

CM - ECF CHAPTER 7 OPEN ETC., FOR ATTORNEYS

A. CONVERTING YOUR WORD PROCESSOR DOCUMENT TO A .PDF IMAGE:

1. Scan each of your documents and save as a .pdf image; or convert your documents to a .pdf image. See Adobe Acrobat for Attorneys Cheat Sheet. **PLEASE NOTE before you convert to a .pdf image:**
 - a. Identify any deficiencies you may have, ie: schedules, etc. See Tab C, Step #11.
 - b. Group the documents in this order:

Doc #1	Voluntary Petition (two pages)
	Summary of Schedules
	Schedules A-J (including the Declaration Concerning Debtor's Schedules with signatures)
	Statement of Affairs (including the Declaration Concerning Statement of Affairs with signatures)
	Statement of Intentions (<i>*Note: this will always be the last page of the group.</i>)

Doc #2 (will be attached):

Disclosure of Compensation of Attorney

ALSO NOTE: Your software may print out pages entitled "Notice to Individual Consumer Debtor" and "Verification of Creditor Matrix". These pages ARE NOT REQUIRED. DO NOT FILE THEM.

B. Login to ECF.

C. Electronically file and open a new bankruptcy case:

- Bankruptcy.
- Open a BK Case.
- Note: Office is determined by the County. See attached Appendix 12.
- Check the box if there are any deficiencies.
- Party - Debtor and Joint Debtor (if any) (**THE PARTY ROLE FOR BOTH IS DEBTOR**).
- Stats - information from the first page of the petition.
- If you have deficiencies, the DEFICIENCY SCREEN will appear next.
- Browse for the .pdf image – Voluntary Petition package (which includes the Schedules and Statements).
- Attach the Disclosure of Compensation.

D. Mailing List (Matrix):

Upload the Mailing Matrix (creditor list). See instructions at Tab F. Verify the number of creditors uploaded to ECF.

Appendix 12

NORTHERN (Aberdeen)	CENTRAL (Pierre)	SOUTHERN (Sioux Falls)	WESTERN (Rapid City)
Brown	Buffalo	Aurora	Bennett
Campbell	Dewey	Beadle	Butte
Clark	Faulk	Bon Homme	Custer
Codington	Gregory	Brookings	Fall River
Corson	Haakon	Brule	Harding
Day	Hand	Charles Mix	Jackson
Deuel	Hughes	Clay	Lawrence
Edmunds	Hyde	Davison	Meade
Grant	Jerauld	Douglas	Pennington
Hamlin	Jones	Hanson	Perkins
McPherson	Lyman	Hutchinson	Shannon
Marshall	Mellette	Kingsbury	
Roberts	Potter	Lake	
Spink	Stanley	Lincoln	
Walworth	Sully	McCook	
	Todd	Miner	
	Tripp	Minnehaha	
	Ziebach	Moody	
		Sanborn	
		Turner	
		Union	
		Yankton	