

Filing Schedules

This process shows the steps and screens required for an attorney to electronically file the schedules not filed with the bankruptcy petition.

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 2.)

◆ Click the Other hyperlink.

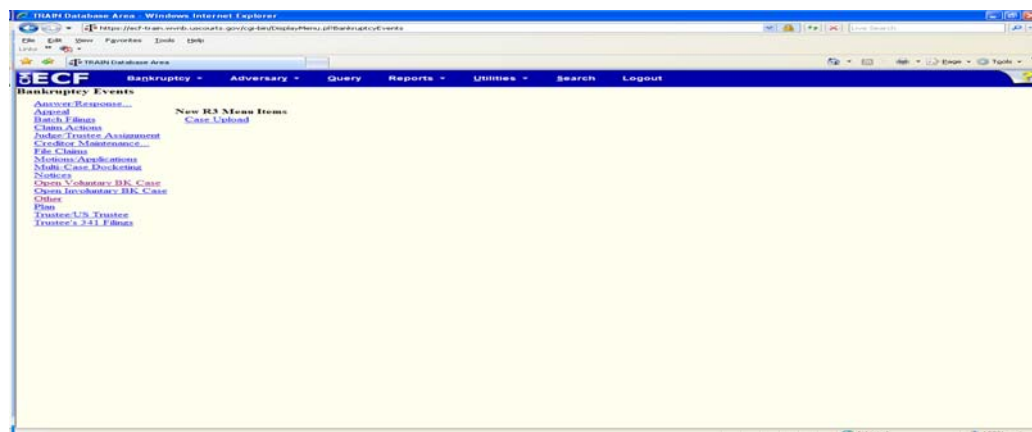


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

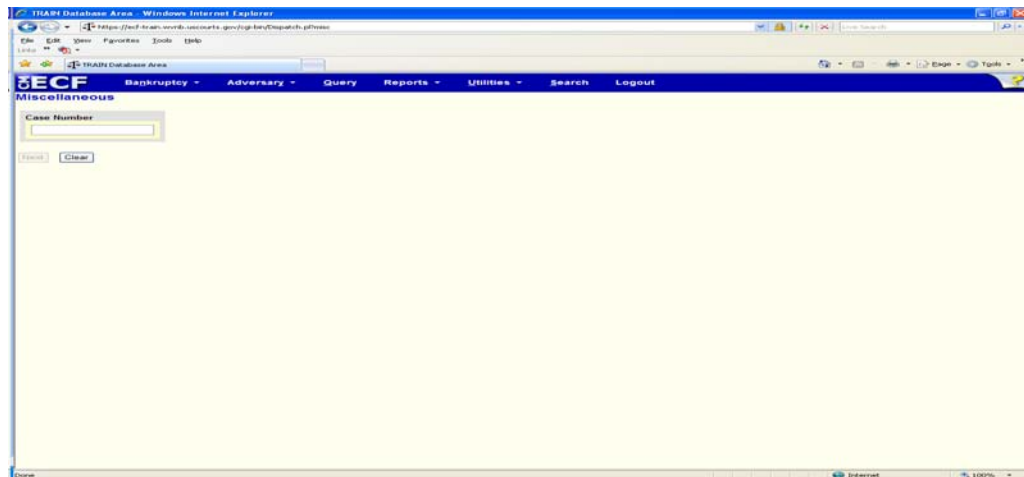


Figure 3

STEP 4 The following screen displays. (See Figure 4.)

- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of documents being filed.
- ◆ For a Chapter 7 petition, required documents are Exhibit D, Statement of Financial Affairs, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Declaration Concerning Debtor's Schedules, Disclosure of Compensation of Attorney for Debtor, Statement of Intent, Notice to Individual Consumer Debtor, and Form B22A Means Test.
- ◆ For a Chapter 13 petition, required documents are Exhibit D, Statement of Financial Affairs, Schedules A-J, Summary of Schedules and Statistical Summary of Certain Liabilities, Declaration Concerning Debtor's Schedules, Disclosure of Compensation of Attorney for Debtor, Notice to Individual Consumer Debtor, and Form B22C Means Test.
- ◆ Additional documents required in a Chapter 11 petition are Equity Security Holders and 20 Largest Unsecured Creditors
- ◆ Click **[Next]** to continue.

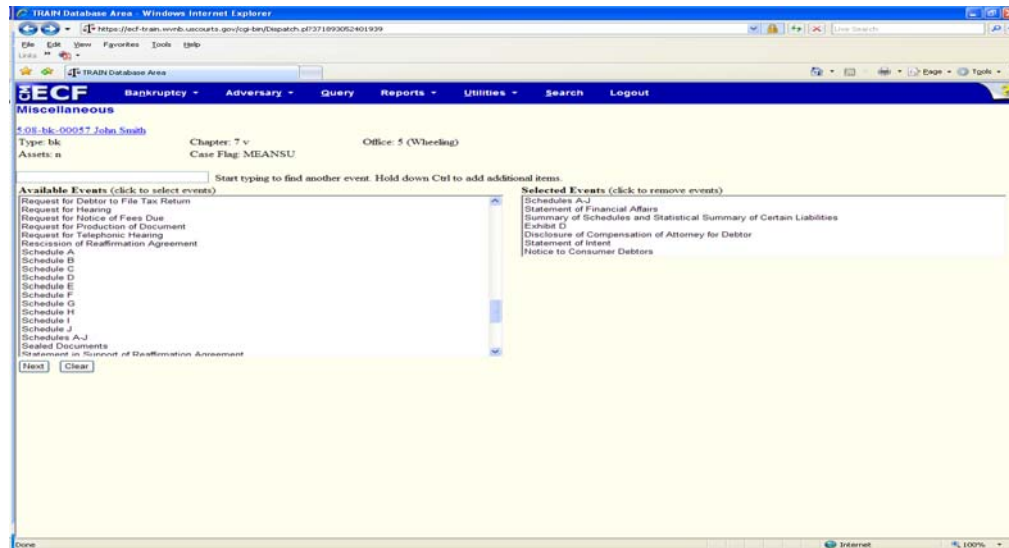


Figure 4

STEP 5 The Joint Filing With Other Attorneys screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click **[Next]** to continue.

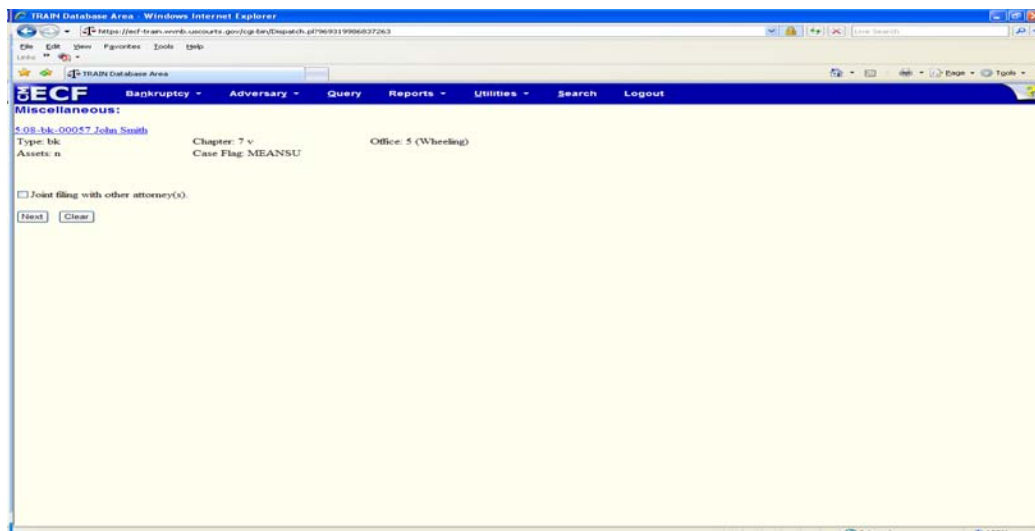


Figure 5

- STEP 6** The **Select the Party** screen displays. (See Figure 6.)
- ◆ Select the debtor(s)
 - ◆ Click **[Next]** to continue.

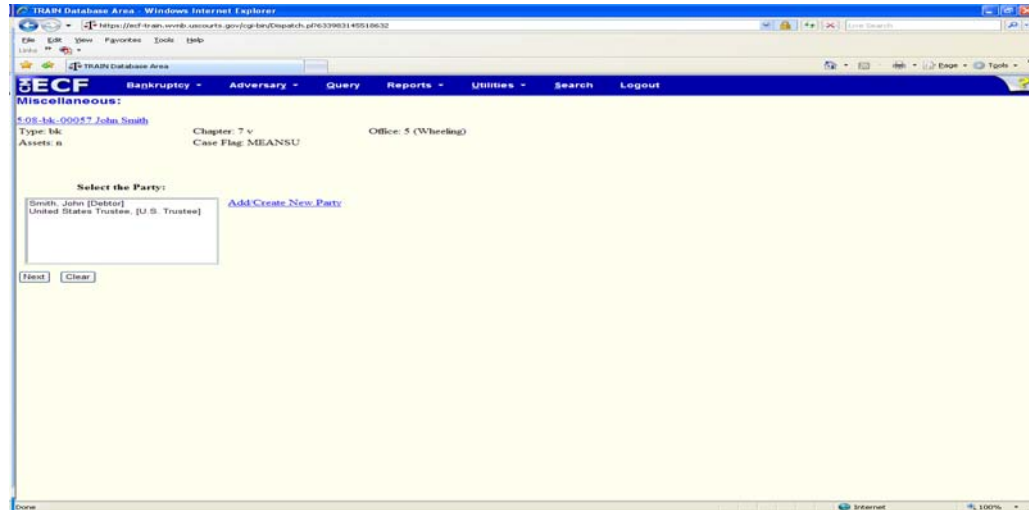


Figure 6

- STEP 7** The **Select the pdf document** screen displays. (See Figure 7.)
- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
 - ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.
- NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.
- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
 - ◆ Click **[Next]** to continue.

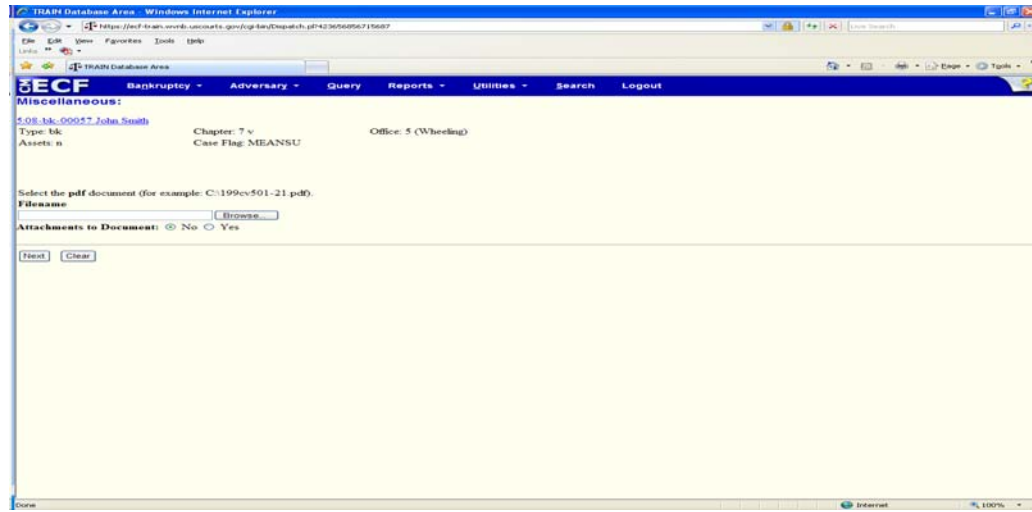


Figure 7

STEP 8 The **Summary of Schedules** screen displays. (See Figure 8.)

- ◆ Complete all white fields using Schedules A, B, D, E, F, I, J, Form 22 and Form 6 Statistical Summary
- ◆ The total Dischargeable Debt will compute.
- ◆ Click **[Next]** to continue.

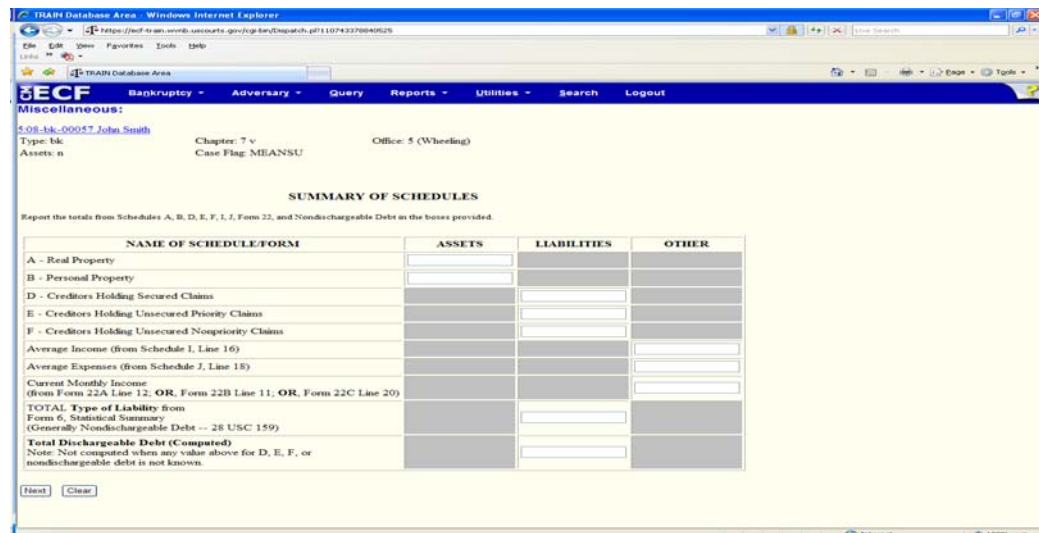


Figure 8

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See **Figure 9.**)

- ◆ It should not be necessary to make any additions to docket text.
- ◆ Click **[Next]** to continue.

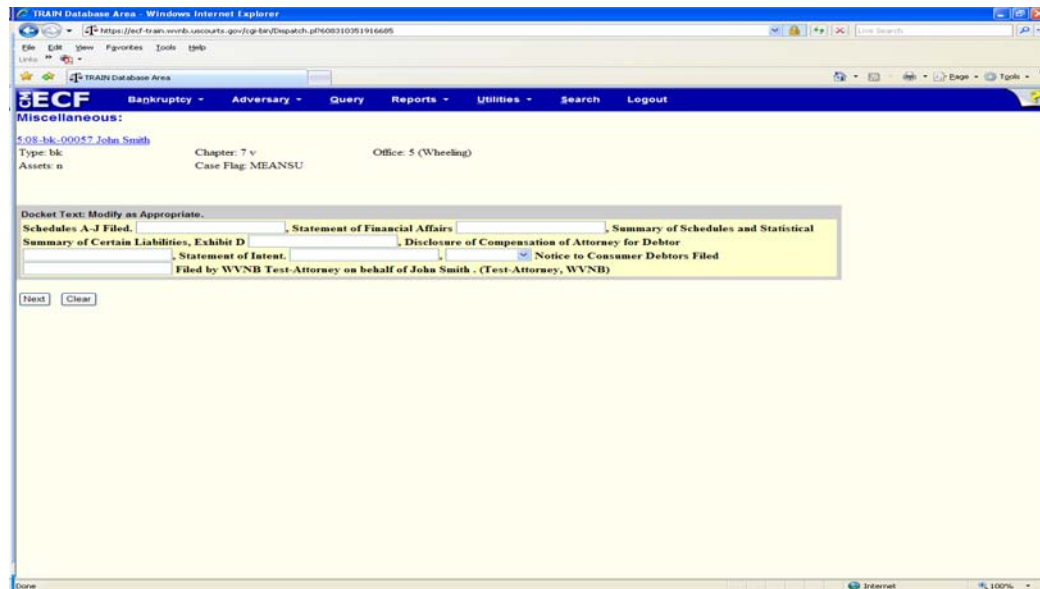


Figure 9

STEP 10 The **Docket Text: Final Text** screen displays. (See **Figure 10.**) This is your **last** opportunity to make corrections to your entry.

- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

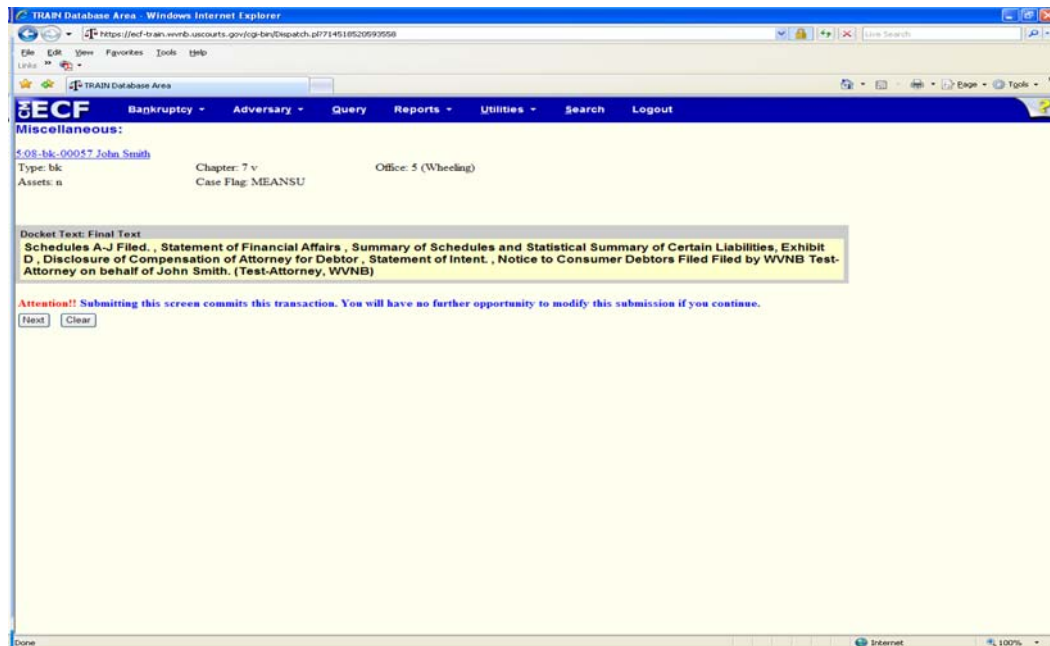


Figure 10

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. **(See Figure 11.)**

- ◆ The notice will include the following information:
 - ◆ Who filed the document
 - ◆ Date and time
 - ◆ Case name
 - ◆ Case number
 - ◆ Document number
 - ◆ Original filename (pdf)
 - ◆ Electronic document stamp
 - ◆ Electronic mail recipients and manual notice lists



Figure 11