

**CM/ECF DOCKETING/FILING PROCEDURE
For Attorneys
BANKRUPTCY CASE OPENING/MATRIX UPLOAD/JUDGE/TRUSTEE
ASSIGNMENT**

This docketing procedure is completed as part of the new bankruptcy case filing in order to obtain a new bankruptcy case number. Once the new case is filed, complete the process by uploading a creditor matrix file and assigning a bankruptcy judge/trustee. Several bankruptcy softwares shorten this procedure so if you use one of these products contact your software company about electronic case filing options.

Step 1 Click on the “Bankruptcy” hypertext link on the blue CM/ECF Main Menu Bar (See figure 1)



Figure 1

Step 2 The “Bankruptcy Events Menu displays. Click *Open A BK Case*. (See figure 2)



Figure 2

Step 3 The Case Data Screen displays. Select the appropriate data by clicking on the drop down boxes. The “Office” field is determined by which division the case should be filed in. Select the chapter of the case and whether or not this is a joint petition. (See figure 3)



Figure 3

Step 4 The Search for A Debtor Screen appears. CM/ECF searches require exact text matches. Please keep in mind that searches are upper/lower case sensitive. You may search by SSN or Tax ID (whichever is appropriate) or by the debtor’s last/business name. Please review the Attorney Style Guide on the Court website for detail on proper searches. Enter data and Click Search. (See figure 4)

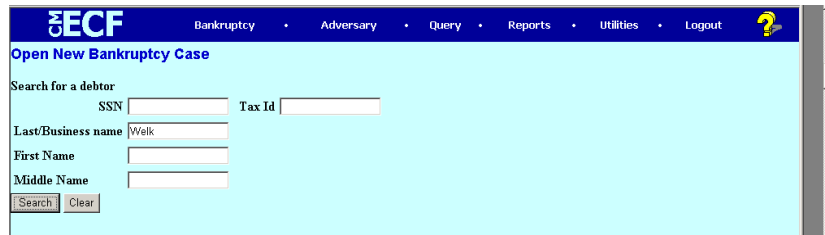


Figure 4

Step 5 Usually, the search results for a debtor(s) name will be “No person found”. If this is the case, click Create New Party. (See figure 5)



Figure 5

Step 6 Complete the additional fields on the Party Information screen. If the debtor lives in the USA, it is not necessary to complete the country field. The debtor’s phone, fax number and e:mail address aren’t necessary unless they are pro se. Select the correct county. The Party Text Box serves as a place to input information about the debtor’s capacity in this filing. For instance: *Lawrence Welk, For the Estate of the Deceased Mary Welk.* The italicized portion of the title was entered in the Party Text Box. You probably won’t use that box often. If the debtor has alias’, click on the Alias button to add those names otherwise, click Submit (See figure 6)

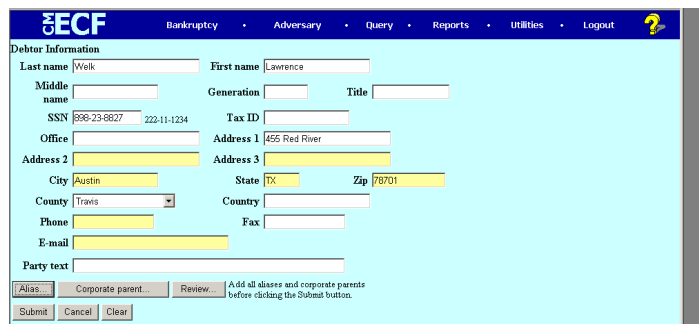


Figure 6

STEP 7 A New Case Information screen displays. Ensure that these data fields reflect the information on your voluntary petition PDF. Chapter 13 and Chapter 11 cases are always filed with the asset notice as “yes”. Once the data on the screen is accurate, click Next. (See figure 7)

The screenshot shows the 'Open New Bankruptcy Case' form with the following fields and options:

- Prior filing within last 8 years:** no
- Fee status:** Paid
- Nature of debt:** (empty dropdown)
- Asset notice:** No
- Estimated number of creditors:** 1 - 49
- Estimated assets:** \$100,000 to \$1 million
- Estimated debts:** \$1 million to \$100 million
- Type of debtor:**
 - Individual
 - Corporation (includes LLC & LLP)
 - Partnership
 - Other
- Nature of business:**
 - Health Care Business
 - Single Asset Real Estate
 - Railroad
 - Stockbroker
 - Commodity Broker
 - Clearing Bank
 - Other
 - Tax-Exempt Entity

Buttons: Next, Clear

Figure 7

Step 8 The Browse for A Document Screen appears. Upload your PDF petition document. The last page of the document should be the Verification of Creditor Matrix. Click Next. (See figure 8)

The screenshot shows the 'Open New Bankruptcy Case' form with the following fields and options:

- Text: Select the pdf document (for example: C:\199cv501-21.pdf).
- Filename:** N:\Petition.PDF
- Button: Browse...
- Attachments to Document:** No Yes

Buttons: Next, Clear

Figure 8

- Step 9** The next screen is instruction on where to file the Debtor’s Certificate of Budget and Credit Counseling, Certificate of Exigent Circumstances and Motion to Waive Credit Counseling. After review, click Next.
- Step 10** Make proper selection regarding “Presumption Arises”. Click Next. (See figure 9)



Figure 9

- Step 11** Indicate if your petition is being filed *with* or *without* schedules and statements by typing the correct word in the white text boxes. The default is “with” and if this is correct click Next. (See figure 10)

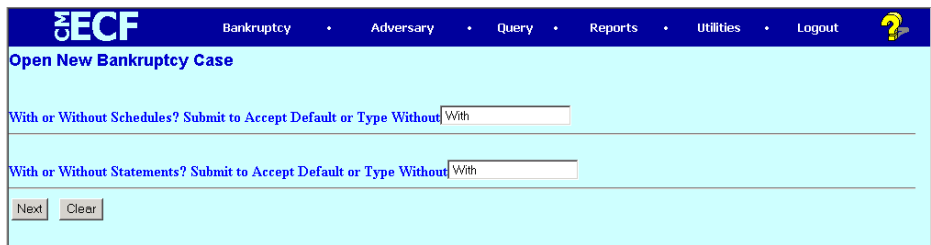


Figure 10

Step 12 The following 2 screens give you direction on inserting data regarding Official Form 6–Statistical Information. (See figure 11)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
B - Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
D - Creditors Holding Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Income (from Schedule I, Line 16)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Expenses (from Schedule J, Line 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (from Form 22A Line 12, OR, Form 22B Line 11, OR, Form 22C Line 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear

Figure 11

Step 13 The Financial Screen appears. Review this information and click next. (See figure 12)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case

-- ATTORNEY FILERS -- AFTER YOU ACCEPT YOUR FINAL DOCKET TEXT, AN INTERNET CREDIT CARD PAYMENT SCREEN DISPLAYS.

YOU WILL HAVE THE ABILITY TO PAY THE FILING FEE NOW VIA THE INTERNET.

IF YOU ARE FILING AN APPLICATION TO DEFER FILING FEE, APPLICATION FOR WAIVER OF A FILING FEE OR, YOU ARE EXEMPT FROM PAYING THIS FEE, CALL THE INTAKE DEPUTY AT THE CLERK'S OFFICE IMMEDIATELY.

For instructions on how to make Internet Credit Card payments, click on the yellow question mark above.

ALL PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS. OTHERWISE, YOU MUST PAY THE FULL FEE.

IF DEBTOR IS PAYING IN INSTALLMENTS, YOU CAN PAY A FIRST INSTALLMENT NOW. IN THE FEE AMOUNT FIELD, ENTER THE AMOUNT YOU WANT TO PAY; OTHERWISE ENTER 0 (ZERO).

Fee: \$299

Next Clear

Figure 12

- Step 14** The next screen tells you when the paper form of the Declaration for Electronic filing is due. Click Next.
- Step 15** The next screen requires no data entry. Click Next.
- Step 16** The Final Docket Text Screen displays. Review the text to ensure there are no errors within your entry. The submission of this screen commits the transaction to the system. You cannot make corrections after that has occurred. Corrections can be made prior to submission by using the BACK button to revisit screens that apply. Proceed forward to the final text screen and click Next after text is correct. (See figure 13)

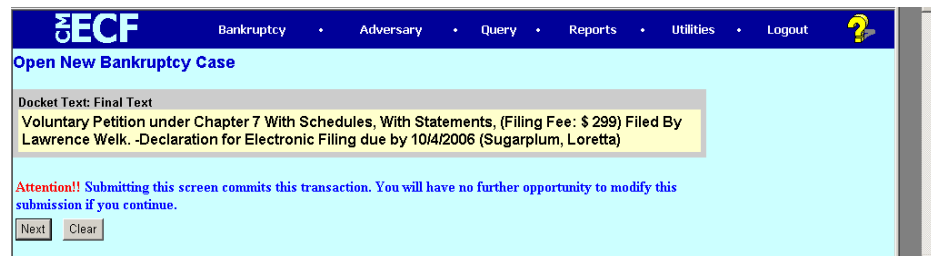


Figure 13

Step 17 The fee payment screen pops up over the Notice of Electronic Filing. This is the screen in which you choose to “Pay Now” or “Continue Filing”. If you choose to continue filing, the payment screen will appear after each document you file until all fees are paid. For the purpose of this exercise, we will choose “Pay Now”. (See figure 14)

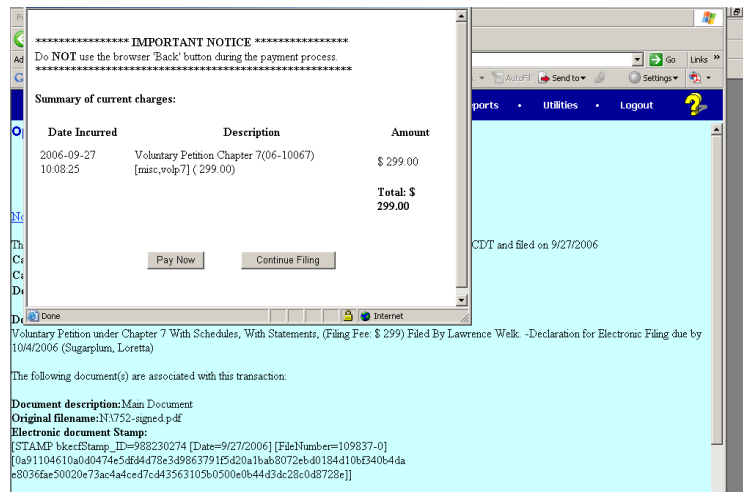


Figure 14

Step 18 Insert the correct data regarding your credit card in the next white pop up box. This includes card type, card number and expiration date. Click Continue With Plastic Card Payment. A third pop up box appears in which you are to authorize the charge. Click Submit Payment. The request processes and you get a payment successful screen. Close that screen to see your Notice of Electronic Filing Screen.

Step 19 The Notice of Electronic Filing Screen now appears in full. This screen is clarification that your case has been filed. Note the new bankruptcy case number. You may review information by clicking any blue hyperlink which takes you to the PACER login screen. Insert your PACER login and password to review information anywhere in the system. This screen also contains Electronic Notification information. (See figure 15)

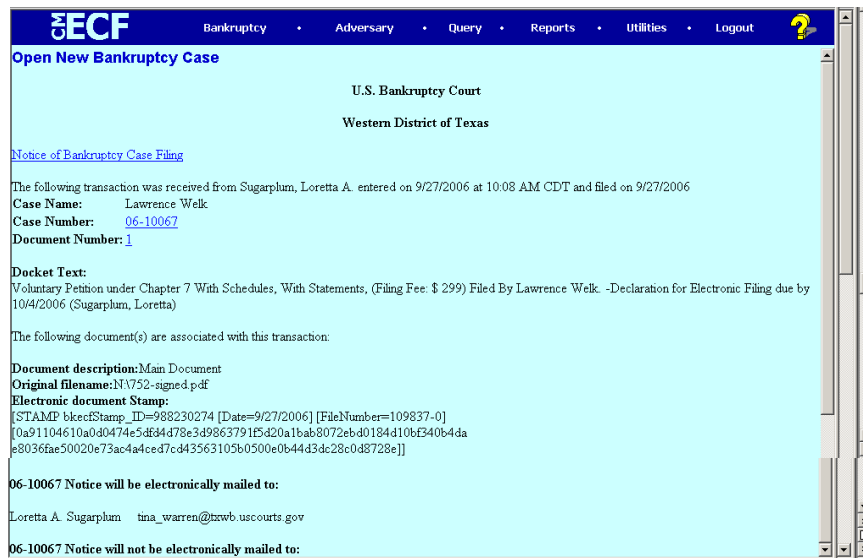


Figure 15

UPLOADING YOUR CREDITOR MATRIX

Step 1 Click on the “Bankruptcy” option on the blue Main Menu Bar to proceed with the upload of the creditor matrix for your new case. Remember that your matrix needs to be in .txt format. Select the “Creditor Maintenance” category. (See figure 16)



Figure 16

Step 2 Click *Upload a Creditor Matrix File*. (See figure 17)



Figure 17

Step 3 Enter the Case Number.

Step 4 The Browse for A Document Screen appears. Click Browse and locate the matrix document for uploading. Once the .txt file has been located Click Next. (See figure 18)

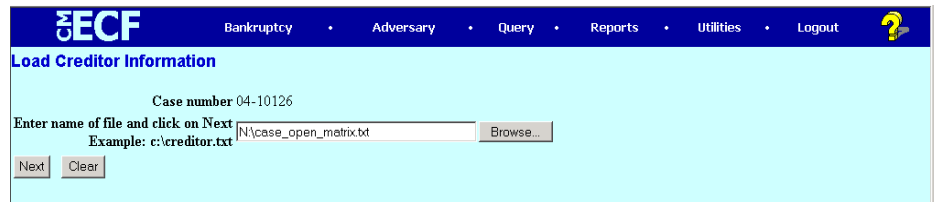


Figure 18

Step 5 The Add Creditors screen displays the number of creditors being uploaded. If this is correct, click Submit. (See figure 19)



Figure 19

Step 6 The Creditors Receipt screen confirms the submission of the creditor matrix upload to the database. The upload is now complete. (See figure 20)



Figure 20

ASSIGNING THE JUDGE/TRUSTEE

Step 1 **Return to the Bankruptcy option on the Blue Main Menu Bar. Select “Judge/Trustee Assignment” You must do this for every new case filed. (See figure 21)**



Figure 21

Step 2 **A screen appears giving you information as to the judge assigned and trustee/341(a) meeting information for all cases filed under your login today. Your new case filing has now been completed. (See figure 22)**

This may take a few minutes... Please be patient. A confirmation screen will appear.

341 Judge And Trustee

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
6-10067	Lawrence Welk	7	First Meeting of Creditors & Notice of Appointment of Interim Trustee Marsha G Milligan added to the case. with 341(a) meeting to be held on 05/10/2008 at 09:00 AM at Austin Room 118. Objections for Discharge due by 07/09/2008. (Sugarplum, Lore	Monroe, Frank R.	Milligan, Marsha G

Figure 22