

# Tips for Filing New Bankruptcy Cases

1. Redact all **Social Security Numbers, Tax Identification Numbers, Financial Account Numbers** on all documents, except for Statements of SSN and tax documents which are not available to the public. Make only the last four digits viewable. Minor children should be identified only by their initials and the year of their birth. See Bankruptcy Rule 9037.
2. File a Motion To Transfer Divisional Venue if the division assigned is not where you want the case to be heard.. Go to **Bankruptcy**, then **Motion/Application**, then **Transfer Divisional Venue**. See chart attached.
3. Do not include the telephone phone number of the Debtor(s) in the case information when setting up the case.
4. Arrange the Petition and Schedules in the following order for filing:
  - Voluntary Petition
  - Exhibit D
  - Summary Of Schedules
  - Statistical Summary
  - Schedules A-J
  - Declaration Concerning Schedules
  - Attorney Compensation Declaration
  - Statement Of Financial Affairs With Declaration
  - Statement Of Intention
  - Notice To Individual Consumer Debtor
  - Means Test
  - Verification Of Mailing Matrix And Mailing Matrix
5. Do not file initial motions or applications as part of the Petition and Schedules, but file them by separate entry, e.g., IFP, Application To Pay Filing Fee In Installments, Motion To Transfer Divisional Venue, Request For Order Regarding Wages. Go to **Bankruptcy**, then **Motions/Applications**.
6. Do not file the Chapter 13 Plan as part of the Petition and Schedules, but file it as a separate entry. Go to **Bankruptcy**, then **Plan**, then **Chapter 13 Plan**.
7. Counsel for the Debtor(s) and the Debtor(s) must sign page 2 and, if applicable, page 7 of the Chapter 13 Plan.
8. Do not file the Statement of Social Security Number as part of the Petition and Schedules. To ensure that online access is restricted, it must be filed separately by going to **Bankruptcy**, then **Miscellaneous**, then **Statement of Social Security Number(s)**. The Statement of Social Security Number(s) may be filed electronically or by paper and must be filed within 5 days after the filing of the case. Please indicate the case number on the statement of Social Security Number(s).

9. Do not file the Certificate Of Credit Counseling Course as part of the Petition and Schedules, but file it by separate entry. Go to **Bankruptcy**, then **Miscellaneous**, then **Certificate of Credit Counseling Course**.

10. Do not use the form included in your software package for the Certificate Of Financial Management Course (Debtor Education). You must obtain this Certificate from the provider of the Debtor Education Course and it must reflect a case number and a certificate number.

11. Provide the full name of the Debtor(s), including full middle name and not initials. If the Debtor(s) has no middle name, please use NMN.

12. Indicate the generation, if applicable (Sr, Jr., IV, etc.), and make sure signatures match the generation indicated.

13. Include as an alias each name used by the Debtor(s) in the last eight years, including a/k/a, f/k/a, d/b/a, f/d/b/a. You are not required to create an alias using the middle initial, e.g., Sheila Kay Huffman-you do not have to create an alias for Sheila Huffman or Sheila K. Huffman.

14. Upload creditors once case is opened. To upload the creditors, go to **Bankruptcy**, then **Creditor Maintenance**, then **Upload a Creditor Matrix File**, then **Browse** for the file. (You should have saved this document as a .txt file) Once you open the file, the file name will appear in the box next to the browse button, then click **Next**. A message will appear to inform you of the number of creditors uploaded; check to make sure it matches the number of creditors on your mailing matrix.

Note: You must also include the images of Mailing Matrix and the Verification Of Mailing Matrix with the Petition and Schedules.

15. Review all documents for signatures of the Debtor(s) and Counsel for the Debtor(s).

16. Check our website at [www.wvsb.uscourts.gov](http://www.wvsb.uscourts.gov). for the most recent version of the forms. Look under Local Forms or National Forms. The website also has links to Means Testing, Credit Counseling Agencies, Debtor Education Agencies, and other important information.

17. If the Debtor is employed, file employee income records for the Debtor using the ECF event, Pay Stubs. Go to **Bankruptcy**, then **Miscellaneous**, then **Pay Stubs (Debtor's Employee Income Records)**.

18. If the Debtor is not required to file pay stubs, e.g., receives Social Security benefits, disability income, or is unemployed, file a statement in lieu of pay stubs using the ECF event, Pay Statement. Go to **Bankruptcy**, then **Miscellaneous**, then **Pay Statement (Debtor's Statement in Lieu of Pay Stubs)**.