

## OPENING A BANKRUPTCY CASE USING CASE UPLOAD

This procedure describes how to open a new bankruptcy case using the **CM/ECF CASE UPLOAD** program.

### CASE UPLOAD

Case UpLoad is a feature of CM/ECF which can be used by attorneys who have a bankruptcy preparation software package that produces the necessary upload files. These packages produce the following files used in the case upload process:

1. A text format case file (usually named debtor.txt) which contains case information such as the chapter number, division, debtor's name, SSN, address, etc. This file is required.
2. A PDF format petition file (usually named petition.pdf) which contains the petition and any other statements and schedules the attorney has chosen to file during case opening. This file is required.
3. A text format matrix file (usually named creditor.txt) which contains the names and addresses of creditors listed on the debtor's Schedules D, E, and F. This file is required.
4. If the attorney is filing a chapter 13 case, some bankruptcy preparation software packages will also prepare a PDF format chapter 13 plan (usually named plan.pdf). This file is optional.

Refer to ATTACHMENT 1 at the end of this procedure for a list of bankruptcy preparation software packages that produce the files needed to upload new cases. Please feel free to contact the Clerk's office if you have any questions about your bankruptcy preparation software package's ability to produce the necessary files.

### PROCEDURE

1. Login to CM/ECF (See Figure 1.)



Figure 1

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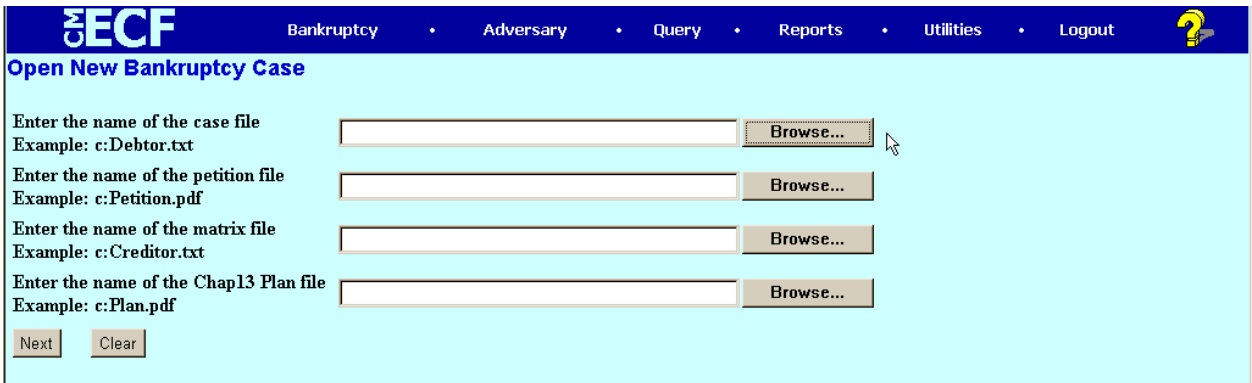
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2. Click on the Bankruptcy hypertext link on the **CM/ECF MAIN MENU BAR**.
3. The **BANKRUPTCY EVENTS MENU** appears (See Figure 2.)



**Figure 2**

4. Click on the Case Upload hypertext link.
5. The **CASE DATA SCREEN** appears (See Figure 3.)



**Figure 3**

6. Click the appropriate **[Browse]** button and attach the debtor.txt case data file, petition.pdf document file and creditor.txt creditor list files. In addition, you can optionally attach a plan.pdf file.
7. Refer to ATTACHMENT 2 to learn how to “browse and attach” files.
8. After you have attached the necessary files, the “path and file name” will be shown in each box you selected (See Figure 4.)

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

**Open New Bankruptcy Case**

Enter the name of the case file  
Example: c:\Debtor.txt

Enter the name of the petition file  
Example: c:\Petition.pdf

Enter the name of the matrix file  
Example: c:\Creditor.txt

Enter the name of the Chap13 Plan file  
Example: c:\Plan.pdf

Figure 4

9. Click **[Next]** to continue.
10. A **BLANK SCREEN** appears (See Figure 5.)

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

**Open New Bankruptcy Case**

Figure 5

11. Click **[Next]** to continue.
12. The **TEXT OPTIONS SCREEN** appears (See Figure 6.)

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

**Open New Bankruptcy Case**

With or Without Schedules? Submit to Accept Default or Type Without

With or Without Statements? Submit to Accept Default or Type Without

**PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS.**

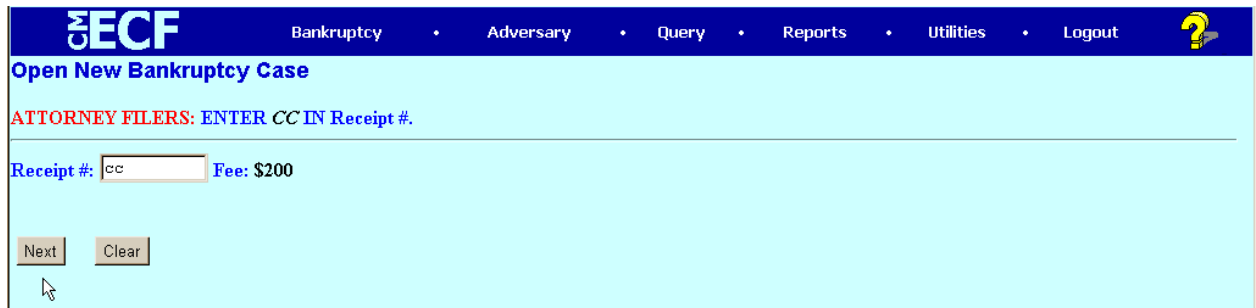
Figure 6

13. If the voluntary petition is being filed without schedules, Click in the **[With or Without]** box and type "Without".
14. If the voluntary petition is being filed without statements, Click in the **[With or Without]**

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box and type “Without”.

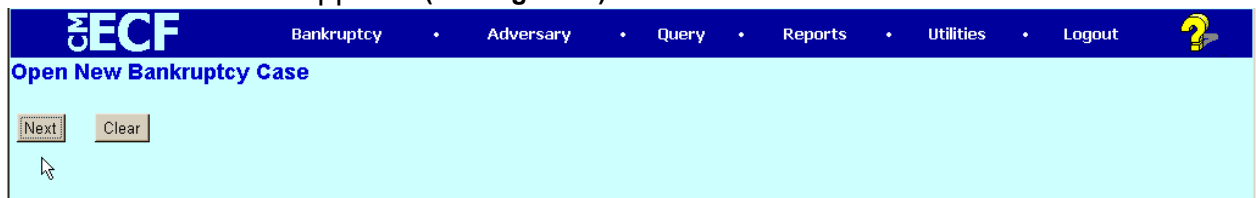
15. Click **[Next]** to continue.
16. A **RECEIPT NUMBER SCREEN** appears (See Figure 7.)



The screenshot shows the ECF interface for opening a new bankruptcy case. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Open New Bankruptcy Case". A red instruction reads "ATTORNEY FILERS: ENTER CC IN Receipt #.". The main form area contains a "Receipt #" input field with the text "cc" entered, and a "Fee: \$200" label. Below the input field are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

Figure 7

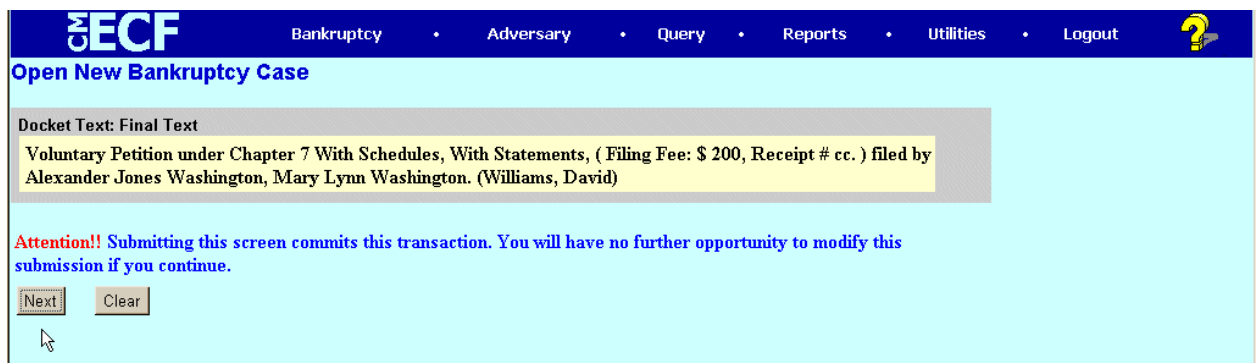
17. Click in the **[Receipt #]** box and type “cc”.
18. Click **[Next]** to continue.
19. A **BLANK SCREEN** appears (See Figure 8.)



The screenshot shows the ECF interface for opening a new bankruptcy case. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Open New Bankruptcy Case". The main form area is blank, with only two buttons visible: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

Figure 8

20. Click **[Next]** to continue.
21. The **DOCKET TEXT SCREEN** appears (See Figure 9.)



The screenshot shows the ECF interface for opening a new bankruptcy case. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Open New Bankruptcy Case". The main form area displays the docket text for a voluntary petition under Chapter 7. The text reads: "Docket Text: Final Text" followed by "Voluntary Petition under Chapter 7 With Schedules, With Statements, ( Filing Fee: \$ 200, Receipt # cc. ) filed by Alexander Jones Washington, Mary Lynn Washington. (Williams, David)". Below the docket text, there is a red warning: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form area are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

Figure 9

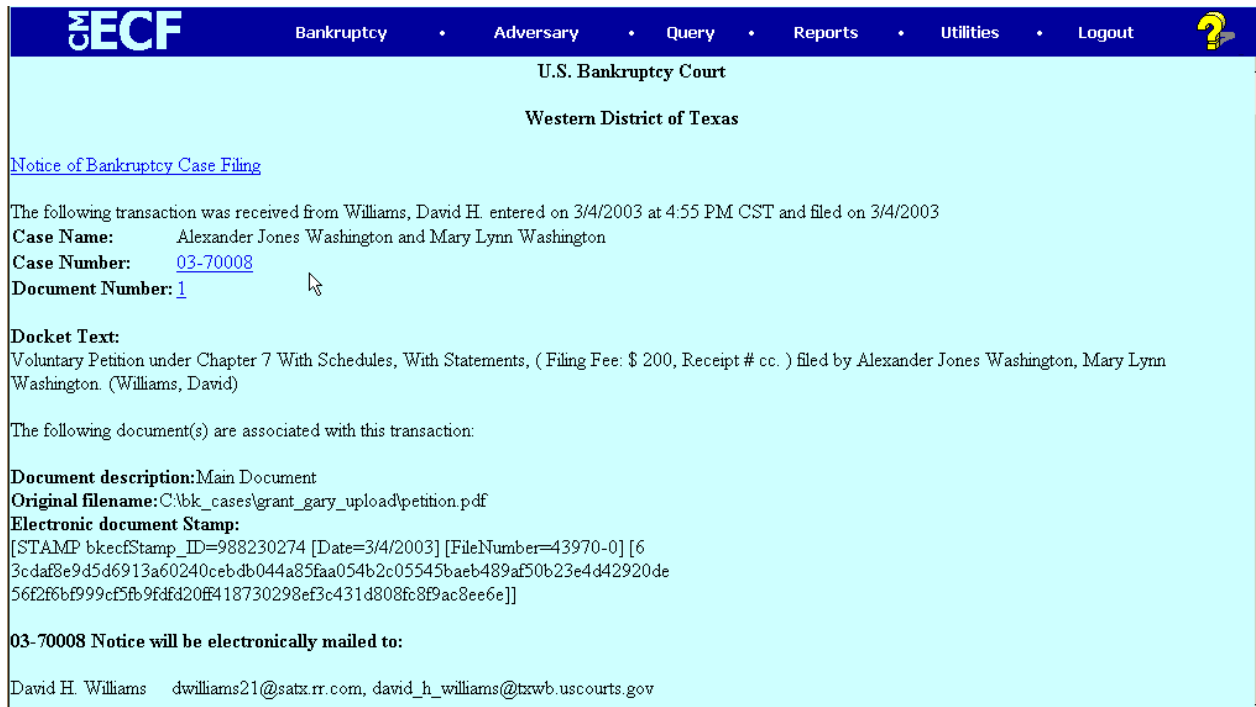
22. Review the text carefully for accuracy. If inaccurate information is displayed, you have

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two choices. You can use the browser back button to go back to the screen where the inaccurate information was input, make the correction, then complete all the subsequent screens again. Or, you can click on Bankruptcy on the CM/ECF Main Menu Bar and start the case opening process all over again.

23. Click **[Next]** to continue.
24. The **NOTICE OF ELECTRONIC FILING SCREEN** appears (See Figure 10.)



**Figure 10**

25. Note the new case number assigned by CM/ECF.
26. **NOTE:** If you have attached at chapter 13 plan (plan.pdf) make sure to Click the **[Next]** button at the bottom of this screen. Otherwise, the chapter 13 plan will NOT be docketed.
27. You can Click on the case number hypertext link to display the docket report for the new case.
28. You can Click on the document number hypertext link to display the petition document for the new case.
29. Click on the Bankruptcy hypertext link on the **CM/ECF Main Menu Bar** to continue (See **NOTE** above regarding docketing of the chapter 13 plan.)

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**ATTACHMENT 1**

Listed are the bankruptcy petition software vendors that have modified their software to allow for automatic case upload from their application into CM/ECF.

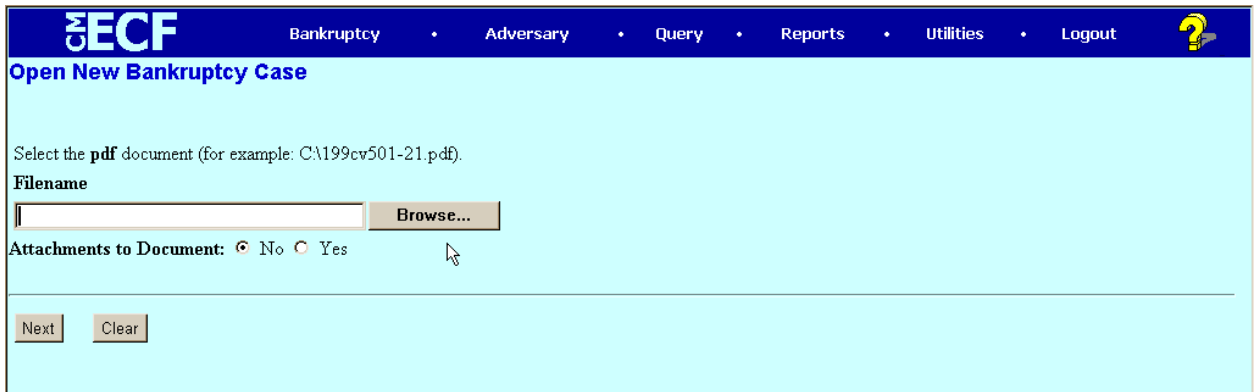
Bankruptcy Vendor Software	Contact Person	Phone	Website e-mail Address
Best Case Solutions Inc / Best Case Bankruptcy	John Mancini	800-492-8037	www.bestcase.com Mancini@bestcase.com
Bktools.com / bktools	John Beck	760-967-1428	www.bktools.com Attyjonb@abac.com
Cerenade Inc / Bankruptcy Esq.	B. Ramsey	800-617-4202	www.cerenade.com
Cornerstone Computer Group Inc / Bankruptcy Plus	N/A	800-397-8238	www.cornerstone-computer.com Ccgi@cornerstone-computer.com
EZ Filing Inc / EZ Filing	Marty Mohr	800-998-2424	www.ezfilling.com Techsupport@ezfilling.com
FreshStartSeven / Bankruptcy Software	Martin L. Laurence	206-523-2445	www.freshstart.com Martin@freshstart.com
Legal Pro Systems Inc / BankruptcyPRO	Charles Fielder III	800-887-0939	www.legal-pro.com support@legal-pro.com
Matthew Bender / Collier Top Form	Martha L. Rogers	973-820-2166	www.bender.com marty.lemmond@lexisnexis.com
New Hope Software Inc / Bankruptcy 2002	Frederick Rogovy	206-232-9247	www.bankruptcysoftware.com newhope@bkptcv.com
Puritas Springs Software / WBank3	Ernie Zore	440-572-7645	www.puritas-springs.com Ernie@puritas-springs.com
West-Speciality Software / Chapter 7...13	Monica Wiese Don Milo	N/A	www.westgroup.com Monica.Wiese@westgroup.com Don.Milo@westgroup.com

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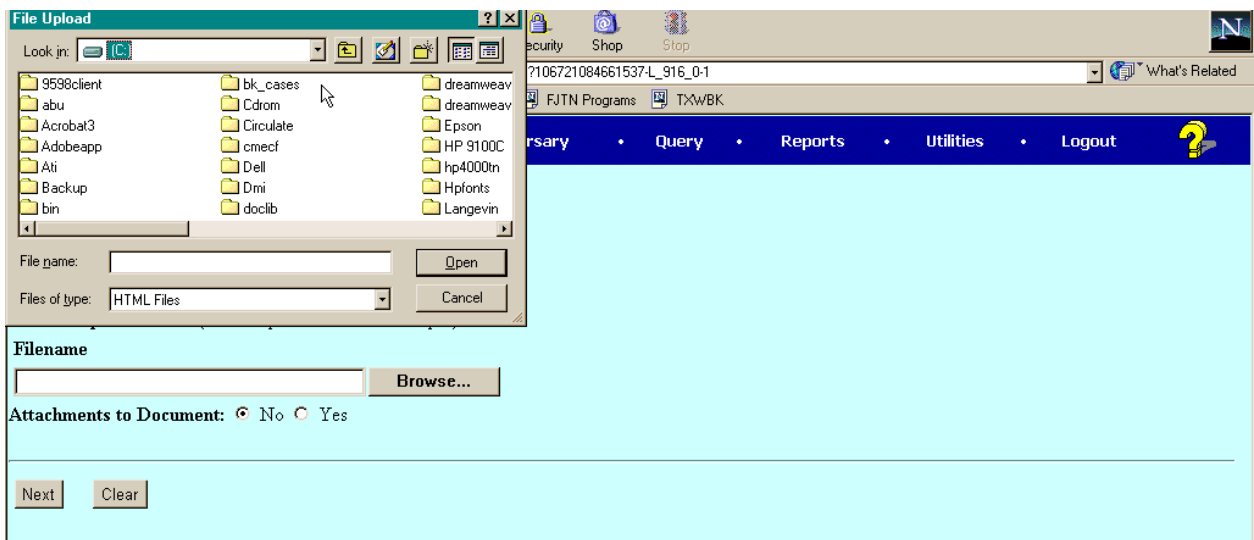
**ATTACHMENT 2- HOW TO “BROWSE AND ATTACH.”**

1. When the **BROWSE FOR A DOCUMENT SCREEN** Appears (see Figure 11), Click on the [Browse] button.



**Figure 11**

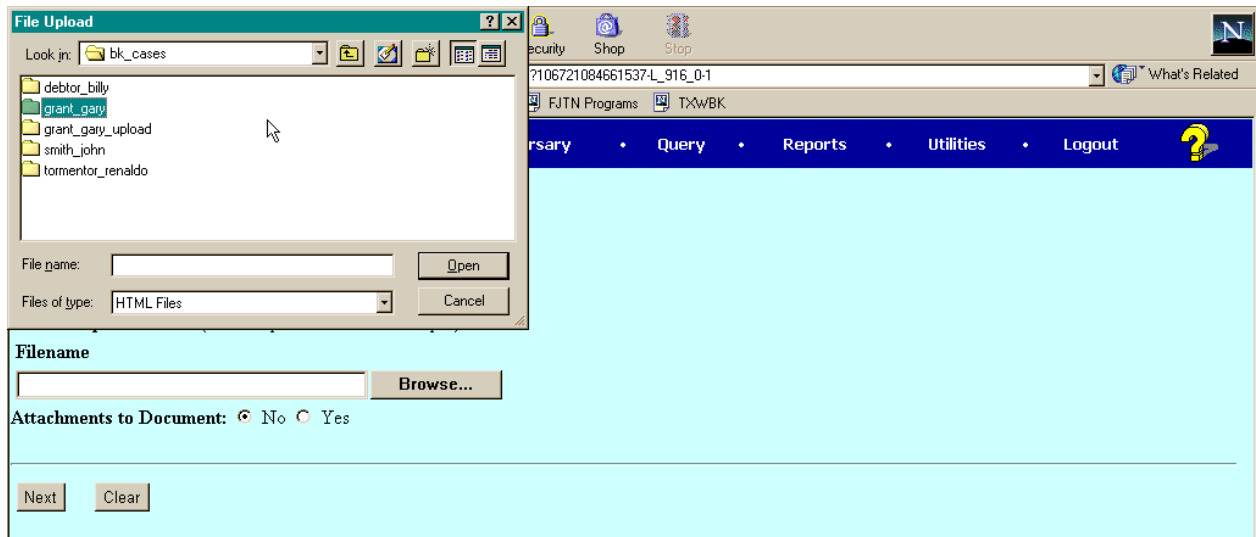
2. Clicking on the [Browse] button takes you to your local hard drive or network server (See Figure 12.)



**Figure 12**

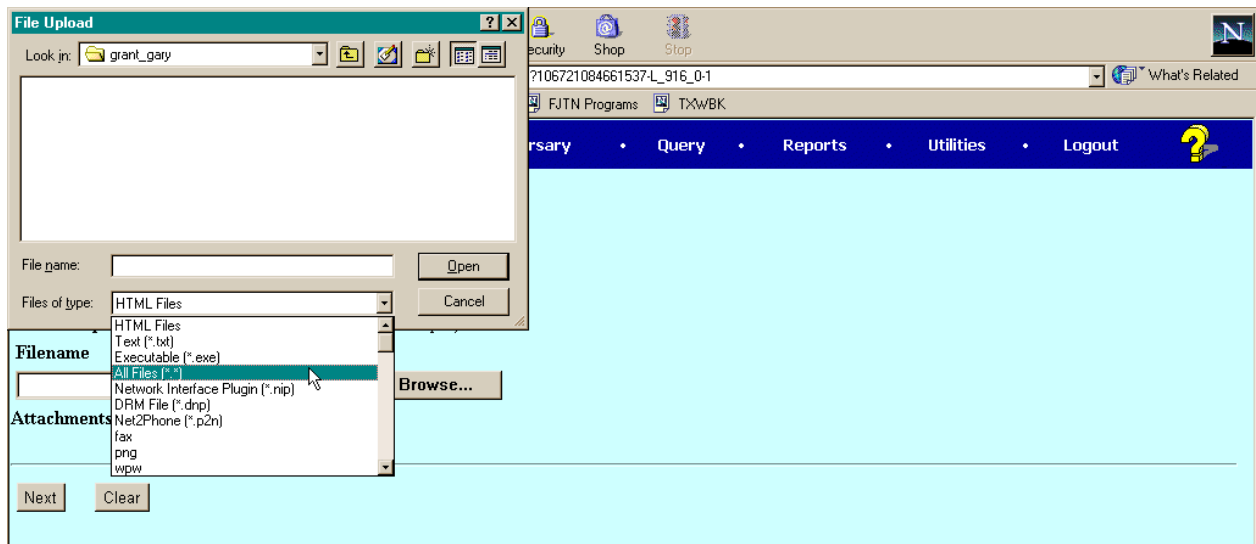
3. **BEST PRACTICE:** Create a folder labeled `bk_cases` to contain all of your current bankruptcy case files.
4. Click on the file folder containing your bankruptcy cases to open it (See Figure 13.)

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**Figure 13**

5. **BEST PRACTICE:** Use a naming scheme for each case document folder that helps you identify your client. For example, we have created folders names “lastname\_firstname”.
6. Click on the folder containing your client’s documents folder (See Figure 14.)



**Figure 14**

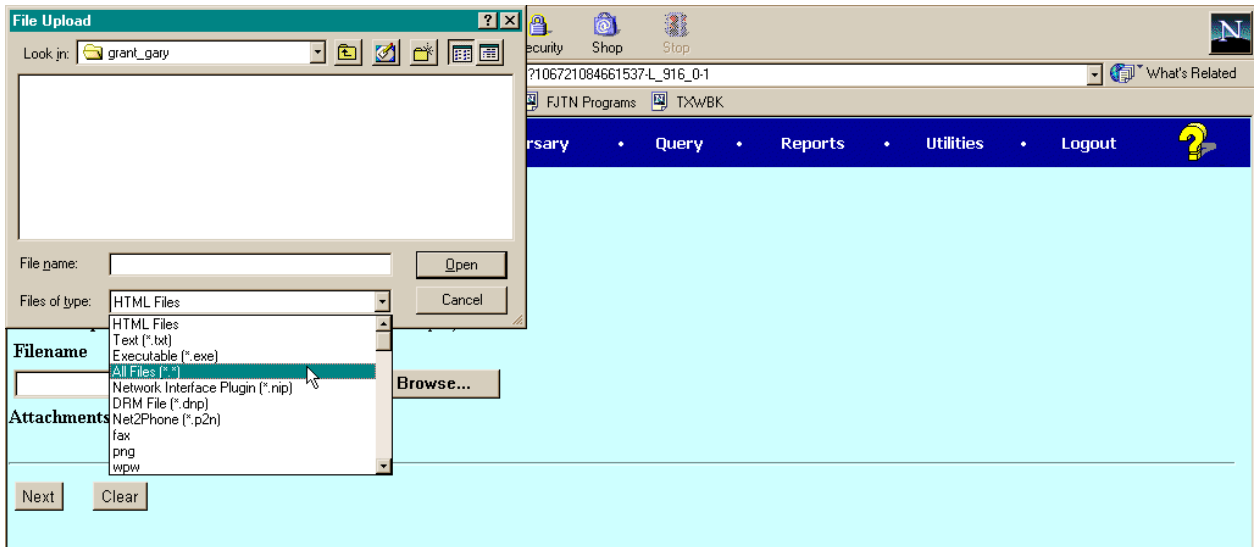
7. If you are using a Netscape browser, the folder will open but no file names will appear. In Netscape, the default is to display on HTML files. Note the Files of type window showing HTML Files.
8. If you are using a Internet Explorer browser, the folder will open and all file types will appear.



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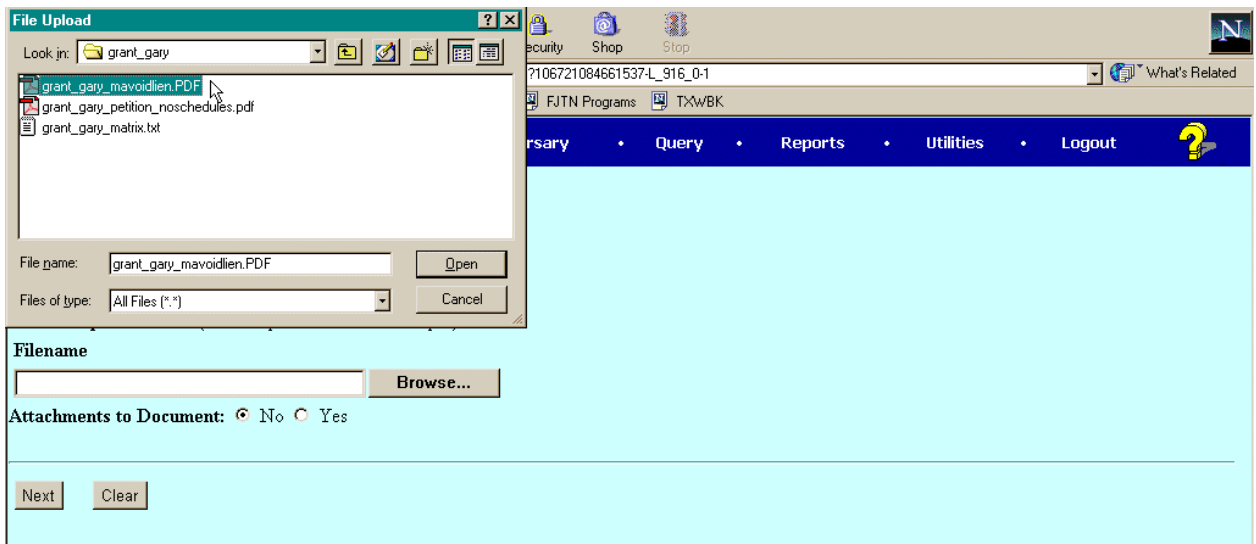
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9. To see all of the files in a Netscape browser, Click of the “Files of Type” window drop down arrow (See Figure 15.)



**Figure 15**

10. Click on “All Files (\*.\*)”
11. All of the files in the folder will display (See Figure 16.)



**Figure 16**

12. BEST PRACTICE: Verify that the file that you have chosen to upload is the correct one. Notice that descriptive names will help you identify the file.
13. Right Click on the file name of the document you want to upload.

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14. A drop down dialog box will display (See Figure 17.)

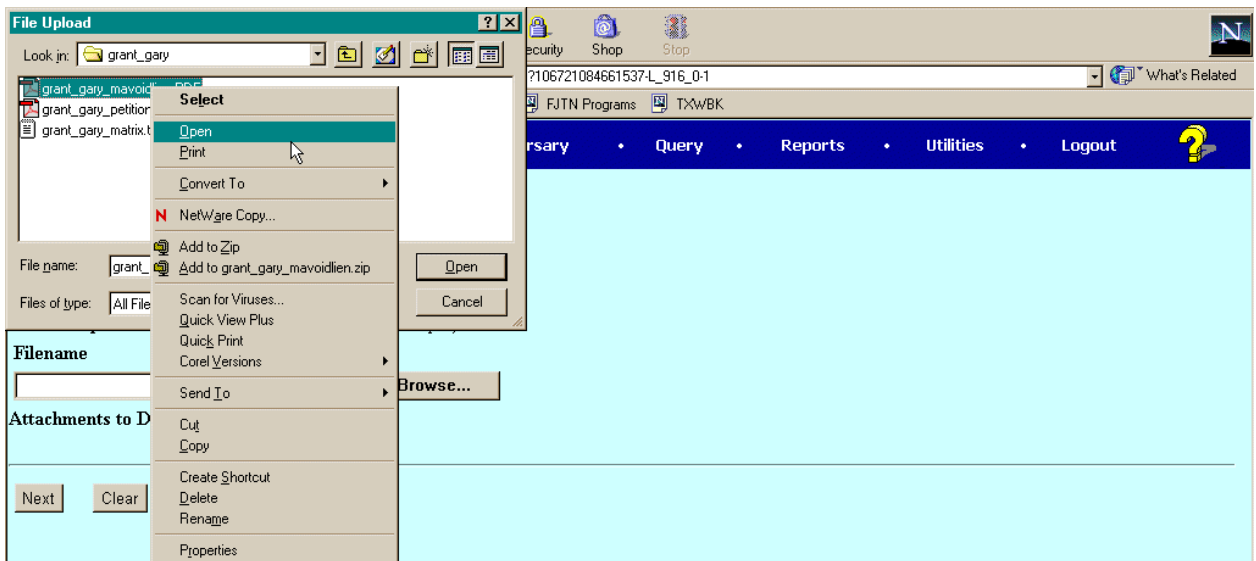


Figure 17

15. Click on “Open”.
16. The Adobe Acrobat Reader or Writer software program will “launch” and display the first page of the document (See Figure 18.)

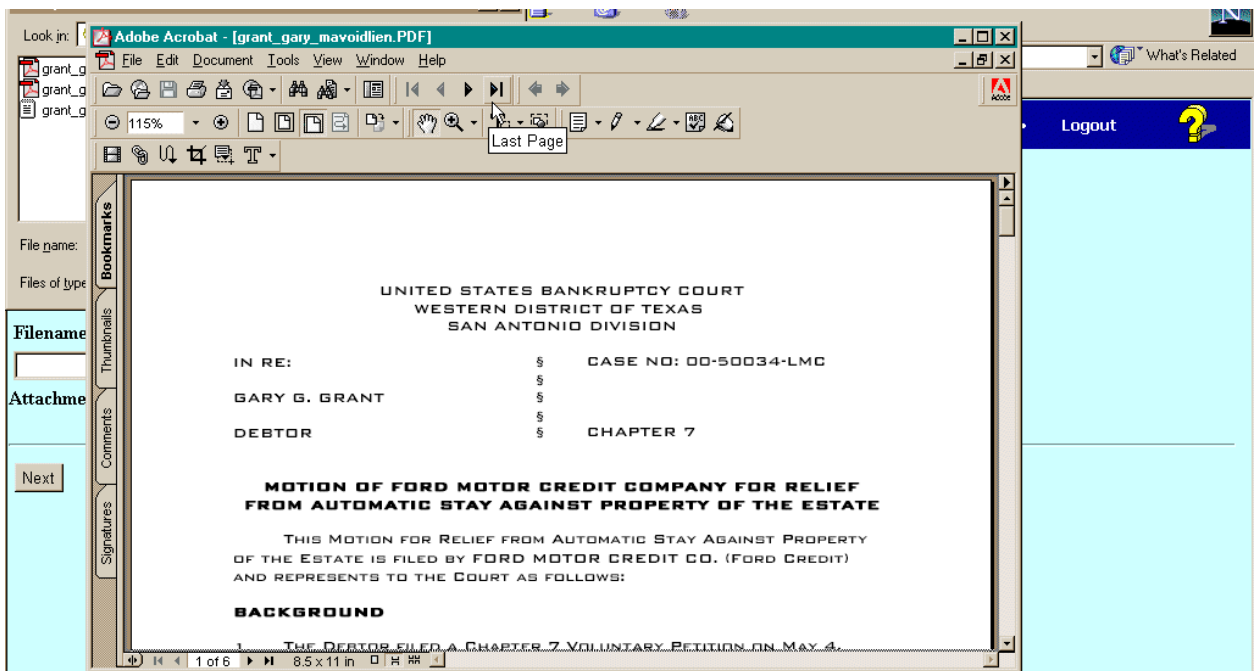


Figure 18

17. BEST PRACTICE: As the filer of the document, you know how many pages it should

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contain and how it was created and converted to PDF. To insure that the PDF document is exactly what you want to file, page through the document and check for

1. Missing pages
2. Blurred pages
3. Pages out of order
4. /s/name where signatures should be

If the document is not acceptable for filing, then you should terminate docketing and recreate the PDF document.

18. When you have completed reviewing the document, you can exit the Adobe Acrobat Reader by clicking on the “close” button in the upper right hand corner. Be careful not to close the browser, as this will terminate CM/ECF session. (See Figure 19.)

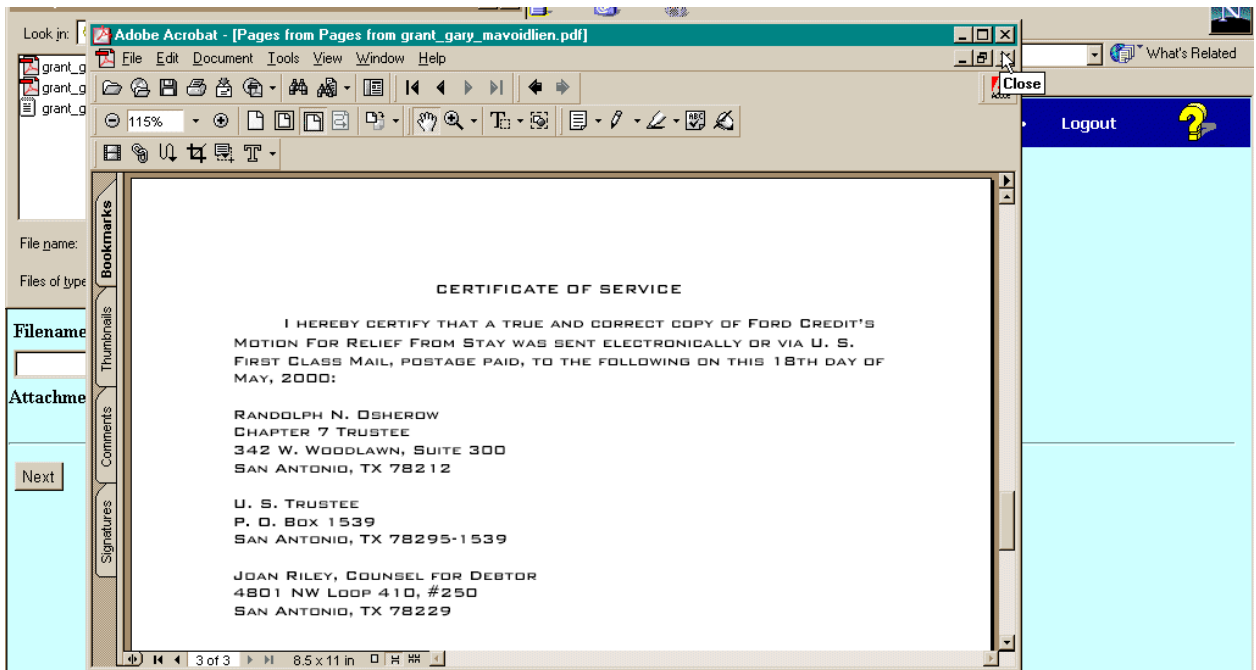
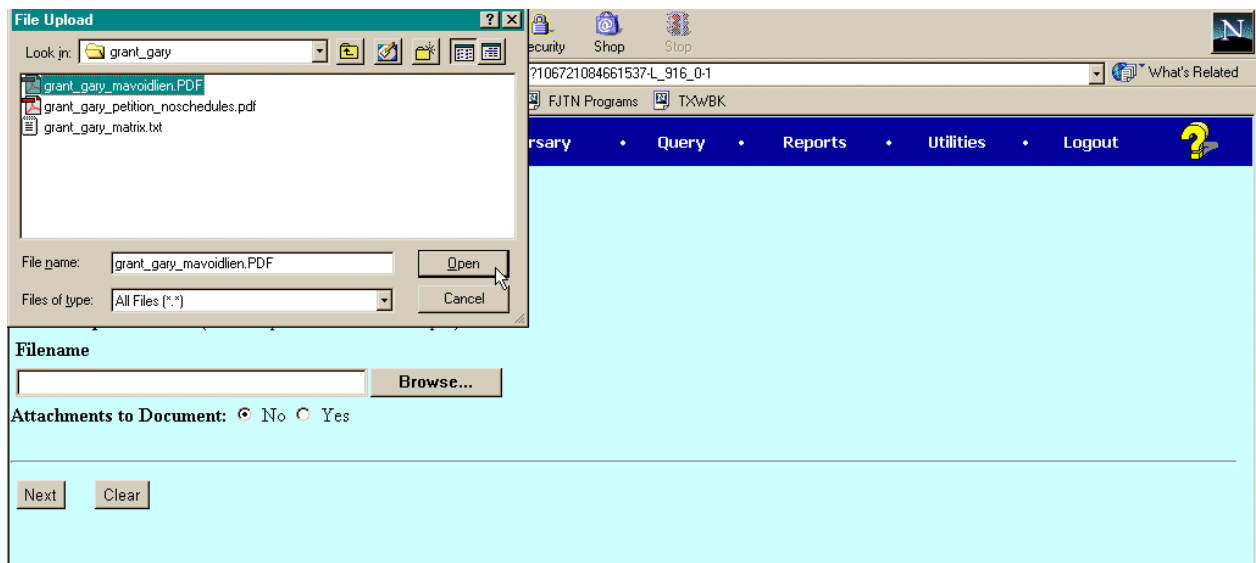


Figure 19

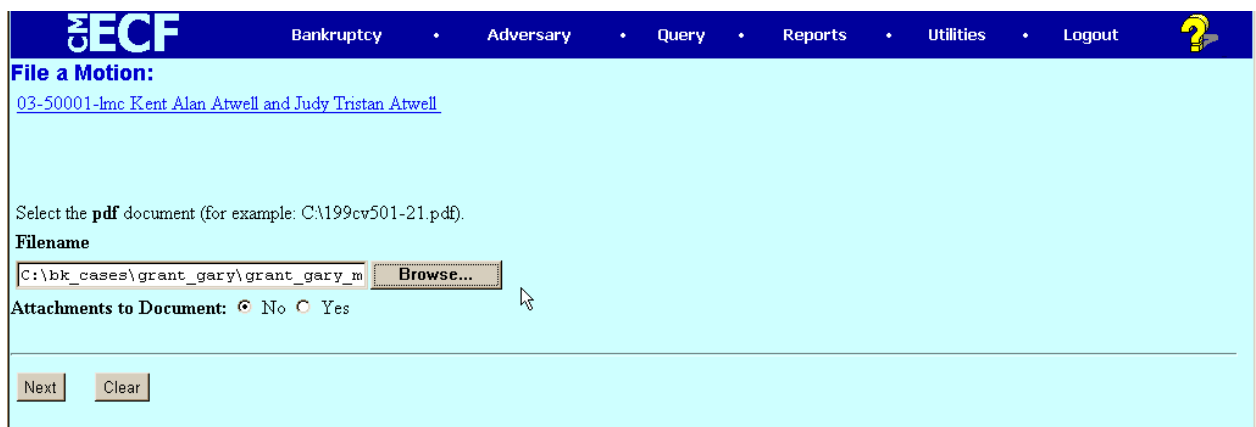
19. The **FOLDER LISTING SCREEN** will display again and the document you just reviewed will be highlighted (See Figure 20.)

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**Figure 20**

20. Click the [Open] button to select the highlighted file.
21. NOTE: If the PDF file is larger than 2.9 MB a warning message will display. You will be able to continue to upload your document. However, a 2.0 MB document is very large (over 100 pages) and such a warning message may be a clue to you that the PDF file was not correctly created. The court is always available to help you resolve PDF file creation problems. Just give us a call!
22. The BROWSE FOR A DOCUMENT SCREEN appears again (see Figure 21).



**Figure 21**

23. Notice that the “path and file name” of the document selected now appears in the [Browse] box. You have successfully “browsed and attached” a document for electronic filing.