VERIFIED PETITION in BANKRUPTCY CASE

9/11/06

- 1. Select Bankruptcy → Miscellaneous
- 2. Input case number
- 3. Select **Verified Petition** from menu
- 4. **Select the Party** you represent if listed and skip to step # 10
- 5. If party not listed click Add/Create New Party
- 6. At **Search for a party** screen input **Last/Business name** and click [Search]
- 7. If **Party search results** reflect list of names select your party and after verifying name and address click [Select name from list] (Fig. 1)

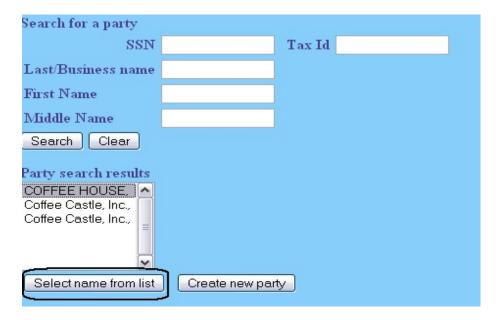


Fig. 1

(NOTE: If name not listed or **No person found** click [Create new party])

8. At **Party Information** screen input address if not already reflected and select applicable **Role** type from menu then click [Submit] (Fig. 2)

Party Informa	ation					
COFFEE HO	USE SSN:Unknown					
Office		Address 1 9257 W 52ND AVE				
Address 2			Address 3			
City	WHEATRIDGE		State	CO	Zip 80401	
County		~	Country			
Phone			Fax			
E-mail				<u></u>		
Role Creditor (cr.cr)						
Party text				(a)		
Submit Cancel Clear						

Fig. 2

- 9. **Select the Party** you just added/created
- 10. Check box to establish attorney/party association if not previously associated
- 11. Browse to attach pdf
- 12. Skip Refer to existing event(s)? screen
- 13. At **Docket Text** complete prefix box and/or open text box if necessary
- 14. Click [Next] until transaction completed