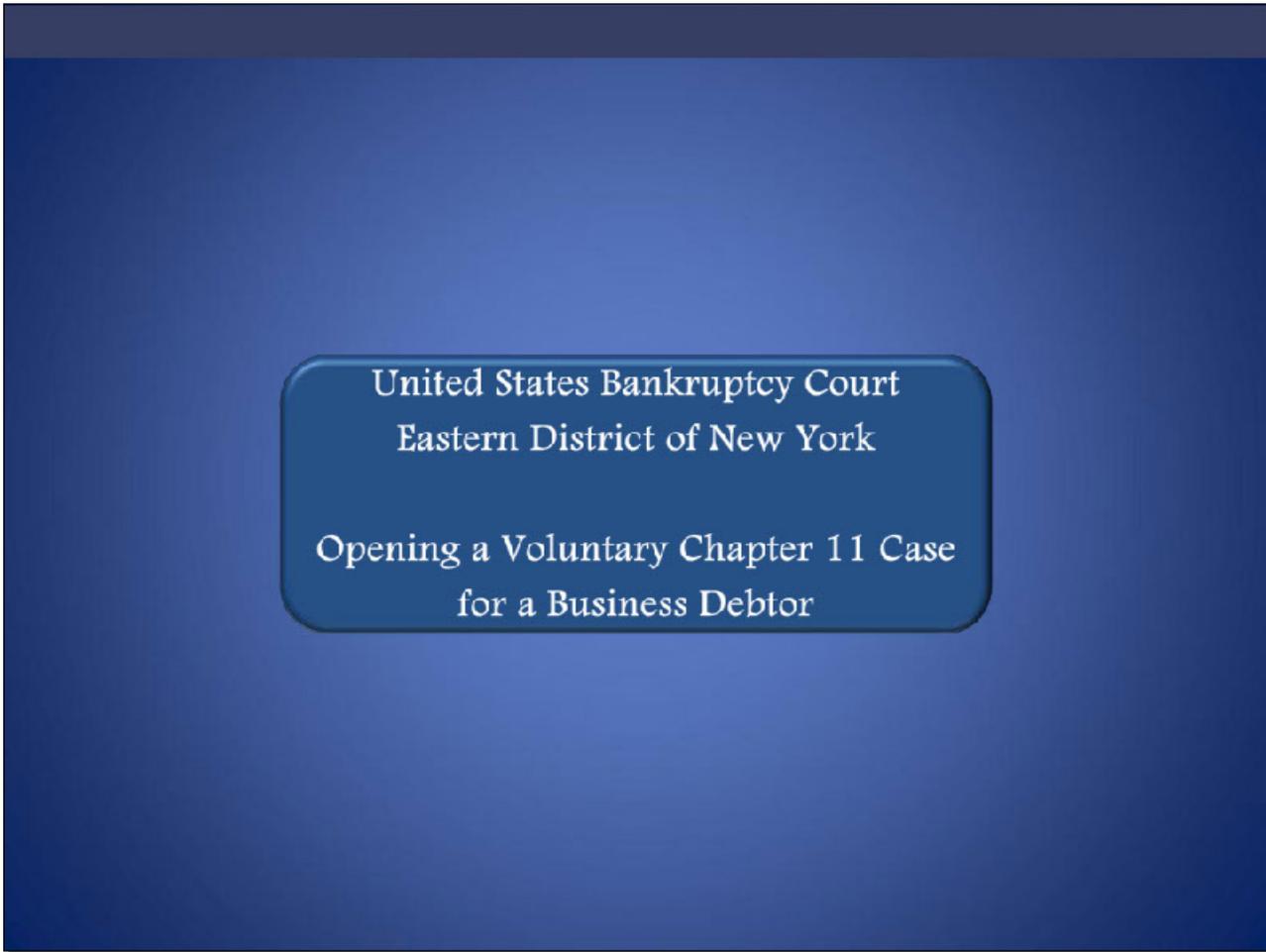


Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Opening a Voluntary Chapter 11 Case for a Business Debtor such as a Corporation or Partnership.

Opening a Voluntary Chapter 11 Case for a 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”. 

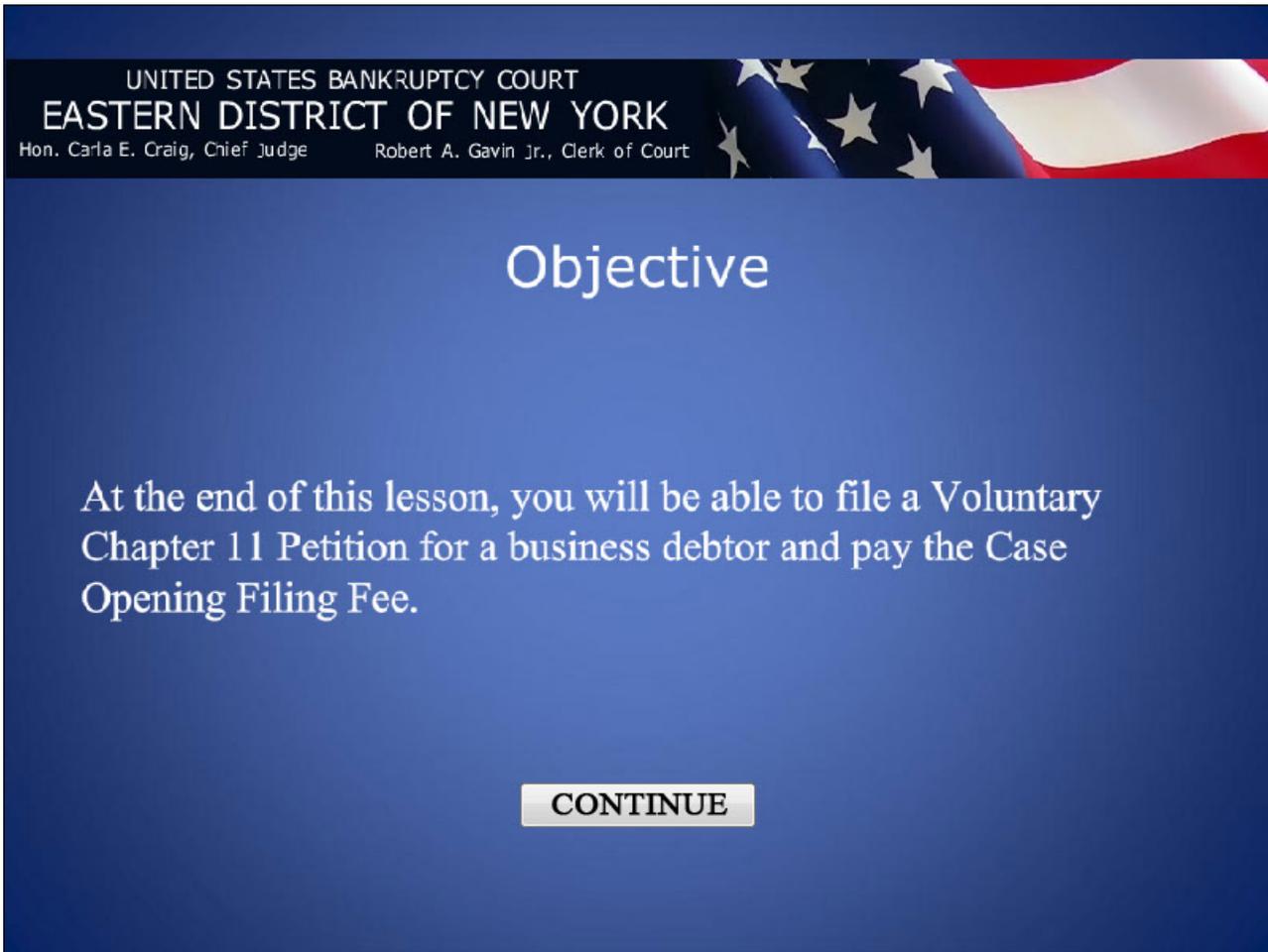
Additional filing information is displayed when the mouse hovers over the tip star icon. 

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

START

Opening a Voluntary Chapter 11 Case for a 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 a Voluntary Chapter 11 Petition for a business debtor and pay the Case Opening Filing Fee.

CONTINUE

Opening a Voluntary Chapter 11 Case for a 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



Please note that as of December 1, 2015, most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted, and renumbered versions. The Voluntary Petition for Non-Individuals Filing for Bankruptcy, for instance, will now be Form 201.

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

CONTINUE

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 5 - ECF Main Menu



uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl Yahoo

CM/ECF **Bankruptcy** Adversary Query Reports Utilities Search Logout

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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

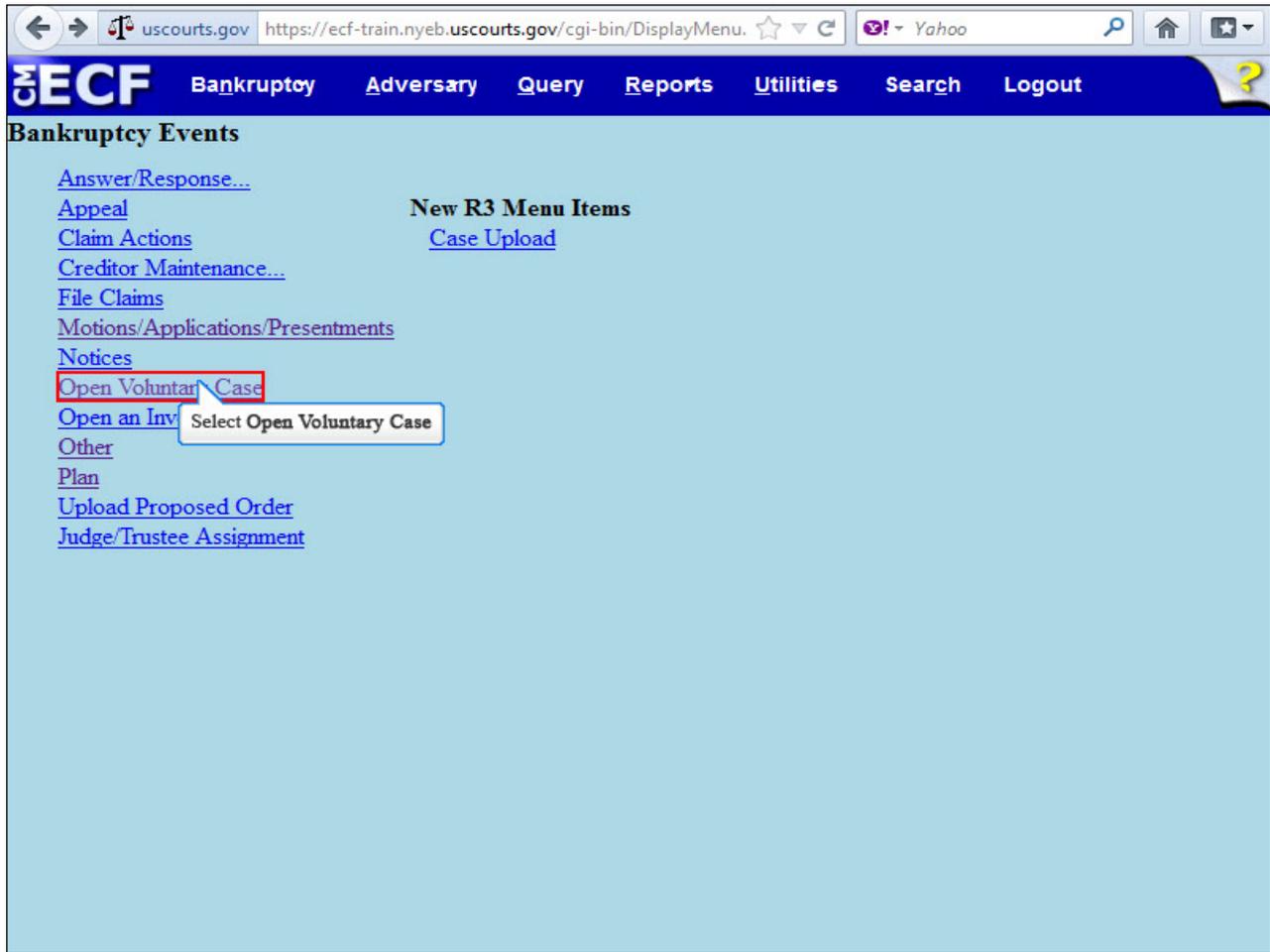
[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 2571.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 6 - Bankruptcy Events



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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 7 - Open Voluntary Bankruptcy Case

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

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

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

Office Select Central Islip

Case type

Date filed

Chapter Select 11

Joint Petition

Deficiencies

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 initial screen in the process of opening a new bankruptcy case displays. Office assignment is generally based on the Chapter 11 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**.

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 **11**, for a Chapter 11 case.

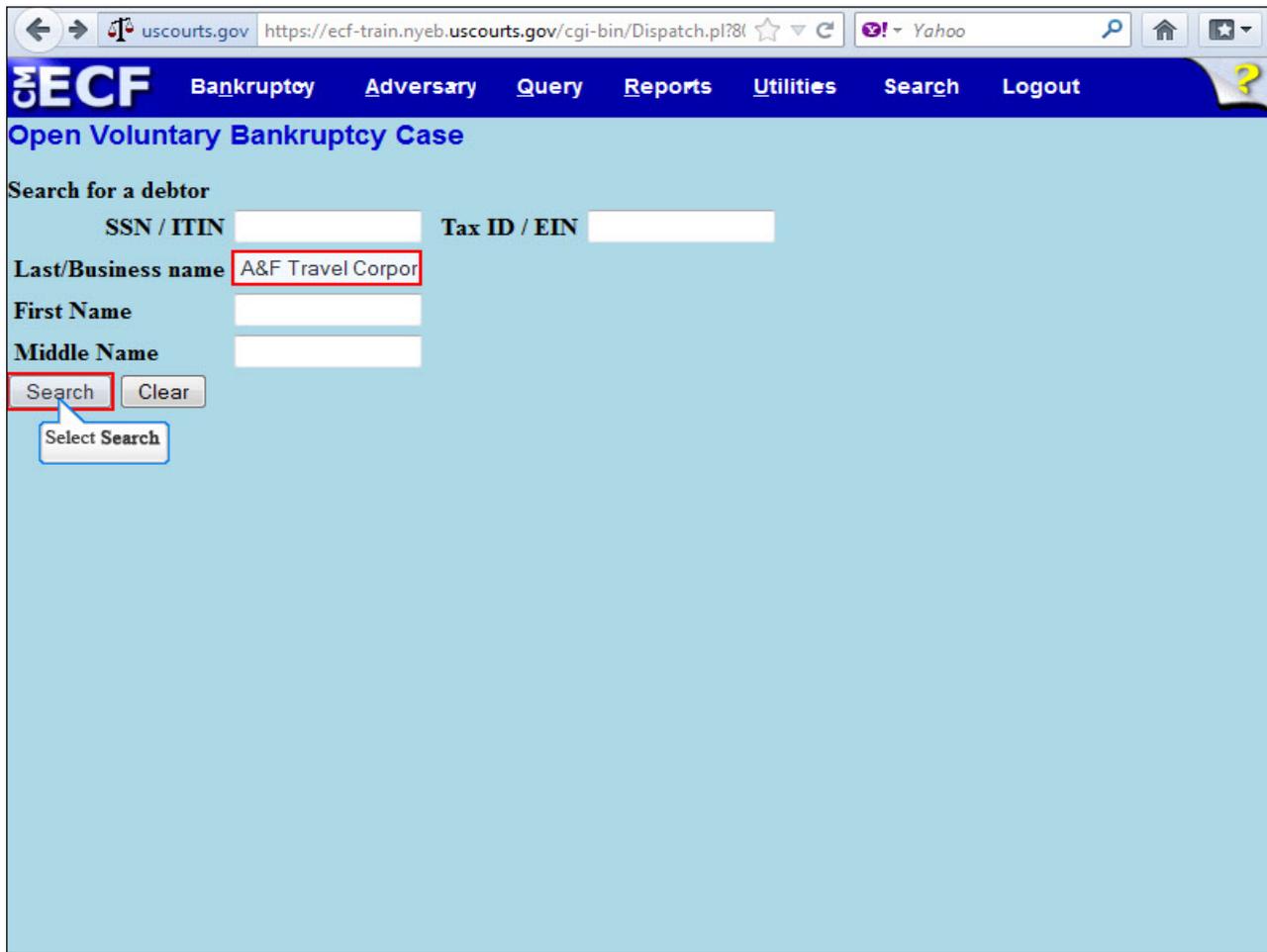
Disregard the **Joint Petition** field.

The **Deficiencies** field defaults to **n** for no and should not be changed. The Clerk's Office mails a Notice of Deficiency when required documents are not filed with the Petition. It is the responsibility of the filer to satisfy the deficient document pursuant to LBR 1002-(1) c.

Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a 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?8>. The page title is "Open Voluntary Bankruptcy 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:

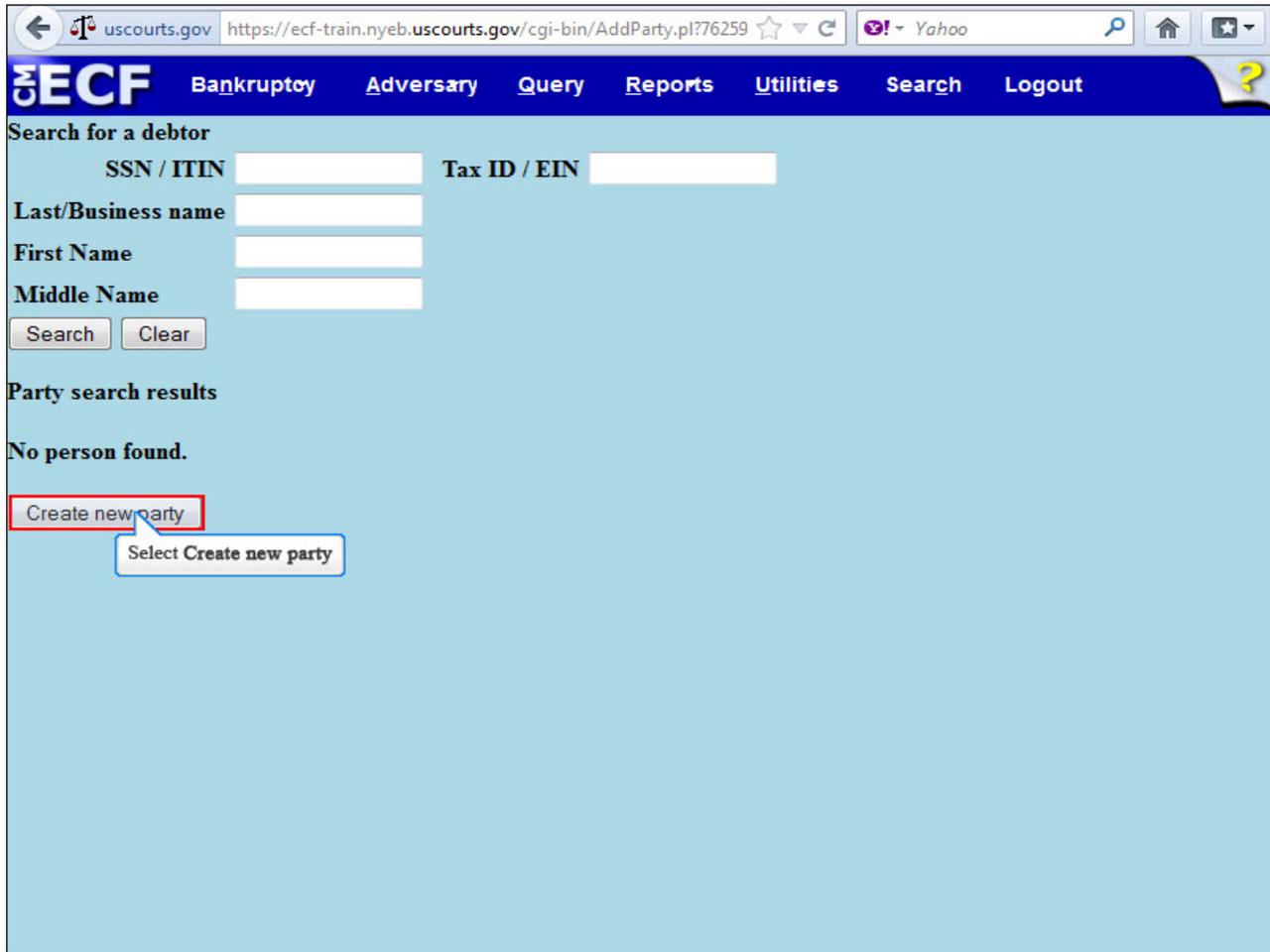
- SSN / ITIN:
- Tax ID / EIN:
- Last/Business name:
- First Name:
- Middle Name:
- Search:
- Clear:
- Select Search:

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 Tax ID / EIN number, or by using the name fields. Here, we will search for the business name. Enter the name of the business in the **Last/Business name** field, and select **Search**.

TIP: When entering a business name in the **Last/Business name** field, you may enter the first few letters to broaden the scope of the search.

Opening a Voluntary Chapter 11 Case for a 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?76259>. 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." 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 petition. In this case, select **Create new party**.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 10 - Debtor Information

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882 Yahoo

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Debtor Information

Last name A&F Travel Corporation First name

Middle name Generation Title

SSN / ITIN 222-11-1234 Tax ID / EIN 11-2222222 11-2222222

Office Address 1 500 Main Street

Address 2 Address 3

City Central Islip State NY Zip 11722

County Country

Phone Select County 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. As we are filing for a business and not an individual, you may disregard the **Middle name**, **Generation**, **Title**, and **SSN/ITIN** fields. The Debtor's complete **Tax ID / EIN** should be typed in the field box using the format shown. The **Office** field must remain blank. 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 business 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.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 10 - Debtor Information

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882 Yahoo

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

E-mail

Party text

Alias... Submit

corporate parents or affiliates
Submit button.

Select SUFFOLK, provided the debtor operates in Suffolk County.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 10 - Debtor Information (Cont'd)

The screenshot shows the ECF (Electronic Case Filing) system interface. The browser address bar displays "https://ecf-train.nyeb.uscourts.gov/cgi-bin/AddParty.pl?11882". The ECF logo is visible in the top left corner. The navigation menu includes "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main form is titled "Debtor Information" and contains the following fields:

Last name	A&F Travel Corporation	First name					
Middle name		Generation		Title			
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222	11-2222222			
Office		Address 1	500 Main Street	Address 2		Address 3	
City	Central Islip	State	NY	Zip	11722		
County	SUFFOLK-NY (36103)	Country					
Phone		Fax					
E-mail							
Party text							

At the bottom of the form, there are several buttons: "Alias...", "Corporate parent / affiliate...", "Review...", "Submit", "Cancel", and "Clear". A tooltip for the "Submit" button says "Select Submit". A note below the buttons reads: "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** should be used 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.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 10 - Debtor Information (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/AddParty.pl?11882>. The page title is "Debtor Information". The form contains the following fields:

Last name	A&F Travel Corporation	First name	
Middle name		Generation	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222 11-2222222
Office		Address 1	500 Main Street
Address 2		Address 3	
City	Central Islip	State	NY
County	SUFFOLK-NY (36103)	Zip	11722
Phone		Country	
E-mail		Tax	

A warning dialog box is displayed in the center of the screen with the text: "Warning: The First name is blank." The "OK" button in the dialog box is highlighted with a red rectangle, and a mouse cursor is hovering over it. A tooltip "Select OK" is visible below the "OK" button.

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

Select **OK** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 10 - Debtor Information (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/AddParty.pl?11882>. The page title is "Debtor Information". The form contains the following fields:

Last name	A&F Travel Corporation	First name	
Middle name		Generation	
SSN / ITIN	222-11-1234	Tax ID / EIN	11-2222222 11-2222222
Office		Address 1	500 Main Street
Address 2		Address 2	
City	Central Islip	State	NY
County	SUFFOLK-NY (36103)	Zip	11722
Phone			
E-mail			
Party text			

A warning dialog box is displayed in the center of the screen with the text: "Warning: The SSN / ITIN is blank." The "OK" button in the dialog box is highlighted with a red rectangle. A blue tooltip with the text "Select OK" points to the "OK" button.

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

Select **OK** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 11 - Statistical and Report Data (SARD)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years no

Fee status Paid

Nature of debt Paid

Asset notice fee unpaid

Estimated number of creditors

Estimated assets

Estimated liabilities

Small business

Type of debtor

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

Nature of business

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

Next Clear

This screen is known as the Statistical and Report Data (SARD) screen.

The field for **Prior filing within last 8 years** defaults to **no**. The drop down arrow should be selected to change the option to **yes** if the debtor previously filed bankruptcy within the last 8 years. We selected **no** as our option.

Select **Paid**, as you must pay the filing fee in full.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 12 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Y

Estimated number of creditors: 50 - 99

Estimated assets: \$500,001 to \$1 million

Estimated liabilities: \$500,001 to \$1 million

Small business: n

Type of debtor:

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

Nature of business:

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

Next Clear

Select **business** as the Nature of Debt.

The **Asset notice** field has three options: **No**, **Unknown**, and **Yes**, and the default entry in this field is controlled by the chapter you entered on the initial case opening screen. For a Chapter 11 case, the Asset notice field reads **Yes** and should not be changed.

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

Our debtor is not a **Small business**, so leave that field at the default option of **n** for no.

For **Type of debtor**, select **Corporation (includes LLC & LLP)**.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 13 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 50 - 99

Estimated assets: \$500,001 to \$1 million

Estimated liabilities: \$500,001 to \$1 million

Small business: n

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

Next Clear

Once you have selected **Corporation (includes LLC & LLP)** as your **Type of debtor**, options for **Special categories** and **NAICS** (North American Industry Classification System) **code** will appear automatically. Before selecting those options, however, select your **Nature of business**, which in this case will be **None of the above**.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 14 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 50 - 99

Estimated assets: \$500,001 to \$1 million

Estimated liabilities: \$500,001 to \$1 million

Small business: n

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

Select the drop-down arrow beneath NAICS (North American Industry Classification System) code

Next Clear

Select any of the **Special categories** if they apply to the debtor. Input your **NAICS code** in the corresponding box if you know the code, or select the drop-down arrow to see a list of all available codes.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 15 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223 Search

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 50 - 99

Estimated assets: \$500,001 to \$1 million

Estimated liabilities: \$500,001 to \$1 million

Small business: n

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

Select your NAICS code

5220 (Activities related to credit intermediation)

5231 (Securities and Commodity Contracts Intermediation and Brokerage)

5232 (Securities and Commodity Exchanges)

5239 (Other Financial Investment Activities)

5241 (Insurance Carriers)

5242 (Agencies, Brokerages, and Other Insurance Related Activities)

5251 (Insurance and Employee Benefit Funds)

5259 (Other Investment Pools and Funds)

5311 (Lessors of Real Estate)

Next Clear

Select your proper **NAICS** code.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 16 - Statistical and Report Data (SARD) (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10223

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Check all that apply for the Type of debtor below:

Prior filing within last 8 years: no

Fee status: Paid

Nature of debt: business

Asset notice: Yes

Estimated number of creditors: 50 - 99

Estimated assets: \$500,001 to \$1 million

Estimated liabilities: \$500,001 to \$1 million

Small business: n

Chapter 11 Non-individual

A plan is being filed with this petition

Acceptances of the plan were solicited prepetition

Debtor is required to file periodic reports with the SEC

Debtor is a shell company

Type of debtor

Individual

Corporation (includes LLC & LLP)

Partnership

Other

Nature of business

Health Care Business

Single Asset Real Estate

Railroad

Stockbroker

Commodity Broker

Clearing Bank

None of the above

Special categories

Tax-Exempt Entity

Investment Company

Investment Advisor

NAICS code

5259 (Other Investment Pools and Funds)

Select Next

Next Clear

More options pertaining to a **Chapter 11 Non-individual** case appear when you select **Corporation (includes LLC & LLP)** as the **Type of debtor**. In this instance, none of these options pertain to our case, so do not check any of the boxes.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 17 - Upload Petition

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?62514

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Filename

Browse...

Attachments to Document: No Yes

Select Yes

Next Clear

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 18 - Upload Petition (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?62514

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Filename

Browse...

Attachments to Document: No Yes Select Browse...

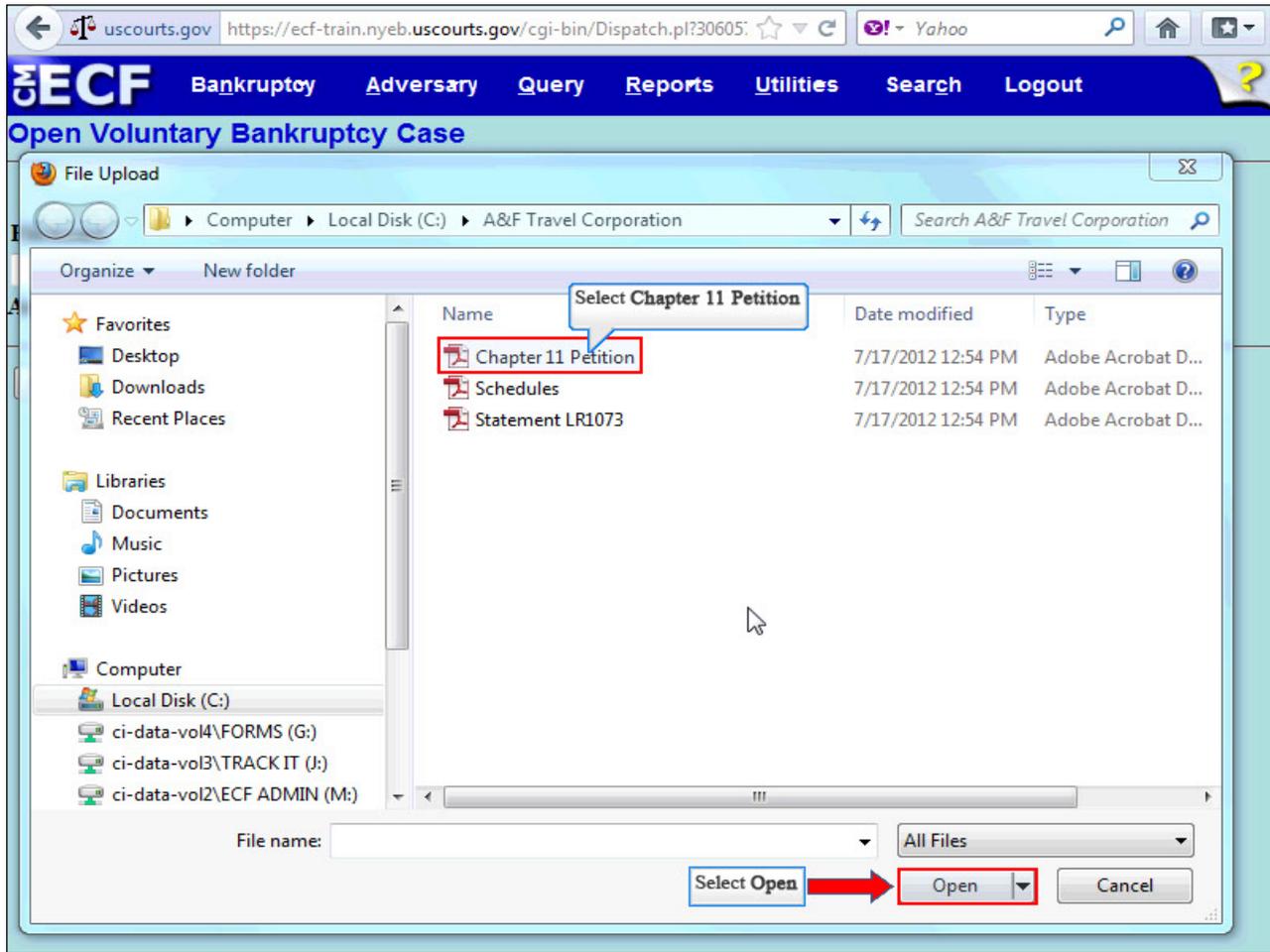
Next Clear

Select **Browse...** to upload the complete petition with schedules, statements and list of creditors in PDF.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 19 - Upload Petition (Cont'd)



The **File Upload** screen appears. Select the **Chapter 11 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 Chapter 11 Petition.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 20 - Upload Petition (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?30605

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Filename
C:\A&F Travel Corporation\Chapter 11 F

Attachments to Document: No Yes

Select Next

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 21 - Additional Attachments

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10071: ☆ Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

Browse...

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

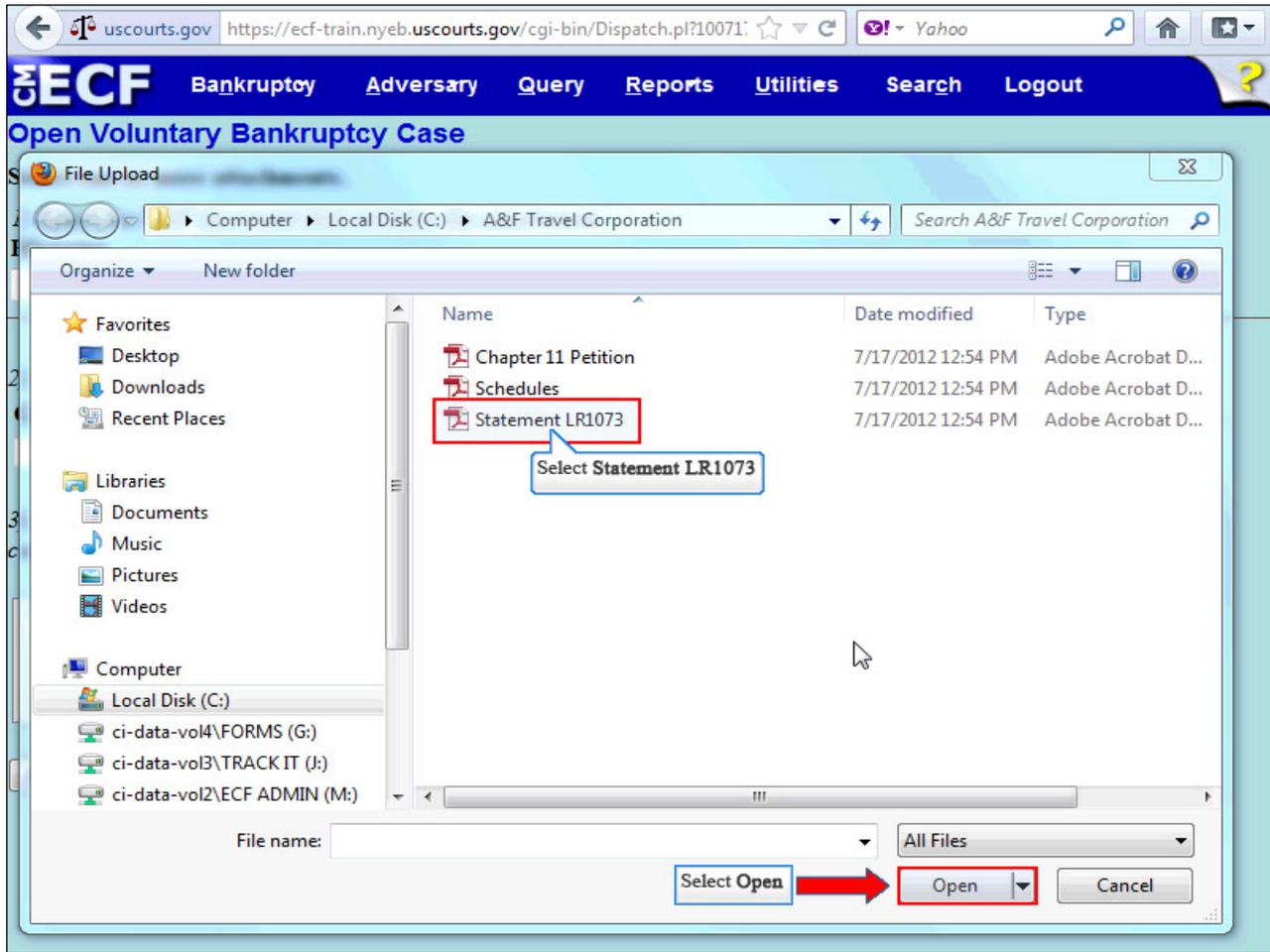
↓ Remove from List

Next

Here, we will attach the Statement Pursuant to Local Rule 1073-2(b). Select **Browse...**

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 22 - Additional Attachments (Cont'd)



Select the **Statement LR1073**, and then select **Open** to upload the Statement LR1073.

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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 23 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?728061 Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
C:\A&F Travel Corporation\Statement L

2) Fill in the fields below.

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

Select Category

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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 23 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?728061 Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
C:\A&F Travel Corporation\Statement L

2) Fill in the fields below.

Category	and/or Description
<input type="text"/>	<input type="text"/>
Appendix	
List of 20 Largest Creditors	
1073b Statement	<input type="text"/>
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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 23 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?728061 Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
C:\A&F Travel Corporation\Statement L

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

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 23 - Additional Attachments (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?50032f Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

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.pdf

Select Next

If you have more attachments, select **Browse...** and repeat the process of adding additional attachments (Slides 15-17) until all attachments are listed and properly identified. In this lesson, we have no more additional attachments. Select **Next** to continue.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 24 - ProBono?

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?1: Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Is this case being filed ProBono?

Yes No

Clear

Select No

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 24 - ProBono? (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?1: Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Is this case being filed ProBono?

No

Next Clear

Select Next

Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 25 - Summary of Assets and Liabilities and Certain Statistical Information

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?11314 Search

CECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Summary of Assets and Liabilities and Certain Statistical Information

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

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

Next Clear **CONTINUE**

The **Summary of Assets and Liabilities and Certain Statistical Information** page appears and must be completed. Select **Continue**.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 26 - Summary of Assets and Liabilities and Certain Statistical Information (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?11314 Search

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Summary of Assets and Liabilities and Certain Statistical Information

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

NAME OF SCHEDULE/FORM	ASSETS	LIABILITIES	OTHER
Schedule A/B - Total Real Estate/Property	0.00		
Schedule A/B - Total Personal Property	500000.00		
Schedule D - Total Secured Claims		250000.00	
Schedule E/F - Total Priority Unsecured Claims		250000.00	
Schedule E/F - Total Nonpriority Unsecured Claims		500000.00	
Schedule I - Monthly Income			
Schedule J - Monthly Expenses			
Current Monthly Income (Official Form 122A-1, 122B or 122C-1)			
Total Unsecured Claims Amount (Official Form 106Sum, 3a + 3b)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E/F, or total unsecured claims amount is not known.			

Next Clear

In a Chapter 11 Business Case, filers are required to input totals from Schedules **A/B**, **D**, and **E/F**.

Totals from Schedules **I** and **J**, **Current Monthly Income** from Form 122A-1, 122B or 122C-1, and the **Total Unsecured Claims Amount** are only required for **Individual Type of debtor**.

Do not leave a field blank unless the Schedule is not included in the initial filing. We have entered the information required in these fields.

Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 27 - U.S. Trustee Information

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?12762 Search

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Form B201: Debtor's aggregate non-contingent liquidated debts < \$2,490,925

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deductions Debtor Spouse

Schedule J line 23c: Monthly net income

Next Clear

Select Next

This screen is used to collect data used by the Office of the United States Trustee. If the Debtor's aggregate non-contingent liquidated debts are less than \$2,490,925.00, place a check in the box. Leave the boxes on this screen blank, as information from Schedules C, I, and J are only required for **Individual Type of debtor**. Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 28 - U.S. Trustee Information (Cont'd)

https://ecf-test.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?12762

Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Form B201: Debtor's aggregate non-contingent liquidated debts < \$2,490,925

Schedules

Schedule C: Total value of claimed exemptions

Schedule I line 2: Monthly gross wages, salary, and commission Debtor Spouse

Schedule I line 6: Subtotal of payroll deduction Spouse

Schedule J line 23c: Monthly net income

Next Clear

Warning: you have not entered any data.

OK

Select OK

Select **OK** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 29 - Plan / Disclosure Statement Due Dates

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?10554>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Open Voluntary Bankruptcy Case" and displays the following information:

Chapter 11 Plan due date: 11/15/2012

Disclosure Statement due date: 11/15/2012

At the bottom of the form, there are three buttons: "Next" (highlighted with a red box), "Clear", and "Select Next".

This screen automatically generates due dates for the debtor's exclusivity period to file the **Chapter 11 Plan** and **Disclosure Statement**. The dates are hard coded and cannot be changed. Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 30 - Filing Fee

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?11788! ☆ Yahoo

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Upon completion of this event, if the type of debtor is an individual, you must also docket the following as a separate event:

Certificate of Credit Counseling

The full filing fee must be paid by midnight of the day of filing.

Fee: \$ 1046

Next Clear

Select Next

Ignore the message concerning the Certificate of Credit Counseling, as it only applies to **Individual Type of debtor**. The fee displayed is for a Chapter 11 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: The current fee for a Chapter 11 case is \$1,717.00 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).

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 31 – Filing Fee (Cont'd)

The screenshot shows a web browser window with the following elements:

- Address bar: [uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?8!](https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?8!)
- Page Title: **Open Voluntary Bankruptcy Case**
- Navigation Menu: [Bankruptcy](#) [Adversary](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)
- Main Content Area:
 -
 - [Select Next](#) (tooltip)

Select **Next** to continue.

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 32 - Final Docket Text

https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?388553066347892

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Open Voluntary Bankruptcy Case

Docket Text: Final Text

Chapter 11 Voluntary Petition Against a Non-Individual. Fee Amount \$1717 Filed by Simon Marcus on behalf of A&F Travel Corporation Chapter 11 Plan due by 03/3/2016. Disclosure Statement due by 03/3/2016. (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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 33 - Summary of Current Charges

Date Incurred	Description	Amount
2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc.volp11a] (1046.00)	\$1046.00
		Total: \$1046.00

Select Pay Now

Pay Now Continue Filing

Electronic document Stamp:
[STAMP bkecfStamp ID=979333796 [Date=7/18/2012] [FileNumber=132090-1]

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

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 34 - Internet Payments Due

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayment.pl>. The page title is "Internet Payments Due". The page features a navigation menu with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the menu is a "Select all" button. A table displays the following information:

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc,volp11a] (1046.00)	\$1046.00

Below the table, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a callout box points to it with the text "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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 35 – Pay Now



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/CreditCardPayment.pl?558082378>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Internet Payments Due". Below this is a table with the following data:

Date Incurred	Description	Amount
2012-07-18 14:46:39	Voluntary Petition (Chapter 11)(8-12-70063) [misc,volp11a] (1046.00)	\$1046.00
		Total: \$1046

A "Pay Now" button is highlighted with a red box, and a tooltip points to it with the text "Select Pay Now".

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 36 - 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, which includes a "Return to your originating application" link and "Step 1: Enter Payment Information" (1 | 2). The payment method is "Option 1: Pay Via Bank Account (ACH)". The form contains the following fields: "Account Holder Name" (Simon Marcus), "Payment Amount" (\$1,046.00), "Account Type" (Business Checking), "Routing Number" (04200424), "Account Number" (327912336), "Confirm Account Number" (327912336), and "Check Number" (1234). A diagram below the form shows the routing number, account number, and check number in a MICR line format. The "Payment Date" is 07/20/2012. At the bottom, there are three buttons: "Continue with ACH Payment" (highlighted with a red box and a red arrow), "Continue with ACH Payment" (highlighted with a red box), and "Cancel". 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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 37 - Debit Option (Cont'd)

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

Payment Summary (with a link to "Edit this information"):

- Account Holder Name: Simon Marcus
- Payment Amount: \$1,046.00
- Account Type: Business Checking
- Routing Number: 042000424
- Account Number: *****2336
- Check Number: 1234
- Payment Date: 07/20/2012

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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 38 - Debit Option (Cont'd)

The screenshot shows a web browser window with the URL <https://qa.pay.gov/paygov/payments/enterACHDebitPaymentInformation.ht>. The browser's address bar shows the URL, and the page title is "Confirm Email Address: simon_marcus@nyeb.uscourts.gov".

At the top, there is a "CC:" field with a text input box and a note: "Separate multiple email addresses with a comma".

The main content area is titled "Authorization and Disclosure" and includes the following text:

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.

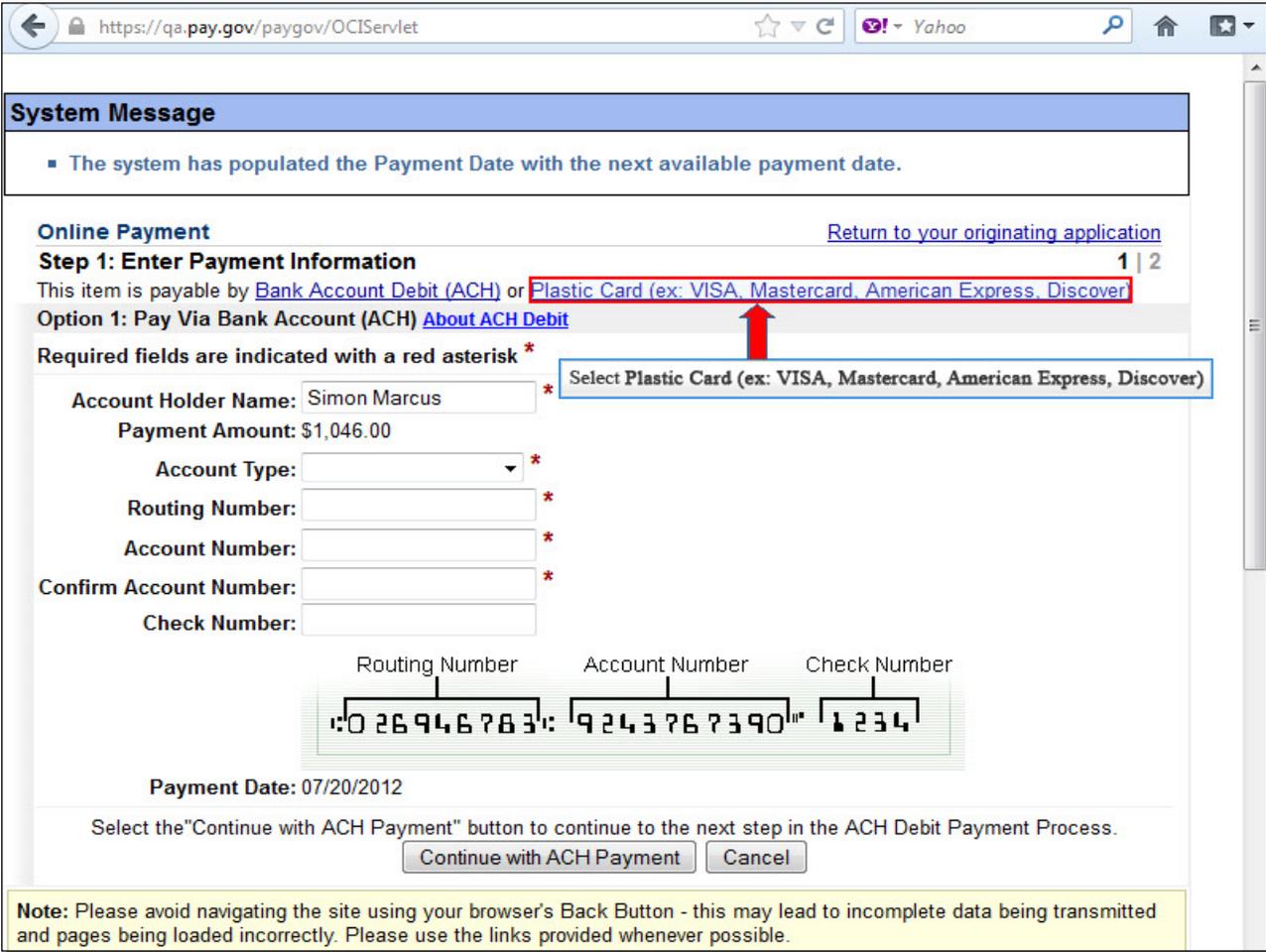
At the bottom of the form, there are three buttons: "Select Submit Payment", "Submit Payment", and "Cancel". A red arrow points from the "Select Submit Payment" button to the "Submit Payment" button.

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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 39 - 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: \$1,046.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26 946 783⑆ ⑆ 9 243 76 73 90 ⑆ ⑆ 1 234 ⑆

Payment Date: 07/20/2012

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

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please 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 a Voluntary Chapter 11 Case for a Business Debtor

Slide 40 - Credit Option (Cont'd)

Payment Date: 07/20/2012

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

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

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

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$1,046.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

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

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

Expiration Date: * / *

Select **Continue with Plastic Card Payment**

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

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

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 41 - Credit Option (Cont'd)

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

Payment Summary (1 | 2)

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: \$1,046.00 Transaction Date: 07/18/2012 15:39 and Time: EDT

Email Confirmation Receipt

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

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

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

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

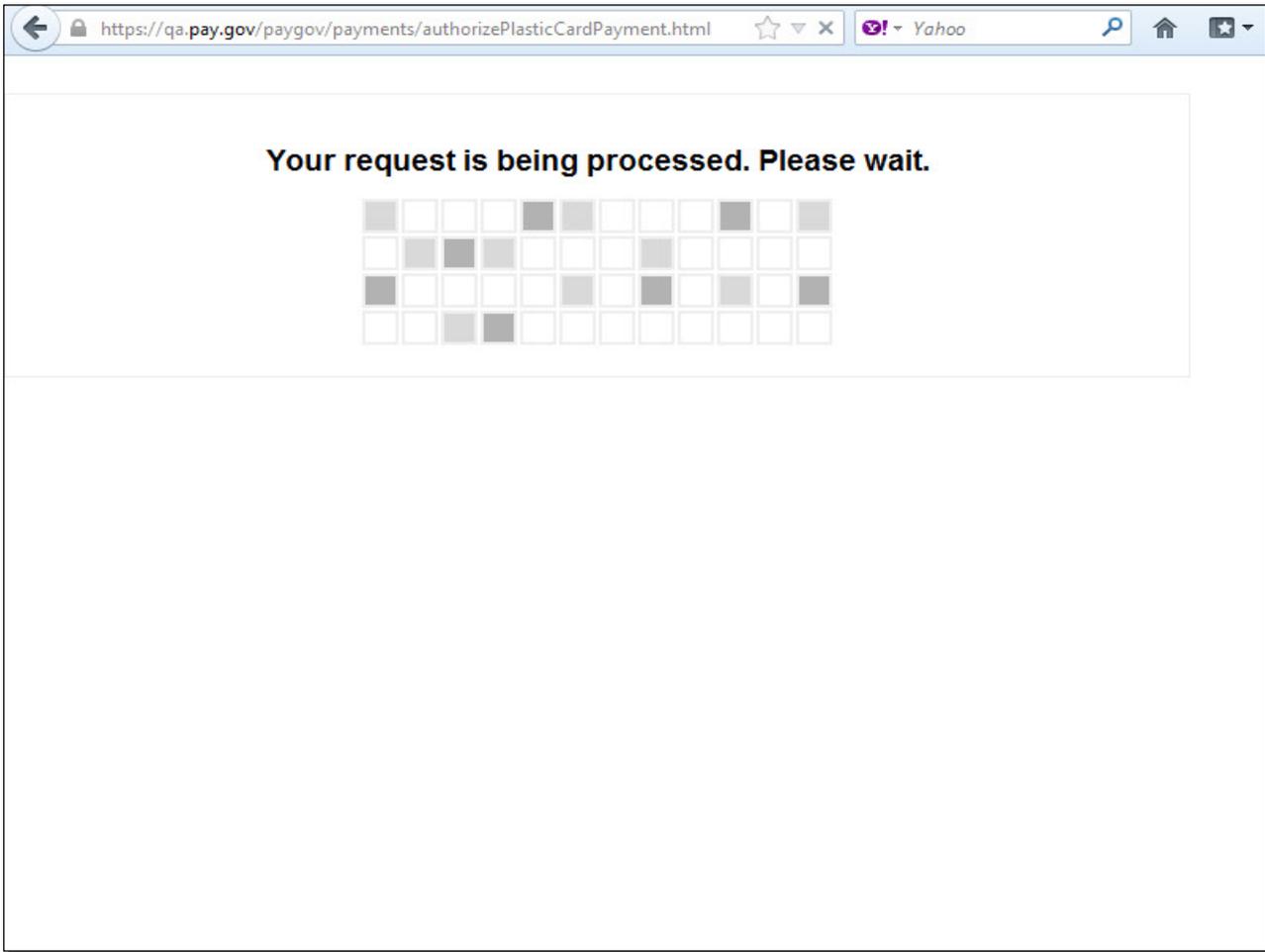


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 42 – Fee being processed



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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 43 - Transaction Receipt

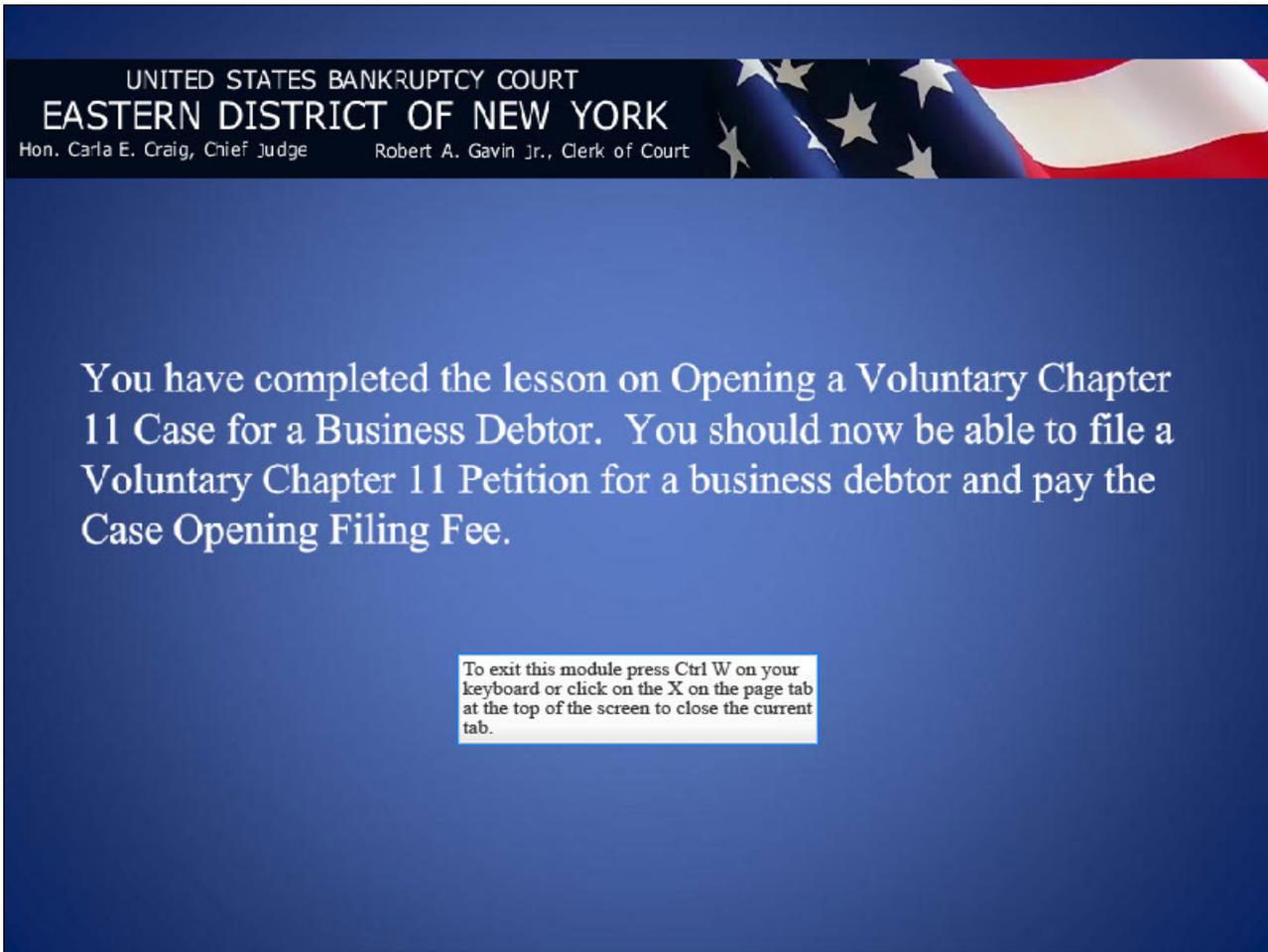


This receipt provides the amount paid, a transaction number for your records, and a detailed description of the documents filed that incurred a fee. This description also includes your case number, which you will need to make future filings on the case. You may print a copy of your transaction receipt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

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

Opening a Voluntary Chapter 11 Case for a Business Debtor

Slide 44 - 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 paragraph of white text. At the bottom center, there is a small white box with a thin black 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 a Voluntary Chapter 11 Case for a Business Debtor. You should now be able to file a Voluntary Chapter 11 Petition for a business debtor 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.