

GUIDE TO OPENING A BANKRUPTCY CASE IN CM/ECF (NOT USING CASE UPLOAD)

It is highly recommended that you file a complete bankruptcy using the case upload feature included in your bankruptcy preparation software. When you do, the mailing list of creditors will also be automatically uploaded.

If you need to file an "emergency" filing and/or you do not have all of the required documents, the following will describe how to electronically file a new bankruptcy case and upload the mailing list of creditors in CM/ECF.

- 1. GROUP DOCUMENTS IN THE PROPER SEQUENCE AND CONVERT TO A .PDF IMAGE.** See Attorney Filing Guide - Converting a document to .pdf image (Adobe Acrobat).
- 2. IDENTIFY ANY DEFICIENCIES.** See Filing Requirements and Proper Sequence of Documents for the Appropriate Chapter, Appendix 1, Local Bankruptcy Rules.
- 3. OPEN A NEW BANKRUPTCY CASE IN CM/ECF.**

If this is an "emergency filing" you must file the Voluntary Petition with Exhibit D (when required) and separately file the Certificate(s) of Credit Counseling (when required).

- Bankruptcy
- Open a Voluntary BK Case
- Office - Select Division. To determine the correct office, see the county listing, Appendix 12, Local Bankruptcy Rules.
- Chapter - select the appropriate chapter.
- Joint Petition - change to yes if joint debtors.
- Deficiencies - change to yes.
- Search for a debtor or create new party.
When creating a new party, enter the Last, First, and Middle Name of the debtor(s). If they do not have a middle name, leave blank.
- Enter the complete Social Security Number.
- Address information. Address, City, State, Zip, and County.
- Alias information, if any.
- Statistical Information (REQUIRED). Refer to the information from the first page of the petition.

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- Summary of Schedules information. If not known at this time, leave blank and click Next.
- Deficiency List. A deficiency listing displays. Select the documents you are not including at this time.
- Browse for the .pdf image. This image will include the Voluntary Petition (pages 1-3), Exhibit D (when required), etc.
- Certain deadlines will display, click Next.
- Presumption Arises - choose from the drop down box, click Next.
Note: If the B22 is set as a deficiency, this screen will not appear.
- Click Next.
- Docket Text: Final Text appears. Verify and click Next.
- The Notice of Electronic Filing screen will display and indicate your assigned bankruptcy case number.

4. FILE THESE DOCUMENTS SEPARATELY in CM/ECF (DO NOT ATTACH).

- Certificate(s) of Credit Counseling. If joint debtors, each debtor needs a separate certificate.
- Employee Income Records cover sheet (local form) and attach the pay stubs.
- Attorney Disclosure of Compensation.

5. UPLOAD THE MAILING LIST OF CREDITORS.

Since you did not use the case upload feature included in your bankruptcy preparation software, you must login to CM/ECF and upload the Mailing List of creditors.

See Attorney Filing Guide - Creditor Mailing List - uploading to CM/ECF.