

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)

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

Start typing to find an event.

Available Events (click to select events)

- (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
- Brief




Selected Events (click to remove events)

Next Clear




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)

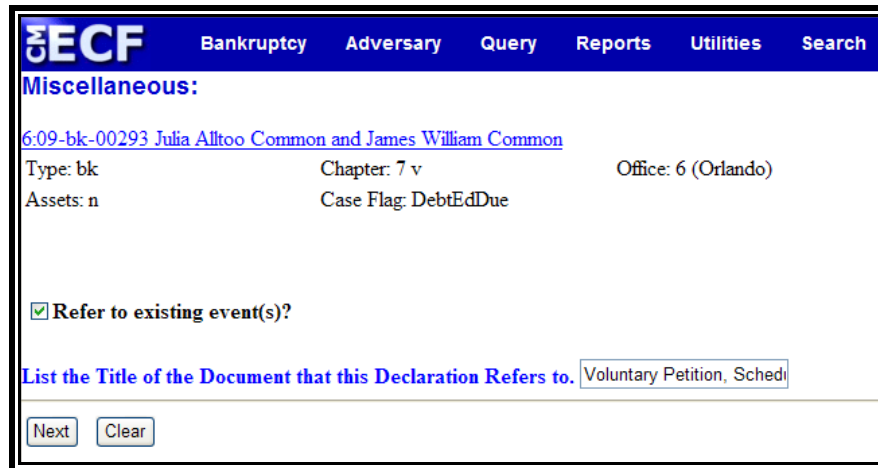






Figure 2

-  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)

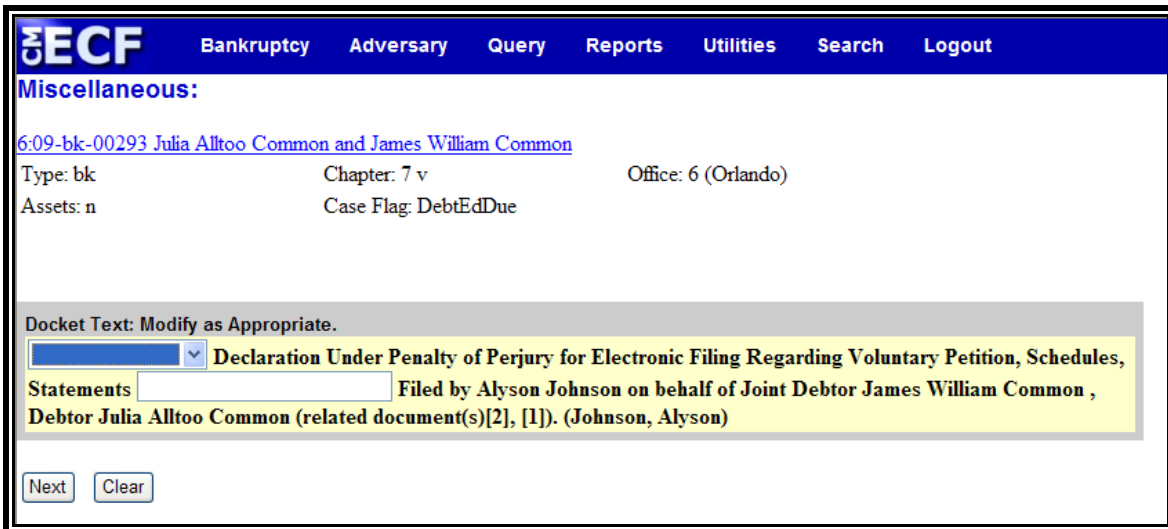



Figure 4

-  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.