

Bankruptcy Case Opening

For Attorneys

This process shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF. The case is a chapter 7, no asset, individual consumer.

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



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2a.)



Figure 2a

- For further information on each of these categories, click the **HELP** icon on the CM/ECF Main Menu Bar (the question mark, pictured below). That will bring up a help screen. (See Figure 2b, next page.)



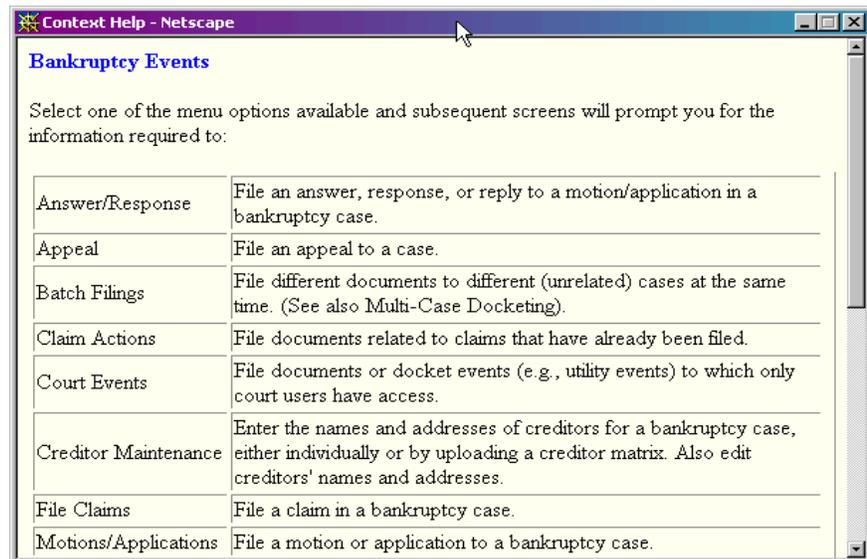


Figure 2b

- This screen gives you more information about the menu selections. To see information for other options, scroll down using the arrows or scroll bar on the right. (See Figure 2c.)

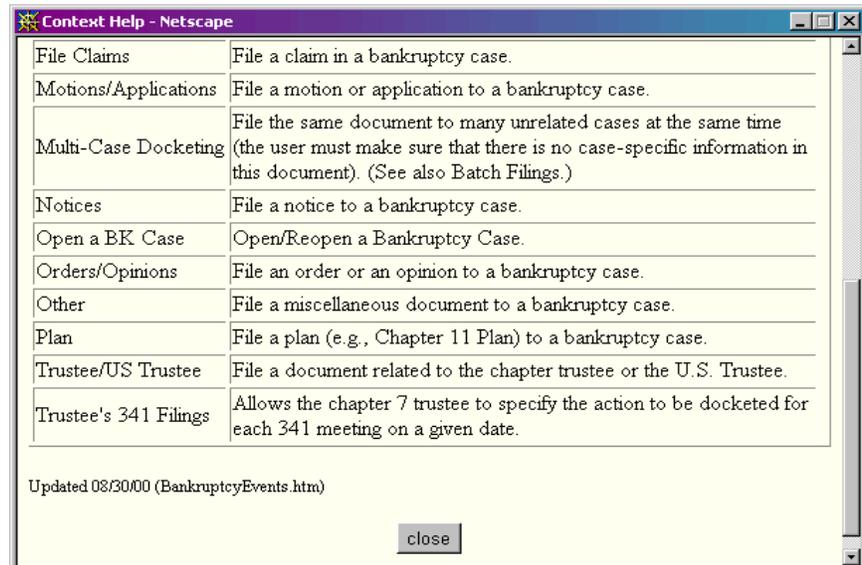


Figure 2c

- To close this help screen, click on the "X" in the top right corner of the screen, or click on the **[Close]** box at the bottom of the screen. This will return you to the Bankruptcy Events screen. (See Figure 2a.)

STEP 3 At the Bankruptcy Events screen, click on the [Open a BK Case](#) hyperlink. The Open New Bankruptcy Case screen will display (See Figure 3.)

- The case number will be generated later in this process and will

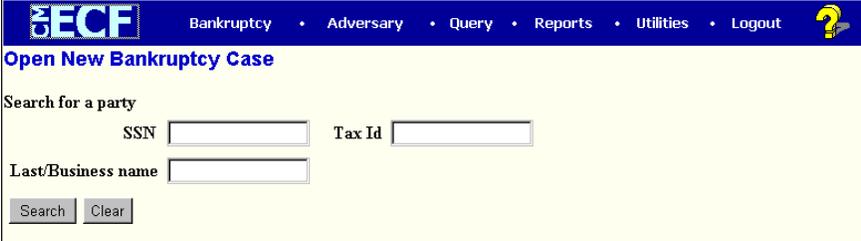


The screenshot shows a web interface for opening a new bankruptcy case. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is the title 'Open New Bankruptcy Case'. The form contains several dropdown menus: 'Office' is set to 'Cedar Rapids', 'Date Filed' is '3/4/2002', 'Chapter' is '7', 'Joint Petition' is 'n', 'Case Type' is 'bk', and 'Deficiencies' is 'n'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

be displayed on the Notice of Electronic Filing.

- Select the **Office** from the pick list box, or skip it if the default is correct.
- The current date will always be displayed 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** (no); for a Joint filing select **y** (yes).
- The Case Type will always be **bk**. Leave it as it is.
- If there are any required items missing from the petition, change the **Deficiencies** box from **n** to **y**. A deficiency list will then be presented on a later screen.
- When this screen is correct, click **[Next]** to continue.

STEP 4 The **PARTY SEARCH** screen displays. (See Figure 4.)The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow header area with the text "Open New Bankruptcy Case". The main content area is white and contains a search form titled "Search for a party". The form includes three input fields: "SSN", "Tax Id", and "Last/Business name". Below these fields are two buttons: "Search" and "Clear".**Figure 4**

- This screen is for you to enter the parties on the case. Before you add the debtor, or any party, you should search the database to see if that party already exists in the database from another case, to eliminate duplicate records in the system. You can search by Social Security Number, Tax Identification Number, Last Name or Business Name.
 - You can enter the last name or the first few characters of the last name to search the database. If this is a business filing, enter the first word or significant words of the business name to search. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters.
- In this lesson, we will enter the debtor's last name and click **[Search]**.

NOTE: The entire name of businesses resides in the **Last/Business** field. Therefore, for business filings, entering the first part of the name may be sufficient to find a match.

STEP 5 If there are no matches, the system will return a **No Person Found** message. (See Figure 5.)

The screenshot shows the ECF search interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this is a search section titled 'Search for a party' with input fields for 'SSN', 'Tax Id', and 'Last/Business name'. There are 'Search' and 'Clear' buttons. Below the search section, it says 'Party search results' and 'No person found.' At the bottom, there is a 'Create new party' button.

Figure 5

- Once you have tried alternative searches and determined that the party is not already on the database, you can add them to the database. Click **[Create New Party]**.

STEP 6 The **PARTY INFORMATION** screen displays. (See Figure 6.)

- Enter the debtor's **Name** and **Address** information in the

The screenshot shows the 'Party Information' form. It has a navigation bar at the top with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Logout', and a help icon. The form fields include: Last name (Kramer), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, ProSe (no), Role (Debtor (db:pty)), and Party text. At the bottom, there are buttons for 'Alias...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A note says 'Add all aliases before clicking the Submit button.'

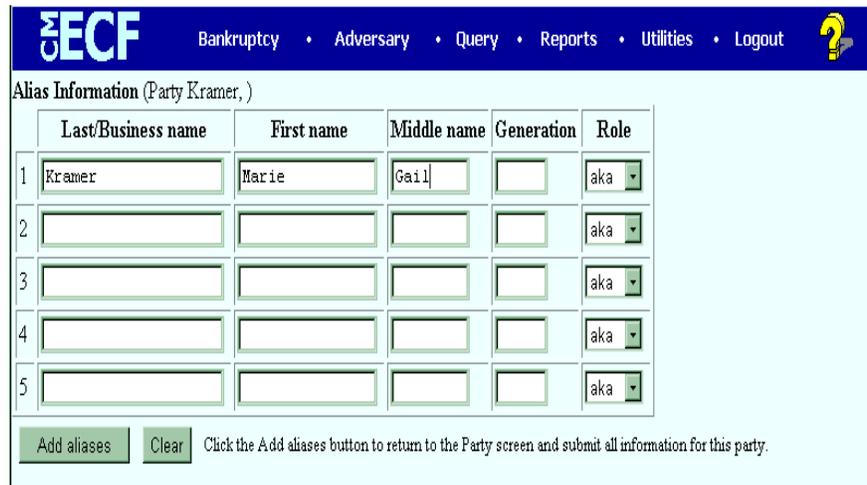
Figure 6

appropriate boxes . (For this lesson, our debtor is Dale Daniels.)

- Select the debtor’s **County** of residence from the pick list box.

NOTE: Type the first letter of the county name for a faster search.

- For this lesson, leave **ProSe** as **no**.
- Expand the **Role Type** selection pick list box by clicking on the down arrow —, and select Debtor.
- Enter further descriptive text for the debtor in the **Party text** field, if appropriate (such as A Connecticut Corporation, Guardian of the State, etc.)
- It is not necessary to add the attorney representing the debtor. Because you are an attorney, Your name will be linked to the party you are representing automatically at the end of this transaction. Your login will furnish your attorney information to the system.
- If the party has an alias, click the **[Alias]** button.



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Alias Information (Party Kramer,)

	Last/Business name	First name	Middle name	Generation	Role
1	Kramer	Marie	Gail		aka
2					aka
3					aka
4					aka
5					aka

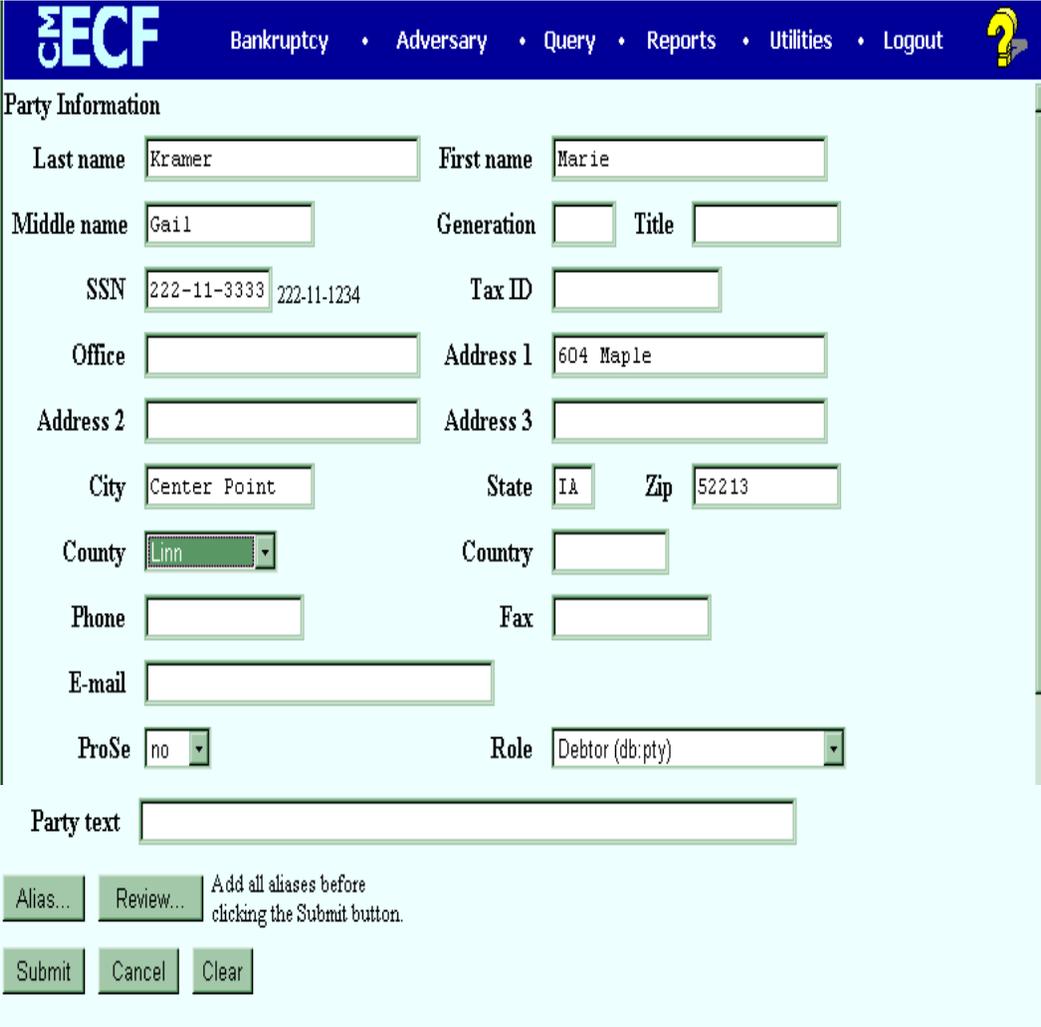
Click the Add aliases button to return to the Party screen and submit all information for this party.

Figure 7

STEP 7 The **ALIAS** screen appears. (See Figure 7.)

- You can enter up to five alias names. **Alias Role** selections include aka, dba, fdba, and fka.
- Click **[Add aliases]**.

STEP 8 The **PARTY INFORMATION** screen reappears. (See Figure 8a.)



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Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

Figure 8a

- Clicking on the **[Review]** button at any time presents a screen summarizing the attorney and alias activity for this debtor. (See **Figure 8b.**)



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Attorney(s) added:
None added.

Alias(s) added:
 Daniels, David (aka)

Uncheck to remove from list.

Figure 8b

- Verify the information.

- Be careful about clicking the **[Clear]** button. You could accidentally delete information.
- Click **[Return to Party Screen]**.

STEP 9 The **PARTY INFORMATION** screen will return again (See Figure 8a). If you are finished adding information for this new party, click **[Submit]** to continue with Case Opening.

NOTE: If this were a joint debtor filing, a **JOINT DEBTOR PARTY** screen would appear next.

STEP 10 The **STATISTICAL DATA** screen appears next. (See Figure 10.)

The screenshot shows the ECF 'STATISTICAL DATA' form. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main form area has a yellow background. It contains several sections:

- Type of debtor:** A row of checkboxes for Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker.
- Fee status:** A dropdown menu set to 'Paid'.
- Nature of debt:** A dropdown menu set to 'consumer'.
- Voluntary:** A dropdown menu set to 'voluntary'.
- Origin:** A dropdown menu set to 'Original'.
- Date split/transfer:** An empty text input field.
- Asset notice:** A dropdown menu set to 'No'.
- Estimated number of creditors:** A dropdown menu set to '1-15'.
- Estimated assets:** A dropdown menu set to '\$0-\$50,000'.
- Estimated debts:** A dropdown menu set to '\$0-\$50,000'.

 At the bottom left, there are two buttons: 'Next' and 'Clear'.

Figure 10

- Select the **Type of Debtor** by clicking in the appropriate box(es).
- The **Fee Status** values are Paid and Installment. If the petition is accompanied by an Application to Pay Filing Fees in Installments, you would select Installment from the pick list box.
- Designate the **Nature of Debt** as Consumer or Business.
- The default value is for a **Voluntary** Petition. For Involuntary Petitions, select **Involuntary** from the pick list box.
- Enter the correct **Origin** code from the values Original, First Reopen, Second Reopen, Third Reopen, Split or Inter-District Transfer. No action is necessary if this is the first filing; the default value of Original is correct for this exercise.
- **Date Split/Transfer** is only necessary when a joint debtor splits from the original case or if this case was transferred in from another district. Otherwise leave this field blank.

- Choose Yes or No for **Asset notice** designation.

- Select the range of **Estimated Creditors** from the pick list box.
 - 1 -15
 - 16 - 49
 - 50 - 99
 - 100 -199
 - 200 - 999
 - 1,000 - over

- Select the correct dollar range for **Estimated Assets**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million

- Select the correct dollar range for **Estimated Debts**.
 - Under \$50,000
 - \$50,001 - 100,000
 - \$100,001 - 500,000
 - \$500,001 - 1 million
 - \$1,000,001 - 10 million
 - \$10,000,001 - 50 million
 - \$50,000,001 - 100 million
 - More than \$100 million

- Click **[Next]** to continue.

STEP 11 If you have selected **y** for **Deficiencies** on the **Case Data** screen, the Chapter 7 **DEFICIENCY LIST** screen appears. (See **Figure 11.**)

NOTE: This list will vary by chapter.

- Check the check box for each item that is not included with this petition. For this exercise, select **Schedules A-J**.

Figure 11

- Click **[Next]** to continue.

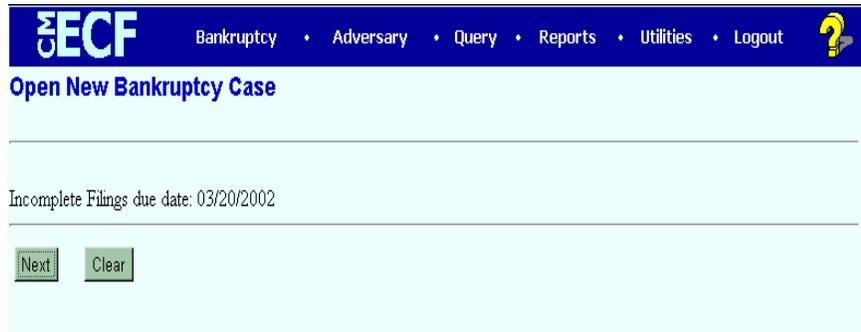
STEP 12 The **SELECT A PDF DOCUMENT** screen appears. (See **Figure 12.**)

Figure 12

NOTE: This screen is used for associating the imaged document with this entry. Attorneys must enter the path and name of a pdf (portable document format) document here.

- Click **[Browse]**, then click on the down arrow – for the **Files of type** field.
- In the drop-down box, click on **All Files (*.*)**.
- Navigate to the directory where the appropriate PDF file is located.
- Highlight the file. Then right click with your mouse and select **Open** to verify the contents of the document. If this is the correct file, double-click the PDF file to select it.
- Accept the default setting of **No** for the **Attachments to Document** radio buttons. Attachments will be covered in another module.
- Click **[Next]**

- STEP 13** The **INCOMPLETE FILINGS DEADLINES** screen is presented, showing the due date for the missing schedules A-J. (See Figure 13.)



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header is a light blue section titled "Open New Bankruptcy Case". A horizontal line separates this from the main content area, which displays "Incomplete Filings due date: 03/20/2002". At the bottom of this area are two buttons: "Next" and "Clear".

Figure 13

- The deadline for filing the missing documents is calculated and displayed. This will print on the final docket text and will exist as a schedule record for queries and reports.
- The Statement of Intent deadline may appear on this screen, as shown. This varies by court. The court will monitor these deadline for compliance and will verify deficiencies.
- Click **[Next]** to continue.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header is a light blue section titled "Open New Bankruptcy Case". Below this is the instruction "For Receipt #, Enter CC for Credit Card or O for Other Payment." followed by two input fields: "Receipt # CC" and "Fee: \$200". At the bottom of this area are two buttons: "Next" and "Clear".

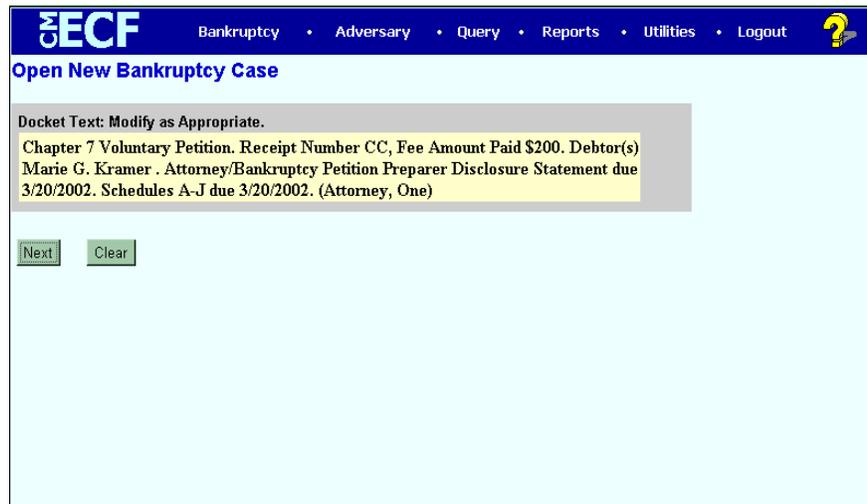
Figure 14

- STEP 14** The **RECEIPT #** screen appears. (See Figure 14.)

- This screen is for you to enter a receipt number, **CC** if payment is by credit card, or **O** for other type of payment. Enter **CC** and click **[Next]** to continue.

STEP 15 The **MODIFY DOCKET TEXT** screen appears. (See Figure 15.)

- Click [**Next**] to continue.



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Open New Bankruptcy Case

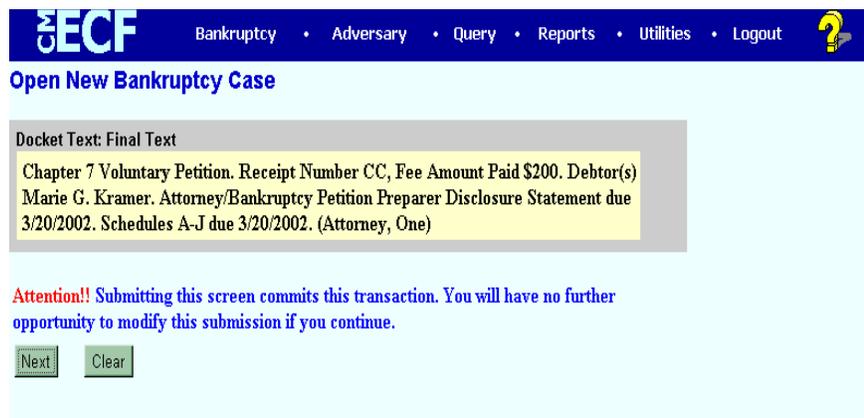
Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount Paid \$200. Debtor(s) Marie G. Kramer . Attorney/Bankruptcy Petition Preparer Disclosure Statement due 3/20/2002. Schedules A-J due 3/20/2002. (Attorney, One)

Next Clear

Figure 15

STEP 16 The **FINAL TEXT EDITING** screen displays. (See Figure 16.)



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Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount Paid \$200. Debtor(s) Marie G. Kramer. Attorney/Bankruptcy Petition Preparer Disclosure Statement due 3/20/2002. Schedules A-J due 3/20/2002. (Attorney, One)

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

Next Clear

Figure 16

- Proof this screen carefully! This is what will print on the docket sheet.
- 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 your last opportunity to change the event.

- **STEP 17** The case number will now be assigned. Click **[Next]** to continue. The **NOTICE OF ELECTRONIC FILING** screen displays.

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

Open New Bankruptcy Case

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Attorney, One entered on 3/5/2002 at 8:12 AM CST and filed on 3/5/2002

Case Name: Marie G. Kramer
Case Number: [1:02-bk-00127](#)
Document Number: [1](#)

Docket Text:
Chapter 7 Voluntary Petition. Receipt Number CC, Fee Amount Paid \$200. Debtor(s) Marie G. Kramer. Attorney/Bankruptcy Petition Preparer Disclosure Statement due 3/20/2002. Schedules A-J due 3/20/2002. (Attorney, One)

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

Document description: Main Document
Original filename: H:\Training CM-ECF Docs\VolP.pdf
Electronic document Stamp:
[STAMP bkcecfStamp_ID=993675052 [Date=3/5/2002] [FileNumber=8897-0] [0d5d0af5bab2f372cc22c5f7b50751518b48bcabca668eaa0eb088d42b6c585c0bdc97588c2c2f24aff0e1232150eabf12132bc534e4535838c38a31b99b1311]

1:02-bk-00127 Notice will be electronically mailed to:

1:02-bk-00127 Notice will not be electronically mailed to:

One Attorney
,

Figure 17

(See Figure 17.)

- This **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies the that petition is now an official court document.
- Make a note of the case number, which appears in blue. Clicking on the case number hyperlink, [1:02-bk-00127](#), will display the docket report for this case.
- Clicking on the document number hyperlink [1](#), will display the PDF image of the petition just filed.
- The [Notice of Bankruptcy Case Filing](#) hyperlink appears at the top of the Notice of Electronic Filing. Clicking on this hyperlink reveals a notice summarizing the pertinent details and participants of this case. (See Figure 18.)

NOTE: You must enter your PACER login and password to view any documents or reports or perform any queries.

STEP 18

If you click on the [Notice of Bankruptcy Case Filing](#) hyperlink at the top of the Notice of Electronic Filing, the Notice of Bankruptcy Case Filing will be displayed. This notice summarizes the pertinent details and participants of this case. (See Figure 18.)

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

United States Bankruptcy Court
Northern District of Iowa

Notice of Bankruptcy Case Filing

A bankruptcy case concerning the debtor(s) listed below was filed under Chapter 7 of the United States Bankruptcy Code, entered on 03/05/2002 at 08:27 AM and filed on 03/05/2002.

Marie G. Kramer
604 Maple Drive
Center Point, IA 52213
SSN: 444-33-2222

The case was filed by the debtor's attorney.

One Attorney

The case was assigned case number 02-101.

The filing of a bankruptcy case automatically stays certain actions against the debtor and the debtor's property. If you attempt to collect a debt or take other action in violation of the Bankruptcy Code, you may be penalized.

If you would like to view the bankruptcy petition and other documents filed by the debtor, they are available at our *Internet* home page <http://www.ianb.uscourts.gov/> or at the Clerk's Office 425 2nd Street SE, 8th Floor, P. O. Box 74890, Cedar Rapids, IA 52401.

You may be a creditor of the debtor. If so, you will receive an additional notice from the court setting forth important deadlines.

Sean F. McAvoy
Clerk, U. S. Bankruptcy Court

FILED
Electronically
03/05/2002

UNITED STATES BANKRUPTCY COURT
SEAL

Figure 18

- This certification was created in addition to the initial notice of filing. It also displays the debtor(s), attorney, trustee, case number, time, and filed date of the case opening information. It can be used to notice creditors as an official notice of stay besides the 341 Meeting Notice to stop foreclosures and other creditor actions. It may be saved or printed at the time of filing.
- The Notice of Bankruptcy Case Filing is also available for viewing or printing through the Query Main Menu Bar selection.
- To print a copy of this notice, click the browser **[Print]** button or icon.
- To save a copy of this receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

NOTE: This case was opened by the court, so the time stamp does not appear on the seal. It appears only for cases opened electronically by non-court users.