The database must always be searched to see if the debtor(s) exist before a new party can be added.
- Type the Social Security Number, Tax Identification Number, Debtor's Last Name, or the Business Name. (The first name and/or middle name can be included to narrow down the search. However, please note that a debtor's previous case may not have been filed under the exact same name.)
- Click **[Search]** to continue.

STEP 5 The **Party Search Results** screen displays. **(See Figure 3)**

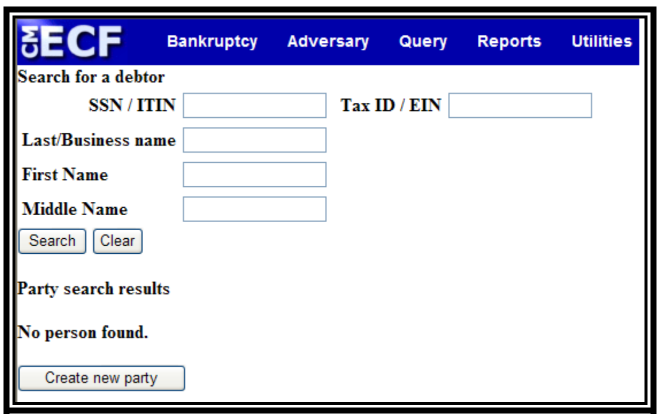


Figure 3

- If the system does not locate the party in the database, the message "**No Person Found**" will be displayed.
  - Click **[Create new party]** to add the debtor into the system and proceed to **STEP 6**.
- If the system does locate the party in the database, a **Party search results** screen will display. **(See Figure 4)**

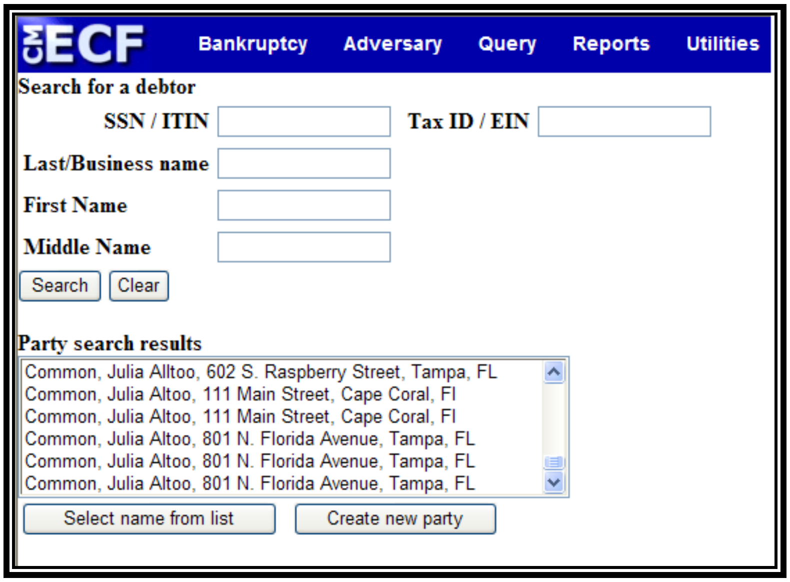


Figure 4

- Click the down arrow ▼ to reveal the entire list of search results. Click the name to view the **Person Address** box that contains the social security number/tax identification number, address and county.
  - If the information is correct, click **[Select name from list]** and proceed to **STEP 7**.
- If the information is incorrect, click the other matches (if applicable) to view the information. If no match is found, click **[Create new party]** and proceed to **Step 6**.

STEP 6 The **Party Information** screen displays. **(See Figure 5)**

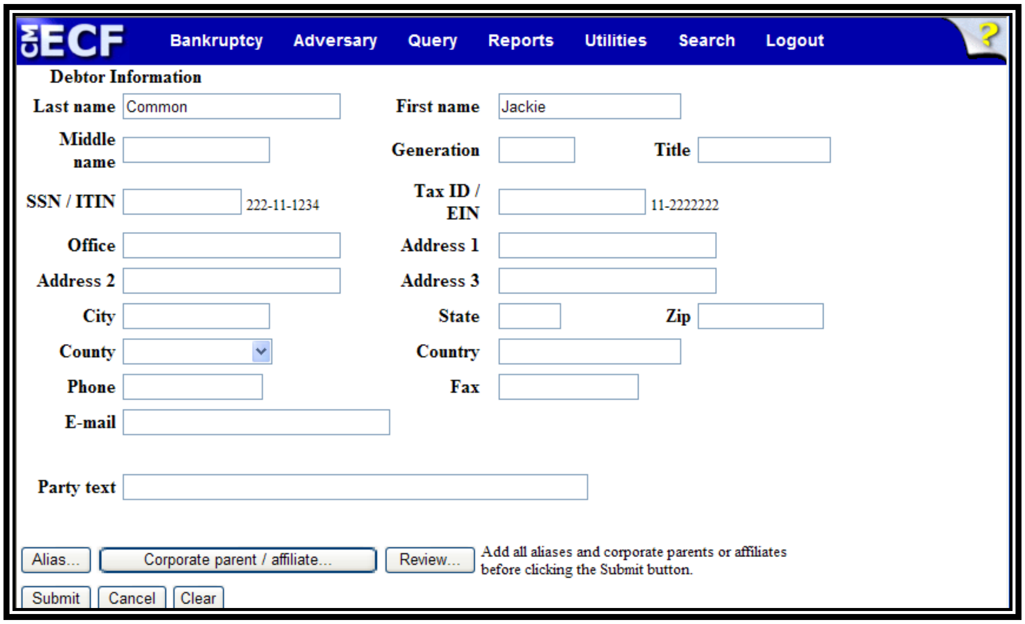


Figure 5

- As shown on the petition, enter the following information:
  - **Last name** of the debtor. If the debtor is a business, enter the full business name in the **Last name** field.
  - **First name** of the debtor
  - **Middle name** of the debtor.
  - **Generation** of the debtor, if applicable (i.e.: Jr, Sr, III, II).
  - **Title** of debtor, if applicable (i.e.: MD, PHD).

    Note: Information should be typed using upper and lowercase letters and no punctuation should be used. Refer to Style Guide for Electronic Case Filing.
  - **SSN** (Social Security Number) or **ITIN** of the debtor
  - **Tax ID / EIN** tax identification or employer identification number of the debtor.

- **Office** name of the debtor, if applicable. This field is used infrequently.
- **Address 1**, **Address 2** and **Address 3** can be utilized for the debtor's **mailing address**.
- **City**, **State** and **Zip** information.
- Click the down arrow ▼ to reveal the list of **County** options. For a faster search, type the first letter of the county name. When located, click to highlight.
- Do not enter the **Country** unless the country of the debtor's residence is outside the United States.
- **Phone**, **Fax** and **E-Mail** information of the debtor **should not be entered**. If entered, the information will be viewable to the public.
- The **Party Text** box can be used to add an additional descriptive nature to the debtor's name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in **Last name** field, and enter: *a division of General Motors Corporation* in **Party text** field.

If the debtor has any aliases, click **[Alias…]** to enter the alias information. The **Alias** screen displays. **(See Figure 6)**

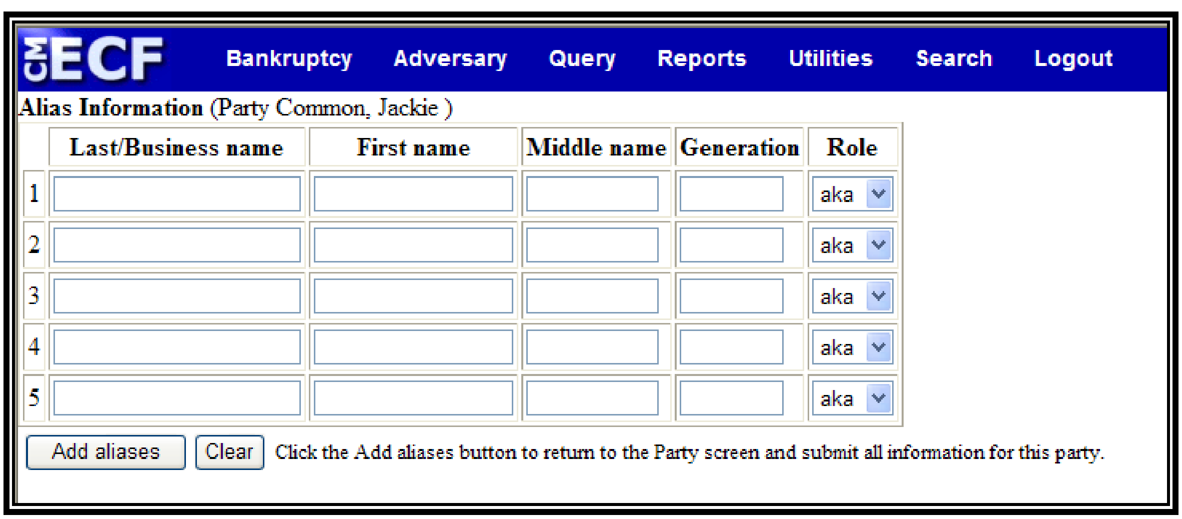


Figure 6

  - Enter up to five aliases for this debtor.
  - Click the down arrow ▼ to reveal the list of options in the **Role** category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as), fka (formerly known as), and nka (now known as).
  - Click to select the appropriate **Role** type for each alias entered.
  - Click **[Add aliases]** to submit.
    - If you make a mistake during the addition of aliases, click **[Clear]** to begin again.
    - If you have more than five aliases to add for this debtor, click **[Add aliases]** to add the first five. Then click **[Alias]** again to submit. This may be done as often as necessary until all aliases are added to the system.
- If the debtor is a business or corporation, click **[Corporate parent / affiliate…]** to enter the corporate parent and/or affiliate information. The **Corporate Parent Search** screen displays. **(See Figure 7)**

Figure 7

  - The database must always be searched to see if the corporate parent(s) / affiliate(s) exist before a new party can be added.
  - Type the Business Name.
  - Click **[Search]** to continue.

- The **Party Search Results** screen displays. **(See Figure 8)**

Figure 8

- Select Corporate parent / affiliate from list provided (if applicable) or click **[Create new corporate parent / affiliate]**.
- The **Corporate Parent / Affiliate Name** screen displays. Input any corporate parents or affiliates for the business. Additional text boxes will be created as necessary. Ensure the “entity” box is checked if the corporate parent / affiliate is an entity (business or corporation).
- Click **[Add Corporate parent / affiliate]** to submit.

STEP 7 The **Party Information** screen displays again. Click **[Review]** to verify the debtor's alias information. **(See Figure 9)**

Figure 9

- If an alias was entered incorrectly, you must remove the check mark next to the incorrect alias to delete as an alias cannot be edited. Click **[Return to Party screen]**, and click **[Alias]** to re-enter the correct alias information.
- You will note that in the **Attorney(s) added:** section the message "**None added**" will display. CM/ECF knows who you are, based upon your attorney login, and will automatically add you as the attorney for the debtor.
- If all information is correct, click **[Return to Party screen]** to continue.
- When all the information is correct, click **[Submit]** to continue.

STEP 8 The **Search for a Party (joint debtor)** screen displays if you answered "**y**" at the beginning of the transaction. **(Figure 10)** If you have a non-joint case, proceed to **Step 9**.

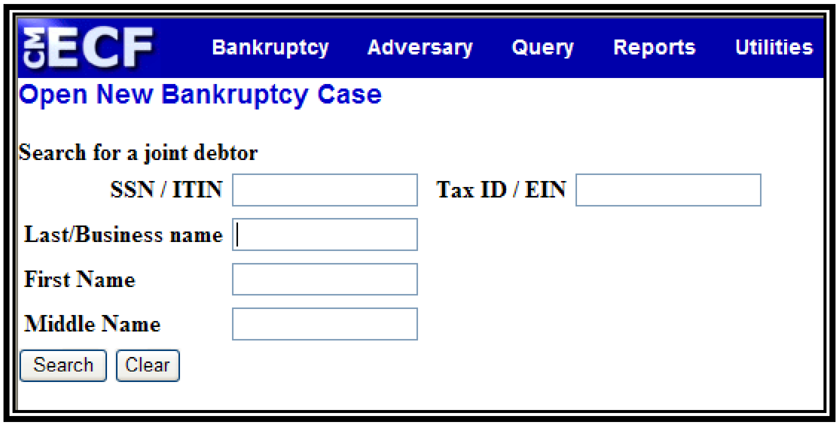


Figure 10

- Repeat **Steps 4 through 7** for the Joint Debtor.

  Note: The option to copy previous party's (main debtor) address will appear checked. If the debtor has a different address, remove the check mark before continuing.

- Click the down arrow ▼ to reveal the list of **Role** type options and click "**Joint Debtor (jdb:pty)**" to highlight.

  Note: If this is a joint filing but was not indicated as such **or** if joint filing was inadvertently marked at the beginning of the transaction, return to **Step 1** and begin again.

STEP 9 The **Statistical Data** screen displays. **(See Figure 11)**

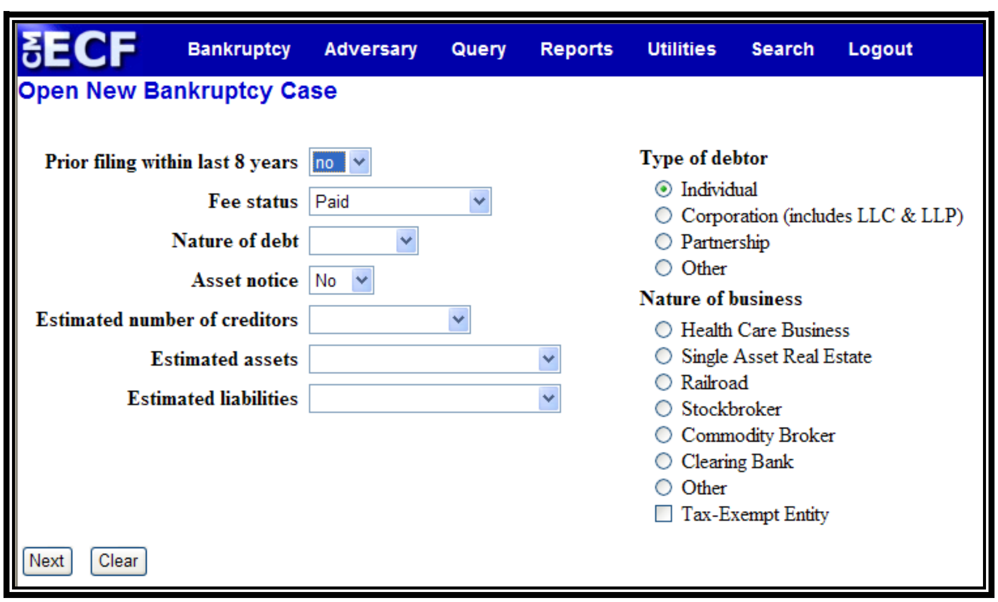
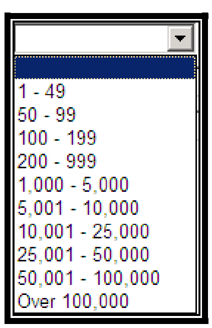
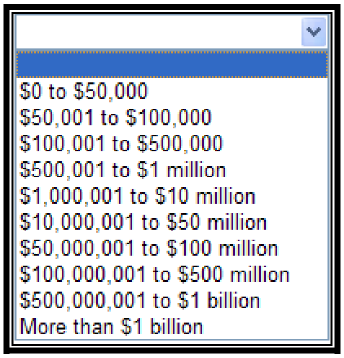


Figure 11

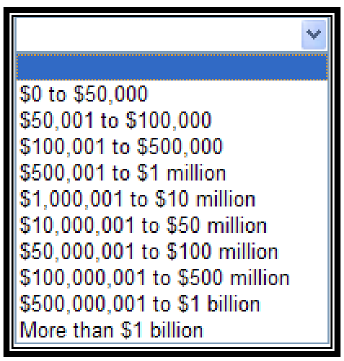
- Click the down arrow ▼ to reveal the list of options in the **Prior filing within last 8 years** category. The default is “**No”**.
- Click the down arrow ▼ to reveal the list of options in the **Fee Status** category. The choices are Installment, Paid, Fee not paid and IFP filing fee waived. Select the appropriate payment method. The default is “**Paid”**.
  - **Installment**: Select if an Application to Pay Filing Fee in Installments will be filed and only partial payment will be made.
  - **Paid:** Select if making payment with a credit card.
  - **Fee Not Paid**: Select if paying by a check or money order.
  - **IFP Filing Fee Waived**: Select if an application to waive filing fees will be filed.
- Click the down arrow ▼ to reveal the list of options in the **Nature of Debt** category. The options are Business and Consumer.
- Click the down arrow ▼ to reveal the list of options in the **Asset notice** category.
  - If the filing is a Chapter 9, 11, 12 or 13 petition, click to highlight “**Yes**” for asset case.
  - If the filing is a Chapter 7 petition, click to highlight “**No**” for no asset case.
- Click the down arrow ▼ to reveal the list of options in the **Estimated Creditors** category. Click to select the correct range.



- Click the down arrow ▼ to reveal the list of options in the **Estimated Assets** category. Click to select the correct range.

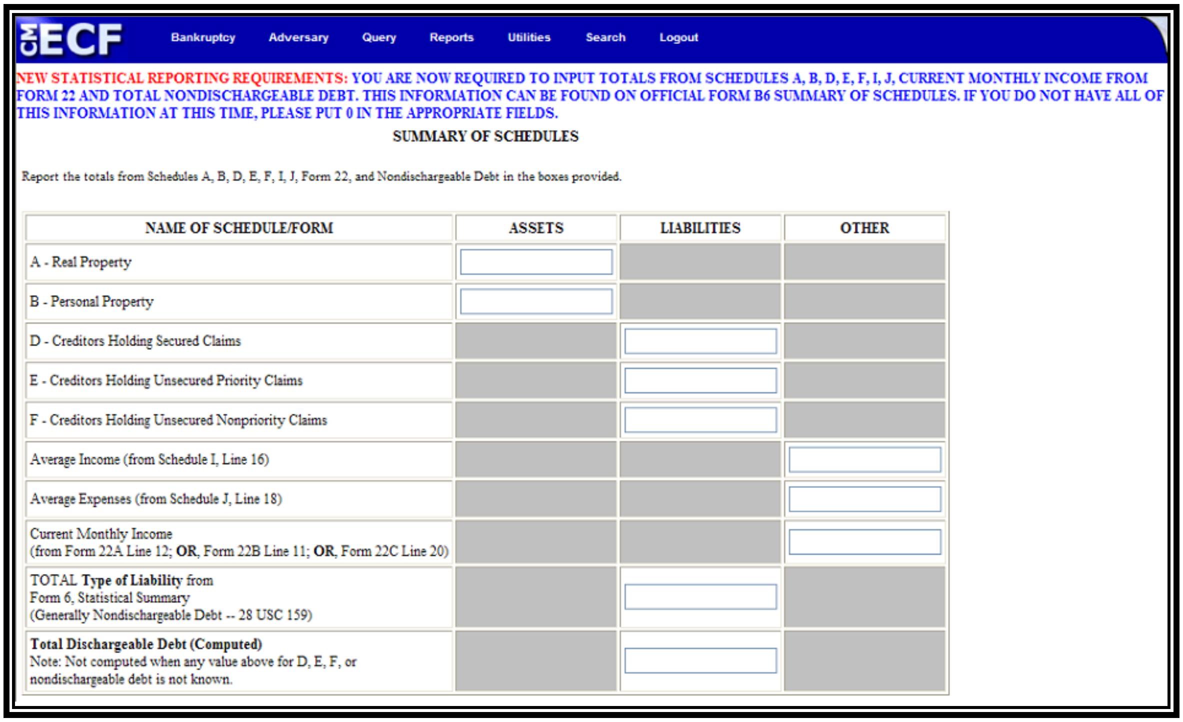


- Click the down arrow ▼ to reveal the list of options in the **Estimated Debts** category. Click to select the correct range.



- Indicate the **Type of Debtor** by clicking the appropriate button. The default is **“Individual”**.
- If the debtor is a corporation/business, indicate the **Nature of Business** by clicking the appropriate button. (If the debtor is an individual, leave this selection blank as-is.)
- When all options are correctly selected, click **[Next]** to continue.

STEP 10 The **Statistical Reporting** screen displays. **(See Figure 12)**


CMECF Bankruptcy Adversary Query Reports Utilities Search Logout

NEW STATISTICAL REPORTING REQUIREMENTS: YOU ARE NOW REQUIRED TO INPUT TOTALS FROM SCHEDULES A, B, D, E, F, I, J, CURRENT MONTHLY INCOME FROM FORM 22 AND TOTAL NONDISCHARGEABLE DEBT. THIS INFORMATION CAN BE FOUND ON OFFICIAL FORM B6 SUMMARY OF SCHEDULES. IF YOU DO NOT HAVE ALL OF THIS INFORMATION AT THIS TIME, PLEASE PUT 0 IN THE APPROPRIATE FIELDS.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property			
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims			
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12; **OR**, Form 22B Line 11; **OR**, Form 22C Line 20)			
TOTAL **Type of Liability** from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Figure 12

- Input the totals from the **Summary of Schedules**, **Form 22a, 22b, or 22c,** and **Form 6** into the appropriate fields. (Some bankruptcy software will automatically input these figures.)
- If figures are not available at the time of filing, input "0" into the appropriate fields.
- Click **"Next"**.
- A second Statistical Reporting screen displays. Input the totals requested.
- Click **"Next"**.

STEP 11 The **Payment Advices Information** screen displays. **(See Figure 13)**

Figure 13

- Indicate whether payment advices will be filed. Click the down arrow ▼ to reveal the list of options in the **Payment Advices** category.
  - *Orlando Individual Debtor Cases*: Payment Advices must be **filed with the Court and docketed separately**.
  - *Jacksonville, Tampa, & Ft Myers Individual Debtor Cases*: Payment Advices must be submitted to the Trustee. **Do not** file with the Court.

STEP 12 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the “Choose File” pop-up screen to associate the PDF file with the docket entry.
- The **Attachments to Document** option defaults to **No** and should not be changed.

Click **[Next]** to continue.

Note: When compiling the pleadings for the petition upload, please ensure that they are arranged in the following order:

Voluntary Petition
Exhibit D to Voluntary Petition
Summary of Schedules and Statistical Page
Schedules A-J
Declaration Concerning Debtor's Schedules
Statement of Financial Affairs
Statement of Intentions
Means Test or Statement of Income
Disclosure of Compensation

One PDF image is allowed for the above-listed documents. The Declaration Under Penalty of Perjury for Electronic Filing, Statement of Social Security Numbers, Plan (if applicable), Payment Advices (if applicable), Certificate of Completion of Credit Counseling, and Application to Pay Filing Fee in Installments *or* Application to Proceed In Forma Pauperis (if applicable) will be docketed as separate events and **should not** be part of the PDF image.

STEP 13 The **Deficiency** screen displays. **(See Figure 14, Figure 15)**

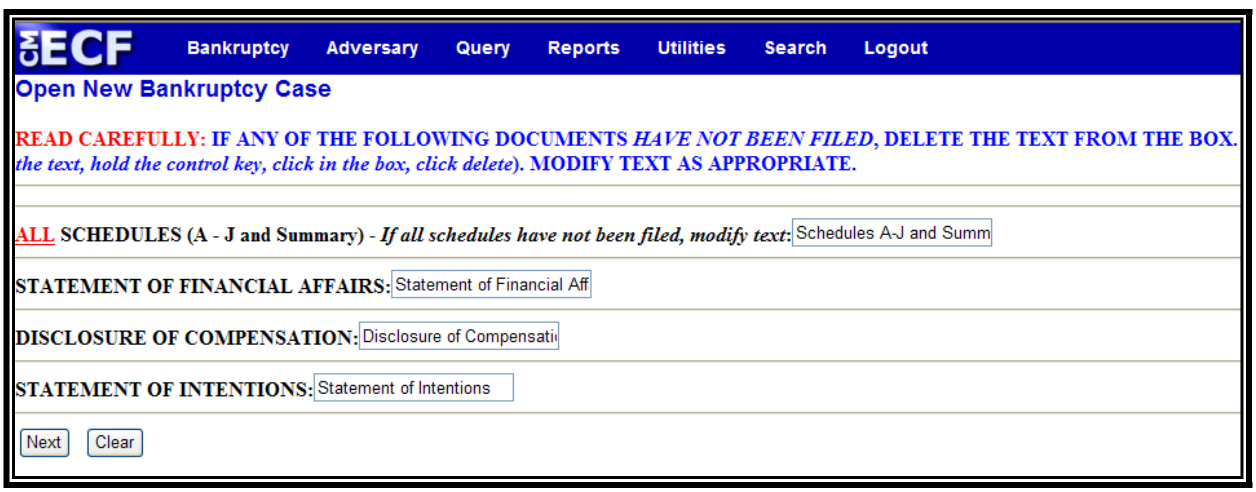


Figure 14

- **Schedules (A-J and Summary)**: The text is automatically set to indicate that Schedules A-J and the Summary of Schedules have been filed. If schedules are missing, modify the text to indicate what has been filed.
- **Statement of Financial Affairs**: The text is automatically set to indicate that the Statement of Financial Affairs has been filed. If the Statement of Financial Affairs is missing, delete the text.
- **Disclosure of Compensation**: The text is automatically set to indicate that the Disclosure of Compensation has been filed. If the Disclosure of Compensation is missing, delete the text.
- **Statement of Intentions - Chapter 7 Cases Only**: The text is automatically set to indicate that the Statement of Intentions has been filed. If the Statement of Intentions is missing or not required, delete the text.
- Click **[Next]** to continue.

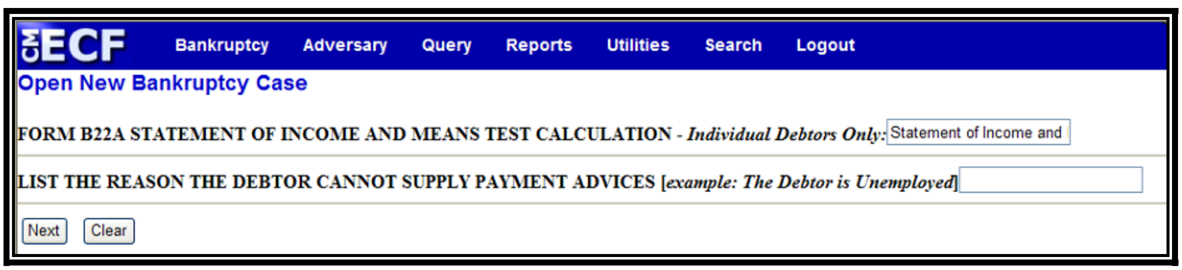


Figure 15

- **Form B22A Statement of Income and Means Test Calculation - Chapter 7 Individual Debtors Only**: The text is automatically set to indicate that the Statement of Income and Means Test Calculation was filed. If the Statement of Income and Means Test Calculation is missing, delete the text.
- **Form B22B Statement of Current Monthly Income - Chapter 11 Individual Debtors Only**: The text is automatically set to indicate that the Statement of Current Monthly Income was filed. If the Statement of Monthly Income is missing, delete the text.

- **Form B22C Statement of Monthly Income and Disposable Income Calculation - Chapter 13 Cases Only**: The text is automatically set to indicate that the Statement of Monthly Income and Disposable Income Calculation was filed. If the Statement of Monthly Income and Disposable Income Calculation is missing, delete the text.
- **If the Debtor Has Not Provided Payment Advices:** If payment advices have not/will not be provided, enter the reason in the text box. (Example: The Debtor is unemployed.)
- Click **[Next]** to continue.

STEP 14 The **Presumption of Abuse (Chapter 7 individual consumer debtors only)** screen appears. **(See Figure 16)**

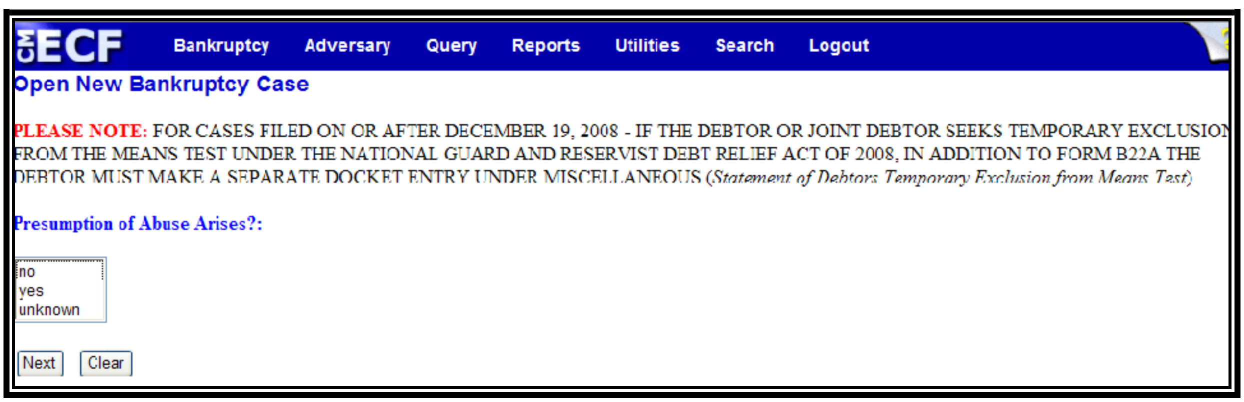


Figure 16

- **Presumption of Abuse Arises?**: Select no, yes or unknown based on the results of the Form B22A - Statement of Income and Means Test Calculation. This applies to Chapter 7 individual consumer debtors only.
- Click **[Next]** to continue.

STEP 15 The **Filing Fee** screen displays. **(See Figure 17)**

Figure 17

- **Fee:** Based on what was selected in Step 9, either the full filing fee will display or you will be required to enter the initial payment amount.
- Click **[Next]** to continue.

STEP 16 The **Modify Docket Text** screen displays. **(See Figure 18)**

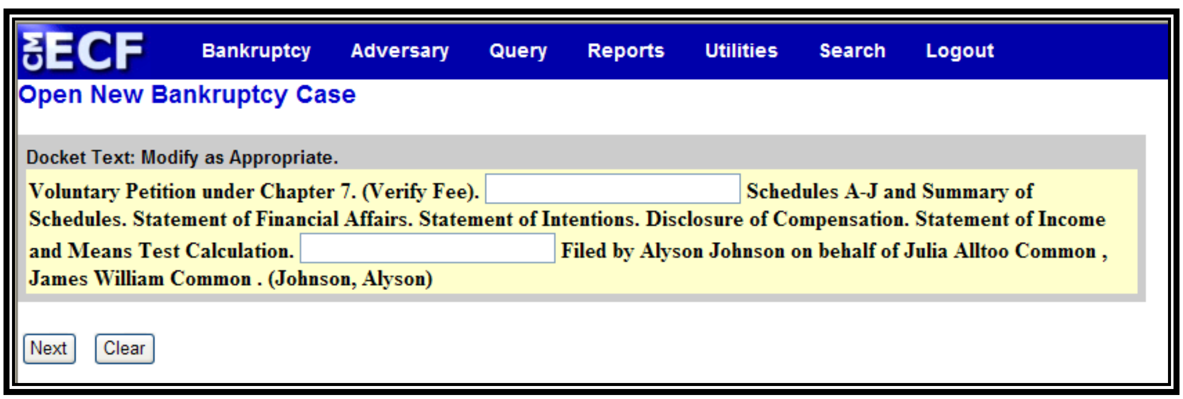


Figure 18

- Input any additional text in the text box.
- Click **[Next]** to continue.

STEP 17 The **Final Docket Text** screen appears. **(See Figure 19)**

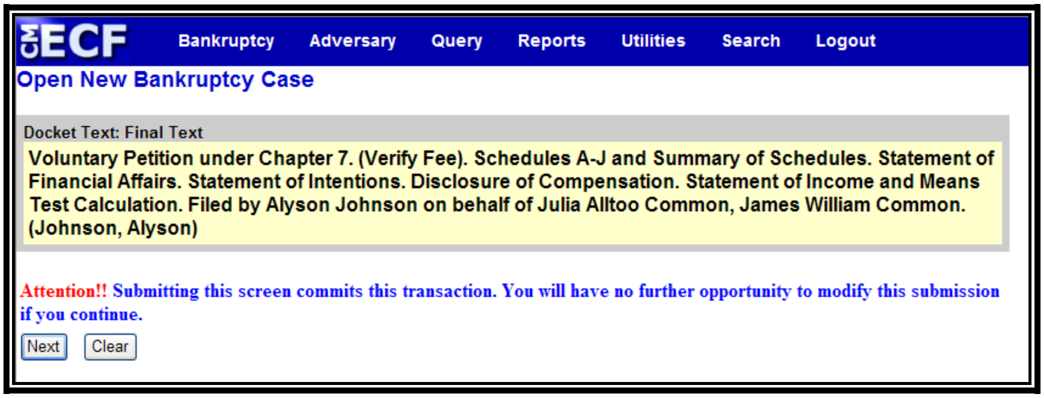


Figure 19

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is <u>correct</u>, click **[Next]** to continue and officially submit document.
- If the Final Docket Text is <u>incorrect</u>, click the browser **[Back]** button to find the error(s) and proceed with the event. To abort or restart the transaction, return to **Step 1** and begin again.

STEP 18 The **Electronic Payment** screen displays. **(See Figure 20)** [Note: This screen is a pop-up. In order for this to function properly, you will need to disable any pop-up blockers you may have enabled.]

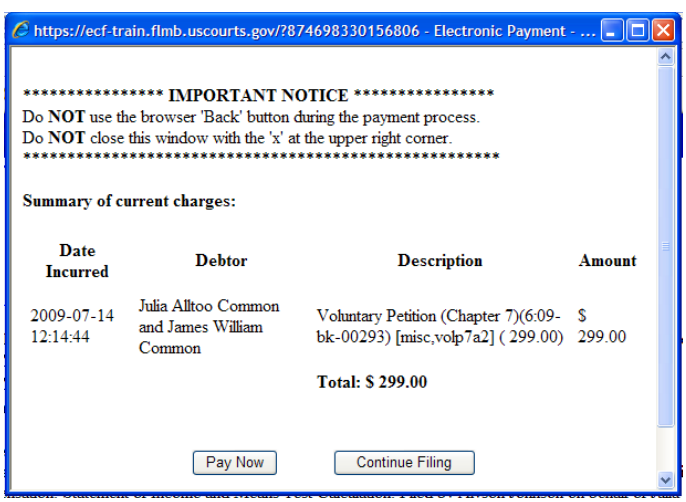


Figure 20

- 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.

  Note: If you receive **ANY** messages/warnings during the payment process, **IMMEDIATELY** contact the help desk in the appropriate division. **DO NOT** make further attempts to pay fees without instruction from the Clerk's office. Also, **DO NOT** use the **BACK** button during the payment process. Failure to take these precautions may cause you to be charged twice for the same fee.
- Select **[Continue Filing]** if you are filing multiple cases and want to submit one payment at the end of each CM/ECF session. (You can also combine other fee-based filings before submitting payment). Proceed to **Step 22.**
- If you select **[Pay Now]** proceed to **Step 19.**

STEP 19 The **Payment Information** screen will display. **(See Figure 21)**

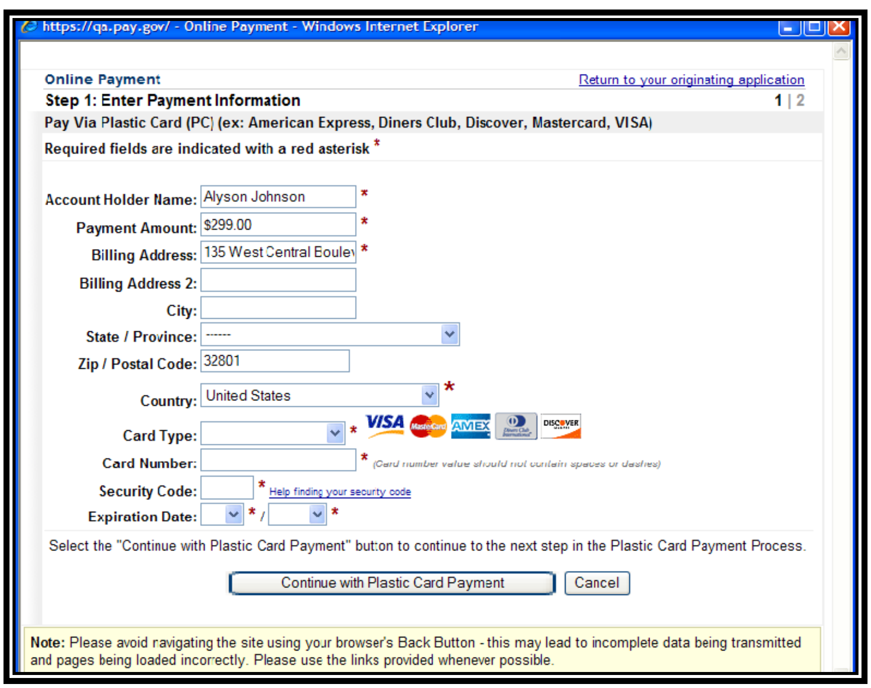


Figure 21

- The fields marked with a red asterisk are mandatory fields. Your name, street address and zip code are automatically filled in based on the information in your ECF account. It is not necessary to add your city and state unless you prefer this information to appear in your confirmation receipt.
- Click the card type. The court accepts the following credit cards:

  Visa
  Master Card
  American Express
  Discover
- Enter the credit card number.
- The security code is required. The transaction will fail if the security code from the back of the card is not entered correctly.
- Select the card's expiration month from the drop down list and enter the expiration year.
- Verify the amount being paid and click **[Continue with Plastic Card Payment].**

STEP 20 The **Payment Summary and Authorization** screen displays. **(See Figure 22)**

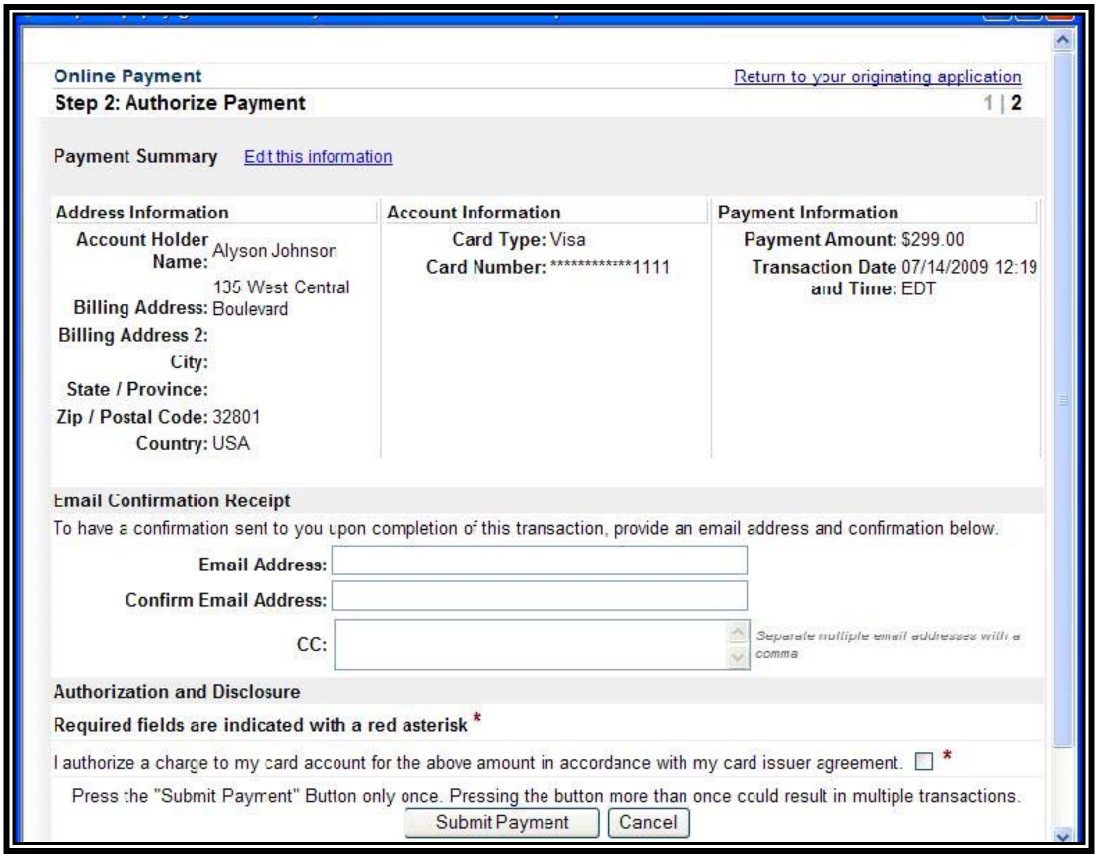
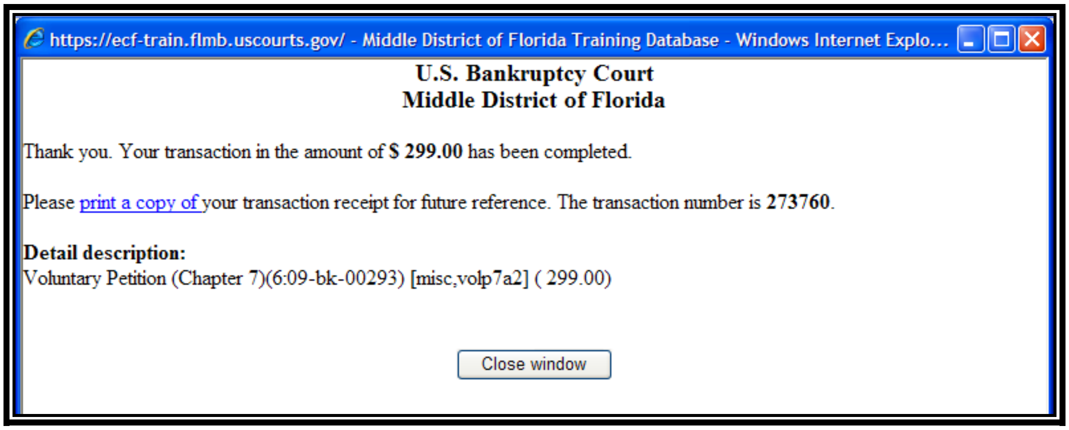


Figure 22

- Verify information and if acceptable, click the Authorization box.
- If you would like to receive a confirmation e-mail, key in your e-mail address in both fields.

  Note: In testing we have found that certain keystrokes, such as hitting the enter key twice, will cause you to receive duplicate confirmation e-mails even though you have only made one payment. Best practice is to click the **[Continue]** and **[Make Payment]** buttons with your mouse.
- Click **[Submit Payment]**.

STEP 21 The **Transaction Receipt** screen displays. **(See Figure 23)**


https://ecf-train.flmb.uscourts.gov/ - Middle District of Florida Training Database - Windows Internet Explo...

U.S. Bankruptcy Court
Middle District of Florida

Thank you. Your transaction in the amount of **$ 299.00** has been completed.

Please print a copy of your transaction receipt for future reference. The transaction number is **273760**.

Detail description:
Voluntary Petition (Chapter 7)(6:09-bk-00293) [misc,volp7a2] (299.00)

Close window

Figure 23

- You can print this screen by clicking on the **print a copy of** hypertext link to save the transaction for future reference. If you provided your e-mail address, the confirmation e-mail you receive will contain the same information.
- Click **[Close Window]** to continue.

STEP 22 The **Notice of Bankruptcy Case Filing** screen displays. **(See Figure 24)**.


CM ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open New Bankruptcy Case

U.S. Bankruptcy Court

Middle District of Florida

Notice of Bankruptcy Case Filing

The following transaction was received from Alyson Johnson entered on 7/14/2009 at 12:14 PM EDT and filed on 7/14/2009
Case Name: Julia Alltoo Common and James William Common
Case Number: 6:09-bk-00293
Document Number: 1

Docket Text:
Voluntary Petition under Chapter 7. (Verify Fee). Schedules A-J and Summary of Schedules. Statement of Financial Affairs. Statement of Intentions. Disclosure of Compensation. Statement of Income and Means Test Calculation. Filed by Alyson Johnson on behalf of Julia Alltoo Common, James William Common. (Johnson, Alyson)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:F:\Training Team\PDF Files for Uploading\Attorney Training PDF Documents\3.1 Upload 7 Petition Schedules Revised.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1021488240 [Date=7/14/2009] [FileNumber=383553-0]
[30077da94b7dcc75986cec528811b46eca06c64cc8ecb88762f7149fff4c0971dce5
e646de2aa8d58d74add9f400508cde3aca99d924985fdb34a3b10e8d8850]]

6:09-bk-00293 Notice will be electronically mailed to:

Figure 24

- Clicking on the **Notice of Bankruptcy Case Filing** hypertext link will present official certification that the filing has been received electronically by the court. A PACER account is necessary to view this link.
- The assigned case number will appear. The Judge, Trustee and 341 Meeting information will not be immediately available.
- Clicking on the case number hypertext link will present the *Docket Report* for this case. A PACER account is necessary to view this link.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- 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.

STATEMENT OF SOCIAL SECURITY NUMBER(S)

On December 1, 2003, amendments to the Federal Rules of Bankruptcy Procedures and the Official Bankruptcy Forms implemented the Judicial Conference's policy on privacy and public access to electronic case files. This policy requires the court to collect a debtor's full social security number but display only the last four digits. This module demonstrates how to file the required Statement of Social Security Number(s).

STEP 1 Click the Bankruptcy hypertext link on the CM-ECF Main Menu.

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

- Click the Miscellaneous hypertext link.

STEP 3 The **Case Number** screen displays.

- Enter the complete case number (office code-yy-bk-nnnnn).
- Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. **(See Figure 25)**

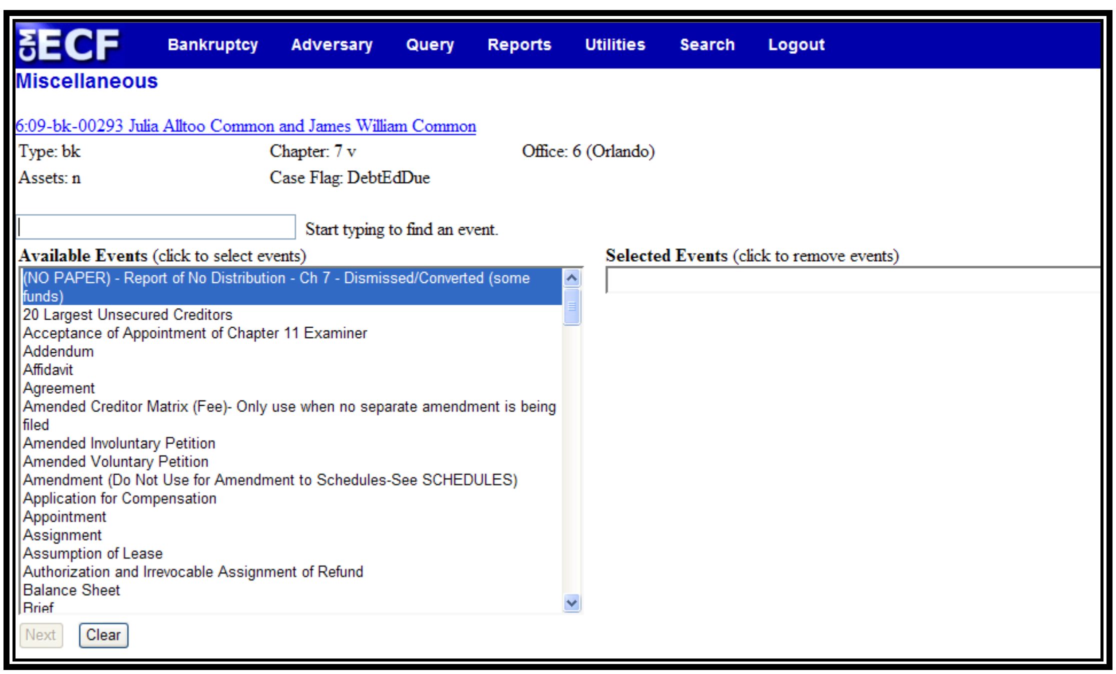


Figure 25

- Verify the case name and case number displayed.
- If the case name and number are incorrect, press the browser **[Back]** button to re-enter the case number.
- Click the down arrow ▼ to reveal the list of miscellaneous events. You may also enter keywords into the event search box to search for the event. Highlight *Statement of Social Security Numbers*. It will then appear in the "Selected Events" box.
- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- Click to highlight and select the party for which the document is filed.

  Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.
- Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, close the PDF image and select **Open** from the "Choose File" pop-up screen to associate the PDF file with the docket entry.
- The **Attachments to Document** option defaults to **No** and should not be changed.
- Click **[Next]** to continue.

STEP 7 The **Refer to Existing Event** screen displays.

- This event allows you to relate the statement to a previously filed document. Most statements will not relate to a previous document unless it is an amended statement.
- Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. **(See Figure 26)**

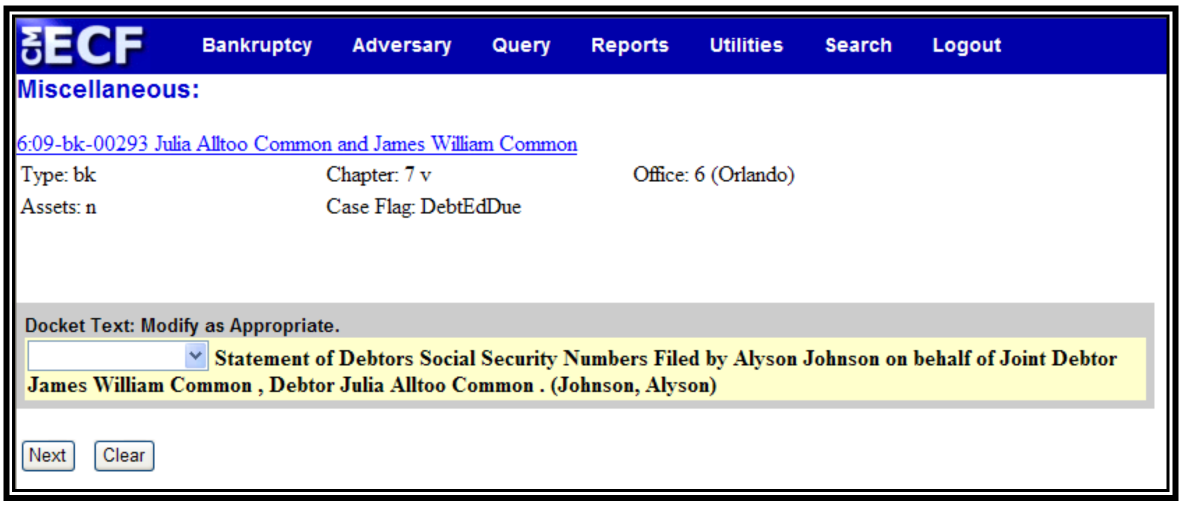


Figure 26

- Click the down arrow ▼ to display the prefix options (if applicable). **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified, type "v"). Prefix Options to choose from are:

Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor's	Second Amended	Verified

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

STEP 9 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is <u>correct</u>:
  - Click **[Next]** to continue and officially submit the document.
- If the Final Docket Text is <u>incorrect:</u>
  - Click the browser **[Back]** button to find the error(s) and proceed with the event.
- To abort the event and begin again, return to **Step 1**.

STEP 10 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing certifies that the filing has been received electronically by the court.
- Clicking on the case number hypertext link will present the Docket Report for this case. A PACER account is necessary to view this link.
- Clicking on the document number hypertext link will present a screen that states **User access denied.** The PDF Image of the document is only viewable to users with Court access.

  Note: If it is discovered at a future date that the social security number supplied to the Court is incorrect, an Amended Statement of Social Security Number(s) would be needed. Follow the steps listed in this section and select "Amended" from the prefix options to file the document electronically. In addition, a separate certificate of service indicating that the amended statement was served on all creditors using a current mailing matrix would be required.

UPLOAD A CREDITOR MATRIX

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a *.txt* file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.)

The process of uploading a list of creditors into the CM/ECF system is illustrated below. A creditor matrix will be uploaded for each case immediately following the electronic case opening.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

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

- Click the Creditor Maintenance hypertext link.

STEP 3 The **Creditor Maintenance** screen displays.

- Click the Upload a creditor matrix file hypertext link.

STEP 4 The **Creditor Processing - Upload a File Method** screen displays.

- Enter the complete case number (office code-yy-bk-nnnnn).
- Click the **[Next]** button to continue.

STEP 5 The **Load Creditor Information** screen displays. **(See Figure 27)**

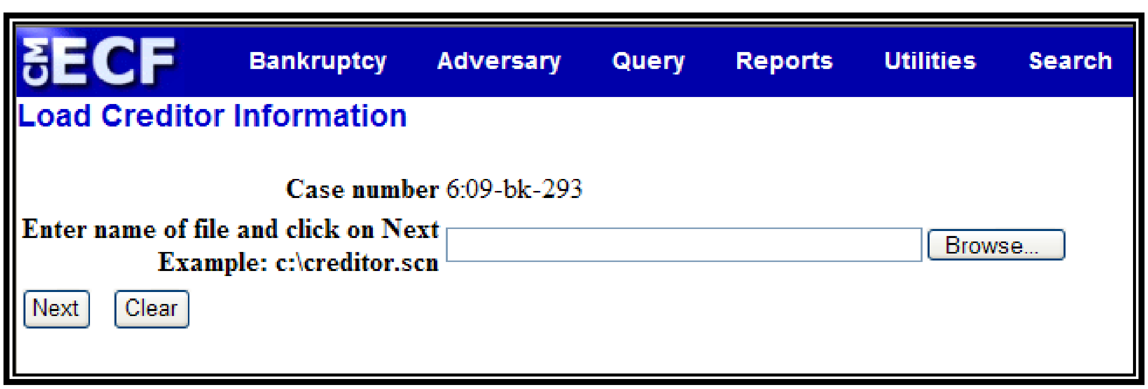


Figure 27

- Verify the case number displayed.
- If the case number is incorrect, click the **[Back]** button to re-enter the case number.
- Click **[Browse]**, then navigate to the directory where the appropriate .txt file is located. Verify you have selected the correct matrix by right clicking on the highlighted file name and select **Open** to view the image. Once verified, double-click the .txt file or click **Open** to select and associate it with the entry.
- Click **[Next]** to continue.

STEP 6 The **Total Creditors Entered** screen displays.

- The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition. If the Total Creditors Entered amount is <u>correct</u>, click **[Submit]** to finalize the transfer of creditors.
- If the creditor total is <u>incorrect</u>, click the browser **[Back]** button to try again or return to **Step 1** to begin again.

STEP 7 The **Creditor Receipt** screen displays. **(See Figure 28)**

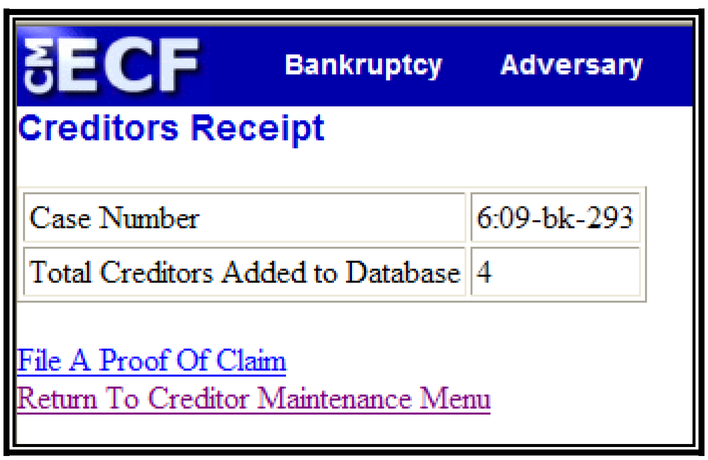


Figure 28

- The case number and total number of creditors added to the database are confirmed.

ENTERING INDIVIDUAL CREDITORS

The process of entering individual creditors into the CM/ECF system is illustrated below.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

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

- Click the Creditor Maintenance hypertext link.

STEP 3 The **Creditor Maintenance** screen displays.

- Click the Enter individual creditors hypertext link.

STEP 4 The **Creditor Processing** screen displays.

- Enter the complete case number (office code-yy-bk-nnnnn).
- Click the **[Next]** button to continue.

STEP 5 The **Add Creditor(s)** screen displays. **(See Figure 29)**

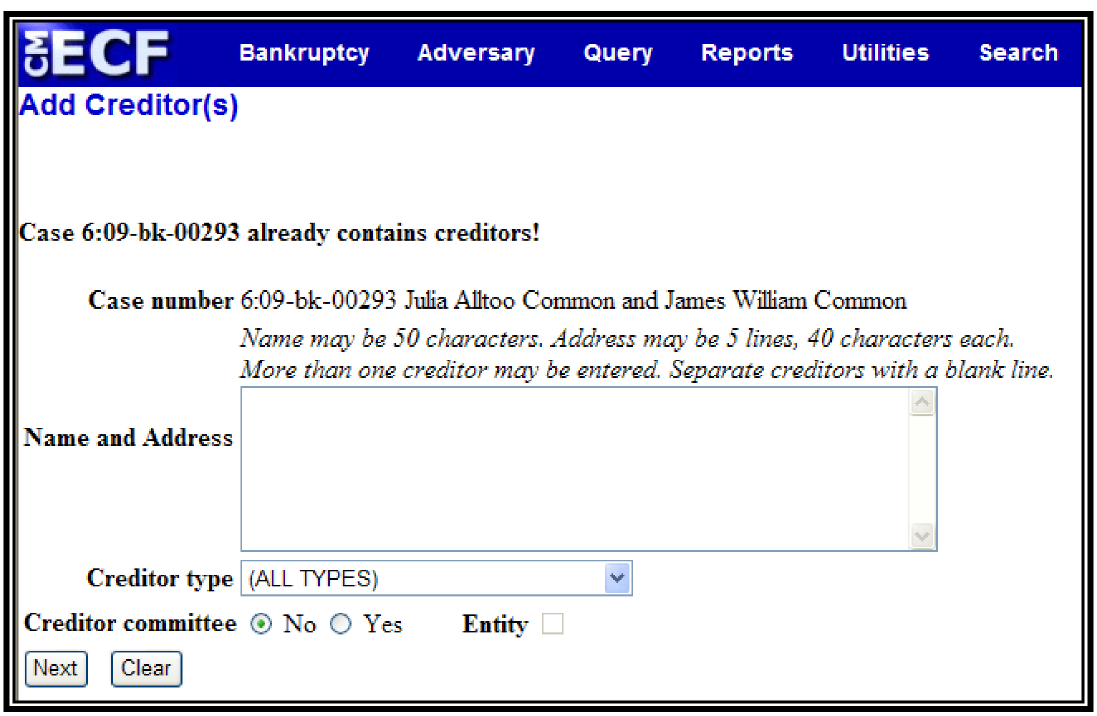


Figure 29

- Enter the creditor's name and address in the text box. The name and address **must not** exceed five lines.
- The **Type** field defaults to "**ALL TYPES**". No action is necessary.
- The **Creditor committee** field defaults to "**No**". No action is necessary. (If creditor committee is selected "yes", the "Entity" box will activate; indicate if the party or parties added should be designated as entity or entities.)
- If there are additional creditors to enter, separate each creditor with a blank line. **(See Figure 30)**

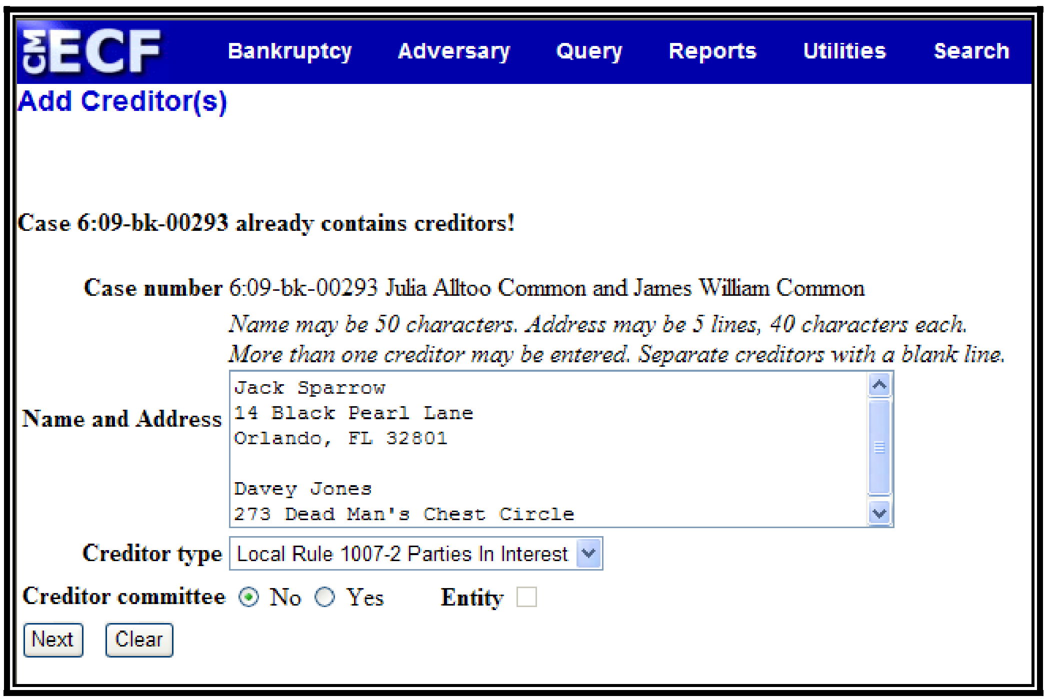


Figure 30

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

STEP 6 The **Total Creditors Entered** screen displays.

- The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition. If the Total Creditors Entered amount is <u>correct</u>, click **[Submit]** to finalize the transfer of creditors.

- If the creditor total is incorrect, click the browser **[Back**] button to try again or return to **Step 1** to begin again.

STEP 7 The **Creditor Receipt** screen displays. **(See Figure 22)**

- The case number and total number of creditors added to the database are confirmed.

PLANS

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

Chapter 13 Plan

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

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

- Click the Plans, Disclosure Statements and Related Matters hypertext link.

STEP 3 The **Case Number** screen displays.

- Type the complete case number (office code-yy-bk-nnnnn)
- Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. **(See Figure 31)**

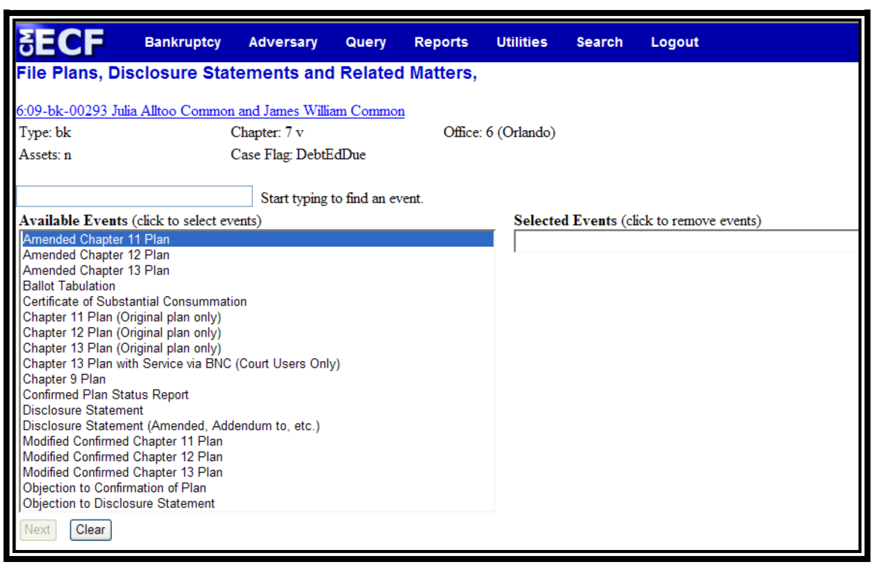


Figure 31

- Verify the case number and case name.
- If the case number and name do not match your document, click the browser **[Back]** button to re-enter the case number.
- Use the down arrow ▼ to the right of the box to scroll through the Event Type list to select the document to be filed. You may also enter keywords into the event search box to search for the event.
- Click to highlight *Chapter 13 Plan*. It will then appear in the "Selected Events" box.
- Click **[Next]** to continue.

STEP 5 The **Select the Party** screen displays.

- Click the down arrow ▼ to scroll the **Select the Party** box to locate the party filer (i.e.: debtor, joint debtor or creditor).
- Click to highlight and select the party for which the document is filed.

  Note: If you wish to highlight more than one party, hold the "**Ctrl**" key down and click to highlight the remaining party or parties.
- Click **[Next]** to continue.

STEP 6 The **PDF Document Selection** screen displays.

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).

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

STEP 7 The **Refer to Existing Event** screen displays.

- This event allows you to relate the plan to a previously filed document. Most plans will not relate to a previous document unless it is an amended plan.
- Click **[Next]** to continue.

STEP 8 The **Final Docket Text** screen displays. **(See Figure 32)**

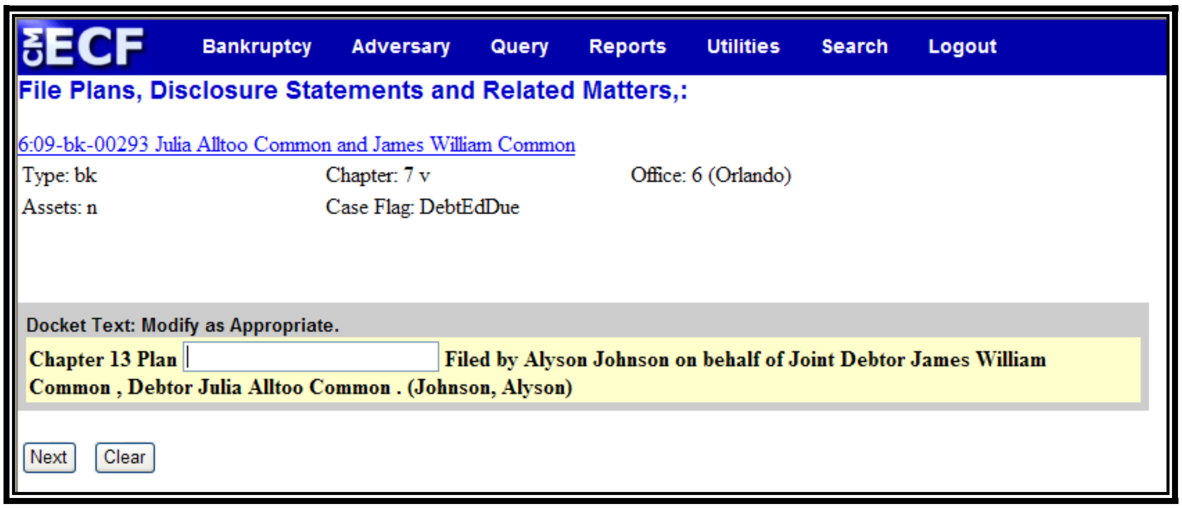


Figure 32

- A supplemental text box window is provided to add more detail to the docket entry.
- Click **[Next]** to continue.

STEP 9 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is <u>correct:</u>
  - Click **[Next]** to continue and officially submit the document.
- If The Final Docket Text is <u>incorrect</u>:
  - Click the browser **[Back]** button to find the error(s) and then proceed with the event.

- To abort or restart the transaction, return to **Step 1** and begin again.

STEP 10 The **Notice of Electronic Filing** screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Scroll down to see participants who have and have not registered for electronic noticing on this case.
- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document 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.

Amended Chapter 13 Plan

If an amended plan is to be filed, select **Amended Chapter 13 Plan** from the pull down screen in **Step 4** and proceed through the events.

- The **Final Docket Text** screen will display. **(See Figure 33)**

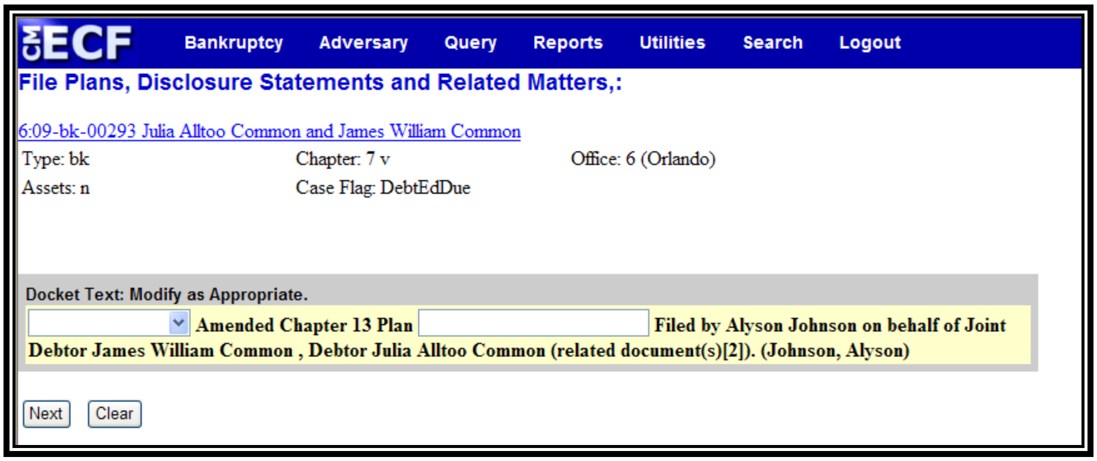


Figure 33

- A prefix box and supplemental text box window are available to add more detail to the docket text.
- Click the down arrow ▼ to display the prefix options. **Note**: You may also type the first letter of the prefix to immediately move to the list of prefixes that begin with a particular letter (i.e.: Verified, type “v”). Prefix Options to choose from are:

Addendum to	Ex Parte	Joint	Sixth
Agreed	Expedited	Limited	Status
Alias	Fifth	Omnibus	Supplemental
Amended	Final	Opposition	Supporting
Amendment to	First	Pluries	Third
Certified	First Amended	Pre-Trial	Third Amended
Conditional	Fourth	Proposed	Third Party
Corrective	Fourth Amended	Sealed	Trial
Cross	Interim	Second	Unilateral
Emergency	Intervenor’s	Second Amended	Verified

- Verify the accuracy of the Final Docket Text.
- Click **[Next]** to continue.