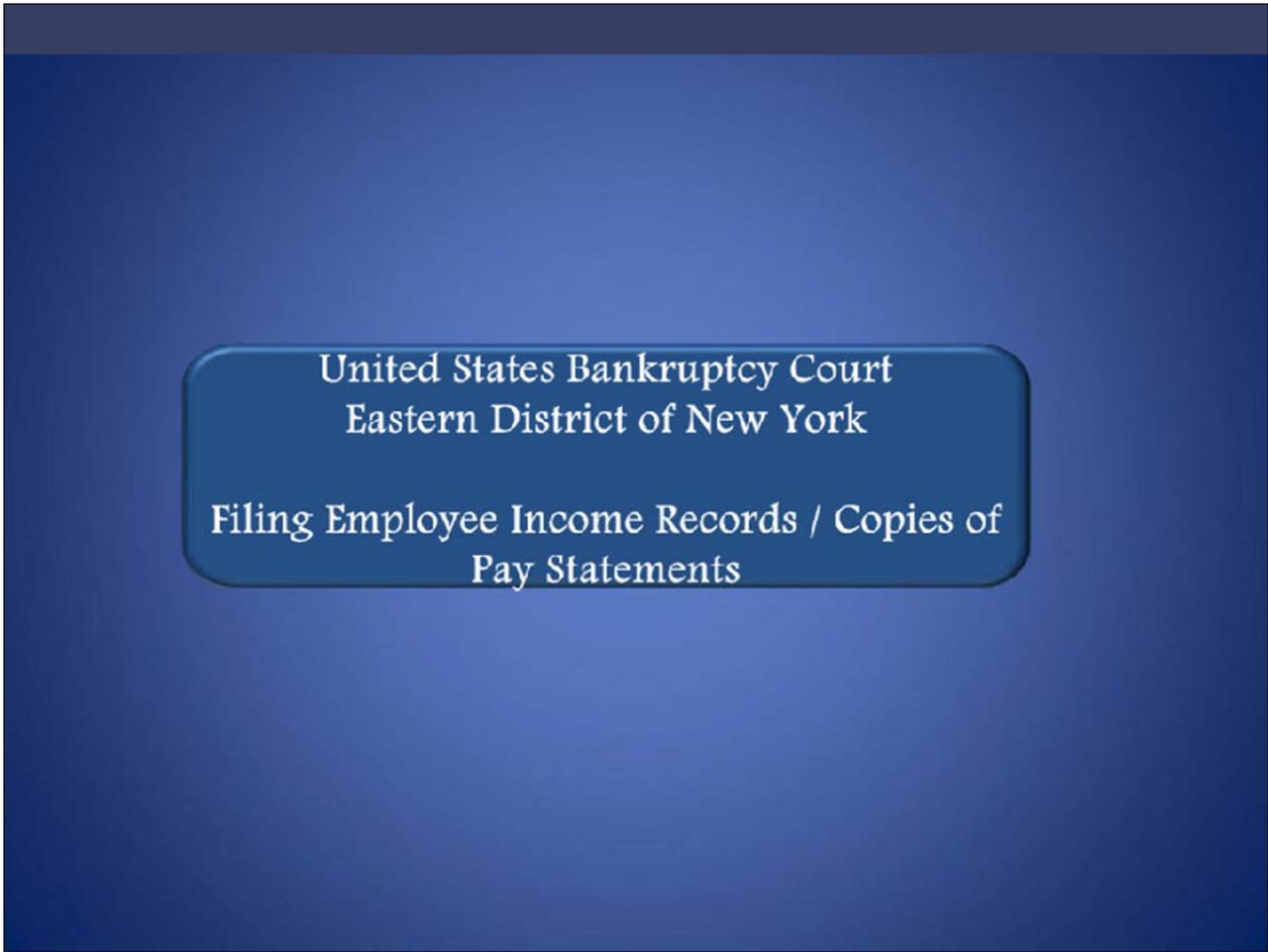


## Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Filing Employee Income Records / Copies of Pay Statements.

## 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:**

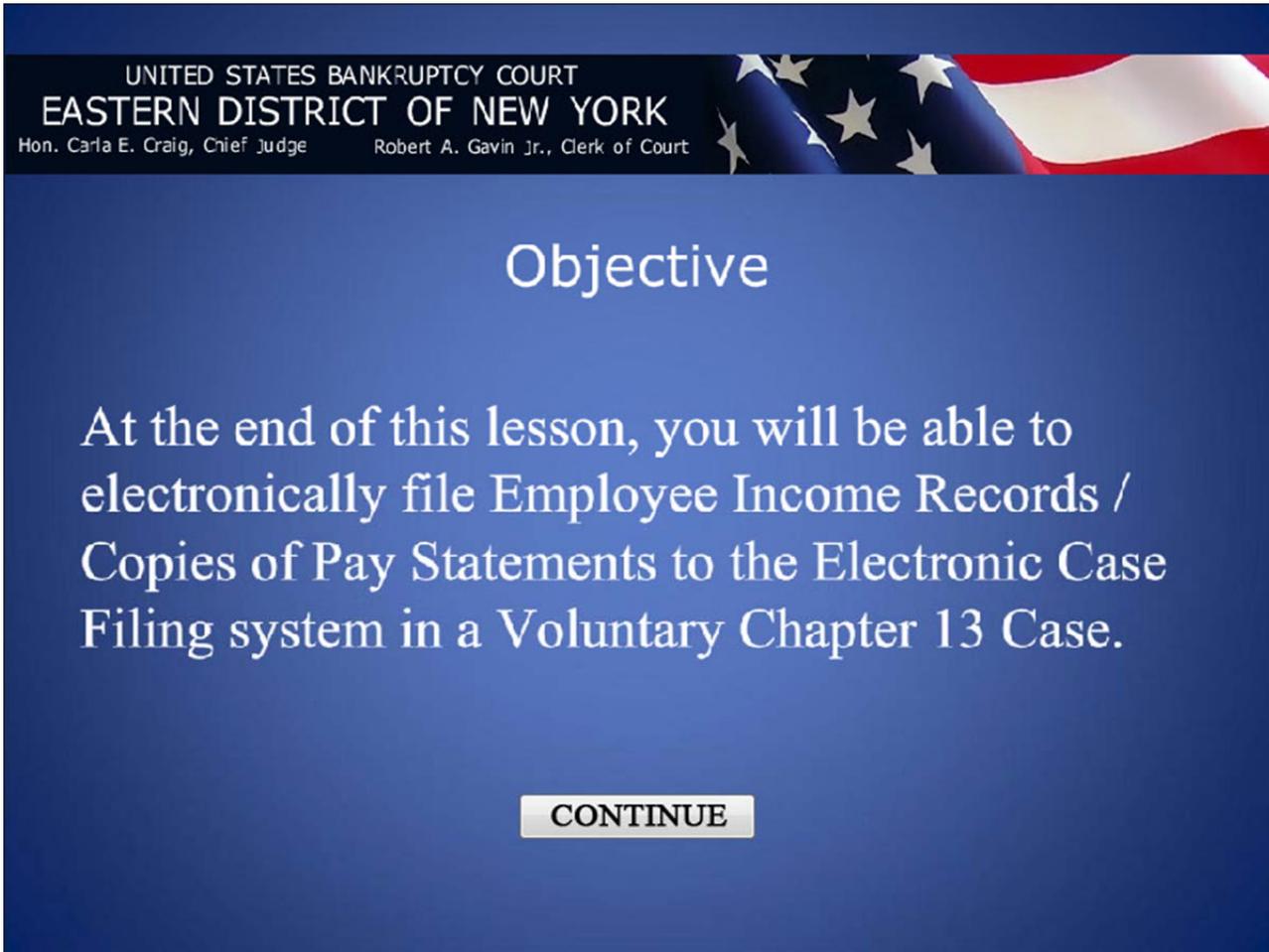
Additional information on this module will be displayed when the filer clicks on the “i”. 

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

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

**START**

**Slide 3 - Objective**



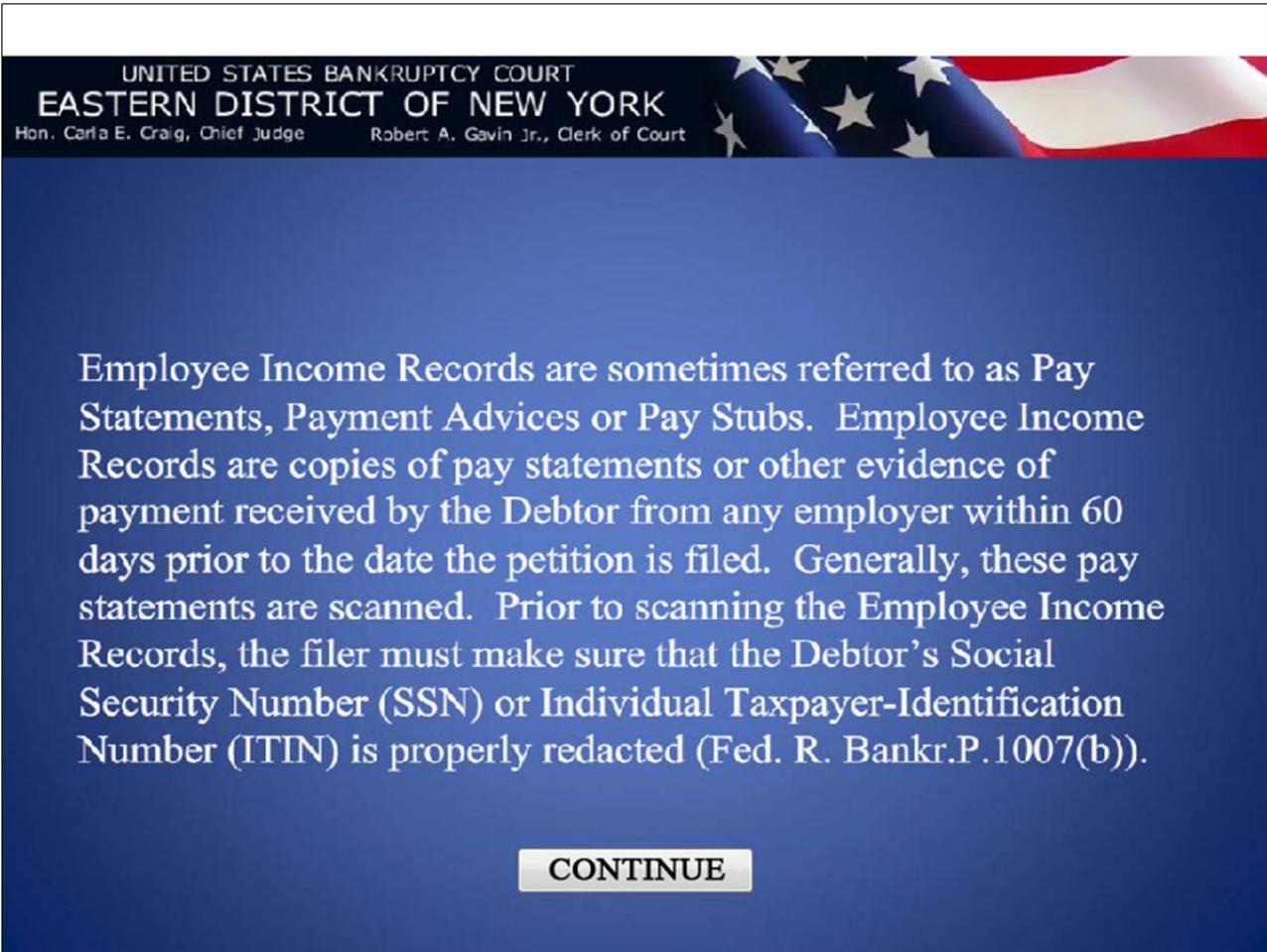
UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

Objective

At the end of this lesson, you will be able to electronically file Employee Income Records / Copies of Pay Statements to the Electronic Case Filing system in a Voluntary Chapter 13 Case.

**CONTINUE**

## Slide 4 - Introduction



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

Employee Income Records are sometimes referred to as Pay Statements, Payment Advices or Pay Stubs. Employee Income Records are copies of pay statements or other evidence of payment received by the Debtor from any employer within 60 days prior to the date the petition is filed. Generally, these pay statements are scanned. Prior to scanning the Employee Income Records, the filer must make sure that the Debtor's Social Security Number (SSN) or Individual Taxpayer-Identification Number (ITIN) is properly redacted (Fed. R. Bankr.P.1007(b)).

**CONTINUE**

### Slide 5 – Introduction Cont'd

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

If the Debtor does not have Employee Income Records or Pay Statements, the Debtor must file a signed Affidavit with a brief explanation of why the Pay Statement will not be filed. If completed properly, the Payment Advices Cover Sheet found on the Court's website at:  
<http://www.nyeb.uscourts.gov/main/forms.php> can be used as a sworn statement in place of the affidavit.

The cover sheet is primarily used to indicate that a Debtor has no pay statements, but may also be used as a cover sheet for the Debtor's pay statements.

**CONTINUE**

# Filing Employee Income Records / Copies of Pay Statements

## Slide 6 - ECF Main Menu



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

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

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

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

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

Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

From the CM/ECF menu bar, select **Bankruptcy**.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 7 - Bankruptcy Events

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

### Bankruptcy Events

[Answer/Response...](#)  
[Appeal](#)  
[Claim Actions](#)  
[Creditor Maintenance...](#)  
[File Claims](#)  
[Motions/Applications/Presentments](#)  
[Notices](#)  
[Open Voluntary Case](#)  
[Open an Involuntary Case](#)  
**Other** ← Select Other  
[Plan](#)  
[Upload Proposed Order](#)  
[Judge/Trustee Assignment](#)

**New R3 Menu Items**  
[Case Upload](#)

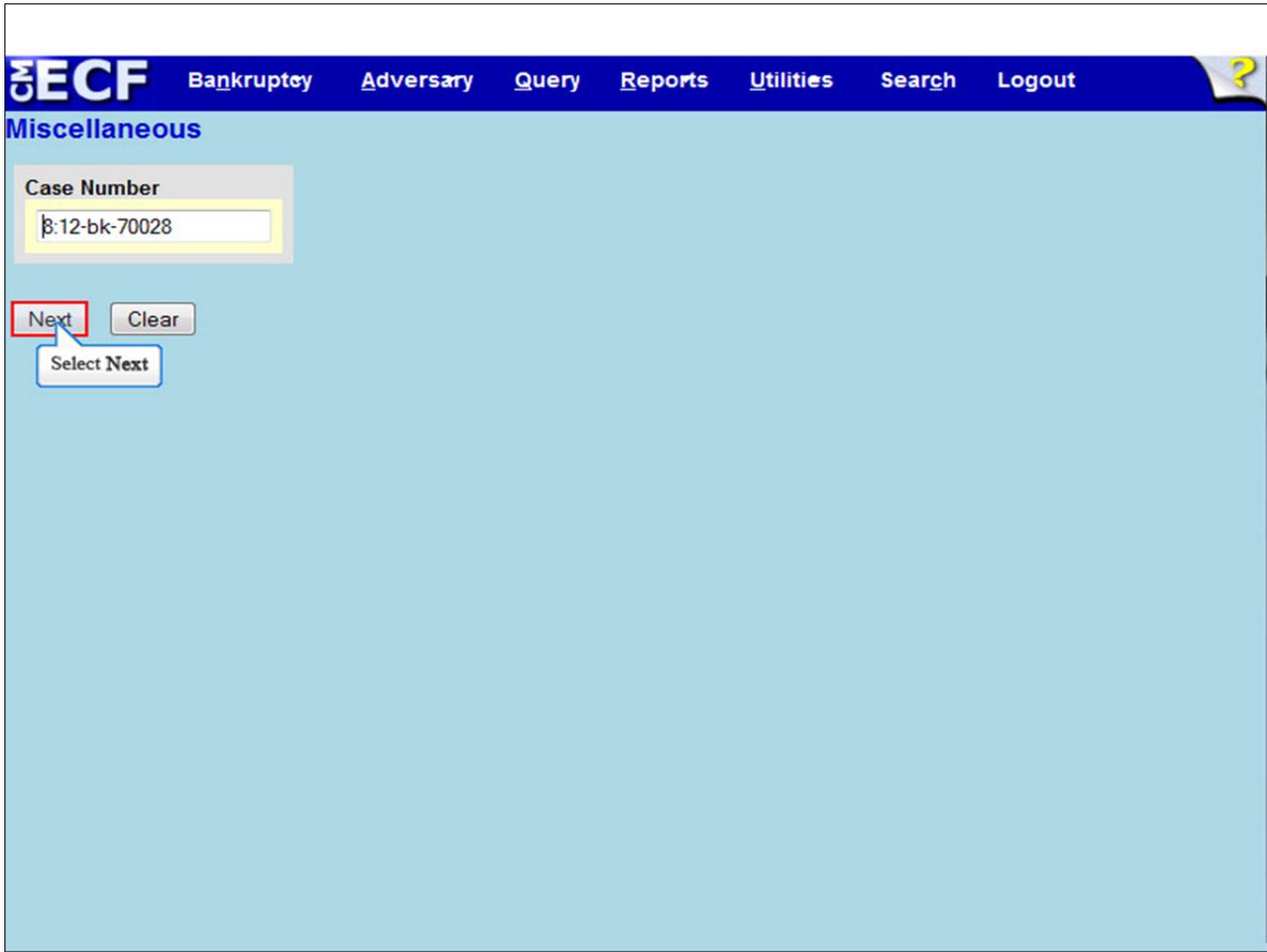
<https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?misc>

From the **Bankruptcy Events** screen, select **Other**.

# Filing Employee Income Records / Copies of Pay Statements

---

## Slide 8 - Type in case number



The screenshot displays the ECF (Electronic Case Filing) web interface. At the top, a blue navigation bar contains the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Miscellaneous". The main content area features a "Case Number" input field containing the text "β:12-bk-70028". Below the input field, there are two buttons: "Next" and "Clear". A tooltip with the text "Select Next" is visible over the "Next" button, indicating the next step in the process.

Type in your case number if it is not already there, and select **Next** to continue.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 9 - Available Events

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

8-12-70028 Elaine Jane Lewis, Jr

Start typing to find an event.

**Available Events** (click to select events)

- Affidavit
- Affidavit/Certificate of Service
- Affidavit/Certificate of Service of Tax Information to Debtor
- Affidavit/Certificate of Service of Tax Information to Requestor
- Affirmation of Compliance
- Affirmation of Non-Compliance
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee)
- Balance Sheet for Small Business
- Bond
- Brief
- Cash Flow Statement for Small Business
- Certificate as to Balloting

**Selected Events** (click to remove events)

Next Clear

From the list of **Available Events**, you can either type the word "pay" in the highlighted box, or scroll down until you see the event **Employee Income Records / Copies of Pay Statements**. We'll do the latter option and scroll down to select the correct event.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 11 – Available Events Cont'd

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

8-12-70028 Elaine Jane Lewis, Jr

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certification of Rule 26f Conference	Employee Income Records / Copies of Pay Statements
Chapter 11 Ballots	
Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q)	
Chapter 15 Service List	
Debtor's Certificate of Financial Management and/or Form 23	
Declaration of Exemption from Means Test	
Employee Income Record Cover Sheet	
<b>Employee Income Records / Copies of Pay Statements</b>	
Exhibit	
Exhibit D Re: Credit Counseling Requirement	
Expenses Re: Family Violence Protection Services	
Findings of Fact and Conclusions of Law	
Interrogatories	
Involuntary Answer	

Next Clear

Select Next

Select **Employee Income Records / Copies of Pay Statements**. Once you select it, the event appears in the **Selected Events** box to the right of the screen. Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the CM/ECF system. Select **Next** to continue.

# Filing Employee Income Records / Copies of Pay Statements

---

## Slide 12 - Select the Party

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-12-70028 Elaine Jane Lewis, Jr

Select the Party:

Lewis, Elaine Jane Jr [Debtor] Add/Create New Party

Select Lewis, Elaine Jane Jr [Debtor]

Next Clear

From the **Select the Party** screen, select the Debtor for whom the Employee Income Records or Pay Statements are being filed.

# Filing Employee Income Records / Copies of Pay Statements

---

## Slide 13 Select the Party Cont'd

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-12-70028 Elaine Jane Lewis, Jr

Select the Party:

Lewis, Elaine Jane Jr [Debtor] Add/Create New Party

Next Clear

Select Next

Select **Next** to continue.

# Filing Employee Income Records / Copies of Pay Statements

---

## Slide 14 - Browse for Pay Statements

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

Miscellaneous:

[8-12-70028 Elaine Jane Lewis, Jr](#)

Filename

**Browse...**

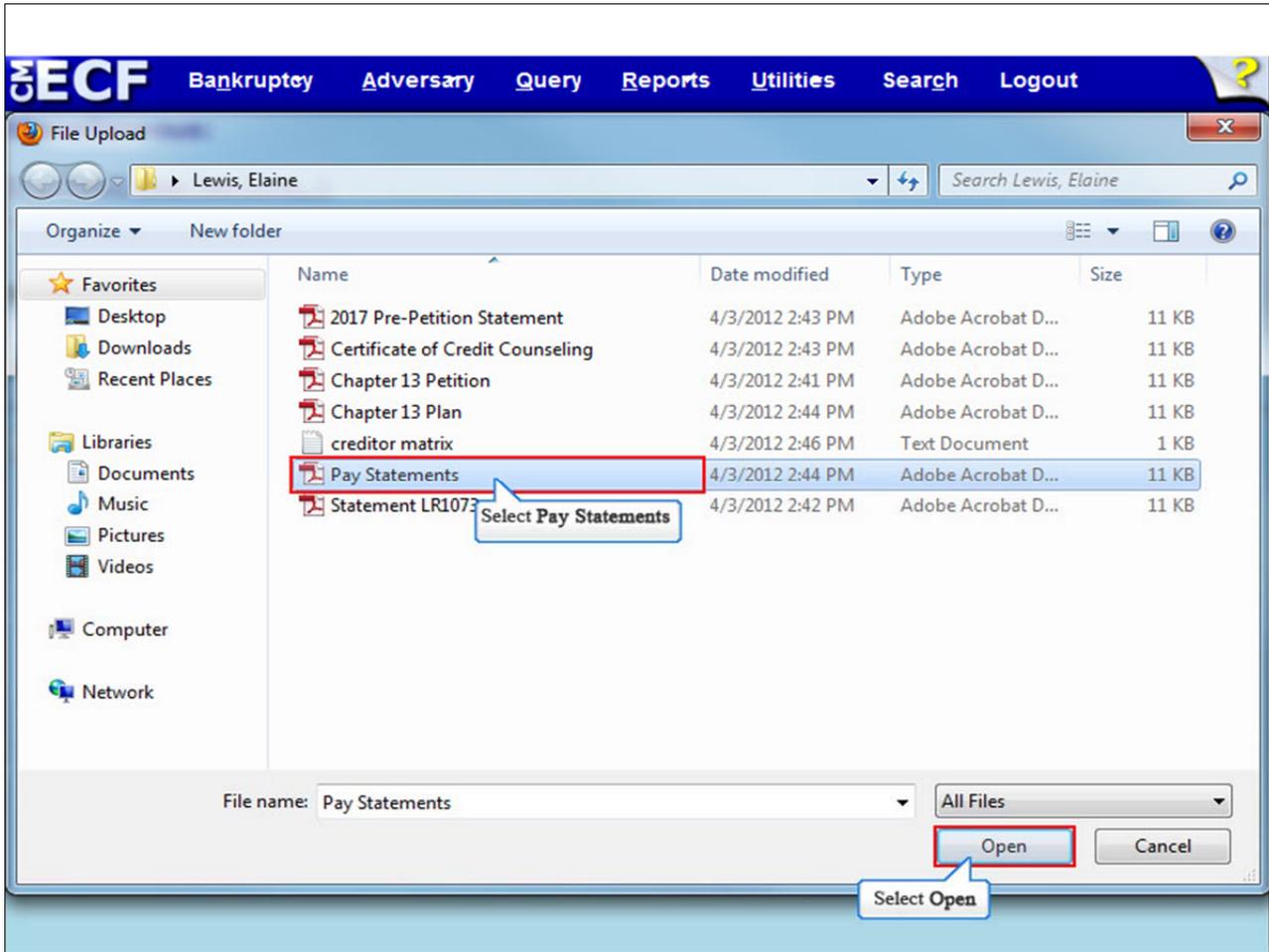
Attachments to Document:  No  Yes **Select Browse...**

Before uploading the Pay Statements, remember to redact the Social Security Number (SSN) or the Individual Tax Identification Number (ITIN) according to the Redaction Requirements.

Once you have redacted, select **Browse...** to upload the Debtor's Pay Statements.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 15 – Upload Pay Statement



Select the debtor's **Pay Statements**. It is highly recommended that you first right click to open and view the file that is being attached to confirm that it is the correct document being uploaded. Select **Open** to upload the Employee Income Records / Copies of Pay Statements.

# Filing Employee Income Records / Copies of Pay Statements

---

## Slide 16 Upload Pay Statement Cont'd

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

**Miscellaneous:**

8-12-70028 Elaine Jane Lewis, Jr

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

**Attachments to Document:**  No  Yes

Select Next

The file name appears in the **Filename** box. Select **Next** to continue.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 17 - Final Docket Text

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page is titled "Miscellaneous:" and shows the case number "8-12-70028 Elaine Jane Lewis, Jr". The "Docket Text" field is highlighted in yellow and contains the text "Employee Income Records / Copies of Pay Statements" and "Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)". Below the text are buttons for "Next", "Clear", and "Select Next".

The filer is given the opportunity to modify the docket text by selecting from the prefix drop down box pick list and typing additional information in the white text box. If filing an Affidavit, filer must type "Affidavit in lieu of" in the white text box to indicate that the Debtor has no Pay Statements. There is no need to use these boxes in this lesson, so we will select **Next** to continue.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 18 – Final Docket Text Cont'd

The screenshot displays 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 "Miscellaneous:". The main content area shows a docket entry for case 8-12-70028 Elaine Jane Lewis, Jr. The docket text is "Final Text" and "Employee Income Records / Copies of Pay Statements Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)". A red box highlights the "Next" button, which is used to submit the docket text. A "Clear" button is also visible. Below the buttons, there is a "Select Next" button. A warning message in red text states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning, the question "Have you redacted?" is displayed.

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 pay statements 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.

# Filing Employee Income Records / Copies of Pay Statements

## Slide 19 - Notice of Electronic Filing

U.S. Bankruptcy Court  
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Simon Marcus entered on 4/13/2012 at 12:54 PM EST and filed on 4/13/2012

Case Name: Elaine Jane Lewis, Jr  
Case Number: [8-12-70028](#)  
Document Number: [4](#)

Docket Text:  
Employee Income Records / Copies of Pay Statements Filed by Simon Marcus on behalf of Elaine Jane Lewis Jr (Marcus, Simon)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: Pay Statements.pdf  
Electronic document Stamp:  
[STAMP bkecfStamp\_ID=979333796 [Date=4/13/2012] [FileNumber=131330-0]  
[e44cc3a70f3ec904ba31e9f2f4c8c558ee48c956aee2b1ee0bfd2de23b0a68d83141  
6d99c653cd88d1685fa5f2c4ea16f282bcdcef364d0dd303d408eaf9335]]

8-12-70028 Notice will be electronically mailed to:  
Simon Marcus on behalf of Debtor Elaine Lewis  
[simon\\_marcus@nyeb.uscourts.gov](mailto:simon_marcus@nyeb.uscourts.gov)

8-12-70028 Notice will not be electronically mailed to:

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Debtor's Employee Income Records / Copies of Pay Statements. Any filer with an ECF login and password who docketed on the case receives this **Notice of Electronic Filing** (NEF) in his or her e-mail account. This NEF receipt alerts e-filers who have docketed up to this point on the case that the Debtor's Pay Statements have been filed.

The **Notice of Electronic Filing** also indicates the date and time the Pay Statements are filed.

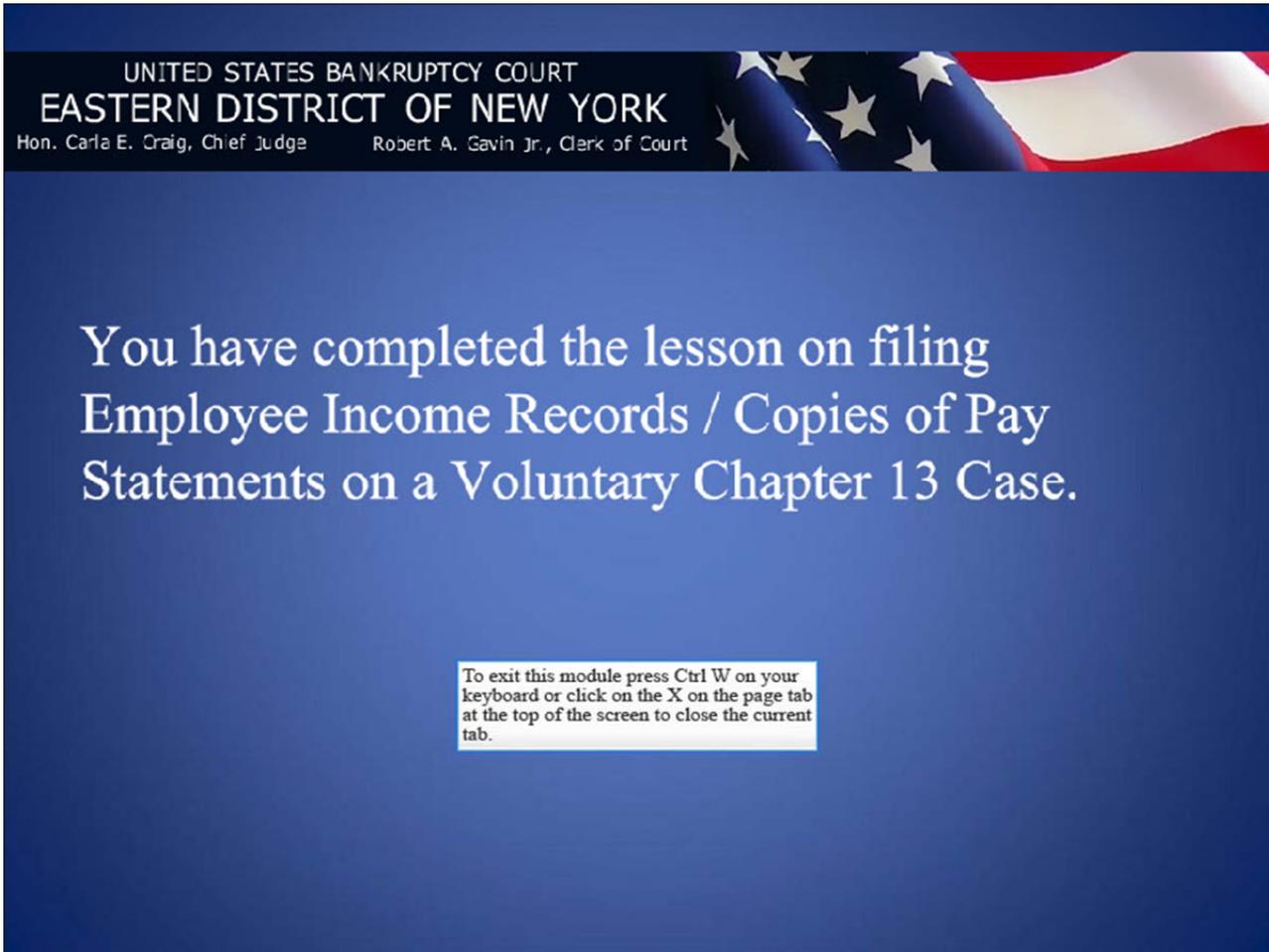
**Document Number** - In the e-mail, filers must select the Document Number hyperlink to view the Pay Statements. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.

**Docket Text** - duplicates the Final Docket Text as it appears on the docket.

**Notice will be electronically mailed to** - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

**Notice will not be electronically mailed to** - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

## Slide 20 - Summary



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 filing  
Employee Income Records / Copies of Pay  
Statements on a Voluntary Chapter 13 Case.

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