

CHAPTER 9

**DECLARATIONS
UNDER PENALTY OF PERJURY
FOR ELECTRONIC FILING**



DECLARATION FOR ELECTRONIC FILING

This section of the module demonstrates the steps to take to docket a *Declaration Under Penalty of Perjury for Electronic Filing* individually.

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

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

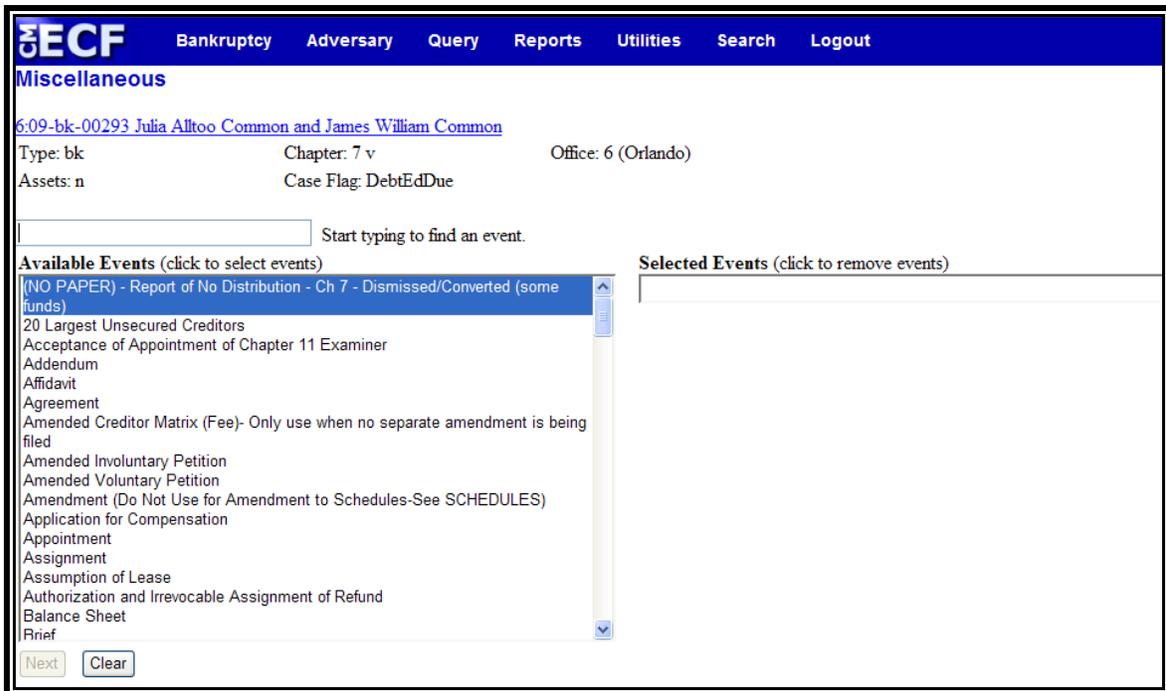
 Click the [Miscellaneous](#) hypertext link.

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 1)



The screenshot shows the CM/ECF Bankruptcy Events screen. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Miscellaneous". Below this, the case name "6:09-bk-00293 Julia Alltoo Common and James William Common" is displayed. Case details include: Type: bk, Chapter: 7 v, Office: 6 (Orlando), Assets: n, and Case Flag: DebtEdDue. A search box with the placeholder text "Start typing to find an event." is present. Below the search box, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: (NO PAPER) - Report of No Distribution - Ch 7 - Dismissed/Converted (some funds), 20 Largest Unsecured Creditors, Acceptance of Appointment of Chapter 11 Examiner, Addendum, Affidavit, Agreement, Amended Creditor Matrix (Fee)- Only use when no separate amendment is being filed, Amended Involuntary Petition, Amended Voluntary Petition, Amendment (Do Not Use for Amendment to Schedules-See SCHEDULES), Application for Compensation, Appointment, Assignment, Assumption of Lease, Authorization and Irrevocable Assignment of Refund, Balance Sheet, and Brief. At the bottom of the screen, there are "Next" and "Clear" buttons.

Figure 1

 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 *Declaration for Electronic Filing*. 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(s)? / List the Document Screen** will display. (See **Figure 2**)

Figure 2

-  Click inside the box next to **Refer to existing event(s)?** to indicate that this filing does refer to an existing document. This will allow you to choose the related document and a linkage will be created in the system.
-  Type the documents referenced in the Declaration in the text box.
-  Click [**Next**] to continue.

STEP 8 The **Document Category** screen displays. (See **Figure 3**)

Figure 3

- Click to highlight and select the category of the related documents.

Note: If you are unsure as to the category of the related documents, left click on *Type* and drag down to highlight and select all categories. The system will find and display all docket entries associated with the case.

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

STEP 9 A Document List displays.

- A list of documents filed in the case will be displayed. If you highlighted all category types, the entire docket will be displayed.
- Click inside the box next to each document listed on the Declaration Under Penalty of Perjury for Electronic Filing.
- Click [**Next**] to continue.

STEP 10 The Final Docket Text screen displays. (See Figure 4)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[6:09-bk-00293 Julia Alltoo Common and James William Common](#)

Type: bk Chapter: 7 v Office: 6 (Orlando)
Assets: n Case Flag: DebtEdDue

Docket Text: Modify as Appropriate.

Declaration Under Penalty of Perjury for Electronic Filing Regarding Voluntary Petition, Schedules, Statements Filed by Alyson Johnson on behalf of Joint Debtor James William Common , Debtor Julia Alltoo Common (related document(s)[2], [1]). (Johnson, Alyson)

Figure 4

- 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

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

STEP 11 The **Final Approval** screen displays.

- Verify the Final Docket Text. Read the Attention!! message.
- If the Final Docket Text is correct:
 - Click [**Next**] to continue and officially submit the document.
- If The Final Docket Text is incorrect:
 - 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 9 The **Notice of Electronic Filing** screen displays.

- Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present a docket report for the selected case.

-  Clicking on the document number hypertext link will present the PDF image of the document chosen.
-  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.