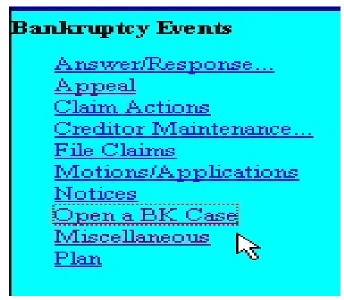
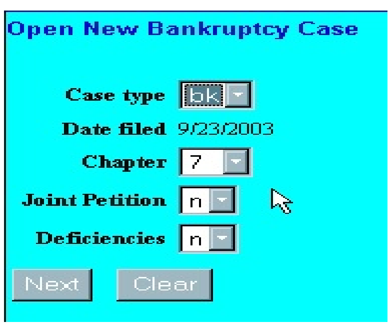
Filing a Bankruptcy Case and Uploading the Creditor Matrix

To file a bankruptcy petition in the ECF system, the attorney must **Open a Case**. During this process the attorney will enter the required information about the debtor and statistical information. The attorney uses the information from the voluntary petition, lists, schedules and statements. To open a bankruptcy case, follow the steps outlined below:

STEP 1 Click on **Bankruptcy** from the Main Menu, and then click on the **Open a BK Case** hypertext link from the Bankruptcy Events menu.

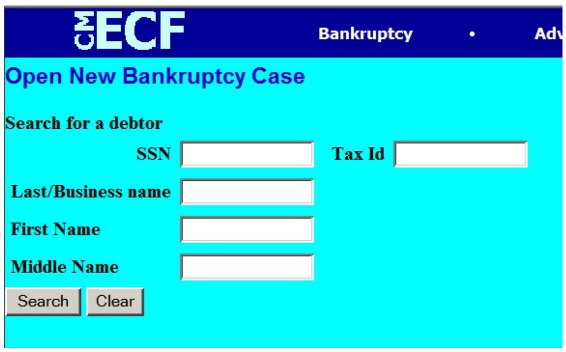


STEP 2 The **Open New Bankruptcy Case** screen displays.



- **Case Type:** - select 'bk'.
- **Date Filed: -** the date field defaults to the current date and cannot be changed.
- **Chapter:** - select the appropriate chapter.
- **Joint Petition:** - select appropriate 'y' or 'n'.
- **Deficiencies:** - select 'n' if all schedules and statements are included. Select 'y' if any schedules and/or statements are to be filed later.
- Click on **Next** to continue or **Clear** to reset and start over.

STEP 3 The **Search for a party** screen displays.

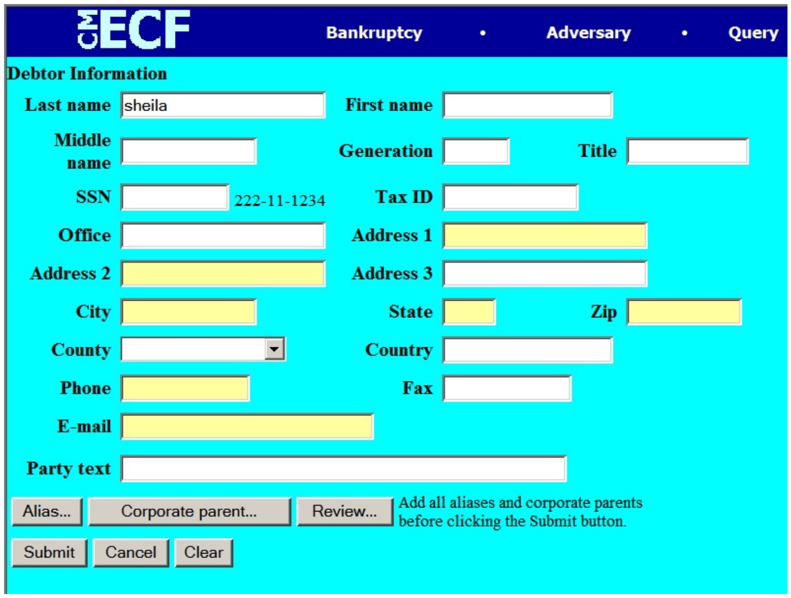


- **SSN** - DO NOT ENTER SSN OR TAX ID NUMBERS.
- **Last/Business Name** - enter debtor's last name or the business name.
- Click on **Search**

STEP 4 The **Party search results** screen will display.

- If list displays, scroll down list to search for the party's name.
- If your debtor's name appears in the Party Search result list (1) verify that it is the correct name (2) click on the name to highlight it (3) verify the social security number and (4) click on Select Name from List.
- If *Party/Business* is not found in the drop-down screen, click on **Create New Party**.

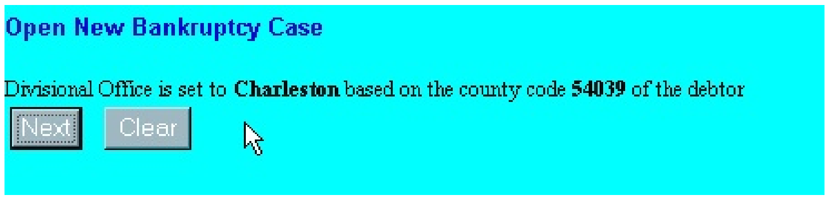
STEP 5 The **Party Information** screen displays.

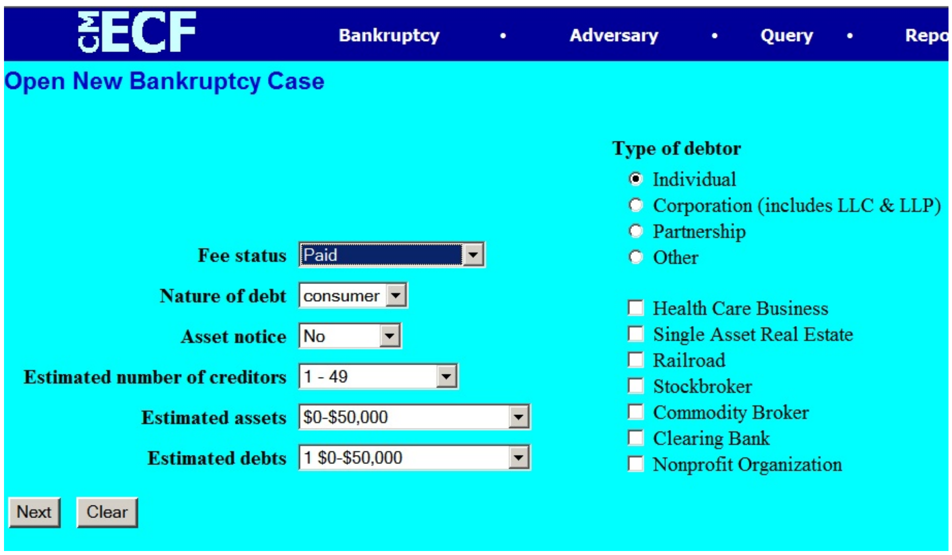


- ♦ **Last Name** - the debtor's *Last name* will default to Last/Business name searched. Use your [*Tab*] key to advance to the next field(s).
- ♦ **First Name** - type the debtor's *First name*.
- ♦ If applicable, enter the debtor's **Middle Name** and **Generation (Jr., II, etc.)**.
- ♦ Enter the full **SSN** (with dashes) or **Tax ID** number.
- ♦ Enter the debtor's **Mailing Address**.
- ♦ Select the **County** in which the debtor resides.
- ♦ Only use **Country** field if country is not U.S.A.
- ♦ **Phone**, **Fax**, **E-mail** fields are ***NOT*** required for debtors.
- ♦ If there is text you wish to include on the docket after the debtor's name, (i.e. D.D.S., a West Virginia corporation, etc.) type this in the **Party Text** window.
- ♦ Click on **Alias** to allow for inclusion of any aka's, fka's, dba's or fdba's of the debtor. You may add up to 5 Aliases.
- ♦ Click on **Review**, if you would like to review/change debtor's *Alias* information.
- ♦ Click on **Submit** to continue, or **Cancel** to restart, or **Clear** to reset defaults. You will be prompted to repeat Steps 3 and 4 if you indicated the case to be a **joint** filing.

NOTE: **The divisional office will automatically be assigned based upon the County entered.** Click the **Next** button.

STEP 6 The **Information Regarding Debtor** & the **Statistical/Administration** screen displays.



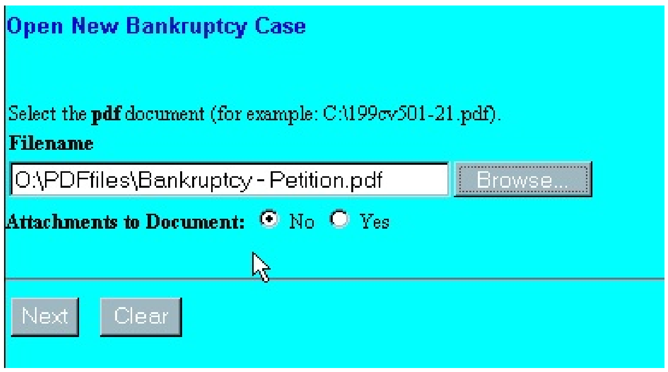


- **Type of Debtor** - select by clicking the appropriate radio button. Click additional boxes if applicable (i.e Health Care Business, etc.).
- The remaining fields are completed by clicking the down arrow to the right of the drop down box and highlighting the appropriate information matching the Voluntary Petition:
  - **Fee Status** - select *Paid, Installment, Fee Not Paid,* or *IFP Waived.*
  - **Nature of Debt** - select '*business*' or *'consumer'*.
  - **Asset Notice** - select **'*No*' for Chapter 7** cases, select **'*Yes*' for Chapter 11 and 13** cases.
  - **Estimated Number of Creditors** - field defaults to '1-15.' Modify if applicable.
  - **Estimated Assets** - field defaults to '$0-$50,000.' Modify if applicable.
  - **Estimated Debts** - field defaults to '$0-$50,000.' Modify if applicable.
- Click on **Next** to continue, or **Clear** to reset defaults.

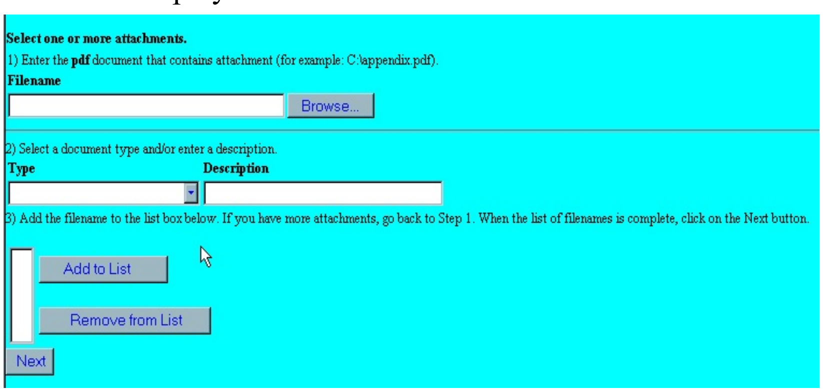
NOTE: An **Open New Bankruptcy Case** screen displays.

- Click on the **Next** button.

STEP 7 The **Select the pdf document** screen displays.

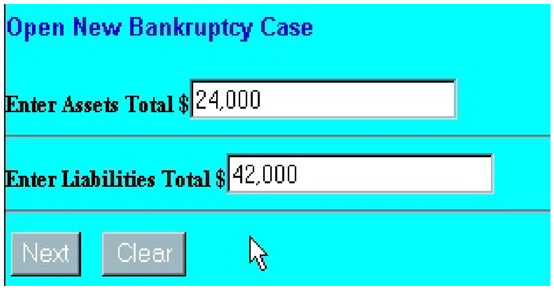


- Click on **Browse** to select the **.pdf file** to associate with this event.
- **Attachments to Document:** - defaults to '*No*', click '*Yes*' if attachments exist.
  - If '**Yes**' is selected, the **Select one or more attachments** screen will display.



- Select the filename of your attachment by using Browse.
- Click on the arrow next to **Type** and click on type of attachment, if listed.
- Click in **Description** box and type in any additional description, or add description, if not listed under **Type**.
- Click on **Add to List**.
- Continue to add attachments using the steps above as necessary.
- Once all attachments have been added, click on **Next**.

STEP 8 The **Assets and Liabilities** screen displays.



- Enter **Assets** total and **Liabilities** total in dollar amounts, using commas.
- Click on the **Next** button.

STEP 9 **Presumption of Abuse** screen displays.

- Choose yes or no and click **Next**.

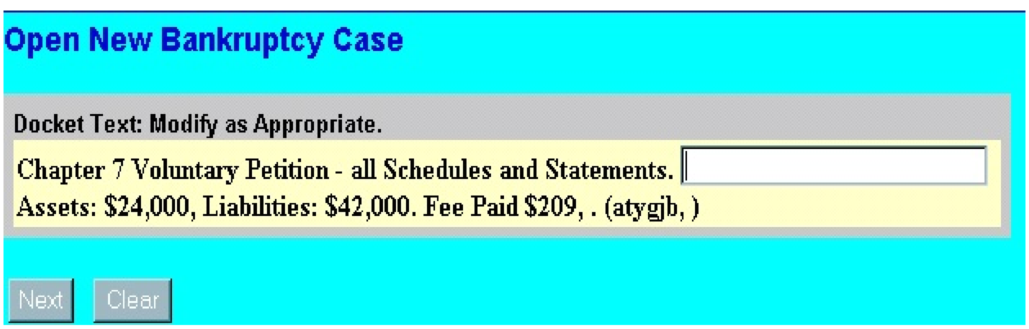
STEP 10 **Healthcare/Credit Counseling** screen displays.

- Choose yes or no from each drop down box, and then click **Next**..

STEP 11 The **Fee** screen displays. (From time to time there are increases in the filing fee. The proper fee will automatically be displayed.)

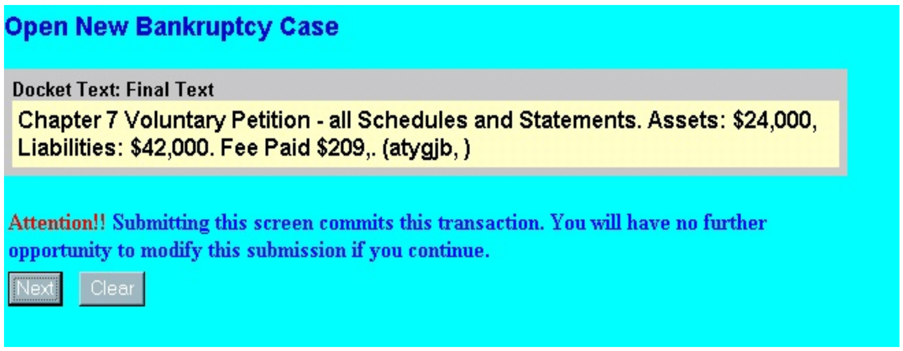
- ♦ The full fee will be charged to your Credit Card unless you selected "installment" in **Step 6**. If you selected "installment", change the amount to be paid. An application to pay in installments must be filed following docketing of this event.
- ♦ Click **Next** to continue.

STEP 12 The **Docket Text** screen displays.



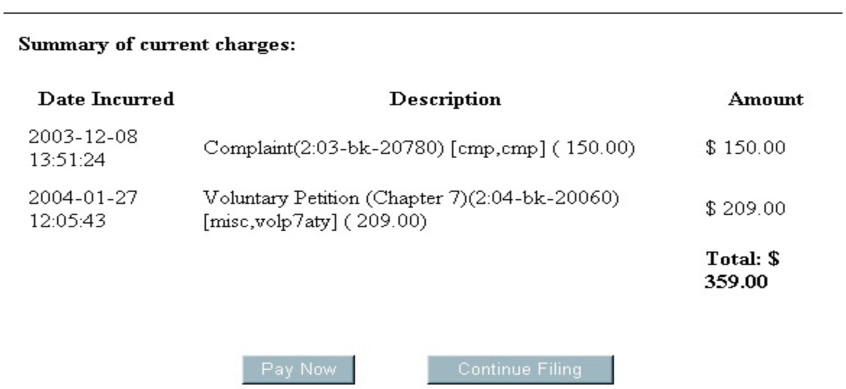
- ♦ Verify docket entry to ensure that information is correct. Add additional information in blank box provided.
- ♦ If correct, click on **Next**.
- ♦ If docket entry is incorrect, click on **Back** to make corrections.

STEP 13 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **FINAL**.



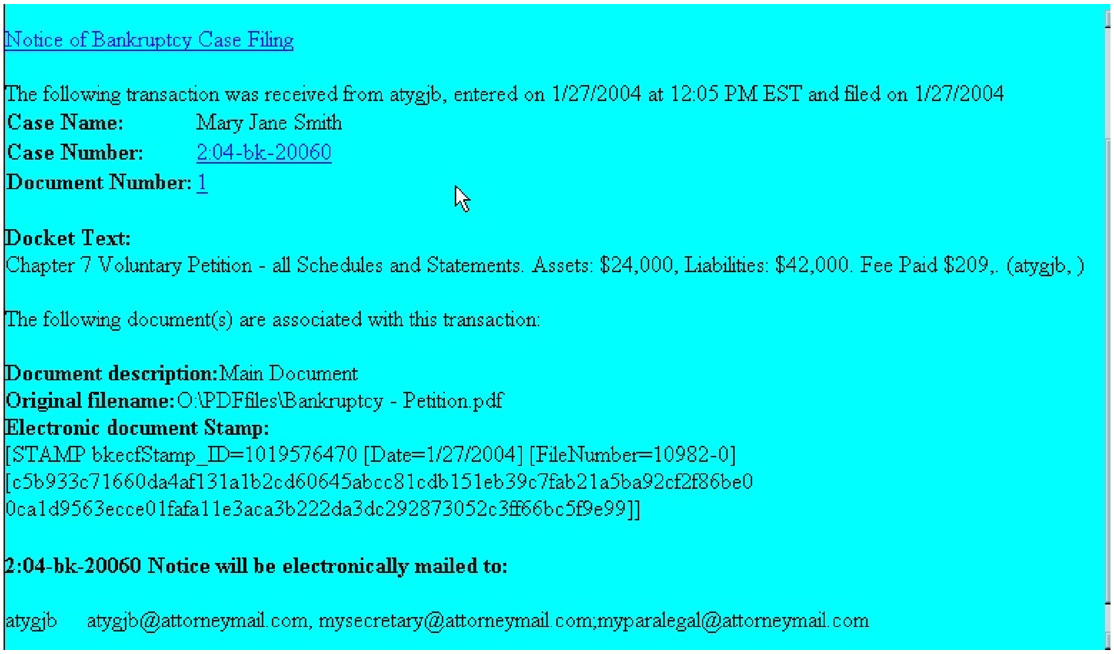
- ♦ Verify docket entry.
- ♦ If correct, click on **Next** to submit filing to court.
- ♦ If docket entry is incorrect, click on **Back** to make corrections.

STEP 14 A **Summary of Current Charges:** screen displays.



- ♦ Clicking on **Pay Now** will generate a single charge to your account.
- ♦ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 15 The **Notice of Bankruptcy Case Filing** screen displays. Note Case Number and write it on the original petition for your records.



Notice of Bankruptcy Case Filing

The following transaction was received from atygjb, entered on 1/27/2004 at 12:05 PM EST and filed on 1/27/2004
Case Name: Mary Jane Smith
Case Number: 2:04-bk-20060
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition - all Schedules and Statements. Assets: $24,000, Liabilities: $42,000. Fee Paid $209,. (atygjb,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename:O:\PDFfiles\Bankruptcy - Petition.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=1/27/2004] [FileNumber=10982-0]
[c5b933c71660da4af131a1b2cd60645abcc81cdb151eb39c7fab21a5ba92cf2f86be0
0ca1d9563ecce01fafa11e3aca3b222da3dc292873052c3ff66bc5f9e99]]

2:04-bk-20060 Notice will be electronically mailed to:

atygjb atygjb@attorneymail.com, mysecretary@attorneymail.com;myparalegal@attorneymail.com

- ♦ The **Notice of Bankruptcy Case Filing** screen confirms that the system has received the case and is now an official bankruptcy case and provides the following information:

  - **Notice of Bankruptcy Case Filing** hyperlink for generating a “Commencement of Case” form for immediate proof of filing for any creditors who need notice prior to the Court’s mailing of the notice of commencement of case.
  - Who filed the document.
  - Date and Time
  - Case Name
  - Case Number
  - Document number
  - Original filename (pdf)
  - Electronic document stamp
  - Electronic mail recipients and manual notice lists

<u>**YOU ARE NOW READY TO UPLOAD THE CREDITOR MATRIX**</u>. (Next Page)

Creditor Matrix File

A creditor matrix contains creditor information such as the name of the creditor and the creditor's mailing address. This information is used for noticing and claims information when applicable; therefore, the accuracy of the information provided is imperative.

The following instructions will guide you through the process of uploading creditor information (.txt file) to the Electronic Case Filing (ECF) system.

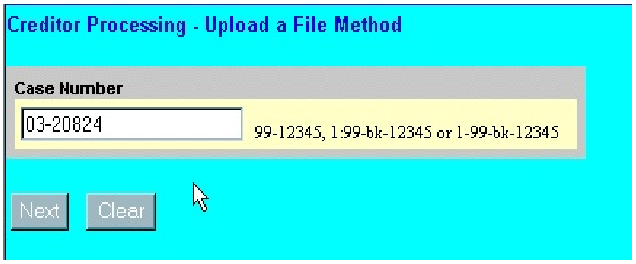
Uploading a Creditor Matrix File into the CM/ECF System

STEP 1 Create the creditor matrix and save it as a **.txt** file.

STEP 2 Select **Bankruptcy** from the ***Main Menu***, and click on **Creditor Maintenance** from the ***Bankruptcy Events*** menu. The ***Creditor Maintenance Menu*** displays.

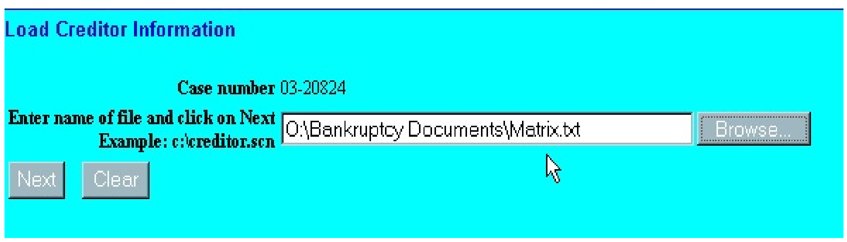
- Select **Upload a creditor matrix file** from the ***Creditor Maintenance Menu*** screen.

STEP 3 The **Creditor Processing - Upload a File Method** screen displays.



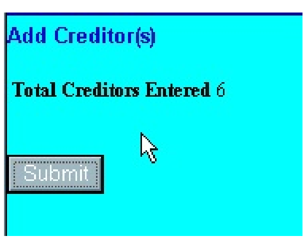
- Enter **Case Number**.
- Click on **Next** to continue, or **Clear** to restart.

STEP 4 The **Load Creditor Information** screen displays.



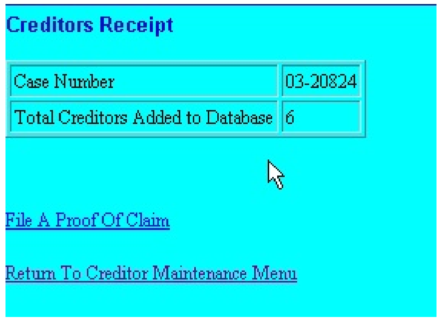
- **Enter name of file**, or click on **Browse** to search**. File must be in .*txt* format**.
- Click on **Next** to continue, or **Clear** to restart.

STEP 5 The **Add Creditors - Total Creditors Entered** verify screen displays.



- Verify the creditor count information.
- If correct, click on the **Submit** button.
- If incorrect, click on the **Back** hypertext link to return to the previous screen. This will return you to *Step 5* so that the file uploaded may be checked and/or replaced.

STEP 6 The **Creditors Receipt** screen displays, acknowledging the total number of creditors added to the database. Creditors are now attached to the bankruptcy case.



- **Return To Creditor Maintenance Menu** - returns you to the Creditor Processing menu.