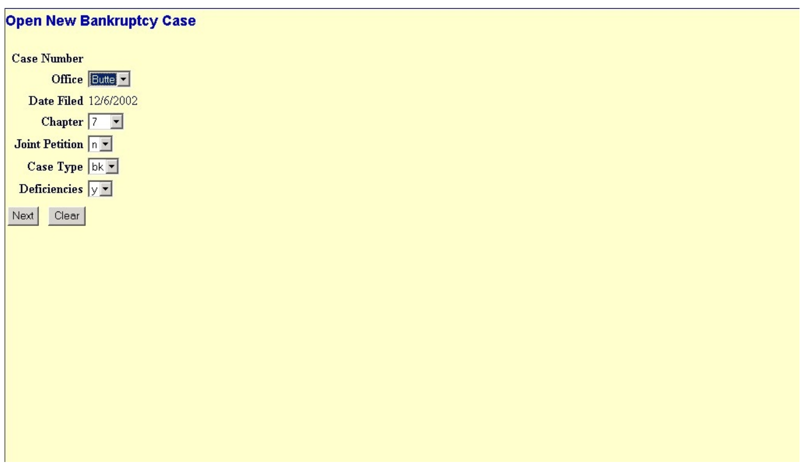
BANKRUPTCY CASE OPENING WITH DEFICIENCIES

Rule 1007-1(e)

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.



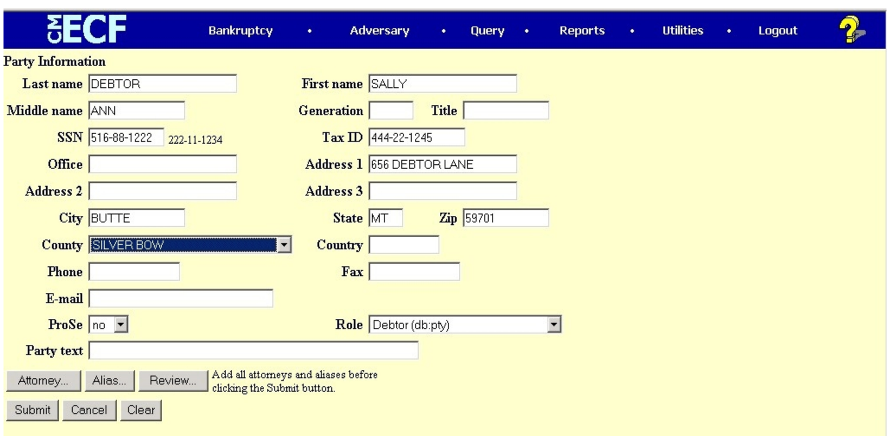
- **Case Number:** ignore – the case number will be automatically assigned
- **Date Filed:** the date field defaults to the current date and cannot be changed.
- **Chapter:** Select the appropriate chapter
- **Joint Petition:** Select appropriate 'y' or 'n'
- **Case Type:** Select 'bk'
- **Deficiencies:** Select "y" or 'n'
- Click on **Next** to continue or **Clear** to reset

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

- **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"**

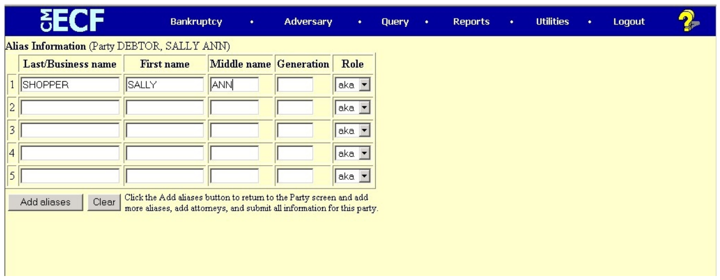
[NOTE: If your search is successful and your debtor's name appears in the Party Search result list- (1) Verify that it is the correct name (2) Click on the name to highlight it (3) Click on Select Name from List]

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)



- 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:

- **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 Deficiency List screen appears:


Open New Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- ☐ All Schedules
- ☐ Aty Disclosure Stmt.
- ☐ Aty Sign. Exhibit B
- ☐ Aty Sign. Page 2
- ☐ Db. Sig. re: Relief Av.
- ☐ Inventory of Property
- ☐ List of All Creditors
- ☐ Schedule A
- ☐ Schedule B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E
- ☐ Schedule F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Schedules A-J
- ☐ SSN/Tax ID
- ☐ Stmt. of Fin. Affairs
- ☐ Summary of Schedules

Next Clear

- Check the boxes that relate to the deficiencies.

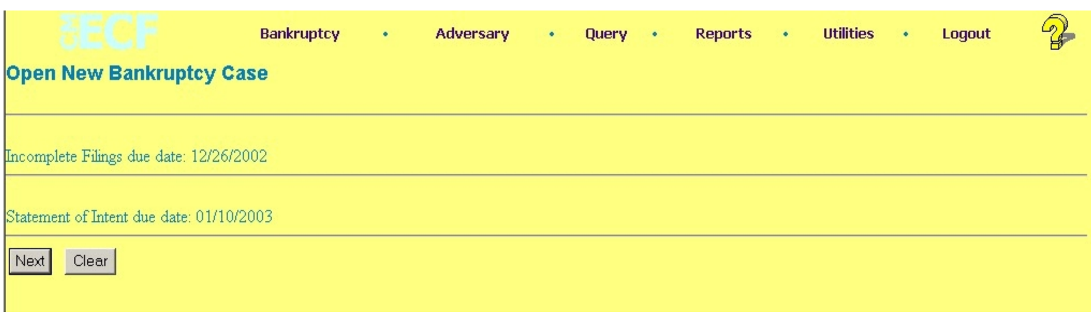
Note: If Petition is being filed with no schedules, check the top box, All Schedules only. It is NOT necessary to check each individual schedule that is missing.

- Click **Next**.

STEP 7 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 8 **Incomplete Filings** screen appears:



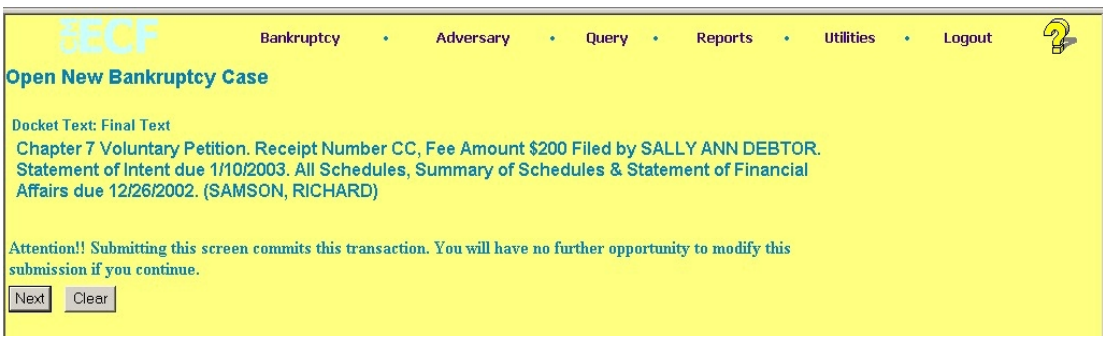
Note: The incomplete filings due dates are automatic calculated.

- Click **Next.**

STEP 9 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 10 The **Docket Text: Final Text** screen appears



- 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.

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

Open New Bankruptcy Case

Notice of Bankruptcy Case Filing

The following transaction was received from SAMSON, RICHARD entered on 12/11/2002 at 9:19 AM MTN and filed on 12/11/2002
Case Name: SALLY ANN DEBTOR
Case Number: 02-60057
Document Number: 1

Docket Text:
Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount $200 Filed by SALLY ANN DEBTOR. Statement of Intent due 1/10/2003. All Schedules, Summary of Schedules & Statement of Financial Affairs due 12/26/2002. (SAMSON, RICHARD)

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

Document description: Main Document
Original filename:K:/imaging/7/ap-n7-02-51117 41331.49.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=986323682 [Date=12/11/2002] [FileNumber=666-0] [9
c632e53da94beeea174f82257409d88448ac6a6d9a67dbf1dbe148d34f222a338c7c20
c9125945fd01aa60fbd11b0cfb8ee1306d8150ba0f512ab59d825f941]]

02-60057 Notice will be electronically mailed to:

02-60057 Notice will not be electronically mailed to:

RICHARD SAMSON

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 Internet Explorer screen and select **Print** , ***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]