

## Bankruptcy Case Opening

Opening a Bankruptcy Case involves entering the necessary information regarding the debtor(s) and basic statistical data. This section of the manual demonstrates the steps and screens required for attorneys to open a bankruptcy case in CM/ECF. The example case is a chapter 7, no-asset, individual consumer debtor.

1. Click on the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu Bar.
2. Click on the [Open Voluntary BK Case](#) hyperlink from the **Bankruptcy Events** Screen.
3. The **Open Voluntary Bankruptcy Case** Screen will display. (See figure 1)

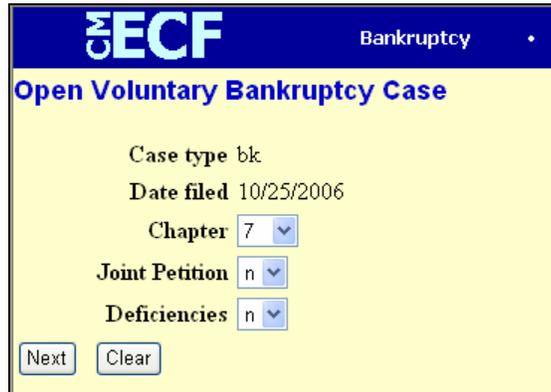


Figure 1

- The Case Type will automatically default to **bk**.
- The current date will always display in the **Date filed** field.
- Select the **Chapter** from the pick list box, or skip it if the default is correct.
- The default value for **Joint Petition** is **n** (n); for a joint filing select **y** (yes).
- If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will be presented on a later screen if deficiencies are indicated.
- When the information is correct, click [Next] to continue.

4. The Party Search Screen will display. Before adding a party, you will need to search the database to determine if the party already exists. You may search by Social Security Number, Tax ID Number, Last/Business Name, or a combination of these items. The First Name and Middle Name fields may be used to narrow the search results.
5. Enter the debtor’s search information and click [Next]. (See figure 2)

Figure 2

6. The Party Search Results Screen will appear. If the designated party is already in the database, the Party Search Results Screen will provide you a listing of parties matching your search criteria. (See figure 3)

Figure 3

7. You can now click on the party’s name(s) to display a window showing the party’s address/SSN information for verification. (See figure 4)

Figure 4

8. If the party information is correct, click on the [Select name from list] button. If the party is the correct party (SSN/Tax ID verification), with incorrect address information, you may select the name and you will have an opportunity to modify the address information on the next screen.

If the party is not found in the database, click the [Create new party] button.

Selecting either button will display the Party Information Screen.

9. The Party Information Screen displays. (See figure 5)

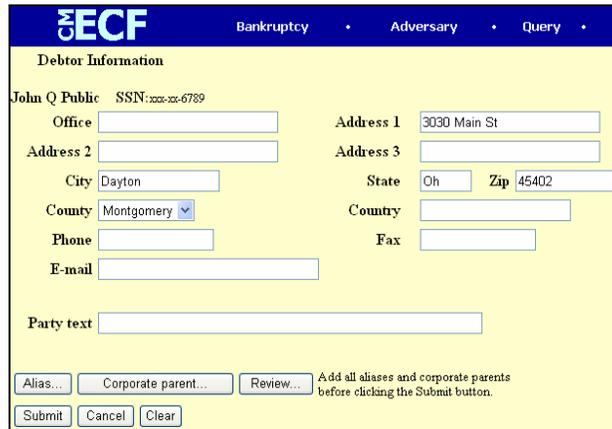


Figure 5

Enter, or modify as needed, the debtor's remaining name and address information in the appropriate boxes.

*NOTE: Do not use special characters such as parentheses, brackets, or percent signs. These codes may cause problems, with the issuance of notices.*

The system will not allow you to proceed with the case opening process without a county of residence being populated in the County field. You may type the first of the county name for a faster search.

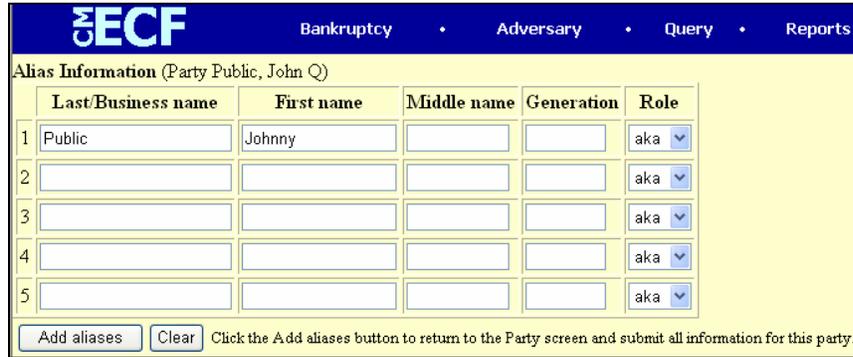
If appropriate enter descriptive text for the debtor in the Party Text field (e.g., An Ohio Corporation, Guardian of the Estate, etc.).

The [Corporate parent...] button allows a filer to enter a **non-filing** corporate parent for the debtor. Entry of this information is optional.

Attorney information is automatically entered during the case opening process. Your CM/ECF login furnishes the system with your unique attorney information.

If the party has alias information, click the [Alias . . .] button and proceed with step 10. If alias information is not needed, click [Submit] and go to step 12.

10. The Alias Screen displays. (See figure 6)



	Last/Business name	First name	Middle name	Generation	Role
1	Public	Johnny			aka
2					aka
3					aka
4					aka
5					aka

Click the Add aliases button to return to the Party screen and submit all information for this party.

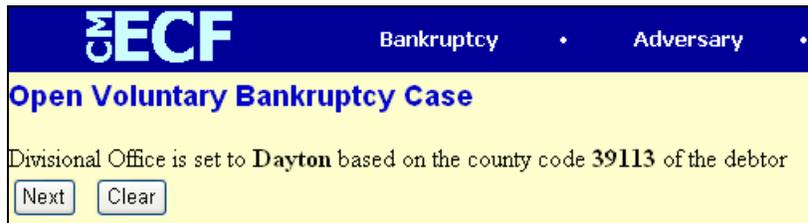
Figure 6

You can enter up to five alias names at a time. Alias Role selections include aka, dba, fdba, and fka. Once you have completed entering alias information, click the [Add aliases] button.

11. The main Party Information Screen will display again. If all necessary information has been entered, click [Submit].

*NOTE: Is this were a joint debtor filing, a Joint Debtor Party Screen would display. The same steps used for adding the debtor would be followed.*

12. CM/ECF will now display a screen confirming the assignment of the case to the appropriate Divisional Office. The assignment is based on the county code of the debtor. (See figure 7)



**Open Voluntary Bankruptcy Case**  
 Divisional Office is set to **Dayton** based on the county code **39113** of the debtor

Figure 7

Click [Next] to proceed.

13. The Statistical Data Screen will display next. (See figure 8)

Figure 8

- If the debtor(s) have had a prior filing within the last 8 years, change the **Prior Filing** field from **no** to **yes**.
- The **Fee Status** values are *Paid* (default), *Installment*, *fee not paid*, and *IFP filing fee waived*. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select *Installment* from the pick list. If an Application to Waive the Filing Fee accompanies the petition, select *IFP filing fee waived*.
- Designate the **Nature of debt** as Consumer or Business.
- The **Asset notice** designation will default to **No** for chapter 7 cases. For all other chapters the default will be **Yes**. Change the default if applicable.
- Using the pull-down menus, select the ranges for the **Estimated number of creditors**, **Estimated assets**, and **Estimated debts**.
- The default for **Type of debtor** is **Individual**. If necessary, change the default to reflect the correct type of debtor.
- If the case is a business filing, select the appropriate **Nature of business**. The Tax-Exempt Entity can be used in conjunction with any of the business types.

Once all the information has been entered, click [Next] to continue with the case opening process.

- The Summary of Schedules Screen will now display. The appropriate dollar amounts as listed on Official Form 6 should be entered in the corresponding fields in CM/ECF. (See figure 9)

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"/>		
B - Personal Property	<input type="text"/>		
D - Creditors Holding Secured Claims		<input type="text"/>	
E - Creditors Holding Unsecured Priority Claims		<input type="text"/>	
F - Creditors Holding Unsecured Nonpriority Claims		<input type="text"/>	
Average Income (from Schedule I, Line 16)			<input type="text"/>
Average Expenses (from Schedule J, Line 18)			<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		<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"/>	

Figure 9

*NOTE: Unless you indicated that the filing had deficiencies at the first case opening screen, you will not be able to proceed with the case opening process without an entry in each schedule/form field. Once you click [Next], a warning message will display. (See figure 10)*

	<a href="#">Bankruptcy</a> • <a href="#">Adversary</a> • <a href="#">Query</a>
<p><b>Open Voluntary Bankruptcy Case</b></p>	
<p><b>Warning: A Value Must be Entered for Schedules Filed. Please Go Back</b></p>	

Figure 10

*If the debtor has no amount to report in a particular field enter a zero for that field. The **Total Dischargeable Debt** Field will not allow user input. This field is automatically calculated based on the entry of the other dollar amounts.*

Once all schedule/form fields have been completed, click [Next] to continue with case opening.

- If you selected “y” for **Deficiencies** on the first case opening screen, the Deficiency List Screen will display. This list will vary based on the case chapter. (See figure 11)

Figure 11

Check the appropriate check-box for each item that is not being filed with the petition. Click [Next] to continue.

- The PDF Document Selection Screen will display. (See figure 12)

Figure 12

A PDF Image must be associated with this entry. Click [Browse].

The File Upload / Choose File dialog box will display. Change the “**Files of type:**” to **All files(\*.\*)** then navigate to the directory (Look in:) where the appropriate PDF file located and select it.

- To ensure that you are about to associate the correct document for this filing, right-click on the filename with your mouse and select **Open** (Open with Acrobat). (See figure 13)

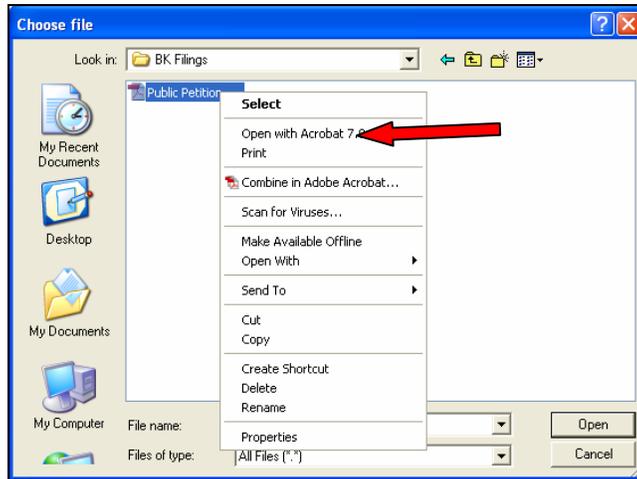


Figure 13

The Adobe Acrobat Reader will launch and display the PDF document (Petition package). Verify that this is the correct document. Close the Adobe application after verifying the document. Once you have selected the appropriate file (document), and the file name appears in the **“File name:”** field. Click the [Open] button on the File Upload / Choose File dialog box. (See figure 14)

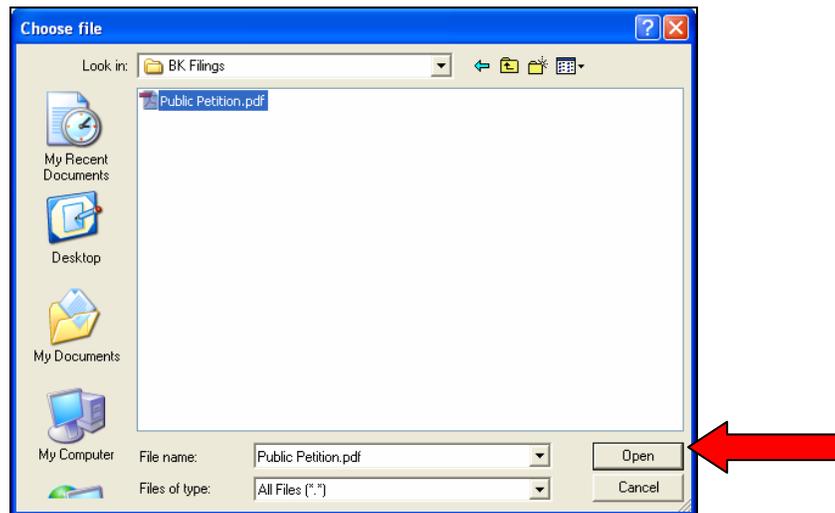


Figure 14

The CM/ECF PDF Document Selection Screen will display again with the path and PDF document in the **“Filename”** box. Click [Next].

- If deficiencies were indicated during case opening, the system will display the **Incomplete Filings Due** date for any missing documents. Additionally, the **section 521 Incomplete Filings Due** date will display. (See figure 15)

The screenshot shows a web interface for opening a voluntary bankruptcy case. At the top, there is a blue header with the 'ECF' logo and the word 'Bankruptcy'. Below the header, the title 'Open Voluntary Bankruptcy Case' is displayed in blue. The main content area is yellow and contains two lines of text: 'Incomplete Filings Due: 11/9/2006' and 'Section 521 Incomplete Filing Due: 12/11/2006'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 15

The deadline for filing the missing documents is automatically calculated. This deadline will display in the final docket text and will create a schedule record for queries and reports. Click [Next] to continue.

- If the case being filed is an individual (consumer), CM/ECF will display the deadline for filing of the Certification Regarding Payment Advices (refer to Amended General Order #3). Additionally, if applicable, you will be prompted to indicate if a Presumption of Abuse arises pursuant to 11 USC § 707(b)(2). Select either **no** or **yes** and then click [Next]. (See figure 16)

The screenshot shows the same web interface as Figure 15. It displays 'Certification Regarding Payment Advices Due: 12/11/2006'. Below this, there is a label 'Presumption Arises' followed by a dropdown menu with 'no' and 'yes' options. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 16

- The Fee Screen will display. (See figure 17)

The screenshot shows the fee screen of the web interface. The top navigation bar includes 'ECF', 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The title 'Open Voluntary Bankruptcy Case' is in blue. A blue notice reads: 'All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. Otherwise, The Full Fee Will Be Charged To your Credit Card. If Paying Filing Fees in Installments, Please Change the Fee Amount to the Amount of Your First Installment Payment. If the Amount is Zero, Type 0.00 in the Fee Amount Box and Continue with the Next button'. Below the notice, the text 'Fee: \$299' is displayed. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 17

The Fee Screen will display the filing fee owed. If you previously indicated **Fee Status** (refer to step 13) of *Installment*, a fee dialog box will display. Change the default fee to the amount being remitted as your first installment payment. If a **Fee Status** of *IFP filing fee waived* was previously indicated, the Fee Screen will not be presented.

After completing the case opening process you will be able to make an electronic payment for this and other outstanding transactions. Click [Next] to continue.

21. The Modify Docket Text Screen will display. (See figure 18)

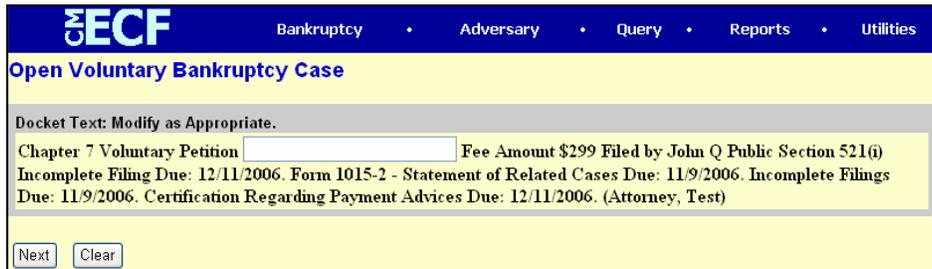


Figure 18

You may, if needed, enter additional text in the available text box. Click [Next] to continue.

22. The Final Docket Text Screen will now display. (See figure 19)

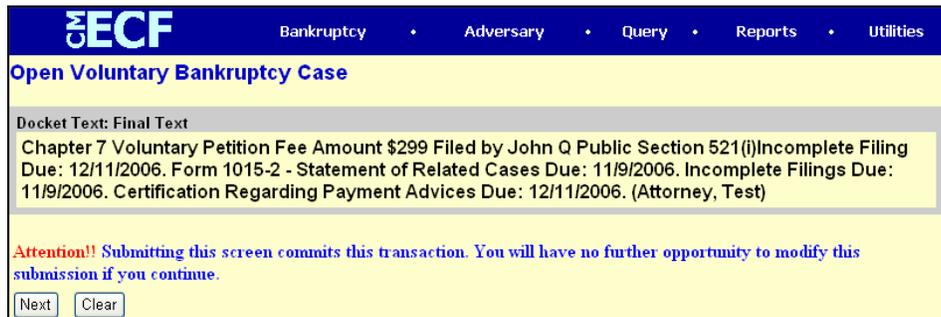


Figure 19

This is the last opportunity to make any changes before the case is officially opened. Proof this screen carefully.

If the docket text is incorrect, click the browser [Back] button at the top of the screen one or more times to find the screen to be modified, make the correction, and continue through the event.

To abort or restart the transaction, click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. Although this can be done at any time, this is the last opportunity to change this event. Click [Next] to finish this filing.

23. An Electronic Payment screen will display for the amount owed for this filing and any other outstanding fees. (See figure 20)

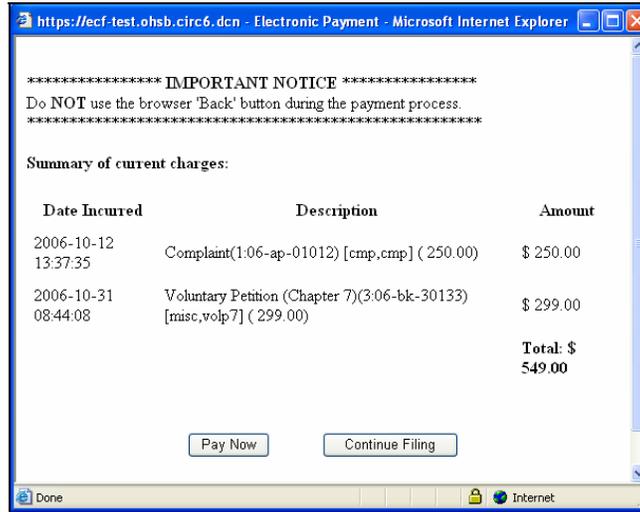


Figure 20

You may continue filing or make electronic payment at this time. If you have decided to continue filing, click [Continue Filing] and go to step 27. If you are paying now, click [Pay Now] and proceed with step 24.

24. A Credit Card Information Screen will display. (See figure 21)

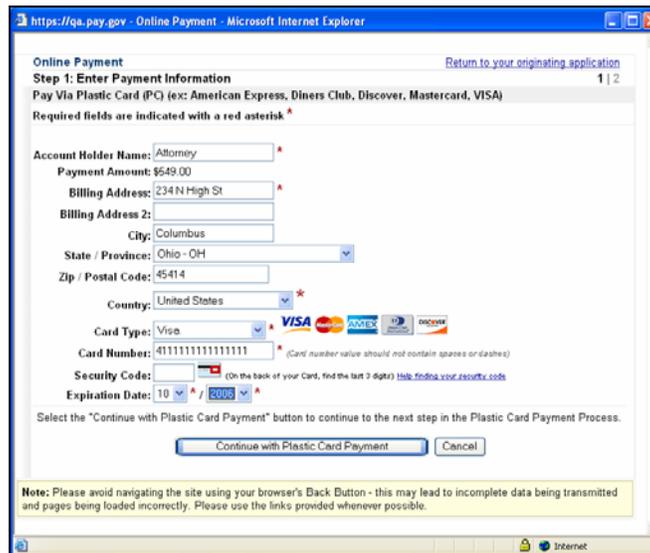


Figure 21

Enter your credit card information and then click [Continue with Plastic Card Payment].

25. A Payment Authorization Screen will display. (See figure 22)

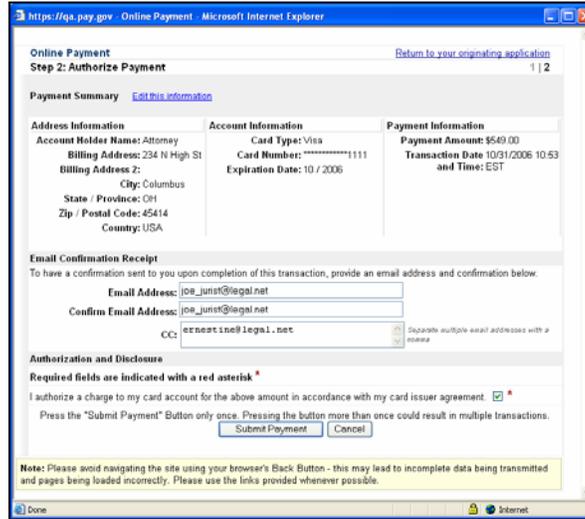


Figure 22

Verify that the information is correct. If you would like to receive an email confirmation of the transaction, enter your email information. Once the information is verified, click [Submit Payment] to complete the transaction.

26. A Transaction Receipt Screen will display. (See figure 23)

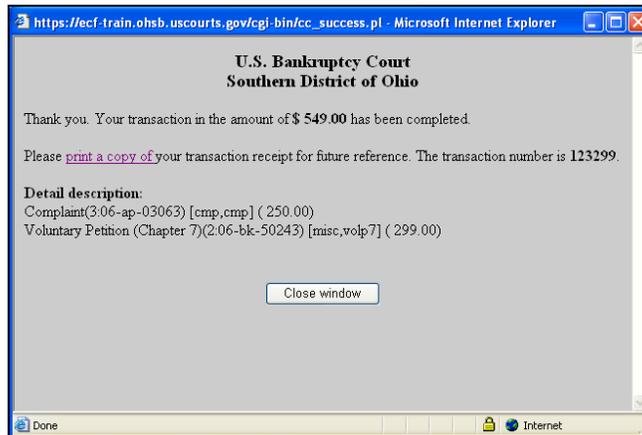


Figure 23

You may print a copy of the receipt by clicking the “print a copy” hyperlink. Once you are completed, click [Close Window].

27. The Notice of Electronic Filing Screen displays. (See figure 24)



Figure 24

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court’s database. It certifies the new petition is now an official court document.

The Notice of Bankruptcy Case Filing hyperlink appears at the top of the Notice of Electronic Filing. Clicking on the hyperlink reveals a notice (via PACER) summarizing the pertinent details of the case. (See figure 25)



Figure 25

The Notice of Bankruptcy Case Filing will NOT initially include judge and trustee information. Therefore, the user may choose to produce this notice after the judge and trustee have been assigned to the case.

The Notice of Bankruptcy Case filing is also available for viewing or printing through the Query Main Menu selection.

## Judge / Trustee / 341 Assignment

The assignment of a Judge in all chapters, and the trustee and 341 meeting in chapter 7 cases is performed using an automated assignment system. The assignment is accomplished as follows:

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1)



Figure 1

- STEP 2** The **Bankruptcy Events** screen displays. (See Figure 2)

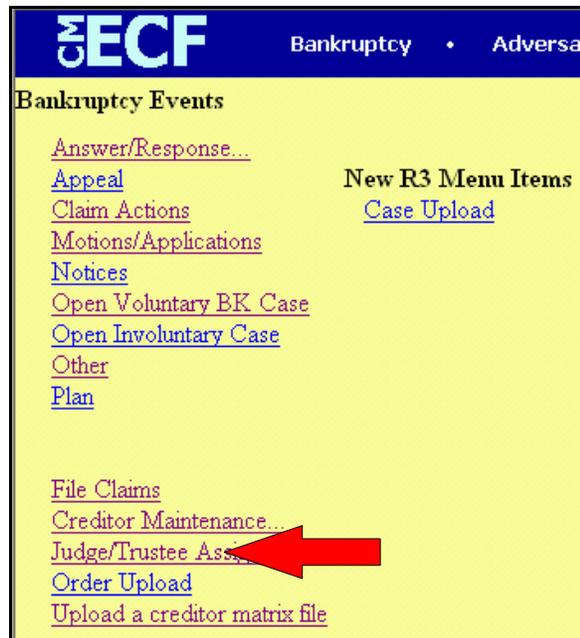


Figure 2

- ◆ Click on Judge/Trustee Assignment.

**STEP 3** CM/ECF will now automatically assign a Judge and, if appropriate, a trustee and 341 meeting assignment. When completed a confirmation screen will display. (See Figure 3)

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
6-30073	John Q Public	7	Auto Assignment of Judge and Trustee with Meeting of Creditors to Be Noticed for 06/02/2006 at 10:00 AM at Suite 309. Objections for Discharge Due by 08/01/2006. (Jurist, Thomas)	Walter, Lawrence S.	Slone

**Figure 3**

**STEP 4** You may now click on the appropriate hyperlink on the CM/ECF Main Menu to proceed with additional filing or to logout.