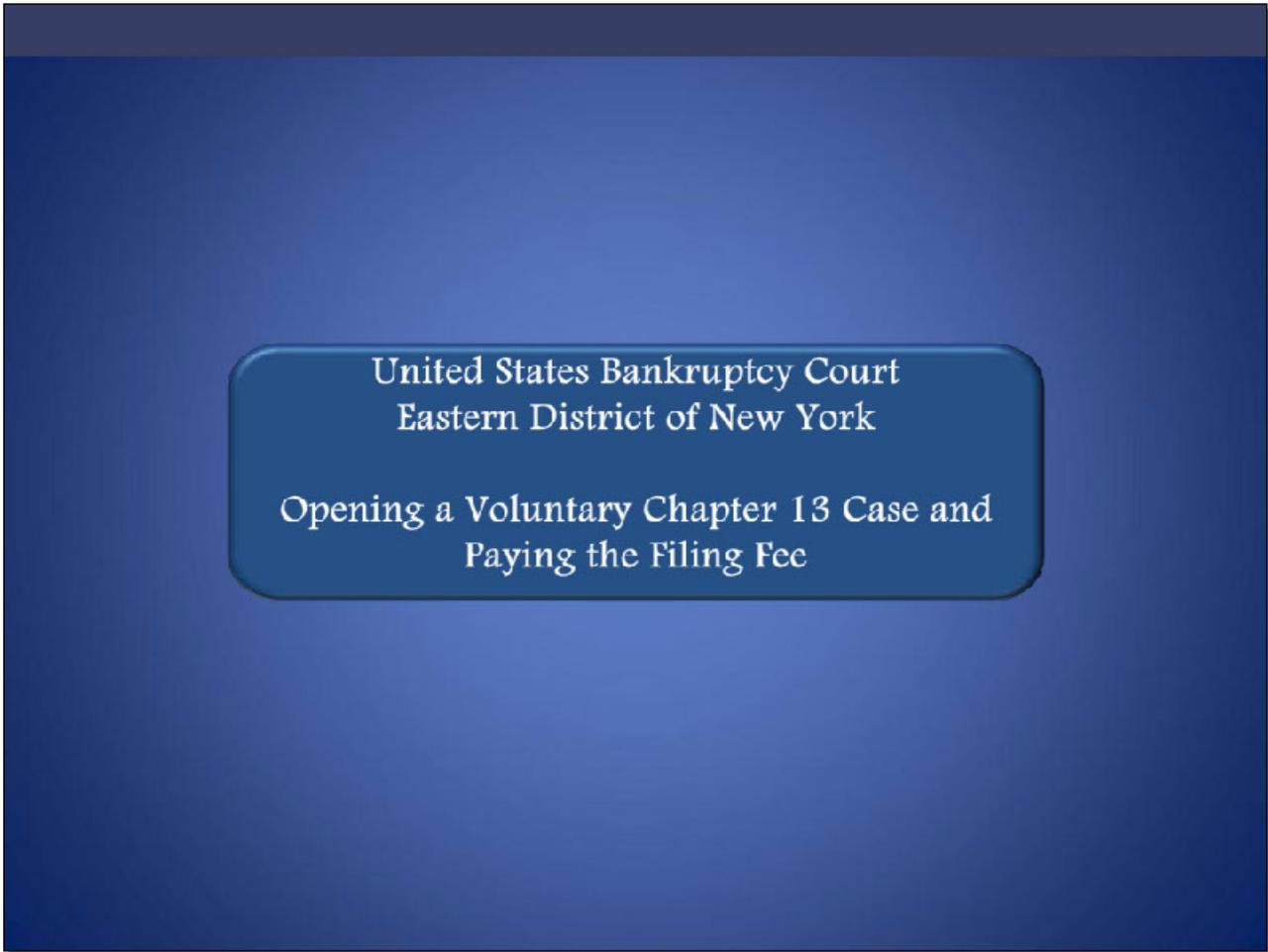


Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

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”. 

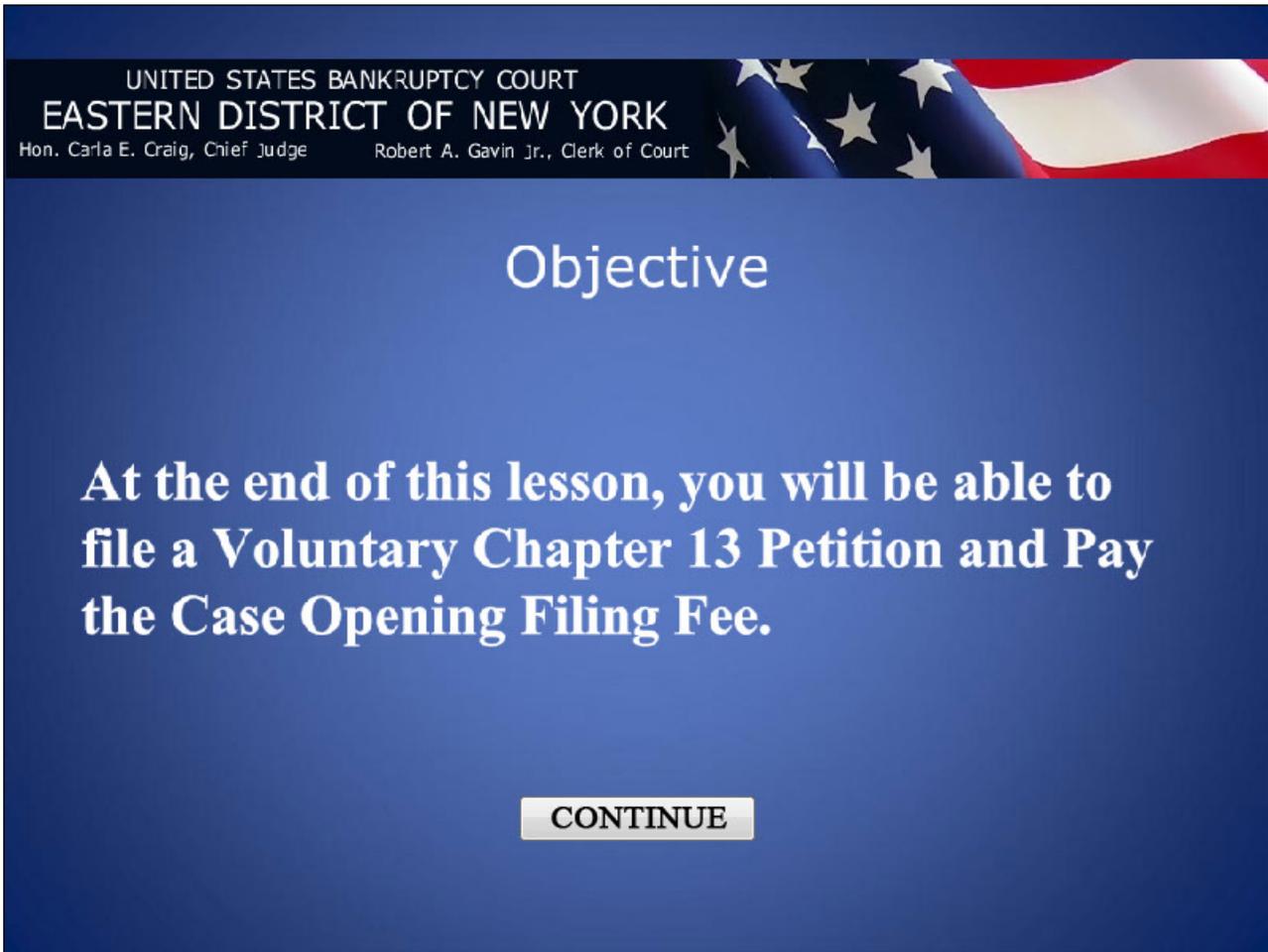
Additional filing information is displayed when the mouse hovers over the tip star icon. 

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.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 4 – Form Changes



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

As of December 1, 2015, most Official Bankruptcy Forms will be replaced with substantially revised, reformatted, and renumbered versions.

Also note that screens with a pink background in this presentation represent changes to the ECF system accommodating the December 1, 2015 form changes.

CONTINUE

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 5 – 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**

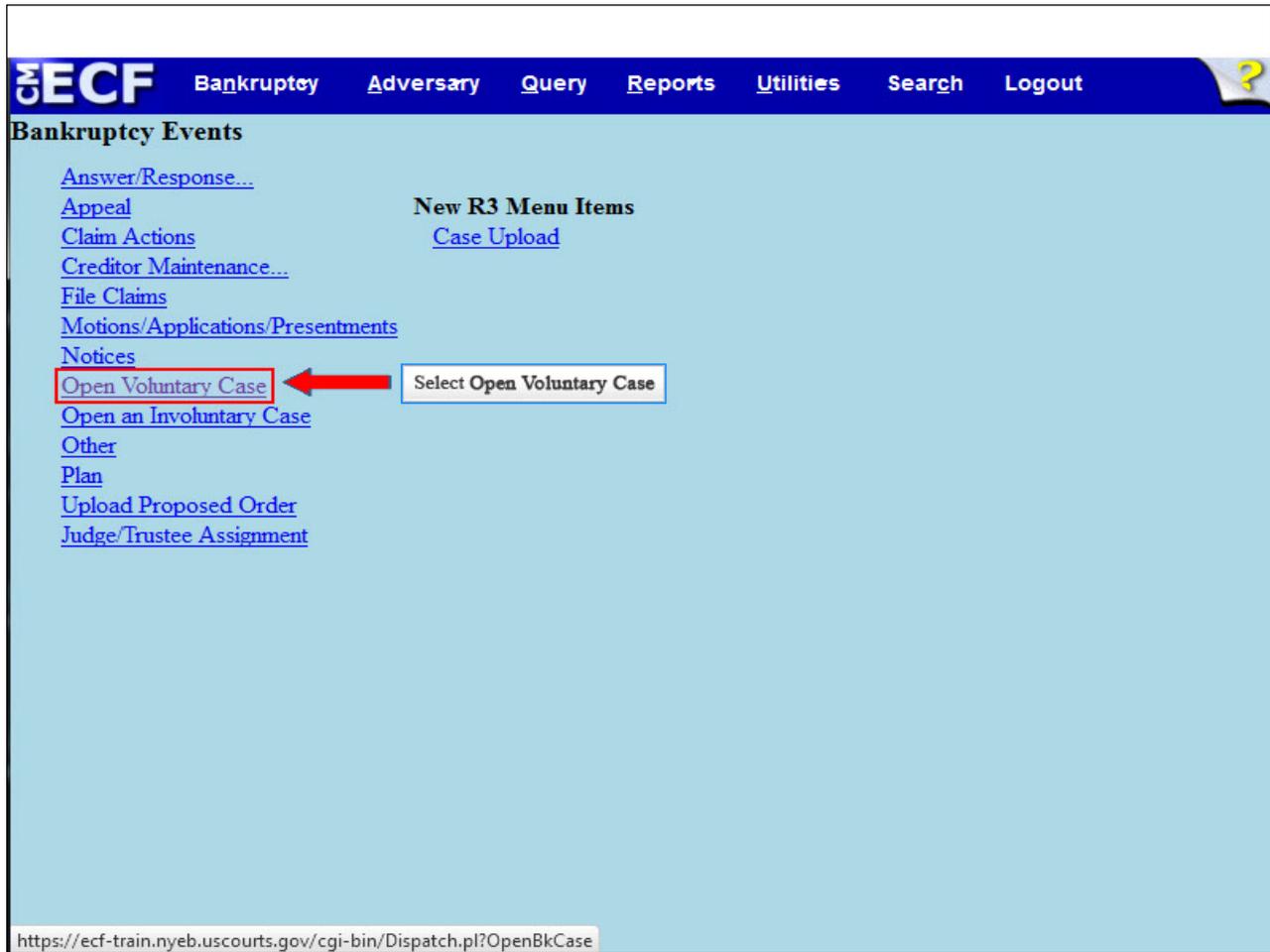
[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

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 6 - Bankruptcy Events



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 "Bankruptcy Events" section is displayed. A list of menu items is shown, 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" link is highlighted with a red box, and a red arrow points to it from a callout box that says "Select Open Voluntary Case". To the right of the main menu, under the heading "New R3 Menu Items", there is a link for "Case Upload". At the bottom of the screenshot, the URL "https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?OpenBkCase" is visible.

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

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 7 - 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 8 - Open Voluntary Bankruptcy Case (Cont'd)

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 Central Islip ▾

Case type bk

Date filed 4/12/2012

Chapter 13 ▾

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.

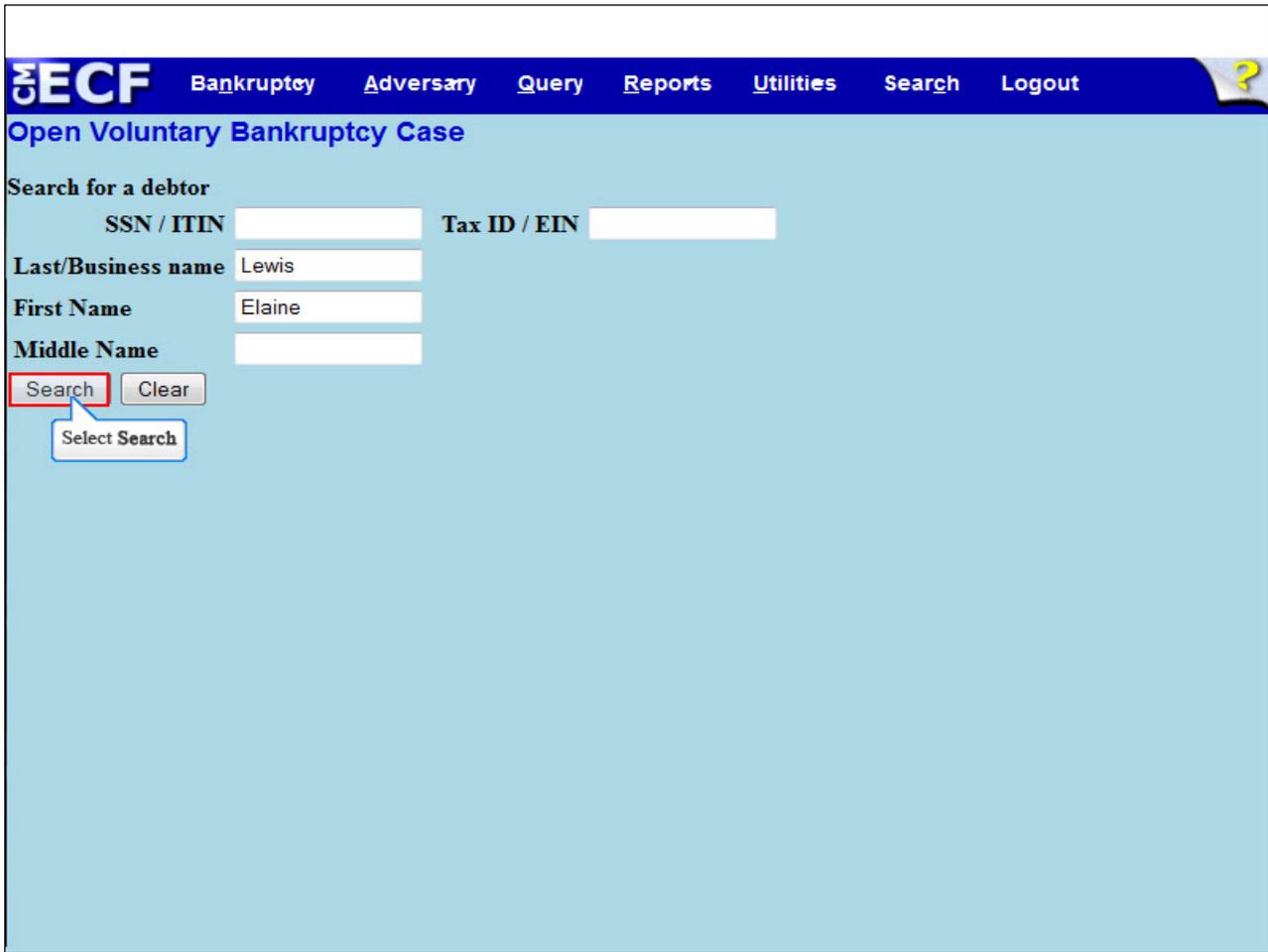
Next Clear

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 9 - Search for a Debtor

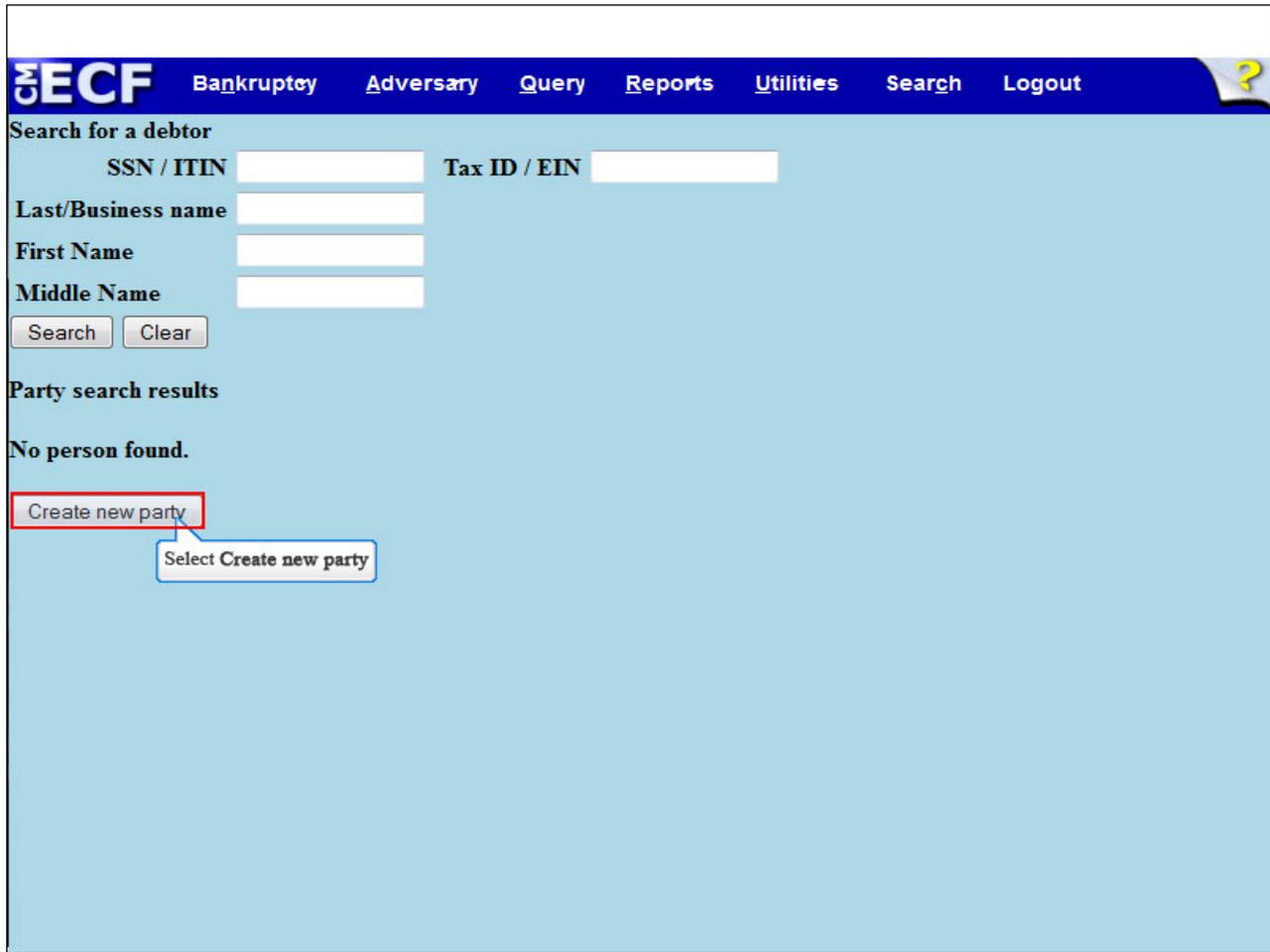


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Open Voluntary Bankruptcy Case". The main section is titled "Search for a debtor" and contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name" (with the value "Lewis"), "First Name" (with the value "Elaine"), and "Middle Name". There are also "Search" and "Clear" buttons. A red box highlights the "Search" button, and a blue callout box points to it with the text "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**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 10 - Search for a Debtor (Cont'd)

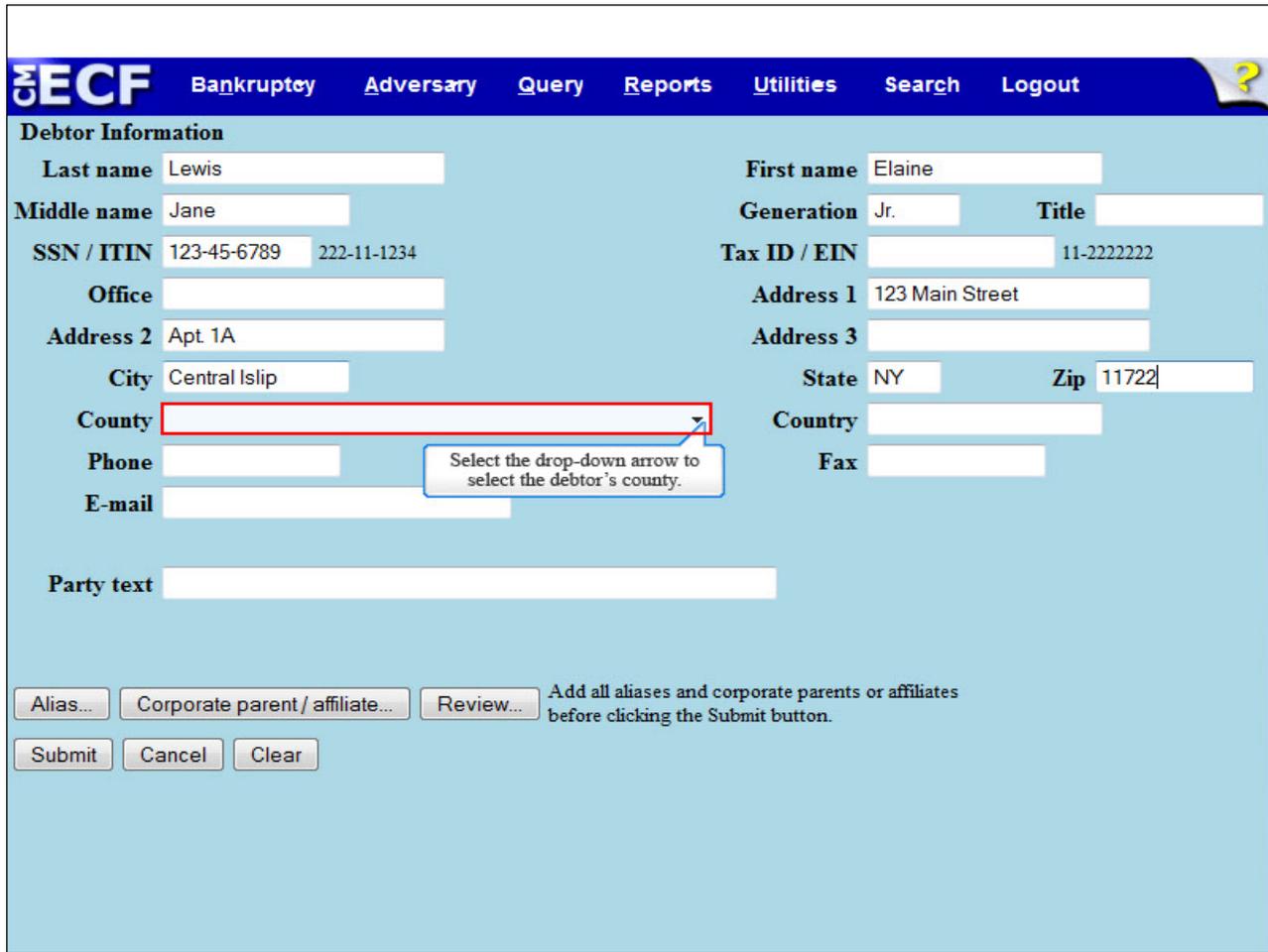


The screenshot displays the CM/ECF search interface. At the top, there is a navigation bar with the following links: **Bankruptcy**, **Adversary**, **Query**, **Reports**, **Utilities**, **Search**, and **Logout**. A yellow question mark icon is visible in the top right corner of the navigation bar. Below the navigation bar, the search section is titled "Search for a debtor". It contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are two buttons: "Search" and "Clear". The search results section is titled "Party search results" and displays the message "No person found." Below this message, there is a button labeled "Create new party" which is highlighted with a red rectangular border. A blue callout box with a white background and a blue border points to the "Create new party" button, containing 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**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 11 - 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 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

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 11-2 - Debtor Information (Cont'd)

MCECF 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

E-mail

Party text

Alias... Submit

corporate parents or affiliates
Submit button.

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 11-3 - 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

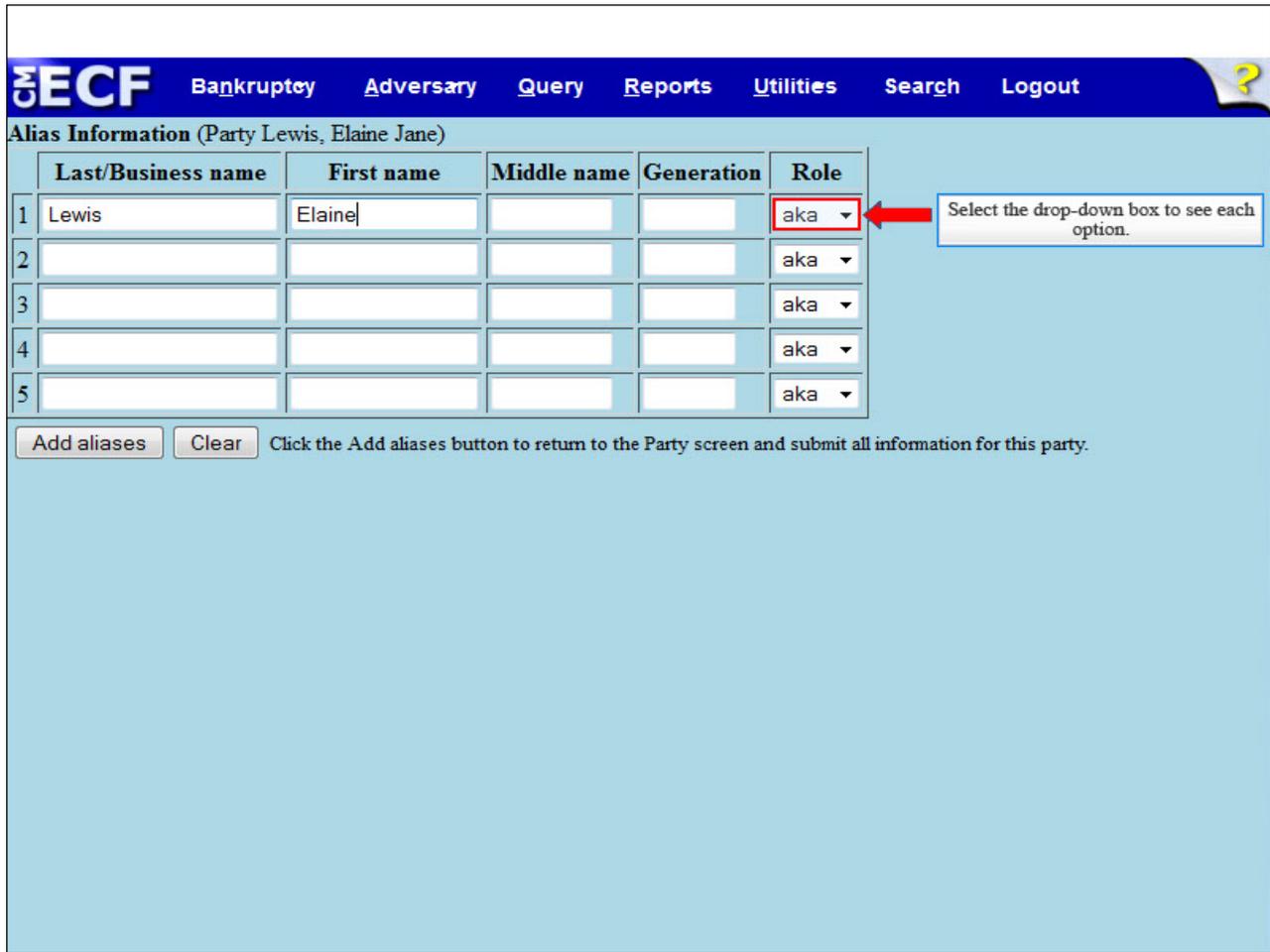
Select Alias...

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 12 - Alias Information



MECF Bankruptcy Adversary Query Reports Utilities Search Logout

Alias Information (Party Lewis, Elaine Jane)

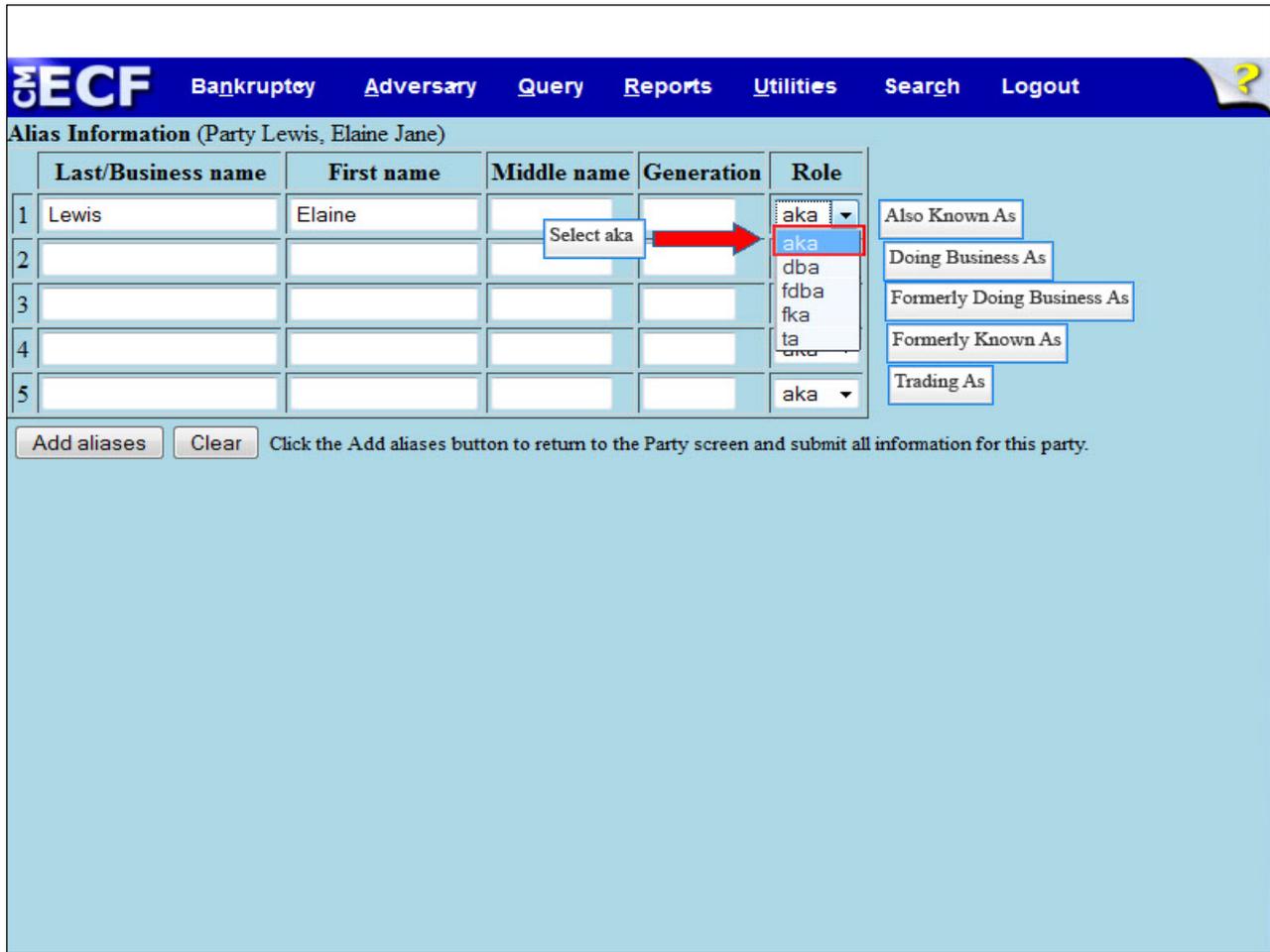
	Last/Business name	First name	Middle name	Generation	Role
1	Lewis	Elaine			aka
2					aka
3					aka
4					aka
5					aka

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 13 - Alias Information (Cont'd)



MECF 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					dba
4					fdba
5					fka
					ta
					aka

Select aka →

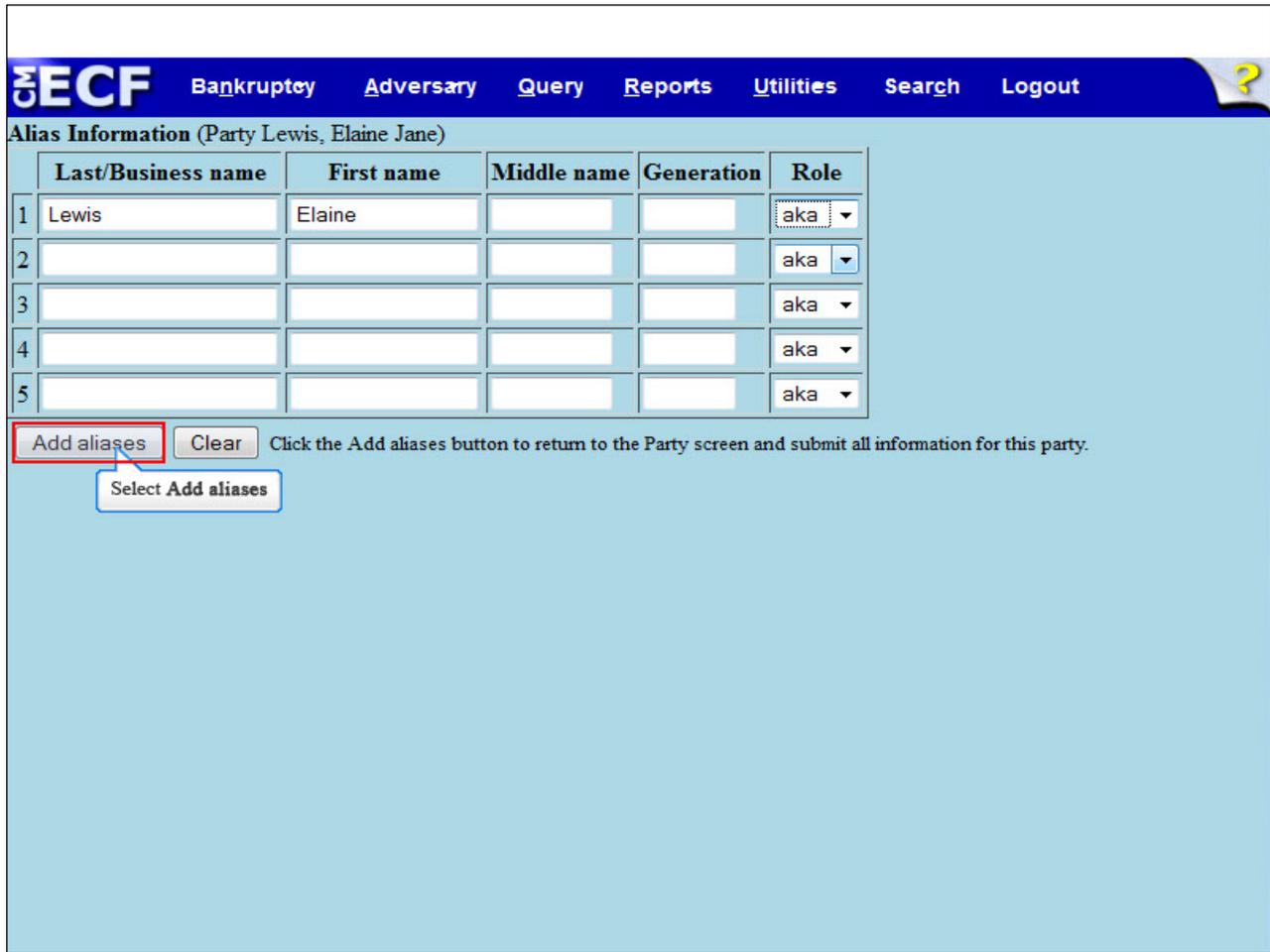
Also Known As
Doing Business As
Formerly Doing Business As
Formerly Known As
Trading As

Add aliases Clear 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 14 - Alias Information (Cont'd)



MECF 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 15 – Debtor Information (Cont'd)

MECF 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 16 - 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.

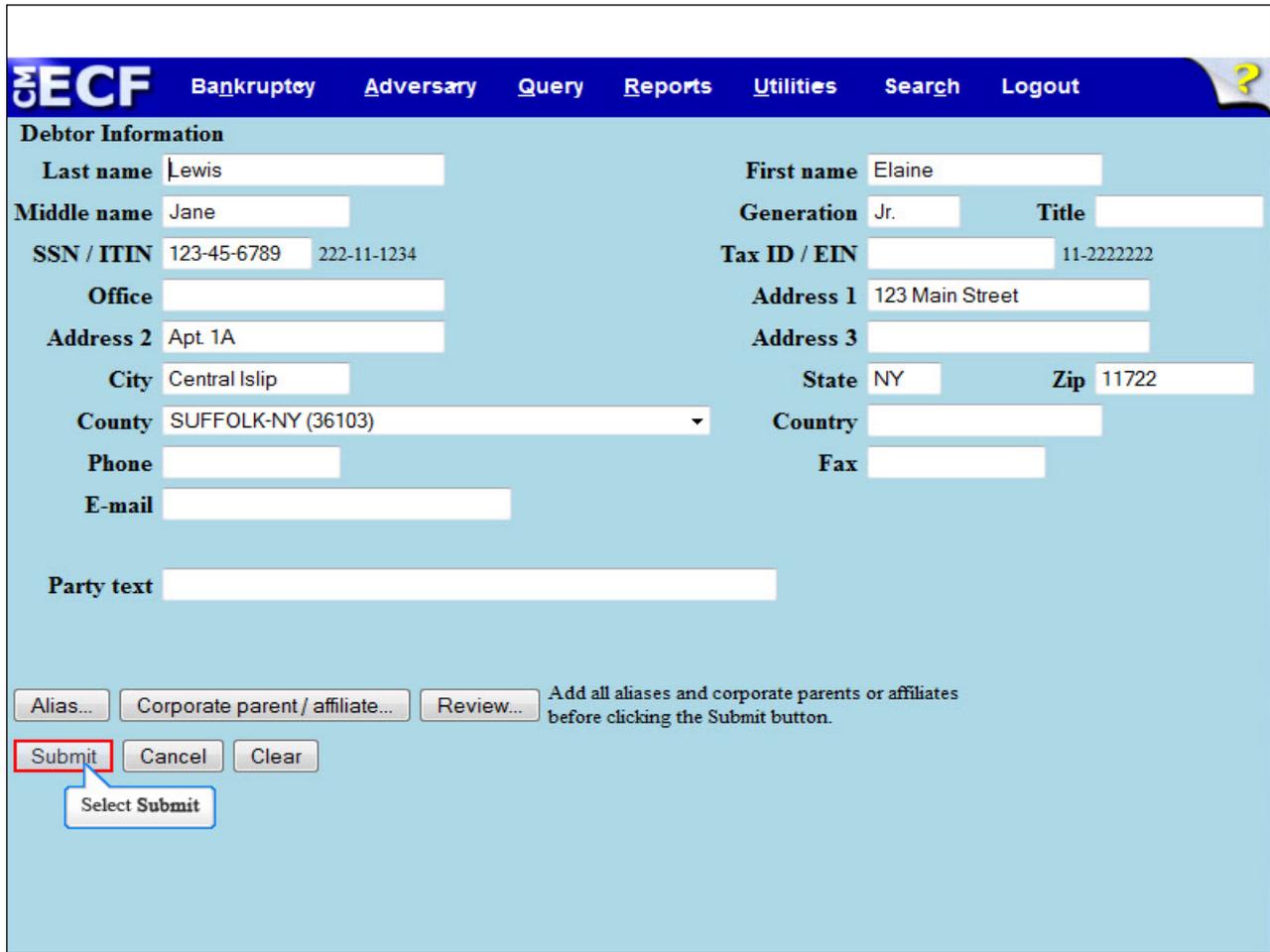
[Return to Party screen](#)

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 17 - Debtor Information (Cont'd)



MECF 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 18 - Debtor Information (Cont'd)

The screenshot displays the ECF system interface for entering Debtor Information. The form includes fields for 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, Address 2 (Apt. 1A), City (Central Islip), County (SUFFOLK-NY (36103)), Phone, E-mail, and Party text. A warning dialog box is overlaid on the form, stating "Warning: The Tax ID / EIN is blank." The dialog box has an "OK" button highlighted with a red box, and a tooltip "Select OK" is pointing to it. At the bottom of the form, there are buttons for "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note below the "Review..." button reads: "Add all aliases and corporate parents or affiliates before clicking the Submit button."

Select **OK** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 19 - Statistical and Report Data Screen

The screenshot shows the ECF (Electronic Case Filing) interface for opening a voluntary bankruptcy case. The browser address bar shows the URL: <https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?60732193636915>. The page title is "Open Voluntary Bankruptcy Case".

At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The ECF logo is on the left.

The main content area is titled "Open Voluntary Bankruptcy Case" and contains the following fields and options:

- Check all that apply for the Type of debtor below:**
- Prior filing within last 8 years:** A dropdown menu with "no" selected. A red box highlights the "no" option, and a tooltip "Select no" is visible.
- Fee status:** A dropdown menu with "yes" selected.
- Nature of debt:** A dropdown menu with "Select no" selected.
- Asset notice:** A dropdown menu with "Yes" selected.
- Estimated number of creditors:** A dropdown menu.
- Estimated assets:** A dropdown menu.
- Estimated liabilities:** A dropdown menu.
- Type of debtor:** Radio buttons for:
 - Individual (selected)
 - Corporation (includes LLC & LLP)
 - Partnership
 - Other
- Nature of business:** Radio buttons for:
 - Health Care Business
 - Single Asset Real Estate
 - Railroad
 - Stockbroker
 - Commodity Broker
 - Clearing Bank
 - None of the above

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

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

https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?60732193636915

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 (selected), Installment, Paid, fee unpaid

Nature of debt: Paid (selected), fee unpaid

Estimated number of creditors: [dropdown]

Estimated assets: [text input]

Estimated liabilities: [text input]

Nature of business:

- Partnership
- Other
- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- None of the above

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 for Individuals to pay Filing Fees in Installments must be filed separately.

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

Disregard **fee unpaid**.

For this lesson, select **Paid**.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 21 - Statistical and Report Data Screen (Cont'd)

https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?60732193636915

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
- None of the above

Next Clear

Select Next

The options in the **Nature of debt** field are **business**, **consumer**, and **other**. When **consumer** is selected, the **Type of debtor** remains **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.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 22 - 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 followed by a text input field and a "Browse..." button. Below this, there is a label "Attachments to Document:" followed by 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 pointing to 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 23 - Browse for Petition File (Cont'd)

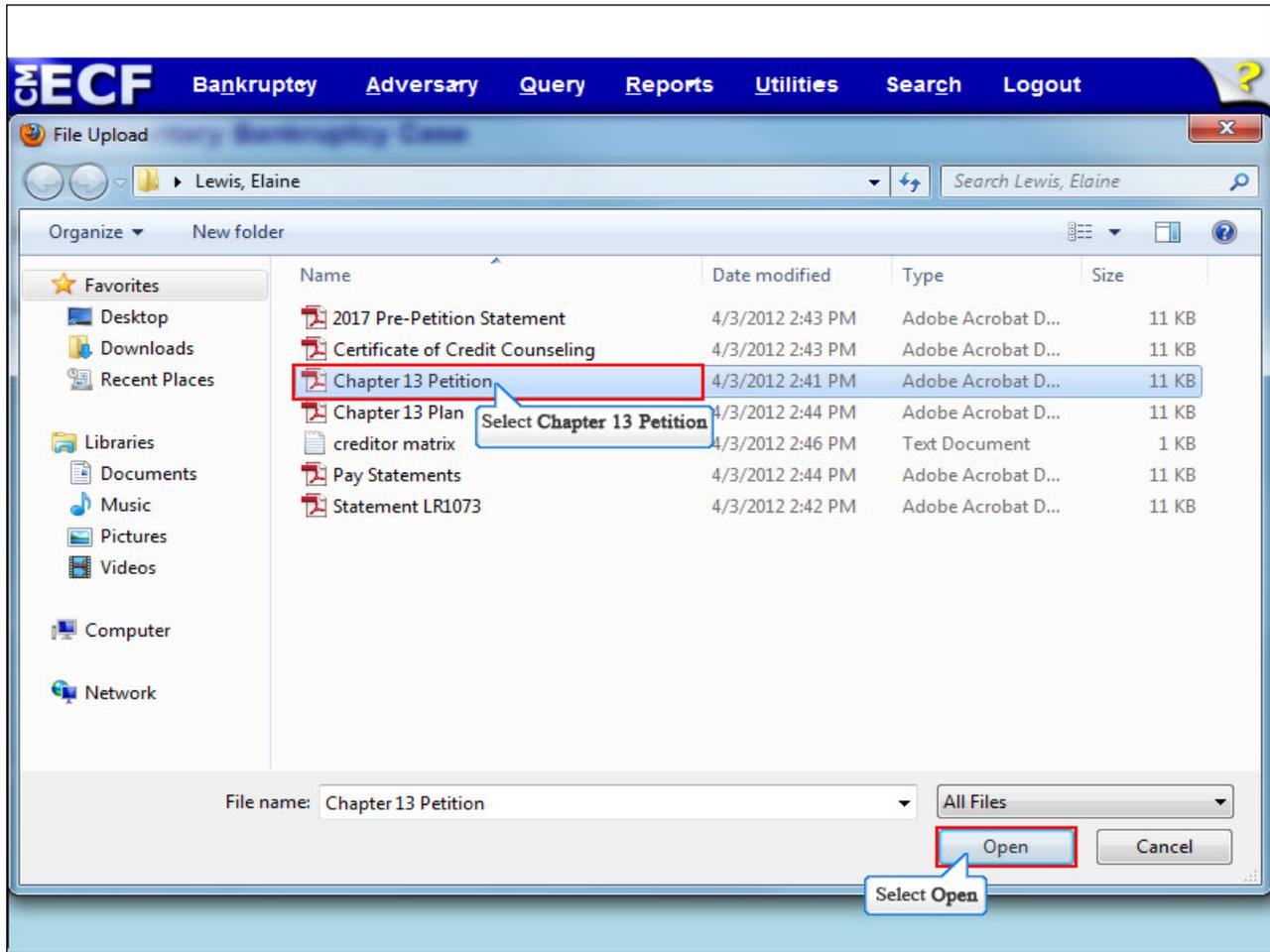
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this is a header for "Open Voluntary Bankruptcy Case". The main form area contains a "Filename" input field with a "Browse..." button next to it. Below the filename field, there are radio buttons for "Attachments to Document:" with options "No" and "Yes" (selected). A tooltip box labeled "Select Browse..." is positioned over the "Browse..." button. At the bottom of the form, there are "Next" and "Clear" buttons.

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 24 - 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 25 - 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 light blue background. It contains a "Filename" field with a text input box 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 left, there are two buttons: "Next" and "Clear". A red box highlights the "Next" button, and a blue callout box points to it with the text "Select Next".

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 26 - Additional Attachments

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".

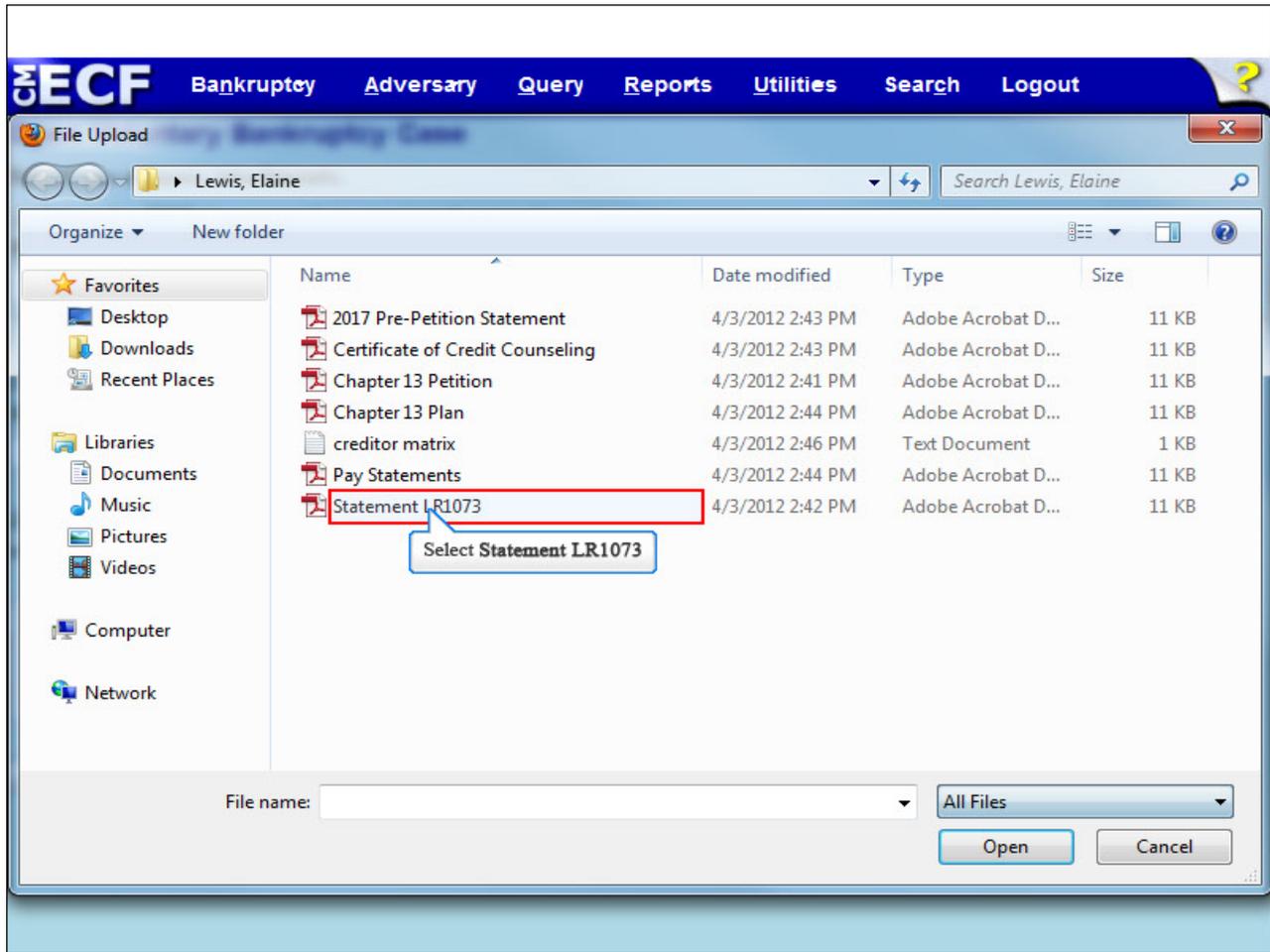
The main content area is light blue and contains the following instructions and form fields:

- Select one or more attachments.**
- 1) Select the PDF document that contains the attachment.*
- Filename**
A text input field is followed by a "Browse..." button. A red box highlights the "Browse..." button, and a blue callout box points to it with the text "Select Browse...".
- 2) Fill in the fields below.*
- Category** and/or **Description**
A dropdown menu for "Category" and a text input field for "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 vertical list box with two buttons: "Add to List" and "Remove from List".
- A "Next" button at the bottom left.

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 27 - Additional Attachments (Cont'd)

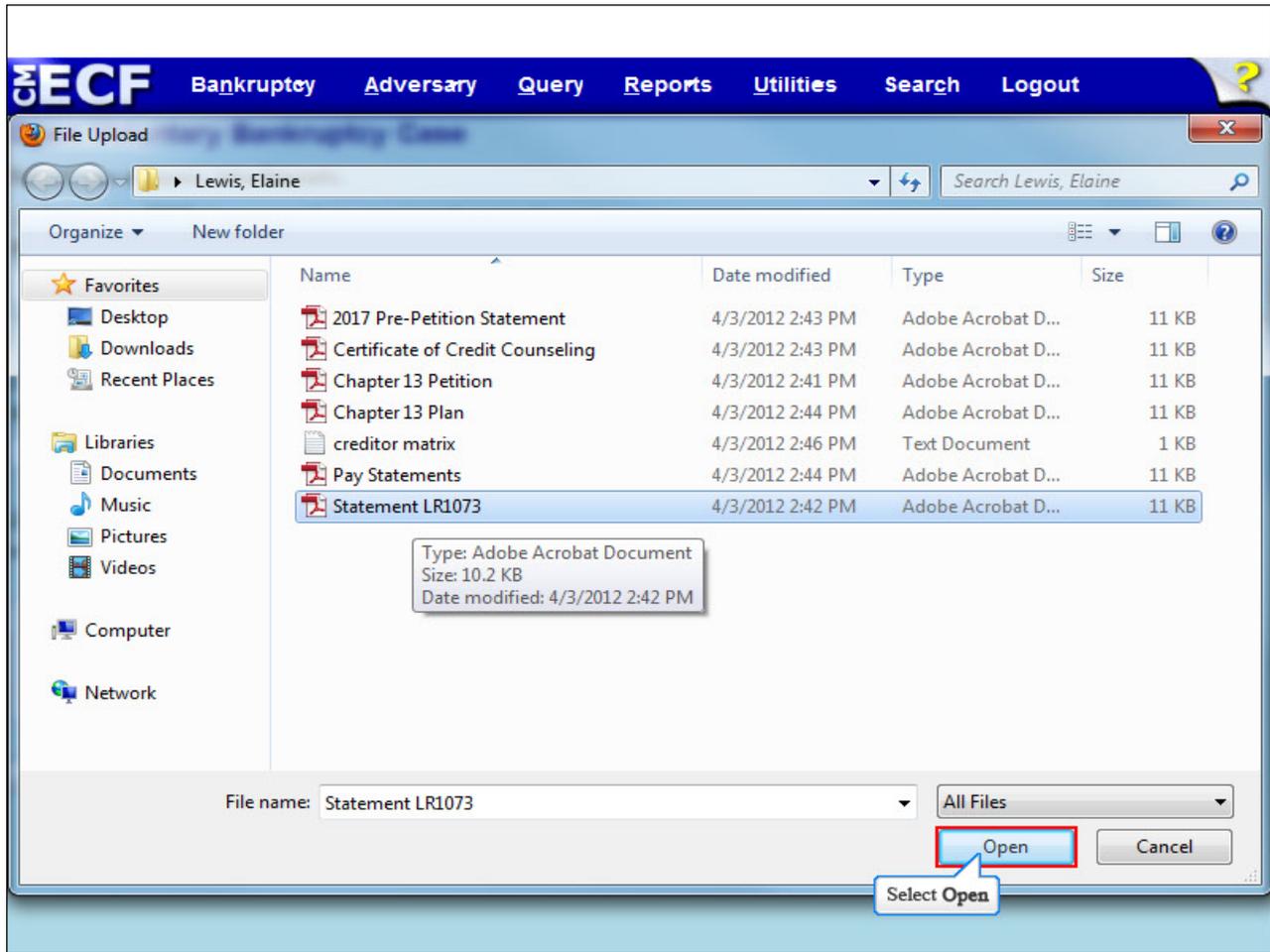


Select the **Statement LR1073** .pdf attachment from the list of documents.

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 28 - Additional Attachments (Cont'd)



Select **Open** to upload the document.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 29 - 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 text is a "Browse..." button.
- 2) Fill in the fields below.*
- Category** and/or **Description**
There are two input fields. The "Category" field is a drop-down menu with a small arrow on the right side. A red box highlights the drop-down arrow, and a callout box with the text "Select the drop-down arrow" points to it. The "Description" field is a standard text input field.
- 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.*

At the bottom of the form, there is a list box (currently empty) with two buttons: "Add to List" and "Remove from List". Below the list box is a "Next" button.

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 29-2 - Additional Attachments (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

\\nyeb.circ2.dcn\ci-data-vol6\vol6\smar

2) Fill in the fields below.

Category	and/or Description
<input type="text"/>	<input type="text"/>
Appendix	
List of 20 Largest Creditors	
1073b Statement	
Verification of Creditor Matrix	
Adversary Cover Sheet	
Voluntary Petition	
Complaint	
Claim	
2017 Pre-Petition statement	
Chapter 13 Plan Summary	
Filed Stamped Page	
Exhibit	
Index	
Affidavit	
Revision	
Schedule	
Supplement	
Volume(s)	
Proposed Order	

ox below. If you have more attachments, go back to Step 1. When the list of filenames is

Select 1073b Statement

A list of categories appears. If the category for your attachment is not listed, you can enter a brief description in the **Description** field. Select **1073b Statement** from the category list.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 29-3 - 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 text is a "Browse..." button.
- 2) Fill in the fields below.*
- Category** and/or **Description**
The "Category" dropdown menu is set to "1073b Statement". The "Description" field is an empty text input box.
- 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 a vertical scrollbar. Inside the list box, there are three buttons:

- Add to List**: This button is highlighted with a red border and a red arrow points to it from the "Select Add to List" button.
- Remove from List**: A button located below the "Add to List" button.
- Next**: A button located below the "Remove from List" 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 29-4 - 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. 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 elements:

- Select one or more attachments.**
- 1) Select the PDF document that contains the attachment.*
- Filename**
A text input field with a "Browse..." button next to it.
- 2) Fill in the fields below.*
- Category** and/or **Description**
A dropdown menu for "Category" and a text input field for "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 containing "Statement LR1073.pdf".
- Buttons: "Add to List" and "Remove from List" next to the list box.
- A "Next" button, which is highlighted with a red box. A callout bubble points to it with the text "Select Next".

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 30 - 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?". Below the question is a dropdown menu with two options: "Yes" and "No". The "No" option is selected, and a tooltip "Select No" is visible. To the right of the dropdown menu is a "Clear" button.

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 31 - Pro Bono? (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 question "Is this case being filed ProBono?". Below the question, there is a dropdown menu with "No" selected. 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 32 - Summary of Assets and Liabilities and Certain Statistical Information

https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?90277827! Search

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,J2 If Applicable, Current Monthly Income From Form 122C-1 and Total Nondischargeable Debt. This Information Can Be Found On Official Form 106Sum Summary of Your Assets and Liabilities and Certain Statistical Information.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	<input type="text"/>		
Schedule A/B - Total Personal Property	<input type="text"/>		
Schedule D - Total Secured Claims		<input type="text"/>	
Schedule E/F - Total Priority Unsecured Claims		<input type="text"/>	
Schedule E/F - Total Nonpriority Unsecured Claims		<input type="text"/>	
Schedule I - Monthly Income			<input type="text"/>
Schedule J - Monthly Expenses			<input type="text"/>
Current Monthly Income (Official Form 122A-1 Line 11, 122B Line 11 or 122C-1 Line 11)			<input type="text"/>
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		<input type="text"/>	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		<input type="text"/>	

Next Clear **CONTINUE**

The **Summary of Assets and Liabilities and Certain Statistical Information** 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 33 - Summary of Assets and Liabilities and Certain Statistical Information

https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?90277827! Search

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,J2 If Applicable, Current Monthly Income From Form 122C-1 and Total Nondischargeable Debt. This Information Can Be Found On Official Form 106Sum Summary of Your Assets and Liabilities and Certain Statistical Information.

Summary of Assets and Liabilities and Certain Statistical Information

Report the totals from Schedules A/B, D, E/F, I, J, Forms 122, and Nondischargeable Debt in the boxes provided.

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	750000.00		
Schedule A/B - Total Personal Property	7500.00		
Schedule D - Total Secured Claims		10000.00	
Schedule E/F - Total Priority Unsecured Claims		0.00	
Schedule E/F - Total Nonpriority Unsecured Claims		90000.00	
Schedule I - Monthly Income			6500.00
Schedule J - Monthly Expenses			6600.00
Current Monthly Income (Official Form 122A-1 Line 11, 122B Line 11 or 122C-1 Line 11)			6500.00
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)		0.00	
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.		100000.00	

Select Next

Next Clear

Filers are required to input totals from Schedules **A/B, D, E/F, I, J, Current Monthly Income**, and the **Total Unsecured Claims Amount** from Official Form 106Sum. 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 34 - U.S. Trustee Information

The screenshot shows a web browser window with the URL <https://ecf-test.nyeb.circ2.dcn/cgi-bin/Dispatch.pl?65742764>. The page title is "Open Voluntary Bankruptcy Case". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Schedules

Schedule C: Total value of claimed exemptions	<input type="text" value="7500.00"/>
Schedule I line 2: Monthly gross wages, salary, and commission	Debtor <input type="text" value="6500.00"/> Spouse <input type="text"/>
Schedule I line 6: Subtotal of payroll deductions	Debtor <input type="text"/> Spouse <input type="text"/>
Schedule J line 23c: Monthly net income	<input type="text" value="6500.00"/>

At the bottom left, there are two buttons: "Next" (highlighted with a red box) and "Clear". A tooltip "Select Next" is visible over the "Next" button.

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 35 - Gov't Proof of Claim

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

DO NOT BLANK OUT OR CHANGE the Government Proof of Claim due date

Government Proof of Claim due date: 10/9/2012

Upon completion of this event, you must also docket the following as a separate event:

Certificate of Credit Counseling

Fee: \$ 310

Next Clear

Select Next

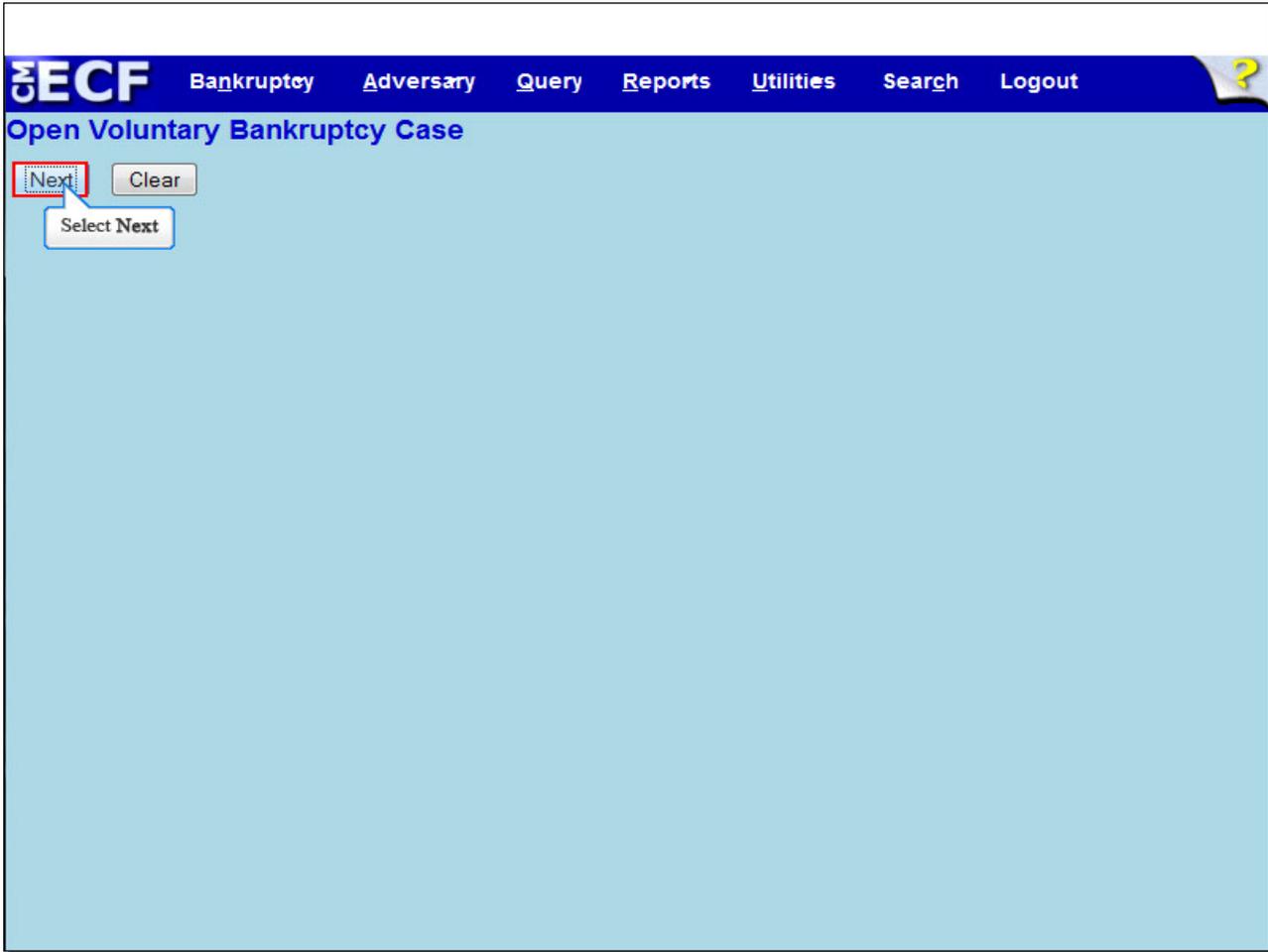
This screen automatically generates a due date for Government Proofs of Claim. Do NOT blank out or change this date.

This screen also reminds you that upon completion of this event, you must also docket the Certificate of Credit Counseling as a separate event.

The fee displayed is for a Chapter 13 filing and should not be changed. The current Fee for a Chapter 13 Case is \$310.00 and may be subject to changes by Judicial Conference in the future. For subsequent changes in fees see Fee Schedule.
Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 36 – Select Next to Continue



Select **Next** to continue.

Opening a Voluntary Chapter 13 Case and Paying the Filing Fee

Slide 37 - 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 is the title "Open Voluntary Bankruptcy Case". A yellow highlighted box contains the docket text: "Docket Text: Final Text" and "Chapter 13 Voluntary Petition for Individuals. Fee Amount \$310 Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr. Government Proof of Claim due by 5/2/2016. (Marcus, Simon)". Below the highlighted box, there is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." followed by the question "Have you redacted?". At the bottom of the form, there are two buttons: "Next" and "Clear". A red box highlights the "Next" button, 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 38 - Summary of Current Charges

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the main window displays 'Open Voluntary Bankruptcy Case'. A modal window titled 'Summary of current charges' is open, showing 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 three buttons: 'Pay Now', 'Continue Filing', and 'Select Pay Now'. The 'Pay Now' button is highlighted with a red box, and a tooltip 'Select Pay Now' is visible over it. The background window shows a 'Notice of Bar' with the following text:

Notice of Bar
The following
Case Name:
Case Numbr
Document N
Docket Text
Chapter 13 V
Claim due by
The following
Document d
Original file:
Electronic d
[STAMP bke
[e74c8a1ecc
c323cfd124a
Document d
Original filename:Statement LR1073.pdf
Electronic document Stamp:
[STAMP bkecfStamp ID=979333796 [Date=4/12/2012] [FileNumber=131207-1]

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 39 - Internet Payments Due

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

Next Clear

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 40 - 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. A table displays the payment details:

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 border, 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 41 – 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 42 - 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

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> se 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 43 - 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 44 – 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.

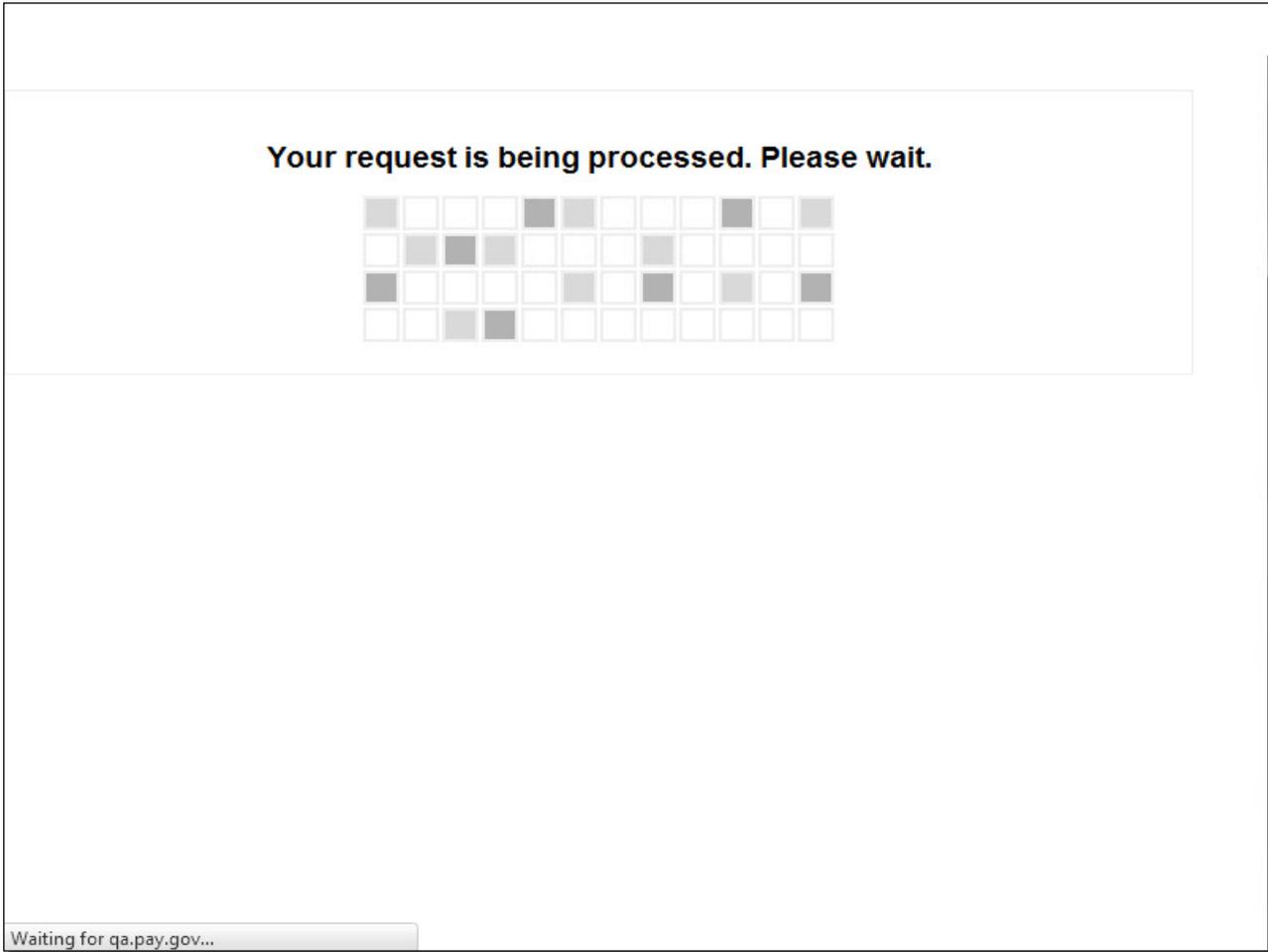


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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

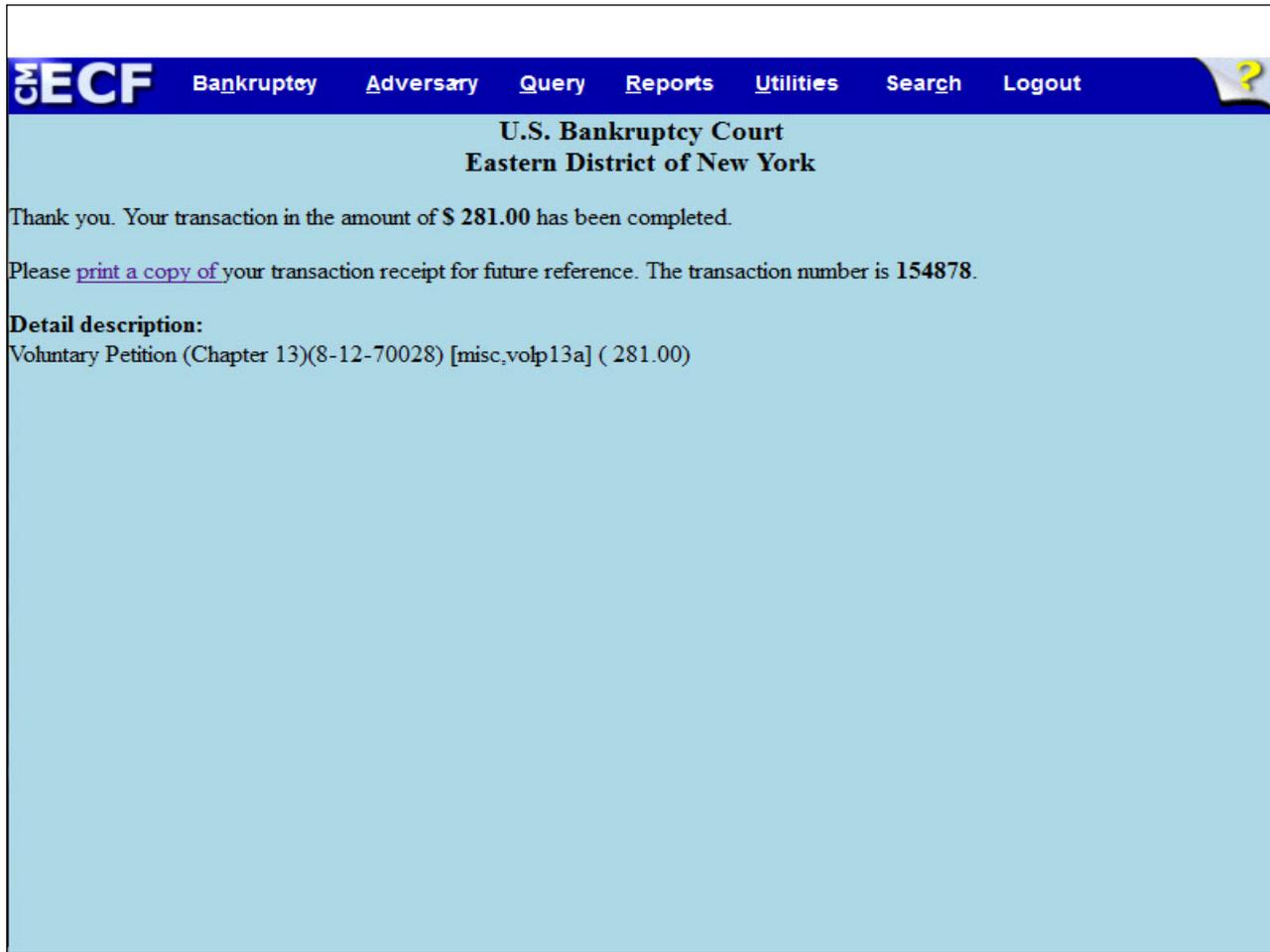
Slide 45 – Processed Payment



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 46 - Receipt

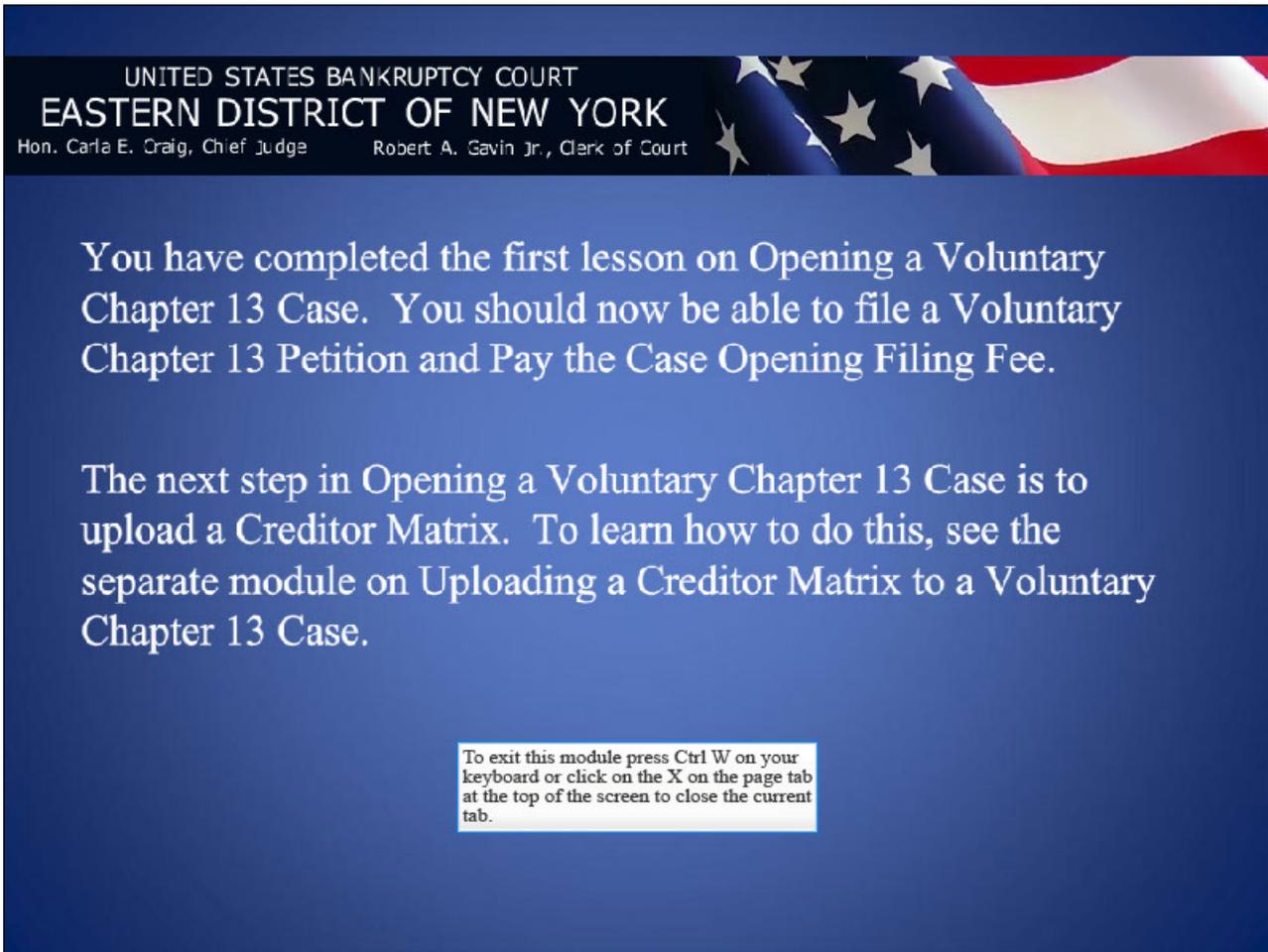


This receipt provides the amount paid, a transaction number for your records, and a detailed description of the documents filed that incurred a fee. You may print a copy of your transaction receipt for future reference.

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 47 - 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.