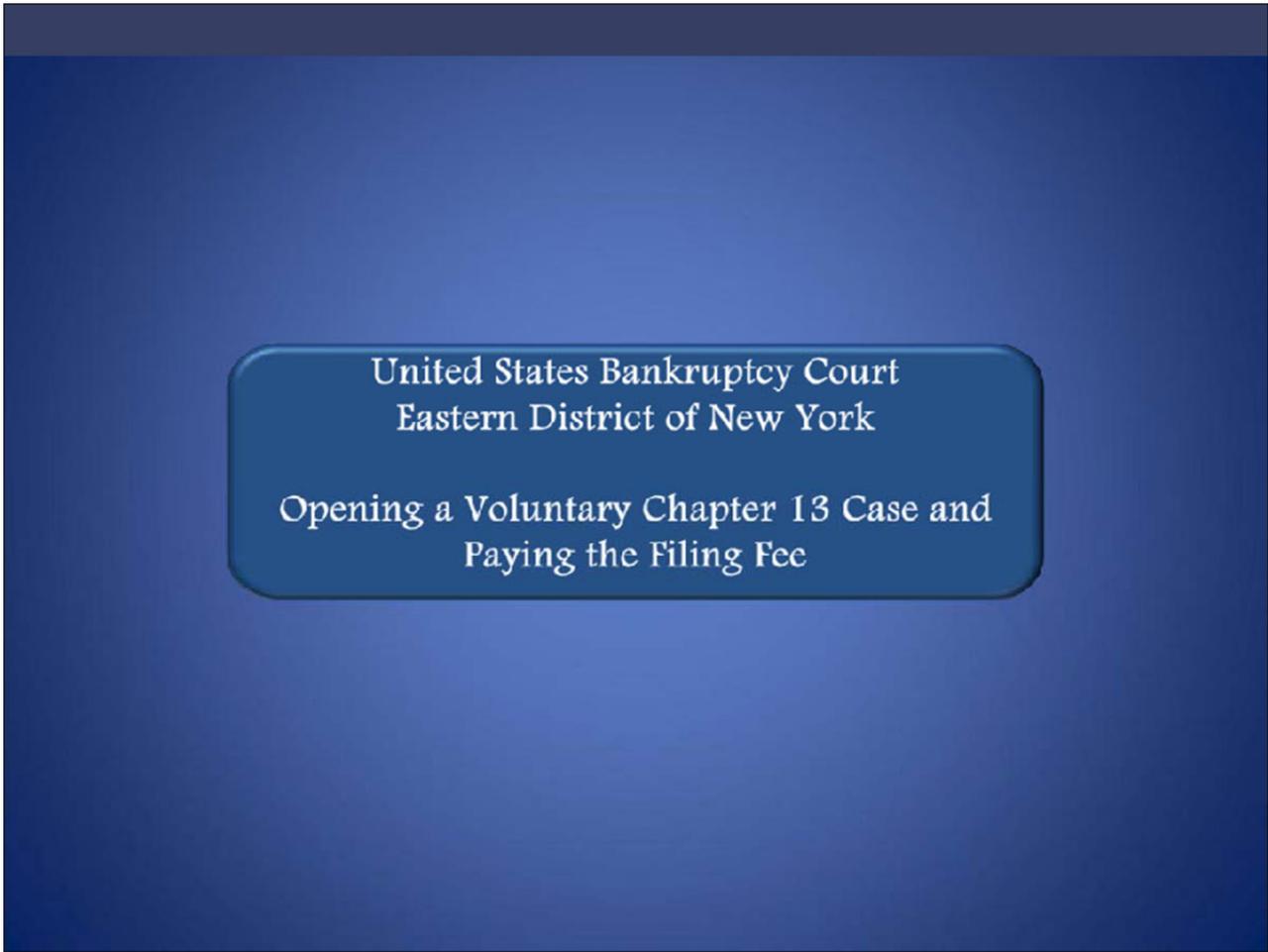


Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Opening a Voluntary Chapter 13 Case and Paying the Filing Fee.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  **Table of Contents**
Or
The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

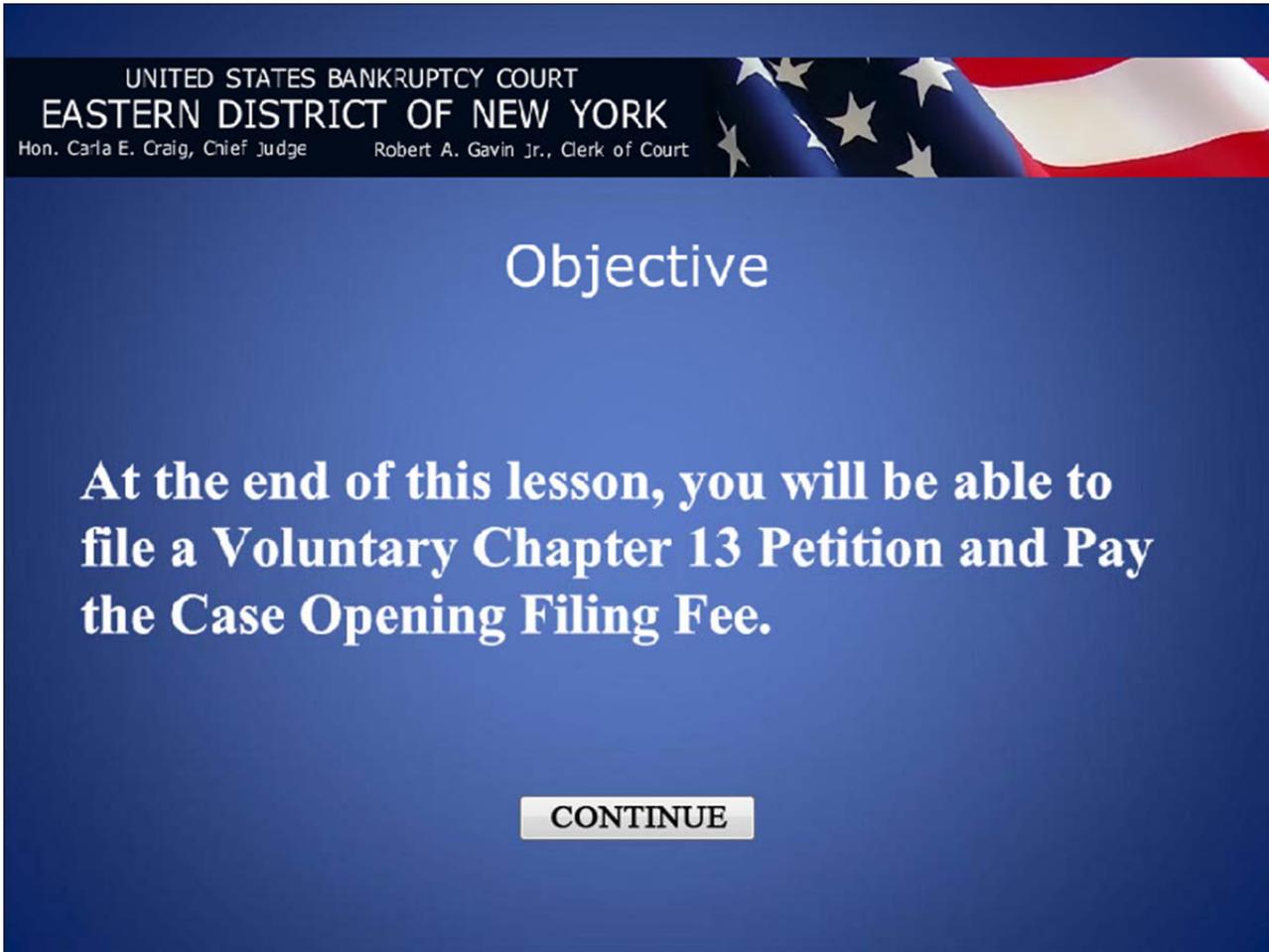
Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select **START** when you are ready to begin.

START

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Objective

At the end of this lesson, you will be able to file a Voluntary Chapter 13 Petition and Pay the Case Opening Filing Fee.

CONTINUE

The slide features a dark blue background with a white American flag graphic on the right side. The text is white and centered. The 'CONTINUE' button is a light gray rectangle with a dark gray border.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 4 – ECF Main Menu



ECF **Bankruptcy** Adversary Query Reports Utilities Search Logout ?

Select **Bankruptcy**

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571.

After successfully logging in to CM/ECF, select **Bankruptcy**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 5 - Bankruptcy Events

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the main content area is titled "Bankruptcy Events". A list of menu items is displayed on the left side, including: Answer/Response..., Appeal, Claim Actions, Creditor Maintenance..., File Claims, Motions/Applications/Presentments, Notices, Open Voluntary Case, Open an Involuntary Case, Other, Plan, Upload Proposed Order, and Judge/Trustee Assignment. The "Open Voluntary Case" item is highlighted with a red box, and a red arrow points to it from a tooltip box that contains the text "Select Open Voluntary Case". At the bottom of the screenshot, the URL is displayed: https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase.

From the list of Bankruptcy Events, select **Open Voluntary Case**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 6 - Open Voluntary Bankruptcy Case

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

For Kings, Queens, and Richmond counties select **BROOKLYN**
For Nassau and Suffolk Counties select **CENTRAL ISLIP**

Office: Brooklyn
Case type: Central Islip
Date filed: 4/12/2012
Chapter:
Joint Petition: n
Deficiencies: n

Note: The Clerk's Office will mail a "Notice of Deficiency", if applicable. It is the responsibility of the Filer to satisfy the deficient documents pursuant to Bankruptcy and local rules.

Next Clear

The initial screen in the process of opening a new bankruptcy case displays. Office assignment is generally based on the Chapter 13 Debtor's county of residence. The **Office** field defaults to **Brooklyn**. For this lesson, select the drop down arrow to change the Office to **Central Islip**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 7 - Open Voluntary Bankruptcy Case (Cont'd)

The screenshot shows the ECF system interface for opening a voluntary bankruptcy case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Voluntary Bankruptcy Case". Below this, there are instructions: "For Kings, Queens, and Richmond counties select BROOKLYN" and "For Nassau and Suffolk Counties select CENTRAL ISLIP". The form fields are: Office (Central Islip), Case type (bk), Date filed (4/12/2012), Chapter (13), Joint Petition (n), and Deficiencies (n). A note states: "Note: The Clerk's Office will mail a 'Notice of Deficiency', if applicable. It is the responsibility of the Filer to satisfy the deficient documents pursuant to Bankruptcy and local rules." At the bottom, there are three buttons: "Next" (highlighted with a red box), "Clear", and "Select Next".

The **Case type** field defaults to **bk** for bankruptcy and cannot be changed. The **Date filed** field is hard coded and cannot be changed. In order to select the Chapter for filing, you would select the drop down arrow next to **Chapter** and select **13**, for a Chapter 13 case. The **Joint Petition** field defaults to **n** for no. When filing a case involving Joint Debtors, you must select the drop down arrow and change the option to **y** for yes. In this lesson we do not have Joint Debtors, so you would leave the field at **n** for no. The **Deficiencies** field defaults to **n** for no and should not be changed. The Clerk's Office mails a Notice of Deficiency when required documents are not filed with the Petition. It is the responsibility of the filer to satisfy the deficient document pursuant to LBR 1002-(1) c. Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 8 - Search for a Debtor

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Search for a debtor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Select Search

The **Search for a debtor** screen appears. This screen is used to search for an existing debtor record within the Court's CM/ECF database. A search for prior filings should be conducted to avoid creating duplicate profiles in the electronic database. You have the option to search by Social Security Number or Individual Taxpayer Identification Number, or by using the name fields. Here, we will search by debtor's name. We have already entered the debtor's first and last name, so we will now select **Search**.

TIP: The Tax ID / EIN field is used in business cases.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 9 - Search for a Debtor (Cont'd)

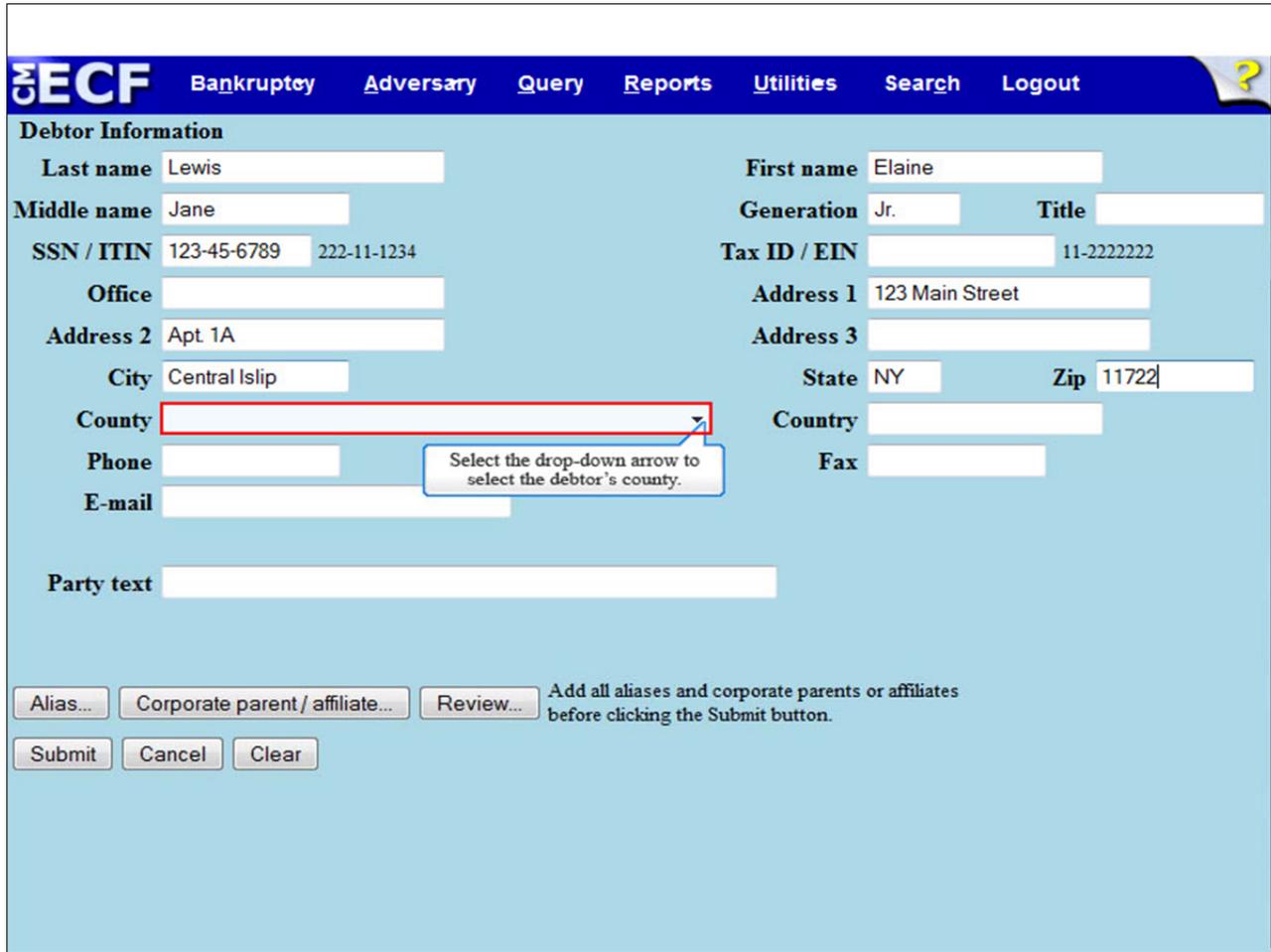
The screenshot shows the ECF system search interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the search form is titled "Search for a debtor". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons below the fields. The search results section is titled "Party search results" and displays "No person found." Below this, there is a "Create new party" button, which is highlighted with a red box. A tooltip points to this button with the text "Select Create new party".

When the search results displays **No person found**, as they do here, select **Create new party** to add Debtor's profile. When the Debtor is listed in the CM/ECF system, the name appears in the Party Search results. Select the name if it is identical to the name on the petition. In this case, select **Create new party**.

TIP: If the debtor is a business, enter the business name in the **Last/Business name** field. Filer may enter the first few letters or first name to narrow or broaden the scope of the search.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 10-1 - Debtor Information



CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office

Address 1 Address 3

Address 2

City State Zip

County Country

Phone Fax

E-mail

Party text

Alias... Corporate parent / affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

The information used on the previous Search for debtor screen populates the **Debtor Information** screen to create a party of record in the CM/ECF database. You would now proceed to enter the necessary information such as the debtor's **Middle name**, **Generation**, **Title**, and mailing address. The **Generation** field is used to enter generation suffixes such as Jr. or Sr., while **Title** is used for suffixes such as M.D. The Debtor's complete Social Security number should be typed in the format shown in the example next to the field. The **Office** field must remain blank. We entered the debtor's mailing address to include number and street, as well as apartment number. Use the **Address 3** field if needed. Keep in mind that the address entered in the Debtor Information screen will be the address used for noticing.

The **County** field, which contains the debtor's county of record, is a required field. Select the drop-down arrow to view a list of options, and scroll down until you see the debtor's county.

TIP: The Social Security number will be redacted on the docket so that only the last four digits will be visible on the docket.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 10-2 - Debtor Information (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office

Address 1 Address 2 Address 3

City State Zip

Country

Phone

E-mail

Party text

County corporate parents or affiliates Submit button.

Alias... Co

Submit Ce

ROCKLAND-NY (36087)
SARATOGA-NY (36091)
SCHENECTADY-NY (36093)
SCHOHARIE-NY (36095)
SCHUYLER-NY (36097)
SENECA-NY (36099)
ST. LAWRENCE-NY (36089)
STEUBEN-NY (36101)
SUFFOLK-NY (36103)
SULLIVAN-NY (36105)
TIOGA-NY (36107)
TOMPKINS-NY (36109)
ULSTER-NY (36111)
WARREN-NY (36113)
WASHINGTON-NY (36115)
WAYNE-NY (36117)
WESTCHESTER-NY (36119)
WYOMING-NY (36121)
YATES-NY (36123)
OUTSIDE U. S. (99999)

Select SUFFOLK, provided the debtor resides in Suffolk County.

In our example we selected **Suffolk County** as the county that corresponds with the debtor's address of Central Islip, NY.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 10-3 - Debtor Information (Cont'd)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office

Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

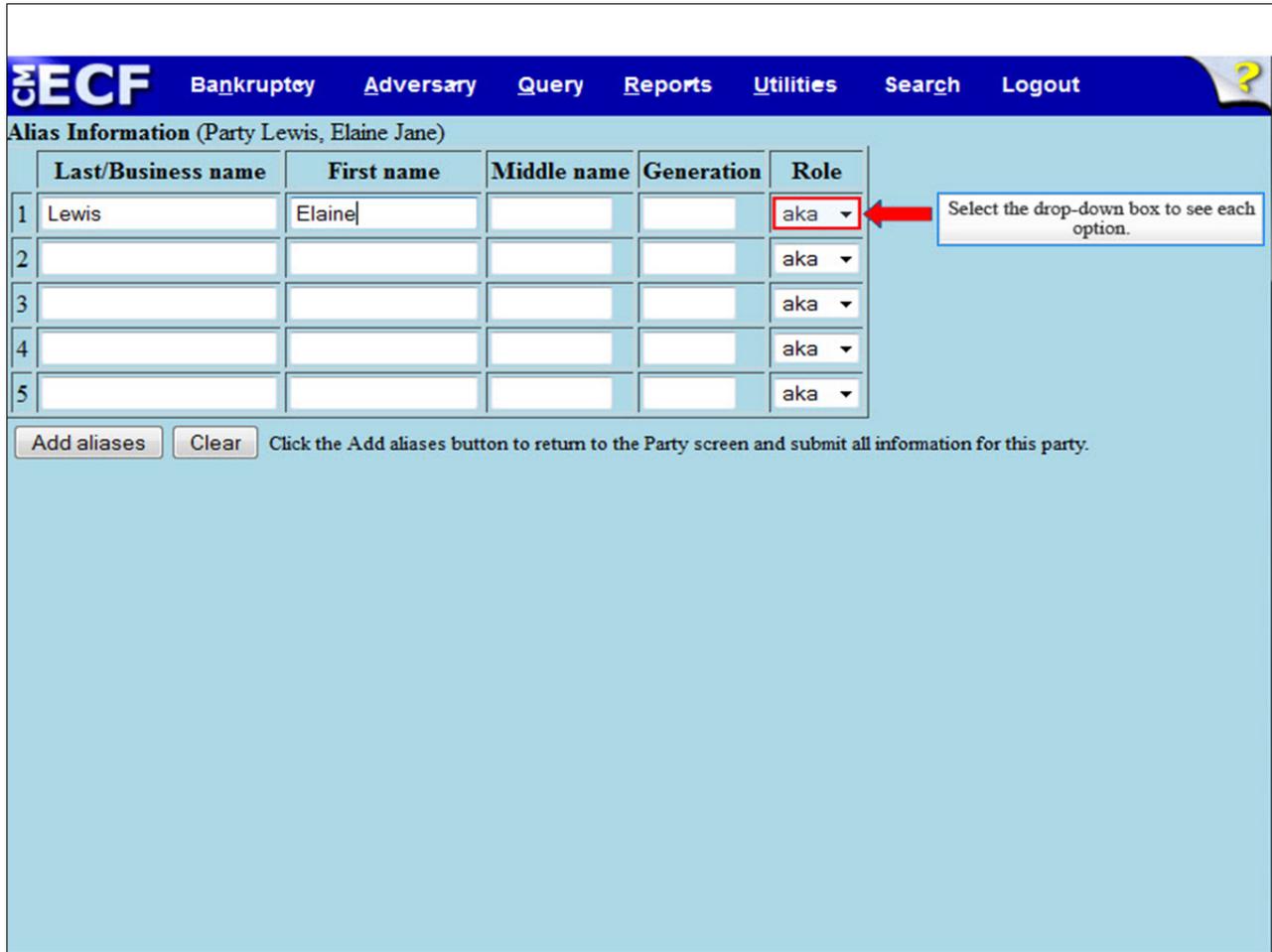
Select Alias...

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

If the **Country** is NOT the USA, enter the name of the country. **Phone, fax,** and **e-mail** fields are not required for debtors. **Party text** should be used only to further identify the type of corporation, for example, "A New York Corporation" or "Guardian of the State." **Party text** may also be used for extra-long names. The **Alias** button should be used to add other names the debtor has used in the last eight years. The **Corporate Parent/affiliate** button relates to business cases. The **Review** button allows the filer to verify specific party types added to the case. The **Clear** button erases all information, except the Social Security number, from the **Debtor Information** screen. The **Cancel** button takes the filer back to the **Search for a debtor** screen. For now, let's assume that the debtor has an alias, which must be entered into the CM/ECF database. Select the **Alias** button to do so.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 11 - Alias Information



CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lewis, Elaine Jane)

	Last/Business name	First name	Middle name	Generation	Role
1	Lewis	Elaine			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.

We've included the last and first name aliases for the debtor. The **Role** field defaults to **aka**. Select the drop down arrow to change the Role.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 12 - Alias Information (Cont'd)

The screenshot shows the CM/ECF web interface for entering alias information. The header includes navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The page title is "Alias Information (Party Lewis, Elaine Jane)".

	Last/Business name	First name	Middle name	Generation	Role
1	Lewis	Elaine			aka
2					aka
3					dba
4					fdba
5					fka
					ta
					aka

A red arrow points from a "Select aka" callout box to the "aka" option in the Role dropdown menu. To the right of the table, a legend lists the meanings for the acronyms: Also Known As (aka), Doing Business As (dba), Formerly Doing Business As (fdba), Formerly Known As (fka), and Trading As (ta).

Buttons: Add aliases, Clear. Instruction: Click the Add aliases button to return to the Party screen and submit all information for this party.

To the right of each acronym is its respective meaning. In this example, we will select **aka** for Also Known As.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 13 - Alias Information (Cont'd)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lewis, Elaine Jane)

	Last/Business name	First name	Middle name	Generation	Role
1	Lewis	Elaine			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.

Select Add aliases

Select the **Add Aliases** button to save the alias record and return to the Debtor Information screen.

TIP: When entering more than five (5) aliases, select the Aliases button again from the Debtor Information screen, which will bring you back to the Alias Information screen to add the sixth or more names.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 14 – Debtor Information (Cont'd)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office

Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Alias... Corporate parent/ affiliate... **Review...** Add all aliases and corporate parents or affiliates before clicking the Submit button.

Submit Cancel Clear

Select Review...

Select the **Review** button to verify specific party types added to the case.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 15 - Review Parties

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Review attorneys, aliases, corporate parents or affiliates
Elaine Jane Lewis Jr.

Uncheck to remove from list

Attorneys added:
Marcus, Simon
290 Federal Plaza
Central Islip, NY 11722

Aliases added:
 Lewis, Elaine (aka)

Corporate parents / affiliates added:
None added.

Select Return to Party screen

This screen allows you to review three added party entries: **Attorneys**, **Aliases**, and **Corporate Parents / Affiliates**. For this lesson, notice that the alias Lewis, Elaine was added. Select **Return to Party Screen** to return to the **Debtor Information** screen.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 16 - Debtor Information (Cont'd)

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office

Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Alias... Corporate parent/ affiliate... Review... Add all aliases and corporate parents or affiliates before clicking the Submit button.

Select Submit

Review the information entered on the **Debtor Information** screen and select **Submit**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 17 - Debtor Information (Cont'd)

The screenshot shows the CM/ECF Debtor Information form. The form fields are as follows:

Last name	Lewis	First name	Elaine		
Middle name	Jane	Generation	Jr.	Title	
SSN / ITIN	123-45-6789	222-11-1234	Tax ID / EIN		11-2222222
Office		s 1	123 Main Street		
Address 2	Apt. 1A	s 3			
City	Central Islip	ate	NY	Zip	11722
County	SUFFOLK-NY (36103)	try			
Phone		ax			
E-mail					
Party text					

A warning dialog box is displayed in the center of the form with the text: "Warning: The Tax ID / EIN is blank." The dialog box has an "OK" button highlighted with a red rectangle. A mouse cursor is pointing at the "OK" button, and a tooltip "Select OK" is visible below it.

At the bottom of the form, there are several buttons: "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button reads: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Select **OK** to continue.

TIP: The Tax ID/EIN is required in business cases.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 18 - Statistical and Report Data Screen

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years no yes

Fee status no yes

Nature of debt

Asset notice Yes No

Estimated number of creditors

Estimated assets

Estimated liabilities

Type of debtor

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

This screen is known as the Statistical and Report Data (SARD) screen. The field for **Prior filing within last 8 years** defaults to **no**. The drop down arrow should be selected to change the option to **yes** if the debtor previously filed bankruptcy within the last 8 years. We selected **no** as our option.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 19 - Statistical and Report Data Screen (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years

Fee status

Nature of debt

Asset

Estimated number of creditors

Estimated assets

Estimated liabilities

When making partial payments over 120 days, an Application to Pay Filing Fees in Installments must be docketed separately.

Filing fee paid in full. Corporation (includes LLC & LLP) Partnership

When requesting that the filing fee be waived, remember to docket the Application to Proceed in forma pauperis.

Health Care Business
 Single Asset Real Estate
 Railroad
 Stockbroker
 Commodity Broker
 Clearing Bank
 Other
 Tax-Exempt Entity

Next Clear

There are three payment options for Fee Status. To the right of each option is additional information related to each respective option.

Select **Installment** to make partial payments within 120 days of the file date of the petition. An Application to pay Filing Fees in Installments must be filed separately.

Select **Paid** if you are paying the filing fee in full.

Select **IFP filing fee waived** (In forma pauperis) for the filing fee to be waived. An IFP Application must be filed separately.

For this lesson, select **Paid**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 20 - Statistical and Report Data Screen (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: consumer

Asset notice: Yes

Estimated number of creditors: 1 - 49

Estimated assets: \$50,001 to \$100,000

Estimated liabilities: \$50,001 to \$100,000

Type of debtor:

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

Nature of business:

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

Next Clear

Select Next

The options in the **Nature of debt** field are **business** and **consumer**. When **consumer** is selected, the **Type of debtor** must remain **Individual**, and no **Nature of business** selection should be made. In this lesson, select **consumer**.

The **Asset notice** field has three options: **No**, **Unknown**, and **Yes**, and the default entry in this field is controlled by the chapter you entered on the initial case opening screen. For a Chapter 13 case, the **Asset notice** field reads **Yes** and should not be changed.

The **Estimated number of creditors**, **Estimated Assets**, and **Estimated Liabilities** fields must be completed according to the information on the Petition.

The Statistical and Report Data screen is now complete. Select **Next** to continue.

TIP: If the debtor had primarily business debts and the business was a tax-exempt entity, the **Tax-Exempt Entity** box should be checked.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 21 - Browse for Petition File

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". The main content area has a light blue background. It contains a "Filename" label above a text input field and a "Browse..." button. Below this, there is a section for "Attachments to Document:" with two radio buttons: "No" and "Yes". The "Yes" radio button is selected and highlighted with a red box. A tooltip with the text "Select Yes" is visible over the "Yes" radio button. At the bottom left of the form, there are two buttons: "Next" and "Clear".

On this screen, it is recommended that you select the radio button next to **Yes** prior to selecting **Browse...** if you know you will be uploading attachments to the main document, such as the Statement LR 1073-2(b) or the 2017 Pre-Petition Statement. Since there will be additional attachments in this lesson, select **Yes**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 22 - Browse for Petition File (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Filename

Browse...

Attachments to Document: No Yes Select Browse...

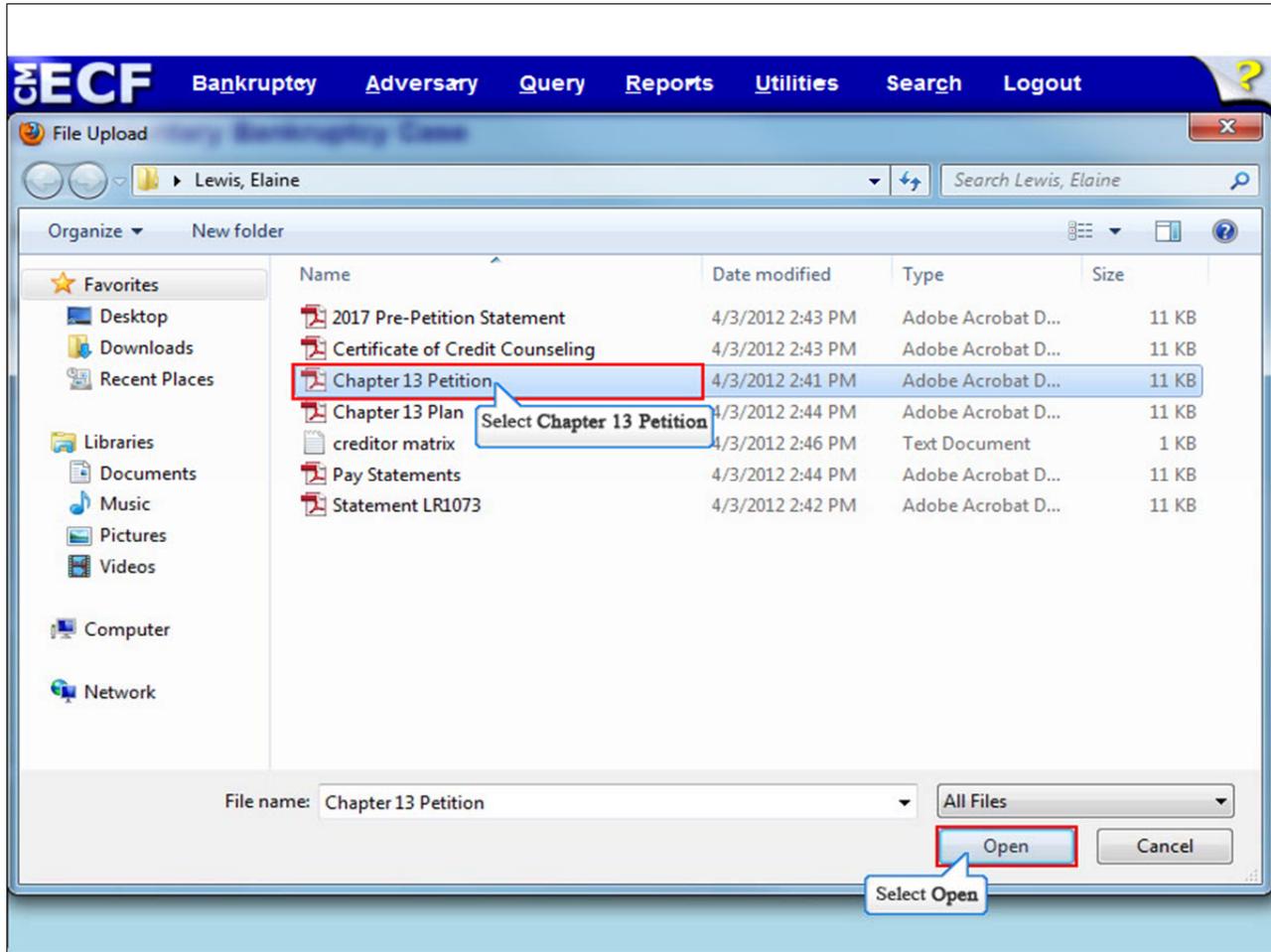
Next Clear

Select **Browse...** to upload the complete petition with schedules, statements and list of creditors in portable document, or .pdf, format.

TIP: Unless you are filing a deficient (skeleton or bare bones) Petition, upload all Schedules, Statements and List of Creditors as one file. Do not upload these pages individually.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 23 - Browse for Petition File (Cont'd)



The **File Upload** box appears.

Select the **Chapter 13 Petition**. It is highly recommended that you first right click to open and view the file before uploading to confirm that it is the correct document.

Select **Open** to upload the Chapter 13 Petition.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 24 - Browse for Petition File (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". The main content area has a "Filename" label above a text input field containing the path "\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar" and a "Browse..." button. Below the filename field, there is a section for "Attachments to Document:" with radio buttons for "No" and "Yes", where "Yes" is selected. At the bottom of the form, there are two buttons: "Next" and "Clear". A tooltip with the text "Select Next" is positioned over the "Next" button.

The complete filename displays in the **Filename** field. Select **Next** to continue.

TIP: Attachments to the Petition are forms such as the Statement Pursuant to Local Rule 1073-2(b) and the Pre-Petition Statement 2017-1.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

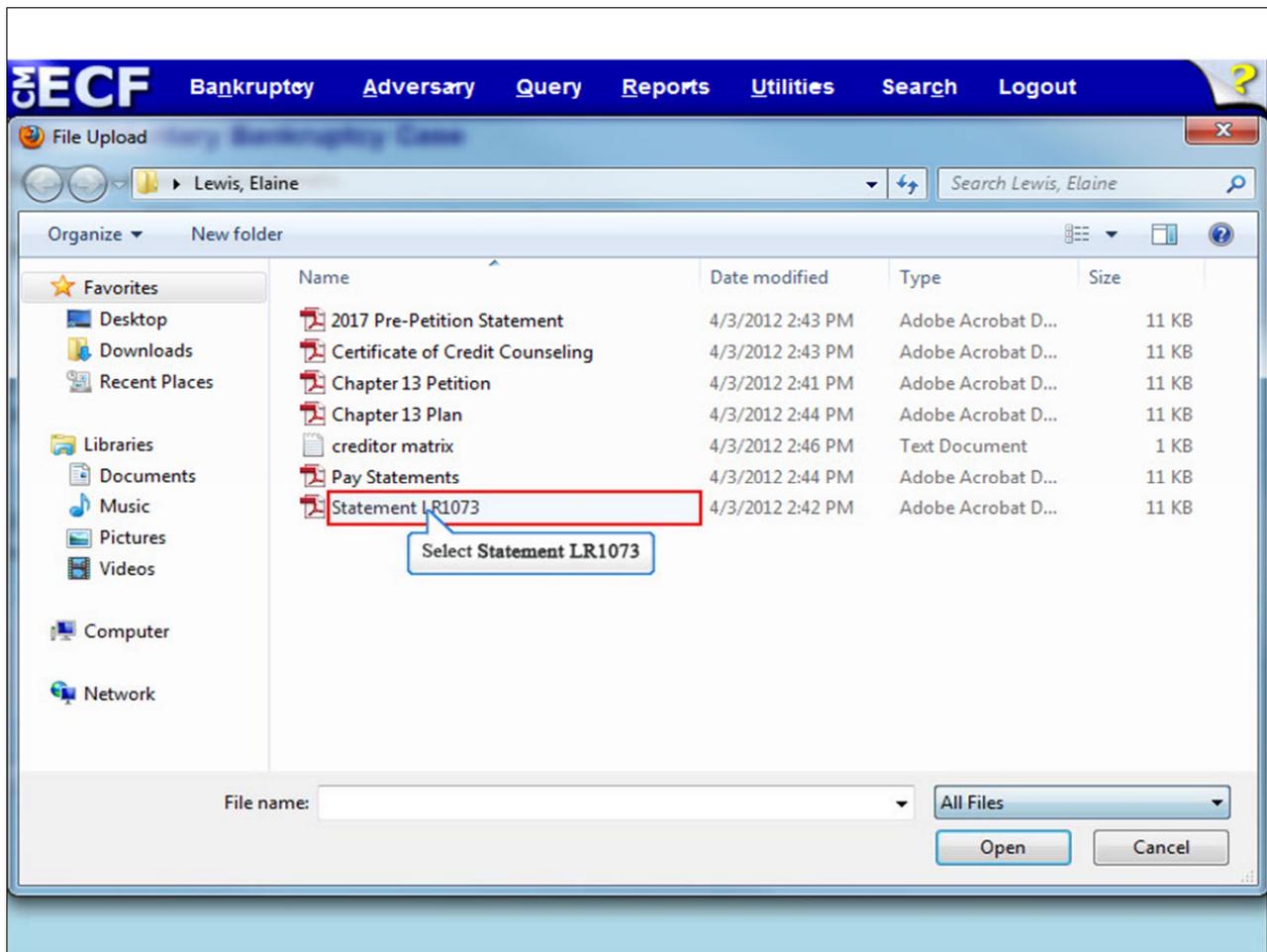
Slide 25 - Additional Attachments

The screenshot shows the ECF website interface for opening a voluntary bankruptcy case. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is 'Open Voluntary Bankruptcy Case'. Below this, the user is instructed to 'Select one or more attachments.' Step 1 is highlighted: '1) Select the PDF document that contains the attachment.' A 'Filename' input field is shown with a 'Browse...' button highlighted in red. A tooltip points to the 'Browse...' button with the text 'Select Browse...'. Step 2 is '2) Fill in the fields below.' It shows a 'Category' dropdown menu and a text field for 'Description'. Step 3 is '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.' Below the instructions, there is a list box with 'Add to List' and 'Remove from List' buttons. At the bottom, there is a 'Next' button.

Select **Browse...** to upload the Statement Pursuant to Local Rule 1073-2(b) as an attachment to the Petition.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 26 - Additional Attachments (Cont'd)

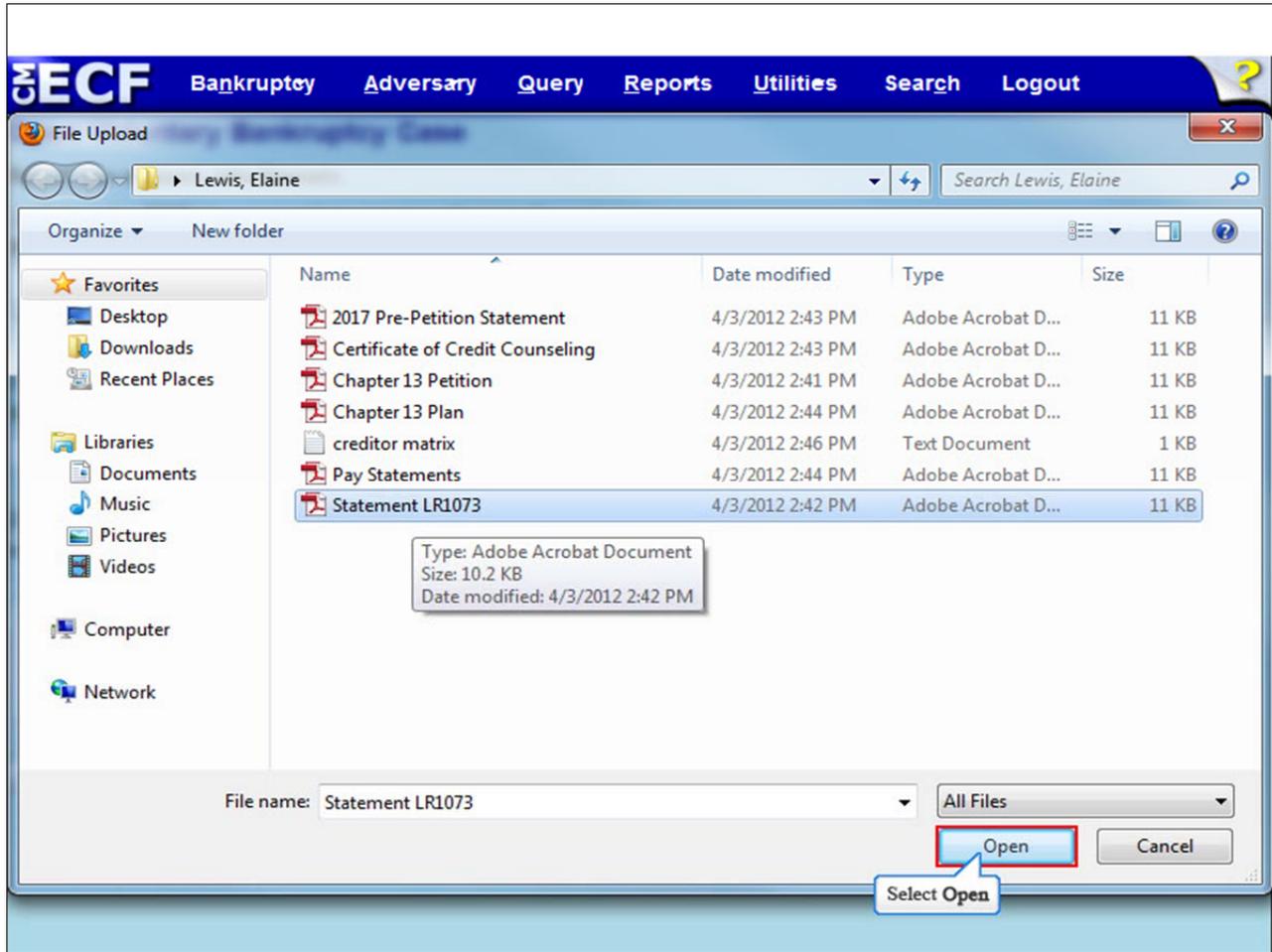


Select the **Statement LR1073** .pdf attachment from the list of documents.

TIP: Right click to open and view the file that is being attached to confirm that it is the correct document being uploaded.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 27 - Additional Attachments (Cont'd)



Select **Open** to upload the document.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 28-1 - Additional Attachments (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Voluntary Bankruptcy Case". Below this, the instructions are: "Select one or more attachments." followed by "1) Select the PDF document that contains the attachment." The "Filename" field contains the path "\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar" and a "Browse..." button. Step 2 instructions are: "2) Fill in the fields below." with "Category" and "and/or Description" labels. A red box highlights the "Category" dropdown menu, and a callout box points to the arrow with the text "Select the drop-down arrow". Step 3 instructions are: "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." Below the instructions, there is a list box with "Add to List" and "Remove from List" buttons, and a "Next" button at the bottom.

Select the drop down arrow under **Category** to select a category for your attachment.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 28-3 - Additional Attachments (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case".

The main content area is light blue and contains the following instructions and form fields:

- Select one or more attachments.**
- 1) Select the PDF document that contains the attachment.*
- Filename**
A text input field contains the path: \\nyeb.circ2.dcn\ci-data-vol6\vol6\smar. To the right of the input field is a "Browse..." button.
- 2) Fill in the fields below.*
- Category** and/or **Description**
The "Category" dropdown menu is set to "1073b Statement". To its right is an empty text input field for the description.
- 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.*
- A list box is shown with a vertical scrollbar. Inside the list box, there are three buttons: "Add to List", "Remove from List", and "Select Add to List". A red arrow points from the "Select Add to List" button to the "Add to List" button.
- Below the list box is a "Next" button.

Select **Add to List** to add the attachment to the Add to List box.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 28-4 - Additional Attachments (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open Voluntary Bankruptcy Case". Below this, the instructions are: "Select one or more attachments." followed by "1) Select the PDF document that contains the attachment." There is a "Filename" label and a text input field with a "Browse..." button. The next instruction is "2) Fill in the fields below." with labels for "Category" and "and/or Description", each followed by a dropdown menu. The third instruction is "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." Below this, there is a list box containing "Statement LR1073.pdf" with "Add to List" and "Remove from List" buttons. At the bottom left, there is a "Next" button highlighted with a red box, and a "Select Next" button with a blue callout pointing to it.

The Statement Pursuant to Local Rule 1073-2(b) has been added to the list box as an attachment.

If you have more attachments, repeat the procedure that was just demonstrated on adding additional attachments. When the list of file names is complete, select **Next**.

TIP: Local Rule forms can be docketed separately as a single docket entry.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 29 - Pro Bono?

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". The main content area contains the question "Is this case being filed ProBono?". A dropdown menu is open, showing two options: "Yes" and "No". The "No" option is highlighted with a red border, and a tooltip "Select No" is visible next to it. A "Clear" button is located to the right of the dropdown menu.

Is this case being filed ProBono? In this example, it is not, so we selected **No**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 30 - Pro Bono? (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". The main content area is light blue and contains the question "Is this case being filed ProBono?". Below the question, there is a dropdown menu currently showing "No". To the right of the dropdown are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red border, and a blue callout box with the text "Select Next" points to it.

Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 31 - Summary of Schedules

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
B - Personal Property	<input type="text"/>	<input type="text"/>	<input type="text"/>
D - Creditors Holding Secured Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
E - Creditors Holding Unsecured Priority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
F - Creditors Holding Unsecured Nonpriority Claims	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Income (from Schedule I, Line 16)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Average Expenses (from Schedule J, Line 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Clear **CONTINUE**

The **Summary of Schedules** page appears. Select **Continue** to see how the white text boxes are to be completed.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 32 - Summary of Schedules

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

New Statistical Reporting Requirements: You Are Now Required to Input Totals From Schedules A,B,D,E,F,I,J, Current Monthly Income From Form 22 and Total Nondischargeable Debt. This Information Can Be Found On Official Form B6 Summary of Schedules.

SUMMARY OF SCHEDULES

Report the totals from Schedules A, B, D, E, F, I, J, Form 22, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	75000.00		
B - Personal Property	7500.00		
D - Creditors Holding Secured Claims		10000.00	
E - Creditors Holding Unsecured Priority Claims		0.00	
F - Creditors Holding Unsecured Nonpriority Claims		90000.00	
Average Income (from Schedule I, Line 16)			6500.00
Average Expenses (from Schedule J, Line 18)			6600.00
Current Monthly Income (from Form 22A Line 12; OR, Form 22B Line 11; OR, Form 22C Line 20)			6500.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)		0.00	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or I, or when the debt is not known.		100000.00	

Select Next

Next Clear

Filers are required to input totals from Schedules A, B, D, E, F, I, J, and Current Monthly Income from the Means Test (Form 22), and the Total Type of Liability from (Form 6), Statistical Summary of Certain Liabilities. This information can be found on the Official Form B6 Summary of Schedules, as well as the Schedules themselves. Do not leave a field blank unless the Schedule is not included in the initial filing. If there is a Schedule that does not apply to the Debtor, enter \$0.00. We have entered the information required in these fields. Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 33 - U.S. Trustee Information

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Open Voluntary Bankruptcy Case

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 1: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 5: Subtotal of payroll deductions Debtor Spouse

Schedule J line 20c: Monthly net income

Select Next

This screen is used to collect data used by the Office of the United States Trustee. It requires information from Schedules C, I, and J. Enter the information according to the debtor's schedules, and select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 34 - Gov't Proof of Claim

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". A prominent red warning message states: "DO NOT BLANK OUT OR CHANGE the Government Proof of Claim due date". Below this, there is a text input field for "Government Proof of Claim due date:" with the value "10/9/2012" and a calendar icon. Further down, a blue instruction reads: "Upon completion of this event, you must also docket the following as a separate event:". This is followed by a red instruction: "Certificate of Credit Counseling. If you are NOT filing the Certificate of Credit Counseling, you MUST docket the event Exhibit D: Re Credit Counseling Requirement separately for each Debtor". Below the instructions, there is a "Fee: \$ 281" label and a text input field. At the bottom left, there are two buttons: "Next" (highlighted with a red box) and "Clear". A tooltip with the text "Select Next" is positioned over the "Next" button.

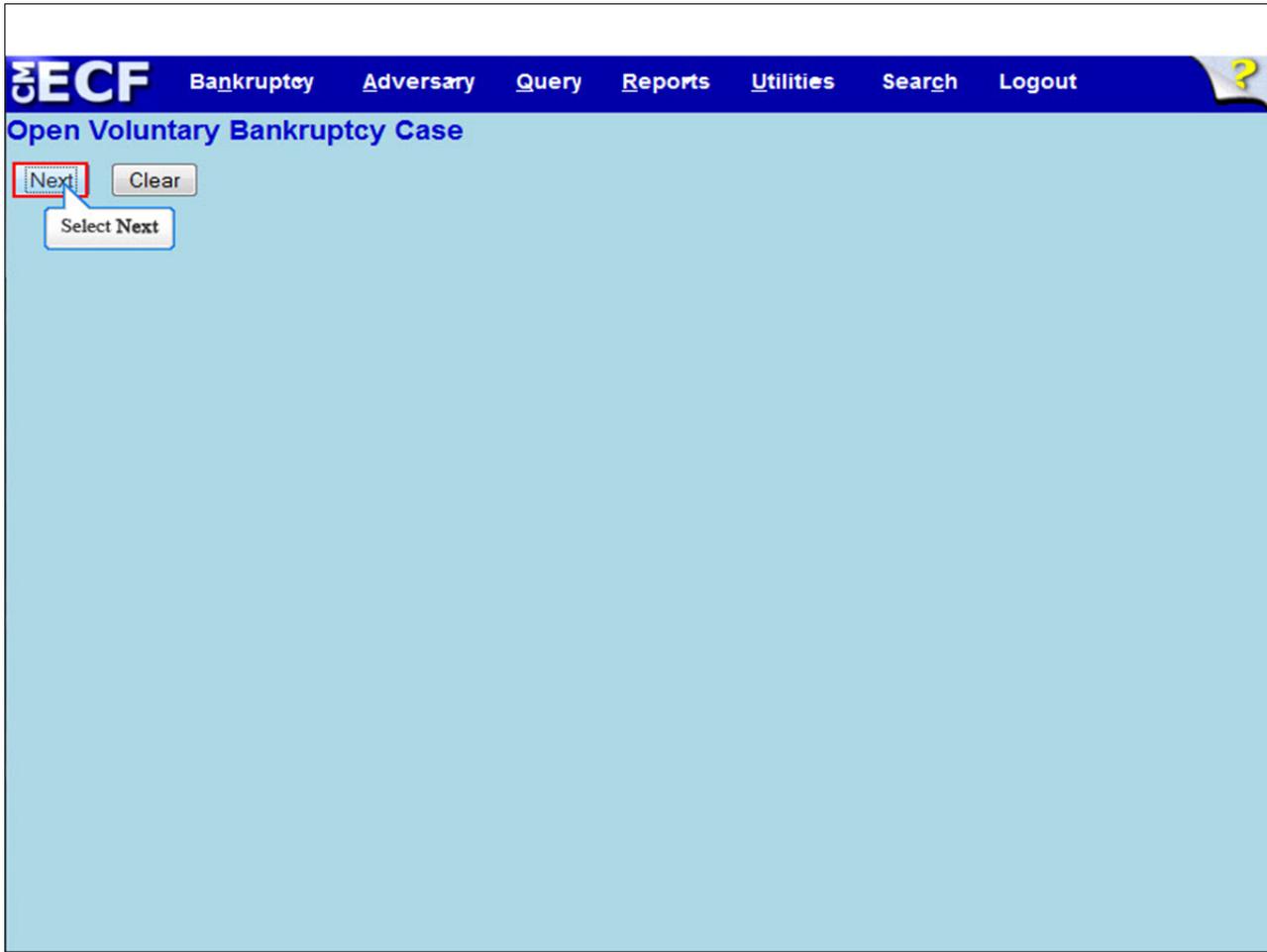
This screen automatically generates a due date for Government Proofs of Claim. Do NOT blank out or change this date.

This screen also reminds you that upon completion of this event, you must also docket the Certificate of Credit Counseling as a separate event, and that if you are NOT filing the Certificate of Credit Counseling at this time, you MUST docket the event "Exhibit D, re: Credit Counseling Requirement" separately.

The fee displayed is for a Chapter 13 filing and should not be changed. Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 35 – Select Next to Continue



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the main heading reads "Open Voluntary Bankruptcy Case". Underneath this heading, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red dashed border, and a blue callout box with the text "Select Next" points to it. The rest of the page is a light blue background.

Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 36 - Final Docket Text

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the page title is 'Open Voluntary Bankruptcy Case'. The main content area displays the docket text: 'Docket Text: Final Text' followed by 'Chapter 13 Voluntary Petition. Fee Amount \$281 Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr Government Proof of Claim due by 10/9/2012. (Attachments: # (1) 1073b Statement) (Marcus, Simon)'. Below the docket text, there is a warning: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' This is followed by the question 'Have you redacted?'. At the bottom of this section, there are two buttons: 'Next' and 'Clear'. The 'Next' button is highlighted with a red box, and a tooltip with the text 'Select Next' is pointing to it.

Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

Have you redacted? This question refers to the filer's uploaded documents and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 37 - Summary of Current Charges

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area displays a 'Summary of current charges' window. This window contains a table with the following data:

Date Incurred	Description	Amount
2012-04-12 15:21:43	Voluntary Petition (Chapter 13)(8-12-70028) [misc,volp13a] (281.00)	\$ 281.00
		Total: \$ 281.00

Below the table, there are two buttons: 'Pay Now' and 'Continue Filing'. A tooltip 'Select Pay Now' is visible over the 'Pay Now' button. The background shows a 'Notice of Electronic Filing' window with fields for Case Name, Case Number, and Document Number. The 'Pay Now' button is highlighted with a red box, and the 'Continue Filing' button is highlighted with a blue box.

The **Summary of current charges** appears with the **Notice of Electronic Filing** in the background. If the **Summary of current charges** did not appear, go to the ECF menu bar and select **Utilities**, then select **Internet Payment Due** to make a payment. If you have more filings that require a fee, it is recommended that you select **Continue Filing**. For this lesson, select **Pay Now**.

TIP: If you select Continue Filing, the Notice of Electronic Filing will appear once you have filed the Petition and selected Continue Filing. If you select Pay Now, you will not be able to see the Notice of Electronic Filing on ECF, but will still receive it via E-mail.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 38 - Internet Payments Due

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2012-04-12 15:21:43	Voluntary Petition (Chapter 13)(8-12-70028) [misc, volp13a] (281.00)	\$ 281.00

On the **Internet Payments Due** screen, the outstanding fee is displayed, along with a check box for the fee.

You can **Select all** to pay the fee, or place a check in the box next to the desired fee. For this lesson, we will place a check in the box to pay the fee incurred.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 39 - Internet Payments Due (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Internet Payments Due".

There is a "Select all" button above a table. The table has four columns: "Check Fees to Pay", "Date Incurred", "Description", and "Amount".

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2012-04-12 15:21:43	Voluntary Petition (Chapter 13)(8-12-70028) [misc,volp13a] (281.00)	\$ 281.00

Below the table, there are three buttons: "Next", "Clear", and "Select Next". The "Next" button is highlighted with a red box, and a tooltip "Select Next" is visible over it.

Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 40 – Pay Now



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, Search, and Logout. Below the navigation bar, the page title is "Internet Payments Due".

Date Incurred	Description	Amount
2012-04-12 15:21:43	Voluntary Petition (Chapter 13)(8-12-70028) [misc,volp13a] (281.00)	\$ 281.00
		Total: \$281

Below the table, there is a "Pay Now" button highlighted with a red box. A tooltip is visible over the button, containing the text "Select Pay Now".

Select **Pay Now** to open a panel that allows payment.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 41 - Debit Option

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: Simon Marcus *

Payment Amount: \$281.00

Account Type: Business Checking *

Routing Number: 026946783 *

Account Number: 9243767390 *

Confirm Account Number: 9243767390 *

Check Number: 1234

Select Plastic Card (ex: VISA, Mastercard, American Express, Discover)

Routing Number Account Number Check Number

⑆0 26946783⑆ ⑆9243767390⑆ ⑆1234⑆

Payment Date: 04/16/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted
<https://qa.pay.gov/paygov/OCIServlet#payViaPC> Use the links provided whenever possible.

Filers paying filing fees over the Internet now have the option of paying fees either by credit card or by **Bank Account Debit**. The first option presented is having fees debited directly from your bank account through an Automated Clearing House debit.

If you were paying by the bank account debit option, you would enter the required information and select **Continue with ACH Payment**. However, in this lesson, you will instead be paying by credit card. Select the **Plastic Card** option.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 42 - Credit Card Option

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$281.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

This second payment option is for those using a credit card. To make a payment with a credit card, you will be required to enter your credit card information, which we have already entered on this screen. Once you have entered the required information, select **Continue with Plastic Card Payment**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 43 – Authorize Payment

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Simon Marcus 290 Federal Billing Address: Plaza Billing Address 2: City: Central Islip State / Province: NY Zip / Postal Code: 11722 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$281.00 Transaction Date 04/12/2012 15:27 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.



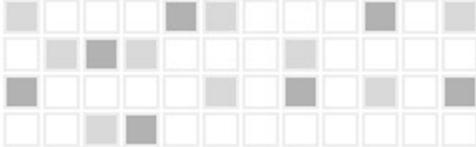
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Review the Payment summary for accuracy. Select **Edit this information** to make corrections. If you wish to cancel the transaction, select **Return to your originating application**. To receive confirmation upon completion of this transaction, you will have to provide an email address. Place a check in the box to authorize the charge to the credit card, and select **Submit Payment** to submit your transaction.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 44 – Processed Payment

Your request is being processed. Please wait.

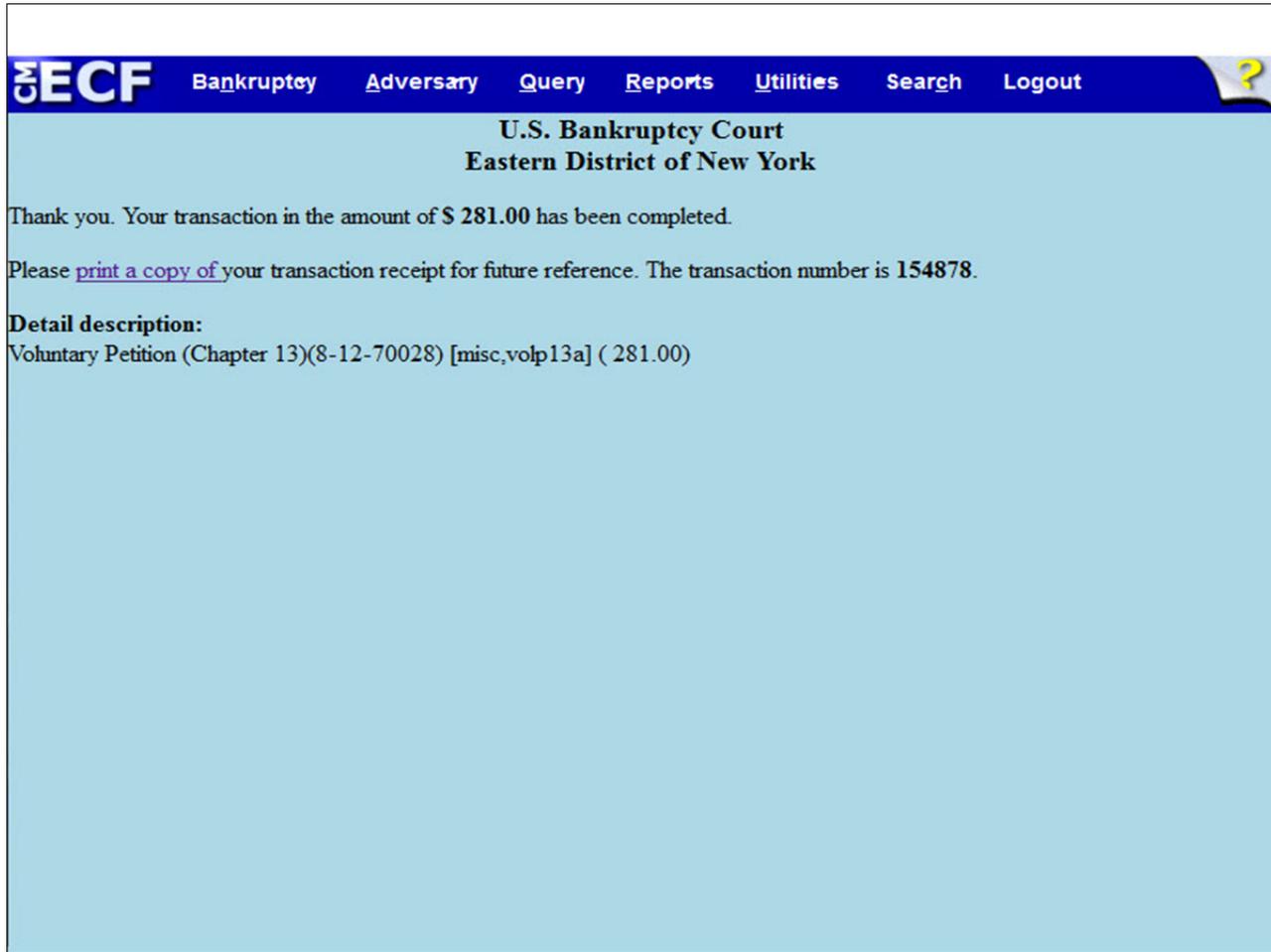


Waiting for qa.pay.gov...

While the request is being processed, please wait. Navigating away from this page may lead to incomplete data being transmitted and pages being loaded incorrectly.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 45 - Receipt

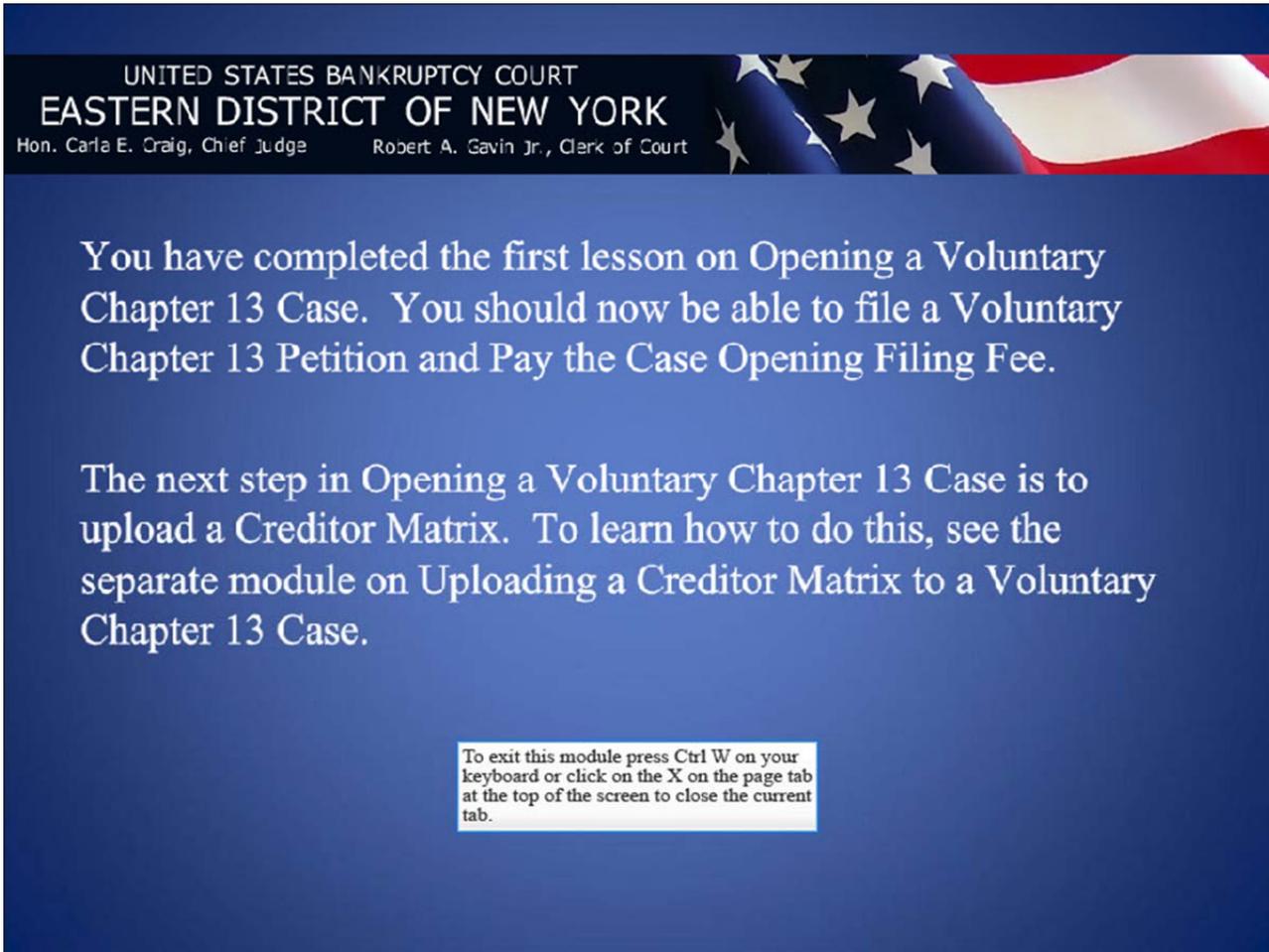


This receipt provides the amount paid, a transaction number for your records, and a detailed description of the documents filed that incurred a fee. You may print a copy of your transaction receipt for future reference.

TIP: Because you selected **Pay Now** rather than **Continue Filing**, the **Notice of Electronic Filing**, which evidences the filing of the Chapter 13 Petition, will not appear after the filing. You will instead receive it via e-mail.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 46 - Summary

The slide features a dark blue background with a white text box at the top containing court information. To the right of the text is a partial view of the American flag. The main body of the slide contains two paragraphs of white text. At the bottom center, there is a small white box with black text providing exit instructions.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

You have completed the first lesson on Opening a Voluntary Chapter 13 Case. You should now be able to file a Voluntary Chapter 13 Petition and Pay the Case Opening Filing Fee.

The next step in Opening a Voluntary Chapter 13 Case is to upload a Creditor Matrix. To learn how to do this, see the separate module on Uploading a Creditor Matrix to a Voluntary Chapter 13 Case.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.