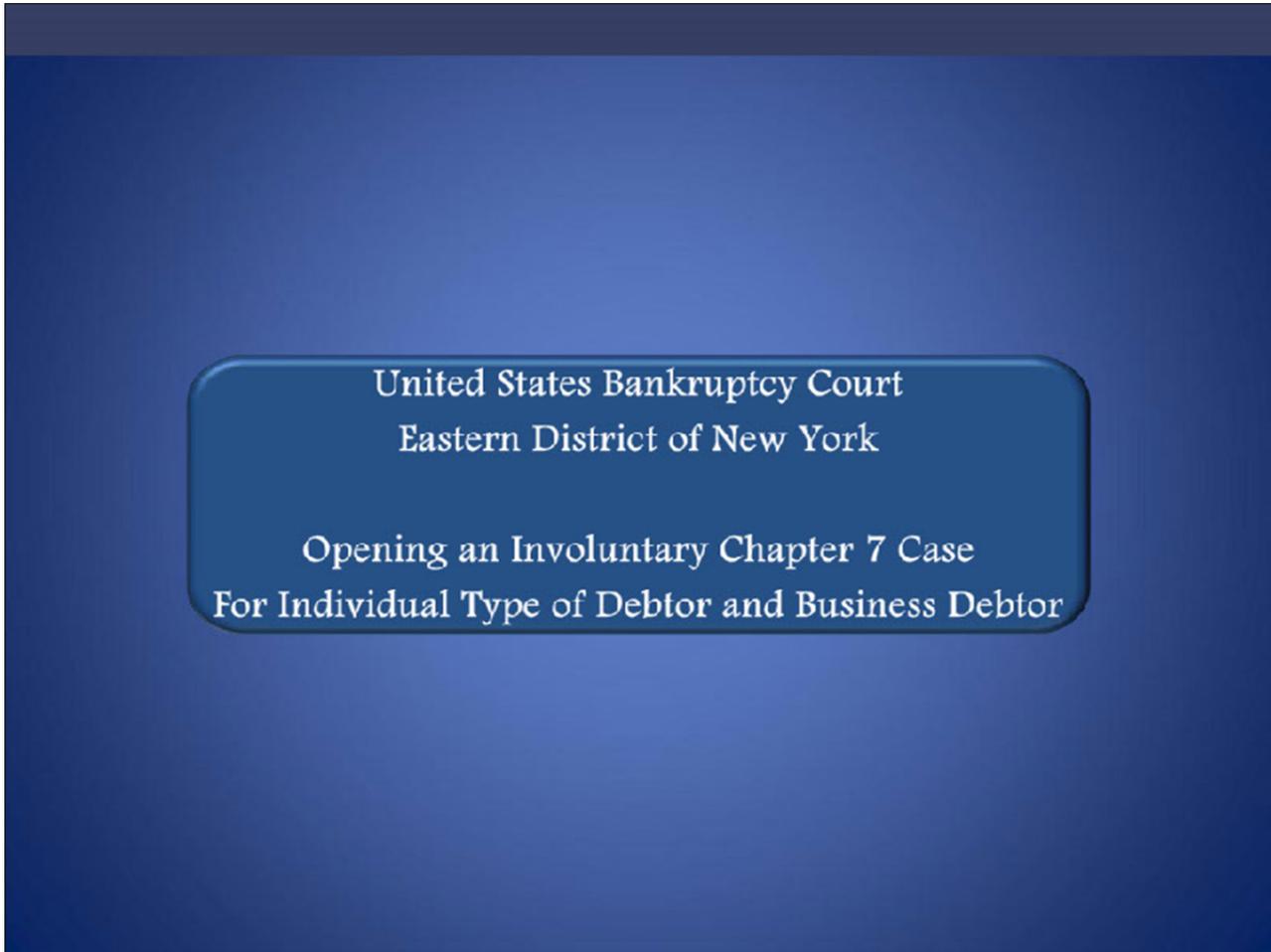


Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court, Eastern District of New York's lesson on Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

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”. 

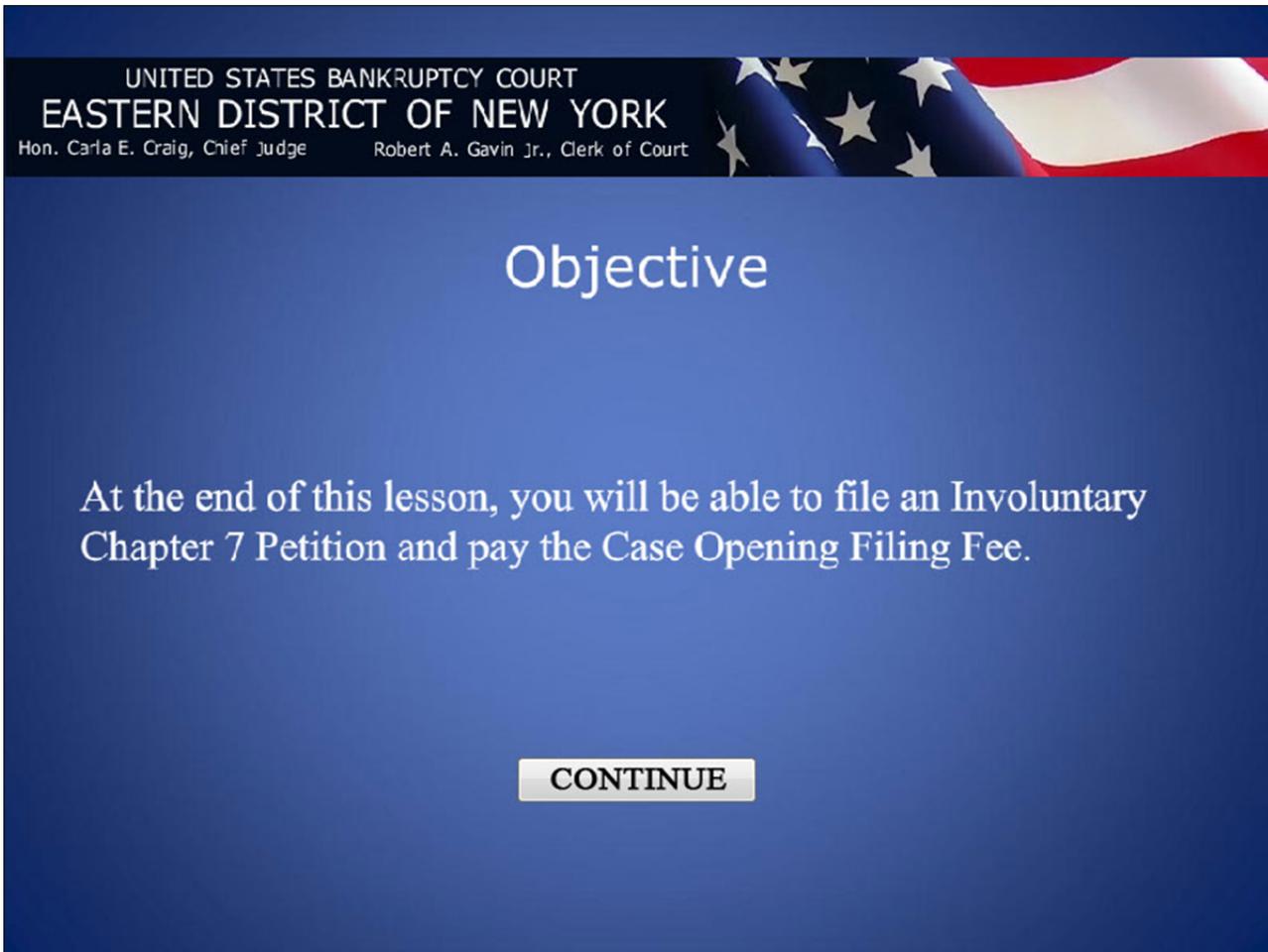
Additional filing information is displayed when the mouse hovers over the tip star icon. 

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

START

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

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 an Involuntary Chapter 7 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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 4 - ECF Main Menu

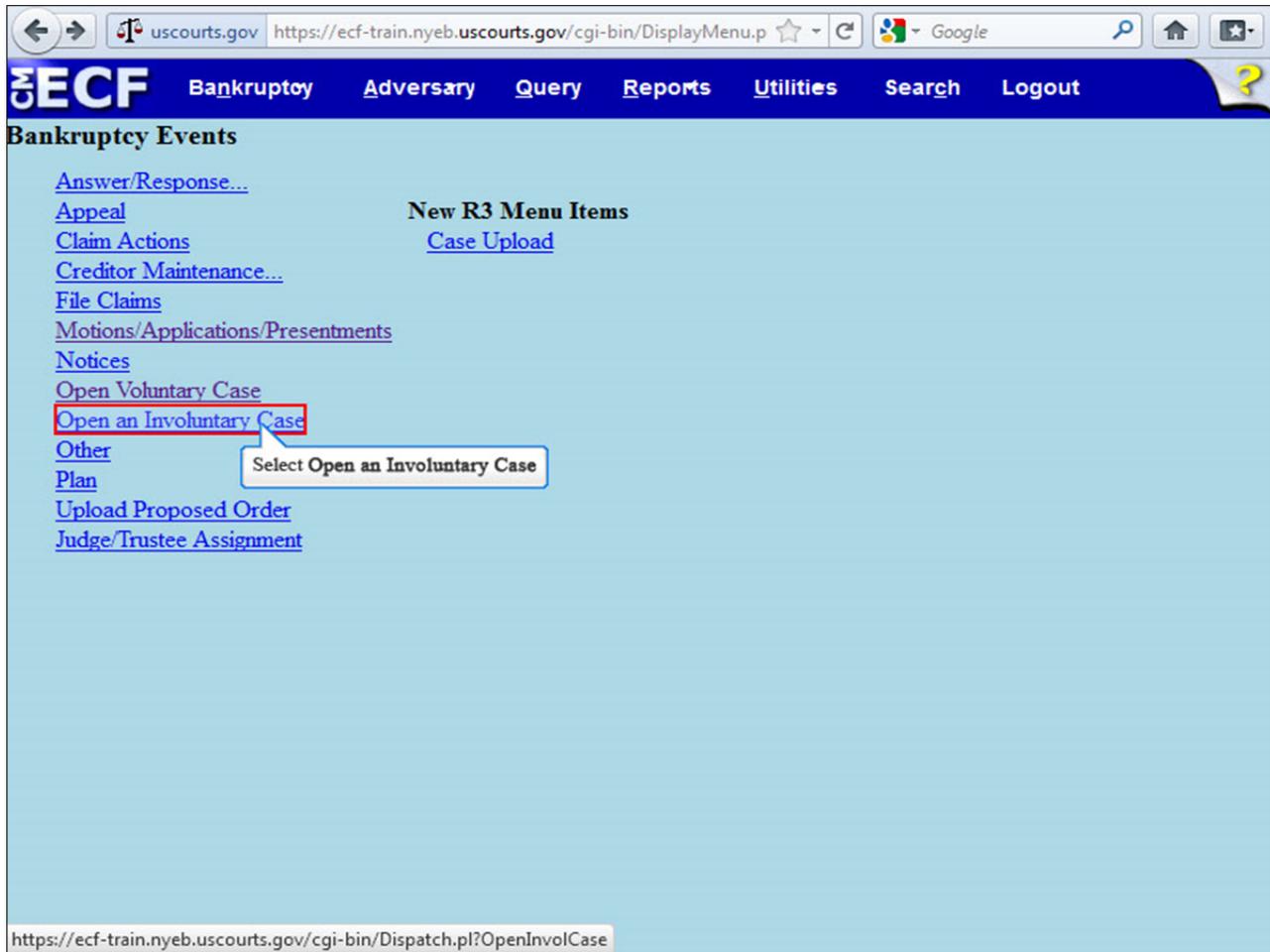


The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl>. The navigation bar includes links for **Bankruptcy**, Adversary, Query, Reports, Utilities, Search, and Logout. A tooltip for 'Bankruptcy' says 'Select Bankruptcy'. The main content area features the seal of the U.S. Bankruptcy Court Eastern District of New York, which depicts an eagle with a shield and a banner. Below the seal, the text reads: **U.S. Bankruptcy Court Eastern District of New York Official Court Electronic Document Filing System**. A blue note states: **PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.** At the bottom, a disclaimer reads: *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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 5 - Bankruptcy Events



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

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 6 - Open an Involuntary Case

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?Op>. The page title is "Open an Involuntary Case". The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Instructions for county selection are provided in red text:

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

The form fields are as follows:

- Office:** A dropdown menu currently showing "Brooklyn". A red box highlights the "Central Islip" option, and a red arrow points to a "Select Central Islip" button.
- Case type:** A dropdown menu currently showing "Brooklyn".
- Date filed:** A text field containing "12/27/2012".
- Chapter:** A dropdown menu.

The "Joint Petition" field is set to "n".

A note at the bottom 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." Below the note are "Next" and "Clear" buttons.

The initial screen in the process of opening a new involuntary bankruptcy case displays. Office assignment is generally based on the involuntary Chapter 7 debtor's county of residence or business. The **Office** field defaults to **Brooklyn**. For this lesson, select the drop down arrow to change the **Office** to **Central Islip**.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 6 - Open an Involuntary Case (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?Op>. The page title is "Open an Involuntary Case". The interface includes a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area contains the following fields and instructions:

- Office:** A dropdown menu set to "Central Islip".
- Case type:** Fixed to "bk".
- Date filed:** Fixed to "12/27/2012".
- Chapter:** A dropdown menu with a red arrow pointing to the "7" option.
- Joint Petition:** A dropdown menu with "11" selected and "7" highlighted in red.
- 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."
- Buttons:** "Next" and "Clear".

The **Case type** field defaults to **bk** for bankruptcy and cannot be changed.

The **Date filed** field is hard coded and cannot be changed.

Select the drop down arrow next to **Chapter** and select **7**, for a Chapter 7 case.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 6 - Open an Involuntary Case (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?Op

MECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary 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 12/27/2012

Chapter 7 ▾

Joint Petition 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.

Select Next

The **Joint Petition** field defaults to **n** for no and cannot be changed.

Select **Next** to continue.

TIP: An Involuntary case may not be filed as a Joint Petition.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 7 - Search for a Debtor

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?932>. The page title is "Open an Involuntary Case". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The search form is titled "Search for a debtor" and contains the following fields and buttons:

- SSN / ITIN:
- Tax ID / EIN:
- Last/Business name:
- First Name:
- Middle Name:
- Buttons: Search, Clear, and a "Select Search" button below the Search button.

This screen is used to search for an existing debtor record within the Court's CM/ECF database. A search for prior records should be conducted to avoid creating duplicate profiles in the electronic database. You have the option to search by Social Security Number, Individual Taxpayer Identification Number, or **Tax ID / EIN**, or by using the name fields. Here, we will search by debtor's name, as this Involuntary Petition is being filed against an individual. Enter the first and last names of the debtor in the appropriate fields, and select **Search**.

TIP: **SSN / ITIN** is used for an individual type of debtor, while **Tax ID / EIN** is used for a business debtor. However, it is NOT recommended that you use these options to search for a debtor in an involuntary case because of the delay in obtaining this information. You should instead search by debtor's name.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 8 - Search for a Debtor (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?921>. The page header includes the CM/ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Search for a debtor" and contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". Below these fields are "Search" and "Clear" buttons. The "Party search results" section displays "No person found." and a "Create new party" button. A red box highlights the "Create new party" button, and a tooltip points to it with the text "Select Create new party".

When the **Party 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 Involuntary Petition. In this case, select **Create new party**.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 9 - Debtor Information

The screenshot shows the CM/ECF web interface for adding a party. The browser address bar shows the URL: https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?81. The page title is "CM/ECF" and the navigation menu includes: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The "Debtor Information" form is populated with the following data:

Last name	Simpson	First name	John		
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222		
Office		Address 1	123 Main Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County		Country			
Phone		Fax			
E-mail					
Party text					

At the bottom of the form, there are buttons for "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A note states: "Add all aliases and corporate parents or affiliates before clicking the Submit button." A red box highlights the "County" field, and a callout box with an arrow points to it, containing the text "Select County".

The information used on the previous **Search for a 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. Enter the debtor's complete mailing address, using the **Address 2** and **Address 3** fields 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: **Generation** and **Title** would be used for individual type of debtor.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 10 - Debtor Information (Cont'd)

The screenshot shows the ECF system interface for entering Debtor Information. The form includes fields for Last name (Simpson), First name (John), Middle name, Generation, Title, SSN / ITIN (222-11-1234), Tax ID / EIN (11-2222222), Office, Address 1 (123 Main Street), Address 2, Address 3, City (Central Islip), State (NY), Zip (11722), County, Country, Phone, E-mail, Fax, and Party text. A dropdown menu for County is open, showing a list of New York counties with their respective zip codes. A red box highlights 'SUFFOLK-NY (36103)', and a callout box points to it with the text: 'Select SUFFOLK-NY, provided the Debtor resides in Suffolk County.' Below the dropdown, there are buttons for 'Alias...', 'Co', 'Submit', and 'Ca'. A note indicates 'corporate parents or affiliates Submit button.'

Field	Value
Last name	Simpson
First name	John
Middle name	
Generation	
Title	
SSN / ITIN	222-11-1234
Tax ID / EIN	11-2222222
Office	
Address 1	123 Main Street
Address 2	
Address 3	
City	Central Islip
State	NY
Zip	11722
County	SUFFOLK-NY (36103)
Country	
Phone	
E-mail	
Fax	
Party text	

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

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 11 - Debtor Information (Cont'd)

The screenshot shows the ECF system interface for adding debtor information. The browser address bar shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?81>. The page title is "ECF" and the navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Debtor Information

Last name	Simpson	First name	John		
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222		
Office		Address 1	123 Main Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country			
Phone		Fax			
E-mail					
Party text					

Buttons: Alias..., Corporate parent / affiliate..., Review..., Submit, Cancel, Clear. 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 is used for business cases if the debtor has a corporate parent or affiliate. The **Review** button allows the filer to verify specific party types added to the case. The **Clear** button erases all information from the **Debtor Information** screen. The **Cancel** button takes the filer back to the **Search for a debtor** screen. Review the information entered on the **Debtor Information** screen, and select **Submit** to continue.

TIP: The petitioning creditor must diligently try to obtain the debtor's information to complete the involuntary petition.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 12 - Debtor Information (Cont'd)

The screenshot displays the ECF (Electronic Case Filing) system interface. The page title is "Debtor Information". The form contains the following fields and values:

Field	Value
Last name	Simpson
First name	John
Middle name	
Generation	
Title	
SSN / ITIN	222-11-1234
Tax ID / EIN	11-222222
Office	
Address 1	123 Main Street
Address 2	
City	Central Islip
State	NY
Zip	11722
County	SUFFOLK-NY (36103)
Phone	
E-mail	
Party text	

A warning message is displayed in a white box: "Warning: The SSN / ITIN is blank." The "OK" button in the warning box is highlighted with a red border, and a blue callout box labeled "Select OK" points to it.

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

Select **OK** to continue.

TIP: Since you are the petitioning creditor's attorney, it is unlikely that you would have the debtor's **SSN / ITIN** (in the case of an individual type of debtor) when opening the involuntary case.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 13 - Debtor Information (Cont'd)

The screenshot displays the ECF system interface for adding a party. A warning dialog box is centered on the screen, stating "Warning: The Tax ID / EIN is blank." The dialog has an "OK" button, which is highlighted with a red rectangular box. A tooltip with the text "Select OK" points to the "OK" button. The background shows the "Debtor Information" form with the following data:

Field	Value
Last name	Simpson
First name	John
Middle name	
Generation	
Title	
SSN / ITIN	222-11-1234
Tax ID / EIN	11-222222
Office	
Address 1	123 Main Street
Address 2	
City	Central Islip
State	NY
Zip	11722
County	SUFFOLK-NY (36103)
Phone	
E-mail	
Party text	

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

Select **OK** to continue.

TIP: Since you are the petitioning creditor's attorney, it is unlikely that you would have the **Tax ID / EIN** (in the case of a business debtor) when opening the involuntary case.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 14 - Search for a Petitioning Creditor

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?118>. The page title is "Open an Involuntary Case". The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main content area is titled "Search for a petitioning creditor" and contains the following form fields:

SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Last/Business name	<input type="text" value="Smith"/>		
First Name	<input type="text" value="Helen"/>		
Middle Name	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>			
<input type="button" value="Select Search"/>			

In an involuntary case, the petitioning creditor(s), rather than the debtor, file the petition. On this screen, you would search for your petitioning creditor's existing party record much the same way you did for the debtor earlier. In this example, we have entered the petitioning creditor's first and last name, so we will now select **Search**.

TIP: Often, more than one petitioning creditor will file the petition.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 15 - Search for a Petitioning Creditor (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?36: ☆ - Google

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Search for a petitioning creditor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

No person found.

[Create new party](#)

Select Create new party

Just as when you searched for the debtor earlier, no person was found matching the name entered for the petitioning creditor. Select **Create new party** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 16 - Petitioning Creditor Information

The screenshot displays the 'Petitioning Creditor Information' form in the ECF system. The form fields are as follows:

Last name	Smith	First name	Helen		
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222		
Office		Address 1	321 Elm Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country			
Phone		Fax			
E-mail					

Party text:

Select The user opening the case is the filing attorney for this party.

The user opening the case is the filing attorney for this party.

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

Submit Cancel Clear

The information on the previous Search for a petitioning creditor screen populates the **Petitioning Creditor Information** screen. Enter the petitioning creditor's information, such as **Middle name, Generation, Title, Address, and County**. If you are the filing attorney for this petitioning creditor, place a check in the corresponding box.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 17 - Petitioning Creditor Information (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?16>. The page title is "ECF Bankruptcy Adversary Query Reports Utilities Search Logout". The main heading is "Petitioning Creditor Information".

The form fields are as follows:

Last name	Smith	First name	Helen		
Middle name		Generation		Title	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222		
Office		Address 1	321 Elm Street		
Address 2		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country			
Phone		Fax			
E-mail					
Party text					

The user opening the case is the filing attorney for this party.

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

Submit Cancel Clear

Select Submit

Notice how the **Attorney...** button, which would be used to add attorneys to the case, becomes gray and cannot be selected when you place a check in the box, since you have just indicated that you are this petitioning creditor's attorney.

Select **Submit** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 18 - Petitioning Creditor Information (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) interface for the US Courts. The page title is "Petitioning Creditor Information". The form contains the following fields:

- Last name: Smith
- First name: Helen
- Middle name: [Blank]
- Generation: [Blank]
- Title: [Blank]
- SSN / ITIN: 222-11-1234
- Tax ID / EIN: 11-222222
- Office: [Blank]
- Address 1: [Blank] 321 Elm Street
- Address 2: [Blank]
- Address 3: [Blank]
- City: Central Islip
- State: NY
- Zip: 11722
- County: SUFFOLK-NY (36103)
- Phone: [Blank]
- E-mail: [Blank]
- Party text: [Blank]

A warning message is displayed in a white box: "Warning: The SSN / ITIN is blank." The "OK" button in the warning box is highlighted with a red border, and a tooltip points to it with the text "Select OK".

At the bottom of the form, there is a checkbox labeled "The user opening the case is the filing attorney for this party." which is checked. Below this are buttons for "Attorney...", "Alias...", "Corporate parent / affiliate...", and "Review...". A note says "Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button." At the very bottom are "Submit", "Cancel", and "Clear" buttons.

Select **OK** to continue.

TIP: Do not enter petitioning creditor's **SSN/ITIN**, as the Clerk's Office only maintains records of debtors' **SSN/ITIN**.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 19 - Petitioning Creditor Information (Cont'd)

The screenshot displays the ECF system interface for adding a party. A warning dialog box is centered on the screen, stating "Warning: The Tax ID / EIN is blank." The "OK" button in the dialog is highlighted with a red rectangle, and a tooltip above it says "Select OK".

The background form, titled "Petitioning Creditor Information", contains the following fields:

- Last name: Smith
- First name: Helen
- Middle name: [Blank]
- Generation: [Blank]
- Title: [Blank]
- SSN / ITIN: 222-11-1234
- Tax ID / EIN: 11-222222
- Office: [Blank]
- Address 1: [Blank] s 1 321 Elm Street
- Address 2: [Blank] s 3
- City: Central Islip
- State: NY
- Zip: 11722
- County: SUFFOLK-NY (36103)
- Phone: [Blank]
- E-mail: [Blank]
- Party text: [Blank]

At the bottom of the form, there is a checked checkbox: The user opening the case is the filing attorney for this party.

Below the checkbox are buttons for "Attorney...", "Alias...", "Corporate parent / affiliate...", and "Review...". A note reads: "Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button."

At the very bottom are "Submit", "Cancel", and "Clear" buttons.

Select **OK** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 20 – Search for a Petitioning Creditor (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?365

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Search for a petitioning creditor

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Select End petitioning creditor selection

If there were more petitioning creditors, you would search for them here as was demonstrated earlier. In this lesson, there is only one petitioning creditor on the case, so select **End petitioning creditor** selection.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 21 - Statistical and Report Data (SARD)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?835

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Check all that apply for the Type of debtor below:

Fee status Paid

Nature of debt

business
consumer

Select Consumer

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

This screen is known as the Statistical and Report Data (SARD) screen. The **Fee status** defaults to Paid and cannot be changed since the fee for an Involuntary Chapter 7 case must be paid at the time of filing.

The options in the **Nature of debt** field are business and consumer. In this lesson, the type of debtor is an Individual who has primarily consumer debts, so select **consumer** as the **Nature of Debt**, leave the **Type of debtor** at the default selection of **Individual**, and do not select a **Nature of business**. If, however, the debtor were a business or an individual with business debts, you would select **business** as the **Nature of Debt**, make the appropriate selection for **Type of debtor**, and select the appropriate **Nature of business**.

TIP: For **Corporations**, **Partnerships**, or **Other** businesses that are a Tax-Exempt Entity, the **Tax-Exempt Entity** box should be checked.

When filing an Involuntary Chapter 11 case, this screen will also ask whether the debtor is a small business, whether a plan is being filed with the petition, and whether acceptances of the plan were solicited prepetition.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 22 - Statistical and Report Data (SARD) (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?835

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Check all that apply for the Type of debtor below:

Fee status Paid

Nature of debt consumer

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

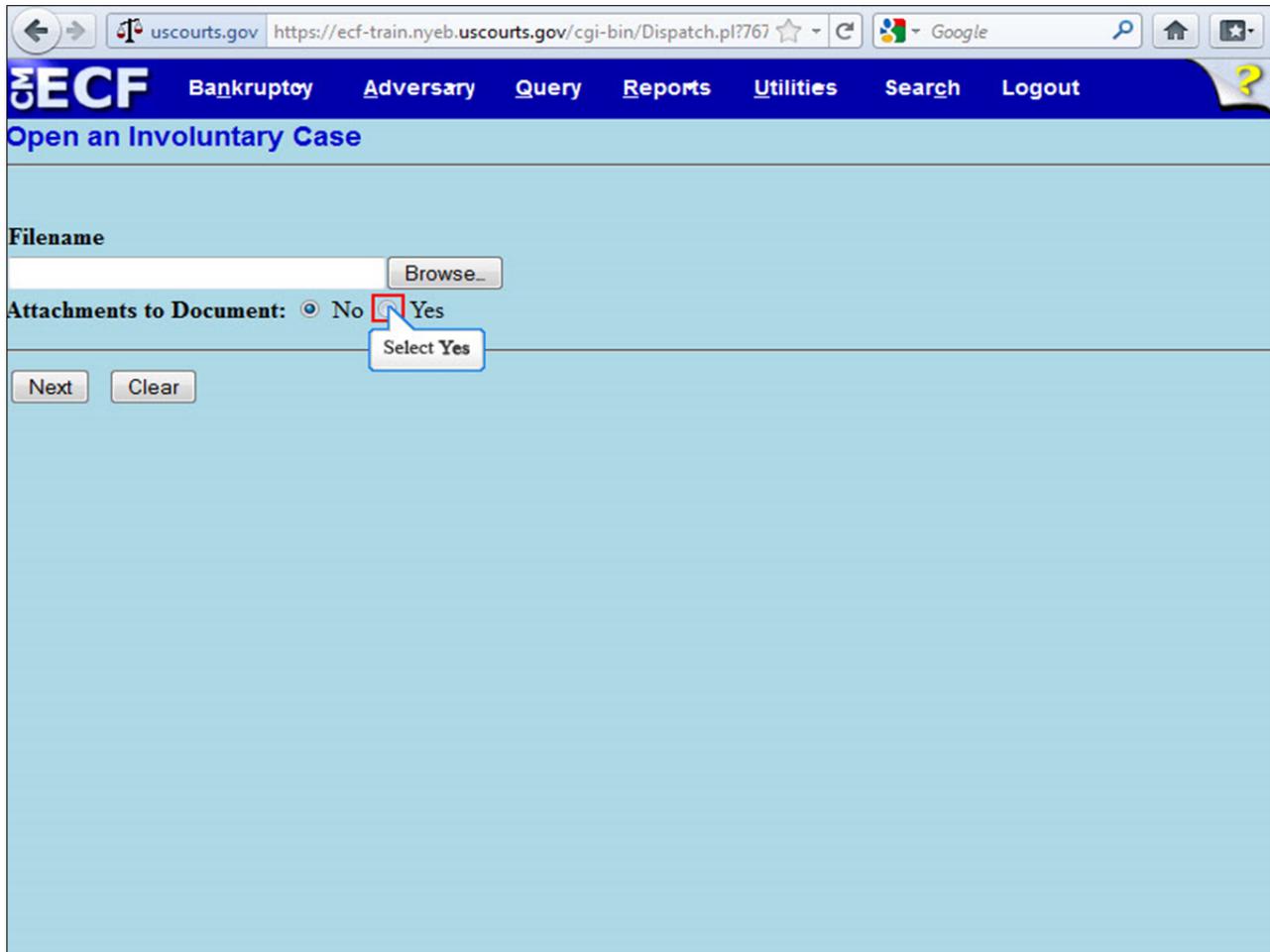
Next Clear

Select Next

Select **Next** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 23 - Upload Petition



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?767>. The page title is "Open an Involuntary Case". The interface includes a navigation bar with links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". Below the navigation bar, there is a "Filename" input field with a "Browse..." button. Underneath, the "Attachments to Document" section has two radio buttons: "No" and "Yes". The "Yes" radio button is selected and highlighted with a red box, and a tooltip labeled "Select Yes" is pointing to it. At the bottom of the form, there are "Next" and "Clear" buttons.

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 LR1073-2(b), which should accompany ANY petition, voluntary or involuntary. As the Statement LR1073 will be uploaded in this lesson, select **Yes**.

TIP: The Statement LR1073-2(b) may also be docketed as a single docket entry.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 24 - Upload Petition (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?767

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Filename

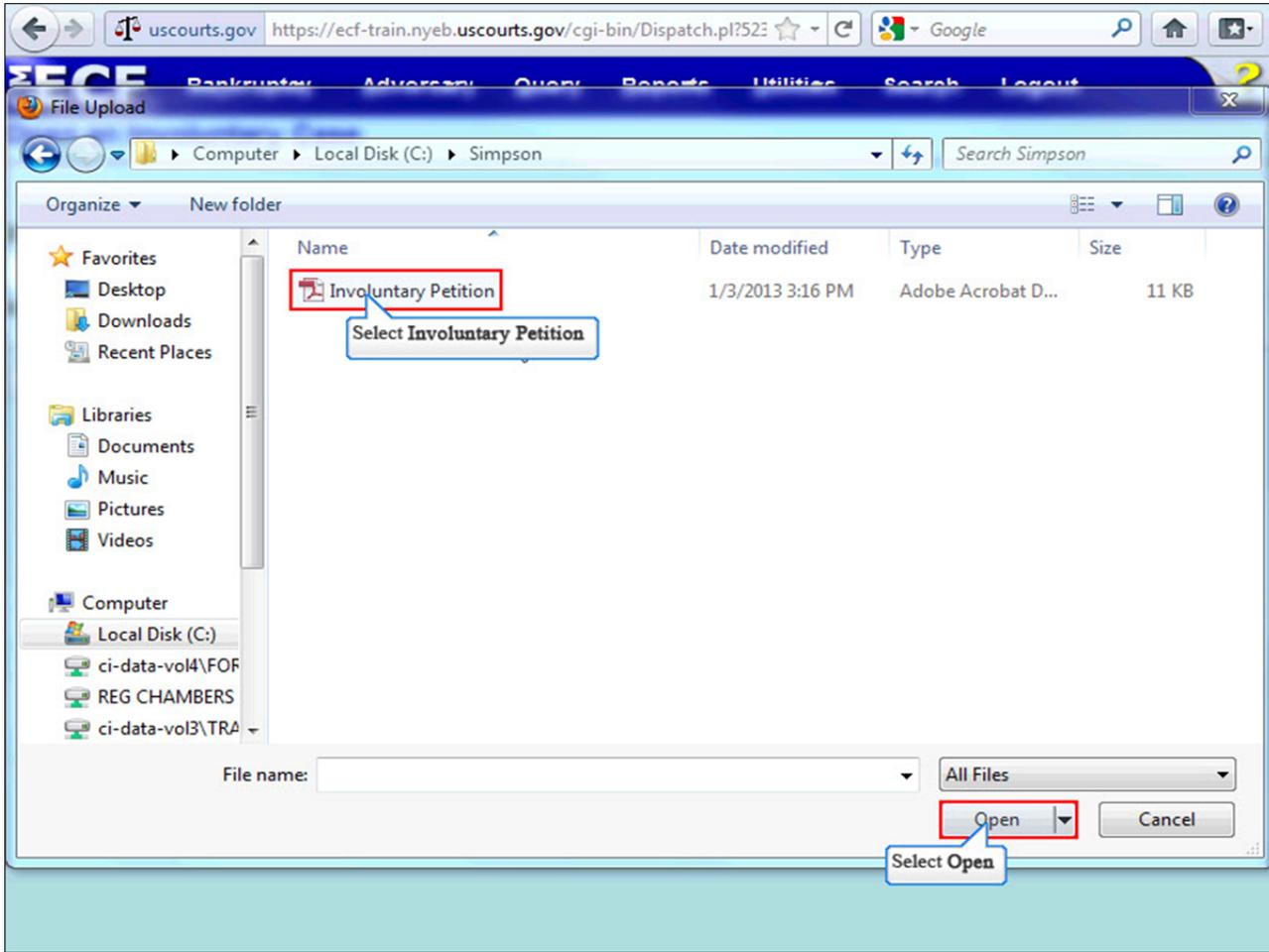
Browse...

Attachments to Document: No Yes **Select Browse...**

Select **Browse...** to upload the involuntary petition in PDF.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 25 - Upload Petition (Cont'd)



The **File Upload** screen appears. Select the **Involuntary Petition**. It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document. Select **Open** to upload the **Involuntary Petition**.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 26 - Upload Petition (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?767

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Filename
C:\Simpson\Involuntary Petition.pdf

Attachments to Document: No Yes

The complete filename displays in the **Filename** field. Since we indicated that we were going to add attachments, select **Next** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 27 - Additional Attachments

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?507

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Browse... (highlighted with a red box, tooltip: Select Browse...)

2) Fill in the fields below.

Category and/or 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.

^ Add to List

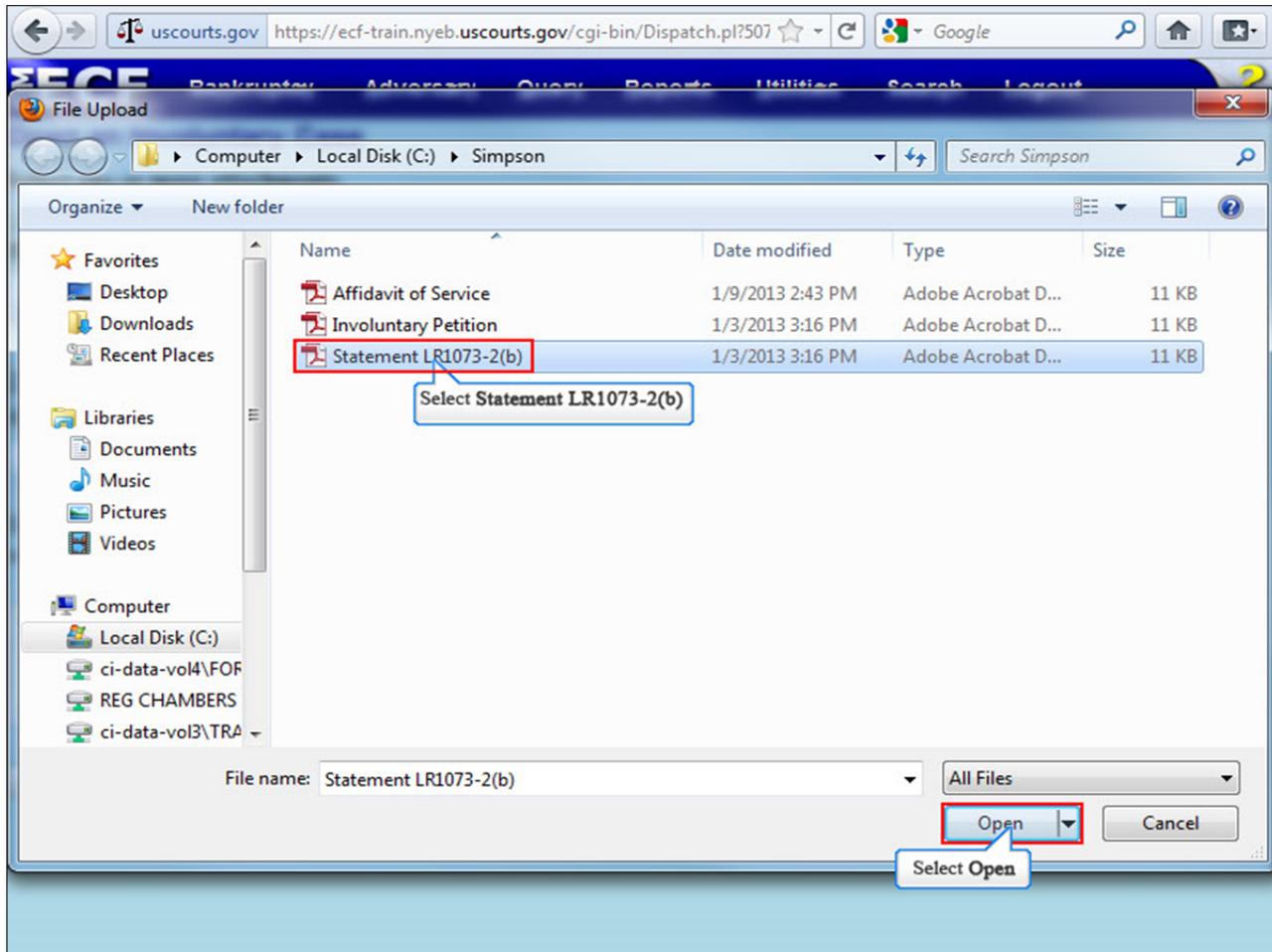
Remove from List

Next

Here, we will attach the Statement LR1073. Select **Browse...**

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 28 - Additional Attachments (Cont'd)



Select the **Statement LR1073-2(b)**, and then select **Open** to upload the Statement.

TIP: It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 29 - Additional Attachments (Cont'd)

The screenshot shows a web browser window with the URL `https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?507`. The page title is "Open an Involuntary Case". The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Instructions: "Select one or more attachments." and "1) Select the PDF document that contains the attachment."

Filename
C:\Simpson\Statement LR1073-2(b).pdf

2) Fill in the fields below.

Category	and/or Description
<input type="text"/>	<input type="text"/>

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.

The complete filename displays in the **Filename** field.

The next step in adding an attachment is to name it. Select the drop down arrow to view a list of categories.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 30 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?507

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
C:\Simpson\Statement LR1073-2(b).pdf

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	

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

A list of categories appears. Select **1073b Statement** from the **Category** list. If the category for your attachment is not listed in the Category list, you can enter a brief description in the **Description** field, or you may use this **Description** field to further describe a chosen **Category**, such as an Exhibit.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 31 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?507

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
C:\Simpson\Statement LR1073-2(b).pdf

2) Fill in the fields below.

Category	and/or Description
1073b Statement	

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.

Select Add to List

Add to List

Remove from List

Next

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

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 32 - Additional Attachments (Cont'd)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?167>. The page title is "Open an Involuntary Case". The navigation bar includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category and/or 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.

Statement LR1073-2(b).pdf

If you have more attachments, select **Browse...** and repeat the process of adding additional attachments until all attachments are listed and properly identified. In this lesson, there are no more additional attachments. Select **Next** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 33 - Filing Fee



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?346>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open an Involuntary Case" with a sub-heading: "The full filing fee must be paid by midnight of the day of filing." Below this, there is a text input field for the fee, which contains "\$306". To the right of the input field are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red border, and a tooltip with the text "Select Next" is positioned over it.

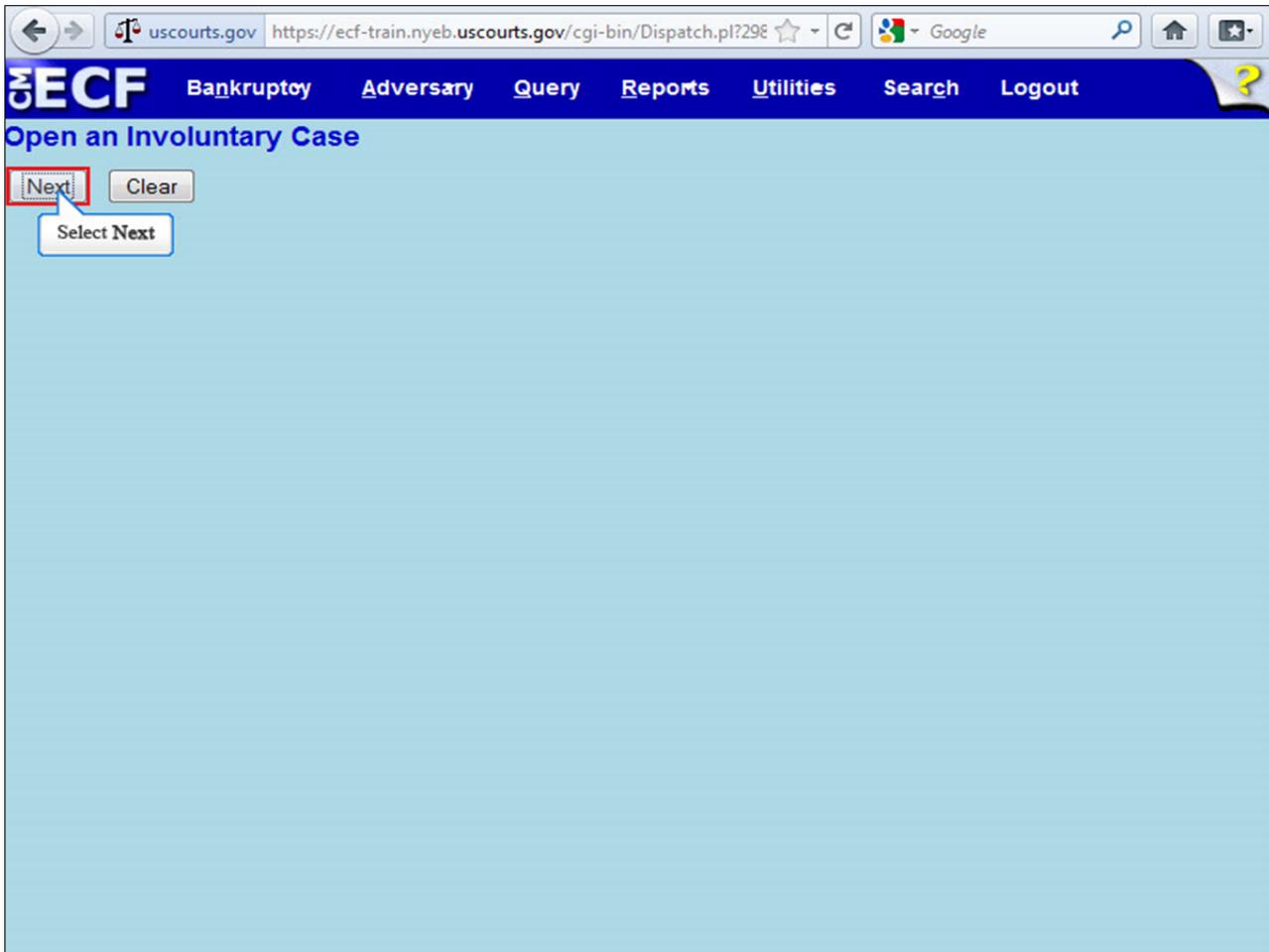
The **Fee** displayed is for an Involuntary Chapter 7 filing and should not be changed. Please be aware that **the full filing fee must be paid by midnight of the day of filing.**

Select **Next** to continue.

TIP: From time to time, the filing fee for a bankruptcy case may be subject to changes by the Judicial Conference. Future changes in fees may not be reflected in this presentation.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 34 - Filing Fee (Cont'd)



Select **Next** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 35 - Final Docket Text

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?952

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Docket Text: Final Text

Chapter 7 Involuntary Petition. Fee Amount \$306 Re: John Simpson Filed by Petitioning Creditor(s): Helen Smith (attorney Simon Marcus). (Marcus, Simon)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 36 - Summary of Current Charges

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?958

Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Summary of current charges

Date Incurred	Description	Amount
2013-01-04 14:38:10	Involuntary Petition (Chapter 7)(8-13-70001) [misc,ivol7] (306.00)	\$ 306.00
		Total: \$ 306.00

Notice of Bankruptcy

The following information is being filed:

Case Name: Simon Marcus
Case Number: 8-13-70001
Document Number: 13

Docket Text:
Chapter 7 Involuntary Petition (Simon Marcus). (Marcus)

The following documents are being filed:

Document Description: Simon Marcus on behalf of Petitioning Creditor Helen Smith
Original filename: Simon Marcus on behalf of Petitioning Creditor Helen Smith
Electronic document type: Notice of Electronic Filing (STAMP bkecfaf76b60d782a0d0486f49ee1)

8-13-70001 Notice will be electronically mailed to:
Simon Marcus on behalf of Petitioning Creditor Helen Smith

Buttons: Pay Now, Continue Filing, Select Pay Now

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. 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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 37 - Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-01-04 14:38:10	Involuntary Petition (Chapter 7)(8-13-70001) [misc,ivol7] (306.00)	\$ 306.00

Next Clear

Select Next

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.

Select **Next** to continue.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 38 - Internet Payments Due (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. The browser address bar displays the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayr>. The page title is "Internet Payments Due". The interface includes a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area displays a table of payments due:

Date Incurred	Description	Amount
2013-01-04 14:38:10	Involuntary Petition (Chapter 7)(8-13-70001) [misc,ivol7] (306.00)	\$ 306.00
		Total: \$306

A "Pay Now" button is highlighted with a red box, and a tooltip "Select Pay Now" is visible below it.

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

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 39 - Debit Option

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/OCIServlet>. The page displays a "System Message" stating: "The system has populated the Payment Date with the next available payment date." Below this is the "Online Payment" section, titled "Step 1: Enter Payment Information" (1 | 2). It offers two options: "Bank Account Debit (ACH)" and "Plastic Card (ex: VISA, Mastercard, American Express, Discover)". The "Option 1: Pay Via Bank Account (ACH)" is selected, with a link to "About ACH Debit". A red box highlights the instruction: "Required fields are indicated with a red asterisk *". The form fields include: "Account Holder Name: Simon Marcus *", "Payment Amount: \$306.00", "Account Type: Business Checking *", "Routing Number: 042000424 *", "Account Number: 327912336 *", "Confirm Account Number: 327912336 *", and "Check Number: 1234". A diagram shows the routing number (026946783), account number (9243767390), and check number (1234) with lines connecting them to their respective labels. The "Payment Date" is 01/07/2013. At the bottom, a red box highlights the "Continue with ACH Payment" button, with a red arrow pointing to it from the text "Select Continue with ACH Payment". A "Cancel" button is also visible. A note at the bottom states: "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."

Filers paying filing fees over the Internet 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**.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 40 - Debit Option (Cont'd)

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary

[Edit this information](#)

Account Holder Name: Simon Marcus
Payment Amount: \$306.00
Account Type: Business Checking
Routing Number: 042000424
Account Number: *****2336
Check Number: 1234
Payment Date: 01/07/2013

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 [Select the check box to authorize payment](#)

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

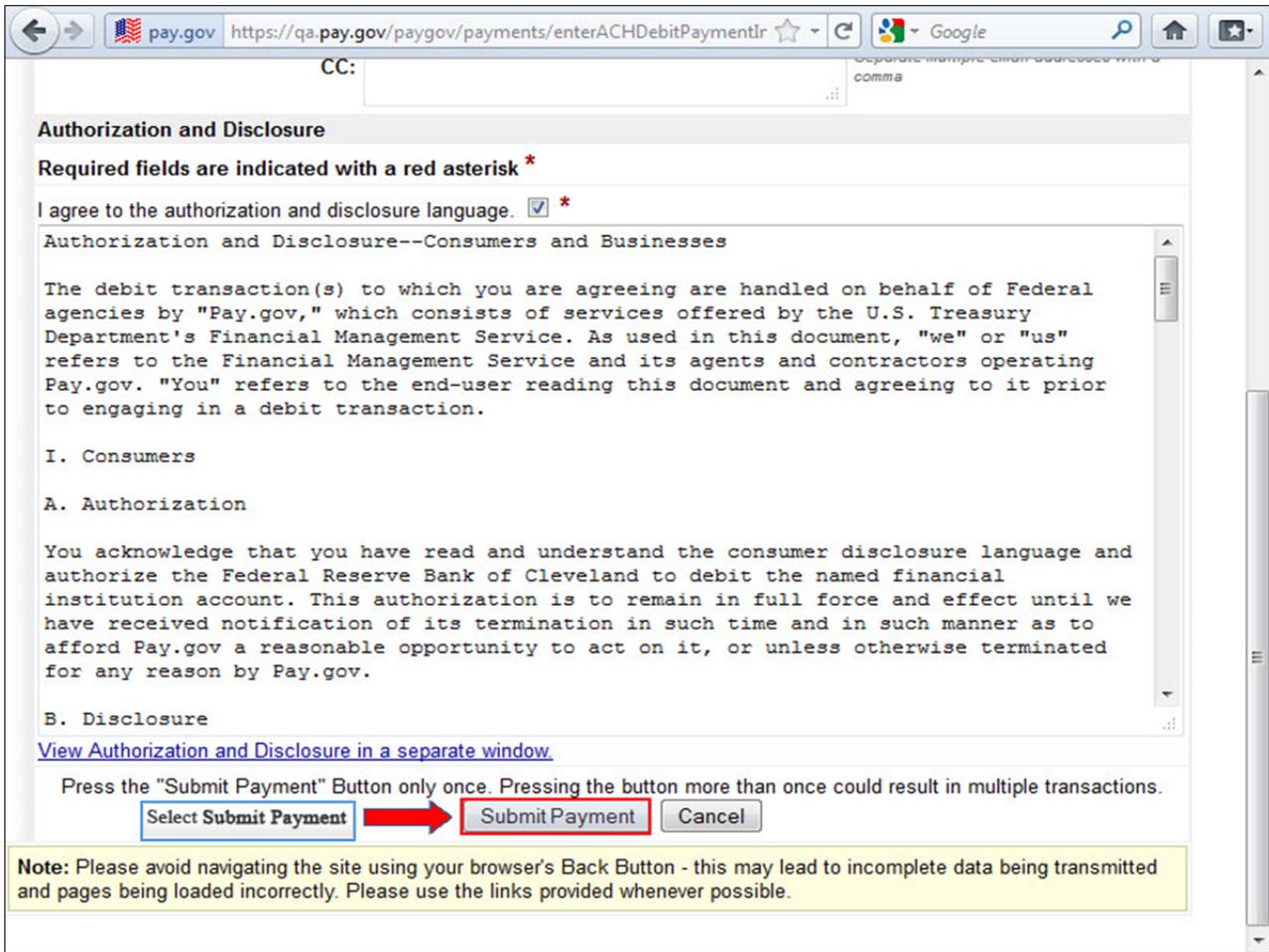
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

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 e-mail address. Read through the **Authorization and Disclosure** information and place a check in the box to authorize payment.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 41 - Debit Option (Cont'd)



CC: [redacted]

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I agree to the authorization and disclosure language. *

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

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.

Select **Submit Payment** to submit your ACH Debit transaction.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 42 - Credit 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: \$306.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

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

Routing Number Account Number Check Number

⑆026946783⑆ 9243767390 1234

Payment Date: 01/07/2013

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.

If you were instead paying by the credit card option, you would NOT enter the debit information on the first fee payment screen. Instead, you would select the **Plastic Card** option.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 43 - Credit Option (Cont'd)

pay.gov https://qa.pay.gov/paygov/OCIServlet#payViaPC

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

Continue with ACH Payment Cancel

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: Simon Marcus *

Payment Amount: \$306.00

Billing Address: 290 Federal Plaza *

Billing Address 2:

City: Central Islip

State / Province: New York - NY

Zip / Postal Code: 11722

Country: United States *

Card Type: Visa *

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 101 * [Help finding your security code](#)

Expiration Date: 09 * / 2024 *

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

Select Continue with Plastic Card Payment

Continue with Plastic Card Payment Cancel

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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 44 - Credit Option (Cont'd)

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/payments/enterPlasticCardPayment>. The page title is "Online Payment" and the current step is "Step 2: Authorize Payment".

Payment Summary (with an [Edit this information](#) link):

Address Information	Account Information	Payment Information
Account Holder Name: Simon Marcus Billing Address: 290 Federal Plaza Billing Address 2: City: Central Islip State / Province: NY Zip / Postal Code: 11722 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$306.00 Transaction Date 01/04/2013 14:50 and Time: EST

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. *

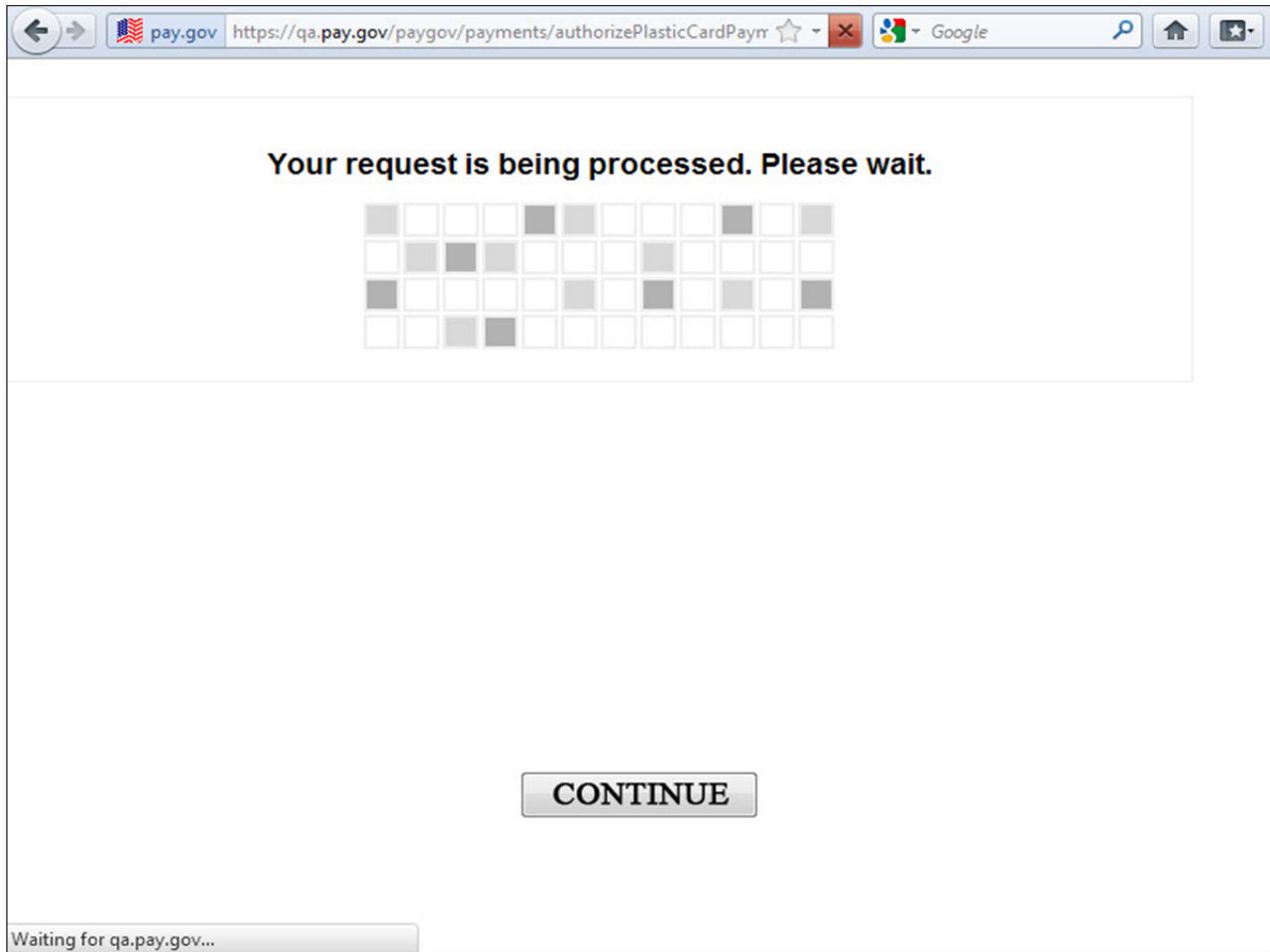
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

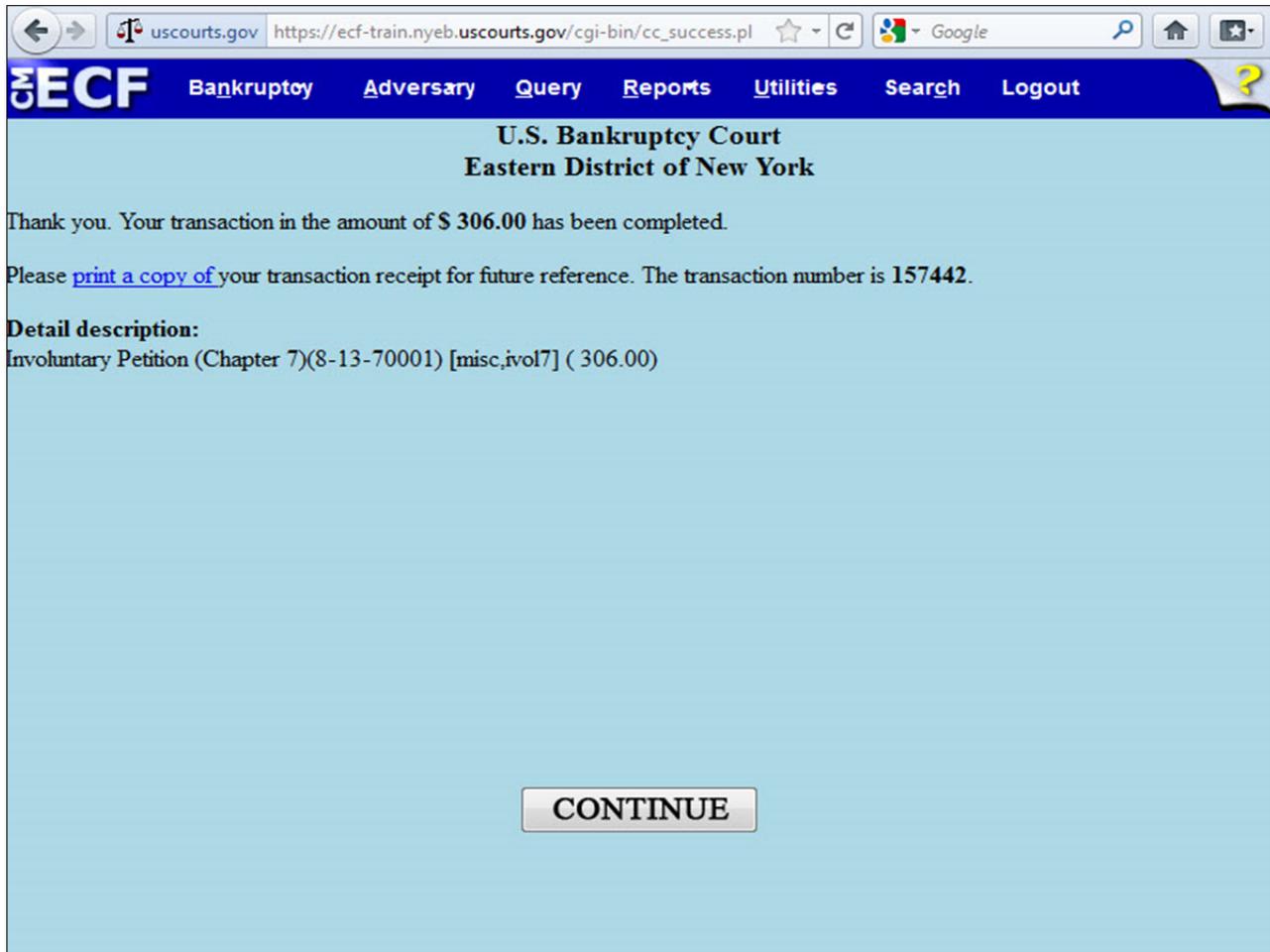
Slide 45 - Credit Option (Cont'd)



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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 46 - Transaction Receipt

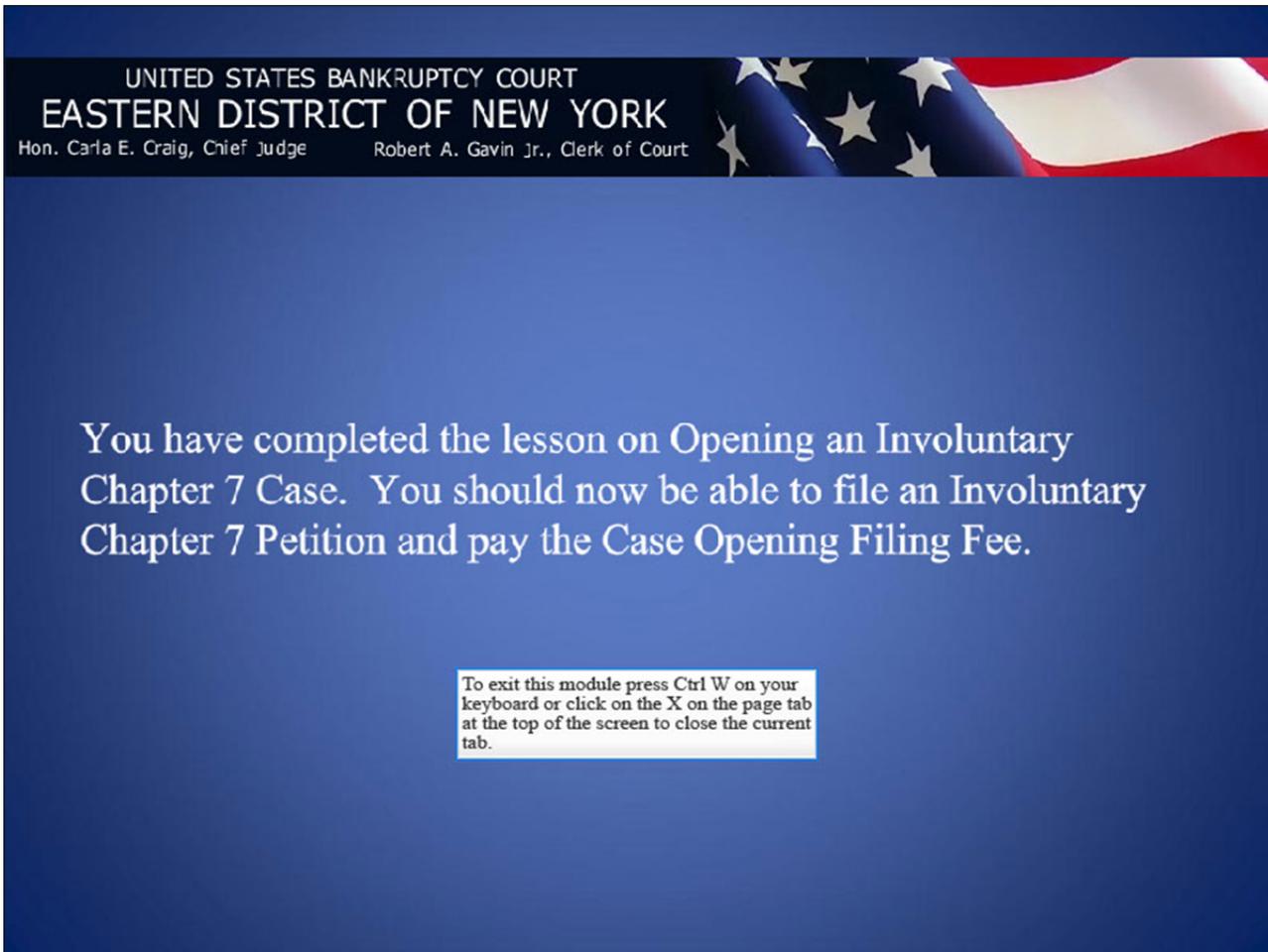


This receipt provides the **amount** paid, a **transaction number** for your records, and a detailed description of the documents filed that incurred a fee. This description also includes your case number, which you will need to make future filings on the case. You may **print a copy of** your transaction receipt for future reference.

TIP: You will receive this receipt whether you pay the fee by debit or by credit.

Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 47 - Summary

The slide features a dark blue background with a white header bar at the top. The header bar contains the text "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK" in a bold, sans-serif font. Below this, the names "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court" are listed. To the right of the text is a partial view of the American flag. The main body of the slide contains a large white text block with a congratulatory message. At the bottom center, there is a small white box with a thin blue border containing 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 lesson on Opening an Involuntary Chapter 7 Case. You should now be able to file an Involuntary Chapter 7 Petition and pay the Case Opening Filing Fee.

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.