

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. Please refer to your Bankruptcy Petition Software User Manual for specifics. 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, Chapter 13, and Chapter 11 cases. This chapter focuses on Chapter 7 and Chapter 13 cases, although the same procedures will apply to the filing of Chapter 11 cases. You may not be able to use Case Upload with certain bankruptcy software, or if you do not have bankruptcy software. Refer to Opening a New Bankruptcy Case if you do not have compatible software. **Case Upload should not be used if you are filing a case in which the fee is to be paid in installments.**

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.

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.

STEP 3 The **Case Upload** messages screen displays. Review for important messages and information regarding uploading of case.

STEP 4 The **Case Upload** screen displays. (See **Figure 1**)

Figure 1

-  Click **[Browse]**, then navigate to the directory where the appropriate *.txt* and *PDF* files are located. Select and associate each file to the appropriate browse line.
-  **Case information: Debtor.txt** - Created by your software and contains the debtor information found on the two page petition.
-  **Petition: Petition.pdf** - Created by your software and contains the voluntary petition package.

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

-  **Creditor Matrix: Creditor.txt** - Created by your software and contains the creditor matrix.
-  **Chapter 13 Plan: 13 Plan.pdf** - Created by your software and contains the Chapter 13 Plan (if applicable).
-  **Certificate of Credit Counseling: Cert of Credit Counseling.pdf** – Created by your software and contains the Certificate of Completion of Credit Counseling Course.
-  **Statement of Social Security Numbers: Statement of SSN.pdf** – Created by your software contains the Statement of Debtor’s Social Security Number. *(Creates a separate docket entry.)*
-  **Declaration for Electronic Filing: Declaration of E-Filing.pdf** – The Declaration Under Penalty of Perjury for Electronic Filing with the physical signature of the debtor(s). *(Creates a separate docket entry.)*
-  Click [**Next**] to continue.

STEP 5 The **Required Documents Information** screen displays. Review divisional requirements.

-  *Orlando Individual Debtor Cases:* Payment Advices must be **filed with the Court and docketed separately**.
If Official Form 23 (Certification of Completion of Instructional Course Concerning Personal Financial Management) is being filed with the petition, it must be **docketed separately**.
-  *Jacksonville, Tampa, & Ft. Myers Individual Debtor Cases:* Payment Advices must be submitted to the Trustee. **Do not** file with the Court.
If the Certificate of Debtor Education provided by the agency *or* Official Form 23 (Certification of Completion of Instructional Course Concerning Personal Financial Management) is being filed with the petition, it must be **docketed separately**.

STEP 6 The **Counseling and Declaration** screen displays. (See **Figure 2**)

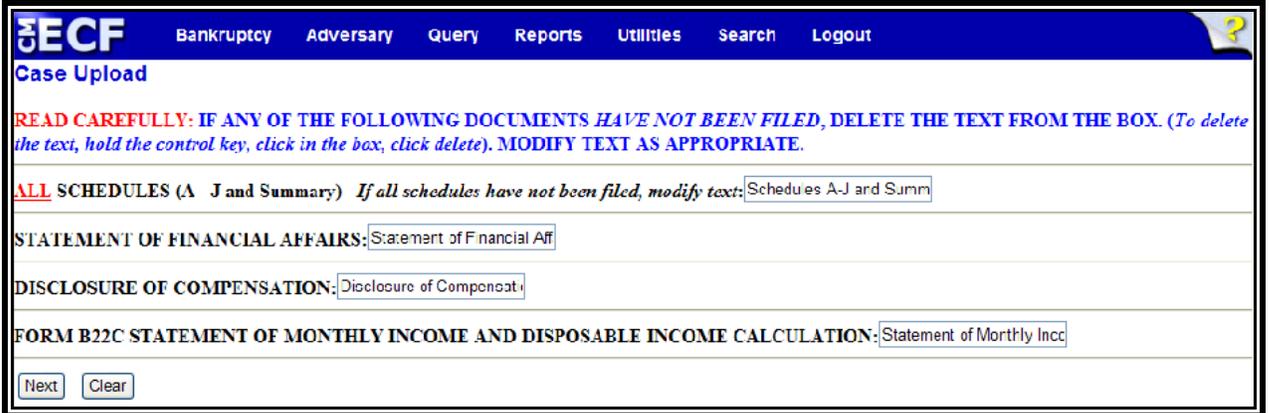
Figure 2

- 
Certificate of Credit Counseling: Input date of completion of the course. The date must be completed – if left blank, filing will not proceed. (If the pdf form was not uploaded, this text box will not display.)
- 
Declaration for Electronic Filing: Select the documents that are listed on the uploaded Declaration for Electronic Filing. Hold the **Ctrl** key and scroll through the list to select multiple documents.

STEP 7 The **Deficiency** screen displays. (See **Figure 3a, 3b, 3c**)

- 
ALL 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.

- 
Form B22C Statement of Monthly Income and Disposable Income Calculation (Chapter 13 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.



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case Upload

READ CAREFULLY: IF ANY OF THE FOLLOWING DOCUMENTS HAVE NOT BEEN FILED, DELETE THE TEXT FROM THE BOX. (To delete the text, hold the control key, click in the box, click delete). MODIFY TEXT AS APPROPRIATE.

ALL SCHEDULES (A - J and Summary) *If all schedules have not been filed, modify text:*

STATEMENT OF FINANCIAL AFFAIRS:

DISCLOSURE OF COMPENSATION:

FORM B22C STATEMENT OF MONTHLY INCOME AND DISPOSABLE INCOME CALCULATION:

Figure 3a (Chapter 13)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Case Upload

READ CAREFULLY: IF ANY OF THE FOLLOWING DOCUMENTS HAVE NOT BEEN FILED, DELETE THE TEXT FROM THE BOX. (To delete the text, hold the control key, click in the box, click delete). MODIFY TEXT AS APPROPRIATE.

ALL SCHEDULES (A - J and Summary) *- If all schedules have not been filed, modify text:*

STATEMENT OF FINANCIAL AFFAIRS:

DISCLOSURE OF COMPENSATION:

STATEMENT OF INTENTIONS:

Figure 3b (Chapter 7)

- 
Statement of Intentions (Chapter 7 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 3c (Chapter 7)

Figure 3d (Chapter 13)

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Form B22A Statement of Income and Means Test Calculation – Chapter 7 Individual Consumer Debtors Only (Chapter 7 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 *or* not required, 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 5 The **Filing Fee** screen displays. (Note: This is your point of no return.)

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

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

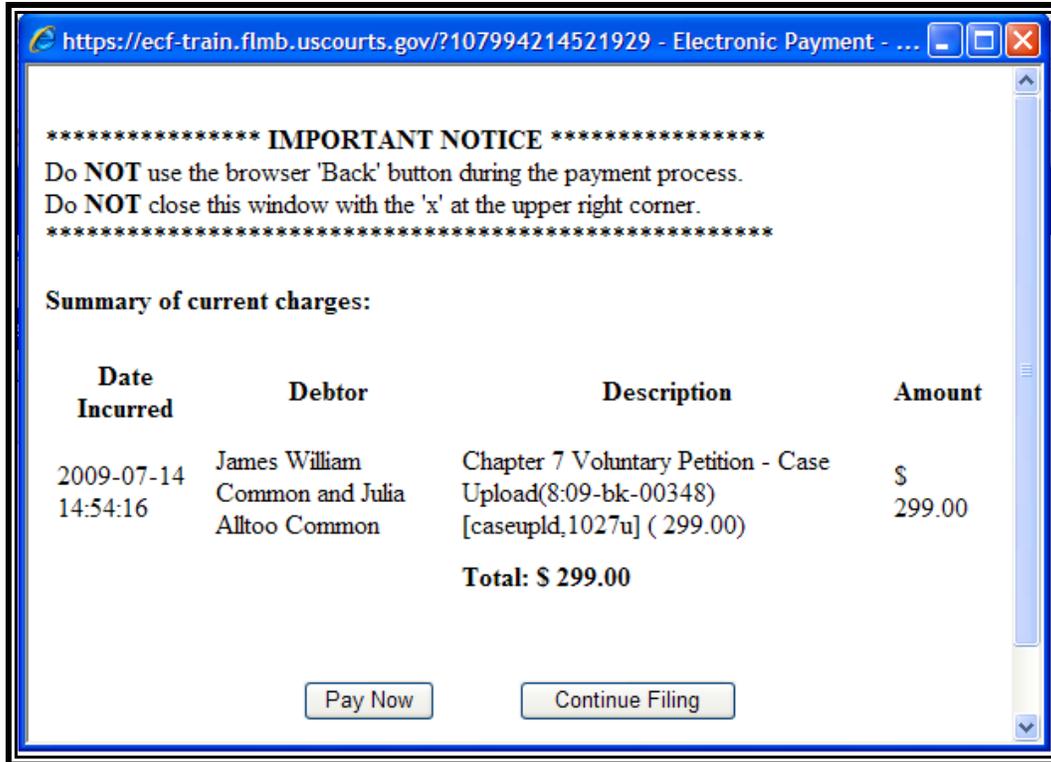


Figure 4

-  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.

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 10**.
-  If you select [**Pay Now**] proceed to **Step 7**.

STEP 7 The **Payment Information** screen will display. (See Figure 5)

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Alyson Johnson *

Payment Amount: \$299.00 *

Billing Address: 135 West Central Eoulev *

Billing Address 2:

City:

State / Province: -----

Zip / Postal Code: 32801

Country: United States *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 5

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 8 The **Payment Summary and Authorization** screen displays. (See Figure 6)

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

| Address Information | Account Information | Payment Information |
|---|---|--|
| Account Holder Name: Alyson Johnson 135 West Central Billing Address: Boulevard Billing Address 2: City: State / Province: Zip / Postal Code: 32801 Country: USA | Card Type: Visa Card Number: *****1111 | Payment Amount: \$299.00 Transaction Date 07/14/2009 12:19 and Time: EDT |

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Figure 6

- 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 9 The Transaction Receipt screen displays. (See Figure 7)

Figure 7

- 
 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.

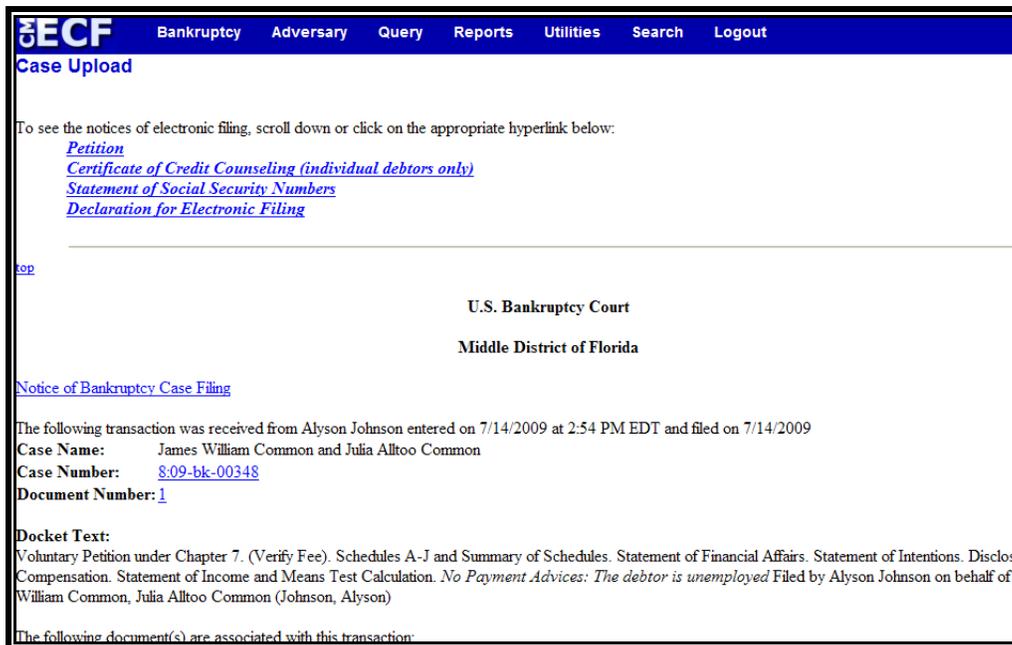
STEP 10 The Notice of Bankruptcy Case Filing screen displays. (See Figure 8).

Figure 8

-  Clicking the hyperlinks for each filing incorporated into the Case Upload event will allow you to jump to the Notice of Electronic Filing for each of these separate docket entries.
-  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.

Note: If your bankruptcy petition software does not automatically upload the *Statement of Social Security Number(s)* or *Declaration Under Penalty of Perjury for Electronic Filing*, you will need to file them separately. Refer to Chapter 7 for further instruction on the Statement of SSN and to Chapter 9 for further instruction on the Declaration.