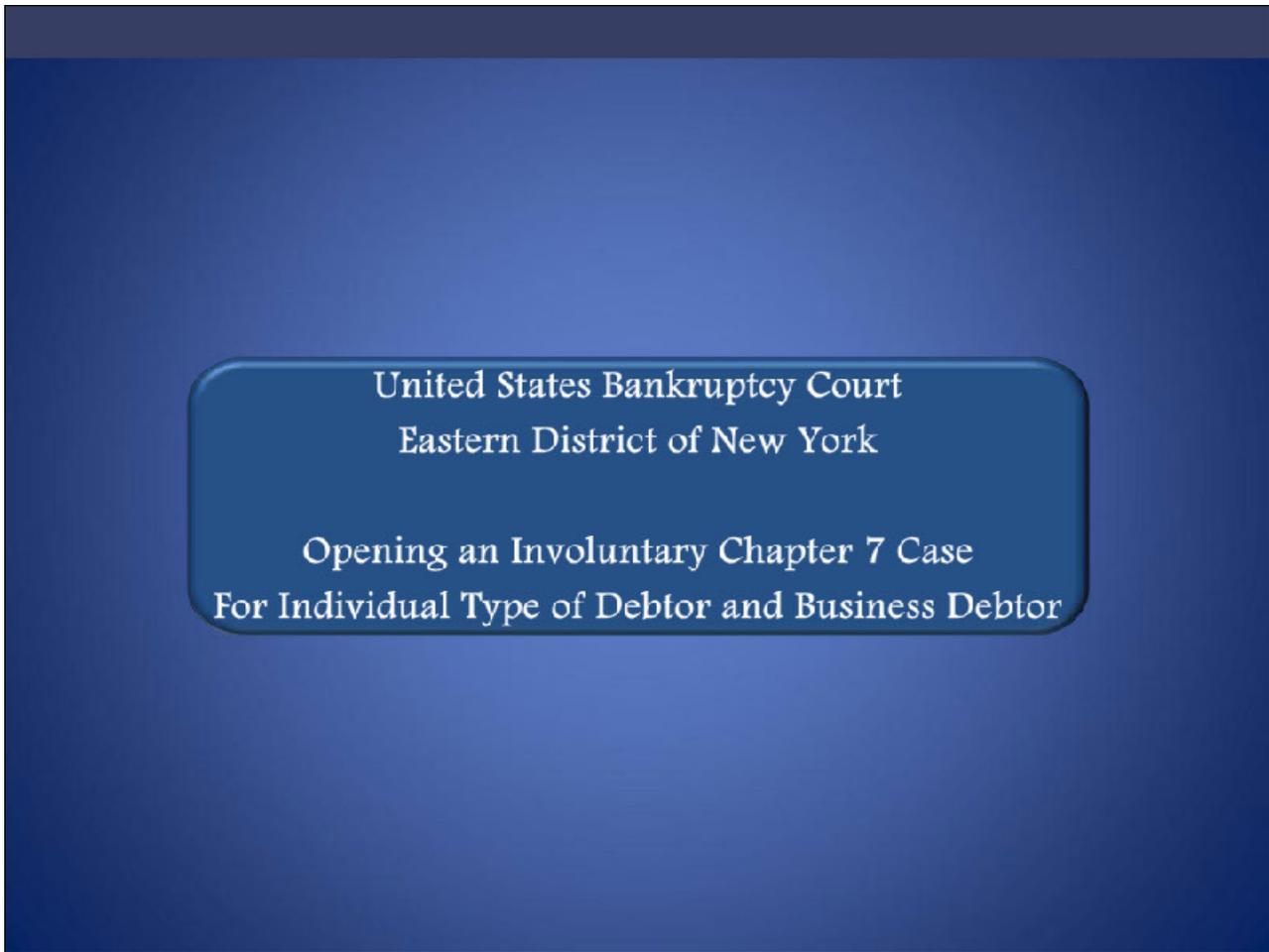


Opening an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

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”. 

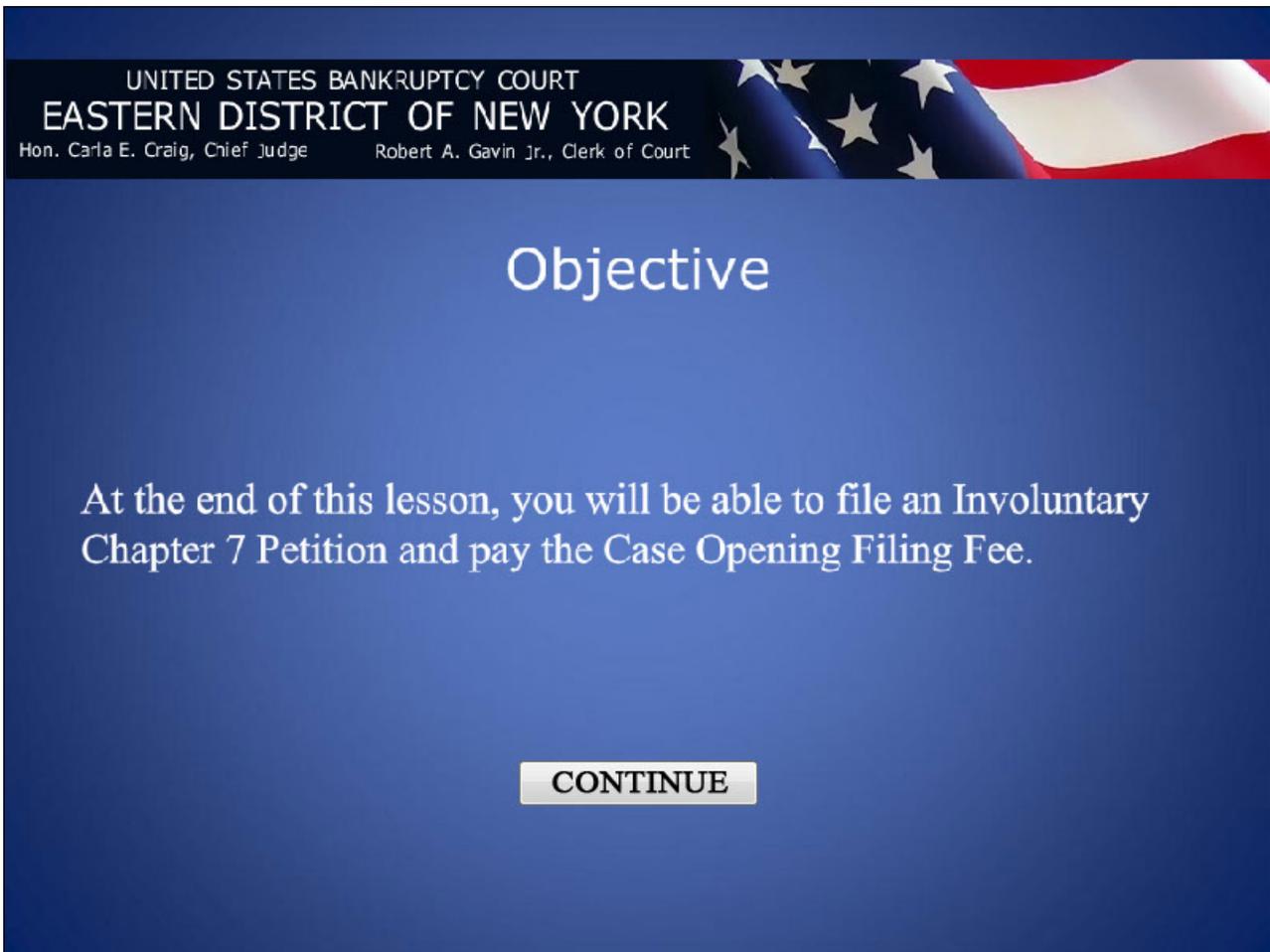
Additional filing information is displayed when the mouse hovers over the tip star icon. 

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. The 'CONTINUE' button is a light gray rectangle with black text.

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

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

Slide 5 - ECF Main Menu

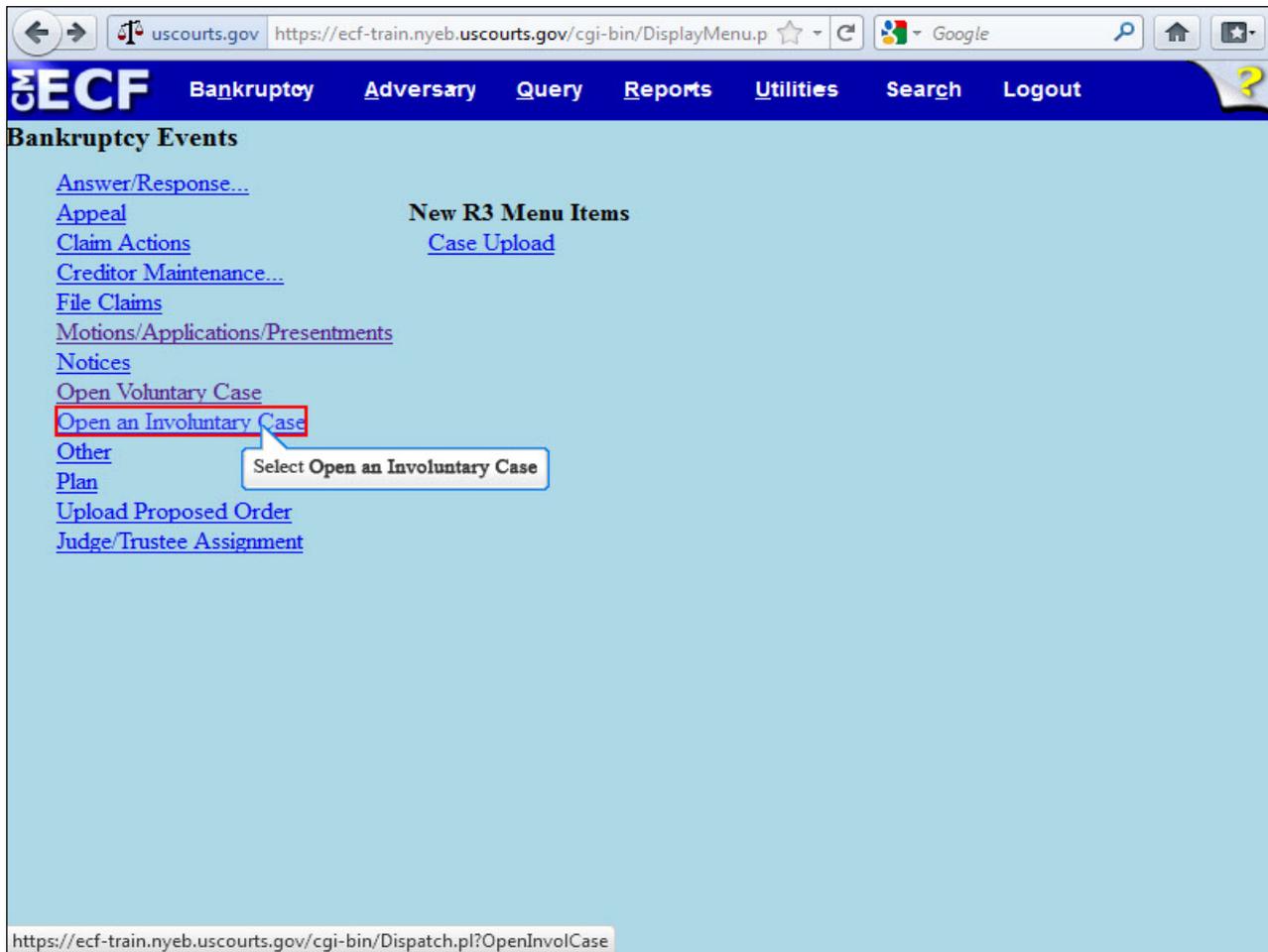


The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl>. The navigation bar includes links for **Bankruptcy**, Adversary, Query, Reports, Utilities, Search, and Logout. A tooltip for 'Bankruptcy' says 'Select Bankruptcy'. The main content area features 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 12571.*

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

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

Slide 6 - Bankruptcy Events



The screenshot shows a web browser window displaying the ECF Bankruptcy Events menu. The browser's address bar shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/DisplayMenu.p>. The page title is "Bankruptcy Events". The menu items are listed on the left side, with "Open an Involuntary Case" highlighted in red. A tooltip box points to this item, containing the text "Select Open an Involuntary Case". The menu items include: 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. On the right side, under "New R3 Menu Items", there is a link for "Case Upload". The browser's status bar at the bottom shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?OpenInvolCase>.

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 7 - 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.
- Joint Petition:** A text field containing "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 7 - 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 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:** Central Islip (dropdown menu)
- Case type:** bk
- Date filed:** 12/27/2012
- Chapter:** (dropdown menu)
- Joint Petition:** 11 (dropdown menu)
- Chapter 7:** 7 (dropdown menu, highlighted with a red box and a red arrow pointing to a "Select 7" button)

A note at the bottom of the form reads: "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 **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 7 - 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 form includes the following fields and values:

- Office: Central Islip
- Case type: bk
- Date filed: 12/27/2012
- Chapter: 7
- Joint Petition: n

A note states: "Note: The Clerk's Office will mail a 'Notice of Deficiency', if applicable. It is the responsibility of the Filer to satisfy the deficient documents pursuant to Bankruptcy and local rules." Below the note are two buttons: "Next" (highlighted with a red box) and "Clear". A tooltip for the "Next" button says "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 8 - 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:
- Search:
- Clear:
- Select Search:

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 9 - 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?92>. 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 the following fields:

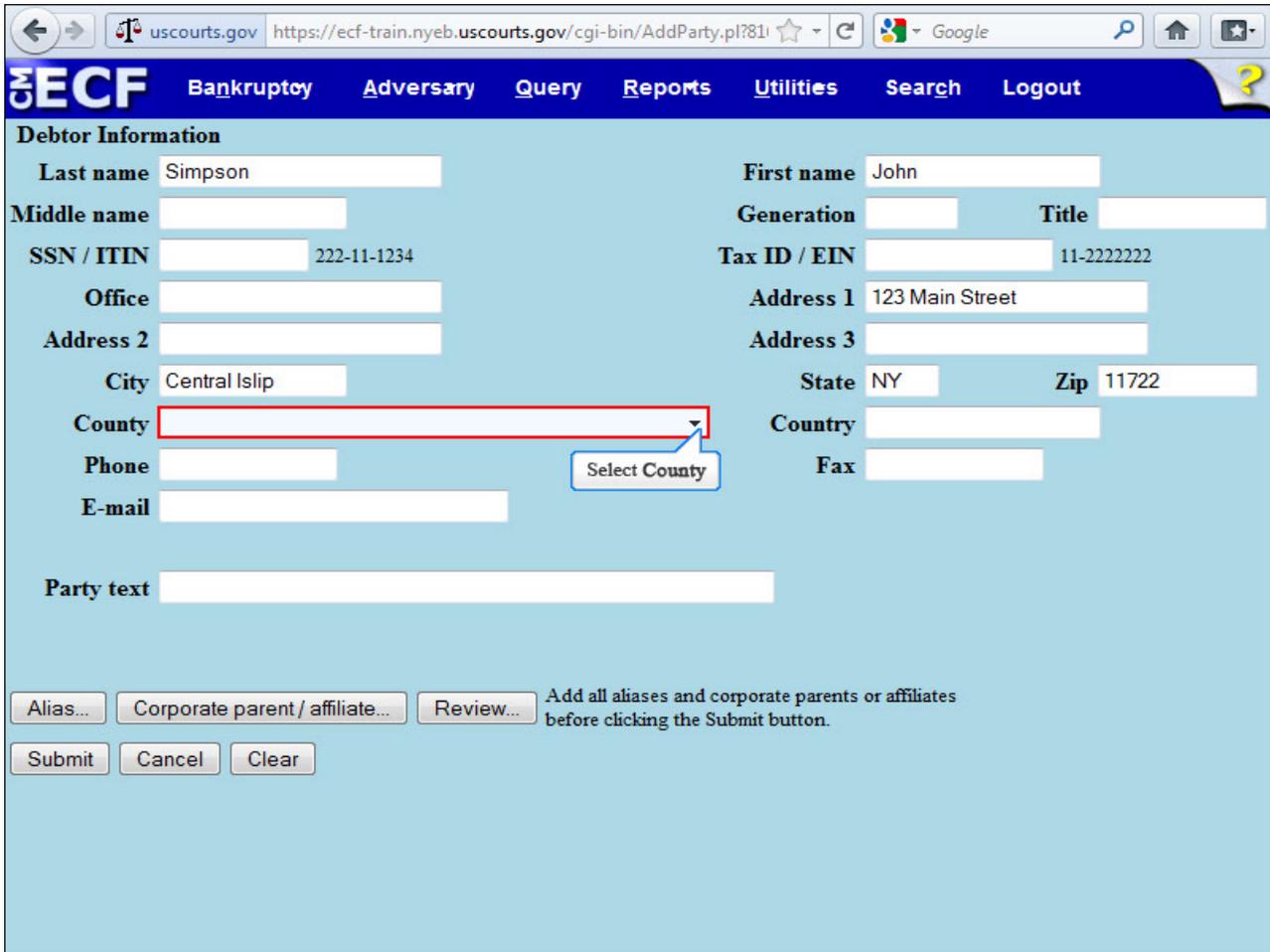
- SSN / ITIN:
- Tax ID / EIN:
- Last/Business name:
- First Name:
- Middle Name:

Below the fields are "Search" and "Clear" buttons. The "Party search results" section displays "No person found." A "Create new party" button is highlighted with a red box, 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 10 - Debtor Information



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		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 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 11 - Debtor Information (Cont'd)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name First name

Middle name Generation Title

SSN / ITIN Tax ID / EIN

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Alias... corporate parents or affiliates
Submit Submit button.

Select SUFFOLK-NY, 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 an Involuntary Chapter 7 Case for Individual Type of Debtor and Business Debtor

Slide 12 - Debtor Information (Cont'd)

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					

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

Submit Cancel Clear

Select Submit

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 13 - Debtor Information (Cont'd)

The screenshot displays the ECF Bankruptcy system interface. At the top, the navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main section is titled 'Debtor Information' and contains the following fields:

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		Address 3			
City	Central Islip	State	NY	Zip	11722
County	SUFFOLK-NY (36103)	Country			
Phone		Tax			
E-mail					
Party text					

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

A warning dialog box is overlaid on the form, containing the text: 'Warning: The SSN / ITIN is blank.' The 'OK' button in the dialog is highlighted with a red box, and a blue callout bubble points to it with the text 'Select OK'.

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 14 - Debtor Information (Cont'd)

The screenshot shows the ECF system interface for adding a party. The page title is "Debtor Information". The form contains the following fields and values:

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		Tax			
E-mail					
Party text					

A warning message is displayed in a white box: "Warning: The Tax ID / EIN is blank." Below the warning is a blue "OK" button, which is highlighted with a red box. A tooltip "Select OK" points to the "OK" button.

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

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 15 - 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"/>		

Below the form fields are two buttons: "Search" and "Clear". A red box highlights the "Search" button, and a blue callout box points to it with the text "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 16 - 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

Search Clear

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 17 - Petitioning Creditor Information

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Petitioning Creditor 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 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 18 - 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".

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 19 - Petitioning Creditor Information (Cont'd)

Warning: The SSN / ITIN is blank.

OK

Select OK

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 20 - Petitioning Creditor Information (Cont'd)

The screenshot shows the ECF system interface for entering Petitioning Creditor Information. The form includes fields for Last name (Smith), First name (Helen), Middle name, Generation, Title, SSN / ITIN (222-11-1234), Tax ID / EIN (11-222222), Office, Address 1 (321 Elm Street), Address 2, City (Central Islip), State (NY), Zip (11722), County (SUFFOLK-NY (36103)), Phone, and E-mail. A warning message is displayed: "Warning: The Tax ID / EIN is blank." The "OK" button in the warning box is highlighted with a red border, and a tooltip above it says "Select OK". Below the form, there is a checkbox labeled "The user opening the case is the filing attorney for this party." which is checked. There 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 bottom, there 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 21 – Search for a Petitioning Creditor (Cont'd)

The screenshot shows the ECF 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 an Involuntary Case". The main content area is titled "Search for a petitioning creditor" and contains several input fields: "SSN / ITIN", "Tax ID / EIN", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons below the input fields. A red box highlights the "End petitioning creditor selection" button. A tooltip points to this button with the text "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 22 - Statistical and Report Data (SARD)

The screenshot shows the ECF system interface for opening an involuntary case. The browser address bar shows the URL: <https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?>. The page title is "Open an Involuntary Case". The form contains the following elements:

- Fee status:** Paid (highlighted with a red box).
- Nature of debt:** A dropdown menu with options: consumer (selected), business, and consumer (highlighted with a red box). A callout box points to the selected option with the text "Select consumer".
- Type of debtor:** A section titled "Check all that apply for the Type of debtor below:" with radio button options: Individual (selected and highlighted with a red box), Corporation (includes LLC & LLP), Partnership, and Other.
- Nature of business:** A section with radio button options: Health Care Business, Single Asset Real Estate, Railroad, Stockbroker, Commodity Broker, Clearing Bank, and None of the above/Unknown.
- Buttons:** "Next" (highlighted with a red box and a callout "Select Next") and "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**.

The Statistical and Report Data (SARD) Screen is now complete. 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. The main form area has a "Filename" input field with a "Browse..." button. Below this is a radio button selection for "Attachments to Document", with "No" selected by default and "Yes" selected by the user (indicated by a red box and a tooltip that says "Select Yes"). At the bottom of the form 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

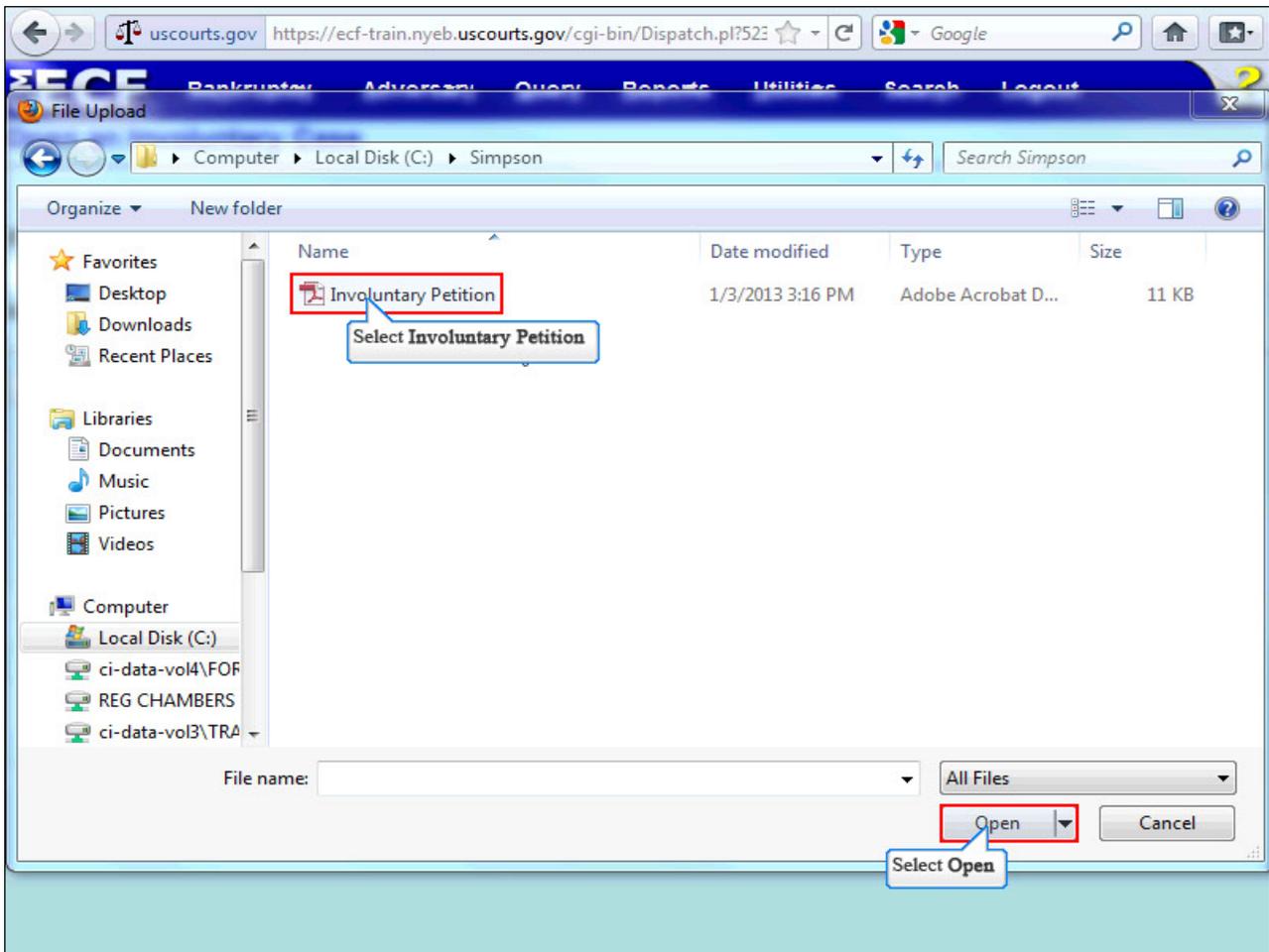
Filename

Attachments to Document: No Yes

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

Select Browse...

2) Fill in the fields below.

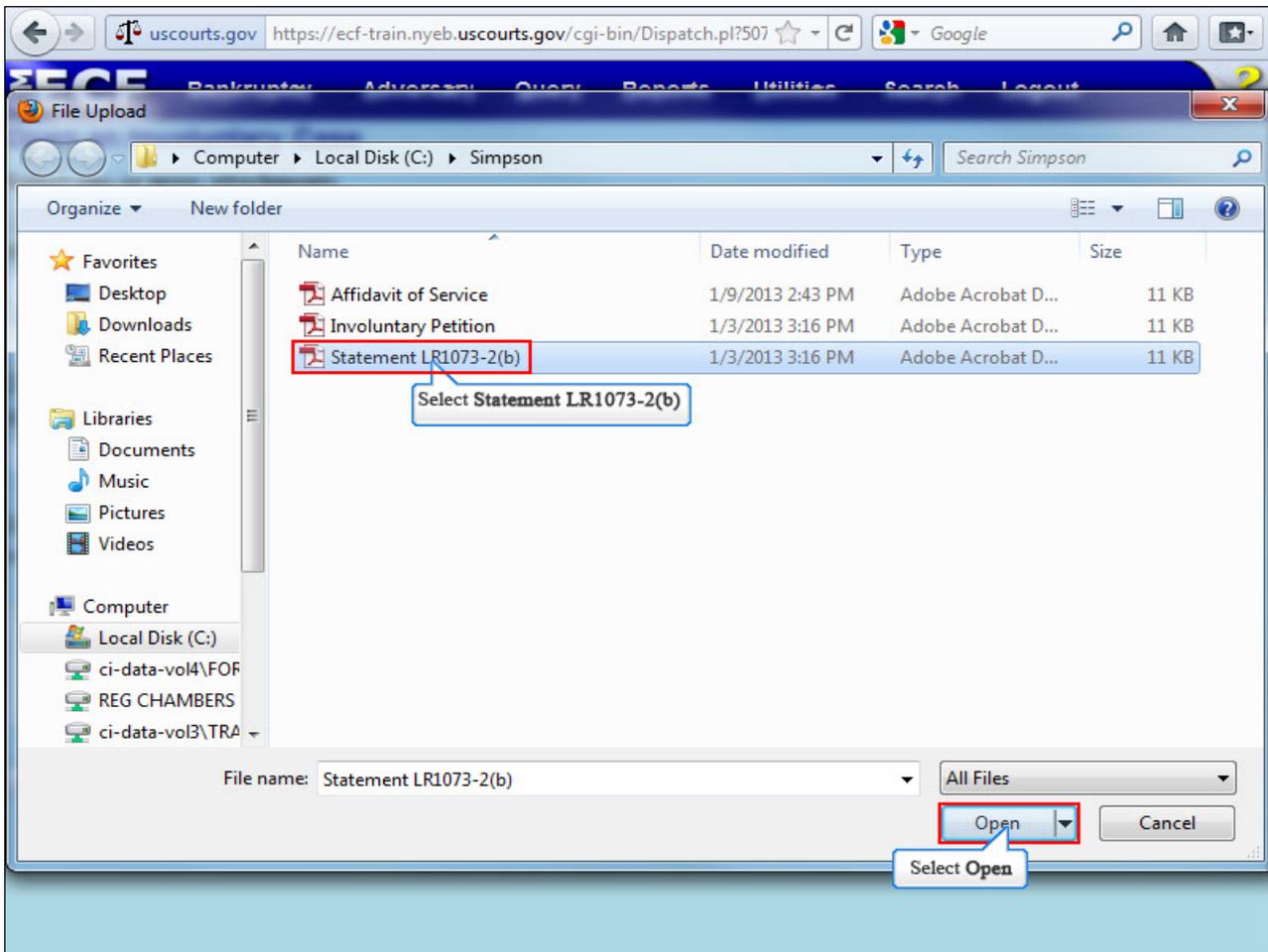
Category and/or **Description**

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.

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 menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout".

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"/>

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"/>

Box 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. 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)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?507>. 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".

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	<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.*

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 header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Open an Involuntary Case".

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

Select Next

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-test.nyeb.uscourts.gov/cgi-bin/Dispatch>. 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". Below this, a warning states: "The full filing fee must be paid by midnight of the day of filing." The fee is listed as "Fee: \$335". A tooltip box explains: "The current fee for an Involuntary Chapter 7 case is \$335.00 and may be subject to changes by the Judicial Conference in the future (subsequent changes in fees may not be reflected in this presentation. See Fee Schedule)." At the bottom, there are two buttons: "Next" (highlighted with a red box and a tooltip that says "Select Next") and "Clear".

The **Fee** displayed is for an Involuntary Chapter 7 filing and should not be changed. The current fee for an Involuntary Chapter 7 case is \$335.00 and may be subject to changes by the Judicial Conference in the future (subsequent changes in fees may not be reflected in this presentation. See Fee Schedule).

Please be aware that **the full filing fee must be paid by midnight of the day of filing.**

Select **Next** to continue.

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

Slide 34 - Filing Fee (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?29E

Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Next Clear

Select Next

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 Google

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open an Involuntary Case

Docket Text: Final Text

Chapter 7 Involuntary Petition Against an Individual. Fee Amount \$336 Re: John Simpson Filed by Petitioning Creditor(s): Helen Smith (attorney Simon Marcus). (Attachments: # (1) 1073b Statement) (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

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the main content area is titled 'Open an Involuntary Case'. A modal window titled 'Summary of current charges' is open, displaying the following table:

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

Below the table, there are two buttons: 'Pay Now' and 'Continue Filing'. A tooltip 'Select Pay Now' is visible over the 'Pay Now' button. The background shows a 'Notice of Bank' section with fields for Case Name, Case Number, Document Number, and Docket Text. The Docket Text field contains the text: 'Chapter 7 Invo (Simon Marcus). (Mar...'. The background also shows a 'Document des' section with fields for Original filename and Electronic document number. The background also shows a 'Notice will be electronically mailed to:' section with the text: 'Simon Marcus on behalf of Petitioning Creditor Helen Smith'.

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

The screenshot shows the ECF (Electronic Case Filing) interface for 'Internet Payments Due'. The browser address bar shows the URL: https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayr. The page title is 'Internet Payments Due'. There is a 'Select all' button at the top left. Below it is a table with the following data:

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

Below the table, there are two buttons: 'Next' and 'Clear'. A tooltip 'Select Next' is visible over the 'Next' button. A tooltip 'Select the check box' is visible over the checked checkbox in the table row.

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 main content area displays a table with the following data:

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

Below the table, there is a "Pay Now" button highlighted with a red box. A tooltip points to this button with the text "Select Pay Now".

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

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: Business Checking *

Routing Number: 042000424 *

Account Number: 327912336 *

Confirm Account Number: 327912336 *

Check Number: 1234

Routing Number Account Number Check Number

⑆0 26 946 783⑆ 9 243 76 73 90 ⑆ 1 234

Payment Date: 01/07/2013

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

Select **Continue with ACH Payment** → **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.

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

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

Payment Amount: \$306.00

Account Type: *
Routing Number: *
Account Number: *
Confirm Account Number: *
Check Number: *

Routing Number Account Number Check Number

⑆0 26 946 783⑆ 9 243 76 7390 1 234

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)

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

[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: \$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.

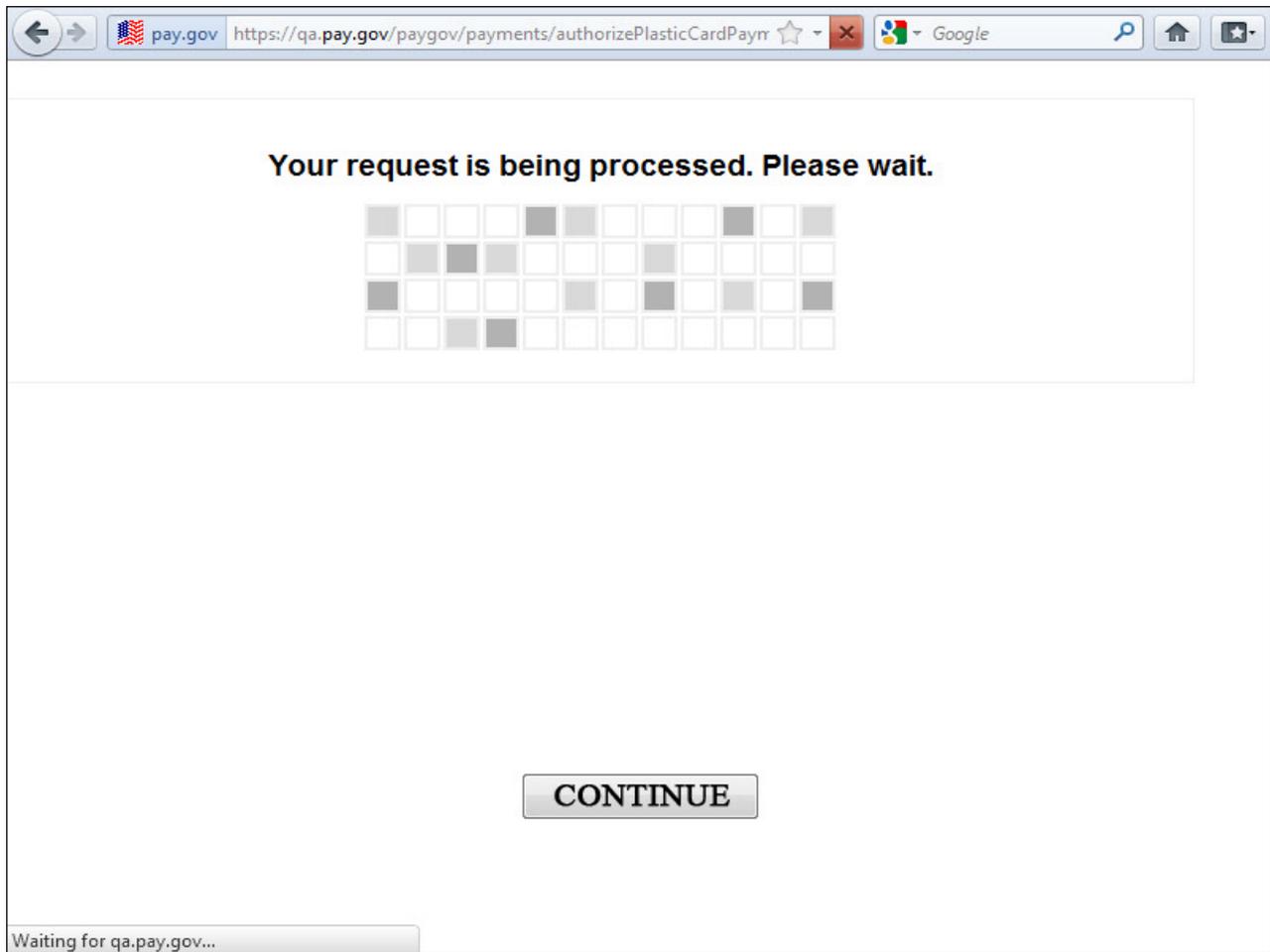


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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

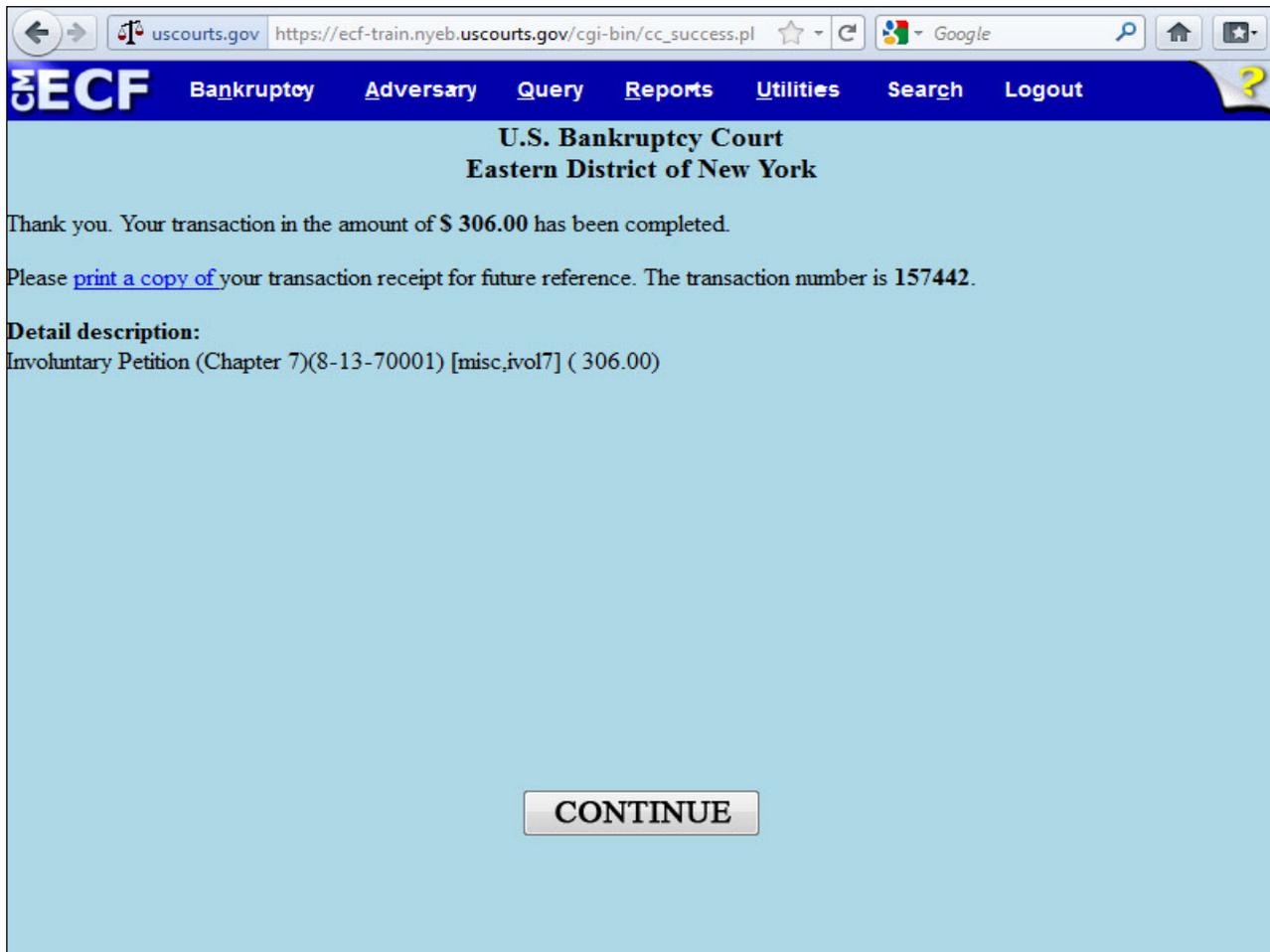
Slide 45 - Credit Option (Cont'd)



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

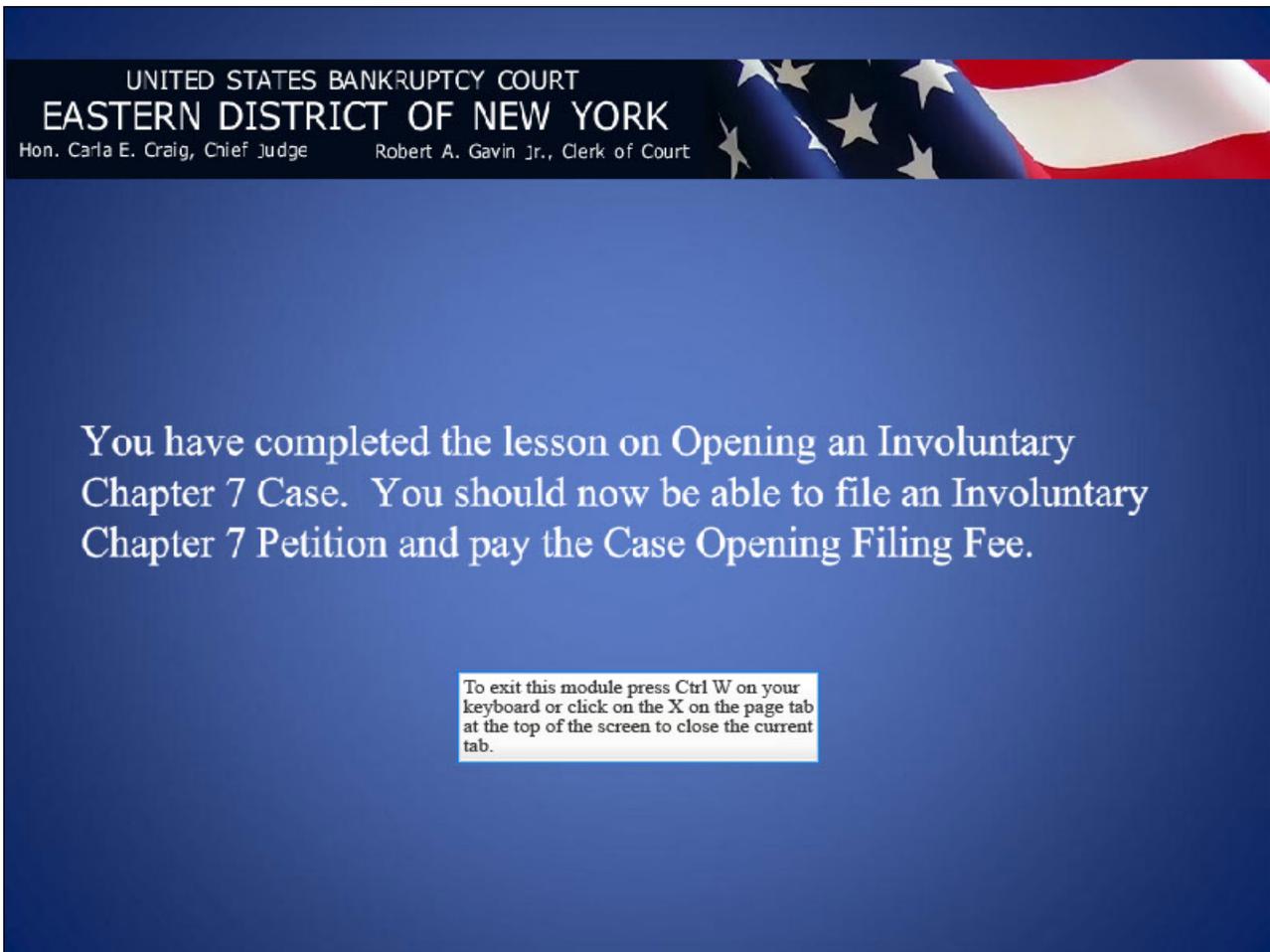


This receipt provides the **amount** paid, a **transaction number** for your records, and a detailed description of the documents filed that incurred a fee. This description also includes your case number, which you will need to make future filings on the case. You may **print a copy of** your transaction 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 white, with the names of the Chief Judge and Clerk of Court below. To the right of the text is a partial image of the American flag. The main body of the slide contains a large white text block and a smaller white text box at the bottom center.

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.