

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. Make sure all the information on the Petition and Schedules (i.e. AKA's ) are entered into the system. To open a bankruptcy case, follow the steps outlined below:

**\*WHEN WORKING IN MONTANA CM/ECF PLEASE MAKE SURE YOU ARE IN ALL CAPS\***

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

**STEP 2** The **Open New Voluntary Bankruptcy Case** screen appears.

**Open New Voluntary Bankruptcy Case**

Office

Case type bk

Date filed 12/8/2015

Chapter

Joint Petition

Deficiencies

- . **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:** Defaults to bk (Bankruptcy)
- . **Deficiencies:** Select "y" or 'n'
- . Click on **Next** to continue or **Clear** to reset

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

## Open New Voluntary Bankruptcy Case

### Search for a debtor

SSN / ITIN

Tax ID / EIN

Last/Business name

First Name

Middle Name

Search

Clear

**Social Security Number:** Enter debtor's Social Security Number or if business enter Tax Id. Number

- 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 **Address 1**
- 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
- 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)

### Alias Information (Party DEBTOR, SALLY ANN)

	Last/Business name	First name	Middle name	Generation	Role
1	SMITH	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 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 Voluntary Bankruptcy Case

Prior filing within last 8 years	no ▼	<b>Type of debtor</b>
Fee status	Paid ▼	<input checked="" type="radio"/> Individual
Nature of debt	consumer ▼	<input type="radio"/> Corporation (includes LLC & LLP)
Asset notice	No ▼	<input type="radio"/> Partnership
Estimated number of creditors	1 - 49 ▼	<input type="radio"/> Other
Estimated assets	\$0 to \$50,000 ▼	<b>Nature of business</b>
Estimated liabilities	\$0 to \$50,000 ▼	<input type="radio"/> Health Care Business
		<input type="radio"/> Single Asset Real Estate
		<input type="radio"/> Railroad
		<input type="radio"/> Stockbroker
		<input type="radio"/> Commodity Broker
		<input type="radio"/> Clearing Bank
		<input type="radio"/> None of the above

Next Clear

- . **Type of Debtor:** Select by clicking appropriate check box (i.e. Individual, Corporation, 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 or IFP filing fee waived.
  - . **Nature of Debt:** Select "business", "consumer" or "other".
  - . **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** Fill in Statistical Information on next two screens

**Open New Voluntary Bankruptcy Case**

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A/B,D,E/F,I,J,J-2, Current Monthly Income From Form 122 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B106 Summary of Schedules.

**Summary of Assets and Liabilities and Certain Statistical Information**

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule A/B - Total Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule D - Total Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Priority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Schedule E/F - Total Nonpriority Unsecured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Debtor Information**

<b>Last name</b>	<input type="text" value="DEBTOR"/>	<b>First name</b>	<input type="text" value="SALLY"/>
<b>Middle name</b>	<input type="text" value="ANN"/>	<b>Generation</b>	<input type="text"/>
		<b>Title</b>	<input type="text"/>
<b>SSN/ITIN</b>	<input type="text" value="125-98-2574"/> <input type="checkbox"/> 999-99-9999	<b>Tax Id/EIN</b>	<input type="text" value="12-1234567"/>
<b>Office</b>	<input type="text"/>	<b>Address 1</b>	<input type="text" value="123 HOLLY LN"/>
<b>Address 2</b>	<input type="text"/>	<b>Address 3</b>	<input type="text"/>
<b>City</b>	<input type="text" value="BUTTE"/>	<b>State</b>	<input type="text" value="MT"/>
		<b>Zip</b>	<input type="text" value="59701"/>
<b>County</b>	<input type="text" value="SILVER BOW-MT (30093)"/> ▼	<b>Country</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="406-725-1254"/>	<b>Fax</b>	<input type="text"/>
<b>E-mail</b>	<input type="text"/>		
<b>Party text</b>	<input type="text"/>		

Add all aliases and corporate parents or affiliates before clicking the Submit button.

**STEP 7** The **Select the PDF document** screen appears.

## Open New Voluntary Bankruptcy Case

### Filename

Petition.pdf

Attachments to Document:  No  Yes

- . Click on **Browse** to navigate to the appropriate directory and file to attach your PDF document
- . Click on appropriate file name, and then click on **Open to assure you are attaching correct document.**

### STEP 8 Presumption of Abuse

## Open New Voluntary Bankruptcy Case

Presumption of Abuse

### STEP 9 The Docket Text screen appears.

## Open New Voluntary Bankruptcy Case

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition for Individuals  . Filed by Darth Vader on behalf of SALLY ANN DEBTOR . . (Vader, Darth)

- . 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 .

## Open New Voluntary Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition for Individuals. Filed by Darth Vader on behalf of SALLY ANN DEBTOR.. (Vader, Darth)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

- . 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.

### Open New Voluntary Bankruptcy Case

U.S. Bankruptcy Court

U.S. Bankruptcy Court, District of Montana - Train

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Darth Vader entered on 12/8/2015 at 11:33 AM MTN and filed on 12/8/2015

**Case Name:** SALLY ANN DEBTOR

**Case Number:** [15-20219](#)

**Document Number:** [1](#)

**Docket Text:**

Chapter 7 Voluntary Petition for Individuals. Filed by Darth Vader on behalf of SALLY ANN DEBTOR.. (Vader, Darth)

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

**Document description:**Main Document

**Original filename:**Petition.pdf

**Electronic document Stamp:**

STAMP bkecfStamp\_ID=986323682 [Date=12/8/2015] [FileNumber=13871-0] [13a830dc6cabe66955897dddced0afdf2a859edd50e44ad34250affc4bbb450ee34a9424920082e6526adae0a102e34a278ce282bd24ab688e5639fa96faef]]

**15-20219 Notice will be electronically mailed to:**

Darth Vader on behalf of Debtor SALLY ANN DEBTOR  
mary\_palmer@mtb.uscourts.gov, cecil\_chandler@mtd.uscourts.gov

**15-20219 Notice will not be electronically mailed to:**

OFFICE OF THE U.S. TRUSTEE  
U.S. TRUSTEE'S OFFICE  
P.O. BOX 3509  
GREAT FALLS, MT 59401

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]*