

BANKRUPTCY CASE OPENING

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 basic statistical information. To accomplish this, the attorney will use 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, then click on the **Open a Case** hypertext link from the Bankruptcy Events menu.



Figure 1

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

The screenshot shows the 'Open New Bankruptcy Case' screen. It features a blue header with the ECF logo and navigation links. Below the header, the title 'Open New Bankruptcy Case' is displayed. The form contains several fields: 'Case Number' (empty), 'Office' (dropdown menu with 'Brooklyn' selected), 'Date Filed' (7/3/2001), 'Chapter' (dropdown menu with '7' selected), 'Joint Petition' (dropdown menu with 'n' selected), 'Case Type' (dropdown menu with 'bk' selected), and 'Deficiencies' (dropdown menu with 'n' selected). At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

Figure 2

- **Case Number:** ignore - the case number will be automatically assigned
- **Office:** Select the office/division in which you are filing the case
- **Date Filed:** the date field defaults to the current date and cannot be changed.

- **Chapter:** Select appropriate chapter
- **Joint Petition:** Select appropriate 'y' or 'n'.
- **Case Type:** Select 'bk'
- **Deficiencies:** Always select 'n'
- Click on **Next** to continue or **Clear** to reset

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

Figure 3

- **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”**

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)
- Do not search only by the asterisk * itself.

[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.

The screenshot shows the ECF Party Information form. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. The form itself is titled "Party Information" and contains the following fields:

- 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:
- Pro Se:
- Role:
- Party text:

At the bottom of the form, there are buttons for "Alias...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button says "Add all aliases before clicking the Submit button."

Figure 4

- 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**
 - 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**). If (**yes**), click on the down arrow
 - Select the appropriate **Role** (i.e. Debtor db:pty) (Automatic default is 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 New York Corporation, etc.) key this in the **Party Text** window.
 - Click on **Alias** to allow for inclusion of one or more aliases of the debtor.
 - 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

The screenshot shows the 'Open New Bankruptcy Case' form on the ECF system. The form is divided into several sections. The 'Type of debtor' section has checkboxes for Individual (checked), Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker. The 'Fee status' is a dropdown menu set to 'Paid'. The 'Nature of debt' is a dropdown menu set to 'consumer'. The 'Voluntary' section has a dropdown menu set to 'voluntary'. The 'Origin' is a dropdown menu set to 'Original'. The 'Date split/transfer' is an empty text box. The 'Asset notice' is a dropdown menu set to 'No'. The 'Estimated number of creditors' is a dropdown menu set to '1-15'. The 'Estimated assets' is a dropdown menu set to '\$0-\$50,000'. The 'Estimated debts' is a dropdown menu set to '1 \$0-\$50,000'. At the bottom of the form are 'Next' and 'Clear' buttons.

Figure 5

- **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, “i” for installments (to file case in installments, you will need to file an Application to Pay Filing Fee in Installments)
 - **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

If you have selected Y(yes) for **Deficiencies** on the **Case Data** screen, the Chapter **DEFICIENCY LIST** screen appears. (See **Figure 6**)

Open New Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- Atty Disclosure Stmt.
- Atty Sign. Exhibit B
- Atty 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

Figure 6

[NOTE: *This list will vary by chapter. The Clerk’s Office will mail to your office a “ Notice of Deficiency”. It is the responsibility of the Filer to satisfy the deficient documents pursuant to the local rules of this Court.]*

- Check the check box for each item that is not included with this petition.
- Click **Next** to continue.

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

 No Yes'. At the bottom, there are 'Next' and 'Clear' buttons."/>

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

Open New Bankruptcy Case

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 7a

- 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

If there are no separate attachments:

- Click on **Next** to continue and proceed to **Step 8**.

 No Yes'. At the bottom, there are 'Next' and 'Clear' buttons. An arrow points from the 'Next' button to the 'Attachments to Document' section."/>

MECF Bankruptcy • Adversary • Query • **WebMail** Reports • Utilities • Logout ?

Open New Bankruptcy Case

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 7b

If there are separate attachments to the document (e.g. Divisional Venue or 341 Meeting Avoid Dates, etc.):

- Click on **Yes** next to Attachments to Document and click on **Next**.
- Select the filename of your attachment by using Browse

- Click on the arrow next to **Type** and click on type of attachment, if listed
- Click in **Description** box and type in any additional description, or add description, if not listed under Type
- Click on **Add to List**
- Continue to add attachments using the steps above as necessary
- Once all attachments have been added, click on **Next**

The screenshot shows the ECF 'Open New Bankruptcy Case' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a 'Reload this page from the server' button and a help icon. The main heading is 'Open New Bankruptcy Case'. Below this, the instructions are: 'Select one or more attachments. 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).'. There is a 'Filename' input field followed by a 'Browse...' button. Below that, the instructions are: '2) At your option, select a document type and/or enter a description.'. There is a 'Type' dropdown menu and a 'Description' input field. The instructions continue: '3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.'. There is a list box (currently empty) with 'Add to List' and 'Remove from List' buttons. At the bottom left, there is a 'Next' button.

Figure 7c

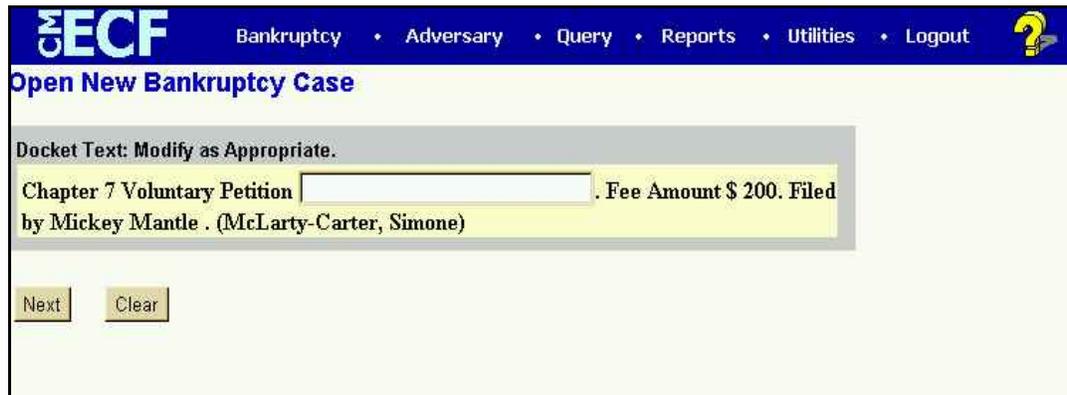
STEP 8

The next screen will remind you that your credit card on file with the clerks office will be charged the following day. Click **Next** to continue. The amount indicated on the screen will be reflected on your receipt. (Note: All receipts will be mailed out w/in 24 hours)

The screenshot shows the ECF 'Open New Bankruptcy Case' interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. The main heading is 'Open New Bankruptcy Case'. Below this, there is a 'Fee \$:' label followed by an input field containing the value '200'. Below the input field, there are two buttons: 'Next' and 'Clear'.

Figure 8

STEP 9 The **Docket Text** screen appears.

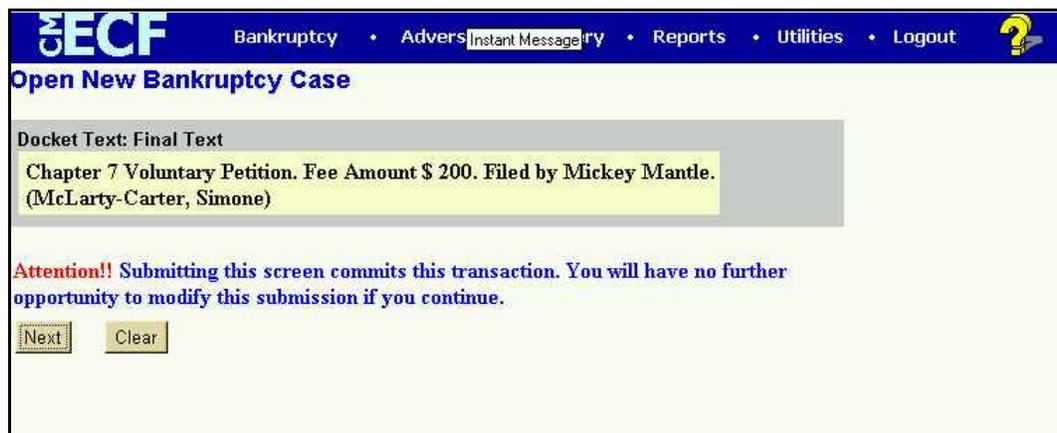


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open New Bankruptcy Case". The main content area is titled "Docket Text: Modify as Appropriate." and contains a text entry field with the following text: "Chapter 7 Voluntary Petition [] . Fee Amount \$ 200. Filed by Mickey Mantle . (McLarty-Carter, Simone)". Below the text entry field, there are two buttons: "Next" and "Clear".

Figure 9

- Verify docket entry to ensure that information is correct
- If you have selected any deficiencies to the petition, the deadlines for when those items will be due will appear here
- 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



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Instant Message, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Open New Bankruptcy Case". The main content area is titled "Docket Text: Final Text" and contains a text entry field with the following text: "Chapter 7 Voluntary Petition. Fee Amount \$ 200. Filed by Mickey Mantle. (McLarty-Carter, Simone)". Below the text entry field, there is a warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning message, there are two buttons: "Next" and "Clear".

Figure 10

- Verify docket entry
- If correct, click on **Next** to submit filing to court

STEP 11 The **Notice of Bankruptcy Case Filing** screen appears.



Figure 11a

This screen confirms that the system has received the case and is now an official bankruptcy case and provides the following information:

- Date & time case was filed
- Name of filer, Case Name & Case Number
- Document Number & Document Text
- Name & Address of persons that will receive Electronic Notice of Filing

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: This receipt provides a record of your new case name and case number, therefore it is important that you print this receipt]

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 on 07/09/2001 at 10:28 AM.

Mickey Mantle



Figure 11b

CREDITOR UPLOAD - SEE SERIES 1100