

BANKRUPTCY CASE OPENING

(Local Rule 1002-1)

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 appears.

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

Open New Bankruptcy Case

Case Number
Office Butte
Date Filed 12/6/2002
Chapter 7
Joint Petition n
Case Type bk
Deficiencies n
Next Clear

- ◆ **Case Number:** ignore – the case number will be automatically assigned
- ◆ **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’
- ◆ **Case Type:** Select ‘bk’
- ◆ **Deficiencies:** Select “y” or ‘n’
- ◆ Click on **Next** to continue or **Clear** to reset

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

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

Open New Bankruptcy Case

Search for a party
SSN [] Tax Id []
Last/Business name []
Search Clear

- ◆ **Social Security Number:** Enter debtor's Social Security Number or if business enter Tax Id. Number
- ◆ **Last/Business Name:** Enter debtor's last name or the business name
- ◆ Click on **Search**
- ◆ Search for a party screen will appear again to give you the results of your search.
- ◆ If Party/Business is **not** found, Click on **“Create New Party”**
[NOTE: If your search is successful and 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) Click on Select Name from List]

STEP 4 The **Party Information** screen appears

- ◆ Click inside the **Last Name** field to type the debtor's last name. Use your tab key to advance to the next field(s)
- ◆ Enter debtor's **First Name**
- ◆ If applicable, enter the debtor's **Middle Name**. **Generation** and **Title**
- ◆ Enter the debtor's **Social Security Number** (with dashes) or **Tax ID Number**
- ◆ Enter the debtor's **Mailing Address** in **Address1**
- ◆ Select the appropriate **County**
- ◆ Only use **Country** field if country is not U.S.A.
- ◆ Phone, Fax, E-mail fields are not required for debtors
- ◆ **Pro Se** field defaults to **(no)**.
- ◆ Select the appropriate **Role** (i.e. Debtor db:pty)
- ◆ If there is text you wish to include on the docket after the debtor's name, (i.e., D.D.S., a Montana Corporation, etc.) key this in the **Party Text** window.
- ◆ Click on **Alias** to allow for inclusion of one or more aliases of the debtor. (You may add up to five Aliases)

	Last/Business name	First name	Middle name	Generation	Role
1	SHOPPER	SALLY	ANN		aka
2					aka
3					aka
4					aka
5					aka

Add aliases Clear Click the Add aliases button to return to the Party screen, and add more aliases, add attorneys, and submit all information for this party.

- ◆ 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 case

STEP 5 The **Information Regarding Debtor & the Statistical/Administration** screens appears:

Open New Bankruptcy Case

Type of debtor Individual Corporation Partnership Other
 Railroad Stockbroker Commodity Broker

Fee status Paid
 Nature of debt consumer
 Voluntary voluntary
 Origin Original
 Date split/transfer

Asset notice No
 Estimated number of creditors 1-15
 Estimated assets \$0-\$50,000
 Estimated debts 1 \$0-\$50,000

Next Clear

- ◆ **Type of Debtor:** Select by clicking appropriate check box
- ◆ 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 “p” for paid.
- ◆ **Nature of Debt:** Select “business” or “consumer”
- ◆ **Voluntary:** Select “voluntary” or “involuntary”
- ◆ **Origin:** Leave this field at the default of 0 (Zero)
- ◆ **Date Split/Transfer:** Leave this field blank

- ◆ **Asset Notice:** select “No” for Chapter 7 cases, select “Yes” for Chapters 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

STEP 6 The **Select the PDF document** screen appears.

- ◆ Type file name in blank, being sure to include the .pdf suffix. **or**
- ◆ Click on **Browse** to navigate to the appropriate directory and file:
- ◆ Change **Look in:** to the appropriate drive where the document is located
- ◆ Click on appropriate file name, and then click on **Open**

STEP 7 The **Docket Text** screen appears.

- ◆ Verify docket entry to ensure that information is correct
- ◆ If correct, click on **Next**
- ◆ If docket entry is incorrect, click on **Back** to make corrections

STEP 8 The Docket Text: Final Text screen appears

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the page title is 'Open New Bankruptcy Case'. The main content area has a yellow background and contains the following text: 'Docket Text: Final Text' followed by 'Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount \$200 Filed by SALLY ANN DEBTOR. (SAMSON, RICHARD)'. Below this, there is an 'Attention!!' warning: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of this section are two buttons: 'Next' and 'Clear'.

- ◆ Verify docket entry
- ◆ If correct, click on **Next** to submit filing to court

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

The screenshot shows the ECF system interface for the 'Notice of Bankruptcy Case Filing' receipt. The navigation bar is the same as in the previous screenshot. The page title is 'Open New Bankruptcy Case'. Below the title, there is a link for 'Notice of Bankruptcy Case Filing'. The main content area has a yellow background and contains the following text: 'The following transaction was received from SAMSON, RICHARD entered on 12/6/2002 at 11:38 AM MTN and filed on 12/6/2002'. It lists 'Case Name: SALLY ANN DEBTOR', 'Case Number: 02-60053', and 'Document Number: 1'. Below this, it shows the 'Docket Text: Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount \$200 Filed by SALLY ANN DEBTOR. (SAMSON, RICHARD)'. It then states 'The following document(s) are associated with this transaction:' and provides 'Document description: Man Document', 'Original filename: //U:\bcmts\vr_data\imaging\imaging\Training Images\01-20457-V7S.pdf', and an 'Electronic document Stamp' with a long alphanumeric string. At the bottom, it lists '02-60053 Notice will be electronically mailed to:' and '02-60053 Notice will not be electronically mailed to:'.

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:

- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Netscape screen and select **Print Frame, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]