

**ATTORNEY FILING GUIDE
SCHEDULES AND STATEMENTS FILED AFTER VOLUNTARY PETITION**

Dated: June 23, 2010

Page No. 1

The Voluntary Petition has been filed. The schedules and statements, etc., are prepared, originally signed and need to be filed. *Note: You cannot file a document that does not contain a signature. Do not file a Summary of Schedules separately - there is no signature.*

- 1. Group the schedules and statements into one PDF document as follows (this example is for a Chapter 7 case):**
 - Summary of Schedules
 - Statistical Summary of Certain Liabilities
 - Schedules A - J
 - Declaration Concerning Debtor's Schedules (with signature)
 - Statement of Financial Affairs (with signature)
 - Statement of Income and Means Test Calc - Chp 7 - Form 22A (with signature)
 - Statement of Intention
- 2. Electronically file this document (the schedules and statements) in CM/ECF by going to:**

Bankruptcy
Other
Case Number

Select each of the following events:

- Summary of Schedules
Note: after you choose the first "Summary of Schedules," hold your control key down, and pick each of the other events. They will all appear in the Selected Events list.
- Statistical Summary of Certain Liabilities
- Schedules A - J
- Declaration Concerning Debtor's Schedules (with signature)
- Statement of Financial Affairs (with signature)
- Statement of Income and Means Test Calc - Chp 7 - Form 22A (with signature)
- Statement of Intention

Click Next.

Select the pdf document, browse, right-click open, Attachments defaults to No, Click Next.

Select the Party (Debtor), Click Next.

The SUMMARY OF SCHEDULES screen displays. Report the totals as stated, Click Next.

Presumption Arises - pick No or Yes.

Enter Current Income of Individual Debtor(s) From Line 12 (from the Means Test (Form 22A).

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Page No. 2

Click Next.

Docket Text appears.

Click Next.

Final Docket Text appears.

Summary of Schedules, Statistical Summary of Certain Liabilities, Schedules A-J, Debtor(s) Declaration Concerning Schedules, Statement of Financial Affairs, Chapter 7 Statement of Current Monthly Income and Means Test Calculation, Statement of Intention. (pjaty, Pat Johnson)

Click Next.

Any other required documents such as the Employee Income Records (with signature) and/or the Disclosure of Compensation filed by Attorney for Debtor (with signature) must be electronically filed separately.

All of these events can be found under Bankruptcy, Other.