

Disclosure Statement

This process shows the steps and screens required for attorneys to file a Disclosure Statement in a Chapter 11 proceeding.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Plan hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

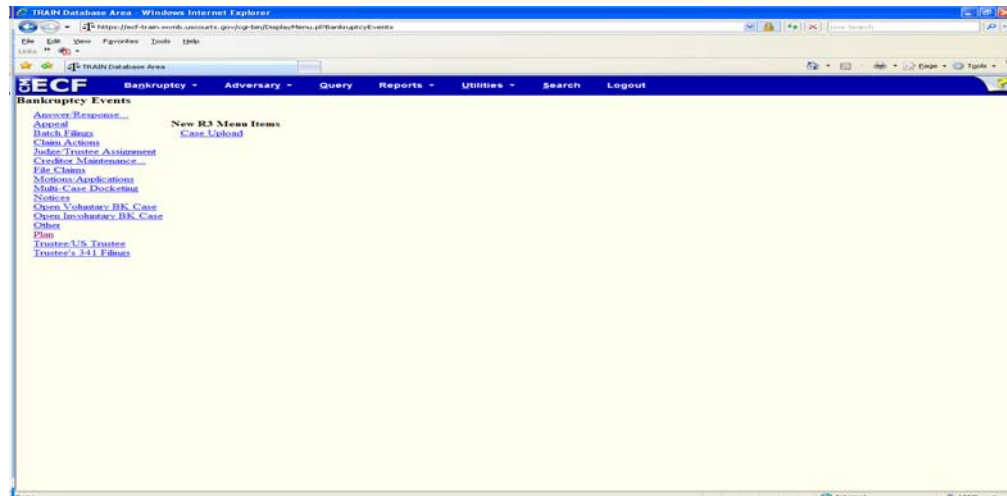


Figure 2

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

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

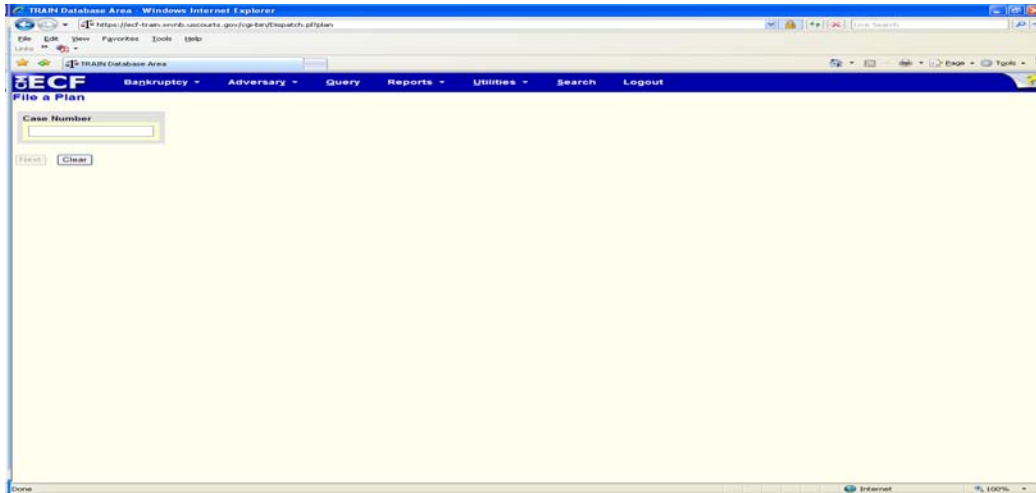


Figure 3

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

- ◆ Select **Disclosure Statement**.
- ◆ Click **[Next]** to continue.

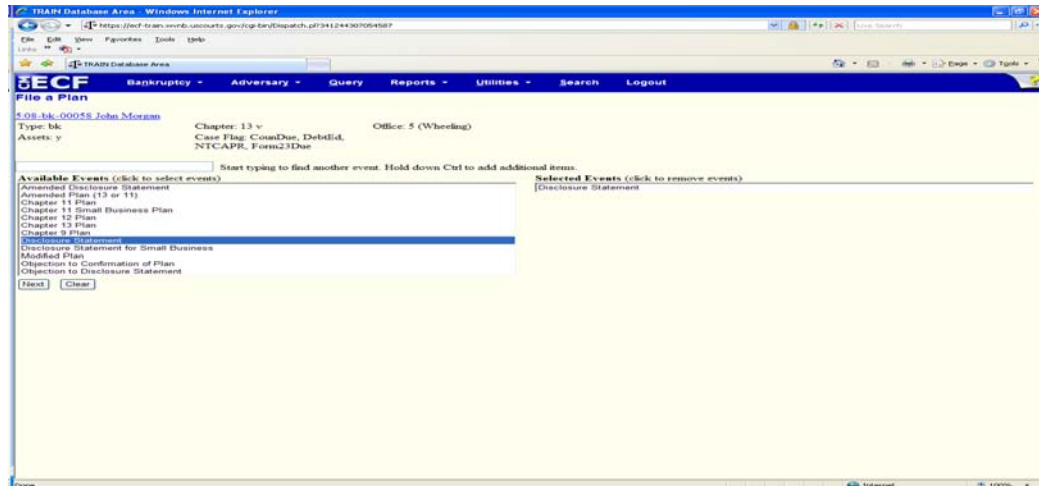


Figure 4

- 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.

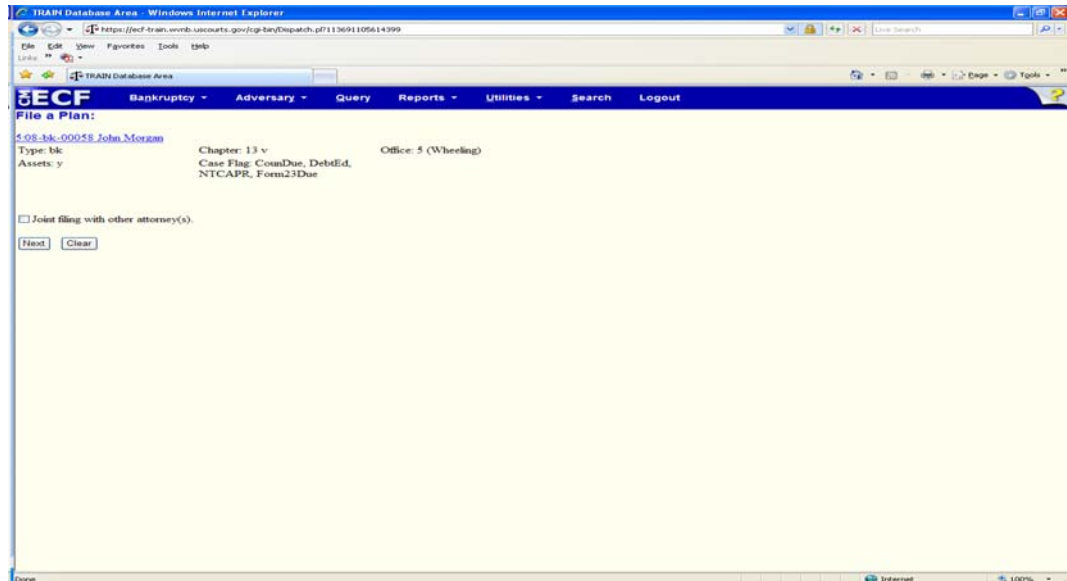


Figure 5

- STEP 6:** The **Select the Party** screen displays. (See **Figure 6.**) All participating parties in the case will appear on this list.
- ◆ Click to highlight the name of the debtor(s)
 - ◆ Click **[Next]** to continue.

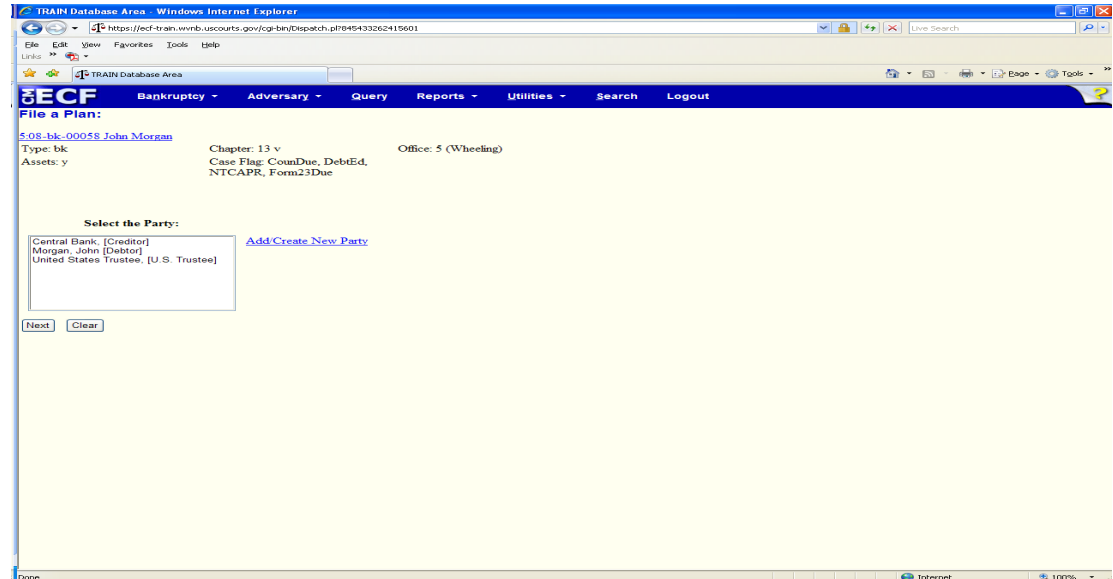


Figure 6

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7.)

- ◆ To associate the imaged document with this entry, select the PDF filename of the disclosure statement you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box.

- ◆ 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.

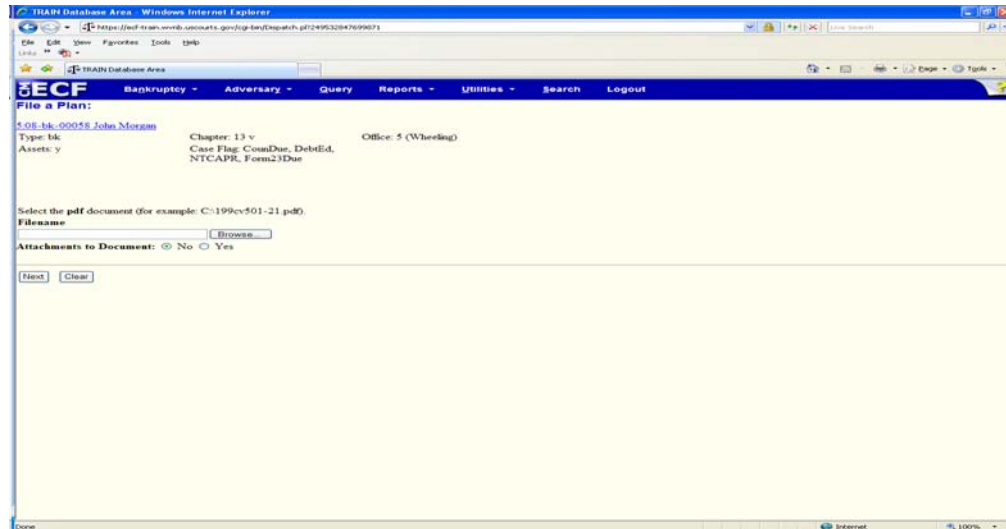


Figure 7

STEP 8: The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 8.)

- ◆ Click **[Next]** to continue.

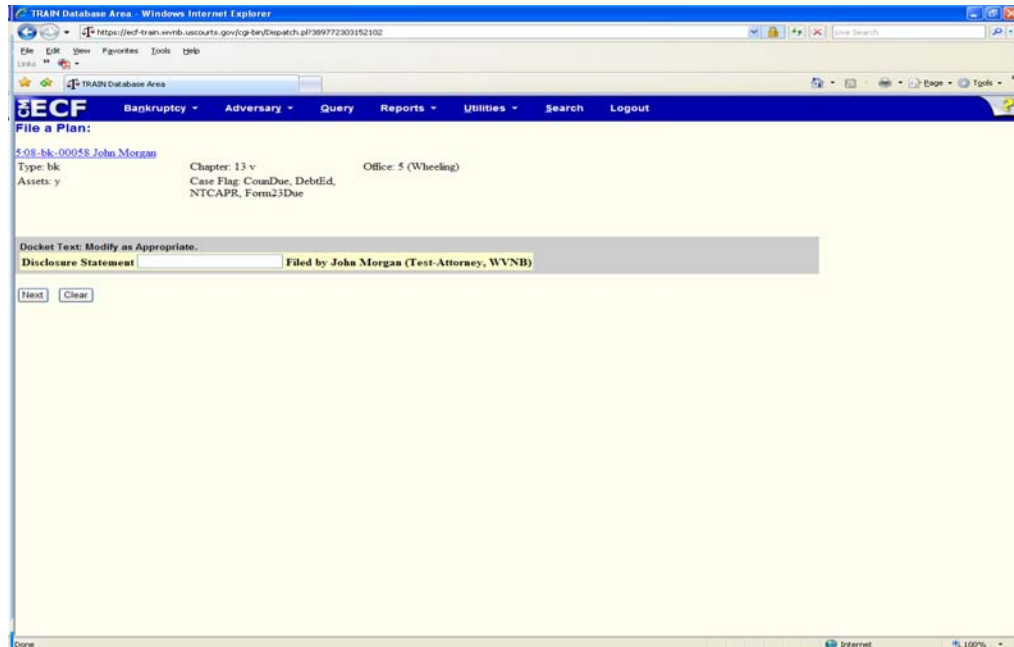


Figure 8

STEP 9: The **FINAL DOCKET TEXT** screen appears. (See Figure 9.)

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

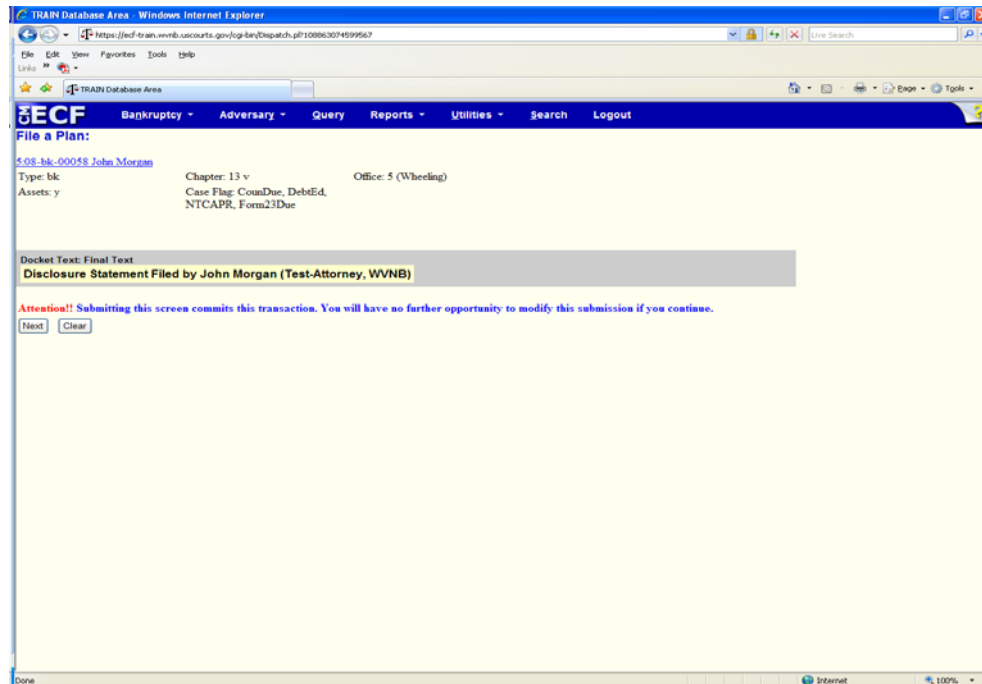


Figure 9

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 10.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.



Figure 10