

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

It is highly recommended 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

Enter case information:

- 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.

Click Next.

Search for the debtor's name in the CM/ECF database. If not found, create a new party. Enter Debtor Information:

- Enter the debtor's complete Social Security Number/Individual Taxpayer Identification Number and/or Tax ID/Employer Identification Number.
- Enter the debtor's address, including city, state, zip, and county.
- Enter the debtor's alias information, if any, by selecting the "Alias" button.

Click Submit.

Enter statistical data (required). Refer to the petition.

Click Next.

Complete the next two statistical information screens. If not known at this time, leave blank.

Click Next.

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Deficiency list displays. Select the documents not being included at this time.  
Click Next.

Browse for the PDF of the petition.  
Click Next.

Certain deadlines display.  
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.

Filing fee amount displays.  
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) with attached wage statements. Due within 14 days from the petition filing.
- Attorney Disclosure of Compensation (Local Bankruptcy Rules, Appendix 2L or 2M). Due within 14 days from the petition filing.

#### **5. UPLOAD MAILING LIST OF CREDITORS.**

Since you did not use the case upload feature included in your bankruptcy preparation software, you must upload the mailing list of creditors.

See Electronic Filing Guide - Creditor Mailing List - Uploading to CM/ECF.