

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

It is highly recommended that you file a complete bankruptcy case using the case upload feature included in your bankruptcy preparation software.

If you are not using case upload from your bankruptcy preparation software, the following describes how to electronically file a new bankruptcy case and upload the mailing list of creditors in CM/ECF.

- 1. ENSURE DOCUMENTS ARE IN PROPER SEQUENCE AND CONVERT TO A PDF.**  
See Electronic Filing Guide - Converting a Document to PDF Image (Adobe Acrobat).
- 2. IDENTIFY ANY DEFICIENCIES.** See Filing Requirements for Voluntary Cases Filed under Chapters 7, 11, 12, or 13 (Local Bankruptcy Rules, Appendix 1A).
- 3. OPEN NEW BANKRUPTCY CASE IN CM/ECF.**

If this is not a complete filing and/or you are not using case upload, you must file by going to:

- Bankruptcy
- Open a Voluntary BK Case.
- Office - Select Division. To determine the correct office, see the county listing (Local Bankruptcy Rules, Appendix 1L).
- Chapter - select the appropriate chapter.
- Joint Petition - change to "y" if joint debtors.
- Deficiencies - change to "y" if you will not be filing the schedules and statements on the day the petition is filed.
- Search for a debtor or create a new party. The debtor's name must be created exactly as it appears on the petition.
- Enter the debtor's complete Social Security Number.
- Enter the debtor's address, including city, state, zip, and county.
- Enter the debtor's alias information, if any.
- Enter statistical data (required). Refer to information from the petition.
- Complete Summary of Schedules information. If not known at this time, leave blank and click Next.

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Revised: May 23, 2016

- A deficiency listing displays. Select the documents not being included at this time.
- Browse for the PDF of the petition.
- Certain deadlines display, click Next.
- Filing fee amount displays, click Next.
- Presumption Arises (Chapter 7) - choose from the drop down box, click Next. Note: If the Chapter 7 Statement of Your Current Monthly Income is set as a deficiency, this screen will not appear.
- Click Next.
- Docket Text: Final Text appears. Verify and click Next.
- Summary of current charges screen appears. Click "Pay Now" or "Continue Filing."
- The Notice of Bankruptcy Case Filing screen displays and states the assigned bankruptcy case number.

### **4. FILE THESE DOCUMENTS AS SEPARATE DOCKET ENTRIES IN CM/ECF (DO NOT INCLUDE WITH PETITION PDF).**

- Certificate of Credit Counseling for each individual debtor (must be filed the same day as the petition).
- Statement Regarding Payment Advices for each individual debtor (Local Bankruptcy Rules, Appendix 1B) and attach wage statements.
- Attorney Disclosure of Compensation (Local Bankruptcy Rules, Appendix 2L or 2M).

### **5. UPLOAD 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 Electronic Filing Guide - Creditor Mailing List - Uploading to CM/ECF.